

Sullivan University

College of Nursing



ASN & PND

Nursing Student Handbook

2026

**Sullivan University
College of Nursing
Nursing Student Handbook**

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<u>Accreditation</u>	

Effective December 13, 2024, the PN and ASN programs are candidates for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on December 13, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View our program status on the [ACEN website](#).

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Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Sullivan University Mission Statement

Our mission is student-centered educational excellence in career-focused programs integral to our community.

Practical Nursing Diploma Mission Statement

Sullivan University College of Nursing supports the Practical Nurse Program's mission to provide learnercentered education of excellence to the student, healthcare facilities, populations within the community, and to foster and encourage a culture of inclusion of health and wellness for all.

Associate of Science in Nursing Mission Statement

The mission of the Associate of Science in Nursing (ASN) Program is to provide student-centered, high-quality nursing education that empowers diverse learners to develop clinical competence, professional integrity, and compassionate patient care. Through strong community partnerships and hands-on, real-world experiences, we prepare registered nurses who contribute meaningfully to the health and well-being of individuals, families, and communities.

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College of Nursing (CON) Statement of Philosophy

Sullivan University College of Nursing is committed to achieving excellence in nursing education and patient care predicated on our beliefs regarding human beings, society and the environment, health and health care delivery, nursing, and teaching and learning.

Human Beings

We believe that the dignity of each human being is to be respected and nurtured. Our organizational diversity affirms, respects, and celebrates the uniqueness of each person. We believe that each human being is a unique expression of attributes, behaviors, and values which are influenced by his or her environment, social norms, cultural values, physical characteristics, experiences, religious beliefs, and practices. We also believe that human beings exist in relation to one another, including families, communities, and populations.

Society/Environment

We believe that humans are affected by and, in turn, influence the environments in which they exist—environments that are both internal (i.e., physiological, psychological, ethical) and external (i.e., cultural, political, social, economic, professional, global). Such environments influence the health of individuals and communities. We recognize each persons' environment influences available health care delivery systems, access to care, and health disparities. We believe that society has a responsibility for providing environments that are conducive to maximizing the potential of its individual members and of society, for eliminating long-term inequities that contribute to health disparities, and for creating systems and roles that protect its members.

Health

We believe that optimal health does not preclude the existence of illness; health and illness exist on parallel continuums such that even people with chronic or debilitating illness may experience optimal levels of health through adaptation. We believe that all humans, across the lifespan, have a capacity to adapt to health and illness challenges whether they arise from environmental or genetic origins. Nursing's role is to assess, support adaptation, or intervene when the appropriate ability does not exist within the individual or group.

Health Care Delivery

Maintaining optimal health and preventing disease for individuals, families, communities, and populations depend on collaborative partnerships between patients/families/communities and teams of interprofessional providers of care. We believe that health care must be patient-centered and that mutual trust between patients and providers is created by relationships that reflect respect for dignity, diversity, integrity, self-determination, empathy, and empowerment. Patients/Families/Communities must be supported and encouraged in making care decisions and in engaging in the work needed for responding to health or illness challenges.

Nursing

Nursing exists as a function of society for the protection of its members through legally sanctioned roles, responsibilities, and scopes of practice. We believe that nursing is a scholarly discipline centered on assisting people to protect, promote, and optimize their health and abilities: prevent illness and injury; and alleviate suffering. Nursing achieves this through the identification and treatment of human responses to healththreatening conditions, advocacy in the care of individuals and groups, and the generation and translation

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of research findings for nursing practice. Nursing is committed to a holistic and evidence-based approach to human caring and compassion, respecting the dignity and worth of all human beings. It is our belief that nursing focuses on the uniqueness of each human being, guided by the utilization of the nurses' critical thinking and clinical judgement.

We believe that nurses begin as novices and progress to experts, with increasing complexities of knowledge, skills, and values needed to promote, maintain, restore, support, and maximize adaptation of humans as they fluctuate along the wellness and illness continuums. We believe that all nurses must practice to the full scope of their education and training in environments where laws, standards of practice, and reimbursement regulations are commensurate with education and experience.

Teaching/Learning

We recognize that it is the responsibility of all individuals to assume ownership of and responsibility for ongoing learning and to continually refine the skills that facilitate critical inquiry for lifelong learning.

We affirm that it is the responsibility of faculty to create and nurture academic initiatives that strengthen our engagement of real-world issues by anticipating new models of knowledge formation and applying knowledge to societal issues. This, we believe, equips students with the necessary cognitive skills, clinical reasoning, professional identity, and commitment to the values of the profession that are necessary to function as effective and ethical professional nurses.

COLLEGE OF NURSING- ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM

The organizational framework of the Associate of Science in Nursing Degree Program curriculum is derived from two major concepts. The first concept is Tanner's Clinical Judgement Model (CJM) which encompasses actions taken by registered nurses and forms the foundation of the nurse's clinical decision making in practice. In Tanner's CJM four steps are introduced: noticing, interpreting, responding and reflecting.

Noticing: involves collecting relevant information and recognizing cues or patterns indicating changes in a patient's condition.

Interpreting: the development of sufficient understanding of a situation to respond. It is the ability to take the data in a situation and then determine the etiology, patterns, additional factors to consider or additional information needed and resolution; the ability to draw a conclusion.

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Responding: understanding the illness experience and the meaning attached to it can care be provided. Deciding on a course of appropriate action for the situation

Reflecting: involves self-evaluation of Clinical Judgement abilities and actions.

Throughout the program, each course used expectant student competency levels of the program outcomes to organize the course content. The second concept that recognizes the course content is from the Quality and Safety Education for Nurses (QSEN). The Associate of Science Degree Nursing Organizing Frameworks are used not only as contexts for course objectives, but also as the framework for evaluation of student progress and performance. The goal of QSEN is to meet the challenge of preparing future nurses who have the knowledge, skill and judgement to continually improve the quality and safety of healthcare. The six QSEN competencies are Patient centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics.

Patient-centered care: The student will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences values and needs.

Teamwork and Collaboration: The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-based Practice: The student will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality Improvement: The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety: The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics: The student will be able to use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Ironside, P.M. Exploring the Complexity of Advocacy: Balancing Patient-Centered Care and Safety. (n.d.). Retrieved May 21, 2007, from <http://qsen.org/competencies/pre-licensure-ksas/>

ASN Program Outcomes

The graduate of the Sullivan University Associate of Science Degree Nursing Program will be able to:

1. Recognize the patient as a full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. Use data to monitor the outcomes of care processes while also using improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

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3. Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care.
4. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
5. Minimize risk of harm to patients and providers through both system effectiveness and satisfactory individual performance.
6. Utilize information and technology to communicate, manage knowledge, mitigate error, and support decision making.
7. Manage patient care with efficient and effective use of Tanner's CJM to meet patient needs and support organizational outcomes.

Institute of Medicine. Health professions education: A bridge to quality. Washington DC: National Academies Press; 2003.

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. Nursing Outlook, 55(3)122-131.

COLLEGE OF NURSING- PRACTICAL NURSING DIPLOMA PROGRAM (LOUISVILLE CAMPUS ONLY)

The Practical Nursing Program prepares graduates to be practitioners and employees within the discipline of nursing in a variety of structured health care settings under the supervision of the registered nurse or physician. After successful program completion, graduates are eligible to apply to a state board of nursing for Licensure by Examination.

Organizing Framework for the Practical Nursing Diploma Program

Gordon's functional health patterns provide the structural frame for the Practical Nursing Diploma Program Curriculum. The functional health patterns are:

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- Health perception and management
- Activity and exercise
- Nutrition and metabolism
- Elimination, sleep, and rest
- Cognition and perception
- Self-perception and self-concept
- Role and relationships
- Coping and stress tolerance
- Sexuality and reproduction
- Values and beliefs

Critical thinking and clinical judgment skills are interwoven in the Practical Nursing Diploma Program as evidenced by the appropriate use of the nursing process to deliver competent nursing care. Other pervasive concepts are:

- Caring
- Client advocacy
- Health promotion and disease prevention
- Teaching and learning
- Therapeutic communication
- Ethical and legal principles
- Cultural awareness
- Nursing care management and leadership

Practical Nursing Diploma Program Outcomes:

The Program Outcomes for the graduates of the Sullivan University College of Nursing Practical Nursing Program are as follows:

1. **Graduate Outcome for Human Flourishing:** Graduates must promote the dignity, integrity, selfdetermination, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate, relationship-centered nursing care.

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2. **Graduate Outcome for Nursing Judgment:** Graduates must make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.
3. **Graduate Outcome for Professional Identity:** Graduates must articulate a unique role as a member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care, to provide optimal health care for diverse patients and their families.
4. **Graduate Outcome for Spirit of Inquiry:** Graduates must collaborate with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status.

Note: The above PND Program Outcomes are listed on NLN's website under Practical Nursing Program Outcomes, copyright 2014 National League for Nursing.

**American Nurses Association (ANA) Code of Ethics for Nurses:
(codeofethics.ana.org 2025)**

Provision 1: Dignity and Respect

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

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Provision 2: Primary Commitment

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

Provision 3: Trust and Advocacy

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

Provision 4: Responsibility and Accountability for Practice

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

Provision 5: Duties to Self

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

Provision 6: Ethical Work Environments

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

Provision 7: Knowledge Development and Social Policy

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

Provision 8: Collaborative Relationships

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

Provision 9: Commitment to Society and Social Justice

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

Provision 10: A Global Nursing Community

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

Contact List

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COLLEGE OF NURSING GENERAL POLICIES

Onboarding Bootcamp

On a date selected by the Dean there will be an Onboarding Bootcamp presented by the College of Nursing's Dean, program directors, and nursing faculty. Onboarding Bootcamps will take place at both the Louisville and Lexington campuses. *Attendance is required to ensure your success.*

General Admissions Policy

Both nursing programs admit students without regard to sex, age, race, ethnic origin, sexual orientation, or religious beliefs. Each application is reviewed and evaluated with the purpose of selecting applicants who are academically qualified and demonstrate the potential to succeed in a nursing program. An interview with Dean of Nursing or Program Director may be scheduled.

Maintenance of Student Records Policy

The College of Nursing (CON) is responsible for maintaining records according to the State University Model Records Retention Schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium. Please consult the [State University Records Retention Schedule](#) for a full description.

Policy Changes Notification

Policies and revisions are approved by the nursing faculty. The Louisville Program Director will make the needed changes in the Student Handbook then send the additional or changes to both the Louisville and Lexington Administrative Assistants to post the change(s) on the Louisville and Lexington Blackboard Announcement pages. These announcements will include the date that the change will go into effect. Louisville and Lexington Program Directors will discuss the change(s) in their site-specific faculty meetings. Didactic faculty will then be responsible for communicating the changes to their students during their first day of class each quarter.

The student handbook is reviewed and updated on a regular basis which includes policy changes from the previously implemented term. This edition of the Student Handbook supersedes all previous editions. The CON reserves the right to rescind or otherwise modify the provisions of this Student Handbook with or without notice. Neither the CON nor Sullivan University is responsible for any misrepresentations of its requirements or situations that might arise because of errors in the preparation of this Student Handbook.

Criminal Background Check Policy

Rationale

- To enhance the safety and wellbeing of patients.
- To minimize the liability of Sullivan University College of Nursing and clinical facilities.
- To determine if there are any background issues that would make the applicant ineligible for clinical experiences and/or to take the NCLEX.

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Administrative Guidelines

- The Admissions Department of Sullivan University CON will conduct a Criminal Background Check on all applicants once they meet the criteria of the Admissions Department, pass the entrance exam, and complete the application process. All applicants must consent, submit to, and satisfactorily provide all necessary information for the check by completing all application paperwork and signing a Consent Form.
- Once the Criminal Background Check is completed, a report of the results is forwarded along with the complete application to the Program Director of Nursing. If the information reported is deemed acceptable by the Dean of Nursing, the applicant will be accepted into the Sullivan University College of Nursing Program of choice.
- An applicant's omission of required information, including the failure to sign a Consent Form, or submission of false or misleading information will result in an applicant being denied acceptance into a Nursing Program at Sullivan University College of Nursing by the Dean of Nursing. Should the Program Director or Dean become aware of an adverse criminal background information that does not meet clinical facility requirements the student will be dismissed from the program.
- The Criminal Background Check forms and reports are maintained in the students' files along with the complete application.

Information Available in Criminal Background Checks

- The Criminal Background Check will include all criminal charges, which include traffic, misdemeanors, or felonies and whether the charges are dismissed or convicted.

Types of Criminal Background Checks

- Social Security Number Search: A search to help confirm the applicant's identifying information such as name, aliases, addresses, social security number, and to determine areas of prior residence.
- County Criminal Records Search: A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification.
- Statewide Criminal Records Search: A search conducted through statewide criminal record repositories or court systems for any felony or misdemeanor criminal history.

Emergency Preparedness

See Annual Safety and Security Report

Professional Behavior Expectations

To prepare the student for success on the job and to promote a positive learning environment, professional behavior is always required of all students. This behavior includes positive behavior, respect of others, ethical behavior, flexibility, receptive, and adaptive to change, honesty, openness, maintenance of professional relationships, and follow-through on instructions and commitments.

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Conversely, the following behaviors will not be tolerated and may lead to disciplinary action:

- Negative attitudes
- Disrespect
- Impulsive, unprofessional, or inappropriate behavior
- Non-productive criticism
- Inappropriate verbal or written confrontations including email and phone communication
- Use of unacceptable language
- Insubordination
- Any inappropriate physical contact or violence
- Any behavior that breaks the ANA Code of Ethics for Nurses

Any conduct constituting a violation of the ANA Code of Ethics, or behavior deemed unprofessional, will result in immediate dismissal from the Nursing Program.

See Sullivan University Catalog for more information.

Communication

Developing good, positive, effective verbal and non-verbal communication skills is a vital part of the nursing profession. Interpersonal relations such as team building, and mastering language barriers are ongoing while the student must strive to work on individual goals for accuracy in speech articulation and tone. This ensures communication will be understood from the receiver's perspective in healthcare settings where noise interferes with these messages from the sender.

A poor unproductive, negative attitude, disrespect, unacceptable verbal language, insubordination, inappropriate verbal confrontations, meddling in other's affairs, spreading private or inaccurate information (gossip) are all roadblocks to communication. If a student has a problem, the student should speak calmly and quietly at an appropriate time with his/her instructor. Should a student not receive an adequate resolution, the student can make an appointment to see the Program Director of Nursing or Dean of Nursing. The classroom, with the student's peers present, will not be made into a forum for discussion of personal issues with the Instructor, Program Director of Nursing, or Dean of Nursing. The student should make an appointment to discuss these matters privately.

If a student's phone number or address changes, the student must immediately inform the Nursing Administrative Assistant. We must be kept informed of how to contact students. A Student Change of Information Form can be obtained and submitted to the Nursing Department Office. Failure to provide current information can result in failure to receive critical information, for which the student is held accountable.

Professional Dress/Uniforms

Students will receive one order of uniforms from the school that is comprised of three sets of scrubs and one pair of shoes. Additional items would need to be purchased by the student. In addition to the general dress standards set forth in the Sullivan University Catalog, College of Nursing students must adhere to the following programmatic dress standards.

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While in clinical or lab, nursing students will wear complete program-approved uniforms as described below. Street clothes are appropriate in the classroom; however, students must wear their Sullivan Photo Identification Badge when on any of the Sullivan campuses. There are no substitutions for the Sullivan Badge.

Students who are not dressed appropriately or are not wearing name tags as stated above will be counseled for immediate correction or will be sent home to correct the uniform issue.

Note: All dress code/appearance policies of the clinical facility must be adhered to.

The complete uniform is purchased by the student and includes:

- The Sullivan University College of Nursing program-approved uniform
- A black scrub jacket or black Sullivan fleece jacket is the only jacket approved for the clinical setting.
- Program-approved uniform shirts, black trousers that do not touch the ground, black socks (crew or compression) to match the solid black shoes, solid black or white crew neck t-shirt or turtleneck under the uniform. Women may wear black or black non-fishnet hose with dress uniforms or trousers. Cultural headwear must be solid black and should be arranged/secured as not to interfere with nursing activities.
- The Sullivan Photo Identification Badge needs to be placed on the upper chest with the picture visible and must be worn at all times.
- Wristwatch must have a second hand. Large watches, smart watches, and character watches are unacceptable.
- Only program-approved shoes with closed toes, heels, and sides are allowed.
- Uniforms are to be clean and wrinkle free.
- Students are to be clean and free of body odor, which includes perfume, after shave, cigarette, cigar, or vape smoke.

Accessories

1. Fingernails must be kept moderately short and no longer than the fingertips, clean, and free of all nail polish. Acrylic, artificial or gel nails are not permitted.
2. Cosmetics should be used in moderation; False Eyelashes are not permitted.
3. Perfume will not be worn, and a strong odor of tobacco will not be present.
4. Chewing gum is STRICTLY prohibited in the clinical setting.
5. Visible tattoos must conform to clinical site requirements and, while on campus, visible tattoos must be tasteful and non-offensive. Tattoos that may be offensive must be covered while on campus or in clinicals.
6. Jewelry permitted to be worn consists only of the following:
 - Wristwatch (no Smart Watches /See Professional Dress above)
 - Wedding band only
 - Small, stud earrings for pierced ears ONLY; one per ear lobe
 - No chains, necklaces, or bracelets
 - Jewelry, including spacers, may not be worn in any area of body piercing, except in ear lobe.

Note: Some clinical sites, i.e., newborn nurseries, do not permit students to wear jewelry. All students must comply with this policy.

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Hair Guidelines

Hair should be clean and of a "natural" hair color (i.e., not colors unnatural to human hair). Hair should be arranged and secured as not to interfere with nursing activities. Specifics are listed below:

1. Hair must be kept off the face and out of the eyes. When necessary, use hair pins to secure the hair.
2. In the clinical setting, ponytails may be no longer than collar length for the purposes of occupational safety.
3. Mustaches and beards must be kept short and trimmed.

Electronic Devices

1. Electronic devices such as cell phones, tablets, smart watches, etc. are not permitted in the clinical setting at all. Electronic devices are permitted in the classroom except for during an exam. If a cell phone, smart watch, or any other electronic device makes any noise or is present during an exam/quiz, the student will be asked to leave the classroom immediately by the instructor. The student must speak with the Dean of Nursing or program director before he/she may return to class. The student will receive a zero "0" for the exam and will not be allowed to make-up the exam/quiz.
2. Voice or video recordings are not allowed in nursing classes without faculty approval and *never permitted* in the clinical area.
3. Any electronic devices in the clinical setting will result in a clinical failure, which will necessitate repeating the course, if permitted.
4. If a student has a potential emergency, they can notify the Clinical Instructor and the instructor can determine whether to hold the electronic device for the student during clinical.

Smoking/Tobacco Policy

Students will be permitted to smoke and vape in designated areas.

Sullivan University College of Nursing has a 100% smoke-free policy in the clinical setting. In addition, due to hygiene and infection control concerns, students are also prohibited from using smokeless tobacco & electronic cigarettes in the clinical setting.

Health and Safety

1. A doctor's statement is required for the student to return to school following:
 - Hospitalization
 - Treatment for an infectious disease
 - Surgery
 - Other illness/injuries as requested by the Dean of Nursing
2. A pregnant student must present a doctor's statement to continue in clinical practice.
3. Post-partum release must be obtained prior to returning to class, clinical or lab.
4. Students with a temperature of 101 degrees or above, nausea and/or vomiting, diarrhea, or any other condition classified as contagious, such as conjunctivitis, may not attend clinical. The absence policy will apply in such circumstances.

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5. Illnesses occurring at the university or clinical site may require transport by EMS. Students are held financially responsible for their own medical care, including emergency transportation from the university or clinical site.

HIPAA Certification

For nursing students to be approved for clinical placement, both the proof of completion certificate from the web-based HIPAA Training and the Confidentiality Agreement must be completed by the assigned due date in NUR211, NUR221 (bridge students), and PND101 and submitted via drop box in Black Board.

OSHA Guidelines

To be in compliance with OSHA standards on blood borne pathogens, each student must be informed of the mandatory universal precautions in health care settings.

Infection Control is the use of techniques and precautionary methods to prevent the transmission of contagious, nosocomial infections, and AIDS. The following are general Infection Control and OSHA Guidelines that students will be required to meet. The purpose of these guidelines is to ensure the safety of patients, families, health care workers and students from injury and infectious diseases.

Students are encouraged to take the series of Hepatitis B Vaccine. Consult your family physician or the Health Department for vaccine administration. If the vaccine is declined, a statement to that effect must be signed.

1. Always wear freshly laundered clothing to your class or clinical site.
2. Contaminated laundry will be handled as little as possible with a minimum of agitation, placed in the designated bag, and bagged at the location where it was used.
3. Practice good hand washing techniques:
 - a. Students will wash their hands immediately or as soon as feasible after removal of gloves or other Personal Protective Equipment (PPE).
 - b. Students will wash their hands and any other skin with soap and water or use water to flush mucous membranes immediately or as soon as possible following contact with blood or other potentially infectious material.
 - c. Students will wash their hands with soap and water before and after contact with patients.
 - d. Students will wash their hands with soap and water before and after eating and toileting.
4. Remove jewelry, such as rings with stones, nail polish, and acrylic nails. They harbor microorganisms that are difficult to remove. You will not be allowed to wear nail polish or any body piercing, rings, necklaces, or earrings in the clinical area so it is best not to bring them to the clinical site.
5. The student will use the appropriate PPE when indicated:
 - Wear protective gown, gloves, mask and eye wear (goggles or mask-shield) •
 - Resuscitation mouth pieces, bags, pocket masks or other ventilation devices
6. All PPE will be removed prior to leaving the work area.

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7. Gloves will be worn when it is anticipated to have hand contact with blood or other potentially infectious materials, mucous membranes, and not intact skin, and when performing procedures requiring the use of sharps.
8. Disposable gloves will not be washed or decontaminated for reuse.
9. Universal precautions will be observed to prevent contact with blood or other potentially infectious materials.
10. Contaminated sharps and needles shall not be bent, recapped, or removed. If recapping or removal is required, it must be accomplished through the use of a mechanical device or a one-handed technique. Shearing or breaking of contaminated needles is prohibited.
11. Always dispose of sharps, contaminated or not, as soon as possible in the puncture resistant, leak proof, closable sharps container, labeled as “Biohazard”, provided by the clinical site or the skills lab. Containers for sharps will be accessible, maintained in an upright position throughout use, routinely replaced, and not be allowed to overfill. Containers are to be closed immediately prior to removal or replacement.
12. All procedures involving blood or other potentially infectious materials will be performed in a manner as to minimize spraying, spattering, and generation of droplets.
13. Specimens of blood or other potentially infectious materials will be placed in leak proof containers during collection, handling, processing, storage, transport, or shipping. The container for storage, transport, or shipping will be labeled or color coded “Biohazard” when specimens/containers leave the facility. If outside contamination of the primary container occurs or could be punctured, it will be placed in a second container that is puncture resistant, prevents leakage, and is labeled or color coded.
14. Always dispose of biohazard materials in the designated trash receptacles marked “Biohazards”. Dispose of all contaminated wastes into its proper disposal site(s) or container(s).
15. Eating and drinking are allowed only in designated areas of either the campus or the clinical site. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
16. Smoking is strictly forbidden in all areas of clinical facilities.
17. Food and drink will not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
18. Students should familiarize themselves with the Infection Control Policy at their clinical facility. Some clinical facilities may require COVID-19 vaccine, flu shots, or other specific immunizations before beginning a clinical at their facility.

Americans with Disabilities Act (ADA) See
Sullivan University Catalog.

Nursing Essential Functions and Technical Standards
Signed copy completed during admission process and stored in Campus Nexus.

Chain of Command Policy for Nursing Complaints/Issues
Sullivan University College of Nursing is committed to open and frequent communication. This open-door policy means that students should first have a conference with whomever they have their original

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complaint/issue, i.e., clinical instructor, faculty member, lab coordinator, etc. If the issue remains unresolved, the student should then follow the chain of command as outlined below to seek resolution.

1. Complaints/Issues Regarding the Clinical Setting:

- Students are to follow the chain of command listed below for all complaints/issues in the clinical setting:
 - Clinical Instructor
 - Theory/Lead Instructor
 - Clinical Coordinator
 - Program Director of Nursing
 - Dean of Sullivan University College of Nursing
- If further action is deemed necessary, you may file a written complaint in accordance with the Sullivan University Grievance/Official Complaint Procedure, as outlined in the Sullivan University Catalog.

2. Complaints/Issues Regarding the Classroom Setting:

- Students are to follow the chain of command listed below for all complaints/issues in the clinical setting:
 - Theory/Lead Instructor
 - Program Director of Nursing
 - Dean of Sullivan University College of Nursing
- If further action is deemed necessary, you may file a written complaint in accordance with the Sullivan University Grievance/Official Complaint Procedure, as outlined in the Sullivan University Catalog.

Snow Schedule

Should the school be closed due to inclement weather during normal operating hours, students will continue to be required to attend their scheduled clinical facility assignment unless instructed otherwise by their clinical instructor. Students must contact their clinical instructor regarding attendance at clinical sites in the event of inclement weather. Contact the Clinical Coordinator for inclement weather on Saturday and Sundays. Mandatory make-up sessions will be required for missed days.

The school will announce snow schedules, school closings, or campus emergencies through the Sullivan Mobile App.

In the event of a state of emergency, students will be expected to follow the recommendations of their site, local, and federal guidelines. If the student is unsure of whether attendance is required, they should contact their clinical instructor for information. Days missed due to emergency status will be required to be made up.

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Student Representation

The College of Nursing affirms the belief in the process of shared governance with faculty, staff and students having a voice in policy making and program development. Therefore, student representation is expected during faculty and curriculum meetings within the College of Nursing. Students in the ASN and PND program may participate physically or virtually during these meetings. Interested students should contact the Nursing Administrative Assistant for information. Faculty meetings are held monthly, and curriculum meetings are held quarterly. Date and time of meetings will be posted in Black Board Announcement via Clinical Grids (see How to Access Clinical Grids). The College of Nursing values student input regarding the program and curriculum. Students are encouraged to share information and feedback during the meetings.

COLLEGE OF NURSING ACADEMIC POLICIES

Graduation Criteria:

In order to graduate from either Nursing Program, students must:

1. Pass all nursing core classes with a minimum grade of “C” (78%).
2. Pass course prefixes of MTH and BIO/BIO103L with a minimum of “C” (70%).
3. Meet all University graduation requirements.
4. Successfully complete the NCLEX Review session offered by the College of Nursing during the last quarter of the program.

Note: All students are invited and encouraged to participate in the college graduation exercises after completing their program.

NCLEX Reimbursement

Sullivan University will reimburse students for their Pearson Vue and KBN application fees who pass the NCLEX on the first attempt within 90 days of graduation after submitting appropriate receipts to the CON Administrative Assistant.

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Satisfactory Progress

Students will be evaluated and receive grades on a quarterly basis. If assignments are rated as satisfactory or unsatisfactory, all assignments must be completed with a satisfactory rating in order to pass the course. If not completed, an “F” will be recorded. All courses must be completed with a minimum grade of “C” or better in theory, a “satisfactory” grade in clinical, and a “satisfactory” grade in skill competencies. Some courses require a clinical/lab rotation. Clinical/lab rotations are graded on a Pass/Fail basis. If a clinical/lab rotation is failed, the theory portion is also failed. If a theory portion is failed, the clinical/lab rotation is also failed.

Grading Policy for Evaluation

A student must achieve a grade average of 78%.

Grading Scale:

A = 93 – 100

B = 85 – 92

C = 78 – 84

D = 70 – 77

F = 69 and below

This grading scale applies to core nursing courses only (NUR/PND)

Course Syllabus

1. At the beginning of each quarter, each instructor will distribute a course syllabus. Students should always keep this with them; so, they will know what is to be covered in each day’s class.
2. Each student is responsible for reading the course syllabus carefully to know the expectations for passing the course and will sign a statement to that effect for each course.

Drug Screening

Random drug screening, for-cause drug screening, or drug screening due to requirements of clinical facilities will be done prior to the beginning of clinical experiences and may be administered at any other time by the College of Nursing. Students who are unable to produce urine due to a health condition will be tested via alternative methods. If the on-campus drug screen is found to be positive for alcohol, an illegal substance, or any drug for which the student does not have a current prescription, the student will report to a secondary drug screening facility (Baptist Works) under a timed arrival restriction. The student may be required to be transported by college personnel with an accompanying faculty or administrative staff member. Any student who tests positive at the secondary screening facility will be terminated from the College of Nursing. If a student does not give a specimen for the drug screen or refuses to give the required specimen, the student will be considered to have a positive drug screen and will be terminated from the College of Nursing.

Marijuana Policy

Overview

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In accordance with state and federal regulations and in alignment with our experiential education program requirements, the following policy outlines the College of Nursing's stance on marijuana use among students. This includes medical marijuana.

Legal Status in Kentucky

As of 2025, medical marijuana is legal in the Commonwealth of Kentucky. However, recreational marijuana remains illegal under state law. Students should be aware that federal law continues to classify all forms of marijuana as a Schedule I controlled substance, regardless of state legalization.

Experiential Site Policies

While Kentucky permits medical marijuana use, our experiential partners do not allow students to participate in rotations if they use marijuana, even with valid medical documentation. Each site reserves the right to enforce its own policies, which may include drug screening and exclusion from placement based on marijuana use.

College of Nursing Position

While the College of Nursing does not prohibit students from obtaining a valid medical marijuana prescription under state law students must understand that:

- A medical marijuana prescription or patient registry ID card does not exempt students from the CON student marijuana policy.
- Testing positive for marijuana (THC) or disclosing use will result in denied access to rotation sites and dismissal from the program. Students must test negative for THC to be allowed on clinical/experiential rotations.
- Students who are unable to meet these site onboarding requirements due to marijuana use will result in dismissal from the program.
- The use of CBD products will lead to a positive drug test for marijuana and the above statements apply to positive test results for CBD use.

Student Responsibilities

- Students are required to comply with all onboarding and site-specific requirements for experiential rotations.
- Students using or considering the use of medical marijuana or CBD must notify the CON as early as possible to discuss potential implications for rotation placement and continuation of the program.
- It is the students' responsibility to ensure they remain eligible for all educational and clinical requirements of the program

Policy Enforcement

Violations of this policy, including failure to disclose information that may affect site placement, will result in permanent dismissal from the program.

Academic Integrity/Plagiarism

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See Sullivan University Catalog

Exams

1. Exam Grade Calculations:

- All grades for exams for all courses will be entered, recorded, and maintained in Blackboard. No extra credit is given.
- Each student will receive the grade recorded in Blackboard as their final grade.

2. Course Exams:

- Exams are given periodically throughout the quarter. Exam schedules will be included in the course syllabus.
- Exams will cover material presented in the classroom lecture, assigned readings, handouts, and audiovisual aids.
- Students are to take the exams at the scheduled times.
- All exams will be administered online through Blackboard or Elsevier Assessment Builder (EAB). Exam questions will be randomized, providing one question at a time, and prohibit backtracking.
- Students are to clear their desk of all objects, except a #2 lead pencil and place all belongings at the front of the room.
- Once the exam starts, the door will be closed, and students will not be allowed to enter the room to take the exam. If the student misses a scheduled exam without contacting the lead instructor or Nursing Administrative office by phone, email, or text, they will receive a zero (0) on the exam. NO exceptions will be made. The student will be allowed to take a make-up exam if permitted per policy. Extenuating circumstances will be reviewed and approved by the Program Director and/or Dean of Nursing.
- There will be no talking in the classroom while exams are in progress. Students talking will be asked to leave the classroom and will receive a zero on the exam.
- Students will not be permitted to leave the classroom without submitting their finished exam, calculator, and note pages to the instructor/proctor. If a student leaves the room (to go to the bathroom or any other reason), the student must submit his/her exam; and it will be graded as it is.
- Electronic devices are not permitted in the classroom while taking an exam. If a cell phone, smart watch, or any other electronic device makes any noise or is present during an exam/quiz, the student will be asked to immediately leave the classroom by the instructor. The student must speak with the Dean of Nursing or program director before he/she may return to class. The student will receive a zero "0" for the exam and will not be allowed to make-up the exam/quiz.
- Grading: If exam questions are determined to be invalid after item analysis of the exam, the question will be provided as a bonus question. Example: If 2 questions are determined to be invalid from a 50-question exam, the grade will be based on a 48-question exam. The 2 invalid questions will be changed to bonus questions. If a student correctly answers the bonus question, the student will receive credit for the question. Partial credit will be provided for Select All That Apply questions
- Make-up exams must be taken within three business days of the scheduled exam providing the appropriate process for missed exams was followed by the student. If the student misses a scheduled

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exam on a Thursday, the student must make-up the exam by the end of business on the following Tuesday (in three (3) business days).

- Grades and exams will not be returned until all students have taken the exam.
- The exam results will not be provided immediately.
- Students have up to one (1) week to schedule an appointment with their instructor to review an exam once exam grades are returned and reviewed in class.

3. Missed Exams

- If a student must miss an exam, the student **MUST** notify the instructor of record prior to administration of the exam. If the student misses a scheduled exam without contacting the lead instructor by phone, email, or text, they will receive a zero (0) on the exam. NO exceptions will be made.
- Failure to schedule the make-up exam will result in a “0” for the exam if the exam is not made up within three business days from the original exam date.
- There will be no more than one (1) make-up course exam per student, per quarter, per class. A second make-up exam within a quarter may be granted with permission from the Program Director or Dean if the student can provide documentation of extenuating circumstances and has notified their instructor prior to the exam start time.
- It is the student’s responsibility to make arrangements with the course faculty to make-up the exam. The exam must be taken within three business days of the original test date.
- The make-up exam may be in a different format, such as fill in the blank, essay, or short answer questions depending on the amount of material covered.
- If a scheduled make-up exam is missed, the grade will be recorded as a “0” for that exam. Exam review in the class will not be done until all make-up exams have been completed.

4. Final Exam

The final exam is comprehensive and covers all material presented throughout the quarter. The final exam will be scheduled by your class instructor and administered on campus.

Make-up exams during Finals week (week 11) will only be granted for extreme extenuating circumstances with confirming documentation approved by the Program Director and/or the Dean (ex: death of close family member, hospital admission of self or dependent child, natural disaster or catastrophic event in home community). Make-up of the final exam must be completed by 4:00 p.m. on Friday of week 11. There is no review of the final exam.

5. Final Course Grade

Numeric grades are rounded to one decimal place.

6. Standardized Exams

1. Standardized Testing

Some nursing courses will have Standardized Exams that will be given during the course. All Standardized Exams, in both PN and AS programs, will be given in a proctored setting unique to each program/course.

a. Standardized Exams:

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- No makeup is permitted.
- Must be completed on campus at Sullivan University College of Nursing and may be scheduled outside of normal scheduled class hours.
- b. Program Exit Exams:
 - For both programs, the established passing scores are published in each course syllabus.
 - The student will not be permitted to take the second attempt in less than two (2) weeks from the initial attempt and only after completing all assigned remediation.

Note: Students are required to bring their own laptop computers to take course and standardized exams. See the Sullivan University catalog for compatible devices. Students should run a HESI compatibility test on their computer while on campus to ensure your computer is compatible with HESI. Students not prepared to begin the HESI proctored exam or HESI exit exam within 15 minutes of the start time, will receive a zero on the HESI exam. Any student who brings a device to an exam, other than those required by the technology specifications outlined in the Sullivan Catalog, and experiences issues will receive a zero on the exam.

7. Student Belongings During Course, Final, and Standardized Exams and Exam Reviews Prior to the beginning of course, final, and standardized exams and/or exam review, all student belongings, including phones, smart watches, smart glasses, and other electronic technology, will be placed against the front wall of the room. Classroom doors will be closed at the start of the exam and no one will be allowed to enter after the door is closed. Students are responsible for bringing a #2 pencil to the exam. Faculty will provide ear plugs and 1 piece of blank paper and a simple calculator after the start of the exam.

Phones/smart devices must be silenced so that they do not sound and disturb class members during the exam. If a cell phone, smart watch, or any other electronic device makes any noise or is present during an exam/quiz, the student will be asked to leave the classroom immediately by the instructor.

The student must speak with the Dean of Nursing or program director before he/she may return to class. The student will receive a zero “0” for the exam and will not be allowed to make-up the exam/quiz.

Medication Calculation Proficiency Exam Policy

- The Associate of Science Degree Nursing Programs will check off on Medication Calculation Proficiency during NUR221 skills lab. The Practical Nursing Diploma program (Louisville Campus Only) receives Medication Calculation Proficiency during PND102 and course skills labs.
- Simple calculators will be provided to the students by the College of Nursing for use during the proficiency quiz and during course exams. Students are not allowed to use their own calculator. Cell phones and/or any other communication devices will be prohibited from use during medical calculations.

Remediation Process Policy

For each failed course exam, the student and faculty member shall meet either in person or via Teams within three business days to mutually establish a remediation plan based on the Nursing Program Remediation Policy.

The process may include these points:

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- 1) Remediation is mandatory for any failed course exam
- 2) A Remediation Form (Student Success Plan) is to be completed and signed by student and faculty for any failed course exam.
- 3) Any remediation assigned to a student must be completed within the time frame established by the faculty.
- 4) Weekly contact in person, via phone, or email may be needed; however, more frequent contact may be indicated.
- 5) Group remediation may be done with faculty and students.
- 6) Any activities for remediation will be in addition to regular course work.
- 7) A Remediation Form (Student Success Plan), once completed, is to be maintained in the student's file.
- 8) Any student who fails a course must contact the program director to develop a plan and identify strategies for improvement.
- 9) The Program Director of Nursing will be notified immediately of any students' refusal to participate in remediation.

Withdrawal Policy

See Sullivan University Catalog.

Note: A “W”, “WF” or “NF” counts towards programmatic probation and program dismissals.

Re-Entry/Repeat Course Policy

See Sullivan University Catalog.

A student will be placed on programmatic probation for the following reasons:

- Fails TWO PND nursing courses.
- Fails TWO ASN Nursing Courses
- Fails the same nursing course twice (ASN or PND)

A student that is placed on programmatic probation will be required to submit a detailed improvement plan prior to repeating the course. A student placed on programmatic probation will remain on probation for the remainder of the program. Any nursing course failures while on programmatic probation will result in dismissal from the program.

Note: “D”, “F”, “W”, “NF” and “WF” counts towards programmatic probation and program dismissals.

A student is not eligible for re-entry if:

- The student fails to meet academic criteria. The student is not eligible for readmission to either nursing program.
- Fails any nursing course while on programmatic probation.
- The student is dismissed from either program for cheating on any graded material, clinical paperwork, or other course activities.

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- The student is dismissed from either program for bullying behaviors and/or violence towards faculty, staff, students, or clients.

Note: When repeating a course, all components of the course will have to be repeated including theory, exams, laboratory experiences, skill checkoffs, and clinical experiences. If a student withdraws from a course, reenrollment or the opportunity to retake the course may be subject to delay based on space availability.

Audit Policy

At the discretion of the Dean of Nursing or Program Director of Nursing, students allowed re-entry after a six (6) month absence from the nursing program must audit all nursing courses that have been successfully completed in previous terms. The required coursework for audit credit is determined by the Dean of the College of Nursing and/or the director of the program in which the student will be enrolled. Courses audited are assigned a grade of AU. However, the student must achieve an average grade of 78% in audited courses. If the grade average is below 78% the student will be required to repeat the audited course (s). See Sullivan University Catalog for additional information on auditing courses.

Dismissal from a Nursing Program

Dismissal is a permanent dismissal from the nursing program. Therefore, the student is not permitted to return to the program. A student is subject to dismissal from their chosen nursing program if:

1. They are caught stealing;
2. They attend school under the influence of, and/or selling, drugs or alcohol, while on campus; 3. They refuse a drug screen;
4. Fails any core nursing course while on programmatic probation.
5. They fail to adhere to HIPAA confidentiality guidelines during clinical.
6. They cheat or plagiarize on exams or assignments.
7. They fail to uphold the ANA code of Ethics for Nurses.
8. They are dismissed from a clinical placement site by the clinical facility.

Class Participation Policy

The lowest score will be dropped at the end of the quarter and the overall participation grade will be calculated from the remaining scores.

Tardy for Class

If a student is going to be late, a prior call, text, or email MUST be made to the Nursing Department Administrative Assistant and/or the instructor prior to class start time. No Exception. If you receive a voicemail, you must leave a message. Depending on the length of tardiness, it is the instructor's discretion to allow a student to reenter class or wait in the student lounge until the next class break.

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CLINICAL & SKILLS LAB POLICIES

Bridges EXP Compliance

Students assigned to Norton Healthcare, St. Joseph Health, UofL Health, or UK Healthcare must complete all Bridges EXP Requirements prior to start of clinical. If this is not completed, the student will not be permitted to attend clinical resulting in failure of the nursing course to be repeated next quarter, if applicable.

- Students must complete all immunizations including COVID-19 and Influenza vaccines.
- Students must complete all required information documents in Bridges EXP assigned for that clinical.

Clinical Site Communication

Under no circumstances are students permitted to contact a clinical facility. All questions or concerns must be communicated to the College of Nursing clinical coordinator.

Clinical Guidelines

Clinical time is a vital component of nursing education. Every effort is made to provide clinical experiences to enhance the theory portion of the program and prepare the student for the workforce. All clinical assignments are subject to change. It is the students' responsibility to provide transportation to and from any of these facilities. All students will not have the same clinical experiences but should share experiences in pre and post conference. Clinical facilities are selected at random. Therefore, students will not be permitted to request a specific facility for any reason, including carpooling with another student. According to Sullivan University College of Nursing and the Kentucky Board of Nursing, lab is recognized as clinical and both follow the same clinical attendance policy.

Confidentiality

Information regarding patients or former patients is confidential and is to be used only for clinical purposes. The student must agree to permanently maintain the confidentiality of all patient information obtained during the clinical experience. Failure to adhere to confidentiality guidelines is grounds for immediate termination from the program. All students must have HIPAA training prior to the student's first scheduled clinical experience/rotation.

Liability Insurance

If a student is injured at a clinical facility or during a university activity, the student is responsible for all medical expenses incurred. Students are encouraged to have medical insurance while enrolled at Sullivan University College of Nursing.

Student Responsibility & Immunizations

Under no circumstances will a student be allowed in the clinical site if immunizations are not current and verified by the college of nursing. All documents must be submitted to the Nursing Department Administrative Assistant. For NUR212 and PND104 students, immunizations, CPR, Physical, and other required health records are due by Monday of week 5. For NUR221 bridge students, immunizations, CPR, Physical, and other required health records are due by Monday of week 3. It is the students' responsibility to obtain the needed documents and submit to the Nursing Department. Any student whose CPR, PPD, physical or Immunizations have expired or not submitted to the College of Nursing by the identified deadline will result in failure of the course.

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The student is also responsible for:

1. Keeping the above items current.
2. Having a current copy of these documents available at all times.

Note: Any student whose CPR, PPD or Immunizations have expired will not be allowed to attend clinical. Any time missed in clinical will be counted as an unexcused clinical absence and the student will receive a 5% deduction off their final course grade. A second clinical absence due to this situation will result in failure of the course (See clinical/lab absence policy).

Clinical Expectations

- Students are expected to arrive at pre-conference on time and prepared to care for the patient/resident.
- Preparation includes having the following ready for pre-conference:
Blank Assessment Form, care plans, drug cards, other paperwork as assigned for specialty areas
Necessary equipment including but not limited to stethoscope, pen light, scissors, black ink pen
Necessary books to evaluate client and complete paperwork
- A student who arrives without the required preparatory paperwork will be sent home. These hours will count as an absence, a “U” will be recorded for the day.
- Clinical paperwork (care plans, nurse’s notes, drug cards, etc.) is due at the beginning of the next clinical of the following week. At least one clinical packet per week is to be completed.
- Clinical paperwork must be neat, organized, and clearly legible in black ink.
- Students are not permitted to leave the clinical area for any reason without the permission of the clinical instructor. Students that leave the clinical site without permission from the clinical instructor will result in an unexcused absence.
- Any student who is dismissed from a clinical placement site by the clinical facility will be dismissed from the nursing program.
- At all times, students are to conduct themselves in a professional manner, including using a professional tone of voice, words, and gestures.
- Smoking is prohibited in the clinical setting. This also includes the use of smokeless tobacco and ecigarettes.
- Students may not leave the clinical site for lunch except as a group and must be accompanied by the clinical instructor. If lunch facilities are available at the clinical site, the group may not leave the site for lunch. Leaving the facility will count as a clinical absence unless accompanied by the clinical instructor.
- Clinical and skills lab evaluations are “Pass/Fail”. This means the student must receive a “Satisfactory” (S) and a “C” or better in the theory portion of the class to pass the course. A student receiving an “Unsatisfactory” (U) for the final grade of the clinical will fail the clinical; if a student fails a lab check off twice, they will receive an “Unsatisfactory” for the lab portion of the class and will fail the lab. If a student fails lab or clinical, they also fail the nursing course.

Exposure to Elements in the Clinical Environment

Environmentally, students are expected to tolerate the following:

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- Occasional exposure to blood/body fluids as required for invasive procedures and treatments
- Frequent exposure to infectious agents
- Frequent exposure to chemical compounds of medications and treatments
- Continuous exposure to hazardous chemicals such as disinfectants, cleansers, soap, etc.
- Continuous exposure to latex, tyvek, plastic and/or materials which are used for personal protective equipment
- Occasional exposure to loud and unpleasant noises, as well as bodily injury due to unpredictable behavior of patients.
- Seasonal exposure to heat, cold, and humidity due to patient and agency options to control their environment.

Policy for Administering Medication in the Clinical Setting

Only two students at a time will give medications. Students will have their patient assignment and provide total care for that one patient, including administering medication. The next week, a different student will be permitted to give medications. The instructor must go to the bedside of the patient with the student for every medication that is administered.

For all RN clinicals, excluding practicum, no more than two students are permitted to give medications during a clinical day; each student may administer medications to no more than two patients per student. In the RN practicum setting, students may only administer medications with the preceptor present. The Clinical Instructor or practicum preceptor **must** go to the bedside of the patient with the student for **every** medication administered. There is never to be an event where more than two students are administering medications. There is never to be an event where a student is left in the patient's room alone while administering medications. Medication is only to be administered after patient identification is performed by verifying the arm bracelet, and the picture in the chart and/or the armband is scanned (where scanning is available). It is not appropriate to ask the patient or facility staff to verify the patient's identification.

Exception to this policy is all UK Healthcare, and St. Joseph Health facilities: No medication administration record (MAR) access for clinical instructors due to view-only access with EPIC. Student is to work with unit nurse, as a resource nurse, and the clinical instructor to learn the process of medication administration, but physical administration is with the unit nurse, not clinical instructor, due to clinical instructor not being able to document. Clinical instructors must accompany student and resource nurse during the administration of medication to aid in learning.

Practical Nursing Diploma (Louisville Campus Only)

LPN Students will not be permitted to administer medication to patients in the clinical setting until after they have received a passing grade in PND201 – Pharmacology.

For PND400, including practicum, no more than two students are permitted to give medications up to four patients per student. Again, the students will be responsible for all of the care for their patients for the day, including administering medication.

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Clinical and Skills Grades

Integration of the theory component with an on-hands experience of a clinical setting is the goal of nursing education. The clinical setting will be graded on a satisfactory or unsatisfactory basis as listed in the clinical evaluation tool.

A student must receive a satisfactory in the clinical rating and receive a satisfactory in skills check offs to receive the grade earned in the theory portion. Therefore, if a student receives an unsatisfactory clinical rating or fails skills check offs, the course grade will be recorded as an “F”.

A student not meeting an “S” in a practiced skill in the clinical setting, will receive a Clinical Skills Counseling Form and must remediate and show competency in the skills lab with an instructor within seven business days of the offense. A student not following policy will not be allowed to return to the clinical facility, which will result in a clinical/class failure.

To successfully complete a course, the student must pass all components in the course (didactic, skills lab and clinical) of the course as follows:

- Achieve a “C” or higher in the didactic portion
- Achieve a “Satisfactory” skills lab evaluation
- Achieve a “Satisfactory” clinical evaluation

Failure to achieve any one of these components results in failure of the course and therefore all components required in the course must be repeated (didactic, skills lab and clinical).

Clinical & Skills Lab Absence Policy: (College of Nursing)

Clinical/Skills lab absence is only permitted for extenuating circumstances such as death in the family; illness of self or dependent with documentation from a medical doctor, physician’s assistant, or nurse practitioner; hospital admission of self or dependent with documentation from a medical doctor, physician’s assistant, or nurse practitioner; natural cataclysmic event; signs of infectious disease, including temperature over 101°, vomiting, diarrhea, positive influenza, COVID-19, or strep throat test with documentation; mandated court appearance; military orders; or as determined appropriate by the clinical coordinator and program director. In the event of an extenuating circumstance occurrence the student is required to notify clinical or skills lab instructor by phone call, text, or email one hour, if possible, or as soon as possible prior to the designated start time. A no call/no show will result in an unexcused absence. If documentation of an extenuating circumstance can be provided within 48 hours, then a student’s absence will be deemed excused. For the first excused absence, students will be required to make up the missed clinical or skills lab time but no deduction in overall course grade will occur.

If documented extenuating circumstances cannot be provided within 48 hours, the absence will be considered “unexcused.” Also, if students arrive at clinical unprepared (do not bring required equipment or paperwork, not following approved dress code), they will be sent home and the absence will be considered “unexcused.” The first unexcused absence will result in a 5% deduction in the student’s overall course grade at the end of the quarter and will require make-up of the missed clinical or skills lab time.

The missed clinical/skills lab time must be made up with a clinical instructor at the clinical site, or with an instructor in the simulation/skills lab, or by completing an extensive assignment equaling the number of hours

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missed, as designated by the clinical coordinator. The student is responsible for scheduling and completing the make-up shift/assignment, since participating in all required clinical hours is necessary to be successful in the course and program. If the missed clinical shift is not made up, the student will fail the clinical experience, resulting in failure of that course. That course will then need to be repeated in its entirety.

Upon the second clinical/skills lab absence (excused or unexcused), the student will be removed from the clinical experience, resulting in an administrative drop (“NF”) for that course. If the second absence occurs prior to the final withdrawal date identified by the University, the student will have the option to withdraw from the course or remain in the course but will still receive an “F” grade for the course. That course will then need to be repeated in its entirety.

Arriving Tardy to Clinical & Lab

For the purposes of this policy, “tardiness” is defined as arriving at the clinical site more than five (5) minutes but less than thirty (30) minutes past the designated start time. If a student is more than 30 minutes late to a clinical shift, they will be sent home and the missed clinical day will be considered an absence.

If a student knows they are going to be late to clinical, they must call, text, or email their clinical instructor prior to the clinical start time. If a last-minute event occurs that keeps the student from arriving to their clinical on time, they must call, text, or email their clinical instructor as soon as is possible following this event. In either case, it is the student's responsibility to follow up until they receive confirmation from the instructor of receipt of their message.

Upon the first incidence of clinical tardiness, the student will receive a warning from their clinical instructor that a second, and any subsequent, clinical tardy will result in a 5% deduction in the student’s overall course grade at the end of the quarter for each tardy past the first in that clinical. If a student compiles more than 3 clinical tardies in one course, they will fail the clinical experience, resulting in an administrative drop (“NF”) for that course. That course will then need to be repeated in its entirety.

Student Illness or Injury in the Clinical Facility

1. **Student Illness:** If a student becomes ill in the clinical facility, the Clinical Instructor should be notified at once. DO NOT leave the area without the instructor’s permission. The instructor will evaluate the situation and take appropriate action. If the instructor determines it is in the best interest of patient safety or the student’s health to have the student leave the clinical area, the student must leave the clinical facility. If an ambulance or other transportation must be called, it is the student’s financial responsibility.

A student with a temperature of 101 degrees or above, nausea and/or vomiting, diarrhea or any other condition classified as contagious may not attend clinical. Any hours missed must be made up.

2. **Student Injury:** If a student is injured while in the clinical facility, the student must first notify the Clinical Instructor immediately. The Clinical Instructor will evaluate the injury and decide if the student should be seen on an emergent basis. If the student is deemed to require emergency assistance, the student shall be sent out of the clinical facility by ambulance to the nearest emergency room for evaluation and treatment. The Clinical Instructor will then notify the Clinical Coordinator of the incident. If the Clinical Instructor is unable to reach the Clinical Coordinator, they will then notify the

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Program Director of Nursing. The Clinical Instructor will obtain an incident report and return it to the school with all of the requested information within twenty-four (24) hours of the incident.

Integrated Practicum Schedule in the Final Nursing Course

ASN students are expected to be available seven (7) days a week and for all shift times to complete their integrated practicum. Practical Nursing Students are required to complete integrated practicum in a clinical setting with an assigned instructor. Associate of Science Degree Nursing Program Students are required to complete 132 hours in a clinical setting with an assigned preceptor. The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while Sullivan University, College of Nursing is in session.

Clinical Schedules

The clinical schedule can be found on Blackboard prior to the start of the new quarter. This is a tentative schedule which can change due to approval and availability of the clinical sites. Students must check Blackboard and emails frequently for updates.

Days and times for clinicals and lab will vary, regardless of whether it is a Day or Evening class. Clinicals may be scheduled Monday through Sunday from 0700-1500 or 1500-2300. While an attempt is made to have clinicals between the hours of 0700 -2300, Monday through Sunday; 3rd shift (2300-0700) may be scheduled due to clinical site availability. **Students must check clinical grids multiple times (daily) during the first two (2) weeks of class to ensure accurate schedule. Failure to not know current schedule does not excuse clinical attendance.**

How to access Clinical Grids

Louisville Campus Only

Log into Blackboard using the following: Sullivan.blackboard.com

Select Non-Employee

Username: nursing

Password: nursing

Select "Courses" at the left side of the screen.

Select "Nursing Clinical Documents"

Select "Clinical Grids" at the left side of the screen.

Select either "RN Clinical Grids" or "PN Clinical Grids"

The grids will be in an excel sheet. You will need to “enable editing” to see the correct format.

To access the clinical paperwork, select either "RN clinical paperwork" or "PN clinical paperwork" at the left side of the screen. Select the appropriate course and all clinical paperwork will be available for that course.

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Lexington Campus Only

Log into Blackboard (Non-employee) using the following: Sullivan.blackboard.com

Username: lexnursing

Password: lexnursing

Select "Courses" at the left side of the screen.

Select "Lexington Nursing Clinical Documents"

Select "Clinical Grids" at the left side of the screen.

Select "RN Clinical Grids"

The grids will be in an excel sheet. You will need to “enable editing” to see the correct format.

To access the clinical paperwork, select "RN clinical paperwork" at the left side of the screen. Select the appropriate course and all clinical paperwork will be available for that course.

Clinical Facility Parking

Students are to park only in the parking area designated for students by the clinical site. Any student found parking outside the designated area will fail the clinical rotation which results in course failure and must repeat the course.

Skills and Skills Lab Procedures

1. Skills Lab Procedures

- The Skills Lab is an important part of preparing a student for clinical practice. PN and RN students will be taught skills from their assigned texts, with supplemental criteria sheets as needed. A skills checklist will be given out at the beginning of the quarter and the student shall turn the checklist into the Laboratory Staff after checkoffs. Validation and competency evaluations will be performed using the criteria set forth in the texts.
- Additional skills may be added throughout the program at the lab/clinical/didactic faculty’s discretion. These skills may then be incorporated into future testing.
- A student must have completed all skills with a satisfactory rating in order to receive the theory grade earned. If a student does not have a satisfactory on every skill validation assessment required in the quarter by the Friday of the 10th week, the grade recorded for the course will be recorded as an **“F”**.
- If a student fails a skill, student must contact their assigned lab instructor within two (2) business days or 48-hours to schedule remediation and 2nd check-off.
- Students will have no more than three weeks in which to remediate and perform the second check-off of any skill unsuccessfully completed on the first attempt.

2. Skills Lab Schedule

- The required number of lab hours is determined by the specific course. This information is in the course syllabus or the Nursing Addendum.
- Failure to attend lab according to the course syllabus will result in a failure of the course and necessitate repeating the course requirements in full.

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3. Skills Lab Sign In

- The student sign-in sheet is in each Skills Lab for documentation of the student's independent practice. The sign-in sheet is in a binder on the counter. Practice time is done outside of regularly scheduled lab hours for a course.

4. Skills Demonstrations

- Skills are demonstrated to the student by an instructor and attendance is mandatory.

5. Skills Practice Procedures

- Walk-in practice times are available during open lab hours.
- Practice may be alone or in a small group at the faculty's discretion.
- Skills require practice outside of designated lab time to become proficient for checkoff.
- General equipment is furnished by the school in the skills lab, but students should be prepared to practice skills using their own books, stethoscope, pens and paper.
- Lab should be clean and neat, with items put back in their place, prior to student leaving the lab.

6. Skills Checkoffs

- All students will complete checkoffs during skills lab. These skills checkoffs will be performed throughout the course and must be successfully completed. If a student is unsuccessful on the first attempt skills checkoff, remediation will be necessary.
- Students have two (2) attempts to successfully complete skills checkoff. If the student is unsuccessful on the second checkoff, this will result in failure of the course.
- Once remediation is completed, second and final checkoff will be performed.
- If a student is identified during the clinical experience as deficient in any skill, the Clinical Instructor will require remediation in the skills lab.
- The student forfeits the first attempt skills checkoff if:
 - The student is absent for the appointed time of the skills checkoff;
 - The student refuses/cannot complete the skills checkoff.
- Second attempt skills checkoffs will be scheduled by the Lab Instructor.
- If a student forgets skills checkoff sheet at the first skill checkoff attempt, student may complete scheduled checkoff but must submit checkoff sheet to instructor within one (1) week. Failure to do so will require student to repeat and pass all skills in one (1) attempt.

Note: It is the student's responsibility to maintain and protect his or her own skills checkoff form. If a student loses skills checkoff sheet, student must repeat and pass all skills in one attempt.

7. Skills Remediation Policy

- Remediation requires the student to practice the skill independently and then perform the skill with feedback from the instructor.
- Remediation is scheduled with the Lab Instructor.

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- The student should also review any written materials, such as the text assigned for the laboratory or a supplemental skills criteria sheet prior to meeting with the Lab Instructor.
- Remediation must be completed by the assigned date, prior to second checkoff attempt.
- Second checkoff attempt will be forfeited if the student does not fully complete the assigned remediation or does not bring the original checkoff sheet.
- If a student arrives unprepared for remediation, the remediation may be re-scheduled by the instructor. Remediation can be re-scheduled only once. If canceled/re-scheduled on second occasion, failure in the course will occur. Remediation and skills checkoff cannot occur on the same day.

Simulation Within the Curriculum

Nursing simulation labs serve a vital purpose in clinical skills development. Realistic learning activities challenge the student to collaborate, problem-solve, and apply clinical reasoning when caring for diverse patient populations. Each simulation activity is based on course and program student learning outcomes. As the curriculum advances, so does the complexity of simulation activities. Simulation brings learning consistency to education and ensures the student is exposed to a wide range of patient challenges they may not receive in the clinical rotation. Simulation allows students to become aware and identify the areas where they need improvement and make real-time clinical decisions in a controlled environment that poses no risk to patients. Students reflect upon the simulation experience with the instructor in an unbiased environment where the instructor provides constructive feedback. This promotes understanding, encourages clinical reasoning, and reinforces learning objectives. Students are required to attend simulation and will experience simulations throughout the program.

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LICENSURE REGULATIONS

201 KAR 20:070. Licensure by examination.

RELATES TO: KRS 194A.540, 314.041, 314.051(3), (6), 314.103, 314.109, 314.475

STATUTORY AUTHORITY: KRS 314.041(2), 314.051(3), 314.103, 314.131(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(1) authorizes the Kentucky Board of Nursing to promulgate administrative regulations to implement the provisions of KRS 314.011 to 314.991. KRS 314.041(2) requires an applicant for licensure as a registered nurse to pass an examination prescribed by the board. KRS 314.103 authorizes the board to require a criminal background check investigation of an applicant or nurse. KRS 314.051(3) requires an applicant for licensure as a licensed practical nurse to pass an examination prescribed by the board. This administrative regulation establishes the requirements for the licensure of nurses by examination.

Section 1. Eligibility for Licensure by Examination for a Graduate of a Kentucky Program or Other State or Territorial Nursing Program.

(1) To be eligible for licensure by examination, an applicant shall:

(a) Submit:

1. A properly executed application for licensure, as required by and incorporated by reference in 201 KAR 20:370, Section 1(1);
2. The licensure application fee as established in 201 KAR 20:240;
3. A criminal record check completed within six (6) months of the date of the application by the Department of Kentucky State Police (KSP) and the Federal Bureau of Investigation (FBI) using the FBI Applicant Fingerprint Card, and including payment of any required fee to the KSP and the FBI;

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4. A certified or attested copy of the court record of any misdemeanor or felony conviction as required by 201 KAR 20:370, Section 1(3);
 5. A letter of explanation that addresses each conviction, if applicable;
 6. A certified copy of any disciplinary action taken on any professional or business license in another jurisdiction with a letter of explanation or a report if there is any disciplinary action pending on any professional or business license in another jurisdiction; and
 7. Evidence of completion of the jurisprudence examination required by KRS 314.041(4) for RN applications or KRS 314.051(4) for LPN applications;
- (b) Notify the board as soon as a new address is established after submitting the application;
 - (c) Submit a copy of a marriage certificate, divorce decree, Social Security card, or court order to change the applicant's name, if the applicant's name is changed after the original application is filed;
 - (d) While taking the examination, abide by and cooperate with security procedures adopted by the board; and
 - (e) Apply to take and pass the National Council Licensure Examination.
- (2) An application for licensure shall be valid for a period of one (1) year from the date the application is filed with the board office or until the board receives the results of the examination.
- (3)
- (a) Except as provided in paragraph (b) of this subsection, the name of the applicant shall appear on the Certified List of Kentucky Program of Nursing Graduates or the Certified List of Out-of-state Program of Nursing Graduates.
 - (b) If the name does not appear on the list, the applicant shall request that the program submit to the board an official transcript verifying completion of program requirements.
 - (c) The Certified List of Out-of-state Program of Nursing Graduates shall be submitted by the nurse administrator of the out-of-state program of nursing.
- (4)
- (a) The applicant shall complete the three (3) hour continuing education course on domestic violence within three (3) years of licensure as required by KRS 194A.540.
 - (b) The applicant shall complete the applicable continuing education courses as required by 201 KAR 20:215, Section 5.
- (5) An applicant shall not be licensed until a report is received from the FBI pursuant to the request submitted pursuant to subsection (1)(a)3 of this section and any conviction is addressed by the board.
- (6) A graduate of a school of nursing in Puerto Rico after September 1, 2006, in addition to the other requirements of this section, shall provide evidence of evaluation of the graduate's transcript by the Commission on Graduates of Foreign Nursing Schools or a credential evaluation organization that is a member of the National Association of Credentialing Evaluation Services. The evaluation shall indicate that the school of nursing is substantially equivalent to a school of nursing in this state.

Section 2. Retaking the Examination.

- (1) An examination candidate who fails to achieve a passing result may retake the examination after meeting the requirements of Section 1 of this administrative regulation.
- (2) The applicant shall not be eligible to take the examination more often than once every forty-five (45) days.

Section 3. Release of Examination Results. The board shall release examination results to:

- (1) The candidate;

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- (2) Other state boards of nursing;
- (3) The National Council of State Boards of Nursing, Inc.;
- (4) The candidate's program of nursing; and
- (5) An individual or agency who submits an applicant's or licensee's written authorization for their release, if applicable.

Section 4. Provisional License.

- (1) An applicant shall request a provisional license by completing the application for licensure required by Section 1 of this administrative regulation.
- (2)
 - (a) The board shall issue the provisional license to the applicant after Section 1(1)(a) and (3) of this administrative regulation are met, but not until the report is received from the FBI and any conviction is addressed by the board.
 - (b) In this case of a graduate of a foreign nursing school, the board shall issue the provisional license after the requirements of 201 KAR 20:480 are met.
- (3) To qualify as direct supervision pursuant to KRS 314.041(5) and KRS 314.051(6), the nurse responsible for the applicant shall be physically present in the facility and immediately available to the applicant during work hours while the applicant holds a provisional license.
- (4) The nurse responsible for the applicant shall be currently licensed or privileged to practice pursuant to KRS 314.475 as a nurse in Kentucky.
- (5) Upon notification to the board that the applicant has failed the NCLEX examination after two (2) attempts, the provisional license shall be voided.
- (6) A provisional license shall be valid for a period not to exceed six (6) months.

Section 5.

- (1) An applicant not from a party state under the Nurse Licensure Compact who is issued a license and who does not have permanent residency in Kentucky shall be issued a license that indicates on the license that it is only valid in Kentucky.
- (2) The board may request that an applicant provide evidence of the applicant's state of residence.

Section 6. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "Certified List of Kentucky Program of Nursing Graduates", 6/10, Kentucky Board of Nursing; and (b) "Certified List of Out-of-State Program of Nursing Graduates", 6/10, Kentucky Board of Nursing.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, Kentucky 40222, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the agency's Web site at <https://kbn.ky.gov/documentlibrary/Pages/default.aspx>

(BNE-8; 1 Ky.R. 1251; eff. 7-2-1975; 6 Ky.R. 419; eff. 4-1-1980; 8 Ky.R. 780; eff. 3-1-1982; 9 Ky.R. 251; eff. 9-8-1982; 11 Ky.R. 1621; eff. 6-4-1985; 14 Ky.R. 571; eff. 11-6-1987; 19 Ky.R. 1637; eff. 2-17-1993; 20 Ky.R. 2044; 2622; eff. 3-14-1994; 3219; eff. 8-4-1994; 22 Ky.R. 1872; 2287; eff. 6-6-1996; 24 Ky.R. 1752; 2108; eff. 4-13-1998; 25 Ky.R. 592; 1030; eff. 11-18-1998; 26 Ky.R. 1437; eff. 2-16-2000; 27 Ky.R. 820; 1247; eff. 11-172000; 28 Ky.R. 676; 1114; eff. 10-17-2001; 1677; eff. 3-14-2002; 29 Ky.R. 498; 918; eff. 10-16-2002; 2121;

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eff. 4-11-2003; 30 Ky.R. 378; eff. 10-15-03; 30 Ky.R. 378; 1584; 1926; eff. 2-16-2004; 31 Ky.R. 792; 1290; 1399; eff. 2-22-2005; 32 Ky.R. 287; eff. 10-19-2005; 1917; eff. 6-21-2006; 33 Ky.R. 859; 1286; eff. 11-15-2006; 33 Ky.R. 4205; eff. 8-16-2007; 34 Ky.R. 2559; 35 Ky.R. 258; eff. 9-5-2008; 37 Ky.R. 423; 10-20-2010; 2900; eff. 8-17-2011; TAm eff. 5-10-2012; 39 Ky.R. 2194; 40 Ky.R. 16; eff. 7-17-2013; 42 Ky.R. 488; 1140; eff. 11-6-2015; 43 Ky.R. 2187; 44 Ky.R. 216; eff. 8-16-2017; 44 Ky.R. 2239, 2475; eff. 6-20-2018; 48 Ky.R. 2847; 49 Ky.R. 325; eff. 8-25-2022; TAm eff. 11-21-2023.)

LICENSURE REGULATIONS

314.041 Registered nurse license -- Application -- Examinations -- Use of "R.N.A." by provisional licensee -- Use of "R.N." -- Practice by registered nurse licensed in another state or country -- License by endorsement for graduate of foreign nursing school -- Special license -- Reinstatement -- Limited license.

(1) An applicant for a license to practice as a registered nurse shall file with the board a written application for a license and submit evidence, verified by oath, that the applicant: (a) Has completed the basic curriculum for preparing registered nurses in an approved school of nursing and has completed requirements for graduation therefrom; (b) Is able to understandably speak and write the English language and to read the English language with comprehension; and (c) Has passed the jurisprudence examination approved by the board as provided by subsection (4) of this section.

(2) Except as authorized by subsection (7) of this section, an applicant shall be required to pass a licensure examination in any subjects as the board may determine. Application for licensure by examination shall be received by the board at the time determined by the board by administrative regulation.

(3) Upon request, an applicant who meets the requirements of subsection (1) of this section shall be issued a provisional license that shall expire no later than six (6) months from the date of issuance.

(4) The jurisprudence examination shall be prescribed by the board and be conducted on the licensing requirements under this chapter and board regulations and requirements applicable to the nursing profession in this Commonwealth. The board shall promulgate an administrative regulation in accordance with KRS Chapter 13A establishing the provisions to meet this requirement.

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- (5) An individual who holds a provisional license shall have the right to use the title "registered nurse applicant" and the abbreviation "R.N.A." An R.N.A. shall only work under the direct supervision of a registered nurse and shall not engage in independent nursing practice.
- (6) Upon the applicant's successful completion of all requirements for registered nurse licensure, the board may issue to the applicant a license to practice nursing as a registered nurse, if in the determination of the board the applicant is qualified to practice as a registered nurse in this state.
- (7) (a) The board shall issue a temporary work permit to practice nursing as a registered nurse to any applicant who has been licensed as a registered nurse under the laws of another state or territory, if the applicant is a currently licensed registered nurse in good standing in each state or territory in which the applicant has worked. (b) The board shall issue a license to practice nursing as a registered nurse to any applicant who has passed the jurisprudence examination prescribed by the board or its equivalent and who has been licensed as a registered nurse under the laws of another state or territory if the applicant is a currently licensed registered nurse in good standing in each state or territory in which the applicant has worked. (c) The board shall accept the licensure examination of another state as sufficient for licensure under this subsection. (d) The board may require a registered nurse practicing as authorized by this subsection to submit to a background check as required by KRS 314.103. (e) This subsection shall not apply to an applicant who holds a multistate license in good standing in a state or territory that is a member of the Nurse Licensure Compact established in KRS 314.475.
- (8) The board may issue a license to practice nursing as a registered nurse to any applicant who has passed the licensure examination and the jurisprudence examination prescribed by the board or their equivalent and been licensed as a registered nurse under the laws of a foreign country, if in the opinion of the board the applicant is qualified to practice as a registered nurse in this state.
- (9) The board shall promulgate administrative regulations pursuant to KRS Chapter 13A to establish temporary work permit requirements for a registered nurse who is a graduate of a foreign nursing school and is pursuing licensure by endorsement under subsection (10) of this section.
- (10) The board shall immediately issue a license by endorsement to practice nursing as a registered nurse to an applicant who: (a) Is a graduate of a foreign nursing school; (b) Provides: 1. Documentation that the applicant has taken and received a passing score on the National Council Licensure Examination (NCLEX); and 2. One (1) of the following: a. A satisfactory Credentials Evaluation Service Professional Report issued by the Commission on Graduates of Foreign Nursing Schools International, Inc. (CGFNS) or other international nurse credentialing organization recognized by the board; or b. A satisfactory VisaScreen ICHP Certificate Verification Letter issued by CGFNS or other international nurse credentialing organization recognized by the board; and (c) Meets the other requirements of this section.
- (11) The applicant for licensure to practice as a registered nurse shall pay a licensure application fee, and licensure examination fees if applicable, as set forth in a regulation by the board promulgated pursuant to the provisions of KRS Chapter 13A.
- (12) Any person who holds a license to practice as a registered nurse in this state shall have the right to use the title "registered nurse" and the abbreviation "R.N." No other person shall assume the title or use the

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abbreviation or any other words, letters, signs, or figures to indicate that the person using the same is a registered nurse. No person shall practice as a registered nurse unless licensed under this section.

(13) (a) On November 1, 2006, and thereafter, a registered nurse who is retired, upon payment of a one-time fee, may apply for a special license in recognition of the nurse's retired status. A retired nurse may not practice nursing but may use the title "registered nurse" and the abbreviation "R.N." (b) A retired registered nurse who wishes to return to the practice of nursing shall apply for reinstatement. (c) The board shall promulgate an administrative regulation pursuant to KRS Chapter 13A to specify the fee required in paragraph (a) of this subsection and reinstatement under paragraph (b) of this subsection.

(14) Any person heretofore licensed as a registered nurse under the licensing laws of this state who has allowed the license to lapse by failure to renew may apply for reinstatement of the license under the provisions of this chapter. A person whose license has lapsed for one (1) year or more shall pass the jurisprudence examination approved by the board as provided in subsection (4) of this section.

(15) A license to practice registered nursing may be limited by the board in accordance with regulations promulgated by the board and as defined in this chapter.

(16) A person who has completed a prelicensure registered nurse program and holds a current, active licensed practical nurse license from another jurisdiction may apply for licensure by endorsement as a licensed practical nurse in this state.

Effective: April 7, 2022

History: Amended 2022 Ky. Acts ch. 84, sec. 2, effective April 7, 2022. -- Amended 2015 Ky. Acts ch. 113, sec. 13, effective June 24, 2015; and ch. 117, sec. 11, effective June 24, 2015. -- Amended 2011 Ky. Acts ch. 35, sec. 2, effective June 8, 2011. -- Amended 2004 Ky. Acts ch. 55, sec. 2, effective July 13, 2004. -- Amended 2000 Ky. Acts ch. 391, sec. 9, effective July 14, 2000. -- Amended 1994 Ky. Acts ch. 367, sec. 6, effective July 15, 1994. Amended 1992 Ky. Acts ch. 128, sec. 5, effective July 14, 1992. -- Amended 1990 Ky. Acts ch. 443, sec. 20, effective July 13, 1990. -- Amended 1986 Ky. Acts ch. 346, sec. 1, effective July 15, 1986. -- Amended 1982 Ky. Acts ch. 408, sec. 3, effective July 15, 1982. -- Amended 1978 Ky. Acts ch. 168, sec. 4, effective June 17, 1978. -- Created 1966 Ky. Acts ch. 20, sec. 6

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LICENSURE REGULATIONS

314.051 Practical nurse license -- Application -- Examinations -- Use of "L.P.N.A." by provisional licensee -- Practice by practical nurse licensed in another state or country -- License by endorsement for graduate of foreign nursing school -- Use of "L.P.N." -- Special license -- Reinstatement -- Limited license.

(1) An applicant for a license to practice as a licensed practical nurse shall file with the board a written application for a license verified by oath, that the applicant: (a) Has completed the required educational program in practical nursing at an approved school of nursing and has completed requirements for graduation therefrom; (b) Is able to understandably speak and write the English language and to read the English language with comprehension; and (c) Has passed the jurisprudence examination approved by the board as provided by subsection (4) of this section.

(2) The applicant for licensure to practice as a licensed practical nurse shall pay a licensure application fee, and licensure examination fees if applicable, as set forth in a regulation by the board.

(3) Except as authorized by subsection (8) of this section, an applicant shall be required to pass a licensure examination in any subjects the board may determine. Application for licensure by examination shall be received by the board at the time determined by the board by administrative regulation.

(4) The jurisprudence examination shall be prescribed by the board and be conducted on the licensing requirements under this chapter and board regulations and requirements applicable to the nursing profession in this Commonwealth. The board shall promulgate an administrative regulation in accordance with KRS Chapter 13A establishing the provisions to meet this requirement.

(5) Upon request, an applicant who meets the requirements of subsection (1) of this section shall be issued a provisional license that shall expire no later than six (6) months from the date of issuance.

(6) An individual who holds a provisional license shall have the right to use the title "licensed practical nurse applicant" and the abbreviation "L.P.N.A." An L.P.N.A. shall only work under the direct supervision of a nurse and shall not engage in independent nursing practice.

(7) Upon the applicant's successful completion of all requirements for licensed practical nurse licensure, the board may issue to the applicant a license to practice as a licensed practical nurse if, in the determination of the board, the applicant is qualified to practice as a licensed practical nurse in this state.

(8) (a) The board shall issue a temporary work permit to practice nursing as a licensed practical nurse to any applicant who has been licensed as a licensed practical nurse under the laws of another state or territory, if the applicant is currently a licensed practical nurse in good standing in each state or territory in which the applicant has worked. (b) The board shall issue a license to practice nursing as a licensed practical nurse to any applicant who has passed the jurisprudence examination prescribed by the board or its equivalent and who has been licensed as a licensed practical nurse under the laws of another state or territory if the applicant is currently a

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licensed practical nurse in good standing in each state or territory in which the applicant has worked. (c) The board shall accept the licensure examination of another state as sufficient for licensure under this subsection. (d) The board may require a licensed practical nurse practicing as authorized by this subsection to submit to a background check as required by KRS 314.103. (e) This subsection shall not apply to an applicant who holds a multistate license in good standing in a state or territory that is a member of the Nurse Licensure Compact established in KRS 314.475.

(9) The board may issue a license to practice as a licensed practical nurse to any applicant who has passed the licensure examination and the jurisprudence examination prescribed by the board or their equivalent, and has been licensed or registered as a licensed practical nurse or a person licensed to perform similar services under a different title, under the laws of a foreign country if, in the opinion of the board, the applicant meets the requirements for a licensed practical nurse in this state.

(10) The board shall promulgate administrative regulations pursuant to KRS Chapter 13A to establish temporary work permit requirements for a licensed practical nurse who is a graduate of a foreign nursing school and is pursuing licensure by endorsement under subsection (11) of this section.

(11) The board shall immediately issue a license by endorsement to practice nursing as a licensed practical nurse to an applicant who: (a) Is a graduate of a foreign nursing school; (b) Provides: 1. Documentation that the applicant has taken and received a passing score on the National Council Licensure Examination (NCLEX); and 2. One (1) of the following: a. A satisfactory Credentials Evaluation Service Professional Report issued by the Commission on Graduates of Foreign Nursing Schools International, Inc. (CGFNS) or other international nurse credentialing organization recognized by the board; or b. A satisfactory VisaScreen ICHP Certificate Verification Letter issued by CGFNS or other international nurse credentialing organization recognized by the board; and (c) Meets the other requirements of this section.

(12) Any person who holds a license to practice as a licensed practical nurse in this state shall have the right to use the title "licensed practical nurse" and the abbreviation "L.P.N." No other person shall assume the title or use the abbreviation or any other words, letters, signs, or figures to indicate that the person using the same is a licensed practical nurse. No person shall practice as a licensed practical nurse unless licensed under this chapter.

(13) (a) Beginning November 1, 2005, for a licensed practical nurse who is retired, upon payment of a one-time fee, the board may issue a special license to a licensed practical nurse in recognition of the nurse's retired status. A retired nurse may not practice nursing but may use the title "licensed practical nurse" and the abbreviation "L.P.N." (b) A retired licensed practical nurse who wishes to return to the practice of nursing shall apply for reinstatement. (c) The board shall promulgate an administrative regulation pursuant to KRS Chapter 13A to specify the fee required in paragraph (a) of this subsection and reinstatement under paragraph (b) of this subsection.

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(14) Any person heretofore licensed as a practical nurse under the licensing laws of this state who has allowed the license to lapse by failure to renew may apply for reinstatement of the license under the provisions of this chapter. A person whose license has lapsed for one (1) year or more shall pass the jurisprudence examination approved by the board as provided in subsection (4) of this section.

(15) A license to practice practical nursing may be limited by the board in accordance with regulations promulgated by the board and as defined in this chapter.

Effective: April 7, 2022

History: Amended 2022 Ky. Acts ch. 84, sec. 3, effective April 7, 2022. -- Amended 2015 Ky. Acts ch. 113, sec. 15, effective June 24, 2015. -- Amended 2011 Ky. Acts ch. 35, sec. 3, effective June 8, 2011. -- Amended 2004 Ky. Acts ch. 55, sec. 3, effective July 13, 2004. -- Amended 2000 Ky. Acts ch. 391, sec. 11, effective July 14, 2000. -- Amended 1994 Ky. Acts ch. 367, sec. 8, effective July 15, 1994. Amended 1992 Ky. Acts ch. 128, sec. 7, effective July 14, 1992. -- Amended 1990 Ky. Acts ch. 443, sec. 22, effective July 13, 1990. -- Amended 1986 Ky. Acts ch. 346, sec. 2, effective July 15, 1986. -- Amended 1982 Ky. Acts ch. 408, sec. 4, effective July 15, 1982. -- Amended 1978 Ky. Acts ch. 168, sec. 5, effective June 17, 1978. -- Created 1966 Ky. Acts ch. 20, secs. 11, 12(1), 13, 14, 17(2) and 18.

Legislative Research Commission Note (7/13/2004). The word "for" has been added to this statute so that subsection (10)(b) reads, "Beginning November 1, 2005, for a licensed practical nurse who is retired...." The Reviser of Statutes added this word when codifying 2004 Ky. Acts ch. 55, sec. 3, to correct a manifest clerical or typographical error in accordance with KRS 7.136(1)(h).

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Due to the teach out of the old curriculum, the last time courses will be offered is in the table below. If a student withdraws or sits out for a quarter, fails to engage, dropping for non-engagement at census, earning an unearned F, or failing a course will result in having to withdraw from the old curriculum and transfer to the new curriculum at the beginning of the first nursing course if the course is no longer offered as stated in the table below.

Last time courses taught:

2026WINTER	NUR210		
2026SPRING	NUR220		
2026SUMMER	NUR230	NUR231	
2026FALL	NUR240	NUR241	
2027WINTER	NUR250	NUR251	NUR252
2027SPRING	NUR260	NUR261	NUR262

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Associate of Science Degree Nursing Program Traditional/ Course Sequence & Credits							
Length: 21 Months (7 Quarters)				Credit Hours: 103		Clock Hours: 1573	
Quarter	Course	Course Name	Credit Hours	Theory	Clock Hours Lab	Clinical	Total Clock Hours
1 st	ENG101	Composition I	4	44			44
	BIO103	Human Anatomy & Physiology	4	44			44
	BIO103L	Human Anatomy & Physiology Lab	2	0	44		44
	MSS104	Medical Terminology	4	44			44
	MTH101	College Mathematics	4	44			44
		Total:	18	176	44		220
2 nd	PSY214	Introduction to Psychology	4	44			44
	NUR211	Introduction to Professional Nursing Concepts	3	33			33
	NUR212	Clinical Nursing Skills	7	33	66	33	132
		Total	14	110	66	33	209
3 rd	ENG 102	Composition II	4	44			44
	BIO201	Medical Microbiology	4	44			44
	BIO201L	Medical microbiology Lab	2		44		44
	NUR221	Introduction to Health Illness Concepts and Health Assessment	7	55	22	33	110
		Total:	17	143	66	33	242
4 th	NUR232	Foundations of Medical Surgical Nursing Practice	8	55	22	66	143
	NUR231	Pharmacology	4	44			44
		Total:	12	99	22	66	187

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5 th	NUR242	Intermediate Medical Surgical Nursing Practice	8	55	22	66	143
	NUR243	Mental Health Nursing: Concepts & Therapeutic Interventions	4	33		33	66
		Total:	12	88	22	99	209
6 th	NUR253	Maternal-Newborn Nursing and Women's Health	6	44	22	33	99
	NUR254	Pediatric Nursing: Care of Children & Adolescents	6	44	22	33	99
	NUR255	Transition to Professional Nursing Practice	4	44			44
		Total:	16	132	44	66	242
	SOC214	Introduction to Sociology	4	44			44
7 th	NUR263	Advanced Medical Surgical Nursing Practice	6	44	44		88
	NUR262	Integrated Practicum	4			132	132
		Total:	14	88	44	132	264
		Program Total Hours:	103	836	308	429	1573

Associate of Science Degree Nursing Program / Course Sequence & Credits PN/RN BRIDGE							
Length: 18 months (6 Quarters) Credit Hours: 93				Clock Hours: 1408			
Quarter	Course	Course Name	Credit Hours	Theory	Clock Hours Lab	Clinical	Total Clock Hours
1 st	ENG101	Composition I	4	44			44
	BIO103	Human Anatomy & Physiology	4	44			44
	BIO103L	Human Anatomy & Physiology Lab	2	0	44		44
	MSS104	Medical Terminology	4	44			44
	MTH101	College Mathematics	4	44			44

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		Total:	18	176	44		220
2 nd	ENG102	Composition II	4	44			44
	BIO201	Medical Microbiology	4	44			44
	BIO201L	Medical Microbiology Lab	2		44		44
	NUR221	Introduction to Health Illness Concepts and Health Assessment	7	55	22	33	110
		Total	17	143	66	33	242
3 rd	NUR232	Foundations of Medical Surgical Nursing Practice	8	55	22	66	143
	NUR231	Pharmacology	4	44			44
		Total:	12	99	22	66	187
4 th	PSY214	Introduction to Psychology	4	44			44
	NUR242	Intermediate Medical Surgical Nursing Practice	8	55	22	66	143
	NUR243	Mental Health Nursing: concepts & Therapeutic Interventions	4	33		33	66
		Total:	16	132	22	99	253
5 th	NUR253	Maternal-Newborn Nursing and Women's Health	6	44	22	33	99
	NUR254	Pediatric Nursing: Care of Children & Adolescents	6	44	22	33	99
	NUR255	Transition to Professional Nursing Practice	4	44			44
		Total:	16	132	44	66	242
	SOC214	Introduction to Sociology	4	44			44

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6 th .	NUR263	Advanced Medical Surgical Nursing Practice	6	44	44		88
	NUR262	Integrated Practicum	4			132	132
		Total:	14	88	44	132	264
		Program Total Hours:	93	770	242	396	1408

Practical Nursing Program / Course Sequence & Credits Day
Division (Louisville Campus Only)

Length: 15 Months (5 Quarters) Credit Hours: 86 Clock Hours: 1452

Quarter	Course	Course Name	Credit Hours	Theory	Clock Hours Lab	Clinical	Total Clock Hours
1 st	BIO103	Human Anatomy & Physiology	4	44	0	0	44
	BIO103L	Human Anatomy & Physiology Lab	2	0	44	0	44
	PND101	Personal & Voc. Relationships	2	22	0	0	22
	PND103	Intro. to Nursing. & Healthcare	6	66	0	0	66
		Total:	14	132	44	0	176
2 nd	PND102	Math Concepts for Pharm.	2	22	0	0	22
	PND104	Dev. Of Care Giver Role	10	66	66	33	165
	PND201	Pharmacology	3	22	22	0	44
		Total:	15	110	88	33	231
3 rd	PND200	Intro. To Health Deviations	7	44	22	66	132
	PND202	Mental Health Concepts	7	66	0	33	99
	PND302	Mgmt. of the Geriatric Client	4	33	0	33	66
		Total:	18	143	22	132	297
4 th	PND203	Nursing. & Childbearing Family	7	55	22	33	110
	PND300	Health Deviations I	14	88	22	165	275
		Total:	21	143	44	198	385
5 th	PND301	Nursing Trends & Issues	2	22	0	0	22

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	PND400	Health Deviations II	16	88	22	231	341
		Total:	18	110	22	231	363
		Program Total Hours:	86	638	220	594	1452

Statement of Understanding

I have received a copy of the Nursing Student Handbook which includes the Kentucky State Board of Nursing Regulations regarding licensure and criminal convictions.

I have been given the opportunity to ask questions and have my questions answered to my satisfaction. I understand that the Nursing Handbook is also a part of the syllabi for any course in the nursing program.

I understand it is my responsibility to read the Nursing Student Handbook and be accountable for its contents.

Signature: _____

Printed Name: _____

Student ID #: _____

Date: _____

I have read and understand the plagiarism policy as outlined in the Sullivan University Catalog. I certify that I will not cheat or plagiarize in the process of completing any assignments. If it is found that cheating and/or plagiarism did take place in completing an assignment, I understand the consequences of the act/s, which could include expulsion from Sullivan University College of Nursing.

Signature: _____

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Printed Name: _____

Date: _____

IMMUNIZATION AND CPR

- ☐ Influenza (Annually in the Fall)
- ☐ Varicella ○ Evidence of *two-dose* varicella vaccine administered at least 28 days apart
 - OR
 - Evidence of immunity via blood test
 - OR
 - Students with a history of varicella may provide verification by a healthcare provider noting the month/year of the disease
- ☐ Tdap (Tetanus, Diphtheria, Pertussis) ○ Evidence of a single-dose Tdap (*within 10 years*)
 - OR
 - Evidence of a single-dose TD accompanied by proof of previous Tdap **Must be current while the student is in the nursing program*
- ☐ Covid Vaccine ○ Evidence of full vaccination OR Signed Covid Declination Form.
- ☐ Hepatitis B ○ Evidence of a *3-dose HepB* vaccine series
 - OR
 - Evidence of a *2-dose HepB* vaccine series (Heplisav-B)
 - OR
 - Laboratory test anti-HBs serologic test
 - OR
 - Hepatitis Declination Form
- ☐ MMR (Measles, Mumps, & Rubella) ○ Evidence of *two-dose MMR* vaccine series administered at least 28 days apart

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OR

- Evidence of immunity via blood test

- ☐ TB (Tuberculosis) ○ Evidence of TB Skin Test: Two-Step. Given 1-3 weeks after first test (*This is 2 separate TB tests given 13 weeks apart*)

OR

- Evidence of negative blood test by either QuantiFERON TB Gold Plus (QFT-Plus) or T-Spot TB test (TSpot)

AND

- An annual TB skin test or QuantiFERON or T-Spot TB test

Note: Students with a history of a positive TB skin test will require a negative chest X-ray within 5 years along with a TB risk assessment form upon admission and an annual TB risk assessment form.

- ☐ Physical Examination ○ Within twelve (12) months prior to admission

- ☐ CPR (Every 2 years)-See next page ○ American Heart Association Basic Life Support (BLS) with AED. *We do not accept any other form of CPR. It must be from the American Heart Association.*

Sullivan University secures clinical experience sites at various medical facilities. The facilities are not owned or operated by Sullivan University. Due to ongoing changes in the facilities' requirements, it is possible that those facilities/agencies contracted to provide Sullivan University students with clinical experiences may NOT accept student vaccine waivers. Therefore, Sullivan University cannot guarantee a student who obtains a waiver for the Covid-19 or any other vaccination will be able to complete a medical program requiring clinical experiences for course completion and/or graduation purposes.

Failure to turn in correct documentation will result in inability to attend clinicals and receive a failing grade for the course. No Exceptions.

I have read and understand the Immunization & CPR Requirements.

Signature: _____

Date: _____

Printed Name: _____

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