

ARKANSAS STATE UNIVERSITY-BEEBE

**NURSING PROGRAM
STUDENT HANDBOOK
PROGRAM POLICIES & PROCEDURE**

2026-2027



**ARKANSAS STATE
UNIVERSITY
B E E B E**

HEBER SPRINGS ♦ LRAFB ♦ ONLINE ♦ SEARCY

OFFERED AT

**ARKANSAS STATE UNIVERSITY-BEEBE
SEARCY CAMPUS
1800 EAST MOORE AVENUE SEARCY, AR 72143
501-207-6200**

TABLE OF CONTENTS

Program Overview, Outcomes, & Philosophy.....	1
Requirements for Admission.....	4
Criminal Background Checks.....	10
Physical and Mental Abilities.....	16
Self-Preservation	17
Program Cost	18
Program Curriculum & Course Descriptions	20
Program Time Schedule	26
Student Governance Policy.....	27
Grading Policy.....	28
Withdrawal and Readmissions	29
Advanced Placement/Computer and Technical Requirements	30
Graduation Requirements/Grade Appeals, Complaints, and Grievances	33
Attendance Policy.....	34
Continuity of Learning	36
Dress Code & Student Appearance.....	38
Professional Behavior & Performance.....	41
Nursing Program Disciplinary Process.....	44
Practicum Policies.....	48
Honor Code	50
Smoking	53
Risk Management-OSHA/bloodborne pathogens/standard precautions/Infection Control	54
Student Organization.....	55
Substance Abuse Policy	57
State Board of Nursing Requirements	61
Signature/Witness Forms	68

This handbook is a supplement to the Arkansas State University-Beebe catalog. The University Catalog and the Student Handbook are the primary resources of information for the student concerning student activities and academic programs. The handbook for the students of the Nursing Program is a supplemental aid to the student and does not replace or preempt the University Catalog or the Student Handbook. The student is responsible for being informed about academic requirements, both general and specific, for the completion of the program. The faculty is available for advice, guidance, and consultation.

NURSING PROGRAM OVERVIEW & PHILOSOPHY

Summer 2026

The Arkansas State Board of Nursing has granted full approval to the Practical Nursing and the Licensed Practical Nursing/Paramedic to Associate of Applied Science in Registered Nursing program. Each program prepares individuals for the practice of the identified program.

Practical Nursing Program
<u>Mission and Vision</u> • The Practical Nursing program values and adheres to the overall University mission statement, which is “Transforming lives through quality learning experiences.” It provides basic knowledge and skills for the entry level Practical Nurse. Education is provided using a variety of delivery methods to diverse populations with the goal of preparing graduates to provide safe and effective care as an entry level practical nurse. • The program provides a supportive environment for learning which prepares students for licensure and entry into the workforce. Clinical experience and future employment opportunities consists of hospitals, nursing homes, outpatient surgery centers, public school nursing, healthcare provider offices and other healthcare settings.
<u>Program/Student Learning Outcomes</u> PLO 1: Safe and Effective Care Environment: Graduates will demonstrate proficiency in providing safe and effective nursing care in various healthcare settings. PLO 2: Health Promotion and Maintenance: Graduates will reinforce education for patients and communities about health promotion and disease prevention strategies. PLO 3: Psychosocial Integrity: Graduates will provide compassionate care that addresses the psychosocial needs of patients. PLO 4: Physiological Integrity: Graduates will demonstrate competence in caring for physiological responses to illness and injury. PLO 5: Basic Care and Comfort: Graduates will assist patients with activities of daily living and provide comfort measures as needed. These outcomes are designed to prepare Practical Nursing students for success on the NCLEX examination by focusing on the core content areas outlined in the NCLEX test plan. Each outcome incorporates both program-level and student-level objectives to ensure comprehensive preparation for nursing practice.
Licensed Practical Nurse/Paramedic to Associate of Applied Science in Registered Nursing
<u>Mission & Vision</u> • The Arkansas State University-Beebe (ASUB) Licensed Practical Nurse (LPN)/Paramedic to Registered Nurse (RN) program maintains the value of the overall University mission, which is “Transforming lives through quality learning experiences.” The program adheres to the University mission by focusing on transforming the LPN/Paramedic into RN practice by providing quality education that influences critical thinking and metacognition. The learning process prepares the student for a successful career as an Associate of Applied Science degree nurse and provides foundational knowledge required for transition into a baccalaureate degree via articulation agreements with four-year Universities. • The program exists to produce nursing graduates who are on the forefront of new technological advances in healthcare and uses evidence-based practice to promote the health and well-being of patients across diverse populations. Providing student-centered high-quality learning experiences, as well as nurturing self-awareness and responsibility of lifelong learning, will provide an impact on the quality of healthcare services within surrounding communities. The program provides a seamless progression into the healthcare field and is an avenue for educational advancement. • The vision for the ASUB LPN/Paramedic to RN program is to provide quality education to diverse populations, enhancing healthcare within the surrounding communities. The program will promote a seamless transition for licensed LPNs and certified Paramedics to the Registered Nursing role. The program will promote collaborative community partnerships within the healthcare workforce.
<u>Program Learning Outcomes</u> PLO 1: Comprehensive Nursing Care Graduates will provide holistic, evidence-based nursing care across the wellness and illness continuum that addresses the physical, emotional, social, and cultural needs of diverse patients.

PLO 2: Critical Thinking and Clinical Judgement

Graduates will apply critical thinking, clinical reasoning, and evidence-based practice to deliver safe, effective, and individualized patient care in dynamic healthcare environments.

PLO 3: Professional Standards and Collaboration

Graduates will demonstrate accountability and professionalism by adhering to ethical, legal, and regulatory standards while collaborating effectively with interprofessional teams.

PLO 4: Practical Skills and Evaluation

Graduates will competently perform clinical nursing skills, utilize technology, and evaluate patient outcomes to ensure high-quality, safe, and effective care delivery.

PLO 5: Lifelong Learning and Professional Development

Graduates will engage in lifelong learning and continuous professional development and contribute to a culture of excellence.

○

Licensed Practical Nursing and
Licensed Practical Nursing/Paramedic to Associate of Applied Science in Registered Nursing
Program Philosophy

- The faculty of the Arkansas State University Beebe Nursing Programs, including both Registered Nursing (RN) and Practical Nursing (PN), accept and uphold the underlying philosophy of the Arkansas Department of Higher Education (ADHE) and the Arkansas State Board of Nursing (ASBN). We are committed to providing quality education that prepares students to meet the evolving needs of the healthcare community, guiding them in their journey to becoming compassionate, competent, and ethical healthcare professionals.
- Nursing is a collaborative and dynamic profession, and the role of the nurse has a profound impact on the health and well-being of individuals, families, and communities. Nurses work as integral members of the healthcare team, contributing to the promotion of health, prevention of illness, and the management of complex and routine health challenges. Both Registered Nurses and Practical Nurses are essential in delivering patient-centered care, guided by a holistic approach that recognizes the unique needs and dignity of each person.
- Nursing education fosters a culture of lifelong learning, critical thinking, and professional growth. Our programs are designed to provide students with the foundational knowledge and clinical skills necessary to deliver safe, effective, and compassionate care. Students are encouraged to engage in reflective practice, advancing their ability to think critically and make informed decisions in dynamic healthcare settings. Through evidence-based practice, simulation, and clinical experiences, students develop the competencies required to meet the diverse needs of patients across the lifespan.
- We believe that each student brings valuable experiences, perspectives, and cultural influences that shape their learning. As educators, we acknowledge the importance of understanding these individual factors and how they impact the learning process. By providing a supportive and organized learning environment, we strive to provide a learning environment where each student has the opportunity to develop the skills, knowledge, and judgment required to provide high-quality care. Nursing education is a process that builds upon itself, starting with foundational concepts and advancing to more complex levels of practice, reflecting the continuous growth of the student as they progress through the program.
- The role of the nurse requires sensitivity to the diverse cultural, social, and emotional needs of patients. Both roles involve working with patients across different stages and recognizing the importance of cultural competence in delivering personalized care. The nursing programs emphasize respect for individual differences, ensuring that students are prepared to provide care that promotes the dignity and well-being of every person, regardless of background or circumstances.
- We recognize that nursing practice is not static, and as such, we encourage students to incorporate technology and informatics into their practice. Nurses use various forms of technology to enhance patient care, from electronic health records to basic patient monitoring tools. Our programs prepare students to be comfortable and proficient in utilizing these technologies, enhancing the safety and effectiveness of their care delivery.
- The faculty believe that the development of professionalism and ethical practice is paramount in nursing. Nurses are entrusted with the responsibility of caring for individuals at their most vulnerable, and as such, must uphold the highest standards of integrity, accountability, and compassion. Our programs emphasize the importance of ethical decision-making, communication, and collaboration, preparing students to contribute to the nursing profession and the broader healthcare community.

- Nurses are prepared to enter the workforce with the knowledge, skills, and attitudes necessary to meet the demands of a constantly changing healthcare environment. Our programs instill a commitment to lifelong learning and professional development, ensuring that graduates remain current with advancements in healthcare and continue to evolve as practitioners throughout their careers.
- Through rigorous academic coursework, clinical experiences, and interprofessional collaboration, the nursing programs at Arkansas State University Beebe provide a comprehensive education that prepares students to be leaders in nursing practice. Our faculty are dedicated to guiding students in their development, ensuring they are well-equipped to make a positive impact in the lives of those they care for.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: **Requirements for Admission**
Date Revised/Reviewed: **Summer 2026**

Admission to the Nursing program is a competitive selection process based on the entrance test exams and prior educational experiences. Not all applicants will be accepted due to the competitive nature of the admission process. Each student is required to meet all guidelines as listed below or will be deemed ineligible to enter the nursing program.

General Requirements for Admission to ASU-Beebe

- Submit an ASU-Beebe application for enrollment. This may be done on-line at www.asub.edu.
- Submit an official complete high school transcript (seven semester transcripts for high school seniors with the final transcript provided to the University following high school graduation) or a copy of GED scores or American Correspondence Certificate. Submit college/university transcripts.
- All transcripts, scores and any other documentation required in the admissions process for the University must be on file at the time of the nursing application to be considered complete and eligible for consideration in a nursing program.
- University acceptance is for the acknowledged degree plan only. A separate nursing program application process is required for acceptance to the nursing program.
- Current Accuplacer, ACT or approved entrance exam as required for University admission. Accuplacer Reading Exam – minimum score of 227 required. (Students with qualifying English courses may not be required to complete the Accuplacer).
- Submit immunization records. Provide immunization record with required MMR (including a booster, second dose for measles) and current negative result TB test.
- Special conditions apply to the admission and enrollment of international students, including a minimal TOEFL (Test of English as a Foreign Language) score of 500, proof of medical insurance, a signed authorization for medical services, and proof of financial resources. Complete details of special admissions and enrollment procedures are available from the Admissions Office.

Admission Requirements for Nursing Programs

- All University admission requirements must be met for program application evaluation and admission.
- The Nursing application process opens on February 1 for the Summer cohorts and September 1 for the Spring cohorts. Alternate course offerings may be posted on the ASUB.edu webpage. The application process will remain open until classes are filled.
- Priority application dates and acceptance will be considered based on the following deadlines, provided that all general University admission criteria have been met. Students who fulfill all University admission requirements may be eligible for early acceptance into the nursing program. Note: Applicants must have no holds on their University accounts in order to be considered for priority acceptance.
 - Priority Acceptance for Summer cohort(s) – April 15
 - Priority Acceptance for Spring cohort(s) – October 15
- All program applications must be submitted through the online link provided on the ASUB.edu Nursing webpage. Previous applicants not accepted must submit a new application each semester to be considered for acceptance. When completing the application, students must include all names they have used. It is important that the student's legal name is listed on the application and matches the name on file in the University system. If the name provided on the nursing application does not match the name in the University system, the student will not be considered for acceptance into the program. Failure to provide accurate information may result in ineligibility for admission. For verification purposes, the name provided on the RN program application must correspond exactly with the name on the applicant's LPN nursing license. Applications with discrepancies cannot be processed.

- Applicants must be 18 years of age by the time of clinical rotations to be eligible for certain clinical experiences during the post-secondary nursing program. For the high school practical nursing program, applicants must be 18 by the time of their high school graduation.
- If the prospective student has attended another Nursing or Allied Health program and did not complete the program in its entirety, a letter of good standing must be provided. The letter must come directly from the program attended. If a student does not provide a letter admission will not be granted. If the applicant is not found in good standing, the student information will be reviewed by the faculty board and enrollment eligibility will be determined.
- Nursing Program Entrance Exam requirements: To be considered for acceptance a student must:
 - Complete the Accuplacer exam, regardless of qualifying post-secondary courses.
 - All university entrance testing requirements must be met.
 - Accuplacer scores must be within 12 months of the desired program start date. Any exam taken outside of this parameter will be disqualified.
 - A composite score of 760 and a reading score of 250 must be made to be considered for acceptance.
- Prospective student scores, GPA and prior course history will be considered for acceptance. Students must have a minimum GPA of 2.0 to be considered for admission. Students will be awarded points and ranked related to these considerations.
- Registered Nursing program applicants must have a grade of C or better on all prerequisite courses. Prospective students may request to be granted special permission through the Director of Nursing to take certain prerequisite course(s) at the same time nursing courses are completed. This is limited to non-science courses only. Any applicant seeking transfer credit for prerequisite courses must submit official transcripts to the Registrar's office. Prerequisite courses in progress during the semester before the program start date will be considered with a midterm grade of "C" or higher.
- Registered Nursing program applicants must have a minimum of 600 hours of experience in the last two years in the respected licensure field. Experience must be direct patient care centered. No hours served as an orientation to employment will be considered.
 - Licensed Practical Nurses: An LPN must hold an unencumbered LPN license.
 - Recent LPN Graduates:
 - An LPN graduate who completed an LPN program the semester prior to the RN program initiation date, may apply to the RN program.
 - LPN program hours will be used as work experience hours. It is the individual's responsibility to contact the institution attended for program verification hours to be sent to the ASUB nursing department.
 - The prospective student must also provide proof of NCLEX examination and passing status within six weeks of RN program initiation date.
 - Paramedics: Must hold Paramedic state licensure with the Arkansas Department of Health as well as current registration as a paramedic with the National Registry of EMTs.
 - An LPN or Paramedic will not be granted program acceptance if license or certification in current or related healthcare field has been revoked or if record of pending or current disciplinary action through the governing licensure board will not be considered for program acceptance.

Final Admission status will be granted upon:

- Proof of **American Heart Association Healthcare Provider** CPR, which does not expire during program enrollment. CPR cards from agencies that merely follow AHA guidelines but are not issued by the American Heart Association will not be accepted.
- Proof of Tuberculin skin test which will not expire during program.
- Proof of current Tetanus injection which does not expire during program.
- Proof of two Varicella vaccinations OR a titer.
- Note: Practicum partners may require proof of vaccination for infectious diseases to attend practicum rotations. These may include but are not limited to COVID-19 and influenza vaccines. Unfulfilled vaccination requirements may limit student practicum rotations and course objective completion. Therefore, a student may be unable to complete the program in its entirety.
- Clinic facilities may require additional immunization(s) or testing for rotations

- Completion of all entrance testing requirements.
- Completion of Nursing Orientation.
- Criminal Background check completion. A student may be granted approval for admission to the program with a positive background check, however, may not be able to complete program objectives due to practicum partner's criminal background history requirements.
- The program application requests the disclosure of any misdemeanors or felony convictions, other than minimal traffic violations. Misrepresentations or omissions may be grounds for denying an applicant/student admission or continuation in the program.

The Arkansas State Board of Nursing maintains specific standards regarding criminal history which may disqualify an individual from obtaining a nursing license. The State Board of Nursing requires a criminal history background check upon application for licensure. Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward all information obtained concerning the licensure applicant in the commission of any offense to the board.

Arkansas State Board of Nursing Criminal Background rules and regulations published in the Nurse Practice Act are as follows:

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Possession or use of child sexual abuse material as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

- (A) An affected applicant for a license; or
- (B) The individual holding a license subject to revocation.

(2) A basis upon which a waiver may be granted includes without limitation:

- (A) The age at which the offense was committed;
- (B) The circumstances surrounding the offense;
- (C) The length of time since the offense was committed;
- (D) Subsequent work history since the offense was committed;
- (E) Employment references since the offense was committed;
- (F) Character references since the offense was committed;
- (G) Relevance of the offense to the occupational license; and
- (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:

- (A) Completed the waiver requirements of this section at his or her initial licensure;
- (B) Been licensed in this state before the enactment of subsection (a) of this section; or
- (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.

(c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

- (A) Was not convicted for committing a violent or sexual offense; and

- (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrases “moral turpitude” and “good character”; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103;
 - (12) Arson as prohibited in § 5-38-301; and
 - (13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
- (1) An individual who holds a valid license on July 24, 2019;
 - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (h) This section does not apply to licensure or certification:
- (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 1740-101 et seq.;
 - (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
 - (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

17-87-312. Criminal background checks.

(a)

- (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
 - (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
 - (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
 - (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
 - (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
 - (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
 - (2) The permit shall be valid for no more than six (6) months.
- (g)
 - (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
 - (A) The affected applicant for licensure or his or her authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
 - (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
 - (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
 - (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
 - (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
 - (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
 - (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
 - (4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
 - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
 - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12; 2019, No. 315, § 1542; 2019, No. 626, § 1; 2019, Act 315, No. 990, § 76.

Applicants of the Arkansas State University – Beebe Nursing programs seeking admission may be requested to participate in specific pre-enrollment assessments to fulfill program or external agency requirements.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Criminal Background Checks
Date Revised/Reviewed: Summer 2026

Background checks are required for all applicants who are accepted into the Nursing program. Students seeking reenrollment after an absence of more than six months must also undergo a new background check. Background checks are a mandatory requirement for many of the clinical institutions where practicum courses are held. If an applicant's or student's criminal background is unsatisfactory, the individual may be unable to meet practicum requirements, which could affect progression in the program. Clinical facilities may also require additional background checks at the student's expense.

Procedure for criminal background check

1. Criminal Background Check reports may be obtained from the Arkansas State Police and/or from any other Criminal Background Reporting Agency. Under the Fair Credit Reporting Act and related state laws, ASU-Beebe cannot request any information from the Arkansas State Police and/or from any other Criminal Background Reporting Agency without the individual's written consent. As a result, a student is requested to fill out and sign the criminal background check form and present it to the ASU-Beebe Nursing department.
2. Applicants/students must read and complete a form authorizing ASU-Beebe permission to proceed with a background check. By signing the form, the applicant/student authorizes the disclosure of the information to the Program Director.
3. Background checks will be conducted by ASU-Beebe and affiliated practicum partners.
4. The applicant is responsible for all fees associated with the criminal background check.
5. Background check results may be disclosed to people who have a legitimate need for the information. Clinical rotation partners or University departments holding a legitimate relationship with the Nursing department may request a copy of the background check. These entities may utilize the information provided for purposes only related to facility and program guidelines. ASU-Beebe will not transmit the information to any outside agency or person not associated with the administration and operation of the Nursing program without the applicant's/student's written consent.
6. Students are expected to rotate through the Long-Term Care (LTC) facilities throughout the program. Therefore, each student will be required to complete an additional background check with each LTC agency. The fee for this background check will be determined at the time of completion and added to the student's University account. The Office of Long-Term Care (OLTC) criminal history guidelines will be followed for entrance into the Long-Term Care facility for practicum rotations. If a student does not meet OLTC requirements, the LTC facility may request the student not be permitted to participate in the practicum rotation(s) held in their facility. If this occurs the student will not be able to meet the course objectives. Long-term care facility guidelines are limited related to misdemeanors within the last five years and felonies within the last ten years. Criminal charges related to theft or battery may also limit clinical rotation participation therefore deeming the student ineligible to complete the program and course objectives.

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (37) Capital murder as prohibited in § 5-10-101;
- (38) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;

- (39) Manslaughter as prohibited in § 5-10-104;
- (40) Negligent homicide as prohibited in § 5-10-105;
- (41) Kidnapping as prohibited in § 5-11-102;
- (42) False imprisonment in the first degree as prohibited in § 5-11-103;
- (43) Permanent detention or restraint as prohibited in § 5-11-106;
- (44) Robbery as prohibited in § 5-12-102;
- (45) Aggravated robbery as prohibited in § 5-12-103;
- (46) Battery in the first degree as prohibited in § 5-13-201;
- (47) Aggravated assault as prohibited in § 5-13-204;
- (48) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (49) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (50) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (51) Rape as prohibited in § 5-14-103;
- (52) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (53) Sexual extortion as prohibited in § 5-14-113;
- (54) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (55) Incest as prohibited in § 5-26-202;
- (56) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (57) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (58) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (59) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (60) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (61) Possession or use of child sexual abuse material as prohibited in § 5-27-603;
- (62) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (63) Felony adult abuse as prohibited in § 5-28-103;
- (64) Theft of property as prohibited in § 5-36-103;
- (65) Theft by receiving as prohibited in § 5-36-106;
- (66) Arson as prohibited in § 5-38-301;
- (67) Burglary as prohibited in § 5-39-201;
- (68) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (69) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (70) Stalking as prohibited in § 5-71-229;
- (71) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (72) All other crimes referenced in this title.

(b)

(4) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

- (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
- (5) A basis upon which a waiver may be granted includes without limitation:
- (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
- (6) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
- (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (i) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (C) Was not convicted for committing a violent or sexual offense; and
 - (D) Has not been convicted of any other offense during the five-year disqualification period.
- (j) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrases “moral turpitude” and “good character”; or
 - (2) Consider arrests without a subsequent conviction.
- (k) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103;
 - (12) Arson as prohibited in § 5-38-301; and

- (13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403.
- (l) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (m) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
 - (1) An individual who holds a valid license on July 24, 2019;
 - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (n) This section does not apply to licensure or certification:
 - (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.;
 - (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
 - (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

17-87-312. Criminal background checks.

- (a)
- (3) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (4) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
 - (f) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
 - (g) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
 - (h) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
 - (i) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
 - (3) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
 - (4) The permit shall be valid for no more than six (6) months.
- (g)
 - (3) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
 - (A) The affected applicant for licensure or his or her authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
 - (4) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (k) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (l) The board shall adopt the necessary rules to fully implement the provisions of this section.

(k)

- (5) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
- (6) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
- (7) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
- (8) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
 - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
 - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12; 2019, No. 315, § 1542; 2019, No. 626, § 1; 2019, Act 315, No. 990, § 76.

The Office of Long-Term Care (OLTC) maintains specific standards regarding criminal history which may disqualify a student from completing clinical rotations. Students are expected to meet employment standard guidelines as outlined below. Please refer to OLTC outlined Criminal Record Check at <http://veterans.arkansas.gov/assets/uploads/2017/02/20170208131933-rules-and-regulations-for-conducting-criminal-record-checks-for-employees-of-long-term-care-facilitiespdf.pdf>

Office of Long-Term Care Criminal History Background information

201 Before making an offer of employment, the service provider shall inform an applicant that employment is contingent on the satisfactory results of criminal history record checks. Effective October 1, 1997, long term care facilities shall not knowingly employ or hire a person who has been found guilty or has pled guilty or nolo contendere, regardless whether the record of the offense is expunged, pardoned, or otherwise sealed, to any of the offenses listed below by any court in the State of Arkansas or any similar offense by a court in another state or of any similar offense by a federal court.

1. Capital murder, § 5-10-101;
2. Murder in the first or second degree, §§ 5-10-102 and 5-10-103;
3. Manslaughter, § 5-10-104;
4. Negligent homicide, § 5-10-105;
5. Kidnapping, § 5-11-102;
6. False imprisonment in the first degree or second degree, §§ 5-11-103 and 5-11-104;
7. Permanent detention or restraint, § 5-11-106;
8. Robbery, § 5-12-102;
9. Aggravated robbery, § 5-12-103;
10. Battery in the first, second or third degree, §§ 5-13-201, 5-13-202, and 5-13-203;
11. Aggravated assault, § 5-13-204, or assault in first, second, or third degree, §§ 5-13-205, 5-13-206, and 5-13-207;
12. Introduction of controlled substance into body of another person, § 5-13-210;
13. Terroristic threatening in the first or second degree, § 5-13-301;
14. Rape, § 5-14-103;
15. Sexual assault in the first, second, third or fourth degree, §§ 5-14-124 – 5-14-127;
16. Sexual indecency with a child, § 5-14-110;
17. Violation of a minor in the first or second degree, §§ 5-14-120 and 5-14-121;
18. Incest, § 5-26-202;
19. Domestic Battery (all degrees), §§ 5-26-303 - 5-26-306;
20. Endangering the welfare of incompetent person in the first or second degree, §§ 5-27-201 and 5-27-202;

21. Endangering the welfare of a minor in the first or second degree, § 5-27-205 and 5-27-206;
22. Permitting abuse of a minor, § 5-27-221;
23. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or employing or consenting to the use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, §§ 5-27-303, 5-27-304, 5-27-305, 5-27-402, and 5-27-403;
24. Felony abuse of an endangered or impaired person, § 5-28-103;
25. Theft of property, § 5-36-103;
26. Theft by receiving, § 5-36-106;
27. Arson, § 5-38-301;
28. Burglary, § 5-39-201; Rules and Regulations for Conducting Criminal Record Checks
29. Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 – 5-64-501 et seq;
30. Prostitution, §5-70-102, Patronizing a prostitute, §5-70-103, or Promotion of prostitution (all degrees), §§ 5-70-104 – 5-70-106;
31. Stalking, § 5-71-229;
32. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this section.
33. Forgery, § 5-37-201;
34. Breaking or entering, § 5-39-202;
35. Obtaining a controlled substance by fraud, § 5-64-403;
36. Computer child pornography or failure to report computer child pornography, §§ 5-27-603 and 5-27-604;
37. Computer exploitation of a child or distributing, possessing, or viewing of matter depicting sexually explicit conduct involving a child, §§ 5-27-605 and 5-27-602;
38. Coercion, §5-13-208;
39. Terroristic act, §5-13-310;
40. Voyeurism, §5-16-102;
41. Communicating death threat concerning a school employee or student, §5-17-101;
42. Interference with visitation or interference with court-ordered custody, §§5-26-501 and 5-26-502;
43. Contributing to the delinquency of a minor or juvenile, §§5-27-209 and 5-27-220;
44. Soliciting money or property from incompetents, §5-27-229;
45. Theft of services, §5-36-104;
46. Criminal impersonation, §5-37-208;
47. Financial identity fraud, §5-37-227;
48. Resisting arrest, §5-54-103;
49. Felony interference with a law enforcement officer, §5-54-104;
50. Cruelty to animals, or aggravated cruelty to a dog, cat, or horse, §§5-62-103 and 5-62-104;
51. Public display of obscenity, §5-68-205;
52. Promoting obscene materials, §5-68-303 or Promoting obscene performance, §5-68- 304;
53. Obscene performance at a live public show, §5-68-305;
54. Public sexual indecency, §5-14-111;
55. Indecent exposure, §5-14-112;
56. Bestiality, §5-14-122;
57. Exposing another person to human immunodeficiency virus (HIV), §5-14-123;
58. Registered sex offenders, §§5-14-128 – 5-14-132;
59. Criminal use of a prohibited weapon, §5-73-104;
60. Simultaneous possession of drugs and firearms, §5-74-106; and
61. Unlawful discharge of a firearm from a vehicle, §5-74-107.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: Physical and Mental Abilities
Date Revised/Reviewed: Summer 2026

An individual obtaining an education in nursing should be aware of the mental and physical abilities required. These same abilities will likely be needed for a successful professional career.

Mental and Physical Abilities of the Nursing Student:

- Observation necessitates the functional use of the sense of vision and tactile sensation. Ability to observe a client accurately at a distance and nearby. Performing close and distant visual activities which may include but not limited to people, paperwork, objects, depth, and color perception.
- Working in a standing position and walking extended periods of time.
- Lifting and transferring patients up to 6 inches from a bending position, then pushing/pulling/pivoting weight up to 3 feet. Students must be able to lift and carry a minimum of 35% of their own body weight. Lifting and transferring patients to accomplish bed-to-chair and chair-to-bed transfers.
- Applying up to 10 pounds of pressure to bleeding sites and in performing CPR.
- Wearing personal protective equipment for extended periods of time.
- Responding and reacting immediately to auditory instruction, requesting, and/or monitoring equipment, performing auscultation without auditory impairment.
- Performing up to twelve hours in a clinical setting.
- Discriminating between sharp/dull and hot/cold when using your hands.
- Performing mathematical calculations without the use of a calculator to prepare medications and administer medications.
- Communicating effectively, both orally and in writing, using appropriate grammar and vocabulary.
- Reacting appropriately and professionally under stressful situations.
- Be able to critically think and use therapeutic nursing judgment.
- Compassion, integrity, concern for others, interpersonal skills, interests, and motivations are all personal qualities necessary for professional nursing.
- Should an individual experience a condition which limits performance ability or health status or presents possible risk factors to individuals within the surrounding environment, he/she must be under the care of a licensed healthcare provider. The individual must also provide written release from the health care provider to maintain enrollment status within the Nursing program. A release form may be obtained from the Director of Nursing.
- Mental and physical abilities must be maintained during the nursing program. Due to the requirements of practicum rotations, no light duty will be granted. All students must be able to provide nursing care without physical, emotional, or mental limitations.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Self-Preservation
Date Revised/Reviewed: Summer 2026

The importance of Self-Care for students is imperative during enrollment in the Nursing program. Self-Care should be a practice to maintain physical and spiritual well-being. All nursing students should practice holistic self-care throughout the entirety of the program.

Students may be exposed to high-level stress situations. Too much stress can influence emotional and physical well-being. Symptoms may be exhaustion, dissatisfaction, and burnout as well as negativity. These symptoms may also impact the student's ability to learn and have a productive learning environment.

Reduction of stress assists in the student nurse's capacity to provide compassionate care and empathy for patients and empathy for patients and peers. This in return will improve the quality of care for patients.

- Students are encouraged to follow the guidelines listed below to assist with self-preservation:
 - **Communicate** – direct and clear communication with faculty, patients, and interdisciplinary team members should be maintained. This increases trust within the educational and healthcare environment, allowing students to conduct their tasks correctly and confidently. Any increased knowledge can help to reduce and clarify misconceptions.
 - **Stay organized** – having an organized educational experience allows students to complete tasks effectively. Keeping a checklist of tasks to be completed allows work to be done on a priority basis and in a timely manner.
 - **Set realistic goals** – set short-term goals on a regular basis. Setting unrealistic goals will increase stress levels and may lead to being overwhelmed and burnout.
 - **Practice relaxation techniques** – plan a specific time each day for rest and relaxation. This will decrease feelings of stress and promote learning.
 - **Exercise regularly** – Practice regular exercise. This can enhance positivity and uplift mood.
 - **Find a mentor** –Enlisting the help of a mentor offers a reliable go-to person who can listen and guide at overwhelming times. Mentors can not only increase personal development and aid in achieving long-term career goals, but they can also indirectly improve patient outcomes. Students are encouraged to utilize faculty as mentors during the nursing program.
 - **Physical** – Students are encouraged to have regular health screenings, eat nutritious meals, and maintain a healthy lifestyle.
 - **Mental** – Relaxation may be used to focus attention away from negative thoughts that may affect learning. Students are encouraged to focus attention away from fear-based, negative thought patterns. The student should promote joy and pursue counseling if necessary. ASUB student services offer counseling services for students experiencing personal problems that interfere with academic and social performance. Students may also be referred to outside resources. For more information, contact ASUB student services.

Students are encouraged to seek medical assistance from their healthcare provider should the need arise.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Program Cost**
Date Revised/Reviewed: **Summer 2026**

PRACTICAL NURSING PROGRAM

Total Approximate Program Expense	\$12,192.00
Tuition and Fees	\$8805.00
Total Credit Hours = 46	
PNUR 11010 Fundamentals of Nursing I: 10 Credits	\$1850.00
PNUR 12009 Fundamentals of Nursing II: 9 Credits	\$1665.00
PNUR 21009 Nursing I: 9 Credits	\$1665.00
PNUR 22009 Nursing II: 9 Credits	\$1665.00
PNUR 23009 Nursing III: 9 Credits	\$1665.00
Nursing Program Fee	\$295.00
Item – NOTE these are estimated cost only. Prices are subject to change-All books first term	
Anatomy & Physiology for Health Prof 4th Ed, By Colbert, Ankney & Lee ISBN: 978-0134876818	\$75.00
Comprehensive testing package (program identified packet only) (First and Third Term divided into two payments)	\$2650.00
Nurse Skills Pack, Pharm Box & IV therapy Bag (purchased through bookstore)	\$390.00
Adult Health Nursing, 9 th Ed, By Cooper & Gosnell ISBN: 978-0323827157	\$90.00
Pharmacology Made Simple: An introduction to Health Professions by Guerra: ISBN 978-0-323-69544-2	\$65.00
Leifer's Introduction to Maternity and Pediatric Nursing 10 th Ed by Cooper and Gosnell: ISBN 978-0-443-12757-1	\$96.00
Fundamental Concepts and Skills for Nursing 7 th Ed by Williams ISBN: 978-0-443-24523-7	\$95.00
Miscellaneous Item- Prices are subject to change	Approximate Expense
Penlight (First term)*	\$7.00
Stethoscope (First term)*	\$20.00
Bandage Scissors (First term)*	\$6.00
Uniforms: (First term)*	\$345.00
LTC Background check (may have 2-3 throughout the program)	\$25.00
Nursing Practicum Shoes (First term)*	\$50.00
Earbuds or Headphones (First Term)*	\$10.00
Watch (First term)*	\$20.00
Influenza Vaccine (Seasonal-Fall Term)*	\$50.00
Hepatitis Injection-optional (Begin First term)*	\$75.00
Student Organization Conference Fee*	\$200.00
Computer per policy standards with video/mic accessibility*(purchased independently by student)	\$1500.00
External Web Camera and Battery pack	\$75.00
End of Program Expenses-Prices are subject to change	Approximate Expense
Graduation Cap & Gown*	\$50.00
National Council Licensing Examination Fee (not included in overall expense)*	\$200.00
Arkansas State Board of Nursing Application Fee (not included in overall expense)*	\$100.00
Temporary Permit (Optional)*	\$30.00
Federal Background Check Fee (not included in overall expense)*	\$60.00
Fingerprinting*	\$45.00
Processing fee may be included with above end of program expense	\$10.00

Students must also have internet capabilities or access to high-speed internet.
Updated Summer 2026-Note all prices are subject to change

***Denote Independently purchased**

LPN/PARAMEDIC TO
ASSOCIATE OF APPLIED SCIENCE IN
REGISTERED NURSING
Summer 2026

Total Approximate Program Expense	(does not include pre-requisite expenses)	\$18702.00
Tuition and Fees		\$14145.00
Prerequisite Courses = 34 credit hours		\$8400.00
NRSG 20006 Foundational Concepts of Nursing		\$ 1110.00
NRSG 21006 Nursing Concepts I		\$ 1110.00
NRSG 22006 Nursing Concepts II		\$ 1110.00
NRSG 23006 Nursing Concepts III		\$ 1110.00
NRSG 24006 Nursing Concepts IV		\$ 1110.00
Nursing Program Fee		\$195.00
Item – NOTE these are estimated cost only. Prices are subject to change	Approximate Expense	
Comprehensive testing package (program identified packet only)(First and Third Term divided into two pmts)		\$2650.00
Nurse Skills Pack (purchased through bookstore) (First term)		\$150.00
Essentials for Nursing Practice, 9 th Ed, Potter, Perry, Stockert, & Hall. ISBN: 978-0323481847		\$140.00
Lewis's Medical-Surgical Nursing, 12 th Ed, Harding, Kwong, Hagler & Reinisch ISBN: 978-0323789615		\$160.00
Leifer's Introduction to Maternity & Pediatric Nursing, 10 th Ed:Cooper and Gosnell ISBN:978-0-443-12757-1		\$96.00
Pharmacology Made Simple:An introduction to Health Professions by Guerra: ISBN 978-0-323-69544-2		\$65.00
Miscellaneous Item- Prices are subject to change	Approximate Expense	
Penlight (First term)*		\$7.00
Stethoscope (First term)*		\$20.00
Bandage Scissors (First term)*		\$6.00
Uniforms: (First term)*		\$345.00
LTC Background check (may have 2-3 throughout the program)		\$25.00
Nursing Practicum Shoes (First term)*		\$50.00
Earbuds or Headphones (First Term)*		\$10.00
Watch (First term)*		\$20.00
Influenza Vaccine (Seasonal-Fall Term)*		\$50.00
Hepatitis Injection-optional (Begin First term)*		\$75.00
Student Organization Conference Fee*		\$200.00
Computer per policy standards with video/mic accessibility*(purchased independently by student)		\$1500.00
External Web Camera and Battery pack		\$75.00
End of Program Expenses-Prices are subject to change	Approximate Expense	
Graduation Cap & Gown*		\$50.00
National Council Licensing Examination Fee (not included in overall expense)*		\$200.00
Arkansas State Board of Nursing Application Fee (not included in overall expense)*		\$100.00
Temporary Permit (Optional)*		\$30.00
Federal Background Check Fee (not included in overall expense)*		\$60.00
Fingerprinting through Digital Livescan*		\$45.00
Processing fee may be included with above end of program expense		\$10.00

Students must also have internet capabilities or access to high speed internet.

Updated Summer 2026 – Note all prices are subject to change

***Denote Independently purchased**

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Program Curriculum & Course Descriptions
Date Revised/Reviewed: Summer 2026

The Nursing programs of ASUB are created with a building block approach. Successful completion of each course with a “C” is required to advance into subsequent courses. Prior knowledge of principles learned in pre-requisite courses are incorporated to allow the student to do critical thinking and perform holistic care. Students may feel some lecture/clinical content to be offensive. This content is shared in a professional manner and for educational purposes only.

Practical Nursing Program

Total Credit Hours		46 Credit Hours
Full-Time Spring Start Date		
Spring Term I	PNUR 11010 Fundamentals of Nursing I	10 Credit Hours
Spring Term II	PNUR 12009 Fundamentals of Nursing II	9 Credit Hours
Nrsg Summer Special Term	PNUR 21009 Nursing I	9 Credit Hours
Fall Term I	PNUR 22009 Nursing II	9 Credit Hours
Fall Term II	PNUR 23009 Nursing III	<u>9 Credit Hours</u>
Full-Time Summer Start Date		
Nrsg Summer Special Term	PNUR 11010 Fundamentals of Nursing I	10 Credit Hours
Fall Term I	PNUR 12009 Fundamentals of Nursing II	9 Credit Hours
Fall Term II	PNUR 21009 Nursing I	9 Credit Hours
Spring Term I	PNUR 22009 Nursing II	9 Credit Hours
Spring Term II	PNUR 23009 Nursing III	<u>9 Credit Hours</u>
Part-Time Spring Start Date		
Spring Semester	PNUR 11010 Fundamentals of Nursing I	10 Credit Hours
Nrsg Summer Special Term	PNUR 12009 Fundamentals of Nursing II	9 Credit Hours
Fall Semester	PNUR 21009 Nursing I	9 Credit Hours
Spring Semester	PNUR 22009 Nursing II	9 Credit Hours
Nrsg Summer Special Term	PNUR 23009 Nursing III	<u>9 Credit Hours</u>
Part-Time Fall Start Date		
Fall Semester	PNUR 11010 Fundamentals of Nursing I	10 Credit Hours
Spring Semester	PNUR 12009 Fundamentals of Nursing II	9 Credit Hours
Nrsg Summer Special Term	PNUR 21009 Nursing I	9 Credit Hours
Fall Semester	PNUR 22009 Nursing II	9 Credit Hours
Spring Semester	PNUR 23009 Nursing III	<u>9 Credit Hours</u>
High School Fall Junior Start Date		
Fall Semester (Junior Year)	PNUR 11010 Fundamentals of Nursing I	10 Credit Hours
Spring Semester (Junior Year)	PNUR 12009 Fundamentals of Nursing II	9 Credit Hours
Summer Semester(Jr/Sr transition)	PNUR 21009 Nursing I	9 Credit Hours
Fall Semester (Senior Year)	PNUR 22009 Nursing II	9 Credit Hours
Spring Semester (Senior Year)	PNUR 23009 Nursing III	9 Credit Hours

Licensed Practical Nursing/Paramedic to Associate of Applied Science in Registered Nursing

Total Credits for Associate of Applied Science in Registered Nursing 64 Credit Hours			
Prerequisite Courses 34 Credit Hours			
ENGL 10103	Freshman English I	Pre-requisite requirement must be completed with a “C” or higher to enroll in the LPN/Medic to RN program. Some courses may be approved to take along with nursing core courses. All science courses must be complete prior to nursing course enrollment. Prior knowledge of principles learned in pre-requisite courses are incorporated to allow the student to do critical thinking and perform holistic care.	
ENGL 10203	Freshman English II		
BIOL 24004	Anatomy & Physiology I with Lab		
BIOL 24104	Anatomy & Physiology II with Lab		
BIOL 10104	Principles of Biology		
BIOL 20004	Microbiology with Lab		
PSYC 11003	Introduction to Psychology		
PSYC 21003	Human Growth and Development		
CPSI 10003	Microcomputer Applications		
MATH 1043	Quantitative Literacy		
Nursing Core Course 30 Credit Hours			
Spring Start Date		Summer Start Date	
NURS 20006	Foundational Concepts of Nrsg 6 Credits (Spring Term I)	NURS 20006	Foundational Concepts of Nrsg 6 Credits (Nrsg Summer Special Term)
NURS 21006	Nursing Concepts I 6 Credits (Spring Term II)	NURS 21006	Nursing Concepts I 6 Credits (Fall Term I)
NURS 22006	Nursing Concepts II 6 Credits (Nrsg Summer Special Term)	NURS 22006	Nursing Concepts II 6 Credits (Fall Term II)
NURS 23006	Nursing Concepts III 6 Credits (Fall Term I)	NURS 23006	Nursing Concepts III 6 Credits (Spring Term I)
NURS 24006	Nursing Concepts IV 6 Credits (Fall Term II)	NURS 24006	Nursing Concepts IV 6 Credits (Spring Term II)

Completing each course with a “C” is required to advance into the next course.

Alternate course offerings may be posted on the ASUB.edu webpage. The application process will remain open until classes are filled.

Practical Nursing Course Descriptions

PNUR 11010 Fundamentals of Nursing I

This course introduces concepts related to the basic principles of the nursing profession. Personal and professional development and responsibilities will be covered related to therapeutic communications, legal & ethical concepts, client & family care as well as interdisciplinary teamwork. The course will include the discussion of particular body system concepts and incorporate Anatomy and Physiology, Nursing & Pharmacological skills, and Life Span considerations for each. The nursing process will be utilized to provide the concepts of assessment, planning, intervention, and evaluation. Simulation practicum experience is incorporated into the course to assist in application of knowledge to clinical practice. Concepts from this course are integrated in all nursing courses. This course is a prerequisite to Fundamentals II and all subsequent courses.

Prerequisite: Acceptance to ASUB Practical Nursing Program

PNUR 12009 Fundamentals of Nursing II

This course is a continuation of Fundamentals of Nursing I. It is a study of increasing complexity of skills base while incorporating critical thinking to give safe, skillful holistic nursing care to clients of all ages using the nursing process. It is a continuation of personal and professional development and responsibilities as well as communication, legal and ethical situations, client & family care as well as interdisciplinary teamwork. The course will continue in the discussion of particular body system concepts and incorporate Anatomy and Physiology, Nursing & Pharmacological skills, as well as Life Span considerations for each. Concepts related to performance and adaptation of nursing skills & procedures will be incorporated as they are related to the skill, safety, and concern for the client in various clinical settings. Concepts related to the geriatric population are integrated into this course with an emphasis on common geriatric changes and disorders, related medications, and nursing care. This course provides supervised Practicum experience related to the nursing theory content with an emphasis on planning and implementing and evaluating the care of the geriatric client in the long-term care facility or alternate geriatric care settings. The student will develop the ability to adapt nursing procedures incorporating critical thinking to give holistic individualized client care. Principles learned in previous courses are incorporated to allow the student to do critical thinking to perform holistic care. The student will participate in community health activities related to theory content and patients throughout the lifespan.

This course is a pre-requisite for all subsequent courses.

Prerequisite: PNUR 11010 Fundamentals of Nursing I

PNUR 21009 Nursing I

This course incorporates fundamental knowledge learned in prior courses and prepares the student in the nursing management of patients throughout the life span. The theory components of this course focus on nursing concepts including Maternal Child and basic Mental Health risk factors and implications related to the Medical diagnosis. Pharmacological, Nutritional and Pediatric concepts as well as critical thinking and communication techniques are incorporated into each portion of the course. The Medical Surgical aspects of the course will include an introduction to healthcare management and progress through the body systems. Each theory component is designed to assist the student in understanding nurse's role in assessing needs, planning, and implementing holistic nursing care for patients with specific patient conditions.

The Practicum component of this course has an emphasis on nursing concepts including Maternal Child and basic Mental Health Risks and implications related to the Medical diagnosis. Medical and surgical problems for patients throughout the life span will be incorporated into the practicum, including care of the obstetrical patient, pediatric patient, basic mental health conditions and medical surgical conditions. Pharmacological concepts and administration of medications are incorporated into the practicum. Nursing care is delivered with a focus on specific standards of care related to diagnosis and age of the patient. Procedures learned in Fundamentals of Nursing I & II will continue to be performed with emphasis on adaptations necessary for the individual client. The student is responsible for correlating theory of all courses to Practicum practice by integrating critical thinking to give safe, skillful, holistic patient care.

This course is a pre-requisite for all subsequent courses.

Prerequisite: PNUR 12009 Fundamentals of Nursing II.

PNUR 22009 Nursing II

This course is a continuation of Nursing I and will include a progression of the study of concepts related to illness and nursing care for patients throughout the lifespan. Critical thinking and communication theories are incorporated throughout the course. The pharmacological theory component assists the student to understand medications used to treat medical-surgical disorders and nursing assessments required to evaluate whether an expected or unexpected effect has occurred. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life span.

The practicum component of this course is a continuation of nursing I and will progress in the complexity of nursing concepts and care of the client. This component of the course is designed to assist the student in applying principles from the theory components and laboratory setting to actual patients in healthcare settings.

This course is a pre-requisite for all subsequent courses.

Prerequisite: PNUR 21009 Nursing I

PNUR 23009 Nursing III

This course is a continuation of Nursing II and will include an in-depth study of the concepts of illness and nursing care for patients throughout the lifespan. Critical thinking and communication theories are incorporated throughout the course. The pharmacological theory component assists the students to understand medications used to treat medical-surgical disorders and nursing assessments required to evaluate whether an expected or unexpected effect has occurred. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the lifespan. Nursing care in acute, subacute, or convalescent stages of illness with integration of pharmacological, mental health disorders, nutritional, pediatric and communication theories will be discussed.

The Practicum component of Nursing III is a continuation of the Practicum experience introduced in Nursing II. This clinical experience includes an increased patient assignment load designed to further develop time-management skills and support the student's transition from the role of student to that of a Licensed Practical Nurse. The Practicum is designed to assist students in applying medical-surgical nursing care, pharmacological principles, and mental health concepts learned in the classroom and laboratory to clients in a variety of healthcare settings. Emphasis is placed on the transition from student to graduate, with recognition of the evolving responsibilities to self, clients, and members of the healthcare team. Students who have met course and program requirements will participate in a preceptorship experience, which involves supervised practice in long-term care, clinic, or acute care settings. This rotation is intended to strengthen the student's ability to function effectively in the Practical Nurse role and to enhance understanding of professional responsibilities as a member of the healthcare team. Leadership and management concepts are incorporated throughout the Practicum experience. During this clinical component, students will work closely with a Licensed Practical Nurse (LPN) or Registered Nurse (RN) in a medical-surgical area, as assigned by the instructor.

Prerequisite: PNUR 22009 Nursing II

Licensed Practical Nursing/Paramedic to Registered Nursing Course Descriptions

NURS 20006 Foundational Concepts of Nursing

Foundational Concepts of Nursing is an introductory course designed to support the transition of the LPN or Paramedic into the Registered Nurse role. The course emphasizes review and integration of prior knowledge while developing RN-level clinical reasoning, professional judgment, and role responsibilities. Content builds on previous education to explore nursing theories, the nursing process, communication, lifespan development, cultural influences, and end-of-life care as they relate to patient health across the healthcare continuum. Emphasis is placed on applying medical-surgical and pharmacological concepts through critical thinking and comprehensive RN-level care. Core fundamentals and selected advanced skills are reinforced, with practicum experiences providing opportunities to apply theory and transition fully into the Registered Nurse role.

Prerequisite: Acceptance to ASUB LPN/Paramedic to Associate of Applied Science in Registered Nursing program

NURS 21006 Nursing Concepts I

Nursing Concepts I focuses on the role of the Registered Nurse in providing holistic care to clients across the mental health continuum while integrating medical-surgical and pharmacological nursing concepts. The course examines psychobiological and psychosocial disorders, emphasizing nursing assessment, intervention, and evaluation within diverse patient populations. Mental health concepts are presented alongside foundational medical-surgical and pharmacological principles to promote comprehensive, patient-centered care. Pediatric and geriatric considerations are integrated throughout each unit. Practicum and laboratory experiences provide opportunities for students to apply theory and develop knowledge, skills, and clinical judgment related to mental health and medical-surgical nursing care. Students are expected to synthesize theory from all concurrent courses into practicum experiences, utilizing critical thinking to deliver safe, skillful, and patient-centered nursing care.

This course is a pre-requisite for all subsequent courses.

Prerequisite: NURS 20006 Foundations Concepts of Nursing

NURS 22006 Nursing Concepts II

Nursing Concepts II focuses on the application of comprehensive nursing care across the lifespan, incorporating maternal-newborn, medical-surgical, and pharmacological nursing concepts. The course emphasizes principles of care for the obstetrical patient and newborn while expanding student understanding of physiological alterations, health conditions, and patient care needs within diverse populations. Nursing concepts are presented to support the Registered Nurse's role in providing safe, evidence-based, and holistic care. Pharmacological and lifespan considerations are integrated throughout the course as appropriate.

Practicum and laboratory experiences provide opportunities for students to apply theory and develop knowledge, skills, and clinical judgment related to maternal-newborn and medical-surgical nursing care. Students are expected to synthesize theory from all concurrent courses into practicum experiences, utilizing critical thinking to deliver safe, skillful, and patient-centered nursing care.

This course is a pre-requisite for all subsequent courses.

Prerequisite: NURS 21006 Nursing Concepts I

NURS 23006 Nursing Concepts III

Nursing Concepts III focuses on the application of medical-surgical and pharmacological nursing concepts that build upon knowledge gained in previous courses. Emphasis is placed on the Registered Nurse's role in caring for patients with complex health needs across diverse populations. Pharmacological and lifespan considerations are integrated throughout the course as appropriate.

Practicum and laboratory experiences provide opportunities for students to apply theory and practice knowledge and skills related to pediatric and medical-surgical nursing care. Students are expected to synthesize theory from all concurrent courses into practicum experiences, applying critical thinking to deliver safe, skillful, and holistic nursing care.

This course is a pre-requisite for all subsequent courses.

Prerequisite: NURS 22006 Nursing Concepts II

NURS 24006 Nursing Concepts IV

Nursing Concepts IV focuses on advanced application of complex medical-surgical, pediatric, and pharmacological nursing concepts associated with high-acuity patient care situations. Emphasis is placed on the Registered Nurse's role in managing increasingly complex patient conditions while demonstrating advanced clinical judgment and decision-making skills.

Pharmacological and lifespan considerations are integrated throughout the course as appropriate.

Practicum and laboratory experiences provide opportunities for students to apply theory and practice knowledge and skills in the care of patients with complex health needs, with increasing levels of responsibility and clinical complexity. Nursing leadership concepts and transition into the Registered Nurse role are emphasized through a preceptorship experience designed to support professional role development. Students are expected to synthesize theory from all concurrent courses into practicum experiences, applying critical thinking to deliver safe, skillful, and holistic nursing care.

Prerequisite: NURS 23006 Nursing Concepts III

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure:	Program Time Schedule
Date Revised/Reviewed:	Summer 2026

CLASSROOM AND PRACTICUM TIME SCHEDULE

Nursing students may spend a portion of the program in the classroom and practicum related to the type of course offering. Practicum experiences include various healthcare facilities, community centers, organizations, and simulation laboratory experiences.

Essential Functions

Theory Classes may be established as a 4 to 12-hour time requirement. Examples of start and stop times are 7am to 5pm or 8:00 a.m. to 5:00 p.m. Classroom days will vary due to the courses and semester schedules. Days and times are subject to change. Each student will be provided with a course schedule which is subject to change outlining classroom and practicum rotations.

The times for the practicum experience vary depending on rotation plans. Rotations may vary from 4 to 12-hour shifts depending on facility space availability. If Preceptorship rotations are implemented, hours may vary related to the preceptor schedule.

Students are encouraged to arrive fifteen (15) minutes early to obtain the necessary information from practicum instructors or preceptors.

Alternate Methods of Instruction (AMI) may be utilized as necessary or as scheduled by the University administration. Times may vary related to AMI changes.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Student Governance Policy**
Date Revised/Reviewed: **Summer 2026**

The Nursing Program supports a collaborative governance structure that includes active student participation in program planning, curriculum review, and program discussions. Student representatives provide valuable insight into the student experience and contribute to continuous program improvement. This policy establishes the structure, expectations, and responsibilities for student involvement in advisory meetings, curriculum review processes, and faculty meetings.

Student Governance Policy Statements

- Student representatives will be selected from each cohort to participate in designated program governance activities, including advisory committee meetings, curriculum review sessions, and scheduled faculty meetings.
- Student representatives will serve as the voice of their cohort, providing feedback on curriculum, instructional delivery, clinical experiences, and overall program operations.
- Representatives will communicate student perspectives in a professional manner, ensuring that feedback is constructive, relevant, and aligned with program improvement goals.
- Faculty and program leadership will provide student representatives with appropriate agendas, materials, and guidance to support meaningful participation in governance activities.
- Student representatives will maintain confidentiality regarding sensitive program matters and will adhere to all professional and ethical standards expected within the Nursing Program.
- Representatives are responsible for gathering input from their cohort prior to meetings and sharing non-confidential updates or outcomes with their peers following each governance activity.
- Participation in governance activities will not include involvement in personnel matters, confidential student issues, or decisions related to disciplinary actions.
- The program will review the effectiveness of student participation annually and make adjustments to the governance structure as needed to support continuous quality improvement.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Grading Policy
Date Revised/Reviewed: Summer 2026

Students are expected to demonstrate consistent and satisfactory progress toward completion of their academic program. To meet graduation requirements, each student must earn a minimum grade of 2.0 in every course required for the degree plan and maintain an overall cumulative GPA of at least 2.0 across the full academic transcript, not limited to nursing coursework.

Essential Functions

- The mode of grade calculation in each course may vary and will be outlined in each course syllabus.
- NCLEX assessments may be given throughout the program with required passing score(s) to ensure adequate progression of knowledge. Inability to make the required progression exam score will warrant inability to progress into subsequent courses or phases of the course. Progression exam(s) may count as a portion of course grade.
- Successful completion of the NCLEX Predictor Assessment is required in the final course of the program. Performance expectations are based on nationally standardized benchmarks and are detailed in the course syllabus.
- Final Course grades below a 70% will result in the student's inability to progress through the program.

GRADING SCALE			STATUS CONDITIONS
The following grading system will be utilized to evaluate students. NOTE: Grades are not rounded			Non-Gradable Désignations These designations are not computable
Letter Grade	Percent	Quality Points	I: Incomplete
A	90%-100%	4	W: Withdrawal
B	80%-89.9%	3	AU: Audit
C	70%-79.9%	2	NR: Not Reported
D	60%-69.9%	1	WX: Withdrawal for Excessive Absences
F	0%-59.9%	0	

Grade Points

- A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours the student has attempted.
- Remedial coursework is not counted in computing the grade point average.
- Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

Student Responsibilities

- Students are responsible for actively monitoring their academic performance and identifying areas where improvement may be needed. Regular review of grades throughout the semester is essential. Any student who believes they are performing below expectations or may be at risk of failing a course is encouraged to seek support from faculty and/or the retention specialist. Mid-course and final grades will be posted to each student's portal account. Academic counseling may be provided to students whose course or program average falls below a passing level.
- Some scholarships may require a higher GPA; students should consult the Financial Aid section of the catalog for specific criteria
- Mid-course and final grades will be posted to each student's respective portal account. Students may receive counseling if their course or program average falls below a passing level. Failure to complete any course with at least a 2.0 ("C") will prevent taking subsequent courses due to pre-requisite requirements.

The Arkansas State University Beebe Nursing Program adheres to the University Academic Integrity Policy as outlined in the handbook.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Withdrawal and Re-entry**
Date Revised/Reviewed: **Summer 2026**

WITHDRAWAL

- Students withdrawing from a course should consult with the assigned Nursing program Advisor first to ensure appropriate steps are taken. The advisor faculty will refer the student to the Lead Faculty or Director of nursing as needed.
- Students must withdraw from a course on or before the designated University withdrawal date as noted on the University Calendar or the date as listed in the course syllabus. Students not officially withdrawing will receive a grade of "F" in the course.

READMISSION

- Any student seeking readmission to the program must consider the following guidelines:
 - To request readmission to the first course of a nursing program, the student must submit a new application for enrollment and meet the program's acceptance criteria. The student is not granted automatic acceptance due to previous enrollment in the program.
 - For readmission to the second course or any subsequent course, the student must submit a readmission application. The application may be obtained from the nursing department.
 - All students submitting a readmission application will undergo a comprehensive review by the faculty/staff committee. The committee will evaluate factors such as course availability and the applicant's prior academic and professional standing within both the university and the nursing program. Applicants will be reviewed and scored based on the following criteria:
 - Attendance and professional behavior
 - Academic progression, GPA, and compliance with program policies
 - Seat availability for the requested term
 - Students who have previously enrolled in the program three times will be ranked according to the established scoring criteria. Readmission will be offered to the highest-ranked applicants, contingent upon the number of available seats.
 - Reentry must be within one (1) calendar year of the last day of attendance. If the student has been out of the Nursing program greater than one year, the program must be re-taken in its entirety.
 - Readmitted students are required to meet with the Retention/Tutoring Specialist to develop an individualized plan of action that supports successful progression and completion of the nursing program.
 - All readmitted students will be placed on nursing program probation for their first two courses following readmission. Students must meet all probationary guidelines outlined at the time of readmission. Failure to meet these expectations will result in withdrawal or dismissal from the program.
 - If a student earns a D or less twice on any one course or on any three courses the student must repeat the program in its entirety.
 - If a student is unsuccessful in a course, a student may reenter the program at the time of the next course offering. If the student does not enter at the next offering of the unsuccessful course, prior knowledge must be verified through a competency exam. The exam must be taken within four weeks prior to the desired course start date. A score of 70% or greater is required. If the student does not score a 70% or greater on the exam, reentry at the last course completed with a passing grade is required. The student will be responsible for contacting the Director of Nursing to schedule the exam.
 - All University requirements must be met before re-entry.
 - Refer to Substance Abuse Policy for re-admission related to positive drug screen.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure:	Advanced Placement
Date Revised:	Summer 2026

The Nursing program's policy is not to accept advanced placement or transfer students. Students must complete the entire Nursing curriculum through the ASU-Beebe Nursing Program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Computer Skills and Technical Requirements
Date Revised: Summer 2026

- The Arkansas State University Nursing program provides an enriched curriculum with the use of computer software to enhance the knowledge and retention of the student's nursing education. The program also utilizes the Canvas learning management system for several course activities.
- The student **must have** access to a computer and internet connection, which are necessary to participate in the course activities.
- The student **must have** external webcam access and audio capabilities.
- The student **must have** a basic working knowledge of computers and internet use and must be able to create word documents, along with uploading/attaching documents for assignments.
- The student **must have** a computer with CANVAS access capabilities for testing within the classroom. Students must ensure the battery is at full charge for testing purposes. Plug in access will not be available during testing periods. If a student does not have a working computer at the time of testing and is unable to take the exam at the scheduled time, a zero will be recorded as the grade.
- The student is required to ensure computer technical requirements follow the guidelines below.
- The minimum technical requirements are listed below.
- Use of a smart device is not recommended for viewing and assignment completion. A student will not be able to complete assignments on an iPhone or Android device.
- Due to Chrome and MAC limitations, it is recommended assignments be completed using the students' Office 365 suite. Students must upload documents in Microsoft format unless otherwise directed to receive credit for the assignment.
- JavaScript and cookies must both be enabled within the browser.
- Some content may only be made accessible by disabling your browser's popup blocker

Assessment Technologies Institute (ATI) is an online resource utilized by the nursing program. It is imperative a student is able to access this resource for completion of assignments and testing. The ATI company has the following technical recommendations.

Browser	Version	Notes
Google Chrome™	119 or later	For optimal experience, enable "Third Party Cookies" in Google Chrome settings, under "Cookies and other site data".
Mozilla Firefox®	119 or later	
Safari®	14 or later	For optimal experience, disable the "prevent cross-site tracking" setting under Safari's privacy settings.
Device	Operating System	Notes
PC	Windows 10 or later	Min resolution 1024 x 600
Mac	Mac OS® X 15 or later	Min resolution 1024 x 600
Ipad®	iOS 15 or later	Safari is the recommended browser on iPads.
Android tablet	Android 12 or later	If your default browser is not Google Chrome, please download Google Chrome for a better experience. Products not currently supported on Android tablets • Proctored Assessments • Communicator 2.0 (virtual interactions) • HealthAssess (virtual practice and virtual challenge simulations) • TEAS at ATI Proctored Exams • Civility Mentor

Additional notes

Accessibility:

- ATI assessments are WCAG 2.1 AA compliant and, accordingly, meet the mandates of the Americans with Disabilities Act. In addition, ATI internally tests its portal websites and products delivered therein using a combination of Voiceover, JAWS, and NVDA to promote WCAG 2.1 compliant operations for assistive reading; however, as browsers and assistive technology are constantly changing and outside of ATI's control, we are not able to guarantee any specific performance.

Internet Speed:

For an optimal experience, internet speed of at least 5 Mbps (ideally 10 Mbps or more) is required. Test your internet speed using www.speedtest.net.

Browser:

- JavaScript and cookies must both be enabled within the browser.
- Some browsers may require users to enable tabbing.
- Some content may only be made accessible by disabling your browser's popup blocker.
- Session Timeout Counter: The browser you use needs to allow status bar updates via script otherwise a session timeout counter will not be visible for you.
- These browser extensions have been known to cause issues using atitesting.com: Netflix Teleparty, Malwarebytes, Grammarly, Kaspersky, and DuckDuckGo.

Miscellaneous:

- Satellite ISP's: The ATI website functionality depends on direct connections to our website and databases in order to accurately display content. Because many ISP's cache webpages rather than allowing connection to the originating website, we are not able to guarantee performance of our website over a satellite connection.
- For Civility Mentor, The Communicator 2.0 and HealthAssess virtual simulations, a minimum internet speed of 5 Mbps is required (10 Mbps or more is recommended). Test your internet speed using www.speedtest.net.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Graduation Requirements**
Date Revised/Reviewed: **Summer 2026**

It is the student's responsibility to ensure all graduation requirements are met.
Students are eligible for graduation from the Nursing Program when the following criteria are met:

- Completion of application to graduate from the university.
- Completion of all requirements as set by the university.
- Completion of all courses with a minimum of 2.0 ("C") or higher.
- An overall 2.0 GPA for the entire transcript, not just the nursing courses.
- All assignments and paperwork must be completed and turned in at the set deadlines to meet program objectives.
- Documentation of NCLEX Predictor exam with the designated passing score as identified in the syllabus of the last course of the program.
- Students must clear all charges against their accounts with the University before graduation. Transcripts will not be sent to the Arkansas State Board of Nursing (ASBN) until all fees are paid and requests are completed.
- The student will be required to complete all NCLEX, and the Arkansas State Board of Nursing licensure application requirements as recommended by the ASBN before program completion. Application is valid for one year from submission as outlined by NCSBN and the licensing board. Fees are non-refundable. Requirements include but are not limited to:
 - Criminal background check completion. Students are required to complete fingerprinting through Live Scan and submit it per the Arkansas State Board of Nursing guidelines.
 - The National Council of State Boards of Nursing (NCSBN) NCLEX online application.
 - The Arkansas application for licensure is completed according to Arkansas State Board of Nursing guidelines, along with the fee for application. The student may purchase a temporary license if desired.

Policy/Procedure: **Grade Appeal, Complaint and Grievance Process**
Date Revised/Reviewed: **Summer 2026**

Since the faculty is primarily responsible for the quality of instruction and the educational process, fellow professionals must address any question of nursing program policy violation. Therefore, students must follow the Chain of Command as outlined. Chain of command for the Nursing department is specifically outlined below.

- Faculty member
- Lead Faculty as applicable
- Director of Nursing

Grade Appeal, Complaint and Grievance Procedures will follow the chain of command process. Students who feel due process has not been followed may seek guidance from the Director of Nursing regarding further action.

Concerns or complaints about the Arkansas State University – Beebe nursing program(s) that are outside the nursing program policies and procedures may be addressed in accordance with the Arkansas State University Beebe Student Handbook, Chapter 9.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Attendance Policy
Date Revised/Reviewed: Summer 2026

Attendance and active participation in all required components of the Nursing program, including face-to-face classes, clinical experiences, on-campus labs, scheduled virtual sessions, and required online learning activities are required and constitute essential course requirements. Absences or failure to engage in required instructional activities may negatively impact a student's academic progress, clinical competency, and overall success in the program. These attendance expectations apply to all course formats and all components of the Nursing program. The Nursing attendance policy supersedes the general university attendance policy.

- Excessive absences may result in course failure and/or non-progression in the program. Course syllabi outline the number of hours that may be missed prior to being dismissed from the program. Any student missing greater than the number of hours outlined, regardless of the amount of time over the allotted hours will be withdrawn from the course related to excessive absences. If the university drop date has passed, the student will receive an "F" in the course. Any student who does not meet the course objectives due to excessive absences must apply for re-admission. See the re-admission policy for guidelines.
- Absence, tardiness, or leaving early requires notification to the instructor through the nursingabsent@asub.edu email. Absences lasting more than one day require daily instructor notification.
- If a student does not utilize the nursingabsent@asub.edu email for absence notification, the student will be considered a "No Call No Show." Students who fail to notify the instructor of a tardy, leaving early or an absence within one hour of the designated start time will be considered a "No Call, No Show." To coincide with healthcare facility policies and advisory committee recommendations, students will be subject to dismissal from the program if a total of 2 "No Call, No Shows" occurs during the length of the program. For example: if a "No Call, No Show" in Fundamentals of Nursing II occurs, then another in Nursing II practicum rotation, the student will be dismissed. This will supersede the Attendance policy guidelines.
- Absences are accumulated per course and not per program.
- Practicum Considerations
 - Students reporting late or leaving early in the practicum setting **must** report to the instructor and the charge nurse.
 - Students reporting tardy to practicum, 60 minutes or greater, will not be allowed to participate in the day's practicum rotation.
- Tardiness or leaving early is subject to counseling under the professionalism policy. Three instances in one course, clinical or theory, will be considered a violation of the professionalism policy which will result in counseling. A student with greater than three tardies or leaving early in one course will be considered in violation of professional conduct code and subject to dismissal from the program.
 - Three tardies or early departures in one course or excessive absences violate the professionalism policy and result in counseling.
- More than three tardies or early departures, or exceeding allowed absences may result in dismissal.
- Program attendance is designed to promote student achievement by arrival to class/practicum in a timely manner as well as reducing instructional time lost due to interruptions caused by students who arrive late or leave early. Regular attendance and being on time is an act of courtesy toward instructors and fellow students.
- Time missed will count in 15-minute increments. i.e.: 5 min = 15 min or 19 minutes = 30 minutes. Fifteen-minute increments are used to simulate the healthcare setting.
- The classroom clock will be used as the guide for all arrival and dismissal times. The student is expected to arrive at least 15 minutes early.
- Students will be responsible for signing in and out on the attendance sheet provided or as instructed in the timekeeping system. If the student fails to document attendance on the record provided, an absence for the block time of the class will be documented as absent.
- The student must obtain handouts or assignments issued when absent. Quizzes and daily in class assignments are not allowed to be made up.
- If a student cannot take an exam at the regularly scheduled time, the instructor must be notified prior to the exam in a separate email or by direct conversation to discuss the potential for an exam makeup. The individual must make up the exam(s) on the next business day or on the day released from medical care as indicated on provider documentation. No student can send a message to a faculty member through another student. A student will be allowed to make up three

exams during the length of the program with a limit of one exam per term. If a subsequent exam is missed during the term and one makeup exam has already been given, the student will receive a zero on the second missed exam.

- Attendance for students receiving Veteran's Administration (VA) benefits will be subject to review by VA officials.
- Students experiencing symptoms of an infectious illness should not come to campus or practicum until they are symptom-free for 24 hours and/or until a healthcare provider confirms a non-communicable nature of the illness. The student will be marked absent, and the time will be counted toward the course absence hours.
- Students are not approved for light duty in the nursing program. Any health condition warranting extended absences will result in withdrawal for excessive absences or failure of the course. See attendance policy for more information.
- ASU-Beebe supports social distancing, and masks are welcome on our campuses. In all cases, employees and students will respect and comply with any employee, student, or guest's request for social distancing.
- Employees and students are encouraged to be diligent with shared work area sanitation and hand washing.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Continuity of Learning

Date Revised/Reviewed: Summer 2026

The Nursing faculty want students to be aware of different events that may affect the continuity of student learning. This process has been designed to maintain student learning in the event of college closings related to inclement weather, natural disasters, and/or unexpected interruptions. Faculty are devoted to providing students with opportunities to meet the nursing program objectives should this type of event occur.

ESSENTIAL FUNCTIONS

In the event of inclement weather, natural disasters and/or unexpected interruptions that affect classes or practicum rotations, an Administrative representative may cancel classes until conditions improve or are safe for student attendance.

Students are to follow the listed guidelines:

- Check the ASU-Beebe website (www.asub.edu) for information on campus closing.
- Listen to the radio station or TV station that is listed below to find out if the college has been closed.
- If no announcement has been made by 6:30 a.m. assume that school is being held and try to attend. If it is a practicum day, the instructor will send an email by 5:00 a.m.
- When the college is in session, documentation may be required for students that are unable to attend school due to inclement weather, mandatory sick days, and/or unexpected interruptions.
- Radio and TV stations to listen to:
 - KARK (Channel 4)
 - KATV (Channel 7)
 - KTHV (Channel 11)
 - KLRT (Channel 16)
 - K97.7 (Searcy radio station)
 - KWCK 99.9 (Searcy radio station)
 - 107 (Searcy radio station)
 - 106.1 (Fairfield Bay radio station)

Students are encouraged to check the ASU Beebe website (www.asub.edu) for school closures.

NURSING PROGRAM INCLEMENT WEATHER CLINICAL/UNEXPECTED INTERRUPTIONS /PRACTICUM EXPERIENCE

In the event of inclement weather predictions or limited practicum experiences, the nursing program may schedule an alternate practicum experience. It is the student's responsibility to check the ASUB.edu student email and the learning management system announcements in the evening and morning prior to practicum for directions related to the practicum rotation experience.

ALTERNATE LEARNING EXPERIENCE PLAN

Should the college be dismissed due to an unforeseen event, students will be expected to maintain access to course materials via the Learning Management System. Students should follow the below steps for continuity of learning during mandatory absences.

- Check email daily for directions regarding course information.
- Faculty will provide alternate learning plans via the learning management system.
- Log into the learning management system and proceed to the current unit for learning experiences.
- Download the Zoom app for lecture audio/visual.
 - Students are required to be in a well-lit visible area for zooming lectures.
 - Students must be always in an upright position and attentive.
 - Students must be in uniform during AMI learning experiences.
- Ensure SMS texting feature is enabled in the learning management system.

- Participate in all learning activities assigned during the scheduled dates and times as outlined in the learning management system or course calendar.
- Attendance documentation will be completed daily in each course. If a student fails to complete activities as assigned an absence will be documented for the course period.
- In case of natural disaster with internet communication interruptions, students are expected to complete the following:
 - Complete reading of textbook, handout, and other materials as outlined on the course calendar.
 - Define bolded and italicized words within the reading assignment and enhance learning by creating patient situations in which the term may be used.
 - Read chapter summaries and complete end of chapter reviews for the designated reading assignment.
 - For each reading assignment create a minimum of 3 patient situations in which the information read can be applied.
 - Journal entries for each reading assignment and how course objectives were met.

AMI POLICIES

- All previous professional standards apply when zoom classrooms are used.
- A link will be sent by the faculty via email prior to the beginning of the scheduled class.
 - Download Zoom.com App or highlight link, copy, and paste it into your browser search bar.
- Students are expected to log on early and prepare for class as well as mute mic upon entering the meeting. Time missed related to technical difficulties will be documented as tardy. The student must log on early to prevent absence due to technical difficulties.
- Students cannot log on and walk away from the camera setting.
- The presence of video and audio representation of the student will verify attendance. Video logs will be utilized as documentation for attendance. The student must obtain good internet capabilities prior to beginning the program.
- Lectures will be recorded as needed and posted to the Canvas shell module.
- Students are to be familiar with zoom use.
- Students are to remain attentive during the zoom meeting.
 - No eating or sleeping during the meeting.
 - Maintain a well-lit room, sitting position with camera visualizing facial view.
 - No texting or phone calls during the zoom meeting. Phones must be on silent.
 - Children, pets, or other guests should be in a separate room/area and not distracting during the zoom meeting.
 - All students will be expected to remain mute unless a faculty member calls on the student. All questions should be submitted through the chat box or use the raise hand feature provided on the zoom app.
- Ensure you are familiar with alternate word processing programs for downloading files. I.e.: Google docs and One Drive (located in ASUB email). Ensure your device will download and upload files. All typed assignments must be completed in Microsoft Word and uploaded into assignment portals.
- Computerized testing may be used during AMI learning. Distinct guidelines will be given during the testing period.
- Students are required to follow the dress code policy during zoom lessons.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Dress code and Student Appearance
Date Revised/Reviewed: Summer 2026

The Nursing program is a professional educational program with the objective of developing a Nurse that will adhere to the standards and principles of the profession. Students are taught professionalism attributes, including appearance and dress code, to meet this objective..

DRESS CODE

- Adherence to Dress Code policy is a requirement for classroom, laboratory, simulation and clinic rotations.
- Uniform Attire:
 - Practical Nursing: Solid colored pewter gray scrub/nursing uniform attire and royal blue lab coat.
 - Registered Nursing: Solid colored pewter gray scrub pants/skirt and royal blue scrub top with pewter gray lab coat. Solid colored Royal blue dress may be worn.
 - The program logo must be on the uniform top and lab coat.
- Solid colored, white, royal blue or gray or black short or long sleeve shirt may be worn under the scrub. No logos or writing on shirts are allowed. Thumb anchor sleeves are not permitted related to infection control protocols.
- Students may wear nursing program approved logo t-shirt, sweatshirt, or hoodie in place of scrub top in the classroom or laboratory only. Student(s) must wear approved uniform top for simulation activities and practicum rotations.
- Students are encouraged to dress in layers during the winter months.
- Students may wear school approved lab coat with program logo in the clinic setting. No jacket, other than the approved uniform jacket may be worn in the patient care areas in the clinical setting.
- Uniforms are to be clean, neat, wrinkle free and loose fitting. One should be able to pinch an inch of material along all seam lines. Students who do not abide by these guidelines will be sent home and the time counted toward their absence(s) in the course.
- Appropriate undergarments must be worn at all times. Torso skin, cleavage or chest hair should be covered at all times. An undershirt or camisole is recommended.
- Pant length should be touching top of the shoe at the arch and not above ankle length. Skirts/dresses must be at knee or mid-calf length.
- Socks must be clean and the same color.
- Shoes
 - Must be closed-toed, sturdy, moisture-resistant, firm-based with good support, and be slip-resistant.
 - No loafers, sandals, flip-flops, half-backs, or slides are allowed due to infection control.
 - Color must be neutral. Bold colors, décor, or accessories are not allowed.
 - Must be clean, scuff free and/or polished.
 - Shoestrings must be the same color, clean, and the color of shoe.
- Headwear:
 - Accessory ball caps, hats or surgical/scrub bonnets are not allowed at any time. A student may wear a surgical scrub cap. The color of the surgical scrub cap must be the same color as the uniform and worn above the ears at all times. No patterned material may be worn.
- Watches/Smart devices
 - A watch with a second hand or a digital watch that displays seconds is to be worn at all times in the simulation and clinic settings. Smart watches/devices are strictly prohibited.
 - Images or words on the watch that convey violence, discrimination, profanity, or sexually explicit content are strictly prohibited.
 - Extremity smart devices or activity monitoring devices may not be worn.
 - Metaglasses and other devices with similar functionality are strictly prohibited.
- Laminated school-issued picture ID name badge
 - Must be worn at all times on upper torso or lapel of top.
 - Name and photo must be visible at all times.
 - Students are not allowed to use tape for identification.

- No additional stickers, pins, or insignia may be worn unless implemented by the University or Healthcare facility.
- Lanyards or pull cord badge holders may not be worn in simulation activities or clinical rotations, such as mental health, where risk would be posed to student's safety.
- Students will not be allowed to remain in class, lab, simulation or the practicum setting without an official University issued picture I.D nametag. The student will be asked to leave, and time will be counted as an absence.

APPEARANCE

- Hygiene
 - Students must appear neat, clean, and well-groomed. Personal hygiene is to be maintained at all times
 - Cleanliness of body and clothing is expected at all times. Body odor is prohibited.
 - If the student's level of personal hygiene interferes with the ability to provide safe nursing care, the student will be asked to leave and correct the identified deficiency.
- Hair
 - Hair must be clean and well-groomed.
 - Unnatural hair colors (such as blue, green, or pink) or extreme hairstyles are prohibited. Buns, braids, or wigs must be neat in appearance.
 - All hairstyles must adhere to reasonable health and safety standards. This includes ensuring that hair is neatly groomed and does not obstruct the view or safety of others. Students may be asked to secure hair if it interferes with skills lab work or simulation, as well as practicum activities. During laboratory and clinical rotations, hair must be pulled back and not fall past the eyes, face or on the patient when bending forward. Ponytails or extensions should not swing freely.
 - Adornments may not be worn in the hair. No large hair bows, ribbons, or large combs allowed. A headband may be worn and must be the same color of hair or royal blue, pewter gray or white, and pulled back on hair. No headbands will be allowed on the forehead.
 - Male students must maintain a neat, short, well-trimmed beard, mustache, or sideburns.
- Nails
 - Fingernails must be short and clean and not extend past the tip of the finger.
 - No artificial nails, acrylic, gel, dipped or polish of any type may be worn at any time.
- Makeup
 - Use of cosmetics must be moderate and natural looking.
- Odors/Scents
 - Students may not smell of cigarette, pipe, cigar smoke or any other strong odor. The student must maintain a smoke free status while on campus and during practicum attendance. Consideration must be given to practicum partner smoke free policies.
 - NO perfumes, colognes, or scented grooming products may be worn. Please be aware of scented detergents or fabric softeners with strong scents which may be used to launder practicum uniforms. The student must be scent free due to patient sensitivity during illness.
- Tattoos
 - Tattoos may remain visible during program attendance. However, some practicum partners require tattoos to be covered. Students will be made aware of practicum partner policies prior to the scheduled rotations. Tattoo images or words must not convey violence, discrimination, profanity, or sexually explicit content. Tattoos containing such images or words must be covered with bandage, clothing, or cosmetics during the practicum rotation.
- Jewelry
 - Students must adhere to the jewelry policy in all areas of the program.
 - Students may wear jewelry as desired in the classroom setting only.
 - Laboratory, Simulation and Clinical Setting jewelry guidelines
 - Earring guidelines
 - The maximum number of earrings worn is two per ear lobe only.
 - Must be uniform scrub color, gold, or silver-tone.
 - Post-type earrings only that are ¼" or smaller
 - Hoop or dangling type earrings are strictly prohibited.
 - Clear spacers or clear retainers may be worn in visible piercing areas on the body. However, practicum partner policies may require a student to remove spacer in the practicum setting.
 - Clear or flesh-colored gauges may only be worn in the ear lobe. No bar devices are acceptable.

- Medical device piercings may be permissible under the direction of a licensed provider with disability coordinator approval.
- Piercings and adornment visibility policy is followed regardless of required personal protective equipment in the healthcare setting.
- Permanent jewelry is strictly prohibited.
- Rings
 - Elevated ring settings may not be worn due to potential injury to the patient and infection control
 - One ring may be worn. Images or words on ring must not convey violence, discrimination, profanity, or sexually explicit content. Rings containing such images are strictly prohibited.
- Necklaces may not be worn.
- General Guidelines
 - Any accessories that would be a part of the student's appearance must be modest and not attract attention to the student. These may include but are not limited to hair accessories, bows, logos on shoes, masks, glasses, earrings, sequined, glittered, words/logos, etc.
- Equipment & Supplies
 - Students are required to have all equipment/supplies needed during lecture/skills/simulation/practicum experiences. Students without required items will be deemed ineligible to participate in learning experiences.
 - Images or words on equipment must not convey violence, discrimination, profanity, or sexually explicit content. Equipment containing such images or words may not be worn.
 - Required items include a stethoscope, penlight, bandage scissors, black ballpoint pen, pocket size note pad, watch, and name badge.

Violations will result in the student being sent home and time counting against the student. Violations will also warrant disciplinary action.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Professional Behavior and Performance
Date Revised/Reviewed: Summer 2026

The following policies are required in addition to the Arkansas State University – Beebe student handbook. Nursing students are expected to exhibit professional behaviors at all times. Policies are developed by incorporating professional standards, the Nursing Code of Ethics, Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline, and the Nursing Advisory Board recommendations.

Professionalism Expectations and Related Policies

Professional Conduct: Students must adhere to all conduct and professionalism standards outlined in program policies. Failure to follow these standards is considered unprofessional conduct and may result in counseling, disciplinary action, or dismissal.

Professional Boundaries

- Students must address instructors and personnel using appropriate titles (Mr., Mrs., Ms., Miss, Dr.).
- Students may not request personal information from faculty, including personal phone numbers, personal email addresses, or home addresses.

Communication and Faculty Availability

- Students must respect faculty personal time and should not call, text, or email after hours (5pm and on weekends).
- Students may email faculty using their asub.edu account; faculty have 48 business hours to respond.
- In emergencies, students may contact the Director of Nursing via email or designated phone number.

Professional Language and Etiquette

- Professional communication is required in person, in writing, and electronically.
- Inappropriate, disrespectful, or unprofessional language may result in disciplinary measures.

Respect and Attitude

- Students must demonstrate enthusiasm, willingness to learn, adaptability, dependability, and openness to constructive criticism.
- Insubordination, negativism, or disrespect toward faculty, staff, or peers will result in disciplinary measures.

Peer and Faculty Interactions

- Students must treat classmates, instructors, and staff with respect.
- Derogatory comments, profanity, or expletive language are strictly prohibited and may result in dismissal.

Classroom and Clinical Discussions

- Personal conversations should be limited during lecture to maintain a professional learning environment.
- Students must not share personal stories or experiences with patients unless directly relevant to patient care and approved by faculty.
- Students who are disruptive during course attendance may be asked to leave and the time counted against the student.
- Students must indicate the desire to speak by raising the hand and being called on by the faculty member. Students who participate in conversations during lectures, without being acknowledged by the faculty, may be asked to leave the class and time recorded as an absence.

Engagement in Learning

- Students must remain attentive and participate fully in theory, lab, simulation, and practicum experiences.
- Failure to participate may result in counseling and may lead to dismissal.

Email and LMS Access

- Students must check email and the Learning Management System daily.
- Students are responsible for knowing and maintaining their login credentials. Extensions to course assignments, assessments or exams will not be granted.

Professional Work Habits

- Handwriting must be legible.
- Students must clean and straighten all areas used during class, lab, simulation, or practicum.

Cell Phones & Electronic Devices

- Devices must remain silent during class. Calls and messages should be handled during breaks.
- Students anticipating an emergency call must notify the instructor before class.
- For unseen emergencies, the student should provide family and/or support members with the following numbers: Searcy campus' main number (501)207-6200, Nursing department Administrative Assistant (501)207-6356 and Director of Nursing (501)207-6255. All efforts will be made to contact the student as soon as possible.
- Unauthorized use of devices for cheating or screen capture violates the Honor Code.
- Unauthorized photos/videos in clinical settings are prohibited and violate HIPAA.
- Violations may result in an F for the assignment/course and/or dismissal.

Practicum Expectations

- Students are not eligible for wages during practicum experiences.
- Students must practice within the student nurse scope of practice.

Social Media

- Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries certain responsibilities with it. Social media includes all means of communicating or posting information or content of any sort via the internet or other electronic communication methods. It includes both personal or someone else's personal web log/blog, journal, website, or chat room, texts, and group interchanges such as Facebook, Twitter, Instagram, Snap Chat, or YouTube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations (<https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/deidentification/index.html>), no information, pictures, videos, or descriptions of clients/families can be posted on social media sites.
- The student is solely responsible for what is posted online. Inappropriate postings specific to patients, classmates, faculty, program, or University that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Such actions could adversely affect the student's standing in the Nursing program, including program and/or university dismissal.
- The student should know that future employers may view potential candidates' websites. Students are advised to review their site(s) for any unprofessional images or language that could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Professional Email Standards

- Students should use a professional email address and avoid slang or inappropriate identifiers.
- Students must have appropriate signature line on all email correspondence.

Internet Use: Students may not use university internet to access platforms such as Snapchat or TikTok.

Attendance and Tardiness

- Three tardies or early departures in one course or excessive absences violate the professionalism policy and result in counseling.
- More than three tardies or early departures, or exceeding allowed absences may result in dismissal.

Criminal Offenses

- Students must report misdemeanors or felony charges (other than minor traffic violations) to the Director of Nursing within 30 days of the occurrence.
- Failure to disclose may result in limited clinical placement or inability to complete program objectives.

Student Employment

- It is recommended that a student's combined employment and classroom/clinical load not exceed 40 hours per week. Hours more than 40 hours per week are likely to be detrimental to the performance of the individual, both as a student and as an employee. Professional behavior regarding patient safety is important; thus, it is recommended the student refrain from working the shift immediately prior to class or clinical.
- Students employed as health care personnel must adhere to the following:
 - Students are not to wear any identifiable part of the school uniform while at their place of employment.
 - Students are never to use the Student nurse credential designation outside of the ASUB supervised clinical experiences.
 - Students may not assume any position that requires the skills, knowledge, and/or judgment of a licensed registered nurse, licensed practical nurse, or paramedic in any employment situation. All students must function in their respective roles during clinical rotations and not practice in any other licensed role.
 - Students are fully accountable and liable for their own actions while in an employment situation and the employing agency assumes the legal responsibility in that situation.
 - ASUB does not provide written documents to any place of employment regarding competency of skills, knowledge, or completion of tasks.
- Students are not allowed to utilize any credential related to employment during practicum rotations.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Nursing Program Disciplinary Process**
Date Revised/Reviewed: **Summer 2026**

The Nursing Program uses a progressive corrective action process to support student success, uphold professional standards, and ensure safe nursing practice. Corrective action ranges from mentoring to counseling, written warnings, and disciplinary action, depending on the severity and frequency of the behavior. Corrective action is directly tied to the student's ability to meet course objectives and Program Learning Outcomes (PLOs) for both PN and RN programs.

Levels of Corrective Action

Professional Conduct Guidance (PCG)

A Professional Conduct Guidance is the first step in the corrective action process. It is used when a student needs early guidance to meet expected professional behaviors or performance standards. This step is supportive, not punitive, and is intended to help the student correct concerns before they escalate. A student may receive a Professional Conduct Guidance reminder when improvement is needed in areas such as communication, professionalism, participation, or skill performance. A guidance reminder may be issued when a student:

- Needs coaching to meet expected professional behaviors
- Demonstrates difficulty adapting to feedback
- Shows patterns of behavior that could become problematic if not corrected
- Requires guidance to improve clinical judgment, teamwork, or communication

Progression Rule: If the same issue occurs more than twice, or if a pattern develops regardless of the type of guidance, the matter will progress to a Professional Conduct Notice.

Professional Conduct Notice (PCN)

A Professional Conduct Notice is the next step in the corrective action process and is issued when a student violates program policy, demonstrates negligence, or repeats behaviors previously addressed through a Professional Conduct Guidance.

Levels of Notice

1. Professional Conduct Notice – Verbal (PCN-V): A Professional Conduct Notice-Verbal is issued when a student's behavior or performance concern has moved beyond a simple guidance and now requires formal verbal corrective action. This step is documented and signals that the issue is beginning to interfere with the student's ability to meet course expectations or PLOs.

Examples of PCN-V

- Repeats a behavior previously addressed through a Professional Conduct Guidance
- Shows a developing pattern of unprofessional behavior
- Demonstrates minor but recurring issues with communication, participation, or professionalism
- Exhibits early signs of negligence in lab, clinical, or classroom settings
- Fails to respond adequately to prior guidance
- Begins to disrupt the learning environment

Progression Rule: If a behavior occurs again, escalates in severity or interferes with safety, professionalism or learning, the student will receive a Professional Conduct Notice – Written.

2. Professional Conduct Notice – Written (PCN-W): A Professional Conduct Notice – Written is issued when a student's behavior or performance concern is serious, repeated, or poses a risk to safety, professionalism, or program integrity. This step is documented and identifies an issue that interferes with the student's ability to meet course expectations or PLOs.

Examples of PCN-W

- Repeats a behavior after Verbal Counseling
- Violates a written program policy
- Demonstrates negligence in clinical, lab, or classroom responsibilities
- Exhibits unprofessional behavior that impacts peers, faculty, or patient care
- Shows inadequate practicum performance

- Engages in disrespect, insubordination, or disruptive behavior
- Violates HIPAA or confidentiality standards
- Demonstrates behavior that jeopardizes the ability to meet course objectives or PLOs
- More than one PCN-W for same issue warrants progressive discipline
- Three PCN-Ws regardless of nature warrants progressive discipline

Required Plan of Action (POA)

Following any form of counseling (verbal or written), the student must submit a Plan of Action within 48 hours.

The POA must:

- Identify the specific behavior or performance issue
- Explain how the issue affects the student's ability to meet course or program objectives
- Outline steps the student will take to correct the issue
- Include a timeline for improvement
- Identify resources or support needed

Progression Rule: Failure to submit the POA within 48 hours or continued conduct issue will warrant Professional Conduct Review.

3. Professional Conduct Review (PCR): A Professional Conduct Review is the final level of corrective action before dismissal from the Nursing Program. It is issued when a student's behavior, performance, or professionalism has reached a point where any further violation, repeated behavior, or failure to improve will result in dismissal.

This step indicates that prior interventions, including a Professional Conduct Guidance, Verbal or Written Professional Conduct Notices, and a Plan of Action have not resulted in sufficient improvement, or that the behavior is serious enough to warrant final review. Professional Conduct Reviews will result in faculty committee review of the issue. The following may warrant review:

- Repeated or Escalating Behavior After Written Counseling
 - The student has already received a Written Counseling (Written Performance Action Notice)
 - The behavior continues, escalates, or reoccurs
- Failure to Successfully Complete a Plan of Action (POA)
 - The student did not follow the POA
 - The student failed to meet the improvement timeline
 - The student demonstrated minimal or no improvement
- Multiple Violations Across Different Areas
 - Repeated professionalism issues
 - Ongoing communication or behavioral concerns
 - Continued attendance or participation violations
 - Behavior That Significantly Impacts Course Objectives or PLOs
 - Unsafe clinical performance
 - Repeated negligence
 - Inability to meet clinical competencies
 - Behavior that prevents the student from meeting PLOs despite prior interventions
- Serious Conduct One Step Below Immediate Dismissal
 - Significant unprofessional behavior
 - Boundary concerns
 - Repeated HIPAA-adjacent issues (not full violations)
 - Concerning reports from clinical partners

Professional Conduct Review Outcome

A Professional Conduct Review represents the final corrective action step before dismissal from the Nursing Program. Once a PCR is initiated, the case is forwarded to the Nursing Faculty Review Committee, which evaluates the severity, frequency, and impact of the student's behavior on course objectives, clinical competencies, and Program Learning Outcomes (PLOs).

Based on the committee's review, one of the following outcomes will occur:

1. Final Improvement Opportunity With Strict Conditions: The committee may allow the student to remain enrolled on a probationary status only under a final, non-negotiable set of conditions, which may include:

- Mandatory completion of a revised or extended Plan of Action
- Required remediation, skills review, or professionalism training
- Temporary removal from clinical until competency is demonstrated
- Increased faculty/retention specialist monitoring or check-ins
- Restrictions on clinical placement or patient assignments

Any violation of these conditions will result in immediate dismissal.

This option is used only when the committee determines the student *may still be able to meet PLOs safely and professionally*.

2. Clinical Removal for the Remainder of the Course or Term: If the behavior or performance deficit directly affects patient safety or clinical competency, the committee may remove the student from clinical for the remainder of the course or term. Because clinical hours and competencies are required to meet course objectives and PLOs, clinical removal will result in course failure, which may delay progression or require program dismissal depending on program policy. Review handbook policy for program reentry details.

3. Immediate Dismissal From the Nursing Program: The committee may dismiss the student from the program when:

- The behavior continues after prior corrective actions
- The student fails to complete or comply with the POA
- The student demonstrates repeated or escalating unprofessional conduct
- The student's actions compromise patient safety or program integrity
- The student is unable to meet PLOs despite multiple interventions
- The behavior is one step below an "Immediate Dismissal" violation

Dismissal is the expected outcome when the committee determines the student cannot safely or professionally meet program standards.

4. No Further Action (Rare): This outcome is used only when:

- New information clarifies the situation
- The concern was based on a misunderstanding

Even in this case, the PCR remains part of the student's internal record for future reference.

Alignment of Disciplinary Action With Program Learning Outcomes (PLOs)

The Nursing Program requires high standards of professionalism, safety, and academic performance. When a student's behavior, conduct, or performance does not meet these expectations, corrective or disciplinary action may be taken. Because professional behavior, academic integrity, and safe clinical practice are essential to meeting course objectives and Program Learning Outcomes (PLOs), any violation of program policies or unprofessional conduct directly affects a student's ability to progress in the program. As a result, all levels of corrective action are aligned with the student's ability to achieve the required PLOs for safe and effective nursing practice.

Practical Nursing (PN) Disciplinary Action and PLO Alignment

Program Learning Outcome	Disciplinary Action related to PLO
PLO 1: Safe and Effective Care Environment	Unsafe practice, negligence, or failure to follow policies prevents the student from demonstrating safe and effective care. Related violations: unsafe practice, HIPAA breaches, insubordination, device misuse.
PLO 2: Health Promotion and Maintenance	Professional communication is required to reinforce patient education. Related violations: poor communication, unprofessional interactions, lack of engagement.
PLO 3: Psychosocial Integrity	Respectful, compassionate behavior is essential for meeting psychosocial needs. Related violations: disrespect, derogatory language, boundary violations.
PLO 4: Physiological Integrity	Competent performance is required to care for physiological responses to illness. Related violations: inadequate practicum performance, lack of preparation, failure to follow procedures.
PLO 5: Basic Care and Comfort	Dependability and professionalism are required for assisting with daily living needs. Related violations: excessive absences, tardiness, failure to complete required tasks.

Registered Nursing (RN) Disciplinary Action and PLO Alignment

Program Learning Outcome	Disciplinary Action related to PLO
PLO 1: Comprehensive Nursing Care	Holistic, evidence-based care requires professionalism and accountability. Related violations: unprofessional conduct, lack of preparation, policy v
PLO 2: Critical Thinking and Clinical Judgment	Students must demonstrate sound judgment and responsible decision-making. Related violations: negligence, repeated errors, failure to apply feedback.
PLO 3: Professional Standards and Collaboration	Professional communication and teamwork are essential. Related violations: insubordination, disrespect, boundary violations, unprofessional communication.
PLO 4: Practical Skills and Evaluation	Students must competently perform skills and evaluate patient outcomes. Related violations: inadequate practicum performance, device misuse, lack of engagement.
PLO 5: Lifelong Learning and Professional Development	Students must demonstrate accountability and willingness to improve. Related violations: failure to submit POA, repeated mentoring issues, refusal to accept feedback.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Practicum Policies**
Date Revised/Reviewed: **Summer 2026**

Students enrolled in the Nursing Program are required to comply with all practicum policies derived from the Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline, Nursing Advisory Committee recommendations, and the policies of participating healthcare facilities. Practicum rotations occur in hospitals, long-term care facilities, clinics, community agencies, mental health settings, and simulation environments. These expectations ensure safe, ethical, and professional nursing practice.

Professional Accountability and Responsibility

- Students must practice within the defined scope of practice for the student nurse, consistent with program level (PN or RN) and clinical course outcomes.
- Students must complete all assigned practicum hours, which may include rotations in hospitals, long-term care, clinics, laboratories, simulations, and community health settings.
- Students must maintain a professional attitude, appearance, and standard of patient care at all times.
- Leaving the practicum site without notifying the instructor in person may constitute *patient abandonment* and may result in dismissal from the program.

Time Management Expectations

- Lunch and Breaks
 - Lunch is limited to 30 minutes, with one 15-minute morning break permitted.
 - Lunch should occur between 11:00 a.m. and 12:30 p.m. unless otherwise approved by faculty.
 - All patient care responsibilities must be completed or appropriately handed off before taking lunch or break.
 - Due to patient care needs, students may occasionally be unable to take a lunch break.
 - Students must eat on-site or bring lunch. Ordering food for delivery is not permitted unless the facility lacks cafeteria access (e.g., clinics, LTC facilities).
 - Afternoon breaks are not permitted unless the shift exceeds eight hours.
- Documentation
 - Documentation must be completed immediately after tasks are performed to ensure accurate communication during provider rounds.
 - Students may not leave the practicum area without completing and updating documentation.
- End-of-Day Expectations
 - Students must remain on the unit and finalize all patient care activities one hour before post-conference.
 - If no post-conference is scheduled, students must remain on the unit until the end of the assigned practicum shift.

Post-Conference

- Post-conference will occur at the end of each practicum day unless otherwise announced.
- Students must remain on the nursing unit until 15 minutes prior to the start of post-conference.
- Location will be communicated daily.

Communication, Phone Use, And Visitors

- Personal phone calls are not permitted unless emergent and routed through faculty.
- Students should inform family and friends not to call or visit during practicum hours.
- Emergency contacts may call:
 - Administrative Specialist: 501.207.6256
 - Clinical Coordinator: 501.207.6237
 - Practicum Instructor (as applicable)
- Students found with a cell phone, vape, or tobacco product on their person during practicum will be sent home and may receive disciplinary action.
- Cell phones must be stored in the designated breakroom area and are prohibited in patient care areas.

Procedures And Skill Performance

- Students must seek instructor assistance for:
 - Any procedure they are not authorized to perform

- Any procedure for which they feel insecure or underprepared
 - This is not considered refusal but rather an opportunity for instruction and remediation.
- All invasive procedures require the presence of the instructor or a licensed nurse designated by the instructor.
- Permission must be obtained before performing procedures with a designated licensed nurse.
- Students must follow facility policy and procedure manuals when uncertain about a skill.
- All medications must be checked by the instructor or designated licensed nurse prior to administration.

Practice Limitations

Nursing students may not perform the following (not all-inclusive; facility policies may add restrictions):

- Vaginal examinations (PN students only; RN students may perform only when permitted by course, instructor, and facility policy).
- Taking or writing telephone or verbal orders from any provider.
- Obtaining signatures on consent forms or signing as a witness.
- Accessing patient information for individuals not assigned to them.
 - Under instructor direction, students may review non-assigned patient data for learning purposes.

Clinical Errors And Near Misses

Definitions

- Clinical Error: Any action or omission inconsistent with taught skills, safety standards, or facility policy that results in, or has potential to result in, patient harm.
- Near Miss: An error identified and corrected before reaching the patient.

Reporting Requirements

- Students must immediately report all clinical errors or near misses to their clinical faculty or preceptor.
- Faculty/preceptor will notify the charge nurse or supervisor and follow facility reporting procedures, including incident reports.
- Faculty will complete the program's Student Clinical Error/Near Miss Report, meet with the student to review the event, identify contributing factors, and assign remediation.
- Facility incident reports are filed per facility policy; program reports are retained in the student's file according to institutional requirements.
- This process promotes safety, transparency, and student learning.

Policy Compliance

- Failure to comply with practicum policies constitutes unprofessional behavior and/or unsafe practice.
- Students may be removed from the clinical area, and missed time will be counted as an absence.
- Practicum partners may request that the University restrict or remove any student whose performance is unsatisfactory or whose behavior violates facility standards.
- If a student is removed and no alternate site is available, the student will be unable to meet course or program objectives and may be unable to progress.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Honor Code**
Date Revised/Reviewed: **Summer 2026**

Each student admitted to the Nursing program is charged with the responsibility of honorable academic conduct. A student is assumed honorable until personal actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. Formal written counseling will result from violations of the honor code.

As a student in the Nursing program, it is fundamental to act in an honorable and virtuous way so that a community of trust is established among members of the program, University, and healthcare facilities. Honor is a practiced ideal that will positively impact personal relationships with fellow students, faculty, administrators, patients, and other members of the community.

All students in the Nursing program are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know the word of a student to be taken as true, to compete fairly in the classroom and to keep what is rightfully the students. The system functions best when all members of the Nursing program not only take responsibility for actions but hold peers to the same standards.

By accepting admittance to the Nursing program, the student agrees to live by and support the basic principles of honesty – no lying, cheating, or stealing; accountability for actions; and sharing information about honor offenses. If the student is not prepared to accept these responsibilities, another program outside of ASUB should be selected.

I have read the explanation of the Nursing program Student Code of Honor. I understand that as an admitted student in the Nursing program, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

Arkansas State University Beebe Nursing Program Honor Code

The Arkansas State University – Beebe Nursing program Honor Code exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism, or facilitating academic dishonesty of others.

These terms are defined as follows:

- Lying/willful misrepresentation - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.
- Fabricating quotations and/or sources
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Altering graded work, then resubmitting it for a new grade
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
- Submitting the same paper in more than one class without the approval of the instructors involved
- Submitting a paper from a previous semester for a current class without the approval from the instructor
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records
- Recording hours not actually worked
- Submitting an altered or fabricated preceptor evaluation

- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Video or audio recording lecture or private meetings without prior permission
- Creating false university, college, or other official correspondences (such as medical documentation)
- Cheating/unauthorized collaboration - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data, and submission of the same work to fulfill academic requirements in multiple classes.
 - Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
 - Talking during a quiz or exam when told by the instructor talking is not permitted
 - Looking at another student's exam or quiz during the testing period
 - Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
 - Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden
 - Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
 - Accepting credit for a group project without doing your share of the work
 - Helping others with their homework or other assignments when not allowed by the instructor
 - Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor
 - A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally
- Plagiarism – as defined in the 1995 Random House dictionary is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of penalties including course failure or other severe consequences.
 - Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgement
 - Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgement
 - Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another's work as your own
 - Failing to use quotation marks properly or when needed
 - Failing to give a source for quoted materials
 - Failing to paraphrase language completely
 - Failing to give a source for paraphrases
 - Failing to cite sources correctly and completely
- Facilitating Academic Dishonesty of Others – intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.
 - Writing a paper for another student
 - Allowing another student to use your past homework assignments, paper, labs, or comparable items
 - Sharing homework with another student when told collaboration is not allowed
 - Allowing or helping another student to look at your exam or quiz during a test
 - Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowing by the instructor
 - Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or by attending the exam in place of the other student
 - Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes
 - Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

Honor Code Expectations for Online Assessments

1. Student Responsibility and Professional Integrity

- Students must complete all online assessments independently, without assistance from any person, device, website, AI tool, or unauthorized resource.
- Students affirm that all work submitted is their own, completed honestly, and in accordance with program and university policies.
- Students must comply with all instructions provided by faculty and the remote proctoring system.

2. Required Testing Environment: Students must ensure that their testing environment meets the following standards:

- A quiet, private, and distraction-free location.
- A clean workspace free of notes, textbooks, smart devices, additional monitors, or unauthorized materials.
- Adequate lighting and a stable internet connection.
- The student must remain in view of the webcam for the entire duration of the assessment.

3. Technology and Proctoring Requirements

- Students must complete the required system checks prior to beginning the assessment.
- The webcam, microphone, and screen-recording features must remain active throughout the assessment.
- Students must follow all proctoring prompts, including room scans, ID verification, and environmental checks.
- Students may not disable, obstruct, or interfere with any proctoring features.

4. Prohibited Behaviors: The following actions constitute violations of the Honor Code and may result in disciplinary action, including dismissal from the program:

- Using notes, textbooks, websites, messaging apps, or unauthorized materials.
- Using another person to assist, prompt, or complete any portion of the assessment.
- Wearing earbuds, headphones, smart watches, or other electronic devices.
- Leaving the testing area without permission or moving out of the webcam's view.
- Attempting to bypass, disable, or manipulate the remote proctoring system.
- Using another person's identity or allowing someone else to log in on the student's behalf.
- Talking, whispering, or reading questions aloud.
- Taking screenshots, photos, or recordings of assessment content.

5. Academic Integrity and Reporting: All remote proctoring alerts, flags, and recordings are reviewed by faculty.

- Any suspicious behavior may be investigated and compared with program policies, course expectations, and the Arkansas Nurse Practice Act standards for honesty and integrity.
- Students are required to cooperate fully with any academic integrity review.

6. Consequences of Honor Code Violations: Violations of this Honor Code are considered unprofessional conduct and may result in:

- A zero on the assessment
- Failure of the course
- Removal from the Nursing Program
- If the student is a licensed nurse referral to the Arkansas State Board of Nursing may be warranted if the behavior reflects dishonesty or unethical conduct relevant to licensure

Violations in the Arkansas State University Beebe Nursing program honor code will result in disciplinary action and consultation with the Dean of Students. Dismissal from the program may be warranted. If a student is aware of an honor offense, it should be reported to either the faculty member of the class in question or the Director of Nursing. A report will be made to the Dean of Students and an investigation will occur. See the student handbook for further student rights and responsibilities.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Smoking Policy**
Date Revised/Reviewed: **Summer 2026**

Smoking of any kind is **NOT** permitted on University or Practicum Partner property. Students may not smoke in a car parked in the university parking lot.

ESSENTIAL FUNCTIONS

- Smoking and the use of all tobacco products as well as vapor devices are strictly prohibited anywhere on University property, including inside vehicles parked on University or Practicum Partner property.
- Tobacco use includes, but is not limited to, the carrying by a person of lighted cigar, cigarette, pipe, or other lighted smoking devices or the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf smokeless tobacco or vapor device.
- Smoking and the use of tobacco are prohibited in University vehicles.
- Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy. (Original policy adopted to comply with Arkansas Act 462 of 1987 and revised in 1991) (Adopted by ASU-Beebe Chancellor's Council on February 9, 2009.)

Arkansas Act 134, October 1, 2005, is a law that prohibits the smoking of tobacco in hospitals and on their grounds.

- No Smoking is allowed on any ASUB campus or at practicum sites. This shall include lunch or break times.
- Many clients find the smell of cigarette smoke makes them nauseated due to their impaired health. As a student, you are there to help them in the process of healing and recovery.
- If a student fails to abide by the No Smoking policy or smell of cigarette/vape smoke the student will:
 - Receive an occurrence
 - May be sent home and counted absent for the day
 - If a practicum partner requests the student be removed from the facility in violation of the facility no smoking policy, the student will be unable to meet course objectives and will be dismissed from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Risk Management Policy – OSHA/bloodborne pathogens/standard precautions/infection control
Date Revised/Reviewed: Summer 2026

Faculty want students to be safe when practicing nursing at practicum partner sites, therefore the CDC infection control guidelines will be followed.

ESSENTIAL FUNCTIONS

- Students will follow information for Blood Borne Pathogen guidelines. It is based on the OSHA standard for Universal Precautions:
- Because many viruses and bacteria are transmitted via body fluids, students are to follow the Centers for Disease Control's regard to standard precautions:
 - Wash hands before and after each patient contact.
 - Wear gloves ANY time there is the likelihood of contact with body fluids.
 - Wear gloves and a gown if clothing is likely to be soiled.
 - Wear gloves, gown, and mask if body fluids are likely to be sprayed.
 - Dispose of soiled linen and bandages as dictated by individual facility policy.
- All body fluids shall be considered potentially infectious materials, and standard precautions shall be used.
- Contaminated needles/sharps:
 - Will not be recapped
 - Will not be bent, sheared, or broken
 - If recapping or removing a contaminated sharp is required by a specific medical procedure, it will be done via mechanical device or a one-handed technique.
 - As soon as possible after use, a contaminated sharp will be placed in an appropriate sharp's container.
 - Should a needle-stick occur, bleed the site, wash with soapy water and report to DON.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
- Exposure to blood and body fluids:
 - Students will wash with soap and running water, hands or any other skin, or flush mucous membranes with water immediately.
 - As students are assigned to practicum partner sites, they will be required to follow that agency's infectious disease policies and procedures.
 - Students who experience a blood/body fluid exposure while doing practicum will be managed according to the facility employee protocol.
 - Students are responsible for any charge incurred.
- Students are expected to follow infection control guidelines as outlined by the nursing program, University, and practicum facility partners.
 - Masks may be worn while on campus. Practicum site policies will be followed at all times during practicum rotations.
- Students are expected to follow all Infection Control-based protocols as established by the University and Practicum partners.
- Students are encouraged to obtain their own health insurance. Injuries that occur while on campus or in a clinical setting are not covered and/or paid for by the University or clinical partner.
ASU-Beebe and its campuses do not maintain health clinics. The University assumes no liability either expressed or implied for student health services. A voluntary student group insurance plan is available to all students. See the Vice Chancellor for Student Services for applications and information.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: **Student Organization**
Date Revised/Reviewed: **Summer 2026**

Each student will be a member of a Nursing organization. ASUB student nursing organization division will abide by guidelines as follows.

- Each student division will register with the state association board.
- Each student division will maintain objectives as set forth by the parent organization
- Each student division will maintain membership(s) of student nurses and maintain professionalism at all times when representing the organization
- Each student division is encouraged to practice autonomy and individuality.
- Each student division will foster the following objectives:
 - Promote the personal development of the student nurse
 - Promote interest, enthusiasm, and respect for nursing as a rewarding career.
 - Develop an understanding of the need for and the value of a local, state, and national organization and will prepare the student, upon graduation and licensure, for active participation
 - Promote the development of leadership skills among members
 - Foster friendship and educational activities among the members
 - Promote academic standards among members
 - Recognize the worth and maintain the respect of each member
- Student division membership shall consist of students who are enrolled in a nursing program of the student division
- Each student division *reserves the right* to elect student organization officers, but it is not mandatory. Duties are outlined as follows:
 - President: It shall be the duty of the functioning president to preside over all meetings. The President will coordinate club activities by keeping close touch with other officers, the membership, and the sponsors.
 - Vice-President: the functioning Vice-President will assist the President in discharge of his/her duties and will assist in presiding over the meetings.
 - Secretary: The Secretary will prepare and read the minutes of the meetings, have available for the President, the agenda for each meeting, attend to official correspondence, send out meeting notices, count and record votes at election, prepare reports, keep a secretary's book, minutes of the last meeting, list of committees and their reports, copies of organization guidelines.
 - Treasurer: The Treasurer shall receive and act as custodian of funds, and be responsible for their disbursement, keep financial records neat and up-to-date, devise, with the assistance of the membership and sponsors, appropriate fundraising activities, authorize expenditures as authorized, assist with preparing an annual statement of receipts and expenditures and protect the financial reputation of the division by seeing that its obligations are met promptly.
 - Historian: The historian will be the keeper of the photo album and will be responsible for taking photos at organizational functions, keeping publicity clippings in the album and handling publicity for the division.
 - Sponsors: Although sponsors are not elected officers, their responsibilities should include becoming familiar with the history, principles, guidelines, activities, parliamentary procedures, assisting members in setting up practical and worthwhile programs of work, see that funds are protected, see that meetings are orderly and conducted in a business-like manner, counsel individuals and committees and encourage membership participation.
- Each student division may set designated meeting times to meet each program needs
- Each student division must abide by financial guidelines as follows
 - Dues: Dues may be set at a rate no greater than the annual membership fee of the state association. Students should maintain membership in the state association. ASUB Dues are \$25 annually. There may be an additional fee for conference attendance.
 - Fundraising Projects
 - The types of fundraising projects and the use of moneys earned are to be decided on by the majority of the members of the class

- Fundraising activities will be held to a minimum so as to not interfere with class assignments or class times and will abide by the rules for fundraising of the university or school where the division is located.
- Types of fundraising activities will reflect the professionalism of nursing.
- Use of Money
 - Funds raised will be utilized for contributions to community projects or for the benefit of each member (graduation pin, class activity, etc.)
 - Expenditures must be approved by members and require a receipt be kept and filed.
 - Moneys may not be dispersed to each member.

The Arkansas State University – Beebe’s Nursing Program requires student nurse organization membership. Attendance at scheduled conferences is expected. There may be an overnight stay required for these conferences. Activities include fundraisers, community service, and attending professional meetings which may involve evening hours.

Students are expected to act professionally when attending conventions.

All Policies in ASU-Beebe Student Handbook will be followed.

- Chapter 6 states: 6.7 - ALCOHOL AND DRUG STATEMENT:
Arkansas State University-Beebe prohibits possession, use and/or distribution of alcoholic beverages, in any form, and the use, manufacture, distribution, or possession of drugs without medical prescription in or about University grounds, instructional buildings, residence halls, or at any University-approved activity on or off-campus. Arkansas State University-Beebe alcohol and drug statement is in compliance with federal, state, and local laws, including but not limited to Minor in Possession of Intoxicating Beverages statute. Disciplinary action may be imposed by the University in addition to criminal penalties. The Student Success Center offers alcohol and drug education resources.
- Chapter 8 Article II of the Code of Conduct: Proscribed Conduct/Breaches of Conduct
Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III: Possession, use, and/or distribution of alcoholic beverages, in any form, in or about University grounds, instructional buildings, residence halls, or at any University-approved activity on or off campus.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Policy/Procedure: Substance Abuse Policy
Date Revised/Reviewed: Summer 2026

Policies are derived from the Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline, and the Nursing Advisory Board.

It is the policy of the Nursing program to maintain a drug and alcohol-free environment. The Nursing faculty recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The school is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences.

Essential Functions

- The generic meaning of the term “drug” is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider’s instructions and do not impair the student’s ability to perform his/her duties, are exempt from this policy. Reference: Reiss, B. & Melick M. (1987) Pharmacological Aspects of Nursing Care (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633
- The Nursing program strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. The nursing programs considers all students to be in a “Safety Sensitive Position” as outlined in the “Arkansas Medical Marijuana Amendment of 2016.” A safety sensitive position means any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a threat to health or safety. If a student tests positive for any mind-altering drug, marijuana, or illicit substance, the student will be dismissed from the program immediately.
- Within the profession of nursing there are codes and standards of conduct which all members of the profession are expected to function. Therefore, when engaged in educational activities whether on campus or in the practicum setting, nursing students are expected to be free from influence of chemical substances/drugs.
- Students will sign a form agreeing to abide by the policy for the length of the program.
- Professional expectations apply to nursing students. Students will be held to the same standards as licensed nurses. For example, any nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice ACT, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section IX.A and Section XV.A.6.m. Also, any nurse or student who is aware that another nurse or student who has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act ACA 17-87-309(a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a Nursing faculty member.
- If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation, the student will be immediately terminated from the nursing program and will receive an “F” in each course in which they are enrolled.
- The intent of the policy is not just to identify those students chemically impaired, but also attempt to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a licensed Nurse.
- All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.
- As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.
- Urine drug screens will be conducted during the school period. The approximate cost of each drug screen is \$55.00, which must be paid by the student.
- One screen will be done each term. The day will not be announced ahead of time. The Director of Nursing or the designee will announce that urine drug screens will be done, and all students will be tested on the same day.

- The results of the screen will be sent to the Medical Review Officer and Director of Nursing as deemed necessary by the medical laboratory to complete the urine testing.
- Arkansas State University Beebe may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination.

Testing for cause could be conducted using the following policy/procedure:

- If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities the student will immediately be asked to submit to a body fluid testing for substances at a lab designated by the ASUB Nursing program.
- The faculty member will have another faculty member or staff confirm the suspicious behavior.
- The student will be asked to leave the area, go with a faculty member and witness to discuss the situation. All conversations will be held in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
- If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and all practicum partner policies.
- Dismissal of the student is warranted for failure to comply with testing directions.
- The student will be suspended from all practicums until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
- If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty.
- If any of the laboratory tests are positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision will be a referral for medical evaluation, and immediate suspension from the program.
- Confidentiality will be maintained.

Behavioral Changes Associated with Substance Abuse

The following behaviors are not all inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation could be under the influence of a "drug". The Nursing program is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders. Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

- Attention Deficit/Cognitive Impairment
 - Ataxia
 - Tremors, especially of the hands
 - Slowed response time in a familiar skill
 - Diminished from the usual in coordination/dexterity
- Social Impairment
 - Inappropriate verbal remarks (subjects/words/expletives)
 - Inappropriate behaviors or those beyond the societal norm such as:
 - Angry outbursts/unrestrained agitation
 - Crying that cannot be explained
 - Euphoria
 - Paranoia
 - Hallucinations
- Behaviors that are markedly changed from that individual such as:
 - Introversion
 - Extroversion
 - Sullen/irritable
 - Giddy
 - Defensiveness
- Somatic Manifestations/Discomforts
 - Odor of alcohol on breath

- Nausea/vomiting/thirst
- Frequent trips to the bathroom/complain of urinary frequency or diarrhea
- Hiccoughs
- Reddened sclera (bloodshot eyes)
- Pupil changes/drooping eyelids
- Complaint of blurred vision or inability to focus
- Speech/Communication Impairment
 - Slurred (thick tongue)
 - Rapid/choppy communication pattern
 - Incoherent speech

The following is a list of behavioral patterns that may surface when drugs have been abused. While these patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- Repeated tardiness
- Frequent absenteeism
- Numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- Untidy personal appearance or deterioration in quality of grooming
- Lack of attention to hygiene (hair, nails, skin, oral)
- Multiple crises in personal life
- Avoidance/lack of eye contact
- Isolation/lack of peer support
- Repeated excuses for below standard performance
- Forgetfulness with appointments/assignments
- Slowed response time in familiar activities
- Behavior shifts/mood swings
- Lack of trust and suspicious of the motives of others
- Needle tracks on body surface
- Behaviors surrounding the administration of narcotics:
 - Frequent need to waste “unused” medications
 - Recording the administration of larger doses than ordered
- Unauthorized possession of the narcotic key
- Unsupervised entry into narcotic cabinet
- Volunteering to be in situations to gain greater access to narcotics
 - Taking frequent breaks/numerous occasions when whereabouts unknown

Treatment, Referral & Reapplication

A positive drug screen will result in immediate dismissal from the program. If the student wishes to challenge the decision of the nursing program, the due process procedures of the college will be followed. The faculty will refer individuals, identified as having substance abuse problems, for therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source.

A student will not be denied readmission based on a history of substance abuse. The re-application process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, out-patient therapy, or similar, for a 6-month period immediately prior to potential re-admission, or a recognized substance abuse treatment program of choice. AA, NA, or similar meetings must be attended at least once per week during the six-month period immediately prior to potential readmission. Evidence of participation must be sent to the Director of Nursing to maintain confidentiality. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature of signed initials of the chairperson of each group attended. Acceptable evidence for a treatment program of the student’s choice will be a verifiable completion certificate.

- The applicant must provide evidence of negative urine drug screen results, from an ASUB-Nursing Program approved testing site, for each month of the six-month period immediately prior to application for readmission into the nursing program.
- The student applicant is responsible for any fees or costs associated with drug and/or alcohol treatment, therapy, and monthly urine drug screens.
- The student applicant must make available to the program director the results of the monthly urine drug screen testing from the six-month period immediately prior to the student's re-application for program acceptance.

Once readmitted, the student must sign an agreement to participate in drug and alcohol monitoring via random drug screening consistent with the nursing program and practicum partner guidelines where assigned client care. The student will pay for testing. Once readmitted, the student must abstain, at all times, from the use of controlled or abuse potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought.

Appeal Process

See ASUB Student Handbook.

Incident of Reoccurrence

A student who is re-admitted to the nursing program and has a positive test for substance abuse, will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

The Substance Abuse Policy Model is adapted from the Nurse Administrators of Nursing Education Programs (NANEP) recommendations.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: State Board of Nursing Requirements
Date Revised/Reviewed: Summer 2026

Have you ever been convicted of a crime? This question is asked on the Arkansas State Board of Nursing application for Nurse licensure. This application is completed after the successful completion of the program at ASU-Beebe and must be completed prior to the graduate taking the licensure examination.

Essential Functions

- Students convicted of a crime may enter and complete the Nursing Program at Arkansas State University-Beebe. However, after completion of the program they may be required to meet with or appear before the Arkansas State Board of Nursing before being permitted to take the licensure examination. They may not be allowed to take the licensure examination. When the application is made, the Board will notify the student of the paperwork necessary to complete and return to them. Persons convicted of a crime may not be eligible to take the NCLEX for Arkansas licensure.
- The student will be required to sign a form stating the following during orientation: "The criminal background check law (ACA17-87-312) contained in the Nursing Handbook has been discussed. I understand that if I have ever been convicted of a crime, I may be denied eligibility for licensure. I may be required to meet with or appear before the Arkansas State Board of Nursing before the decision is made to grant me permission to take the licensure examination. The ASU-Beebe Nursing Program does not make any guarantees regarding the outcome. This law has been reviewed and discussed."
- Anyone with questions regarding this may contact the head of the Nursing department or the Arkansas State Board of Nursing at: 501-686-2700 or write to them at University Tower Building, Suite 800, 1123 South University, Little Rock, Arkansas 72204.

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Possession or use of child sexual abuse material as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

- (A) An affected applicant for a license; or
- (B) The individual holding a license subject to revocation.

(2) A basis upon which a waiver may be granted includes without limitation:

- (A) The age at which the offense was committed;
- (B) The circumstances surrounding the offense;
- (C) The length of time since the offense was committed;
- (D) Subsequent work history since the offense was committed;
- (E) Employment references since the offense was committed;
- (F) Character references since the offense was committed;
- (G) Relevance of the offense to the occupational license; and
- (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

- (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
- (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and
 - (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrases “moral turpitude” and “good character”; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103;
 - (12) Arson as prohibited in § 5-38-301; and
 - (13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
- (1) An individual who holds a valid license on July 24, 2019;
 - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.

- (h) This section does not apply to licensure or certification:
- (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 1740-101 et seq.;
 - (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
 - (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

History

Acts 1995, No. 409, § 16; 2013, No. 604, § 15; 2015, No. 529, § 1; 2015, No. 824, § 1; 2019, No. 308, § 1; 2019, Act 308, No. 593, § 1; 2021, No. 412, § 3; 2021, No. 476, § 3.

17-87-311. Direct reimbursement agreements.

- (a) An advanced practice registered nurse or a registered nurse practitioner may enter into a direct reimbursement agreement with the agency administering the state Medicaid program.
- (b) The agency administering the state Medicaid program shall not discriminate against practitioners providing covered services within the scope of their practice based on the type of practitioner.

History Acts 1995, No. 409, § 17; 2013, No. 604, § 16.

17-87-312. Criminal background checks.

- (a)
 - (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
 - (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
 - (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
 - (2) The permit shall be valid for no more than six (6) months.
- (g)
 - (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
 - (A) The affected applicant for licensure or his or her authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
 - (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
 - (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
 - (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
 - (k)

- (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
- (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
- (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
- (4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
 - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
 - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (1) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12; 2019, No. 315, § 1542; 2019, No. 626, § 1; 2019, Act 315, No. 990, § 76.

17-87-313. Licensing of noncitizens.

- (a) The Arkansas State Board of Nursing may grant a license under this subchapter to an individual who, in addition to fulfilling the requirements to practice nursing in this state, satisfies the following requirements:
 - (1) The United States Department of Homeland Security has approved the individual's request for exemption under the Deferred Action for Childhood Arrivals policy;
 - (2) The individual's exemption status under the Deferred Action for Childhood Arrivals policy has not expired or has been properly renewed; and
 - (3) The individual has a current and valid employment authorization document issued by the United States Citizenship and Immigration Services.
- (b) This section is a state law within the meaning of subsection (c) of 8 U.S.C. § 1621, as it existed on January 1, 2019.
- (c)
 - (1) The board shall promulgate rules under this section.
 - (2)
 - (A) When adopting the initial rules to implement this section, the final rule shall be filed with the Secretary of State for adoption under § 25-15-204(f):
 - (i) On or before January 1, 2020

Office of Long-Term Care Criminal History Background information

201 Before making an offer of employment, the service provider shall inform an applicant that employment is contingent on the satisfactory results of criminal history record checks. Effective October 1, 1997, long term care facilities shall not knowingly employ or hire a person who has been found guilty or has pled guilty or nolo contendere, regardless whether the record of the offense is expunged, pardoned, or otherwise sealed, to any of the offenses listed below by any court in the State of Arkansas or any similar offense by a court in another state or of any similar offense by a federal court.

1. Capital murder, § 5-10-101;
2. Murder in the first or second degree, §§ 5-10-102 and 5-10-103;
3. Manslaughter, § 5-10-104;
4. Negligent homicide, § 5-10-105;
5. Kidnapping, § 5-11-102;
6. False imprisonment in the first degree or second degree, §§ 5-11-103 and 5-11-104;
7. Permanent detention or restraint, § 5-11-106;
8. Robbery, § 5-12-102;

9. Aggravated robbery, § 5-12-103;
10. Battery in the first, second or third degree, §§ 5-13-201, 5-13-202, and 5-13-203;
11. Aggravated assault, §5-13-204, or assault in first, second, or third degree, §§ 5-13-205, 5-13-206, and 5-13-207;
12. Introduction of controlled substance into body of another person, § 5-13-210;
13. Terroristic threatening in the first or second degree, § 5-13-301;
14. Rape, § 5-14-103;
15. Sexual assault in the first, second, third or fourth degree, §§ 5-14-124 – 5-14-127;
16. Sexual indecency with a child, § 5-14-110;
17. Violation of a minor in the first or second degree, §§ 5-14-120 and 5-14-121;
18. Incest, § 5-26-202;
19. Domestic Battery (all degrees), §§ 5-26-303 - 5-26-306;
20. Endangering the welfare of incompetent person in the first or second degree, §§ 5-27-201 and 5-27-202;
21. Endangering the welfare of a minor in the first or second degree, § 5-27-205 and 5-27-206;
22. Permitting abuse of a minor, § 5-27-221;
23. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or employing or consenting to the use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, §§ 5-27-303, 5-27-304, 5-27-305, 5-27-402, and 5-27-403;
24. Felony abuse of an endangered or impaired person, § 5-28-103;
25. Theft of property, § 5-36-103;
26. Theft by receiving, § 5-36-106;
27. Arson, § 5-38-301;
28. Burglary, § 5-39-201; Rules and Regulations for Conducting Criminal Record Checks
29. Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 – 5-64-501 et seq;
30. Prostitution, §5-70-102, Patronizing a prostitute, §5-70-103, or Promotion of prostitution (all degrees), §§ 5-70-104 – 5-70-106;
31. Stalking, § 5-71-229;
32. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this section.
33. Forgery, § 5-37-201;
34. Breaking or entering, § 5-39-202;
35. Obtaining a controlled substance by fraud, § 5-64-403;
36. Computer child pornography or failure to report computer child pornography, §§ 5-27-603 and 5-27-604;
37. Computer exploitation of a child or distributing, possessing, or viewing of matter depicting sexually explicit conduct involving a child, §§ 5-27-605 and 5-27-602;
38. Coercion, §5-13-208;
39. Terroristic act, §5-13-310;
40. Voyeurism, §5-16-102;
41. Communicating death threat concerning a school employee or student, §5-17-101;
42. Interference with visitation or interference with court-ordered custody, §§5-26-501 and 5-26-502;
43. Contributing to the delinquency of a minor or juvenile, §§5-27-209 and 5-27-220;
44. Soliciting money or property from incompetents, §5-27-229;
45. Theft of services, §5-36-104;
46. Criminal impersonation, §5-37-208;
47. Financial identity fraud, §5-37-227;
48. Resisting arrest, §5-54-103;
49. Felony interference with a law enforcement officer, §5-54-104;
50. Cruelty to animals, or aggravated cruelty to a dog, cat, or horse, §§5-62-103 and 5-62-104;
51. Public display of obscenity, §5-68-205;
52. Promoting obscene materials, §5-68-303 or Promoting obscene performance, §5-68- 304;
53. Obscene performance at a live public show, §5-68-305;
54. Public sexual indecency, §5-14-111;
55. Indecent exposure, §5-14-112;
56. Bestiality, §5-14-122;
57. Exposing another person to human immunodeficiency virus (HIV), §5-14-123;

- 58. Registered sex offenders, §§5-14-128 – 5-14-132;
- 59. Criminal use of a prohibited weapon, §5-73-104;
- 60. Simultaneous possession of drugs and firearms, §5-74-106; and
- 61. Unlawful discharge of a firearm from a vehicle, §5-74-107.

- 7. The application requests the disclosure of any misdemeanors or felony convictions, other than minimal traffic violations. Misrepresentations or omissions may be grounds for denying an applicant/student admission or continuation in the program.
- 8. Enrolled students are encouraged to maintain good professional standards. Misdemeanors or felony convictions, other than minor traffic violations should be discussed with the Director of Nursing, within thirty days of occurrence. Non-disclosure or falsification of any records regarding criminal offenses may warrant practicum partners to limit participation of a student within the facility. This occurrence would render the student unable to complete the program objectives.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT

Criminal Background History Acknowledgement
Summer 2026

Graduation from the nursing program does not guarantee that a student will be allowed to take the licensure examination. If a graduating student has a criminal record, the Arkansas State Board of Nursing (ASBN) may not allow the student to sit for the licensure examination to become a licensed nurse. A Copy of the relevant law may be found in the Arkansas Nurse Practice Act ACA 17.87.312 and 17-3-102.

As a student, I understand that certain practicum sites could refuse to allow me access for a practicum experience. Therefore, it may make it impossible for me to complete the practicum portion of my education and therefore not graduate.

Upon graduation, the ASBN or other state licensing agency could refuse to grant me a license.

As a licensed professional, certain health care institutions could also refuse to grant me privileges to practice as a licensed nurse.

There could be other, unforeseen, impacts of this incident on my ability to practice as a professional.

I, _____ have reviewed and understand Arkansas State University-Beebe's Criminal Background policy as well as the Arkansas Board of Nursing's Nurse Practice act regarding Criminal Background History. I have read the following sections thoroughly:

17-3-102. Licensing restrictions based on criminal records.

17-87-312. Criminal background checks.

I understand that graduating from the Arkansas State University Beebe Nursing Program does not guarantee the Arkansas State Board of Nursing's approval to take the licensure examination.

I understand that if I have a positive background check for any of the items listed in the Office of Long-Term Care (OLTC) criminal history guideline section, I may not be able to participate in the clinical rotations, therefore rendering me unable to meet practicum objectives.

(Print Name)

(Date)

(Signature)

(ASUB ID #)

This form will become a part of your permanent records.

STUDENT SIGNATURE

DATE _____

**SUBSTANCE ABUSE POLICY RELEASE FORM
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING PROGRAM**

**Substance Abuse Acknowledgement
Summer 2026**

I, _____ have read the Substance Abuse Policy of the Nursing Program and agree as a student in the nursing program to comply with all aspects of the policy as it is written.

I agree that the laboratory designated by the Nursing Program, a drug testing facility, is authorized by me to provide the results of the test to the Director of Nursing. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to (1) compliance of the college with federal and state law, and (2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program.

I will remain drug free for the length of the program.

I will submit a written statement from the physician if prescribed a mind-altering drug.

I understand that I will not be allowed to continue in the practicum area if any prescribed medications interfere with my ability to ensure my safety or the safety of my patients.

I agree to random drug testing.

I authorize the release of my drug results to Arkansas State University-Beebe Nursing director. I authorize the release of my drug results to the Arkansas State Board of Nursing.

I also agree to abide by the provisions for determining dismissal from the program and to follow the conditions for readmission as outlined.

I, hereby release Arkansas State University-Beebe, its Board of Trustees, officers, employees and agents from legal responsibility or liability arising from such a test, including but not limited it, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

Signature

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: **Physical and Mental Abilities**
Date Revised/Reviewed: **Summer 2026**

An individual obtaining an education in nursing should be aware of the mental and physical abilities required. These same abilities will likely be needed for a successful professional career.

Mental and Physical Abilities of the Nursing Student:

- Observation necessitates the functional use of the sense of vision and tactile sensation. Ability to observe a client accurately at a distance and nearby. Performing close and distant visual activities which may include but not limited to people, paperwork, objects, depth, and color perception.
- Working in a standing position and walking extended periods of time.
- Lifting and transferring patients up to 6 inches from a bending position, then pushing/pulling/pivoting weight up to 3 feet. Students must be able to lift and carry a minimum of 35% of their own body weight. Lifting and transferring patients to accomplish bed-to-chair and chair-to-bed transfers.
- Applying up to 10 pounds of pressure to bleeding sites and in performing CPR.
- Wearing personal protective equipment for extended periods of time.
- Responding and reacting immediately to auditory instruction, requesting, and/or monitoring equipment, performing auscultation without auditory impairment.
- Performing up to twelve hours in a clinical setting.
- Discriminating between sharp/dull and hot/cold when using your hands.
- Performing mathematical calculations without the use of a calculator to prepare medications and administer medications.
- Communicating effectively, both orally and in writing, using appropriate grammar and vocabulary.
- Reacting appropriately and professionally under stressful situations.
- Be able to critically think and use therapeutic nursing judgment.
- Compassion, integrity, concern for others, interpersonal skills, interests, and motivations are all personal qualities necessary for professional nursing.
- Should an individual experience a condition which limits performance ability or health status or presents possible risk factors to individuals within the surrounding environment, he/she must be under the care of a licensed healthcare provider. The individual must also provide written release from the health care provider to maintain enrollment status within the Nursing program. A release form may be obtained from the Director of Nursing.
- Mental and physical abilities must be maintained during the nursing program. Due to the requirements of practicum rotations, no light duty will be granted. All students must be able to provide nursing care without physical, emotional, or mental limitations.

STUDENT SIGNATURE

DATE

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: Statement of Health Risk Understanding
Date Revised/Reviewed: Summer 2026

Please read and initial each statement indicating understanding.

_____ I understand that there are health risks involved in the pursuit of any of the health career programs at Arkansas State University-Beebe and that I may encounter clients who have contagious or communicable diseases.

_____ I understand that I am responsible for all costs associated with exposure to communicable disease or injury I may suffer while a student at Arkansas State University-Beebe.

_____ I understand that it is advisable for me to have health insurance at all times during the program.

_____ Understanding the health risks involved, I choose to pursue the training and education necessary to fulfill the requirements of any of the health-related careers at Arkansas State University-Beebe.

_____ I understand practicum partners may require proof of vaccination for infectious diseases to attend practicum rotations. Unfulfilled vaccination requirements may limit student practicum rotations and objective completion, therefore impeding program completion

Student Name (please PRINT)

Date

Student Signature

Date

ASUB ID#

This form will become a part of your permanent records.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: **Student Confidentiality Agreement**
Date Revised/Reviewed: **Summer 2026**

Confidentiality is essential for a strong clinical relationship. As an individual who provides health care, you may have access to clients'/patients' confidential information that includes biographical data, financial information, medical history, and other information. You are expected to protect client confidentiality, privacy, and security and to follow these and all associated agency guidelines.

You will use confidential information only as needed to perform duties as a registered student in the programs within the Department of Nursing. This means, among other things, that:

- You will only access confidential information for which you need to know.
- You will respect the confidentiality of any verbal communication or reports printed from any information system containing clients'/patients' information and handle, store, and dispose of these reports appropriately at the University and associated clinical agency.
- You will not in any way divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of all of your professional activities.
- You will carefully protect all confidential information. You will take every precaution so that clients/patients, their families, or other persons do not overhear conversations concerning client/patient care or have the opportunity to view client/patient records.
- You will comply with all policies and procedures and other rules of the University and associated agencies relating to confidentiality of information and access codes.
- You understand that the information accessed through all clinical information systems agencies contains sensitive and confidential client/patient care, business, financial, and hospital employee information that should only be disclosed to those authorized to receive it.
- You will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

The simulation laboratory will be treated as a real environment with a real client. There will be no video, pictures, etc. To abide in confidentiality, there will also be no discussion of simulation and/or occurrences within the laboratory.

You understand that violation of this Confidentiality Agreement may result in disciplinary and legal action with fines. By signing this, you agree that you have read, understand, and will comply with the Agreement.

(Print Name)

(Date)

(Signature)

(ASUB ID #)

This form will become a part of your permanent records.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: **Code of Academic & Clinical Integrity/Honor code**
Date Revised/Reviewed: **Summer 2026**

By signing this document, I am affirming my commitment to following the Arkansas State University- Beebe Department of Nursing Honor Code with honesty, integrity, respect, responsibility, and ethics. I have and will refrain from any form of academic or clinical dishonesty or deception.

Please initial beside each item below to indicate understanding and intent to comply.

_____ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses, the Arkansas Nurse Practice Act and the ASUB Student Academic Integrity Policy.

_____ I will maintain and uphold the academic integrity policy of the ASUB Nursing Department and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another's assigned work.

_____ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the ASUB Nursing Program.

_____ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the ASUB Nursing Program.

_____ I will sign only my own papers and other documents and will not sign any other student's name to anything.

_____ I will not allow any other student access to any of my paperwork for the purpose of copying or cheating.

_____ I agree to abide by all Honor code guidelines.

(Print Name)

(Date)

(Signature)

(ASUB ID #)

This form will become a part of your permanent records.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
NURSING DEPARTMENT**

Policy/Procedure: **Witnessed Receipt of Confirmation**
Date Revised/Reviewed: **Summer 2026**

Program Attending: _____ Practical Nursing _____ Registered Nursing

I have received a copy of the ARKANSAS STATE UNIVERSITY-BEEBE NURSING DEPARTMENT STUDENT HANDBOOK POLICES AND PROCEDURES.

I understand that I am to be aware and abide by each of the policies and program requirements contained in this book as well as other policies that may govern my program status.

I also understand that failure to comply with these policies can result in probation or dismissal from the Nursing program.

I have had the opportunity to ask questions which were answered to my satisfaction during Student Orientation.

(Print Name)

(Date)

(Signature)

(ASUB ID #)

This form will become a part of your permanent records.