

**Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency
Management
Graduate and Undergraduate
Student Handbook
2026 - 2027**



**Disaster Preparedness
&
Emergency Management**

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The Student Handbook for DPEM majors was developed by a student-faculty committee from nursing, incorporating suggestions received from A-State students, faculty and administrators. It is designed to inform DPEM majors regarding DPEM policies and to assist the students in their educational planning.

Arkansas State University is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students.

Introduction

Programs

Arkansas State University (A-State) offers an Associate of Applied Science, a Bachelor of Science and a Master of Science degree in Disaster Preparedness and Emergency Management (DPEM), and a Minor in Homeland Security Disaster Preparedness and Emergency Management. Upon completion of the prescribed curriculum for these programs, the graduate is prepared to embark upon a career in emergency management generally and the health-care industry specifically or to incorporate aspects of DPEM into other fields in a multi-disciplinary all hazards approach. This approach is applicable to business continuity and international operations to Non-Governmental Organizations (NGO) locally and world-wide in healthcare or any field.

The curriculum of the Disaster Preparedness and Emergency Management program permits students to focus their studies on DPEM or to incorporate aspects of DPEM in a scalable study program. These students have the option of focusing their education upon Disaster Preparedness and Emergency Management or including the principles in another field of study. The versatility of the program enhances the skillset of all students by preparing for a career in DPEM or inclusion of disaster planning and management practices in healthcare and other affected industries.

Mission and Philosophy

Mission Statement

The mission of the Disaster Preparedness and Emergency Management Program is to educate students from a variety of disciplines to foster environments which synchronize, build, sustain and improve our individual and collective capability to prepare for, protect against, respond to, recover from, and effectively mitigate all hazards in order to promote quality care during disaster and crisis through efficient, effective resource administration and management whether local or global involvement.

Philosophy Statement

The Regional Center for Disaster Preparedness and Emergency Management exists to prepare professionals to effectively meet the demands of disaster preparedness, mitigation, planning, response and recovery by fully supporting the Department of Homeland Security and the Federal Emergency Management Agency's goals through training and improving the competencies of professionals and officials in their areas of interest at all levels of government. To build and support a state of readiness, including a rapid response to protect the physical and mental health and wellbeing of individuals and groups during disasters and crises. This department seeks to bridge the gaps between academia, field practice, and practical experience in order to develop well-rounded emergency management professionals prepared to utilize an all-hazards approach paradigm, while ensuring the recognition of the application of this management tool to myriad business practices.

Faculty, Staff, Students and Graduates shall embody the characteristics, knowledge, and skills needed to provide ethical and professional interactions with colleagues and society during a disaster or emergency. In order to develop these qualities, our program is committed to an educational process to provide the appropriate knowledge, guidance, and resources needed to attain these skills while maintaining a professional level of compassion, and concern for those we encounter.

General Policies and Regulations

Academic Advising and Registration

Once admitted to the AAS, BS, or MS Program in DPEM, each student is assigned an A-State professional advisor who will work with the student to plan their orderly progression through the curriculum. Advisees must contact their advisors prior to registration for classes each semester.

Students are ultimately responsible for their own education. Each student is provided with a curriculum plan which clearly outlines the requirements of the program. It is the responsibility of the student to know and follow the requirements, policies, and procedures contained in this handbook. Students should contact their advisor before making changes in their class schedule.

Academic Integrity Policy

A-State enthusiastically promotes academic integrity and professional ethics among all members of the academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties.

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person's as one's own. To avoid plagiarism, give written credit and acknowledgement to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or reference a general idea. Research, as well as a complete written paper, must be the work of the person seeking academic credit for the course. Faculty may respond to cases of plagiarism in any of the following ways:

- 1) return the paper/assignment for re-writing, and the grade may be lowered,
- 2) give a failing grade for the paper/assignment,
- 3) give the student who plagiarized a failing grade in the course and/or submit the student's plagiarized work to university authorities for possible dismissal.

Cheating Policy

Cheating is defined as any dishonest act intended to gain academic advantage through fraudulent means. This includes, but is not limited to:

1. Viewing or copying another student's test, report, computer files, or classwork.
2. Providing or receiving unauthorized assistance during an exam.
3. Using notes, outlines, or other materials not permitted during an exam.
4. Obtaining, distributing, purchasing, selling, or soliciting unauthorized access to exams or assignments.
5. Submitting work for credit in one course that was originally completed for another course without prior instructor approval.
6. Having someone else complete an exam or assignment on your behalf or completing one for another student.

Violations and Sanctions:

Any student found to have engaged in cheating as defined above will:

- Be reported to the Academic Misconduct office for a formal investigation and hearing.
- Receive a zero on the affected assignment(s), with potential failure of the course depending on the instructor's recommendation and the severity of the violation.
- Have the violation formally documented in their permanent academic record.

Appeals

Students may appeal the dismissal in accordance with A-State's academic misconduct appeals process. However, unless overturned, dismissal will remain final and permanent.

Responsibility

It is the student's responsibility to maintain the integrity of their academic work and seek appropriate support through legitimate means such as the Writing Center, which is free to all A-State students.

Acknowledgement

Enrollment in the program signifies the student's agreement to uphold all academic integrity policies, including this policy on contract cheating.

Contract Cheating Policy

Contract Cheating is paying someone to complete academic work or take a class on a student's behalf constitutes a severe breach of academic integrity and is considered a serious violation of academic integrity.

Violations and Sanctions:

Any student found to have paid, attempted to pay, or arrange for another person to take a course or complete coursework on their behalf will:

- Be reported to Academic Misconduct for formal investigation which will include a hearing.
- Be immediately dismissed from the academic program with no opportunity to reapply.
- Have the offense documented in their permanent academic record.

No Warning or Progressive Discipline

Due to the egregious nature of this violation, no warning or lesser sanction will be issued, regardless of whether it is a first offense.

Appeals

Students may appeal the dismissal in accordance with A-State's academic misconduct appeals process. However, unless overturned, dismissal will remain final and permanent.

Responsibility

It is the student's responsibility to maintain the integrity of their academic work and seek appropriate support through legitimate means such as the Writing Center, which is free to all A-State students.

Acknowledgement

Enrollment in the program signifies the student's agreement to uphold all academic integrity policies, including this policy on contract cheating.

Artificial Intelligence Policy

Acceptable Use

Students must adhere A-State's academic integrity standards. Unless explicitly permitted by the course instructor, the use of AI tools (e.g., ChatGPT, Grammarly, QuillBot, Claude, etc.) to generate or complete academic assignments is considered unauthorized and a violation of this policy.

All AI usage at A-State must adhere to the following principles:

- **Transparency and Accountability:**
Users must disclose when AI is used for decision-making, content generation, grading, or other impactful processes.
- **Bias and Fairness:**
AI tools must be implemented fairly. Users should actively mitigate biases that may affect individuals based on race, gender, age, or other protected characteristics.
- **Data Privacy and Security:**
AI usage must comply with A-State data policies and applicable laws, especially those listed in Section 8.
- **Academic Integrity:**
AI must not compromise academic honesty. Students must disclose AI use where required and follow the Academic Integrity Policy.
- **Informed Consent:**
Individuals must be informed when their data is processed by AI systems, and explicit consent must be obtained when necessary.

Use of AI in Education

Student Responsibilities:

Students may use AI to support learning but must not use it to complete assignments or exams dishonestly.

Use of AI in Research

AI use in research should:

- Support (not replace) ethical research practices
- Comply with institutional research ethics and regulatory requirements

Prohibited Uses of AI

The following are not permitted:

- Using AI for academic dishonesty (e.g., cheating or plagiarism)
- Collecting or using personal data without authorization
- Discriminatory or biased use of AI
- AI surveillance without approval from A-State IT Security and Legal departments

Violations and Sanctions:

Violations of this AI Usage Policy will result in the following progressive disciplinary actions:

- **First Offense:**
The student will receive a grade of **zero (0)** on the affected assignment(s). A formal Academic Misconduct Report will be submitted to the Office of the Provost and documented in the student's academic record.
- **Second Offense:**
The student will be **suspended from the academic program** for one full semester. A formal Academic Misconduct Report will be submitted to the Office of the Provost and documented in the student's academic record.
- **Third Offense:**
The student will be **dismissed permanently from the program**, with **no option to reapply**. This dismissal will be formally recorded through an Academic Misconduct Report to the Office of the Provost and reflected on the student's academic transcript.

Appeals

Students have the right to appeal any disciplinary action in accordance with the institution's academic grievance procedures.

Responsibility

It is the student's responsibility to seek clarification from instructors when uncertain about acceptable uses of AI for any given assignment or project.

Acknowledgment

By enrolling in the program, students acknowledge their understanding and acceptance of this policy.

Artificial Intelligence Terms and Definitions:

- **Artificial Intelligence (AI)** - a computer program or algorithm designed to imitate Human intelligence, whether that intelligence is static (pre-programmed) or dynamic (learning from input data)
- **Machine Learning (ML)** - an artificial intelligence designed to learn from data that is provided to it
- **Generative AI** - a machine learning algorithm that, once trained on a given set of data, can produce synthetic data (in the form of text, images, sounds, videos, or other synthetic data points) such that most casual observers would agree that the synthetic data realistically approximates the character and form of the training data with high fidelity, without explicitly copying the training data
- **Large Language Model (LLM)** - a generative AI that is capable of functionally understanding and producing human language such that it can respond to a variety of prompts in a manner that is relevant to the given prompt

Please refer to the CNHP College Code of Honor, and the A-State Office of Student Conduct for a complete review of the standards of student conduct and disciplinary actions imposed for violations. The handbook can be located at this link: <https://www.astate.edu/student-life/student-support/student-conduct/astate-student-handbook-2025.pdf>

Attendance Policy

Disaster Preparedness and Emergency Preparedness (DPEM) is a program designed to provide students with the knowledge, skills and attitudes to practice as Disaster Preparedness and Emergency Management officials. As such, it is essential that students attend and participate in all courses, including traditional face-to-face, hybrid, and online courses. This may also include training or attendance of courses/seminars throughout the span of a student's coursework.

1. Online students are required to participate in all course activities each week that run from Monday at 12:01 am until Sunday at 11:59 pm. Failure to log in and participate in the scheduled activities for the week constitutes an absence. Please arrange your schedule so that you are present, punctual and attentive.
2. Absences will be excused only for illness or personal emergencies. Students are to notify the instructor(s) of the course(s) **prior** to class time. Students completing internship or capstone hours off site must notify their supervisor **prior** to the expected starting time.
3. Students should log-in to Canvas and check their A-State assigned email accounts on a daily basis.
4. Students are held responsible for information covered while absent.
5. All absences are documented. Unexcused absences are unacceptable. The course grade will be affected, based on the number of violations.
6. Students needing special accommodations due to face-to-face class conflicts with the religious observances must notify course instructors within the first two weeks of class.

Online courses do not present conflict with religious observances as each class is week-long.

Final Projects

Undergraduate

All undergraduate students must complete the capstone course.

Graduate

All graduate students must complete a final project (internship or research) before completing the program. Students who seek to complete the internship project are responsible for locating their own internship site. Internships can be conducted at places of employment if the internship project falls outside of the student's job description and daily duties. Students who seek to complete the research project must have: an A in DPEM 6123 Research Design or HSRM 6413 Research in HSRM; the instructor's (DPEM 6123 or HSRM 6413) recommendation; and research project coordinator permission.

Tobacco Policy

Effective August 1, 2010, Arkansas State University became a Smoke Free campus in response to Arkansas State Law, the Arkansas Clean Air on Campus Act of 2009 (Appendix A). Further, **the School of Nursing prohibits all tobacco products including smoked and smokeless on campus and in classrooms, labs and internship sites.**

While in the internship or capstone setting, students will comply with the organization's specific policy. Effective October 1, 2005, Arkansas state law prohibited smoking on any grounds owned by a hospital including, but not limited to, buildings in and on where medical facilities operate together with all property owned by a medical facility that is contiguous to the buildings where medical services are provided.

Any student that smokes or uses smokeless tobacco products in a classroom, lab, or internship site will be subject to that facility's policy or procedure actions [removal from premises or fined] and will not be allowed to return to the internship site. This may result in removal from the course.

Substance Abuse Screening

In the event the Regional Center for Disaster Preparedness or any affiliated institution requests drug testing prior to internship placement, students will be responsible for the cost. Specifics regarding this procedure may be found in specific course syllabi and/or the Substance Abuse Policy for the College of Nursing and Health Professions found in this document.

Substance Abuse Testing

When engaged in educational activities on campus or at internship sites, students are expected to be free from the abusive influence of chemical substances/drugs. When students are under the influence of drugs or alcohol, they present a threat to patients, fellow students, faculty, and employees and visitors at a clinical site. As a condition of admission and retention in a CNHP program, all students must agree to adhere to the Substance Abuse Policy and Procedures when

conducting any activity associated with their academic program. Please refer to the policy in the [CNHP student handbook](#) for details.

In the event that an affiliated institution requests drug testing prior to internship placement students will be responsible for the cost. 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, the student will immediately be asked to submit to drug testing, and again, the costs will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.

Social Media Guidelines

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the Internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, X (formerly known as Twitter), Instagram, Tik Tok, Snap Chat, or You Tube 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/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site (s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Dismissal from the program - UNDERGRADUATE **ACADEMIC AND PROFESSIONAL DISMISSAL:**

A student may be asked to leave the DPEM Program if any of the following conditions occur:

1. Failure to meet acceptable academic standards. For example, failing to maintain a GPA of 2.0.
2. Demonstrate a lack of ability to engage in Disaster Related Services.

*Examples a lack of ability to engage in Disaster Related Services include:
Failure to exhibit behavior of:

- a.) integrity,
 - b.) dependability and accountability,
 - c.) concern for human and societal needs.
3. DPEM internship performance that jeopardizes safety of fellow workers or those served.
 4. Physical or emotional condition of a nature that affects, or is affected by, one's performance in the classroom and the internship or capstone site.
 5. Illegal behavior that includes but is not limited to conviction in this state or any other state of a crime that is a felony.
 6. Academic dishonesty including cheating, plagiarism, using AI to support or complete work, or contract cheating.

Dismissal from the program - GRADUATE

ACADEMIC AND PROFESSIONAL DISMISSAL:

A student may be asked to leave the DPEM Program if any of the following conditions occur:

1. Failure to meet acceptable academic standards. For example, failing to maintain a GPA of 3.0.
2. When a student attains a "C" in two courses or receives a combination of two "C, or "F" grades.
3. Demonstrate a lack of ability to engage in Disaster Related Services.

*Examples a lack of ability to engage in Disaster Related Services include:

Failure to exhibit behavior of:

- a.) integrity,
 - b.) dependability and accountability,
 - c.) concern for human and societal needs.
4. DPEM internship or capstone placement or performance that jeopardizes safety of fellow workers or those served.
 5. Physical or emotional condition of a nature that affects, or is affected by, one's performance in the classroom and the internship or capstone site.
 6. Illegal behavior that includes but is not limited to conviction in this state or any other state of a crime that is a felony.
 7. Academic dishonesty including cheating, plagiarism, using AI to support or complete work, or contract cheating

DISMISSAL OR REMOVAL FROM INTERNSHIP OR CAPSTONE OR INTERNSHIP

A student dismissed or removed from internship or capstone at the request of the Internship or capstone Agency Representative will be placed on probation until the end of the course. Faculty will make every attempt to locate another suitable internship or capstone site. Faculty will work with the student to produce a plan of action for the student to correct the behavior that led to dismissal. By the end of the probationary period, the student must demonstrate improvement or correction of the behavior that led to the dismissal from the internship or capstone site. If the student fails to improve or demonstrate correction of the behavior that led to dismissal from the internship or capstone site, faculty will meet and based on course objectives, will decide resolution up to and including course dismissal.

DISMISSAL APPEALS: STUDENT RIGHTS AND GRIEVANCE PROCEDURES

Students should read carefully the [A-State Student handbook](#) sections on “Student Rights” and “Grievance Procedure.” These sections will assist you in being more informed as to the student’s role and options.

READMISSION OF STUDENTS: After one regular semester or full summer in suspended status, students may be readmitted on probation, but only upon recommendation of their adviser and department chair and with the approval of the dean of the Graduate School. Readmission to Graduate School does not imply readmission to a particular degree program. The student must reapply to the program. Students who are permanently dismissed from the program due to contract cheating or progressive use of AI or plagiarism will not be allowed to reapply.

College Code of Honor Policy and Procedures

Code of Honor

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable academic conduct. A student is assumed honorable until his/her 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 procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college 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 his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

The College Student Code of Honor exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the [A-State Student Handbook](#). An honor offense by the college code is defined as an act of lying, cheating or stealing. These terms are defined as follows:

Lying - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

Cheating - 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.

Stealing - to take the property of others without permission or right; to take ideas, credits, and words without right or acknowledgement; to accept credit for another's work.

These honor code violations apply whether they are performed individually or in groups. They apply to didactic and internship or capstone experiences of the program.

Procedures

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question or the DPHEM department chair. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students in Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the [A-State Student Handbook](#) under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is found in the section on "Appeal Process".

Confidentiality Contract

The confidentiality of internship or capstone sites and information of the College of Nursing & Health Professions at Arkansas State University may be protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality will be subject to immediate termination from the internship or capstone site. Such disclosure is also subject to applicable laws and regulations.

Students are not allowed to discuss internship or capstone site details and critical information with individuals in the community.

Access and Accommodation Services

Students with a documented disability requiring special accommodations, please contact the Office of Access and Accommodation Services at (870) 972-3964. They are located in room 2181 of the Student Union. Their website is: <https://www.astate.edu/student-life/student-support/access-and-accommodations/index.html>

Dress Code

The DPEM program expects students to reflect professionalism and maintain high standards of appearances and grooming when in the professional internship or capstone setting. Students are expected to dress to the professional standards of the site they conduct their internship at. This should be discussed during the interview process before beginning the internship to know what is expected.

Grading System

The DPEM curriculum typically follows the standard grading scale:

<u>Letter Grade</u>	<u>Percent</u>
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	<60

Each course in DPEM has a descriptive course syllabus with course objectives and how the final course grade is determined. It is the student's responsibility to be familiar with and meet the requirements of each course.

Instructor Contact and Availability

Instructor contact information is provided in the syllabus of each course. Students should read and observe the contact guidelines set forth by the instructor. Because many courses are delivered online and are available nights and weekends consideration should be given to expectation of response. While some instructors may respond to email on nights and weekends students should respect that this is a courtesy not a requirement. All email communications between instructors and students should use A-State email systems and include last name, student ID and course name in the subject line. Faculty typically respond within 24 hours of receipt of the email, and emails received during weekends and holidays may not be answered until the first day campus is open following the break.

Graduation

Students must complete an online "Intent to Graduate" form at the beginning of their last semester of the DPEM program. These forms are available through the My Campus Portal. Once you complete the online process, a notification will be sent to your advisor to complete the checklist. Once the checklist is complete, it will be sent to the Registrar's Office. It is the

student's responsibility to complete the online "Intent to Graduate" form prior to the deadline.

Grievance

Students should carefully read the [A-State Student Handbook](#) sections on "Student Rights" and "Grievance Procedure". These sections will inform you of the student's role and options.

Professionalism

During interactions with fellow students, staff, and internship or capstone and/or internship sites, DPEM students are expected to represent the professional standards associated with the disaster preparedness and emergency management field. Personal agendas and opinions should be withheld while you are in a position representing this department. **(Appendix B – Professional Behavior Evaluation Form)**

Record Release

While a student is still enrolled at A-State, he/she may begin to apply for post-graduation jobs or graduate school. As such, students may request DPEM faculty serve as an academic reference on their behalf. For DPEM faculty to share students' relevant academic information (such as overall GPA or internship or capstone preceptor comments) with potential employers or universities, they need the student's permission. Students must have a completed and signed "Educational Records Release Form" in their file in the DPEM departmental office before requesting DPEM faculty serve as academic references.

Health Regulations

Infection Control

Students and faculty may be exposed to blood-borne pathogens such as HIV and HBV when working in disaster settings or with specimens. All CNHP students and faculty will employ standard precautions, hand washing, and personal protective equipment (PPE) in both the student lab and internship or capstone settings to prevent contact with blood and other potentially infectious materials. CNHP students will receive instruction and annual evaluation regarding transmission of blood-borne pathogens and the use of standard precautions.

If a student is exposed (via eye, mouth, mucous membrane, non-intact skin, or parenterally) to a blood-borne pathogen during an on-campus laboratory session, the post-exposure protocol proceeds as follows:

The student will notify the faculty member supervising the laboratory experience.

1. The CNHP incident form will be completed as soon as possible following the incident.
2. The exposed individual will be referred to the Student Health Center for evaluation.
3. The post-exposure follow-up should be managed by the individual's primary care provider at the individual's expense.

Standard Precautions

All College of Nursing and Health Professions students and faculty will employ Standard Precautions while in the internship setting. Protocols for Standard Precautions (previously referred to as Universal Precautions) can be found in the OSHA Blood borne Pathogens Standard document (**Appendix D**).

Required Signature Forms

The following attestation forms must be signed, verifying that you read and understand the stated policies or procedures. After signing each form, scan and email to dpem@astate.edu. Each form will be placed in the permanent student file.

- Appendix A – Student handbook verification
- Appendix D – Hepatitis B vaccination declamation
- Appendix F – Substance abuse compliance contract
- Appendix G – Student confidentiality contract
- Appendix H – College code of honor
- Appendix I – Disabilities Statement
- Appendix K – Field/Clinical site release form

Student Services

Financial Aid

The Financial Aid Office coordinates all financial assistance available to students at Arkansas State University with the exception of Veteran and Social Security benefits. Financial Aid to Online students may differ from traditional face to face students.

The federal government is the primary source for student aid funds. Other sources include the state, the institution, and private donors.

Eligibility for most of the financial aid programs is based on financial need. However, there are several scholarships and grants in aid that are based on academic ability and/or special skills in certain areas. In addition, there are scholarships for nursing and health professions students which have been made possible by private organizations. Each student should check with the Chairperson of the Scholarship Committee (CNHP) for availability of these scholarships.

Library Resources

Nursing books and journals are available at both A-State's Dean B. Ellis Library. Additionally, the Dean B. Ellis Library can be accessed online at www.library.astate.edu. Many professional journals have full-text articles available online through the library.

Computer Lab and Usage Policy

All Arkansas State University computing facilities, equipment, software and reference manuals are for class use only. No use of a commercial nature or use for personal gain or profit will be allowed.

Copying of computer software or related reference manuals for commercial or personal use is a violation of federal copyright laws and will not be allowed.

Playing games on the computers will not be allowed.

Using computers and printers to print banners, posters, term papers, resumes, greeting cards, etc. will not be allowed unless it is for an A-State computer or word processing class assignment.

Counseling Center

The Counseling Center provides personal, career and academic counseling to A-State students. While the Center staff works with students who may be experiencing a crisis, the goal is to help students deal with their concerns before they develop into more serious problems. Counseling Center services are performed by psychologists and counselors, counseling interns, and counseling internship or capstone students. All full time staff members are licensed mental health practitioners and services are always performed by those whose skills and training are appropriate to the task. The Counseling Center is located in Suite 2203 in the Carl R. Reng Student Union. Call 870-972-2318 or see the website, <https://www.astate.edu/student-life/student-support/counseling-services/index.html>.

Student Health Center

The Student Health Center has an array of medical services from treating minor illnesses & injuries to providing physical exams, immunizations, female exams (including pap smears), health education, and pre/post-test HIV counseling (includes blood draw). Call for an appointment, 870-972-2054 or see the website: <https://www.astate.edu/student-life/student-support/nyit-medical-clinic/>

APPENDICES

Appendix A – Required Signature Form

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

This attestation form must be signed, verifying that you read and understand the stated policies or procedures. After initialing and dating beside each listed document, sign the document and return to the DPEM office prior to Orientation. Each form will be placed in your permanent student file.

Document	Statement (Student is responsible for reading each document in its entirety.)	Initial	Date
DPEM Student Handbook	I understand that I am responsible for the information contained in the DPEM Student Handbook and agree to abide by the policies contained therein. It is my responsibility to periodically review the Handbook for updates.		
Disabilities Statement	In accordance with the Americans with Disabilities Act, I (check one item below) _____Require no special accommodations to complete the program in which I am enrolled, or _____Require the following special accommodations to complete the program in which I am enrolled. Annually, a copy of your card from Disability Services Card must be provided to the DPEM program. You must notify faculty each semester of your disability needs for class/clinical.		
College Code of Honor (p. 24)	I have read the explanation of the College Code of Honor. I understand that, as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.		
Student Confidentiality Contract (p. 25)	I understand the information presented to me regarding the patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my clinical course at Arkansas State University		

Substance Abuse Compliance Contract (p. 32)	I have read the Board of Trustee approved <i>Substance Abuse Policy & Procedures</i> of Arkansas State University College of Nursing and Health Professions and agree, as a student in the DPEM program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. I understand that it is my responsibility to report any medication taken which would adversely affect by ability to perform safely in class or clinic. I also understand that any cost involved in drug testing will be my responsibility. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.		
Information to Students via e-mail	I give permission for faculty of the DPEM Department A-State student e-mail to provide or exchange non-directory information such as grades, assignments, and other course related information with me during my enrollment in the nursing program. I understand that there is no guarantee of confidentiality on the Internet and it is possible for a third party to gain access to this information.		

Printed Name of Student _____

Signature of Student _____

A-State Student ID Number _____

Date _____

Revised 5/7/2012

Appendix B – Professional Behavior Evaluation Form

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

Student: _____

Instructor: _____ Course: _____

Semester: _____ Year _____

1. Please complete this form for any student whose actions indicate poor professional conduct in the following areas:

Expected Professional Behaviors	Areas of Concern
Punctuality for lecture, classroom, and clinical laboratories	
Consistent preparation for lecture, classroom and clinical laboratories	
Completion of assignments within allotted parameters	
Positive relationships with peers, faculty, patients, and staff	
Compliance with the dress code	
Acceptance and incorporation of faculty feedback	
Adherence to policies and standards stated in the Arkansas State University, CNHP, and DPEM handbooks.	
Other (please be specific):	

2. Attach a sheet detailing the behavior(s) and incident in which they occurred.
3. Corrective Actions to be taken (Mark all that apply):
- _____ a. Remediation (attach detailed plan)
 - _____ b. Unsatisfactory in a specific area for the day of internship or capstone/classroom
 - _____ c. Dismissal from internship or capstone day with an overall unsatisfactory grade
 - _____ d. Conference with faculty committee
 - _____ e. Dismissal from course or internship or capstone course with unsatisfactory grade
 - _____ f. Other actions may be taken with approval of department chair or CNHP dean.

Signatures: _____

Date _____

(Student)

Date _____

(Faculty)

Date _____

(Course Coordinator, if applicable)

Date _____

(Program Director)

Appendix E – Student Record Procedure

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

Arkansas State University School of Nursing publishes the following procedures in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA).

DEFINITIONS

For the purpose of this document, the department has used the following definitions of terms.

Student- any person formally admitted and attends or has attended Arkansas State University nursing program

Educational records- any record (in handwriting, print, tapes, film or other medium) maintained by the department which is directly related to a student, except: A personal record kept by a faculty or staff if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the DPEM Chair. Students should submit to the DPEM Chair a written request, which identifies as precisely as possible the information he or she wishes to inspect. The DPEM Chair will need to make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected.

RIGHT OF THE UNIVERSITY TO REFUSE ACCESS

DPEM reserves the right to refuse to permit a student to inspect the following records:

- I. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed on file before January 1, 1975.
- II. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

DPEM reserves the right to refuse copies of the records in any of the following situations:

- I. The student has unpaid financial obligation to Arkansas State University
- II. The student has not paid for the copying expenses.

TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the university maintains, their locations and their custodians.

Types Location Custodian

- Admission Records/Admissions Office/Director of Admissions
- Cumulative Academic Records/Registrar's Office/Custodian of Records (Current students and five years after graduation or withdrawal)
- Cumulative Academic Records/Registrar's Office/Custodian of Records (Former students; over five years after graduation or withdrawal)
- Health Records/Wilson Student Health Center/Student Health Center Director
- Financial Records/Student Account Services/Administration, Office of Finance/Student Account Advisor
- Placement Records/Career Services Center/Director of Career Services
- Disciplinary Records/ Student Life/ Assistant Dean of Students for Judicial Affairs (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence from other offices, etc.)

DISCLOSURE OF EDUCATION RECORDS

The DPEM will disclose information from a student's education records only with the written consent of the student, except:

- I. To school officials who have a legitimate educational interest in the records. A school official is:
 - a. A person employed by the university in an administrative supervisory, academic or research, or support staff position.
 - b. A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.
 - c. Performing a task that is specified in his/her position description or by a contract agreement.
 - d. Performing a task related to a student's education.
 - e. Performing a task related to the discipline of a student.
- II. To officials of another school, upon request, in which a student seeks or intends to enroll.
- III. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- IV. To appropriate parties in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- V. To appropriate parties required by a state law requiring disclosure that was adopted before November 19, 1974.
- VI. To organizations conducting certain studies for or on behalf of the university.
- VII. To accrediting organizations to carry out their functions.
- VIII. To comply with a judicial order or a lawfully issued subpoena.
- IX. To appropriate parties in a health or safety emergency.
- X. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime.

RECORDS OF REQUEST FOR DISCLOSURE

The DPEM department will maintain a record of all requests for and /or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

DIRECTORY INFORMATION

The DPEM department designates the following items as Directory Information: student name, address, telephone number, class/semester, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part/full-time enrollment, degrees and awards received, and most recent previous school attended. The department may disclose any of those items without prior written consent, unless notified in writing to the contrary.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected when they believe these records are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- I. A student must ask the DPEM to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.
- II. The DPEM may comply with the request or it may decide not to comply. If it decides not to comply, the department will notify the student of the decision and advise him/her of his/her right to grieve the record believed to be inaccurate, misleading, or in violation of the student's rights. The DPEM will inform the student to follow the student grievance procedure found in the student handbook.
- III. If the DPEM decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and /or a statement setting forth reasons for disagreeing with the decision.
- IV. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the DPEM discloses the contested portion of the record, it must also disclose the statement.
- V. If the DPEM decides that the information is inaccurate, misleading, or in violation of the student's right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Approved 8/16/02
Revised 7/2014

Appendix F – Substance Abuse Compliance Contract

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

I, _____, have read the Board of Trustees approved “Substance Abuse Policy & Procedures” of the Arkansas State University College of Nursing & Health Professions, and agree, as a student in a professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. I understand that it is my responsibility to report any medications taken which could adversely affect my ability to perform safely in class or on internship or capstone and/or internship site rotations. I also understand that any cost involved in drug testing will be my responsibility. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

Student Signature: _____

Printed Name: _____

Date: _____

Appendix G – Student Confidentiality Contract

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

The confidentiality of patients admitted to contracted internship or capstone and/or internship agencies of the College of Nursing & Health Professions at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality is subject to immediate termination from the clinical rotation. Such disclosure is also subject to applicable laws and regulations.

Students are not allowed to discuss confidential and/or private critical information about their associated facility with individuals in the community and are not allowed to discuss confidential and/or private critical information in public areas within the internship or capstone and/or internship site.

I, _____, understand the information

presented to me regarding patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my internship or capstone and/or internship site course at Arkansas State University.

Student Signature: _____

Printed Name: _____

Date: _____

Appendix H – College Code of Honor

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable academic conduct. A student is assumed honorable until his/her 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 procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college 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 his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

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

Student Signature: _____

Printed Name: _____

Date: _____

Note: Keep a copy of this page for your file. Submit the original to your advisor to be placed in your advising folder.

Appendix I – Disabilities Statement

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

In accordance with the Americans with Disabilities Act, I, _____ ,
Print Student Name

(Check one item below)

____ Require no special accommodations to complete the program in which I am
enrolled, or

____ Require the following special accommodations to complete the program in which I am
enrolled:

Student Signature: _____

Printed Name: _____

Date: _____

A copy of your card from Disability Services must be attached to this form if you require
special accommodations. Each year a copy of your Disability Services card must be provided
to the DPEM department. You must notify faculty each semester of your disability services.

Appendix J – Educational Records Release Form

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

Student's authorization to disclose information in education records pursuant to Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

I, _____, hereby authorize Arkansas State University to disclose the following information, documents, etc., contained in my education record:

(specify) _____

To (person or organization to whom authorization is given):

For the purpose of: _____
(state purpose for which information may be disclosed).

Student Signature: _____

Printed Name: _____

Date: _____

Appendix K – *Field/Clinical Site Release Form*

Arkansas State University
College of Nursing & Health Professions
Disaster Preparedness and Emergency Management Department

As part of the professional degree program, I will be required to enroll in clinical/field courses at various sites and locations prior to my graduation. My signature on this form acknowledges that I understand I will **not** be financially compensated for these field or clinical courses by either Arkansas State University or the entity who operates the site and location where these field or clinical courses will take place.

Student Signature: _____

Printed Name: _____

Date: _____