# College of Nursing
# Bachelor of Science in Nursing

**Student Handbook
Of
Academic Policies and Procedures
2020-2021**

*Integrating Faith in Learning, Leading, and Serving*

# Charleston Southern University

# *BSN Student Handbook of Academic Policies and Procedures*

Welcome to the College of Nursing at Charleston Southern University!

This handbook for undergraduate students at the College of Nursing provides information regarding policies, procedures, available resources, and issues that pertain to student academic life. It also outlines the rights and responsibilities of all College of Nursing students.  Please note that information in the BSN Student Handbook is **updated annually**.

Students are responsible for using the handbook as a resource when questions arise and as a guide to academic and non-academic policies and procedures.  All students are required to sign the Handbook Acknowledgement document and upload the document to their Castle Branch online compliance tracker, which certifies that students are responsible for:

    a.  **Reading the handbook to its entirety each year**
    b.  **Reviewing and understanding any changes made to the Handbook during the entire time they are enrolled as a student in the College of Nursing**
    c.  **Recognizing that changes made to policies and procedures may impact them as a student**

Changes in policies may be implemented immediately throughout the academic year, and students will be notified of any changes.  The information in this handbook is accurate as of August 2020. A copy of the BSN Student Handbook of Academic Policies and Procedures is available electronically on the College of Nursing BSN website:
https://www.charlestonsouthern.edu/academics/college-of-nursing/nursing/bsn/

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## *2020-2021 Academic Calendar*
### Fall Semester 2020

| | |
|---|---|
| August 13 | Fall Faculty Kickoff |
| August 15-17 | New Student & Freshman Orientation |
| August 19 | Registration and Drop/Add - All Students |
| August 19 | Classes Begin (Day, Evening, Accelerated I & CAPS I) |
| August 26 | Last Date to Register or Drop/Add Classes for Day, Evening, Accelerated I & CAPS I before 5:00 p.m.**;** Last Date to Receive Full Refund of Tuition if Withdrawing from CSU |
| August 31 | Last Date for 25% Tuition Refund if Withdrawing from CSU before 5:00 p.m.; No Refund after this Date (Day, Blended, Accelerated BSN, and Evening) |
| October 2 | Midterm |
| October 10 | Accelerated BSN I Classes End |
| October 7 | Accelerated BSN II Classes Begin |
| October 16 | Last Date to Withdraw with a Grade of "W" in Day, Blended, and Regular Evening Classes before 5:00 p.m. |
| October 19-23 | Advisement and Preregistration for Seniors and Juniors starts at 8:00 a.m. |
| October 26-30 | Advisement and Preregistration for Sophomores starts at 8:00 a.m. |
| November 2-13 | Advisement and Preregistration for Freshman starts at 8:00 a.m. |
| November 6 | Last Date to Apply for Spring Graduation |
| November 11 | Last Date to officially withdraw from the University |
| November 17 | Day, Blended, Accelerated BSN, and regular Evening Classes End |
| November 19-24 | Final Exams (Day, Blended, Accelerated BSN and Regular Evening Classes) |
| November 25 - 27 | Thanksgiving Holidays – Campus Closed |

**Spring Semester 2021**

| | |
|---|---|
| January 11 | Registration and Drop/Add |
| | Classes Begin (Day, Evening, Accelerated I & CAPS I) |
| January 15 | Last Date to Register or Drop/Add Classes for Day, Evening, Accelerated I & CAPS I before 5:00 p.m.; Last Date to Receive Full Refund of Tuition if Withdrawing from CSU |
| January 18 | Martin Luther King, Holiday (Campus Closed) |
| January 19 | All Classes Resume |
| January 22 | Last Date for 25% Tuition Refund if Withdrawing from CSU before 5:00 p.m.; No Refund after this Date |
| February 1 | Last Date to Withdraw from Accelerated I & CAPS I with a grade of "W" before 5:00 p.m. |
| February 28 | CAPS I Classes End and Finals |
| March 1 | Midterm |
| | Accelerated I Classes End |
| March 4 | Final Exams, Accelerated I |
| March 8-12 | Spring Break |
| March 15 | Classes Resume |
| | Accelerated II & CAPS II Classes Begin |
| March 19 | Last Date to Withdraw with a Grade of "W" in Day and Regular Evening Classes before 5:00 p.m. |
| | Last Date to Register or Drop/Add Accelerated II & CAPS II classes before 5:00 p.m.; Last Date to Receive a Full Tuition Refund if Withdrawing from CSU before 5:00 p.m. (Accelerated II only) |
| March 22-26 | Advisement and Preregistration for Seniors and Juniors starts at 8:00 a.m. |
| March 25 | Last Date for Refund of 25% Tuition if Withdrawing from CSU before 5:00 p.m. (Accelerated II only) |
| March 29- April 1 | Advisement and Preregistration for Sophomores starts at 8:00 a.m. |
| April 1 | Last Date to Withdraw from an Accelerated II & CAPS II Class with a Grade of "W" before 5:00 p.m. |
| April 2 | Good Friday, Holiday (Campus Closed) |
| April 5 | All Classes Resume |
| April 5-16 | Advisement and Preregistration for Freshmen starts at 8:00am |
| April 9 | Last Date to Apply for Summer and Fall Graduation |
| April 20 | Last Date to officially withdraw from the University |
| April 27 | Day and Evening Classes End (Accelerated II and CAPS II Continue) |
| April 28 | Final Exams for some Wednesday Classes |
| April 28-May 4 | Day and Regular Evening Classes Final Exams |
| April 29 | Accelerated II Classes End |
| May 2 | CAPS II Classes End and Final Exams |
| Mat 3 | Final Exams, Accelerated II |
| May 8 | Commencement 10 a.m. |

**BSN PROGRAM BACKGROUND**

## *MISSION*

Provide excellence in nursing and health care to individuals, groups, families, and society through its program of education and service while respecting cultural, ethnic, religious, and individual differences and commonalities.

## *PURPOSE*

Provide a high-quality baccalaureate-nursing program that prepares graduates to:

1. Practice safe and high-quality professional nursing in a variety of health care delivery settings;
2. Value lifelong learning for professional, personal, and spiritual growth;
3. Demonstrate commitment to service in the community;
4. Contribute to the quality and safety of nursing and health care services.

## *PHILOSOPHY*

The philosophy of the College of Nursing revolves around developing nurses in a personal, professional, clinical and spiritual sense. The Faculty of the College of Nursing are an integral part of the Charleston Southern University community. We support the mission and purpose of the University to provide an education which encompasses concepts that will determine the quality of life and equip students for significant roles in leadership, lifelong learning, and service. The faculty strive to enhance student academic excellence and Christian character in a Christian environment. The faculty prepare graduates with an increased level of critical thinking skills for personal and professional decision-making. These skills enable graduates to provide care to individuals, families, groups, communities, and populations in response to rapidly changing and complex social and technologically advancing global environments. The faculty of the College of Nursing believe that:

A ***person*** is a unique individual, possessing dignity and worth, who is created in the image of God. A person is comprised of integrated dimensions of biopsychosocial and spiritual variables, but when examined as a whole is more than the sum of the parts. In the process of self-realization, the person progresses through developmental stages. Each person has innate and acquired strengths and limitations which influence the ability to adapt throughout life.

The ***environment*** is a complex structure composed of systems and subsystems, which interact in the chain of life. Environment encompasses the physical realm of inanimate and animate objects. The inanimate realm includes the basic elements essential to life. The environment of human community, as part of the animate realm, includes society and its inherent cultures. Culture defines the person's values, roles, expectations and behavior. The importance of health to a person may be influenced by culture. Persons are in constant interaction with the environment. These

surroundings are a source of internal and external stressors and resources, which assist or hinder the person in the adaptation to the environment.

*Health* is a dynamic state of being, which is determined by the ability to adapt. Health is a human response to stressors in an effort to maintain equilibrium. Adaptation is the process by which one attempts to maintain equilibrium. Varying levels of health exist which fluctuate in response to interaction with the internal and external stressors in the environment. Failure to maintain equilibrium results in physical, psychosocial or spiritual disequilibrium.

*Nursing* is an art and science utilizing specialized knowledge. The art of nursing is caring. Caring is the creative and dynamic application of nursing knowledge emphasizing the human aspect. The science of nursing is built on theoretical foundations acquired from the arts, humanities and the biological, physical and behavioral sciences. The combination of the art and sciences makes nursing a unique practice discipline, which is goal-directed through the use of the nursing process. Nursing process is a scientific method of problem solving, the steps of which are assessing, analyzing, planning, intervening and evaluating.

In an advocacy state, nursing delivers varying levels of care in a collaborative and therapeutic relationship with the client. The graduate recognizes safe, quality patient care is achieved through collaboration and communication with other disciplines within the health care system, nursing coordinates and manages care of the client, while maintaining quality of care and promoting safety in practice. In order to respond to the needs of clients in complex health care systems, multiple nursing roles at various educational levels are required to meet society's diverse health needs.

*Education* is the process of creative application of the principles of teaching and learning. Education is goal-directed and can occur in formal and informal settings.

*Learning* is an active, continuous, life-long process through which the individual's knowledge, attitudes or behavior is changed. Learning is achieved as a result of developing the individual's inherent abilities through organized or independent experiences. These experiences may be actual or simulated in nature and may involve the use of information technology. The learner is an individual with self-perceived learning needs and goals, and varying degrees of readiness.

*Teaching* is an ongoing interactive process whereby knowledge, skills and experience are shared between the teacher and learner. The teacher is the facilitator of the teaching-learning process. Teaching is effective when learning occurs.

*Nursing education* is a systemized plan for assisting the learner to acquire an essential body of knowledge including interpersonal, intellectual and psychomotor skills and attitudes, which are essential for the learner to be accountable as a member of the profession of nursing. This education is based on learning principles—familiar to unfamiliar, simple to complex, and known to unknown. Nursing education is based upon a liberal arts education, which enables the students to think critically, to seek out information, and to problem solve. This education can best be obtained in the collegiate setting. This setting provides a balance between general education and nursing education, thus enabling the graduate to function effectively as a contributing member of nursing and society. Nursing education contains a common core of nursing knowledge and competencies, which serve as a basis for nursing practice.

*__Faith Integration__* is the reflection of Christian faith within the education of students. It is a privilege of Christian educators and requires faculty to commit to academic excellence and work toward integrating faith to the glory of God. Faculty are called to help students learn to be more like Christ and to provide academic guidance that will help nursing students practice their profession with Christian distinction.

Education at the baccalaureate degree level prepares the professional nurse. The baccalaureate graduate is prepared to provide care in multiple settings to individuals, families, groups, communities, and populations with less common and more complex health stressors. This graduate is able to function independently, assume leadership roles, and is prepared to seek further education in a graduate setting and assume emerging roles with additional preparation.

Beyond the baccalaureate degree, the graduate continues to identify personal and professional learning needs. These needs may be met through continuing education or advanced degree preparation at the master's and/or doctoral levels. Graduate education prepares the nursing student as a specialist in a selected area of concentration.

## *END-OF-PROGRAM STUDENT LEARNING OUTCOMES*

In addition to the philosophy, the Program Outcomes of the College of Nursing provide additional support for the program content. Graduates with a Bachelor of Science in Nursing degree from the College of Nursing will accomplish the following **End-of-Program Student Learning Outcomes**:

1. Synthesize knowledge built from the theoretical foundations of the arts and humanities, and the biophysical, psychosocial, and nursing sciences to provide comprehensive nursing care that uniquely emphasizes the human aspect;

2. Promote health and prevent disease through the use of the nursing process with culturally diverse individuals, groups, families and society experiencing multiple and complex health stressors;

3. Demonstrate interprofessional communication and collaborative partnerships with clients and other health care professionals, recognizing the value of every team member and participating in systems solutions that support a safe and quality outcome and are based on current evidence-based nursing knowledge.

4. Demonstrate personal commitment and leadership accountability for delivering and monitoring care processes that improve quality and safety of simple and complex systems.

5. Translate current evidence along with clinical expertise and patient/family values to provide best clinical practice. Examine evidence and explore strategies for altering systems to improve quality and safety.

6. Manage information (including health policy and finance) and patient care technology in complex health care systems to provide safe and quality health care to the individual, families, groups, communities and populations.

7.  Characterize professional values of altruism, autonomy, human dignity, integrity, and social justice within the legal and ethical boundaries to minimize risk of harm to patients and systems and value their own role in preventing hazards and errors.

8.  Analyze effectiveness of multiple nursing roles, financial, and regulatory health care policies and appreciate the continuous processes, and collaborative nature of designing, testing, and evaluating methods to improve quality and safety required to meet the changing health care needs of a culturally diverse and complex society.

9.  Utilize technology to manage and allocate resources, communicate, educate, manage knowledge, decrease error, and support decision-making in the delivery of safe and quality patient care.

## *SCHOLARSHIP*

The College of Nursing defines scholarship as "those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods" (American Association of Colleges of Nursing, 1999).

## *HISTORY*

Charleston Southern University (CSU) has a long history of providing nursing education.  During the 1970s and 1980s, the University offered a successful associate degree in nursing program.  Although the University decided to cease operations of the nursing program in 1983, the idea of nursing remained on university officials' minds.

Charleston Southern University conducted a feasibility study from August through December 1992 to determine if a baccalaureate-nursing program was possible.  In January 1993, the Board of Trustees approved the beginning of a baccalaureate program at CSU, the College of Nursing (CON).  Pre-nursing students began enrolling in the Fall of 1994.  The first students were admitted into the nursing major in Fall 1995 with students admitted each subsequent Fall semester.  The first students to receive a Bachelor of Science in Nursing graduated in May 1998.

The nursing curriculum is designed to meet the current and future needs of health care providers in an industry that continues to make significant changes in the way health care is delivered.  The nursing curriculum is guided by the standards of the American Association of Colleges of Nursing (AACN), The Essentials of Baccalaureate Education for Professional Nursing Practice (2008).

The Derry Patterson Wingo School of Nursing, now the College of Nursing, at Charleston Southern University, was named for the late Derry Patterson Wingo of Kline, South Carolina. Since the mid 1970s, both Mrs. Wingo and her husband, Henry, were strong supporters of the University.  In Spring of 2013, the Board of Trustees approved the College of Nursing.  The transition to a College included the addition of Kinesiology and Athletic Training programs.  These programs were later housed under the College of Health Nursing and Allied Health, and in May 2014 the College of Nursing and Allied Health became the College of Nursing and the Allied

Health programs were housed in the College of Health Sciences.  The Accelerated BSN program was added to the College of Nursing in Fall 2019.

## *ACCREDITATION*

Charleston Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelors, and master's level degrees.

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033
Phone: 404.679.4500
Fax: 404.679.4558

The nursing program has Full Approval of the South Carolina Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). Next site visit will be 2028.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: 404.975.5000
Fax: 404.975.5020
acenursing.org

## *NON-DISCRIMINATION POLICY STATEMENT*

Charleston Southern University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis. Inquiries regarding the non-discrimination policies should be directed to Latitia R. Adams, Title IX Coordinator, 843-863-7374, ladams@csuniv.edu. Students should refer to the CSU Student Handbook to be fully informed of their rights and remedies.

# COLLEGE OF NURSING ORGANIZATIONAL CHART

## College of Nursing
## Charleston Southern University

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                          ┌─────────────────────┐
                          │ Dr. Jacqueline Fish  │
                          │  Vice President of   │
                          │  Academic Affairs    │
                          └─────────────────────┘
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┌──────────────┐          ┌─────────────────────────────┐
│ College of   │··········│     Dr. Andreea Meier        │
│ Nursing      │          │  Dean, College of Nursing    │
│ Advisory     │          └─────────────────────────────┘
│ Council      │
└──────────────┘
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Program Directors
BSN, MSN

College of
Nursing
Faculty

Simulation
Lab Manager

Undergraduate
Program
Assistants

Executive
Assistant to
The Dean
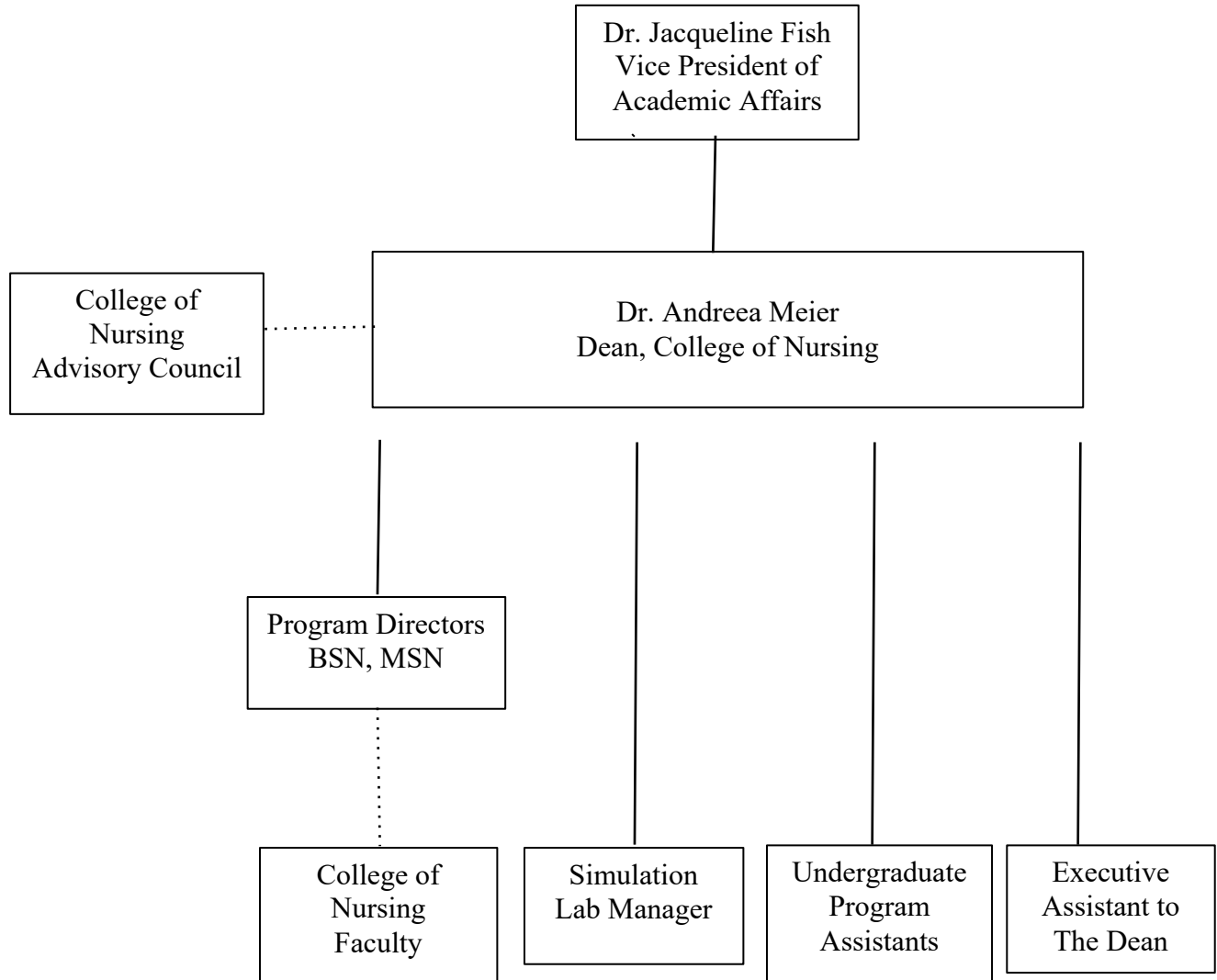
# FULL-TIME FACULTY AND STAFF

### Faculty

Meier, Andreea, DNP, MSN, RN
*Dean and Associate Professor*

Arnold, Karen, EdD (c), MSN, RN, CEN
*Assistant Professor of Nursing*

Ball, Vicki, EdD, MSN, RN, CNE
*Associate Professor of Nursing*
*Director of MSN Programs*

Bullock, Jennifer, MSN, RN, CHSE
*Instructor of Nursing*

Caison, Jeanne, MSN, RN, CPN
*Instructor of Nursing*

Collins, Amy, MSN, RN, CEN
*Assistant Professor of Nursing*

Dial, Sherry, EdD(c), MSN, RN
*Instructor of Nursing*

Dyson, Cynthia, EdD, MSN, RN BC, CNE
*Associate Professor of Nursing*
*Director of BSN Program*

Downing, Kimberly, MSN, RN, PCCN
*Assistant Professor of Nursing*

Ferguson, Julia, DNP, MSN, RN
*Assistant Professor of Nursing*

Hathcock, Sarah, MSN, RN
*Instructor of Nursing*
*Coordinator of ABSN Program*

Heaton, Kristina, MSN, RN
*Instructor of Nursing*

Jorgenson, Marcille, PhD, RN, NEA-BC, CNE
*Associate Professor of Nursing*

Mann, Lynne, MSN, RN, CNE
*Assistant Professor of Nursing*

Moeller, Jane, MSN, RNC-MNN
*Instructor of Nursing*

Nelson, Kerri, DNP, MS, RN, ACNS
*Assistant Professor of Nursing*

Raines, Andrea, MSN, RN, CEN
*Instructor of Nursing*

Schlette, Jennifer, EdD(c), MSN, RN
*Instructor of Nursing*

Singleton, Lynn, DNP, MSN, RN
*Assistant Professor of Nursing*

Timko, Donna, EdD(c), MSN, RN
*Instructor of Nursing*

Tisdale, Lori, MSN, RN-BC, CPN, CNE
*Instructor of Nursing*

Wall, Kelly, MSN, RN-BC
*Instructor of Nursing*

Warren, Linda, MSN, RN
*Assistant Professor of Nursing*

Weick, Susan, MSN, RN
*Instructor of Nursing*

Williams, Kathleen, PhD(c), MSN, RN-BC
*Assistant Professor of Nursing*

### Staff
Cole, Alleyn
*Pre-Nursing Advisor*

Davies, Susan, BSEd, CHSE, CHSOS
*Simulation and Lab Manager*

Pitsinger, Kimberly
*Clinical Compliance Coordinator*

Tinley, Linda
*Pre-Nursing Advisor*

# GENERAL INFORMATION AND POLICIES

## *STUDENTS' RIGHTS AND RESPONSIBILITIES*

Students accepted into the nursing program accept not only the published academic regulations, but also all rules found in any official announcement. Each student assumes responsibility for her/his actions. She/he is expected to respect constituted authority, protect private property, and exhibit conduct becoming a student of Charleston Southern University. This implies respect for the rights of others and freedom from control by any person other than recognized authority in accordance with established rules and regulations.

Wherever in this College of Nursing Student Handbook the pronouns "she" or "he" are used, the same shall be interpreted to include members of both sexes. In addition to the information in the **CSU Student Handbook** related to the Student Code of Conduct, students are expected to be familiar with and comply with the following rights and responsibilities:

**Students have the right to:**

1. Quality learning experiences without regard to race, color, religion, gender, age, political affiliation, national origin, or handicap.

2. Participate in the teaching/learning process and to have the freedom to learn and explore all aspects of the subject matter.

3. Question the ideas or information presented in their courses.

4. Confidentiality regarding information about their personal views, beliefs and associations which faculty acquire in the course of their work.

5. Regular, objective evaluations of progress in their courses.

6. Develop the framework for critical thinking and judgment.

7. Have a voice in the determination of the curriculum and application of institutional policy affecting academic and student affairs.

**Students have the responsibility to:**

1. Interact with others in a professional manner, regardless of race, color, religion, age, gender, political affiliation, national origin, handicap or marital status.

2. Exercise academic freedom in a responsible, professional way, and to prepare for and participate in each learning experience according to professional standards.

3. Critically inquire regarding the material presented in their courses.

4. Maintain confidentiality in all areas of their professional practice.

5. Maintain established standards of academic/clinical performance for the courses in which they are enrolled.

6. Continue to think creatively throughout their professional lives.

7. Be aware of the concepts of curriculum development, and to know Program Objectives and their relationship to the curriculum and CSU's Mission and Life Preparation Concepts.

8. Provide or ascertain information requested of the student and make available to the Registrar's Office and the College of Nursing.

# PROGRAM MINIMUM SKILLS FOR ELIGIBILITY TO PARTICIPATE IN EDUCATIONAL PROGRAMS AND ACTIVITIES

The BSN program requires that students complete clinical experiences in a variety of healthcare settings and patient populations. Most experiences are physically and emotionally rigorous. Reasonable accommodations are made if a student provides the appropriate documentation of each disability to the University Disability Services office.

All students should possess the following skills and abilities, or with the help of approved compensatory techniques and/or assistive devices:

## I.   Observation
- The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and behavioral sciences. Observation involves visual, auditory and tactile abilities.

## II.   Visual
- Observe a patient accurately, at a distance and close at hand within a variety of clinical settings
- Acquire information from oral presentations, demonstrations, and observations.
- Observe written documents and visualize information as presented in images for paper, films, slides, video or other media.
- Interpret visual and graphic images and digital and analog representations of physiologic phenomena with or without the use of assistive devices.

## III.   Auditory
- Listen to verbal communication to identify and respond to a patient's health status.
- Identify and differentiate sounds such as those related to heart, lung or other bodily functions with or without the use of assistive devices.
- Listen to verbal communication to provide care in collaboration with other providers

## IV.   Tactile
- Assess patients, collect data and provide patient care through touch such as with palpation.
- Identify changes in body texture and temperature

## V.   Motor
- The student must be able to possess motor skills, including both gross and fine muscular movements, necessary to directly perform diagnostic and interventional maneuvers such as palpation, percussion and auscultation.
    a. Execute motor movements reasonably required to provide general and emergency patient care such as airway management, cardiopulmonary resuscitation, application of pressure to control bleeding, administer medications, perform health assessments, and other interventions required to care for the patient.
    b. Manipulate a variety of objects using both fine and gross dexterity.

## VI.   Communication
- The student must be able to communicate verbally and in writing.

a. Ability to communicate verbally and in writing with maximum accuracy, clarity, efficiency and effectiveness with patients and their families, other member of the health care team, and faculty within rapidly changing and stressful health settings.
b. Ability to demonstrate proficiency in keyboarding for documentation.
c. Ability to perceive and interpret nonverbal communication.

## VII. Intellectual-Conceptual (Integrative and Quantitative) Abilities
● The student must be able to demonstrate intellectual, cognitive, conceptual abilities in order to provide safe patient care.
    a. Ability to measure, calculate, reason, plan, analyze, integrate, synthesize and evaluate complex information for problem-solving.
    b. Comprehend three dimensional relationships and understand spatial relationships of structures.
    c. Exercise appropriate judgement with analysis of situations and anticipation of consequences.

## VIII. Physical Abilities
● The student must demonstrate the physical ability to provide safety for the patient and self.
    a. Move and transport objects that reflect a range of weight (of at least 50 pounds).
    b. Perform physical activities and exhibit mobility required to provide care to patients and families, at times in urgent situations.
    c. Tolerate physically demanding workloads.

## IX. Behavioral and Social Attributes
● The student must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgement, the prompt completion of all responsibilities attendant to the care of patients and the development of mature, sensitive and effective relationships with patients.
    a. Function effectively and with good judgement under stressful and demanding clinical situations.
    b. Adapt to changing environments.
    c. Display flexibility and function in environments inherent with uncertainties in the clinical problems and situation of patients and others.
    d. Care for individuals in a respectful, sensitive and effective manner regardless of gender, age, race, sexual orientation, religion, disability or any other status identified in the University's Non-Discrimination Policy.
    e. Engage consistently in providing care to patients in rapidly changing, stressful and demanding environments without current evidence of behaviors of addiction or abuse of or dependence on alcohol or other drugs that can impair behavior or judgement.
    f. Exhibit emotional stability that enables full utilization of abilities to engage in safe care to patients and participate effectively with peers, faculty and other health care professionals.
    g. Demonstrate compassion, integrity, concern for others and effective interpersonal skills.
    h. Demonstrate interest and motivation in providing health care and interacting with the health care team and faculty.

Personal qualities reflected in behaviors that affect the care of patients and the ability to function as part of a team, thus jeopardizing safety, will be assessed during the education process and considered as required. Students **must be capable** of successfully completing each area of the mental and physical eligibility criteria in all clinical and lab experiences.

## *STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT*

**Purpose**

In the education of students, the College of Nursing strives to integrate the ethics, integrity, sense of responsibility, self-discipline, and Christian values inherent to the practice of nursing. The nursing student must adopt the standards of behavior expected of a professional nurse as expressed in the American Nurses Association for Code for Nurses. The process of undergraduate education in the Christian environment in the discipline of nursing is based on maintaining high academic and ethical standards.

Mutual respect and trustworthiness between faculty and students is necessary to promote optimal learning and a Christ-centered environment. The students in the College of Nursing are expected to behave in a manner consistent with that of a professional nurse. They must assume personal responsibility for being in the appropriate physical and mental condition necessary to provide safe nursing care and to have the knowledge and skills necessary to provide this care.

The College of Nursing community includes faculty, staff, and the nursing students.  It also includes professional colleagues at agencies where students have clinical experiences. The nursing community includes the College of Nursing alumni and members of professional nursing associations.

**Applicability**

The Student Code of Academic and Professional Conduct applies to all undergraduate students enrolled in the College of Nursing. Each student is given a BSN Student Handbook which includes the Student Code of Academic and Professional Conduct and each student receives and signs the BSN Student Code of Conduct Contract at the beginning of the first semester and each year thereafter in nursing school, which is then uploaded into CastleBranch each year.  Any questions should be addressed to the student's advisor, nursing faculty, and/or the BSN Director.

## *DEFINITION OF UNACCEPTABLE BEHAVIOR*

The following behaviors are examples of violations of the Student Code of Academic and Professional Conduct.  Unacceptable behaviors are divided into three categories:  academic, clinical, and personal. The list does not include ALL behaviors that may be violations of the Student Code.

1. **Academic Misconduct**
   a. *Plagiarism*:  taking credit for another person's work or ideas regardless of the medium, stealing other's results or methods, copying the writing of others (including content from electronic sources) without properly citing

the source, using quotation marks, or otherwise acknowledging the source; or taking credit falsely in any other manner.

b. *Cheating:* using or attempting to use unauthorized notes; collaborating with others without permission to do so; using study aids, technology including, but not limited to, Quizlet (mobile and web-based study application) or purchased test banks; information from another person on an exam/test/quiz/report/paper, or other evaluative document or assignment; unauthorized altering of graded work, then submitting it for re-grading; allowing another person to do all or part of one's work and to submit the work under one's own name; using notes or texts for an online exam, unless explicitly allowed by the faculty.

a. *Cheating in an online environment*: using or attempting to use any unauthorized resources in an online test/assignment unless specifically instructed to do so by the course faculty. This includes any breach or suspected breach of academic integrity as noted by an exam proctoring service.

c. *Falsification of **any** coursework or activities.*

d. *Aiding and abetting dishonesty:* providing material, information or assistance (written, verbal, or electronic) to another person with the knowledge or reasonable expectation that the material, information, or assistance would be used to commit an act that would be prohibited by the Student Code of Academic and Professional Conduct.

## 2. Personal Misconduct

a. *Commission of a crime*: Engaging in illegal or criminal activity that would impact a student's ability to obtain or maintain a professional license with the respective Board of Nursing or employment as a registered nurse.

b. *Sexual or unlawful harassment*: including not only sexual harassment, but also hazing, stalking, repeatedly sending emails/texts, making phone calls, or transmitting documents that are uninvited and are unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the College of Nursing community. Please review the CSU Title IX policies.

c. *Disruptive behavior/unprofessionalism/incivility*: obstructing or disrupting class, clinicals, labs, meetings, team projects, presentations, or other activities or programs presented or attended by the CON. Students are expected to adhere to the CON Incivility policy.

d. *Use of drugs or alcohol*: acquiring, using, possessing, selling, or distributing illicit drugs or prescription drugs or alcohol; illegally acquiring, using , selling, possessing or distributing illicit drugs or alcohol; or using prescribed, over-the-counter or illicit substances in such a manner as to

impair one's judgement as a nursing student, including being in a class, clinical, or lab setting under the influence of alcohol, illegal, or prescription drugs inconsistent with prescribed use. Students are expected to adhere to the CON **Drug Screen Policy and Procedure**, **Substance Abuse Policy**, and the **Impairment Statement**.

   e. *Violating computer, technology, or social media policies*: violation of the university or CON policies on social media, technology, and computer/iPad usage that define proper and ethical use of these devices and technology.

3. **Clinical/Lab Misconduct**
   a. *Providing nursing care in an unsafe or harmful manner:* this includes carrying out a procedure without competence or without guidance of a qualified person as identified by the clinical instructor; negligently, willfully or intentionally doing physical or mental harm to a patient; exhibiting careless or negligent behavior in connection with the care of a patient; refusing to assume the assignment and necessary care of a patient and failing to inform the instructor and nursing staff with immediacy. Procedures **NOT** to be performed by the students can be found under **Student Responsibilities for Administering Medications.**

   b. *Disrespecting the privacy of a patient:* this includes using sufficient information about a patient (full name, last name, or patient information of any sort that could identify the patient) in written assignments that will be removed from the clinical area; discussing confidential information in inappropriate areas, discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know in violation of HIPAA; and referencing or discussing patients on social networking sites and/or devices.

   c. *Falsifying/fabricating patient records, nursing care, clinical documentation, or clinical experiences.*

   d. *Use of any unauthorized resources in the online format pertaining to clinical assignments/tests/etc. unless specifically noted by the course/clinical faculty.*

   e. *Failing to complete nursing care or nursing tasks, as assigned, in a competent and thorough manner.*

   f. *Failing to document care accurately and completely.*

   g. *Failing to report error or omission in treatment or medication:* failure to report the error or omission to the appropriate people including nursing staff and clinical instructor.

   h. *Engaging in behavior that is contradictory to the professional decorum:* this includes wearing your CON uniform while engaging, attending,

participating in activities that are not aligned with the CSU and CON professional standards.

    *i.*   *Being involved in the unauthorized manufacturing, acquirement, use, possession, or distribution of a controlled substance.*

    *j.*   *No-call/no-show to any clinical or lab/simulation activity.*

    *k.*   *Failing to submit clinical compliance documentation by deadline.*

## Reporting Procedure for an Infraction

All members of the nursing community have a responsibility to report any reasonable suspicion that a student has violated the Student Code of Conduct. Anyone not sure whether or not to report a suspicion should consult with the BSN Director or Dean before making a decision not to report the suspicious behavior. All reports of suspected misconduct are confidential and the identity of anyone reporting misconduct is confidential.

All faculty members are required to report all incidents of academic misconduct (plagiarism, cheating, falsification of information, violation of nursing standards) that occur in their course to the Dean and BSN Director. The faculty may impose a sanction in the course, including consultation with the BSN Director and Dean. If a sanction is limited to penalties within the course, and there is agreement among the faculty, student, BSN Director, and Dean, a Code of Conduct Violation form (**Appendix B**) will be completed and signed by the faculty member and the student and placed in the student's CON permanent file. Additionally, per the University's R-58 Undergraduate Academic Integrity Policy, an Academic Violation form will be submitted to the Registrar's Office and be placed in the student's academic record.

Cases involving personal misconduct will be reported to and handled by the Dean, BSN Director, and, if appropriate, the CON Admissions and Progression Committee, with input from faculty. Before imposing sanctions regarding personal conduct, there should be a consultation with appropriate individuals. Sanctions regarding personal misconduct include, but are not limited to: warning, counseling, restitution, apology, community service, disciplinary probation, CON dismissal, and CSU dismissal. Upon receiving the first violation involving an unacceptable behavior or any other misconduct, the BSN Director and Dean will be consulted, and a Code of Conduct Violation form will be completed, signed by the faculty member, BSN Director, and the student, and will be placed in the student's CON permanent file. Upon the second violation, the student will be required to meet with the BSN Director and the Admissions and Progression committee.

## Procedure/Sanctions

When a report is made to a faculty member, or a faculty member observes behavior that constitutes a violation of the Student Code of Academic and Professional Conduct, that faculty member will meet with the student, discuss the behavior and discuss possible sanctions.

Sanctions for *academic misconduct* with the course may include, but are not limited to: re-submitting an assignment, completing an additional assignment, re-testing with an alternate exam,

receiving a reduced grade, receiving a warning, receiving a course failure, or dismissal from the College of Nursing.

Sanctions for *personal misconduct* may include, but are not limited to: completing an assignment, completing an additional assignment, receiving a reduced grade, receiving a warning, receiving a course failure, or dismissal from the College of Nursing.

Sanctions for *clinical misconduct* may include, but are not limited to: completing an assignment, completing an additional assignment receiving a reduced grade, receiving a clinical absence, suspension of clinical privileges such as medication administration or clinical skills, receiving a warning, receiving a clinical failure which equivocates as a course failure, or dismissal from the College of Nursing.

A violation of any of the unacceptable behaviors (academic, personal, clinical) will result in a violation of the Student Code of Academic and Professional Conduct, a Code of Conduct Violation form will be completed and placed in the student's permanent College of Nursing file. Additionally, per the University's R-58 Undergraduate Academic Integrity Policy, an Academic Violation form will be submitted to the Registrar's Office and be placed in the student's academic record.

If a student has received ANY violation (academic, personal, clinical), the student will not be eligible to ask for a faculty/staff reference or letter of recommendation.

Each violation has the potential for the student to be dismissed, however, the third violation WILL result in dismissal from the College of Nursing regardless of the violation.

## *INCIVILITY POLICY*
(Also known as lateral violence, disruptive behavior, bullying, horizontal violence, and verbal abuse)

### *Definition*

Incivility is defined as rude and/or disruptive behaviors, which results in psychological or physiological distress (this includes any form of physical, verbal, or emotional abuse) for the people involved. The behaviors include, but are not limited to, intimidating, rude, malicious, sarcastic, aggressive or insulting verbal or nonverbal behaviors. This can also include abuse of power by an individual that makes the recipient feel upset, threatened, intimidated, humiliated, vulnerable or attacked. These behaviors may occur person-to-person or in an online environment.

Behaviors associated with incivility include, but are not limited to:
- Nonverbal behaviors (eye-rolling, raising of eyebrows, making faces)
- Verbal behaviors (covert or overt snide remarks, lack of openness, abrupt responses)
- Intimidating verbal and nonverbal behaviors.
- Undermining activities (turning away, not available)
- Withholding information to intentionally cause disruption or intimidation
- Sabotage (deliberately setting up a negative situation)

- Infighting (bickering with peers) and/or scapegoating (attributing all that goes wrong to one individual)
- Malice directed at another
- Taking part in discussions with others, including students, faculty, and/or staff, or allowing others to talk or "vent" about any other faculty, students, and/or staff.
- Talking negatively or rudely about students, faculty, or staff with other students, faculty, or staff in any area including, but not limited to: classroom, clinical, lab, lounges, or in any online settings.
- Speaking with a condescending attitude
- Demeaning, belittling, or harassing behavior
- Not responding to email, texts, letters, or voicemail that require a reply
- Sending electronic communication that is rude or inflammatory in nature

### *Reporting*
Everyone (Faculty and Students) in the College of Nursing is responsible for promptly reporting incidents of suspected uncivil behaviors. Depending on the urgency/nature of the situation, the incident may be reported by the Dean to the Vice President for Academic Affairs. There will be no retaliation or adverse action taken against the person reporting the incident of suspected intimidating and/or disruptive behaviors.

### *If you are the Victim:*
If you have reason to believe that you are the victim of incivility you should:
- Gain control. Recognize that the aggressor is at fault – not you.
- Get help from the Dean of the College of Nursing
- Make an action plan
- Confront the aggressor. Make it clear that the behavior is offensive and must stop. Use the word "I" and specifically describe the behavior and how it made you feel.
- Make a formal written complaint using the format below and submit it to the Dean.

### *If You Observe the Behavior:*
If you have reason to believe that you observed an incident of incivility you should:
- Go stand by the victim
- Offer to go with the victim to report it to the Dean of the College of Nursing
- Document your observations using the format below and submit it to the Dean of the College of Nursing

### *Documenting*
Documentation of the incident of incivility is an important part of the process. It may not be one incident that justified disciplinary action but rather a pattern of conduct. Documentation should include:
- Date and time of incident
- Names of those involved
- A description of the incident that is factual and objective and without analysis/opinion
- Consequences of the behaviors observed
- Actions taken (if any) and by whom

- List of witnesses
- Signature of person submitting the report
- Code of Conduct Violation form

## *PROFESSIONAL BOUNDARIES POLICY*

It is essential that faculty members maintain professional boundaries with students at all times. While it may be necessary to share cell phone numbers with students so that they can contact faculty during the clinical day, students should be notified that this is the only appropriate use of these numbers. Any other communication with faculty members should be done via CSU e-mail accounts.

While students are in the program, faculty should not socially engage with them on any social media site. Should a student seek an exclusive networking friend relationship with a faculty member, the faculty member should decline this request. If a faculty member wishes to network with students, the forum should allow all students access to join. In addition, faculty members should not meet with an individual student outside of campus or clinical settings. Faculty are not to accept gifts from students.

When the student is assigned a preceptor during 5th and 6th semester, it is expected that the student maintains professional boundaries at all times with their preceptor. While in the nursing program, students should not seek a social networking/friend relationship or meet outside of campus or clinical settings with their preceptor. It is recommended that students seek course faculty approval prior to involvement in professional organization activities with a preceptor.

## *COMMUNICATION IN THE COLLEGE OF NURSING*

### *Student-Faculty Communication*

Students must maintain professionalism at all times when communicating with a faculty or staff member. Students are encouraged to take course-related concerns to the appropriate faculty member first. If a concern is not resolved, the student should follow the organizational chain of command in the College of Nursing and bring their concerns to the BSN Director. Students may also communicate concerns or suggestions through the class representatives to the Nursing Faculty Assembly and/or Dean after conferring with course faculty. Course/clinical evaluations as well as senior Exit Interviews and surveys provide additional mechanisms for students to provide feedback to faculty and the College of Nursing.

Student input is valued in the governance of the College of Nursing and Charleston Southern University. Thus, students may be nominated, asked to volunteer, or be appointed to serve on various committees within the College of Nursing and the university. Committees in the College of Nursing include the Faculty Committee; Admission and Progression Committee; Testing Committee; Undergraduate Curriculum Committee, and Projects, Resources, and Evaluation Committee. Students are encouraged to be actively involved in the College of Nursing and university-wide activities.

**All students are required to use their BucMail (@csustudent.net) account to communicate on email for any College of Nursing and University business.**

## *SOCIAL MEDIA POLICY*

### *Purpose*

The College of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to College of Nursing students who engage in Internet conversations for school-related purposes or school related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

### *General Information*

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of internet-based technological foundations of the Web that allows the creation and exchange of user-generated content.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students, you will want to represent the University and the College of Nursing in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flyer, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

### *Policy*

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Charleston Southern University College of Nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University's Library site or seek consultation through the Copyright Office, Libraries.

- Do not use Charleston Southern University or College of Nursing marks, such as logos and graphics, on personal social media sites. Do not use Charleston Southern University's name to promote a product, cause, or political party or candidate.
- Use of the College of Nursing marks (logos and graphics) for University sanctioned events must be approved (posters, fliers, postings) by administration.
- It is expected that during clinicals, use of devices employed for social media will be used only as authorized by faculty. If the device is combined with a cell phone, it is expected that the cell phone aspect of the device be silenced.
- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers (iPads, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape and/or audiotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
- Be aware of your association with Charleston Southern University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent Charleston Southern University policies and with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Charleston Southern University's behalf, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or Web page.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
- Text messaging is not an acceptable form of communication with your faculty unless otherwise indicated by your faculty member.

***Procedure/Considerations***

- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Charleston Southern University student through postings and personal Web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.
- Respect your audience.

- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

### *Consequences*

Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

**STUDENT SERVICES AND RESOURCES**

## *CHAPEL*

Chapel is scheduled on Wednesdays 11:00 AM - 12:00 Noon regularly throughout each Fall and Spring semesters. Classes and other academic activities (e.g., conferences, pre-planning, etc.) are not to be scheduled during this time to allow every student the opportunity to participate fully in Chapel in order to earn Convocation Enrichment Units required for graduation by all full-time day students. Students and faculty are not allowed to meet or have any type of discussion during this time. Chapel requirements for graduation are described in the CSU Undergraduate Catalog.

## *STUDENT ORGANIZATIONS*

### *Charleston Southern University Student Government Association (SGA)*

The CSU SGA is composed of all students at CSU.

### *Alpha Nu Omega*

Alpha Nu Omega is the local chapter of the South Carolina Student Nurses' Association (SCSNA) and is open to all pre-nursing and nursing students. The mission statement of Alpha Nu Omega is "professional growth and outreach." SNA hopes to promote the educational and professional growth of its members to help prepare them for entry into the nursing profession and to reach out to help our community and campus. It sponsors programs and activities of interest to students throughout the year. This chapter is also active in state and national activities.

### *Sigma Theta Tau*

The Nursing Honor Society was established in 2000 to recognize seniors with the highest academic achievements. In 2003, the Nursing Honor Society joined with the Gamma Omicron Chapter at the Medical University of SC to form the Gamma Omicron At-Large Chapter. Seniors selected for membership must have at least a 3.0 GPA, be in the top 35% of their class, and demonstrate academic integrity and professional leadership potential. Community nurse leaders who have at least a BSN may apply for membership.

### *Nurses Christian Fellowship*

The Charleston Southern University Nurses Christian Fellowship is open to all pre-nursing and nursing students. The purpose of the organization is to establish and advance witnessing communities of students who follow Jesus as Savior and Lord and grow in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world. Through periodic meetings, Bible studies, and prayer, students become equipped, empowered, and encouraged to integrate their faith in professional nursing practice.

# FACILITIES AND SERVICES

### Clinical Labs

The Clinical Labs on the second floor of the College of Nursing building are available for nursing students to practice technical skills, view required computer programs, review course content in self-tutorial computer programs, and access word processing capabilities. The Clinical Lab computers have applications including word processing and educational software. Internet and E-mail are accessible allowing for access to the library and its online catalog and database. The Clinical Labs will be open during specific hours Monday-Friday each week during the Fall and Spring semesters. The hours will be posted on the Clinical Lab doors at the beginning of each semester.

Policies for the Clinical Labs are:

- **Only** nursing students are allowed in the labs
- Eating or drinking in the labs is not permitted
- Studying, lounging, or sleeping on beds is not allowed
- Ask for help in using computer equipment and programs
- Work should be done as quietly as possible
- Skills to be practiced should be cleared and approved in advance by the instructor and Lab Manager
- All supplies for practice will be provided to the student by an instructor or Lab Manager
- No needlesticks of any type are to be performed unless the instructor is present or clearance has been given in advance by the instructor/lab coordinator
- Use of the simulation equipment without a faculty member's permission is prohibited.

In order to make the Skills Labs more accessible for students, a keyless entry device has been installed on the double doors of each lab. Students will be issued a key fob and may use their fob to gain access to the labs to complete course assignments or study and review. The Skills Labs are not available for use after 5:00 pm on Fridays and on the weekends. This is for students' protection. Security will be informed that all students are to be out of the Skills Labs by the posted time. If a student is found in the lab after that time, security will submit the student's name to the Dean and the student will not be allowed in the labs except under faculty supervision. PLEASE DO NOT ABUSE THE PRIVILEGE. The Skills Labs belong to everyone. Students are to assist in monitoring the lab for compliance with the policies. Any problems are to be reported immediately. Lab policies are posted on the door.

### Student Lounge

The student lounge is a place for nursing students to study either alone or in groups. The lounge may only be used by nursing students and faculty. Students need to be respectful of other students in the lounge and act appropriately and professionally. Please be sure to keep the lounge clean and tidy. Students are responsible for upkeep and cleaning of the coffee machine, refrigerator, and microwave. Please do not abuse this privilege.

*Computer Labs*

The Computer Lab resources are located on the first floor of the College of Nursing building include two networked computer labs with stations that include the applications word processing, Internet and E-mail access, network access to the library and its online catalog and databases, printers, and nursing educational software. Open times for the labs will be posted at the beginning of each semester.

Information on campus-wide facilities and services may be found in the <u>CSU Undergraduate Catalog</u> and the <u>CSU Student Handbook</u>.

## *TECHNOLOGY CODE OF CONDUCT*

College of Nursing faculty, staff, and students may access the CSU Network (including the Internet) within limitations to facilitate diversity and personal growth in technology, informational research skills, and communicational skills.

Faculty, staff, and students may send e-mails to any member on the CSU network.

### *Responsibilities of all students:*

- Always use a computer in ways that show consideration and respect for others.
- Do not send e-mails or attachments that are offensive, threatening, or disrespectful.
- Do not interfere with the computer work of others.
- Accept the responsibility of keeping copyrighted software of any kind from entering the school computers.
- Do not copy software for personal use.
- Accept the responsibility for all materials received or sent through the network and the internet.
- Do not send or receive material containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware connected to the network.
- Do not attempt to enter anyone else's e-mail account or private folder for any reason.
- Do not use anyone else's password to enter his/her e-mail account or private folder.
- Do not alter or attempt to alter a computer setup or system configuration.
- Do not download games or other non-educational files.
- Do not subscribe to lists via e-mail.
- Do not access websites while testing in the computer labs. This is considered a breach of the Honor Code and is subject to dismissal from the program.
- Do not access an electronic test after it has been administered. Violation will result in a grade of "0" for the test and an academic integrity form will be submitted to the Registrar's Office for the student's permanent file.
- Understand that all electronic files are subject to review by the University and the College of Nursing.
- <u>Students are responsible for reporting violations stated above to a faculty member or the Dean</u>.

## *ADVISORS*

Upon admission to the University, each pre-nursing student is assigned to a Nursing Program Assistant who serves as the student's advisor. Students will also be enrolled into a pre-nursing advisement course in Blackboard. This is the main method of weekly communication between the pre-nursing advisors and undergraduates in order to effectively connect with all pre-nursing students. During each semester as posted in the Academic Calendar, advisement and registration for pre-nursing students will take place by a student's class standing. Students will be prompted to sign-up for a one-on-one advising appointment with their advisor during their assigned week and will be reminded through announcements posted on their Blackboard pre-nursing advisement course. Once admitted to the BSN program, each student is assigned to a faculty advisor. The faculty advisor assists the student with academic advising and schedule planning, registration, referral to the College of Nursing and University resources and services, and in general, serves as a student advocate. Any student who is anticipating a change in plans for completing the chosen major/program (e.g., add/drop, withdrawal, etc.) must see the faculty advisor prior to initiating the appropriate paperwork to effect the change. Faculty advisors are also available to assist students with career advisement, clarify College of Nursing and University policies and procedures, counsel regarding academic problems, and facilitate adjustment to College of Nursing and University life.

Students should contact their faculty advisor by email, or during faculty member's posted office hours, or leave a message with the executive assistant (see faculty listing in this handbook). Block scheduling is used at the CON. Students must sign up for a group scheduling time. Group scheduling will be done on the appropriate week of registration. If you are able to register earlier than your group, then you may meet with your advisor to schedule your non-nursing courses. You will have to register for nursing classes during group registration. Students may meet with their advisor for general advising issues as well. In the event that there are restrictions or concerns with in-person registration, the registration procedure may be modified. Students are responsible for selecting non-nursing courses that fit their nursing block.
**The responsibility for assuring that all requirements are met rests solely with the student, which includes meeting University requirements for receiving financial assistance.**

## *LIBRARY*

Library hours are posted at the entrance to the Library, on the Library web page and in the CSU Student Handbook. The hours are modified during vacation and exams.

## *FINANCIAL ASSISTANCE*

Charleston Southern University provides financial assistance to any qualified student who would otherwise be unable to attend because of lack of funds. Financial aid is available through loans, scholarships, grants, veteran's benefits, social security benefits, college work-study program's institutional employment, vocational rehabilitation, and other sources.

All forms of financial assistance are administered through the financial aid office. Further information on financial assistance may be found in the CSU Undergraduate Catalog.

## *BOOKSTORE*

Textbooks, reference material, and general supplies are available for purchase at the University Bookstore, located in the Strom Thurmond Center or available online at: https://www.treeoflifebooks.com/charleston-southern-university/

## *INCLEMENT WEATHER POLICY*

In the event of severe weather conditions, students should listen to local radio, television, BUC Alerts, Bucmail, and the University web site news for updates and closings. When Charleston Southern University classes are canceled, the cancellation also applies to scheduled student clinical and/or internship experiences.

## *PREREGISTRATION*

Each semester, at specified times, preregistration is held for the following semester. Announcements of preregistration dates are posted throughout the campus. Pre-nursing students are required to attend one of the preregistration meetings with their advisor. Students admitted to the BSN program will be registered through group registration sessions during the weeks of advising. It is the responsibility of the student to sign up for a group advising session. Instructions will be posted in the College of Nursing, and their faculty advisor will send an email. Failure to preregister may result in desired classes being closed and may necessitate a delay in completing program requirements. Failure to register by the Last Day to Register and Add Courses at the beginning of the next semester will result in automatic withdrawal from the nursing program.

In the event that there are restrictions or concerns with in-person registration, the registration procedure may be modified and the students' advisors may draw the nursing block for their students. Students are responsible for selecting non-nursing courses that fit their nursing block.

## *CHANGE OF ADDRESS/NAME/TELEPHONE*

The College of Nursing, as well as the University, should be kept current on changes in address, telephone number, and name. The student's address and telephone number(s) should be on file with Charleston Southern University and the College of Nursing at all times. A name change requires submission of legal proof (e.g., legal marriage certificate, court order).

**GENERAL ACADEMIC POLICIES**

Academic policies that apply to all CSU students may be found in the CSU Undergraduate Catalog and the CSU Student Handbook, which are accessible online at www.charlestonsouthern.edu or www.csuniv.edu.

## *GRADE SCALE*

The College of Nursing grade scale for all majors is as follows:

| | | |
|---|---|---|
| A  = 92 - 100 | C+ = 81 – 83 | D = 68 - 74 |
| B+ = 89 - 91 | C  = 75 – 80 | F = 67 and below |
| B  = 84 - 88 | | |

The calculation of a grade will be based on rounding a score from number + 0.5 below the number and to + .49 above the number to the common whole number. Grades will only be rounded once. If the course faculty round each individual test, then the final grade will not be rounded – but if the faculty does not round each individual test, then the final grade will be rounded. (Example:  a grade of 85 = 84.5 - 85.49; 84 = 83.5 - 84.49)

Grades/evaluations will be distributed during regular class times in a timely manner or posted on Blackboard if appropriate.  No grades will be given over the telephone.  Official final course grades will be made available to students from the university.

See the CSU Undergraduate Catalog for further descriptions of the grading policy.

### *Grading Policy in Clinical and Laboratory Courses*

Students must achieve at least a "C" average in the lecture/classroom portion of the course and a Passing grade (P) in the clinical and/or laboratory portion in order to pass the course with at least a grade of "C."  A Failing grade (F) in the clinical and/or laboratory portion will result in an "F" in the course regardless of the grade in the lecture/classroom portion.  A Failing grade (D, F) in the course portion will result in an "F" in the clinical and/or laboratory.  For students who achieve a passing grade (P) in the clinical and/or laboratory portion, the final course grade will be computed on all tests and graded course requirements.  A student who earns a grade below a "C" in any nursing course must repeat the course and all associated clinicals and/or labs.  Students cannot register to take any additional nursing courses until the failed course has been repeated and a passing grade has been achieved.

To progress in a nursing course, students must have a greater than or equal to 74.5% test average as well as a greater than or equal to 74.5% weighted course grade.  If a student makes less than a 74.5% on the test average, but has a higher weighted course grade with all the course requirements, the student's final grade will reflect the test average (D or F) and the student will receive an F in the clinical and/or lab portion of the course.

When a grade of less than "C" (including D, F, W, DF, and FA) occurs in one nursing course the

student is required to repeat the course before progressing to the next semester and/or level. This policy does not apply to the nursing concentration courses except for Nursing 260.

If a grade of less than "C" (including D, F, W, DF, and FA) in two nursing courses is earned, the student will be dismissed from the program.

## *CLASSROOM POLICIES*

**NOTE: Assignments to class sections can change any time prior to the first day of each semester, depending upon final course enrollments, faculty availability, and room assignments. Students are expected to make appropriate accommodations in their work and/or personal schedules for these changes. Faculty will make every attempt to let students know as soon as possible, so the student can make the appropriate changes.**

*Attendance and Punctuality*

1. "By the act of enrollment:
    a. The student is responsible for all course work.
    b. The student is expected to attend regularly and punctually all classes, laboratories, Convocations, and assemblies in accordance with CSU requirements."
       (Charleston Southern University, Undergraduate Catalog)

2. The course instructor will automatically drop the student from a class with a grade of "FA" when the student has missed 25% of the classroom meeting (excluding the Final Exam period). A class meeting is defined as the entire time period. See specific course syllabi.

3. If a student arrives late for a class or leaves early, a tardy will be recorded. Three tardies equal one absence (University policy) [This applies to synchronous classes if CSU courses go online].

4. Sleeping in class is not acceptable. Students may be asked to leave the class with an absence recorded.

5. Leaving class early is not acceptable unless there is an emergency or prior permission has been obtained from the course coordinator. An absence will be recorded. [This applies to synchronous classes if CSU courses go online].

6. Working on assignments and/or using social media (on computer/iPads/cell phones) for other courses during class is not acceptable. Students may be asked to leave the class with an absence recorded.

7. Taking a day off to study or go to work is not a valid excuse for missing class or clinicals and an absence will be recorded [This applies to synchronous classes if CSU courses go online].

8. In case of absence from class, it is the student's responsibility to get announcements, handouts, lecture objectives, etc., from a fellow student.

9. Children are not permitted in class.

10. All cellular phones and electronic equipment/devices must be silenced.

   Failure to abide by this policy may result in the student being asked to leave the class with an absence recorded and/or being reported for violation of the Academic Integrity Policy.

## *LABORATORY POLICIES*

### *Preparation*

Students are expected to be prepared for each laboratory session whether in-person or online.

### *Attendance and Punctuality*

1. Students are expected to have 100% attendance for all lab experiences.
2. Students will FA on the 2$^{nd}$ absence regardless of the reason.
3. Students will be required to make up the first absence, but the absence will still be recorded.
4. If a student arrives late for a lab or leaves early, a tardy will be recorded. Two tardies equal one absence.
5. The method of making up the missed lab hours is at the discretion of the clinical faculty in consultation with the course coordinator but may include additional paperwork, lab time, etc.
6. If a student is absent at the end of the semester when there are few opportunities for make-up, they will receive an Incomplete for the course until the absence is satisfactorily made up.
7. If a student fails to complete the make-up activity, a grade of F will be assigned.
8. If the student is going to be late to the lab area, the student is expected to call the faculty member as soon as possible. **It will be at the discretion of the instructor or course coordinator to determine whether or not the student will be permitted to remain in the lab area for the remainder of the lab day if they are tardy. If a student is more than 15 minutes late to a lab setting, it will be recorded as an absence.**
9. When the student cannot attend the lab session, the student must call the assigned faculty member, **before** the lab session.
10. **Failure to adhere to these attendance policies will result in an "Unsatisfactory" lab evaluation for the day and an absence is recorded**.
11. Only approved electronic devices may be used during lab experiences.

*Note: This policy applies to all laboratory experiences, including simulation.*

## *CLINICAL POLICIES*

**NOTE: Assignments to clinical sections can change any time prior to the first day of each semester, depending upon final course enrollments, faculty availability, and clinical resources. Clinical sections may be scheduled for times other than the regular day section and/or on weekends. Students are expected to make appropriate accommodations in their work and/or personal schedules for these changes. Faculty will make every attempt to let students know as soon as possible, so the student can make the appropriate changes.**

*Preparation*

1. Students are expected to come prepared for each clinical session.

2. If a faculty member ascertains that a student is not prepared for clinical, the student will not be allowed to attend the clinical session for that day, and will receive an "Unsatisfactory" in clinical for the clinical session and an absence is recorded.

3. All students are required to complete yearly Agency Orientation/Safety Training as specified by faculty by the specified deadline. Students failing to complete the requirements on time will not be allowed in the clinical setting and will receive an absence. Compliance items have to be sent to the agencies when ALL students have completed the training.

*Attendance and Punctuality*

1. Students are expected to have 100% attendance for all clinical experiences (in-person or virtual).
2. Students will FA on the 2nd absence regardless of the reason.
3. Students will be required to make up the first absence, but the absence will be recorded.
4. If a student arrives late for a clinical or leaves early, a tardy will be recorded. Two tardies equal one absence.
5. The method of making up the missed clinical hours is at the discretion of the clinical faculty in consultation with the course coordinator but may include additional paperwork, clinical time, etc.
6. If a student is absent at the end of the semester when there are few opportunities for make-up, they will receive an Incomplete for the course until the absence is satisfactorily made up.
7. If a student fails to complete the make-up activity, a grade of F will be assigned.
8. If the student is going to be late to the clinical area, the student is expected to call the faculty member and clinical site as soon as possible. **It will be at the discretion of the clinical instructor or course coordinator to determine whether or not the student will be permitted to remain in the clinical area for the remainder of the clinical day if they are tardy.**
9. When the student cannot attend the clinical session, the student must call the assigned faculty member, **before** the clinical session.
10. A student may not miss a clinical day to fulfill requirements for another course.
11. **Failure to adhere to these attendance policies will result in an "Unsatisfactory" clinical evaluation for the day and an absence is recorded**.
12. Only approved electronic devices may be used during clinical experiences.

*Evaluation Criteria*

1. The student must have a satisfactory performance in each clinical objective by the last clinical day or the student will receive an "F" for the clinical component and the course.

2. If the student's performance is unsatisfactory for any given clinical day, the instructor will

initiate an informal conference with the student.

3. A mid-term evaluation conference will be conducted in all clinical courses for all students outlining progress and areas needing improvement.

4. A final clinical evaluation conference will be conducted in all clinical courses. The clinical evaluation form is discussed between faculty and each student individually. The evaluation form is to be signed by the faculty member and the student. The signed evaluation is placed in the "official" student file in the College of Nursing. The student may request a copy for personal records.

5. When a student's clinical performance in a clinical nursing course jeopardizes either the physical or emotional safety of a client, the clinical instructor, in consultation with the course coordinator and the Dean may assign a clinical and course grade of "F" regardless of the point in time such a decision is made. In such case the student will be ineligible to continue in the course and will affect the progression in the program.

6. Professionalism is an expectation of all students in the classroom, clinical, lab, and simulation experiences. Any issues will be addressed with the course faculty, BSN Director and/or the Dean. Any unprofessional behavior may result in a course failure or dismissal from the nursing program.

## *TESTING POLICY*

1. Students are expected to take all tests at the scheduled time on campus and proctored by CSU CON faculty unless otherwise approved [This applies synchronous classes if CSU courses go online].

2. If a student (for any reason) fails to take an exam, the following criteria are required for a make-up exam:
   a) The student must consult with the course instructor and course coordinator within 24 hours of the missed exam to request permission for a make-up exam and to arrange an alternate exam date.
   b) It will be the student's responsibility to make arrangements with the course instructor and the Student Success Center to make up the exam within seven (7) CSU business days of the missed exam or the student will receive a grade of zero (0) on the missed exam.
   c) The make-up exam will be administered in an alternate format with a minimum of 30% of the test questions requiring short answers, fill-in-the-blanks, short essays, etc.
   d) The student will only be allowed to achieve a maximum grade of 85% on any make-up exam.
   e) The student will only be allowed to make-up one exam per course per semester. A grade of zero (0) will be recorded for all subsequent missed exams.
   f) Please refer to CSU academic policy R-63 Rescheduling a Final Exam.

3. No additional test time will be allowed for lateness.

4. All cellular phones, and electronic equipment/devices must be turned off and placed with belongings away from their desks designated by the instructor. Failure to abide by this policy may result in the student being asked to leave the class with an absence recorded and/or being reported for violation of the Academic Integrity Policy.

5. Students must download the exam prior to coming to class. No extra time will be granted for those who have not downloaded the exam.

6. If there is an iPad problem, it is the student's responsibility to address that issue before coming to the exam. This includes regular updates from Apple and ExamSoft, and charging of device. The student must immediately notify the instructor for assistance.

7. Prior to leaving the examination room, the student must show the exam proctor the confirmation screen signifying a successful exam upload.

9. Exam reviews will be based on proctoring services and instructor discretion. Exam reviews are to be silent with no talking or discussion between students and faculty regarding exam questions.

## ASSESSMENT TESTING POLICY

### I.    Drug Dosage Exam

1. It is mandatory that all students in semester 2 through 6 BSN program will take the proctored Drug Dosage Examination within the first week of each semester at the scheduled time unless otherwise approved. The passing score for semester 2-4 students is 90%, semester 5 is 95%, and the passing score for semester 6 students is 100%. All students must successfully complete the drug dosage exam before supervised administration of medications can occur within the clinical setting.

2. If a Semester One student successfully passes Pharmacology in the previous semester but repeats either Fundamentals or Health Assessment, they will take the Drug Dosage Exam at the beginning of the semester with students in Semesters 2-6.

3. Student resources for preparation for the Drug Dosage Exam include a Blackboard course with the same title (*Drug Dosage Exam*) and a textbook. Copies of this book are available for student use on hold in the library.

4. Semester 2-6 students are allowed 2 attempts to pass the exam. A remediation session will be offered prior to the second attempt. To be successful, the student must make a passing score by the second attempt. All remediation and Drug Dosage attempts must be completed during the first week of classes.

5. If a student fails to report to take the Drug Dosage Exam it is considered a failure for that attempt.

6. If a student does not pass the Drug Dosage exam after the second attempt, they will be dropped from all nursing classes that semester. Students are only allowed one semester of nursing

classes to be dropped as a result of failing the Drug Dosage exam. If the student is unsuccessful on the Drug Dosage exam after two attempts in any subsequent semesters they will be dismissed from the nursing program.

*Drug Dosage Exam Procedure*

1. The Drug Dosage Exams are administered via electronic testing using the CSU CON approved software. CSU CON proctors will provide one sheet of paper, a pencil, and a calculator for student use at the determined testing location. CON CSU proctors will collect all provided items listed above prior to the student exiting testing site. Each student must show all work on their paper provided.

2. All Drug Dosage Exams will be a timed exam with 21 problems, which includes one extra credit question, worth 5 points each for a total of a maximum score of 105. The questions will be fill-in-the blank format. Students will not be able to backtrack on the computerized exam.

3. The pharmacology faculty, testing committee members, Director of the BSN program and the Dean of the CON have final approval of the exam content and procedure for testing.

4. Students requiring accommodations should notify the Testing Committee's Drug Dosage Coordinators. These students will be advised to schedule their test in the Testing Center. Their drug dosage exam must be scheduled to occur at the same time the drug dosage exam is scheduled for the other students testing. Students must be sure to complete this request prior to Monday, the first day of classes. Students are responsible for contacting the Testing Center *prior* to the scheduled Drug Dosage exam to fill out necessary paperwork in order to get permission to use the Testing Center.

5. The students' grades will also be posted in the Blackboard *Drug Dosage Exam* course. Students who do not earn a passing score on the first exam attempt will receive an email stating the times, dates and location of optional remediation and second attempt exam information.

6. Students who do not earn a passing score on the second attempt will receive an email with directions to contact the Dean of the CSU CON by Friday end of business day.

II. **Standardized Integrated Exams Testing**

1. All scheduled Standardized Integrated Exams (SIE) are MANDATORY and are expected to be taken during the scheduled time, on campus and proctored by CSU faculty or staff.
2. If a student, for any reason, fails to take an exam, the following criteria are required for a make-up exam:
   a. The student must consult with the course instructor and course coordinator within 24 hours of the missed exam to request permission for a make-up exam and to arrange an alternate exam date.
   b. It will be the student's responsibility to make arrangements with the course instructor and the Student Success Center to make up the exam within seven (7) CSU business days of the missed exam.

c.  If a student fails to take the mandatory SIE exam, an incomplete will be recorded as the student's grade until the test is completed. The student may not be able to progress in the nursing program until the exam is completed.

d.  Please refer to the CSU academic policy R-63-Rescheduling a Final Exam.

## *WRITTEN WORK*

1.  All graded assignments must be typewritten or written in black ink, as designated by course faculty, and referenced according to the most current edition of the Publication Manual of the American Psychological Association (APA).

2.  All required written assignments are due at the beginning of class on the assigned due dates. All required written assignments will be considered late if received by faculty after the designated date and time. Written clinical/internship assignments are due on assigned due dates determined by individual faculty.

3.  Late work penalty will be determined by individual faculty and outlined in the specific course syllabus.

4.  Written work, such as term papers and care plans, should be submitted in Microsoft Word or PDF files only. Important written work, especially graded assignments, should not be placed in faculty mailboxes or under the faculty doors. Students should retain a copy of all written work submitted to faculty.

5.  All written graded work is considered property of the College of Nursing and must be returned to course faculty if indicated, or the semester's course grade will not be released.

6.  The faculty supports the university's Academic Integrity Policy. Refer to the CSU Student Handbook regarding Guidelines for the Research Paper, A Community of Honor, and the Academic Integrity Policy.

## *STUDENT RESPONSIBILITIES AND SKILLS GUIDELINES FOR ADMINISTERING MEDICATIONS*

All students **must** be directly supervised in all phases and in all types of medication administration.

*Responsibilities of students*:

1.  The students must be directly supervised by their Clinical Instructor in all phases for all routes of medication administration. This includes the three checks and six rights of medication administration. Medication administration procedure is as outlined by the clinical agency and procedures **NOT** to be performed by students include:
    ● Administration of narcotics and controlled substances by any and all routes
    ● Witnessing wasting of narcotics and controlled substances
    ● Receiving verbal orders from a provider or verifying provider orders

- Witnessing (by signature) blood and blood products type and cross-match, picking up blood products from the Blood Bank, verifying blood and/or blood products, or initiating infusion of blood and/or blood products.
- Administering chemotherapeutic agents, blood or blood products, or thrombolytic agents
- Participating in cardiopulmonary resuscitation except for initiating basic life support and performing chest compressions
- Removing an invasive or midline device including but not limited to central venous access devices, surgically implanted devices (for example, chest tubes), tracheostomy tubes, endotracheal tubes. This excludes peripheral lines.
- Performing central line access/PICC line procedures of any kind
- Witnessing consent for surgical treatment, medical treatment, or withdrawal of treatment.

2. The responsible Clinical Instructor provides direct supervision of medication administration. The only exception is clinical assignments where students are assigned with an RN-Licensed Preceptor.

3. Students are personally and legally responsible for their delivery of all aspects of care in the clinical setting.

4. Students are responsible for seeking guidance and supervision from their Clinical Instructor prior to performing an invasive procedure or unfamiliar skill.

5. Students enrolled in the Fundamentals course may not administer *__any__* form of medications.

6. Students enrolled in Adult Health III and Adult Health IV courses must adhere to the course's medication administration policy, which can be found in the Adult Health III and Adult Health IV course syllabi.

## *PEP (Performance Enhancement Program)*

The responsible Clinical Faculty evaluates students' performance in the clinical area on a continual basis. Methods of evaluation include direct observation, discussion with the student, and discussion with the clinical nursing staff. Tools used for student clinical evaluation vary by course, however all tools are based on the *Charleston Southern University College of Nursing Clinical Evaluation Tool.*

Students who are at risk for failure due to performance in the clinical area may be referred to the *Performance Enhancement Program (PEP)* for clinical remediation. The purpose of this program is to identify and implement strategies to improve student performance in the clinical area, which, if left unaddressed, may result in clinical failure. Difficulty with integration of didactic knowledge into clinical practice, performance of psychomotor skills, and/or planning, prioritizing, and providing care are examples of clinical expectations that, if deficient, are appropriate for referral to *PEP.*

When a student's clinical performance is unsatisfactory, the Clinical Faculty and the student meet to discuss the identified areas which are unsatisfactory or need improvement in order to develop a clinical remediation plan for addressing these. This plan includes specific learning objectives, learning resources and strategies, target dates for completion, and methods of evaluation. Referral to campus resources including tutoring and student health as well as self-study, practice in the Clinical Learning Lab and referral to *PEP* are examples of resources available to support students. Students are encouraged to utilize all campus and *College of Nursing* resources to meet the learning objectives.

Upon referral to *PEP, PEP* faculty will schedule instructional time with the student in the Clinical Learning Lab for practice of psychomotor skills, if indicated. Scheduled time in the Simulation Lab is indicated if the clinical weakness is application of didactic content into clinical practice and/or organization, prioritization, planning and providing care. In this situation, a simulation experience is used to allow the student to practice these skills in a safe environment. A simulation experience with the *PEP* program will be designed to mimic the student's typical clinical day and include pre-planning, clinical practice, debriefing, and self-reflection. These simulation experiences are videotaped to allow for student and Clinical Faculty review.

Upon successful completion of the *PEP* intervention, all written assignments completed by the student as well as a videotape of the student's performance are submitted to the referring Clinical Faculty. These materials, in conjunction with feedback and reports from other resources, are used by the Clinical Faculty to determine if the student is safe to return to the assigned clinical setting. This decision lies with the responsible Clinical Faculty and is based on the methods of evaluation outlined in the student's clinical remediation plan.

## *PASS Program (Promoting Academic Success for Students)*

The PASS Program at the CON is in place to help 1st year nursing students achieve academic success in the classroom.  The PASS Program is designed to offer individualized assistance to students who may be in danger of failing one or more nursing courses (achieving <75% test average) and therefore jeopardizing their progression in the nursing program.

The PASS Program is aimed at identifying at risk students at the beginning of the nursing program. Any student who receives <75% grade on an exam will be referred to the PASS Coordinator for an assessment and development of a specific action plan. The PASS program will provide the 1st year nursing student with consistent, proactive and individualized academic coaching and support. The goal is also to have the student develop a sense of Self-Awareness and Ownership of their learning so they can identify areas for improvement and strive to reach their academic goals.

*A student in the PASS Program will*:
- Meet with the PASS Coordinator to identify any obstacles/barriers to their academic success.
- Perform Self-Assessments which includes a Concentration Self-Assessment, Exam Prep Self-Assessment and Time Management Self-Assessment
- Strategize, along with the PASS Coordinator, solutions and an action plan to help improve exam grades.  Topics to focus on:

Test Taking Skills, Exam Prep/Study Skills, Time Management and Stress & Anxiety r/t testing
- Receive referral(s) to tutoring/counseling if needed
- Receive a personalized/specific Action Plan
- Return for Follow up appointments if maintain <75% test average

## *ACADEMIC FAILURE*

A student who earns a grade below a "C" in any nursing course must repeat the course and all associated clinicals and/or labs at the next course offering as space is available. Students cannot register to take any additional nursing courses until the failed course has been repeated and a passing grade has been achieved. An appropriate plan for the student's continued progression in the program will be recommended.

A grade of less than "C" (including D, F, W, FD, and FA) in **one** nursing course will require the student to repeat the course before progressing to the next semester and/or level. The student will not be dismissed from the program.

If a grade of less than "C" (including D, F, W, FD, and FA) in two **nursing** courses is earned, the student will be dismissed from the program. This policy does not apply to nursing concentration courses (except for Nursing 260).

## *DISMISSAL*

A student will be subject to dismissal from the nursing program under any one of the following circumstances:

1. A student does not earn a grade of "C" or better in each nursing course.
   - A student who earns less than a "C" in a required nursing course will be allowed to repeat the course only once. Grades of D, F, W, FD, and FA constitute one attempt.
   - If the repeat attempt is unsuccessful on the first nursing course in which a grade of less than "C" is earned, the student will be dismissed from the nursing program.
   - If the repeat attempt is successful with at least a grade of "C," the student will be allowed to progress in the program. The student may not earn a grade of less than "C" in any other required nursing course without academic dismissal from the nursing program.

2. A student is absent for a semester and was not granted a leave of absence or did not submit a written request for withdrawal from the College of Nursing.

3. A student does not receive the required minimum passing score on the Drug Dosage Calculation Exam.

4. A student does not complete program requirements within 6 years of initial enrollment in the nursing program/major.

5. A student violates established professional standards, demonstrates unprofessional conduct

(including behaviors that are associated with lateral violence to a faculty member or classmate), or demonstrates behavior that indicates unsafe practice. Please refer to the Definition of Unacceptable Behaviors policy as potential grounds for dismissal.

**A student dismissed from the program for any reason is not eligible for readmission.**

**See policies related to withdrawal from a course, in the CSU, Undergraduate Catalog and the policy for "Appeal for Dismissal from A Program" (R-51) in the Office of the Registrar, Manual of Academic Policies and Procedures.**

## *ATTENDANCE AT PROFESSIONAL DEVELOPMENT ACTIVITIES*

Nursing students may be allowed to attend professional development activities such as SNASC conventions or formal continuing education presentations. If class times conflict with the scheduled activity, approval of all course faculty involved must be obtained. Granting of approval is the prerogative of the instructors whose classes are missed, the Dean of the College of Nursing, and also dependent on student grade point average.

In order to be considered, the student must notify the faculty in writing at the beginning of the semester, prior to the planned activity, using the "Request for Approval to Attend Professional Development Activity" form obtained from **Appendix E**. Plans for making up the class and/or clinical day or any other requirement, as part of the planned activity must be approved.

Students who attend any professional development activity without prior approval will be counted as absent for the class(es) and/or clinical day(s).

Following approval by faculty, the form will be submitted to the Dean for signature and retention in the student's file. Approval only applies to nursing courses and not to any other course in which a student is enrolled.

## *VARIANCE FROM POLICIES*

The Faculty Committee acts on petitions from students who seek exceptions to any College of Nursing policy or regulation. A **written** request for an exception must be submitted to the Dean, with supporting rationale or documentation. The student will receive a letter from the Dean regarding the Faculty's decision on the petition. A copy of the petition and the Faculty's reply is placed in the student's academic record.

# UNDERGRADUATE PROGRAM DETAILS
## Traditional Bachelor of Science in Nursing Program Curriculum and Suggested Sequencing

The Bachelor of Science in Nursing degree program has full approval of the South Carolina Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing. Graduates are eligible to take the National Council Licensure Examination for Registered Nurse practice (NCLEX-RN).

## *ADMISSION REQUIREMENTS*
### Subject to change through an official process

### Eligibility Requirements:
- Student of record at CSU at time of application
- 2.90 GPA on 4.0 scale in Pre-Nursing Prerequisite Courses with a "C" or better in each course
- Completion of required math and science prerequisites within 5 years of application date
- Completion of the required nursing admission exam at expense of the student
- Submission of College of Nursing application for intended semester of admission

### Required Pre-Nursing Prerequisite Courses:
Suggested Sequence for Pre-Nursing Course Schedule

| | | |
|---|---|---|
| ENGL 111 | English Composition I | 3 |
| MATH 105 | Intro to Math Structures* | 3 |
| CHEM 110 | Concepts of Chemistry w/ Lab | 4 |
| BIOL 226 | Anatomy & Physiology I w/ Lab | 4 |
| CHST 111 | Survey of Old Testament** | 3 |
| | | 17ch |

| | | |
|---|---|---|
| ENGL 112 | English Composition II | 3 |
| PSYC 110 | General Psychology | 3 |
| BIOL 220 | Microbiology w/ Lab | 4 |
| BIOL 227 | Anatomy & Physiology II w/ Lab | 4 |
| NURS 104 | Basic Pathophysiology | 3 |
| | | 17 Ch |

Total Required Prerequisite Credit Hours = 34

*Statistics does not satisfy math prerequisite for the BSN program.

** CHST 111 is suggested in this course sequence, but any other non nursing course required for the BSN degree can be used to satisfy the 34 required prerequisite credit hours.

The BSN program at CSU is a competitive-entry program, and admission to the university does not guarantee admission to the nursing program.

## NURSING CURRICULUM PLAN

**Semester One**

| | | |
|---|---|---|
| COMM 110 | Public Speaking | 3 |
| BIOL 345 | Nutrition | 3 |
| NURS 203 | Health Assessment | 4 |
| NURS 215 | Fundamentals of Nursing | 5 |
| NURS 221 | Clinical Pharm Concepts I | 2 |
| | | 17 ch |

**Semester Two**

| | | |
|---|---|---|
| CSCI 209 | Intro to Computer Systems | 3 |
| Art or Music | Appreciation | 3 |
| NURS 222 | Clinical Pharm Concepts II | 3 |
| NURS 231 | Adult Health I | 5 |
| Foreign | Language | 3 |
| | | 17ch |

**Semester Three**

| | | |
|---|---|---|
| | World Civilization | 3 |
| CHST 112 | Survey of New Testament | 3 |
| NURS 260 | Lifespan Development | 3 |
| NURS 323 | Maternity Nursing | 4 |
| NURS 331 | Adult Health II | 5 |
| | | 18ch |

**Semester Four**

| | | |
|---|---|---|
| PSYC 305 | Behavioral Stats for Health Prof. | 3 |
| 200 Level Survey of English/American Literature | | 3 |
| NURS 322 | Psych/Mental Health Nursing | 4 |
| NURS 324 | Pediatric Nursing | 4 |
| NURS 325 | Gerontology | 2 |
| | | 16ch |

**Semester Five**

| | | |
|---|---|---|
| POLI 201 or History Elective | | 3 |
| NURS 405 | Research in Healthcare | 3 |
| NURS 409 | Community Health Nursing | 4 |
| NURS 431 | Adult Health III | 4 |
| | | 14ch |

**Semester Six**

| | | |
|---|---|---|
| NURS 404 | Leadership/Management | 5 |
| NURS 430 | Capstone: Prep/Prof Role | 2 |
| NURS 432 | Adult Health IV | 5 |
| | | 12ch |

| | |
|---|---|
| Non-Nursing Prerequisite, Core, and Supporting | 62 |
| Pre-Nursing Professional Foundation | 3 |
| Nursing Major | 61 |
| Nursing Concentration | 3 |
| **Total Credit Hours Required for Graduation** | **129** |

## *PROGRAM STEPS TO GRADUATION AND NCLEX-RN SUCCESS*

### *STEP ONE:  PRE-NURSING*

1.  Enroll in required pre-nursing courses
2.  Enroll in GNED 101 (pre-nursing section) if new freshman at CSU
3.  Meet with nursing academic advisor at least once each semester to review academic progress and plans
4.  Prepare application for admission into nursing program and submit by fall or spring application deadlines.

### *STEP TWO:  ADMISSION INTO NURSING PROGRAM IN FALL OR SPRING*

1.  Submit application to nursing program for admission consideration by application deadlines.
2.  Requirements for consideration for admission:
    a.  Minimum GPA of 2.90 in prerequisite/required courses, priority consideration given to 3.0 GPA
    b.  At least a grade of "C" in all prerequisite/required courses
    c.  Minimum SAT (480V, 440M) or ACT (20 English, 18 Math) score if earned less than 34 semester hours that can be applied towards the nursing degree at the time of application to the nursing program
    d.  Successful completion of NURS 104
3.  Other considerations by Admissions Committee include but are not limited to:
    ●  Number of attempts in prerequisite courses, particularly math and sciences
    ●  Number of hours completed at CSU
    ●  Grade earned in NURS 104 course
    ●  Kaplan Nursing admission exam is required
    ●  Interview with Admissions Committee may be required
4.  If admitted into the program, begin Sophomore/200 Level Nursing courses
5.  If not admitted into the program, meet with nursing academic advisor to discuss options and academic plans.

### *STEP THREE: NURSING SEMESTER 1 AND 2 / 200 LEVEL NURSING*

To progress to semester 3 in Nursing, all of the following must be satisfied successfully:
1.  Complete all semester 1 and 2 nursing courses with a grade of "C" or above;
2.  Score at least at the minimum required score on Drug Dosage Calculation Competency exams.  One retake is allowed for each semester exam.  Enhancement and Remediation Activities will be required before retakes.

If one or more of the above are not satisfied, actions taken include:

- A grade of less than "C" (including D, F, W, FD and FA) in one nursing course will require the student to repeat the course before progressing to the next semester and/or Level. Student will not be dismissed from the program.
- If a grade of less than "C" (including D, F, W, FD and FA) in two nursing courses is earned, the student will be dismissed from the nursing program. This policy does not apply to nursing concentration courses (except for Nursing 260).
- If the minimum required score on any Drug Dosage exam is not earned, please refer to the Drug Dosage Exams Policy.

## *STEP FOUR: NURSING SEMESTER 3 AND 4 / 300 LEVEL NURSING*

To progress to Semester 5 and 6 in Nursing, all of the following must be satisfied successfully:
1. Complete all Semester 3 and 4 nursing courses with a grade of "C" or above;
2. Score at least at the minimum required score on the Drug Dosage exams. One retake is allowed. Enhancement and Remediation Activities will be required before retakes

If one or more of the above are not satisfied, actions taken include:
- A grade of less than "C" (including D, F, W, FD and FA) in one nursing course will require the student to repeat the course before progressing to the next semester. Student will not be dismissed from the program unless the following paragraph/bullet is in effect.
- If a grade of less than "C" (including D, F, W, FD and FA) in two nursing courses is earned (semester/year/cumulative), the student will be dismissed from the nursing program. This policy does not apply to nursing concentration courses (except for Nursing 260).
- If the minimum required score on any Drug Dosage exam is not earned with allowable retakes, the student will be dismissed from the program. Enhancement and Remediation Activities will be required before retakes.

## *STEP FIVE: NURSING SEMESTER 5 AND 6 / 400 LEVEL NURSING*

To graduate and be endorsed to take the NCLEX-RN, all of the following must be satisfied successfully:
1. In order to graduate, complete all semester 5 and 6 nursing courses with a grade of "C" or above.
2. In order to successfully complete NURS 430, an approved NCLEX-RN Review Course must be completed.

If one or more of the above are not satisfied, actions taken include:
- A grade of less than "C" (including D, F, W, FD and FA) in one nursing course will require the student to repeat the course before progressing and/or graduating. Student will not be dismissed from the program unless the following paragraph/bullet is in effect.
- If a grade of less than "C" (including D, F, W, FD and FA) in two nursing courses is earned (semester/year/cumulative), the student will be dismissed from the nursing program. This policy does not apply to nursing concentration courses (except for Nursing 260).

## *STEP SIX: GRADUATION AND NCLEX-RN SUCCESS*

**NOTE:**

Students dismissed from the program for **any** reason are not eligible for readmission.

## COMPLIANCE POLICIES AND REGULATIONS OF THE PROGRAM

For general information, policies and regulations applying to all CSU students refer to the <u>CSU Undergraduate Catalog</u>.

The College of Nursing policies are found in the <u>CSU Undergraduate Catalog</u>, the <u>CSU Student Handbook</u>, and the <u>College of Nursing Student Handbook</u>. Policies in the <u>College of Nursing Student Handbook</u> are updated annually and take precedence over those in the <u>CSU Undergraduate Catalog</u> and <u>CSU Student Handbook</u> if there is a discrepancy.

### *FEES AND EXPENSES*

Students are responsible for payment of all fees by established deadlines. In addition to tuition and fees listed in the <u>CSU Undergraduate Catalog</u>, nursing students may expect to incur the following additional expenses: books and supplies, uniforms (refer to the Professional Dress Standards/Uniform Policy), watch with a second hand, stethoscope, scissors, name pin, travel to clinical sites, and any required immunizations and titers. A car will be necessary for clinical agency placements. In the last semester, there are additional expenses related to graduation, College of Nursing pin (which may be worn after graduation), senior pictures, NCLEX-RN review course, and NCLEX-RN Licensure examination fees.

In addition to University tuition and fees, a Nursing Program Fee is charged each semester in which a student is enrolled in a nursing course to enable the College of Nursing to provide additional learning resources to support the educational program. The fee covers support and maintenance of the Clinical Learning Lab (teaching models, disposable medical supplies, health assessment tools and equipment, computers, software, paper, etc.), resources used in the Computer Lab in the nursing building, curriculum assessment including testing, and other support related to the program.

### *ENROLLMENT*

Once accepted into the nursing program, basic/generic students must maintain full-time enrollment.

### *NCLEX-RN LIVE REVIEW COURSE*

All seniors are required to take an approved NCLEX-RN review course at the end of the program. The review course is part of the NURS 430 Capstone course and must be completed in order to successfully complete the course.

### *TRANSFER CREDIT FOR UNDERGRADUATE NURSING COURSES*

1. The nursing course to be considered for transfer must have been completed at the baccalaureate level from an ACEN, CCNE, or NLN-CNEA accredited program within three years of admission

to the College of Nursing.  A grade of "C" or better must have been achieved in the course.

2.  Transfer credit is not granted automatically.

3.  After acceptance to the College of Nursing and no later than one month prior to matriculation the student must submit a transcript and course outline/syllabus of the course to be considered for transfer to the Dean of the College of Nursing. The materials will be reviewed by the Dean to determine equivalence to the corresponding College of Nursing course and the student will be notified in writing of the decision and the decision will be considered final.

## *CRIMINAL BACKGROUND CHECK FOR CLINICAL EDUCATION AND LEARNING EXPERIENCES*

In compliance with the affiliation agreements between Charleston Southern University, the College of Nursing, and practice facilities/agencies, a criminal background check is now required for all nursing students participating in clinical education/learning experiences.  The enforcement of this policy is in conjunction with the facilities/agencies' compliance with The Joint Commission (TJC) Standards that require criminal background checks on anyone providing care, treatment, or services.

The purpose of this policy is to:
1.  Promote and protect patient/client safety;
2.  Comply with clinical affiliates that may require a student and faculty background check as a condition of their contract;
3.  Promote early submission by students of petition for a review of convictions in order to continue in the nursing program; and,
4.  Provide early identification of students who may have difficulty meeting eligibility for licensure requirements.

### *Conduct of Criminal Background Check*

All nursing students will be required to complete a background check and drug screen through CastleBranch, which must be shared with and approved by each clinical site prior to any clinical rotation. If a student is denied access to any clinical agency, it will result in the student being withdrawn from the nursing program.  Students who have previous disciplinary actions and/or convictions may not be eligible to take the NCLEX-RN examination and/or be licensed by the State Board of Nursing, even if a BSN degree has been conferred.  Students who have such disciplinary actions and/or convictions will not be reviewed by the Board of Nursing until their application to test is submitted by the College.  The Board of Nursing conducts its own criminal background check and then will make the determination if the student is eligible to take the NCLEX-RN test. It is the student's responsibility to decide if they want to continue in the professional nursing program or not.  The College of Nursing has no way to determine the decision of the Board of Nursing at the time of application to test.  Students may contact the Board of Nursing directly to seek additional information.  Students with results on their background check, including speeding tickets and minor traffic violations, must discuss their results with the Clinical Compliance Coordinator.

Results of the criminal background checks will be made available to the Dean of the College of

Nursing by the designated agency/company selected to perform the criminal background check. The Dean will make the results available to the individual student. The Dean or designee(s) will validate to the clinical facilities/agencies that the student has passed a criminal background check.

Newly admitted students must complete the Criminal Background Check in order to have the results received by the College of Nursing no later than June 30 for to the fall semester and December 21 for the spring semester of admission to the nursing program. Failure to comply with this mandate may result in the student being withdrawn from the nursing program. As part of the signed application to the nursing program, students will indicate their knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical practice and/or licensure.

*Unsatisfactory Results*

Failure to pass a criminal background check may prevent a student from enrolling and/or continuing in the nursing program. A student with a significant criminal background screen will be required to withdraw from the program.

A significant criminal background screen means a conviction for any matter (a) listed in the *Laws Governing Nursing in South Carolina*, published by the South Carolina Department of Labor, Licensing and Regulation, Board of Nursing, that would prohibit licensure; (b) noted by the program accrediting agency; and/or (c) identified by a clinical affiliate as unacceptable for clinical practice.

*Record Keeping*

All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least seven years. The Dean of the College of Nursing will have access to these files. A copy of the criminal background check will be kept in a secured cabinet in the College of Nursing.

*Student Rights*

If a student believes his/her background information is incorrect, he/she will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student in question. The student will not be able to participate to enroll in the nursing program until the matter is resolved.

What does the background check consist of?
- Criminal History Investigation (7 years)
- Sexual Offender Registry/Predator Registry
- Social Security Number Verification
- Positive Identification National Locator with Previous Address
- Maiden/AKA Name Search
- Medicare/Medicaid Sanctioned, Excluded Individuals Report
- Office of Research Integrity (ORI) Search
- Office of Regulatory Affairs (ORA Search
- FDA Debarment Check

- National Wants & Warrants Submission
- Investigative Application Review (by Licensed Investigator)
- National Healthcare Data Bank (NHDB) Sanction Report
- Misconduct Registry Search
- Executive Order 13224 Terrorism Sanctions Regulations
- Employment Verification (3 most recent employers)

# *DRUG SCREEN POLICY AND PROCEDURE*

The University and the College of Nursing are committed to protecting the safety and health of its students as well as people who they may come in contact with during clinical learning experiences. Use of substances that interfere with the judgment and/or motor coordination of students of the College of Nursing pose unacceptable risk for their clients/patients, Charleston Southern University, the faculty, and health care agencies.

The University prohibits the illicit use, possession, sale, distribution, or knowingly being in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.

Charleston Southern University states its policy in the Student Code of Conduct in the *Student Handbook* regarding the use and misuse of alcohol and illegal drugs. The policy serves as the basis for individual and group decision-making and as a standard of behavior. The procedures and consequences for handling violations are also discussed in the *Student Handbook*. Every student at the University, "by virtue of enrollment, has agreed to abide by and uphold the policies of this institution."

A nursing student with any history of drug or alcohol abuse may be required to obtain special permission from the South Carolina State Board of Nursing before being allowed to take the NCLEX-RN licensure exam.

Due to the requirements of the affiliating clinical facilities, each nursing student is required to undertake a urine drug screen for evidence of drug abuse. All students must be free of alcohol and unlawful drug use in order to enroll and/or continue in the nursing program. Nursing students will not be allowed to participate in clinical learning experiences until negative drug screen results have been received. Students who refuse to submit to the urine drug screen will not be permitted to begin and/or continue in the nursing program.

All drug screens whether federal, non-federal, or in-house are performed by the 49 CFR Part 40 guidelines as required by the Department of Transportation.

### *Procedure for Obtaining Urine Drug Screen*

**General Information**

1. Students will place an order for their urine drug screen through Castle Branch, and the company will directly email the student to go to the nearest collection facility to submit his/her urine specimen.

2. The 10 Panel urine drug screen tests for:
   a. Amphetamine (methamphetamine)
   b. Barbiturates
   c. Benzodiazepine
   d. Cocaine
   e. Marijuana
   f. Methadone
   g. Methaqualone
   h. Opiates (Codeine and Morphine)
   i. Phencyclidine
   j. Propoxyphene
   k. Creatinine

3. The testing device is a FDA approved one-step drug test, which is 99% accurate.

4. Cut-off levels are set to the SAMSHA- Substance Abuse and Mental Health Service Administration standards.

**Forms**

1. The College of Nursing has opted to use e-chain drug testing forms, which eliminates the need for hard copy forms.
2. Once a student places a drug screen order with Castle Branch, the student is directed via email to go to the nearest collection facility to submit his/her urine specimen. Castle Branch is partnered with select LabCorp locations nationwide.

**Drug Screening Procedure**

1. The College of Nursing will provide each student with a Castle Branch Drug Screening order placement Form. The student must adhere to the instructions on the form to successfully purchase the drug screen order.
2. During order placement, the student will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.
3. The email address provided by the student when placing the order will be the primary form of communication for alerts and messages from Castle Branch.
4. Once the order is purchased, the student will receive a registration form either in his/her email or directly in his/her drug test requirement. This form will assist students with scheduling a drug test and finding a location with the specified lab.
5. It is the student's responsibility to schedule his/her appointment with the collection site and provide his/her unique registration code and picture ID.

**Results**

1. A drug screen will be presumed non-negative if any of the drugs listed in I.A.2 are found and when further review by the MRO could not verify or confirm acceptable justification with proper documentation.

2. Negative results are typically returned within 24 hours. All results are then posted to the student's Castle Branch account for the College of Nursing to easily view.

3. All results will be kept confidential. Only the College of Nursing and the student has access to view the student's drug screen results on their Castle Branch account. Results will not be given to parents, guardians, or spouses.

4. The Dean of College of Nursing must receive results from the drug screen by June 30 for to the fall semester and December 21 for the spring semester of admission to the nursing program.

5. All non-negative tests are sent to a Medical Review Officer (MRO) for further review. The MRO will contact the student for an interview; a minimum of three contact attempts will be made over a two-day time period. The MRO will request written documentation for any prescriptions that may have produced positive test results. The student will have 24 hours to provide written documentation of their prescription(s).

6. Students may also be contacted to retest if the drug test results in a fatal flaw or dilute negative. The student will receive a new registration form (via email) and must take it back to the lab. If specimen is rejected due to donor error, the student may be contacted to place or pay for a new order.

**Non-Negative Urine Drug Screen**

1. The Dean of the College of Nursing will interview the student.

2. The student may be requested to submit to the collection of a second urine sample for drug screen at the student's expense.

3. After all testing has been completed, a non-negative drug screen with evidence of drug abuse will require the student to be withdrawn from the nursing program and will prohibit the student from enrolling and/or continuing in the program.

4. Disciplinary action may be taken by the University in accordance with the Charleston Southern University Student Handbook.

5. **Students are not allowed to enroll and/or continue in the nursing program due to a non-negative drug screen are not eligible for readmission to the program.**

**Random Drug Screens**

A random drug screen (hair and/or urine testing) may be requested by the College of Nursing or a clinical facility at any time during the student's enrollment in the program. The student will incur the cost of the random drug screen.

## *SUBSTANCE ABUSE POLICY*

Charleston Southern University states its policy in the Student Code of Conduct in the Student Handbook regarding the use and misuse of alcohol and illegal drugs. The policy serves as the basis for individual and group decision-making and as a standard of behavior. The procedures and consequences for handling violations are also discussed in the Student Handbook. Every student at the University, "by virtue of enrollment, has agreed to abide by and uphold the policies of this institution."

Use of substances that interfere with the judgment and/or motor coordination of students of the College of Nursing pose unacceptable risk for their clients/patients, Charleston Southern University, the faculty, and health care agencies. Therefore, use of alcohol, use of illegal drugs and/or the misuse of legal therapeutic drugs by nursing students while engaged in any portion of their educational experience is strictly prohibited. Further, nursing students are strictly prohibited from being under the influence of alcohol, illegal drugs or any legal drug at a greater than therapeutic level while engaged in any portion of their educational experience.

Faculty who suspect a violation of this policy are required to take action by identifying, interceding, and assisting students who the faculty suspects may be impaired and unfit for clinical and or classroom learning.

As this policy relates to a positive drug/alcohol screening procedure, the following definition of positive will be used:

1. Screening results indicate use of illegal drugs
2. Screening results indicate non-therapeutic drug level of prescribed or non-prescribed drug
3. Screening results indicate presence of alcohol in the blood

One or more of the following behaviors may indicate that a student is under the influence of alcohol or drugs:

1. Observable lack of motor coordination without reasonable explanation. Persons making such observations must describe such behavior objectively.
2. Incoherent speech without reasonable explanation.
3. Inappropriate decision-making without reasonable explanation. This behavior must be described objectively by persons making such observations and must clearly be inappropriate based upon reasonable expectations of students at the same academic level
4. Odor of alcohol on the breath of the student detected from a maximum distance of two feet.

If reasonable suspicion exists that a nursing student has violated any provision of this policy, the faculty member in charge will make arrangements to accompany the student from the area immediately.

a. In all cases, the student may not participate in clinical learning experiences until an appropriate plan of action has been identified.
b. If the incident occurs in the classroom, the student will be accompanied to the office of the Dean of the College of Nursing.
c. If the incident occurs in a clinical or laboratory area, the Dean will be notified by telephone.

*Procedure*

1.  If the incident occurs in a clinical learning area, the instructor will document his/her observations regarding the student's behavior and work performance.

2.  The instructor will conduct an interview with the student to determine if the student is fit to continue the clinical learning experience.

3.  If the instructor concludes that the student is able to perform clinical responsibilities, the student will be asked to return to the clinical learning area without further prohibition or sanction.

4.  If the instructor concludes that the student is not able to perform clinical responsibilities, the student will be suspended from the clinical learning experience, informed of University and College of Nursing policies that have been violated, and requested to participate in further evaluation.

5.  If the student shows obvious signs of alcohol/drug intoxication, the student is asked to submit to alcohol/drug screening. If the student agrees and the test results are negative, the student will be allowed to resume the clinical learning experience at the next scheduled clinical learning experience without penalty. The Dean will be notified of the screening results and no further action is required. The cost of the screening will be paid by the College of Nursing.

6.  If the student is asked and refuses to submit to alcohol/drug screening, or if the student submits to screening and the results are positive (on a second retesting after an initial positive), this information will be given to the Dean who will conduct an investigation. The cost of the screening will be paid by the College of Nursing. NOTE: All testing schedules will follow the guidelines of the laboratory making the test level evaluation.

7.  If the student refuses to participate in the evaluation process including the interview with the instructor and the alcohol/drug screening, the instructor will take the following actions:

    a.  The student will be informed that his/her actions constitute insubordination and may result in discipline up to and including dismissal from the nursing program.

    b.  The instructor will immediately suspend the student from the clinical learning experience and indicate to the student that the Dean of the College of Nursing will be contacted regarding further investigation of this incident.

8.  If the student is not able to perform clinical responsibilities, refuses to participate in the evaluation process, or indicates impairment through alcohol/drug screening, the instructor will attempt to make arrangements to have the student taken to his/her place of residence. Any refusal by the student to accept such assistance should be witnessed by another person (faculty, agency personnel) and should be documented by the instructor. Should the student insist upon driving himself/herself to the place of residence or elsewhere, the instructor should contact the local police authorities indicating the student's condition, his/her refusal to accept assistance

in getting to the place of residence, and the make of his/her automobile.  The date and time of this call should be recorded along with the name of the police personnel who accepted the call.

9. As part of the investigation, the Dean will appoint a committee of at least three nursing faculty and two students to investigate the incident.  The student involved in the incident may be asked to appear before the committee.  The committee will decide upon a plan of action and make a recommendation to the Dean within 10 days of the incident.  The plan of action ultimately decided upon may include, but is not limited to, one or more of the following:

   a. The student may be allowed to resume participation in clinical learning experiences.
   b. The student may be required to enroll in and successfully complete an approved substance abuse program.
   c. The student may receive a failing grade in any nursing course and be required to repeat the course when a portion of the clinical laboratory experience has been missed and exceeds the number of absences allowable per College of Nursing policy.
   d. The student may be barred from further participation in clinical laboratory experiences.
   e. The student may be dismissed from the program.
   f. **The final decision on a plan of action will rest with the Dean of the College of Nursing.**

10.  The incident and investigation will be reported to the Dean of Students and/or the Director of Residence Life and Campus Safety.  The University policy regarding Violations and Disciplinary Offenses will be initiated.

11. Registered nurse and licensed practical nurse students will be expected to abide by the policy.  Notification of failure to adhere to the policy will be made to the SC Board of Nursing.

12. All information related to these procedures will be held in confidence and released only in those instances required by Charleston Southern University, the College of Nursing and/or the Board of Nursing policy.

## *IMPAIRMENT STATEMENT*

The use of substances which interfere with a student's judgment or motor skills poses an unacceptable risk for patients, clinical agencies, the University, the faculty.  The use of alcohol, illegal drugs, and/or misuse of legal therapeutic drugs by students while engaged in any portion of their education experience is strictly prohibited.  Faculty who suspect a violation of this policy are **required** to take action.  Please refer to the Substance Abuse policy for the actions to be taken.

## *DISABILITY STATEMENT*

The College of Nursing complies with federal ADA guidelines.  Students who believe they require accommodations should review the requirements and procedures for special accommodations on the CSU Disability Services website.

Approval for accommodations is granted by CSU Disability Services only, and it is the student's responsibility to request the accommodation in a timely manner. Students may contact the office at 843-863-7159. Students who have been approved to receive accommodations must contact the

course coordinator during office hours to discuss the accommodations approved by CSU Disability Services at the beginning of each semester.

The student must provide the approved documentation to any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations.

## *ACCIDENTS/INJURIES DURING CLINICAL EXPERIENCES*

When a nursing student is injured (including a needle stick) during a clinical experience, the student must immediately contact the clinical instructor and/or the nurse in charge of the unit.  The clinical instructor and student should fill out a Student Incident Report (**Appendix C**) together and submit it to the Dean of the College of Nursing.  A copy of the incident report will be placed in the students' file.  If the injury is serious, the student may be sent to the hospital emergency department or an urgent care facility.  Students are responsible for any costs incurred for treatment (See **Health Insurance Policy**).

## *COMPLIANCE AND HEALTH POLICIES*

All students must submit the following compliance items annually and by the specified deadline. Failure to submit all of these documents by the deadline will result in a Code of Conduct violation.

### *Cardiopulmonary Resuscitation (CPR) Certification*

To ensure appropriate level of safe care and professional responsibility in clinical sites, all CSU nursing students must be CPR certified from the American Heart Association, Basic Life Support (BLS) for Healthcare Providers.

New students must provide documentation of their certification prior to enrollment.  Continuing students should provide documentation of their recertification from the American Heart Association to the Clinical Compliance Coordinator at the beginning of each academic year.

Students not in compliance with this policy will be prohibited from attending clinical experiences and progressing in the nursing program.  Any absence in clinical as a result of lack of current CPR certification will be recorded as an absence in the course.

### *Professional Liability Insurance*

All CSU nursing students must maintain a personal Professional Liability Insurance Policy throughout the program.  The policy is obtained through the University and the annual fee is applied to each student account.

### *Required Immunizations/Tests*

The following immunizations and tests are required of all CSU nursing students prior to enrollment.  Each immunization must be dated and signed or stamped by a health care professional or office.  Parental signatures are not acceptable.

>    1.    Measles, Mumps, Rubella:  Two vaccine doses required **and** positive antibody titer

for each – Measles, Mumps, Rubella.  You may be exempt from this requirement <u>only</u> if (1) you are pregnant or trying to conceive, or (2) you are allergic to eggs.

2. Tetanus-Diphtheria: Primary series with DtaP or DTP **and** booster with Tdap in the last ten years meets requirements.  Renewal documentation is required after 10 years.

3. Varicella (Chicken Pox): A positive Varicella antibody **and** two doses of vaccine given at least one month apart if immunized after age 13 years meets the requirement.

4. Hepatitis B: Three doses of vaccine **and** a positive Hepatitis surface antibody meets the requirement.

5. TB Skin (PPD) Test:  Upon admission to the nursing program.  Tine test (prong test) is not acceptable.  If above TB skin test is equal to or greater than 10mm, a chest x-ray is required.  If there is a history of a positive TB skin test, a chest x-ray within 6 months prior to enrollment is required.  Thereafter, all students are required to be screened yearly for tuberculosis and must provide documentation to the Clinical Compliance Coordinator at the beginning of each academic year.

6. An annual flu shot is required each year during the flu season (October 1- March 31, or dates defined by the CDC) while enrolled in courses that include a clinical component.

## *HEALTH INSURANCE*

Health Insurance is required for CSU nursing students throughout the nursing program in order to participate in clinical courses.  Students must furnish evidence of having the insurance prior to enrollment and must provide documentation at the beginning of each academic year.  Students are required to sign a statement indicating their understanding of maintaining the personal health insurance at all times and failure to do so will result in dismissal from the program.

Students are personally liable for all health/medical costs incurred while attending the University.  The University and the College of Nursing are not liable for health care costs associated with a student's illness or injury from clinical practice and/or lab activities.

## *OTHER HEALTH POLICIES*

Students are required to submit a letter from their health care provider in instances of extended illness or surgery.  This letter should include the student's health status at the time and physical limitations, if any.  Upon receipt of this information, the student will be evaluated for clearance to resume full classroom and/or clinical activities.

The College of Nursing reserves the right to request the withdrawal of a student from the nursing program when physical or emotional difficulties occur which may pose a threat to the student's own health or to the health of others.  The student may apply for consideration for re-entry to the school upon submitting a letter from a qualified health care provider that the problem has been

resolved.

Students are not eligible to attend classes or clinical assignments if they are not in compliance with the "Health Policies." Students are required to adhere to the clinical site regulations.

## *EMERGENCY CONTACT POLICY*

Students will be required to provide the College of Nursing with a name and telephone number of someone close to the student who could be contacted in case of an emergency. Students should provide the College of Nursing telephone number (843-863-7095) to family members who may need to contact the student in case of an emergency. Should this event occur, the student's location in class or clinical will be determined. The faculty will be contacted first who will then inform the students.

## *HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)*

In compliance with HIPAA regulations and privacy of health information, students' health information submitted to the College of Nursing as a requirement for enrollment and participation in clinical learning experiences will be secured in individual student records in locked cabinets. Health information on individual students may be used or disclosed:

1.  For Treatment – The College of Nursing may use or disclose health information about a student to facilitate medical treatment or services to a provider or in the case of an emergency to an emergency dispatcher should the student become injured or ill while off campus at an assigned facility.

2.  As Required By Law – The College of Nursing will disclose health information about a student when required to so by federal, state, or local law. For example, the College of Nursing may disclose health information when required by a court order in a litigation proceeding such as a malpractice action.

3.  To Avert a Serious Threat to Health or Safety, the College of Nursing may use and disclose health information about a student when necessary to prevent a serious threat to the student's health or safety or the health and safety of the public or patients for whom the students provide care. Any disclosure, however, would only be to someone able to help prevent the threat.

4.  Disclosure to Health Plan Sponsor – Health information may be disclosed for purposes of facilitating claims payment under the student's primary health plan in the event the student becomes injured or ill while off campus at an assigned facility.

5.  Law Enforcement – The College of Nursing may release health information if asked to do so by a law enforcement official:
    a.  In response to a court order, subpoena, warrant, summons or similar process
    b.  To identify or locate a suspect, fugitive, material witness, or missing person
    c.  About the victim of a crime if, under certain limited circumstances, the school is unable to obtain the person's agreement;
    d.  About a death believed to be the result of a criminal conduct;

e.  About criminal conduct at the hospital; and

f.  In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

6.  Coroners, Medical Examiners and Funeral Directors – The College of Nursing may release health information to a coroner or medical examiner.  This may be necessary, for example, to identify a deceased person or determine the cause of death.

7.  National Security and Intelligence Activities – The College of Nursing may release health information about the student to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

8.  In the Event of Death – In the event of the death of a nursing student, the College of Nursing may be required to supply personal health information to determine the cause of death.

## CONFIDENTIALITY POLICY

The College of Nursing understands the federal regulations addressing patient/healthcare confidentiality, the Health Insurance Portability and Accountability Act (HIPAA).  Students and faculty receive HIPAA training as part of their annual updates and as specified by the agencies in which they practice.  Records of the training are maintained on file in the College of Nursing office.  Records of student health requirements are maintained on file and released according to College of Nursing policy (See *Student Rights to Health Information*-College of Nursing Student Handbook).

### Student Policy

a.  A nursing student will hold in confidence all personal client information and agency information entrusted to him/her.

b.  Confidential clinical information and research data (written or oral) given to a nursing student is considered privileged within the content of the learning site and the enrolled course.

c.  A nursing student will limit his/her discussion of client/family/agency to structured learning situations such as conferences and clinical learning experiences.  At no time are clients/families/agencies to be discussed at lunch tables, clinical or university dining facilities, elevators, dormitories, and/or other public settings.

d.  A nursing student will respect the rights of colleagues/classmates to keep personal information and papers confidential.

e.  Failure to comply with the above policy represents unethical conduct for a nursing student and may result in failure in the nursing course in which the incident occurs and/or dismissal from the nursing program.

### Confidentiality Statement

All nursing students are required to sign the College of Nursing Confidentiality Agreement and Confidentiality Agreement for Simulation & Lab each year they are in the nursing program. The student is expected to comply with the terms of the statement throughout the nursing program. Failure to do so is grounds for failing the nursing course in which the incident occurs and/or

dismissal from the nursing course.  A copy of the signed statements are maintained in each students' file in the College of Nursing office.

## *INFECTIOUS/COMMUNICABLE DISEASE POLICY*

Infectious/communicable diseases are common and may be a threat to students and faculty. During the performance of clinical practice activities, students may have contact with patients with AIDS (HIV), Tuberculosis (TB), Hepatitis B, and other infections. This contact may expose the student to infectious agents and may result in the student transmitting an infectious disease to other patients, family members, faculty, and other students. If an accident or injury occurs in the clinical setting, please refer to the **Accidents/Injuries During Clinical Experiences** policy.

To help protect the health and safety of its students, as well as that of patients, the BSN Nursing Program requires students submit the following documentation:
· **Student Skills and Abilities Form**
· **Immunization Requirements**

## *STUDENT RIGHTS TO HEALTH INFORMATION*

Students have the following rights regarding health information maintained by the College of Nursing:

1.  Right to Inspect and Copy – A student has the right to inspect and copy health information that is required as a nursing student.  To receive a copy of this information, a student must submit in writing this request to the Dean of the College of Nursing.  If there is a request for verification of the contents of these files, we will give that information to the requesting party if they are a provider or an insurance company of the nursing student.

2.  Right to Amend – If a student feels that health information is incorrect or incomplete, the student may ask the College of Nursing to amend the information.  A student has the right to request an amendment for as long as the information is kept while the student is a nursing student.  This request for an amendment of information must be in writing and submitted to the Dean of the College of Nursing.

3.  Right to Request Restrictions – A student has the right to request a restriction or limitation of the health information used or disclosed about the student for treatment, payment of claims or health care operations.  A student also has the right to restrict or limit the health or injury information that would be given to a nursing faculty member.  These restrictions must be put in writing to the Dean of the College of Nursing.  The request is considered in relation to the "Program Minimum Skills for Eligibility to Participate in Educational Programs and Activities," requirements of facilities in which clinical learning takes place, and the safety of the patients under the care of the student in the present and potentially in the future.

The College of Nursing reserves the right to change this HIPAA notice of privacy.  The College of Nursing reserves the right to make the revised or changed notice effective for health information already maintained about the student as well as information received in the future.

Other uses and disclosures of health information not covered by this notice or the laws that apply to the university and College of Nursing will be made only with a student's written permission. The student must complete an Authorization for Release of Information, provided by the College of Nursing. If a student provides the College of Nursing permission to use or disclose health information, the student may revoke that permission, in writing, at any time. If the student revokes permission, the College of Nursing will no longer use or disclose health information about the student for the reasons covered by the written authorization. The student understands that the College of Nursing is unable to take back any disclosures already made with permission and that the College of Nursing is required to retain records concerning use or disclosures of health information.

## *TRANSPORTATION*

Students are required to provide their own transportation to clinical agencies. Students are reminded that if they transport other classmates, they are assuming personal liability in the event of an accident.

## *PROFESSIONAL AND GENERAL DRESS STANDARDS FOR CLINICAL, LAB, & SIMULATION*

All students enrolled in the program will be attired in a professional manner appropriate to the laboratory and clinical setting when engaged in laboratory and clinical learning or preplanning experiences.

### *General Information*

1.  In traditional settings, students must wear the standard/approved professional uniform with the embroidered University logo purchased from the uniform retailer selected by the College of Nursing. No other uniform will be allowed. Approved white, black, gray, navy or brown shoes and above the ankle socks will be worn with the uniform. Shoes must be non-skid, solid colored, easily cleaned, and have a solid surface (no mesh). A secondhand watch and a writing pen are required when wearing the uniform.

2.  In designated settings, students may be required to change to scrubs or gowns. In this event, the uniform should be worn to and from the clinical setting (street clothes are not permitted).

3.  In non-traditional settings, appropriate attire will be designated by course faculty in accordance with agency policies. Shoes must be reasonable.

4.  In community health settings, students will wear the standard/approved uniform worn in traditional settings.

5.  Whenever students are in any clinical setting in a student capacity, they are required to wear a name badge (furnished by the College of Nursing) and CSU photo student ID and any other identification required by the clinical facility.

6. It is expected that students will maintain acceptable personal hygiene and that uniforms will be clean, neat and unwrinkled, and fit appropriately. Students are responsible for care and cleaning of uniforms. Students not maintaining proper care of the uniform will be required to purchase a new one.

7. Students are **not** to wear the College of Nursing uniform and/or name pin furnished by the College of Nursing when in a clinical setting in a capacity other than as a CSU student in a required learning experience.

### *General Dress Standards*

1. **Hair** - Hair should be neat, clean, and of a style that stays out of the face when giving patient care. Hair that is below shoulder length should be secured so that it cannot fall forward over the shoulder. Hair color must be a natural tone. No brightly colored or elaborate ornaments may be worn in the hair. Students with facial hair must keep facial hair well-groomed and in compliance with affiliate protocols related to proper PPE use.

2. **Nails** – Fingernails should be short enough so that they will not injure patients. Clear or light-colored nail polish may be worn but must be kept neat in appearance. Artificial nails of any type are not allowed in the laboratory or clinical settings.

3. **Jewelry** - Only wedding rings may be worn. Earrings may be worn if less than one-half inch in diameter. One stud/earring per ear is allowed in the lobe of the ear. Bracelets, necklaces, dangling earrings, and visible body and facial piercing jewelry (other than the one earring per ear) are not permitted.

4. **Odors** - Perfumes, colognes, lotions, smoke, and deodorants with heavy scents are not permitted.

5. **Tattoos** – Tattoos and any body art should be covered with appropriate attire.

6. **Shoes/Socks** – No canvas or mesh-type shoes, athletic shoes, cowboy boots, clogs, open-toed or open-back shoes, sandals, or high heels are allowed. Shoes should be non-skid. Sock/Shoe color should be white, black, blue, or brown only depending on the color of the shoes).

7. **Undershirts** – Undershirts, long or short-sleeve, may be worn under the uniform, but must be white in color. Undershirts are required if chest hair is visible.

Students will be held accountable for all professional and general dress standards. Students failing to comply with the standards will not be allowed to attend the clinical session for that day and will receive an "unsatisfactory" for the clinical session and an absence will be recorded. Faculty are responsible for ensuring that students adhere to the professional and general dress standards.

## *VOLUNTARY WITHDRAWAL*

A student who wishes to withdraw from the nursing program must contact their faculty advisor and indicate their intent to withdraw in writing to the Dean.

*Readmission After Voluntary Withdrawal or Transfer*

A student who leaves the university and/or College of Nursing in **good standing** through voluntary withdrawal or a student from another nursing program who left the program in good standing and desiring to transfer to the CSU nursing program may be evaluated for readmission/admission under the following circumstances:

1.  Make a formal reapplication/application to the College.

2.  At the time of reapplication, submit a statement that addresses the reasons for the withdrawal or transfer, outlines what she/he has done to ensure success in the College of Nursing and why she/he should be readmitted/admitted.  The student must write the statement.

3.  May be required to have a personal interview with the College of Nursing Admissions and Progression Committee and the Dean.  In addition, the student's complete academic record, including all clinical evaluations, will be reviewed.

4.  Readmission is not automatic.  Students will be considered as part of the total applicant pool.

5.  The requirement for completion of program/major requirements within 6 years of initial enrollment will be in effect for readmitted students.

6.  All policies in place at the time of readmission will apply.

## BALANCING EDUCATIONAL AND EMPLOYMENT DEMANDS

Many students find it necessary to work while enrolled in school to help defray living and educational expenses.  The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences.  Students who try to balance full-time employment and a full-time academic load often place themselves at risk for academic failure.

Certain practicum experiences involve intensive clinical work requiring the student's full time and attention.  Students should plan for such experiences and they may need to reduce or eliminate entirely other work commitments during intensive practicum experiences. Work is **not** a valid excuse to miss class, clinicals, or lab.

## GRADUATION REQUIREMENTS

1.  Completion of a minimum of 129 semester credit hours, including 64 sh. (semester hours) of prescribed prerequisite, core, cognates, and supporting courses, 61 sh. of prescribed nursing course work and 3 sh. of the Nursing Content Concentration.

2.  Completion of nursing courses with a minimum grade of "C" in each course.

3.  Attainment of an overall 2.0 CSU cumulative GPA and a 2.0 cumulative GPA in all nursing course work.

4. Completion of CSU requirements.

5. Recommendation by the faculty.  Upon completion of the program, recommendation by the faculty and endorsement by the Dean, basic BSN graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) leading to registered nurse (RN) licensure to practice nursing.

In addition to meeting academic and convocation requirements for graduation, all graduating students are required to submit a degree application (See CSU, Undergraduate Catalog) and are expected to attend CSU's Commencement ceremonies.  Graduating nursing students are required to also attend the College of Nursing Pinning Ceremony.

**The Office of Academic Advising in collaboration with the College of Nursing appoints a faculty advisor for each student to assist with program planning and tracking of course requirements.  However, the responsibility for assuring that all requirements for the College of Nursing and University rests solely with the student.**

## *ELIGIBILITY FOR RN LICENSURE*

Applicants for registered nurse licensure in South Carolina are eligible to take the NCLEX-RN examination upon submitting evidence to the Board of Nursing that a course of study in an approved nursing program, such as Charleston Southern University, has been completed and that the applicant has not committed acts or misconduct that are grounds for disciplinary action.  In accordance with the SC Code of Laws, Title 40 Professions and Occupations, Chapter 1 Professions and Occupations, Chapter 33 Nurses, and Chapter 91 Department of Labor, Licensing and Regulation-State Board of Nursing, the SC Board of Nursing may deny licensure to an applicant based on the same grounds for which the board may take disciplinary action against a license.

The following information must be reported to the Board of Nursing at the time of licensure application with additional information requested by the Board of Nursing from the applicant:

1. The applicant has been convicted, pled guilty, or pled *nolo contendere* for violation of any federal, state, or local law or have charges pending (other than minor traffic violations).
2. The applicant has had any board of nursing take any action against nursing licensure in this or any state.
3. The applicant has had any professional license disciplined in South Carolina or any state.
4. The applicant has been denied licensure as a health professional (RN, LPN, other) in any state.
5. The applicant has been counseled or disciplined while in the nursing program due to problem(s) with a chemical (alcohol/drugs) and/or a mental or physical impairment.

False or incomplete information on the application will constitute cause for denial or revocation of the license to practice in South Carolina.  If there are questions as to the anticipated need to report a specific violation/conviction, disciplinary action, treatment for chemical dependency, or a psychiatric or mental health condition, students may call the Board of Nursing.  Applicants

seeking initial licensure in a state other than South Carolina must meet all qualifications and policies of the Board of Nursing of that state.

All students admitted to the nursing program must agree to an extensive criminal background check in order to enroll and remain in the program.

The fees for licensure in South Carolina and the NCLEX-RN examination are subject to change. An applicant may incur additional costs for transcripts, photographs, fingerprinting, and a copy of original birth certificate. Applicants who seek modifications to administration of the licensure exam due to physical or mental and/or specific learning disability should contact the Board of Nursing at least three months prior to graduation.

*Approved by the College of Nursing Faculty, May 2020*

# *APPENDICES*

*Appendix A:* Student Request for Faculty Letter of Recommendation

*Appendix B:* Code of Conduct Violation Form

*Appendix C:* Student Incident Report

*Appendix D:* Faculty/Student Communication Record

*Appendix E:* Approval to Attend Professional Development Activity

*Appendix A:* Student Request for Faculty Letter of Recommendation

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Charleston Southern University
College of Nursing

**<u>Student Request for Faculty Letter of Recommendation</u>**

</div>

Student Name _____ ID _____ Date _____

Has the student received a Code of Conduct Violation Form while enrolled in the Nursing Program at CSU CON? (CON staff to verify)

- Yes
- No

*Please note that if you have received a Code of Conduct Violation Form, faculty will not be able to provide you with a letter of recommendation*

Requested Faculty:

_____                    _____

_____                    _____

Reason for recommendation: _____

Letter of Recommendation to be:

_____ picked up by student

_____ mailed/emailed to: _____

Date letter is due: _____

I agree for the faculty to discuss my class and/or clinical performance to this facility.

Student Signature _____        Date _____

*Appendix B:* Code of Conduct Violation Form

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Charleston Southern University
College of Nursing
**<u>CODE OF CONDUCT VIOLATION FORM</u>**

</div>

☐ **Academic Misconduct**   ☐ **Personal Misconduct**   ☐ **Clinical Misconduct**

FACULTY: This form is to be completed by the faculty, director and/or dean, discussed with the student, signed and appropriately notated by the student and filed in their CON permanent file.

Student Name: _____   Student ID Number: _____

Date of Violation: _____

Description of Violation and any Evidentiary Documentation (attached additional pages if needed):

_____
_____
_____
_____
_____
_____
_____

**PREVIOUS VIOLATIONS:**
Does this student have previous conduct violations on record?   • No        • Yes

**SANCTION: (some violations can and will result in a dismissal from the CON)**
  € Dismissal from CSU Nursing Program/ ineligible to reapply
  € Failure of nursing course
  € Other – Please describe below:

   _____
   _____
   _____
   _____

Faculty/Director/Dean: _____Date: _____

Faculty/Director/Dean: _____Date: _____

Student:
   ☐ I accept the penalty above as determined by the faculty/director/dean.
   ☐ I do not accept the above penalty and understand I will be required to meet with the CON Progression Committee and their sanction (with the agreement of the Dean) will be final.

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Student Signature: _____ Date:_____

Student Comments:

_____

_____

_____

*Appendix C:* Student Incident Report

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Charleston Southern University
College of Nursing
**<u>Student Incident Report</u>**

</div>

| | |
|---|---|
| **Student Name & Student ID Number:** | |
| **Date/Time:** | |
| **Location:** | |
| **Instructor:** | |

**Description of Incident:**

**Action Taken:**

Completed and signed by: _____ Date: _____

Student Signature: _____ Date: _____

**Instructor's Responsibility:**
1. Send student to Emergency or an approved Urgent Care Facility; if needed Dial 911
2. Incidents within the hospital- Notify host facility's Charge Nurse/Nurse Manager and/or Infection Control Nurse.
3. Place a copy of this form and the Student Statement (optional) in the Student's File in the CON.

**<u>*Optional*</u>** Student Statement:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

*Appendix D:* Faculty/Student Communication Record

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Charleston Southern University
College of Nursing
**<u>Faculty/Student Communication Record</u>**

</div>

Student Name: _____ Student ID: _____

Faculty Name: _____

Date: _____ Time: _____

**Requested by**:     Student          or          Faculty   (circle one)

**Reason for meeting**: ____test review _____academic performance _____clinical performance
____professional behavior _____remediation _____absences ____ other
If other, please explain:

_____

Specific concerns of Student/Faculty requestor: (attach additional page(s) if necessary.)
_____
_____
_____
_____

Plan of action discussed: (attach additional page(s) if necessary.)
_____
_____
_____
_____

Additional Notes:
_____
_____
_____

Student Signature: _____Date: _____

Faculty Signature: _____Date: _____

*Appendix E:* Approval to Attend Professional Development Activity

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Charleston Southern University
College of Nursing
**<u>Approval to Attend Professional Development Activity</u>**

</div>

Student Name: _____

Today's Date: _____

Activity Date: _____

Title and Description of Activity:

Nursing Class(es) and/or Clinical Day(s) to be missed:

**#1** _____Faculty _____

Plans for makeup _____

_____

Approved by _____ (Faculty) on _____ (date)

**#2** _____ Faculty _____

Plans for makeup _____

_____

Approved by _____ (Faculty) on _____ (date)

**#3** _____ Faculty _____

Plans for makeup _____

_____

Approved by _____ (Faculty) on _____ (date)

**Comments**:

Signed by _____ Dean _____ (date)