# College of Nursing
# Bachelor of Science in Nursing


# Student Handbook
# of
# Academic Policies and Procedures
# 2024-2025

*Integrating Faith in Learning, Leading, and Serving*

**Charleston Southern University**

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**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 (CON) 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 CastleBranch online compliance tracker, which certifies that students are responsible for:

1. Reading the handbook to its entirety each year
2. Reviewing and understanding any changes made to the Handbook during the entire time they are enrolled as a student in the College of Nursing
3. 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 2024.  A copy of the BSN Student Handbook of Academic Policies and Procedures is available electronically on the College of Nursing Accelerated BSN website: https://www.charlestonsouthern.edu/academics/college-of-nursing/nursing/accelerated-bsn/

*Academic Calendars*

# CHARLESTON SOUTHERN UNIVERSITY

## FALL 2024 ACADEMIC CALENDAR

| | |
|---|---|
| **August 26** | Registration and drop/add - all students |
| **August 26** | Classes begin |
| **August 30** | Last date to register or drop/add classes for full session day and evening classes before 5:00 p.m.; last date to receive full refund of tuition if withdrawing from CSU |
| **September 2** | Labor Day (Campus closed) |
| **September 5** | Last date for 25% tuition refund if withdrawing from CSU before 5:00 p.m.; No refund after this date |
| **September 10** | No shows for full session due at noon |
| **October 11** | Midterm |
| **October 14-15** | Fall Break |
| **October 16** | Day and evening classes resume |
| **October 18** | Midterm grades for full session due at noon |
| **October 21-25** | Advisement and preregistration for seniors and juniors starts at 8:00 a.m. |
| **Oct. 28-Nov. 1** | Advisement and preregistration for sophomores starts at 8:00 a.m. |
| **November 1** | Last date to apply for Fall graduation (late fee applies; no applications accepted after this date) |
| **November 4-8** | Advisement and preregistration for freshman starts at 8:00 a.m. |
| **November 15** | Last date to apply for Spring graduation (with no late fee) |
| **November 26** | Last date to withdraw with a grade of "W" in full session classes and last date to officially withdraw from the University before 5:00 p.m. |
| **November 27-29** | Thanksgiving holidays (Campus closed) |
| **December 2** | Classes resume |
| **December 9** | Full session (day and evening) classes end |
| **December 10-16** | Final exams, Full session (day and evening) classes |
| **December 17** | Senior grades due at noon; all final grades due at 4:00 p.m. |

# CHARLESTON SOUTHERN UNIVERSITY

## SPRING 2025 ACADEMIC CALENDAR

| | |
|---|---|
| **January 13** | Registration, Full session (Day and evening) classes begin |
| **January 17** | Last date to register or drop/add classes for full session day and evening classes before 5:00 p.m.; last date to receive full refund of tuition if withdrawing from CSU |
| **January 20** | Martin Luther King Holiday (Campus closed) |
| **January 21** | All classes resume |
| **January 23** | Last date for 25% tuition refund if withdrawing from CSU before 5:00 p.m.; No refund after this date |
| **January 28** | No shows for full session due at noon |
| **March 3** | Midterm |
| **March 10-14** | Spring Break |
| **March 17** | Full session classes resume |
| **March 20** | Last date to apply for Spring graduation (late fee applies; no applications accepted after this date) |
| **March 21** | Midterm grades for full session due at noon |
| **March 24-28** | Advisement and preregistration for seniors and juniors starts at 8:00 a.m. |
| **March 31-April 4** | Advisement and preregistration for sophomores starts at 8:00 a.m. |
| **April 7-17** | Advisement and preregistration for freshman starts at 8:00 a.m. |
| **April 17** | Last date to apply for Summer and Fall graduation (with no late fee) |
| **April 18** | Good Friday (Campus closed) |
| **April 21** | Full session classes resume |
| **April 22** | Last date to withdraw with a grade of "W" in full session (day and evening) classes and last date to officially withdraw from the University before 5:00 p.m. |
| **April 29** | Full session classes end |
| **April 30-May 6** | Final exams, full session classes |
| **May 7** | All final grades due at noon |
| **May 10** | Commencement 10:00 a.m. |

## *Chapter 1- Bachelor of Science in Nursing 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 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 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, 2022).

## *History*

Charleston Southern University 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 Charleston Southern University, the College of Nursing 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 American Association of Colleges of Nursing (AACN), *Essentials: Core Competencies for Professional Nursing Education.*

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 track 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 (SACSCOC) to award baccalaureate, masters, and doctorate degrees.

Questions about the accreditation of Charleston Southern University may be directed in writing to the:
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane, Decatur, GA 30033-4097,
by calling (404) 679-4500,
or by using information available on the SACSCOC website (www.sacscoc.org).

The nursing program has Full Approval of the South Carolina Board of Nursing.
The baccalaureate nursing program at Charleston Southern University at the Charleston campus located in Charleston, South Carolina is accredited by the:

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: 404.975.5000
Fax: 404.975.5020
acenursing.org

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is Continuing Accreditation. View the public information disclosed by ACEN regarding this program.

### *Title IX: Confidentiality and Responsible Employee Statement*

Charleston Southern University is committed to maintaining a safe learning environment for everyone. In accordance with Title IX of the Education Amendments of 1972, the university prohibits any form of sexual harassment, including quid pro quo harassment, hostile environments, sexual assault, dating/domestic violence, and stalking. This policy applies to all students, employees, and visitors.

Additionally, Title IX prohibits discrimination against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions. Pregnant or parenting students may receive accommodations to ensure their full participation in educational programs. These adjustments can be arranged through the university's Title IX Coordinator or their designee.

Under Charleston Southern University's Title IX Policy, all faculty members, including teaching assistants, are required to report any disclosures of sex or gender-based discrimination or

violence to the Title IX Coordinator. The Title IX Coordinator will provide support and resources while maintaining privacy. If you or someone you know needs assistance, please contact the Title IX Coordinator:

<div align="center">

Summer Cora
(843)-863-7374
titleix@csuniv.edu
Office Location: 2nd floor of the Student Cente

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### *College of Nursing Organizational Chart*

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                         ┌──────────────────────┐
                         │  Vice President for  │
                         │   Academic Affairs   │
                         └──────────────────────┘
                                    │
              ┌──────────────────────┐      ┌──────────────┐
              │        Dean          │------│   Advisory   │
              │  College of Nursing  │      │   Council    │
              └──────────────────────┘      └──────────────┘
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| Program Directors, BSN and MSN | ABSN Coordinator | Simulation Manager | Pre-Nursing Advisors | Clinical Compliance Coordinator | College of Nursing Faculty |

————— = Direct

------- = Consultative

<div align="center">13</div>
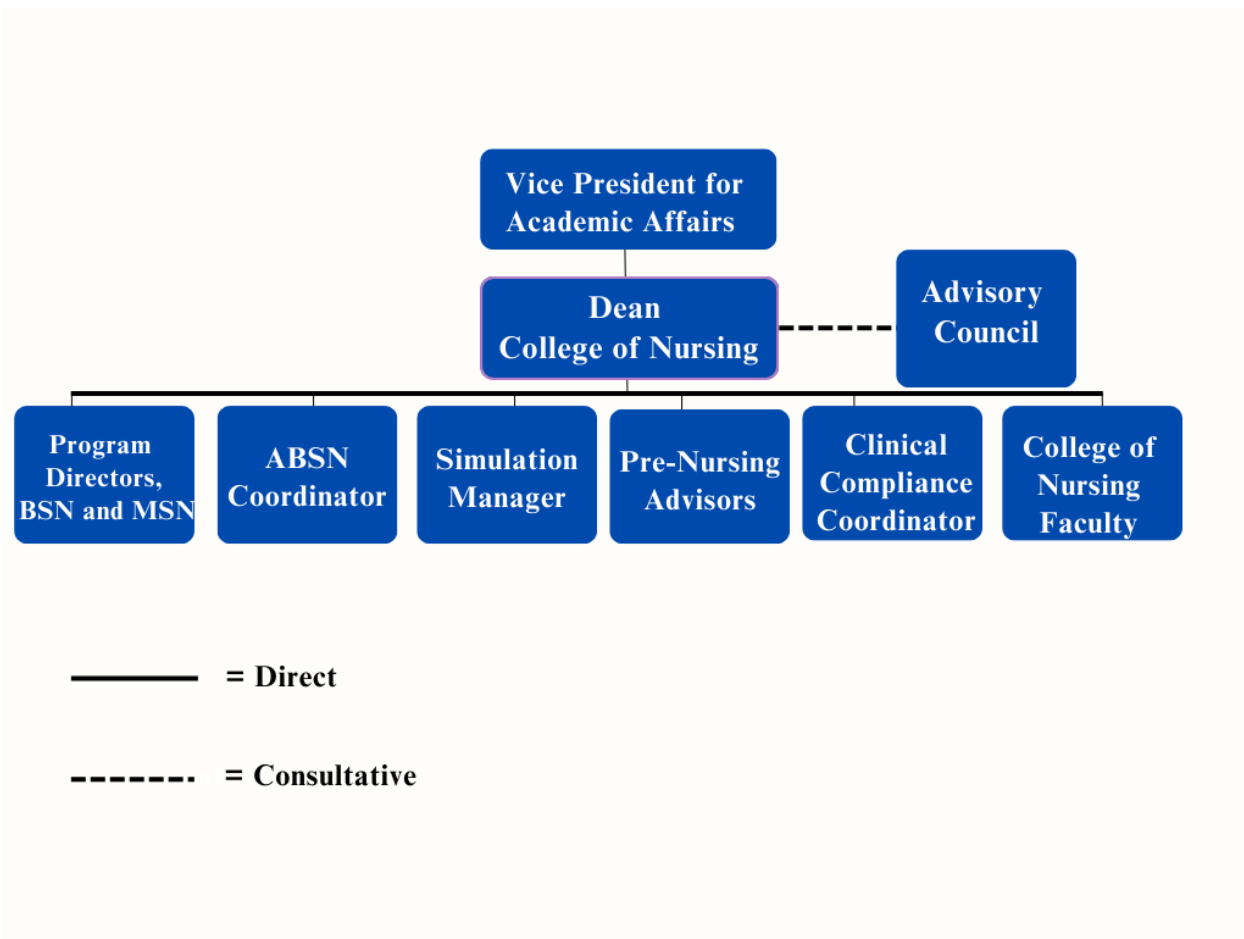
### Full Time Faculty and Staff

**Faculty**

Ball, Vicki, EdD, MSN, RN, CNE
*Dean and Associate Professor of Nursing*

Arnold, Karen, EdD, MSN, RN
*Assistant Professor of Nursing*

Bullock, Jennifer, MSN, RN, CHSE, CNE
*Assistant Professor of Nursing*

Caison, Jeanne, MSN, RN, CPN, NCSN
*Assistant Professor of Nursing*

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

Dial, Sherry, EdD, MSN, RN
*Assistant Professor of Nursing*

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

Freeman, Marjorie, MSN-CNL, RN-BC
*Instructor of Nursing*

Hathcock, Sarah, DNP, RN, CNE
*Assistant Professor of Nursing*
*Undergraduate Program Director*

Heaton, Kristina, MSN, RN
*Assistant Professor of Nursing*

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

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

Martin, Amanda, MSN, RN
*Assistant Professor of Nursing*

McElheny, Jill, DNP, APRN, CPNP, ENP-BC, CNE
*Professor of Nursing*

Moeller, Jane, MSN, RNC-MNN
*Assistant Professor of Nursing*

Nelson, Kerri, DNP, MS, RN, ACNS
*Associate Professor of Nursing*
*Accelerated BSN Coordinator*

Nolen, Tabitha, MSN, RN, PCCN, SCRN
*Instructor of Nursing*

Robertson, Matthew, MSHA, MSN, RN
*Instructor of Nursing*

Timko, Donna, EdD, MSN, RN
*Assistant Professor of Nursing*

Wall, Kelly, MSN, RN
*Assistant Professor of Nursing*

Williams, Kathleen, PhD, MSN, RN-BC
*Associate Professor of Nursing*

**Staff**

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

Kiser, Shannon
*Pre-Nursing Advisor*

McIntyre, Sabrina
*Pre-Nursing Advisor*

Newton, Corina
*Clinical Compliance Coordinator*

## *Chapter 2 - 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*

All BSN students in the traditional and accelerated program tracks are required to 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 Accessibility Services office.

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

1. **Observation**
   a. 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.

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

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

4. **Tactile**
   a. Assess patients, collect data and provide patient care through touch such as with palpation.
   b. Identify changes in body texture and temperature.

5. **Motor**
   a. 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.
      i. Execute motor movements reasonably required to provide general and emergency patient care such as airway management, cardiopulmonary

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resuscitation, application of pressure to control bleeding, administer medications, perform health assessments, and other interventions required to care for the patient.

    ii. Manipulate a variety of objects using both fine and gross dexterity.

6. **Communication**
   a. The student must be able to communicate verbally and in writing. This includes demonstrating respectful, verbal, and electronic communication with faculty and peers at all times.
      i. 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.
      ii. Ability to demonstrate proficiency in keyboarding for documentation.
      iii. Ability to perceive and interpret nonverbal communication.

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

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

9. **Behavioral and Social Attributes**
   a. 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.
      i. Function effectively and with good judgement under stressful and demanding clinical situations.
      ii. Adapt to changing environments.
      iii. Display flexibility and function in environments inherent with uncertainties in the clinical problems and situation of patients and others.
      iv. 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 Nondiscrimination Policy.

v. 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.

vi. Exhibit emotional stability that enables full utilization of abilities to engage in safe care of patients and participate effectively with peers, faculty and other health care professionals.

vii. Demonstrate compassion, integrity, concern for others and effective interpersonal skills.

viii. 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 Code of Ethics 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 Undergraduate Program 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.  *Academic Dishonesty* is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating, plagiarism and forgery as well as aiding or encouraging another to commit academic dishonesty.
    b.  *Plagiarism* is the taking or attempted taking of an idea, a writing, a graphic, music composition, art, or datum of another person or the use of any Artificial Intelligence (AI) platform without giving proper credit and presenting or attempting to present it as one's own with or without intent. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.
    c.  *Cheating* is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding himself or another on any academic work, including a test, examination, presentation, experiment, or any written assignment, which is considered in any way in the determination of the final grade. This includes, but is not limited to:
         i.  Using or attempting to use unauthorized notes.
         ii.  Collaborating with others without permission to do so.
        iii.  Using unauthorized study aids and technology including, but not limited to, mobile and web-based study applications. Mobile and web-based study applications include, but are not limited to; Quizlet, Chegg, Studocu, Course Hero.
         iv.  Information from another person on an exam/test/quiz/report/paper, or other evaluative document or assignment.
          v.  Unauthorized altering of graded work, then submitting it for re-grading.
         vi.  Allowing another person to do all or part of one's work and to submit the work under one's own name.
        vii.  Using AI or any other unauthorized source to generate or create any academic work for any course; including but not limited to, class, clinical, lab and simulation.
    d.  *Cheating in an online environment* is 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, and/or CSU faculty/staff.

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e. *Falsification* of **any** coursework, documentation, or activities. This includes submitting any work of a peer as your own.
f. *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.
g. *Acquisition and dissemination of test information* including information associated with previous tests and the possession or use of materials intended only for authorized faculty. This includes but is not limited to test/exam banks associated with any course textbooks and other learning resources.

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. Disruptive behavior includes habitual tardiness and use of electronic communication devices during class, unless authorized by faculty. 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, artificial intelligence, 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 **<u>NOT</u>** to be performed by the students can be found under **<u>Student Responsibilities for Administering Medications.</u>**

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, referencing or discussing patients on social networking sites and/or devices. Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know is violation of the Health Insurance Portability and Accountability Act (HIPAA).

c. Falsifying/fabricating patient records, nursing care, clinical or lab 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.  Leaving the clinical unit without permission.

k. Failing to submit clinical compliance documentation by deadline.

l. Sleeping during clinical or lab activities

m. Failing to act in a professional manner.

### *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 Undergraduate Program 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 Undergraduate Program Director. The faculty may impose a sanction in the course, including consultation with the Undergraduate Program Director and Dean. If a sanction is limited to penalties within the course, and there is agreement among the faculty, the student, Undergraduate Program Director, and Dean, a Code of Conduct Violation form will be completed and issued. The form will be completed and signed by the faculty member and the student and filed with the Undergraduate Program Director.  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. A copy of the Code of Conduct Violation form can be located in Appendix A.

Cases involving personal misconduct will be reported to and handled by the Dean, Undergraduate Program 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 Undergraduate Program Director and Dean will be consulted, and a Code of Conduct Violation form will be completed, signed by the faculty member, Undergraduate Program Director, and the student, and will be filed with the Undergraduate Program Director. Upon the second violation, the student will be required to meet with the Undergraduate Program Director and the Admissions and Progression committee.

### *Procedures and 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* within 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 zero or 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 zero or 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 zero or 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.

Students who have a previous violation will be permitted to request a letter of recommendation from faculty. However, you must request a meeting with the faculty member to discuss the prior violation. It is the faculty member's discretion to refuse to write a letter of recommendation due

to the prior violation. Students can obtain a copy of the Letter of Recommendation Form on the BSN Communication Page. Once completed the form should first be submitted to the Clinical Compliance Coordinator. The Student Request for Faculty Letter of Recommendation form can be located in Appendix B.

The faculty member may review the prior Code of Conduct Violation Form.

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*

### *Definition*
Incivility, also referred to as lateral violence, disruptive behavior, bullying, horizontal violence, and verbal abuse, is defined as rude and/or disruptive behaviors, which results in psychological or physiological distress (this includes any form of physical, verbal, or psychological 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 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 towards another individual.
- 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 tone and 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*
All members of the College of Nursing Community are 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 within the College of Nursing*

### *Student Communication with Faculty and Staff*

Students must maintain professionalism at all times when communicating with a faculty or staff member.  Students are encouraged to take course-related concerns to their course instructor first.  If the concern is not resolved, the student should then contact the Course Coordinator.  If the concern remains unresolved, the student should then communicate the concern to the appropriate program track director or coordinator.  Students may also communicate concerns or suggestions through the class representatives of the Student Advisory Council in a respectful and professional manner. 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.

Text messaging is not an acceptable form of communication with your faculty unless otherwise indicated by your faculty member for communication related to clinical or lab activities.

**All faculty are required to use their BucMail (@csuniv.edu) 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 Family Education Rights and Privacy Act (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".

Students are strongly encouraged to review the American Nurses Association's principles for social networking:
1. **Be aware of your audience.** Make sure that the content of your posts is appropriate for the people who will be seeing it and may share it with others.

2. **Maintain your professionalism.** Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.

3. **Know your social media policy**. Familiarize yourself with your employer's social media policy and adhere to it across all the social media platforms that you choose to use.

4. **Secure your social media profiles**. Review and set-up the respective privacy settings for the social media platforms that you choose to use.

5. **Share credible information only**. The dissemination of credible and reliable information protects the health and well-being of the public.

6. **Engage with respectful content**. Do not share content that is harmful, disparaging, racist, homophobic, or derogatory.  Reference: American Nurses Association, 2022 https://www.nursingworld.org/social/

Additionally, students should review the National Council of State Boards of Nursing (2018) resource, *A Nurses Guide to the use of Social Media*: https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

***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, laptops, 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 expressed 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 with 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.

### *Procedures and 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.).

### *Inclement Weather Considerations*

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.

### *Change of Name and Contact Information*

The student is responsible for notifying The College of Nursing, as well as the University, should be kept current on of 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).

## Chapter 3 - Student Services and Resources

### Advising and Registration

Each semester, at specified times, registration is held for the following semester. Announcements of registration dates are communicated via email to students and listed on the CSU Academic Calendars. Students are responsible for understanding the nursing and Liberal Arts Core (LAC) courses required for graduation from Charleston Southern University. Refer to *The College of Nursing- Bachelor of Science in Nursing Program Curriculum and Suggested Sequencing* information which is listed in Chapter 5 of the BSN Student Handbook. Additionally, students should refer to the Charleston Southern University Academic Catalog.

Students will be provided with instructions prior to the registration period opening. Nursing advisors will notify their respective advisees of their randomly drawn schedule block. Students are responsible for selecting and registering themselves for non-nursing courses that fit their nursing block, while being mindful of the LAC requirements for graduation.

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.

### Bookstore
Education and general supplies are available for purchase at the University Bookstore, located in the Student Center or available online at:
https://www.slingshotedu.com/login

### Chapel
All full-time day students (registered for 12 or more credit hours) are required to fulfill the Chapel attendance requirement. This includes students who have recently converted to full-time day status after having attended Charleston Southern University as part-time or evening students. The system for meeting the Chapel requirement is as follows:

All Students must earn an average of six (6) Chapel Enrichment Units (nonacademic credit), to a maximum total of 48, for every semester that they are enrolled as a full-time student in order to be eligible to graduate from Charleston Southern University. For these purposes, a day student is any student who is not taking at least 50 percent of his or her courses through online and nontraditional programs. These Chapel Enrichment Units are independent of the 120 academic credits needed for graduation.

Students should refer to the Academic Catalog for full Chapel requirement information. Students are solely responsible for tracking their Chapel credits.

### Clinical Labs
The Clinical Labs on the second floor of the College of Nursing building are available for nursing students to practice technical skills. The Clinical Labs will be open during specific hours Monday-Friday each week during the Fall and Spring semesters.  Lab hours will be posted in the

BSN Communication Blackboard page each semester at the discretion of the lab manager.

Policies for the Clinical Labs are:

- **<u>Only</u>** nursing students are allowed in the labs; no children are permitted.
- Eating or drinking in the labs is <u>not</u> permitted.
- Studying, lounging, or sleeping on beds is <u>not</u> allowed.
- Skills to be practiced should be 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 manager.
- Use of the simulation equipment without a faculty member's permission is prohibited.
- No invasive procedures of any kind may be performed on live subjects in the lab settings (ie, nasogastic tubes, IV catheters, urinary catheter, etc).

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.  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 this 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.

### *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, and to available printers. Computer labs are open for student use unless otherwise scheduled for classes or testing.

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

### *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 <u>CSU Undergraduate</u> <u>Catalog</u>.

### *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 University closure for holidays and exams.

### *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.

### *Student Organizations*

### *College of Nursing Student Advisory Council*

Student input is valued within the governance of the College of Nursing and Charleston Southern University. Therefore, students may be nominated for appointment to serve on the Student Advisory Council within the College of Nursing. All students are encouraged to be actively involved in all College of Nursing and university-wide activities.

**Process**

First week of the Fall 2024 academic term:
Students from the first semester cohort may nominate themselves for consideration. Additionally, nursing students from all other cohorts may nominate a first semester student for consideration.

Third week of classes during the Fall 2024 academic term:
From the list of nominated students, faculty will appoint one first semester student from the traditional BSN track and one student from the December 2025ABSN cohort.

**Term**

Once appointed, students will serve on the Advisory Council until graduation. Appointed students will be removed from the Advisory Council in cases of unsuccessful course completion, receipt of a Code of Conduct violation or in circumstances where the student indicates they no longer wish to participate.

In each subsequent Fall semester, nominations will be requested for semester one students from both program tracks and in the Spring semesters, there will be nominations of one first semester Traditional BSN student.

During the Spring academic terms, there will only be seven students on the council as the previous ABSN cohort will have graduated.

A Faculty Advisor to the Student Advisory Council will be appointed by the College of Nursing Dean. The role of the Faculty Advisor will be to assist in supporting professionalism and engagement of the council.

Duties of the Student Advisory Council:
- Serve as a voice for their respective cohorts in communicating with the College of Nursing Dean, Undergraduate Program Director, faculty and staff.
- Promote professional and respectful communication within the College of Nursing Community and within the professional clinical setting.
- Collaborate with the Student Nurses Association to cultivate and support interest in the College of Nursing Community.

### *Charleston Southern University Student Government Association*

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."  The 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.  SNA sponsors programs and activities of interest to students throughout the year.  This chapter is also active in state and national activities.

### *Sigma Theta Tau*

Founded in 1922 by six nursing students, Sigma Theta Tau International Society of Nursing (Sigma) has more than 100,000 active members and 600 chapters at institutions of higher education and healthcare partners worldwide. In 2003, CSU joined with the Medical University of South Carolina to form the Gamma Omicron At-Large Chapter and at a later date, The Citadel was added as a charter member. Seniors selected for membership must have at least a 3.0 GPA, be in the top 35 percent of their class, and demonstrate academic integrity and professional leadership potential. Community nurse leaders who have at least a BSN may apply for membership. The mission of Sigma is developing nurse leaders anywhere to improve healthcare everywhere.

### *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.


### *Technology Code of Conduct*

College of Nursing faculty, staff, and students may access the CSU Network for the purpose of course work, testing, research, and communication. Appropriate use of technology and university resources is expected and required.

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

### *Responsibilities of all students:*

- Demonstrate consideration and respect for others while using the facilities.
- Do not send e-mails or attachments that are offensive, threatening, or disrespectful.
- Do not interfere with the computer work of others.
- Do not download additional software on 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 access another individual's files or accounts.
- Do not use anyone else's password to enter his/her e-mail account or private folder.
- Do not save passwords on school computers.
- Maintain security and privacy of personal log in information. Do not share logins or passwords.
- 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 unauthorized 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.
- Students are responsible for reporting violations stated above to a faculty member or the Dean.

## Chapter 4 - 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.

### Orientation

There is a mandatory orientation day for all BSN students at the beginning of the first semester of the program.  During the orientation, students will be introduced to the faculty and provided with important information pertaining to the BSN program including campus and student services.

### 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. Grades will be rounded as follows:
0.01 to 0.49 rounds down to the nearest whole number, example – 79.49 = 79
0.50 to 0.99 rounds up to the nearest whole number, example – 79.50 = 80
Only final grades will be rounded.

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, FD, 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, FD, and FA) in two nursing courses is earned, the student will be dismissed from the program and will not be eligible for readmission.

## *Classroom Policies*

### *Attendance, Participation 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)

   1. 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 any exam). A class meeting is defined as the entire time period. Refer to specific course syllabi and the CSU R-10 policy for further details.

2. If a student arrives late for a class or leaves early, a tardy will be recorded. Three tardies equal one absence (University policy).

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

4. 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.

5. Taking a day off to study, go to work, or attend another class is not a valid excuse for missing class or clinicals and an absence will be recorded.

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

7. Children are not permitted in class, lab or simulation.

8. 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.

9. Classroom sections and/or times may be changed related to classroom availability, faculty, schedules, and adherence to the CON commitment to small class sizes.

## *Laboratory Policies*

### *Preparation*

Students are expected to be prepared for each laboratory session.

### *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 is more than 15 minutes late to a lab setting, it will be recorded as an absence.

5. If a student arrives late for a lab or leaves early, a tardy will be recorded. Two tardies equal one absence.

6. 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.

7. 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.

8. If a student fails to complete the make-up activity, a grade of F will be assigned.

9. If the student is going to be late to the lab area, the student is expected to notify the faculty member as soon as possible. It will be at the discretion of the instructor and 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.

10. When the student cannot attend the lab session, the student must notify the assigned faculty member, before the lab session.

11. Only approved electronic devices may be used during lab experiences.

12. Children are not permitted in the labs.

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

## *Clinical Policies*

This policy applies to all clinical experiences, including simulation.

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. 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.

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 clinical or leaves early, a tardy will be recorded. Two tardies equal one absence.

5. If the student is going to be late to the clinical area, the student is expected to notify the faculty member as soon as possible. For clinical experiences, a student is considered tardy if they arrive between 1 and 15 minutes late. If the student arrives 15 minutes beyond the time they were required to arrive, an absence will be recorded. The final determination regarding if the student will be sent home is at the discretion of the clinical instructor and course coordinator. If a student misses more than 15 minutes of active clinical time due to leaving early, an absence will be recorded.

6. 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. If a student fails to complete the make-up activity, a grade of F will be assigned.

7. 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.

8. When the student cannot attend the clinical session, the student must notify the assigned faculty member, before the clinical session.

9. A student may not miss a clinical day to fulfill requirements for another course, attend another class, study, or to go to work.

10. Only approved electronic devices may be used during clinical experiences.

11. Expectations for tardiness/absence policy will be specified in each course syllabus.

12. Children are not permitted in any clinical settings.

## *Evaluation Criteria*

1. The student must have a minimally 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 jeopardizes either the physical or emotional safety of a client, the clinical instructor will consult with the course coordinator, the Undergraduate Program Director, and Dean. A clinical and course grade of "F" may be recorded. 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, Undergraduate Program Director and/or the Dean. Any unprofessional behavior may result in a course failure or dismissal from the nursing program.

### _Testing Policy_

1. All exams are required to be taken on a personal laptop computer, NOT an iPad or Chromebook.

2. It is the responsibility of the student to ensure:
   a. Their personal laptop meets the technical requirements of testing platforms used within the College of Nursing;
   b. Laptops should be fully charged prior to the exam.

3. Technical requirements will be listed on the BSN Student Communication Blackboard page. It is the responsibility of the student to check for updates.

4. Students are expected to take all tests at the scheduled time on campus and proctored by CSU CON faculty unless otherwise approved.

5. 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 ten (10) 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. Exception: Students attending CSU sponsored/approved events are required to take a make-up exam with 30% different questions covering the same content but should not be in alternate format.
   d. 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.
   e. Please refer to CSU academic policy R-63 Rescheduling a Final Exam.
   f. Exam reviews must be completed within seven calendar days after the exam.

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

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

8. 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.

9. Students are required to do the following for every exam:
   a. Clear your desk of all external material not permitted
   b. Remove all hats, hoods, and watches and place them with personal belongings away from desks as designated by the instructor
   c. No earbuds or headphones are allowed
   d. No stylus allowed to be used to take exam
   e. No drinks or food are allowed while taking exam.

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

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

12. Exam reviews will be provided by the instructor after each exam.

## *Assessment Testing Policy*

### *Safe Medication Administration Test Exam*

1. Once a student successfully passes Pharmacology 221 or 223 it is mandatory for the student to take the proctored Safe Medication Administration Test Examination every semester following until they graduate. The exam must be taken at the scheduled time during the first week of each semester.

2. The passing score for this exam is 100%. All students must successfully pass the Safe Medication Administration Test before supervised administration of medications can occur within the clinical setting.

3. If a student fails to report to the 1st or 2nd scheduled Safe Medication Administration Test, it is considered a failure for the exam for that attempt.

4. Students who are not successful on the first test will be required to retest. Remediation will be offered prior to the retest. Students will receive further details about remediation by email. Remediation and the Safe Medication Administration Test retest must be completed during the first week of classes.

5. Student resources for preparation for the Safe Medication Administration Test include a Blackboard course with the same title (*Safe Medication Administration Test*) and pharmacology course resources.

6. If a student does not pass the Safe Medication Administration Test retest they will be required to meet with their clinical instructor/course coordinator, PEP coordinator, Undergraduate Program Director, and Dean of Nursing. The student will be required to complete mandatory remediation and demonstrate safe medication administration

competency prior to being permitted to administer medications in the clinical setting. Failure to complete the prescribed remediation and demonstration of competency may result in a clinical/lab failure.

*Safe Medication Administration Test Procedure*

1. The Safe Medication Administration Test Exam is administered via electronic testing using the CSU CON approved software. CSU CON proctors will provide a whiteboard, dry erase marker, eraser, and calculator. CON CSU proctors will collect all provided items listed above prior to the student exiting the testing site.

2. All Safe Medication Administration Test Exams will have 20 items worth 5 points each for a total score of 100. Students will have 40 minutes to complete the exam. The questions will be fill-in-the blank format. Students will not be able to backtrack on the computerized exam.

3. The testing committee members, Undergraduate Program Director and the Dean of the CON have final approval of the exam content.

4. Students requiring accommodations should notify the Testing Committee's Safe Medication Administration Test Coordinators. The testing committee will coordinate testing with students with accommodations.

5. Following completion of the exam, students will have the opportunity to review incorrect answers with rationale. The exam review is silent; therefore, there will be no talking during or discussion between students and the faculty member regarding exam questions.

6. The students' grades will be posted in the Blackboard *Safe Medication Administration Test* course. Students who do not earn a passing score will receive an email from the testing committee with additional directions.

*Standardized Integrated Exams*

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. All of the requirements for the SIE testing platform will be followed.

3. 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 ten (10) 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. Late work penalty will be determined by individual faculty and outlined in the specific course syllabus.

3. 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.

4. 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.

5. 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. Students will also be required to read and sign the College of Nursing Honor Pledge at the beginning of each academic year. Students accepted in the Spring cohort will sign the pledge at that time. The College of Nursing Honor Pledge can be located in Appendix C.

## *Student Responsibilities and Skills Guidelines for Nursing Procedures and Medication Administration*

1. Students enrolled in the ***Fundamentals*** course may ***not administer any*** form of medications.

2. In semesters 2-6:
    a. Students will verbalize and demonstrate a safe level of knowledge and skill of every medication to be administered including purpose of the medication, route, dosage, indications, incompatibilities, side effects.
    b. Medication administration, including documentation of administered doses, will be performed utilizing clinical agency specific policies, procedures, and protocols.
    c. Students must take personal responsibility to verify the clinical facility's policy with their clinical instructor before medication administration is performed.
    d. For clinical agencies that permit students to administer medications with the staff

RN:

  i. Students must be in the presence and under the direct supervision of their clinical instructor for the first instance (of each approved route) of medication administration.
  ii. Once the student has been supervised during medication administration by their clinical instructor (for each approved route), the clinical instructor will determine if supervision for medication administration can be provided by the staff RN.
  iii. The clinical instructor will confer with the staff RN once it has been determined the student can administer medications under the supervision and direction of the staff RN.
  iv. Students are not to administer any medication with the staff RN without first notifying their clinical instructor.
  v. Students must be directly supervised by their clinical instructor or staff RN in all phases for all routes of medication administration.

  e. For clinical agencies that **_do not_** permit students to administer medications with the staff RN:
   i. Students must be directly supervised by their clinical instructor in all phases for all routes of medication administration.
  f. Students in observational experiences may not administer any medications.

3. Students enrolled in Adult Health III and Adult Health IV courses must adhere to the course's medication administration and skills policy, which can be found in the Adult Health III and Adult Health IV course syllabi. All authorized medication administration and procedures must be under the supervision of a College of Nursing approved RN preceptor.

4. Procedures **NOT** to be performed by students include:
  a. Administration of narcotics and controlled substances by any and all routes
  b. Witnessing wasting of narcotics and controlled substances
  c. Receiving verbal orders from a provider or verifying provider orders
  d. 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.
  e. Administering chemotherapeutic agents, blood or blood products, or thrombolytic agents
  f. Participating in cardiopulmonary resuscitation except for initiating basic life support and performing chest compressions
  g. Removing an invasive 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.
  h. Performing central line access/PICC line procedures of any kind
  i. Witnessing consent for surgical treatment, medical treatment, or withdrawal of treatments.

5. All students are personally and legally responsible for their delivery of all aspects of care in the clinical setting.

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

## *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 may be recorded 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 recording (if done) 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.

If a student is referred to PEP more than once for the same performance area due to unsatisfactory performance, the student will be required to meet with PEP coordinator, Undergraduate Program Director and Dean of Nursing.

## *Promoting Academic Success for Students*

The Promoting Academic Success for Students (PASS) Program is aimed at identifying and assisting nursing students achieve academic success in the classroom; offering individualized assistance to students who may be at risk of failing one or more nursing courses and therefore jeopardizing their progression in the nursing program.

Any student who earns <78% grade on an exam will be referred to the PASS Coordinator for an assessment and development of a specific action plan. The PASS program provides all nursing students 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. Faculty will complete and submit the PASS Referral form to the PASS Coordinator. Additionally, the student will be notified they are being referred. Students should meet with their course faculty for specific content questions.

1. A student in the PASS Program will:
   a. Meet with the PASS coordinator to identify any obstacles/barriers to their academic success.
   b. Perform self-assessments which includes a concentration self-assessment, exam prep self-assessment and time management self-assessment.
   c. Strategize, along with the PASS coordinator, solutions and an action plan to help improve exam grades.  Topics to focus on:
   d. Review test taking skills, exam prep/study skills, time management and stress & anxiety related to testing.
   e. Receive referral(s) to tutoring/counseling if needed.
   f. Receive a personalized/specific Action Plan
   g. Return for Follow up appointments if they are maintaining <78% 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, at any time in the program, the student will be dismissed from the program.

## *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.  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.
    b.  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.
    c.  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 complete BSN program requirements within 6 years of initial enrollment in the nursing program/major.

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 is automatically dismissed from the nursing program upon receiving a 3rd Code of Conduct violation.**

**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 located in Appendix D. 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*

Students who seek an exception to any College of Nursing policy or regulation must submit a written formal petition to the Dean, along with supporting rationale or documentation. The student will receive a letter from the Dean regarding decision of the request for an exception. A copy of the petition and the Dean's reply is placed in the student's academic record.

<u>*Undergraduate Program Details*</u>
Traditional Bachelor of Science in Nursing Program Curriculum and Suggested Sequencing

## TRADITIONAL BSN PROGRAM TRACK

### 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.
- Application deadline for Fall admission: April 1
- Application deadline for Spring admission: November 1

#### 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)
(17) total credit hours

-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) total credit hours

#### Total Required Prerequisite Credit Hours = (34)

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

** CHST 111 or 112 must be completed within the first two major terms at Charleston Southern University.

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

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).

## NURSING CURRICULUM PLAN

Includes suggested sequencing for non-nursing courses required for the BSN degree

### 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) total credit hours

### SEMESTER TWO
Foreign Language  (3)
Art or Music Appreciation (3)
Approved CSCI Liberal Arts Course  (3)
NURS 222 Clinical Pharm Concepts II  (3)
NURS 231 Adult Health I  (5)
(17) total credit hours

### 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)
(18) total credit hours

### 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)
(16) total credit hours

### 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)
(14) total credit hours

### SEMESTER SIX
NURS 404 Leadership/Management  (5)
NURS 430 Capstone: Prep/Prof Role  (3)
NURS 432 Adult Health IV  (4)
(12) total credit hours

CHARLESTON SOUTHERN UNIVERSITY

LEARN MORE ABOUT THE COLLEGE OF NURSING ▶

*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 Safe Medication Administration Test. If this is not satisfied, actions taken will include:
   a. 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.
   b. 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.


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

To progress to Semesters 5 and 6 in nursing, all of the following must be satisfied successfully:
Complete all Semester 3 and 4 nursing courses with a grade of "C" or better. If this is not satisfied, actions taken will 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.
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.
Score at least at the minimum required score on Safe Medication Administration Test.


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:
In order to graduate, complete all semester 5 and 6 nursing courses with a grade of "C" or above.
Score at least at the minimum required score on Safe Medication Administration Test.
In order to successfully complete NURS 429 an approved NCLEX-RN Review Course must be completed. If any of these requirements are not satisfied, actions taken will 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.
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

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


STEP SIX:  Graduation and NCLEX-RN Success

Students are strongly encouraged to remain actively engaged in their NCLEX-RN preparation after graduation and to seek out assistance from College of Nursing faculty with any questions or difficulties.


## Chapter 6 - Compliance Policies and Regulations

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

The College of Nursing policies are found in the CSU Undergraduate Catalog, the CSU Student Handbook, and the College of Nursing Student Handbook.  Policies in the College of Nursing Student Handbook are updated annually and take precedence over those in the CSU Undergraduate Catalog and CSU Student Handbook 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 CSU Undergraduate Catalog, nursing students may expect to incur the following additional expenses:  books and supplies, laptop (not Chromebook) uniforms (refer to the Professional Dress Standards/Uniform Policy), watch with a second hand, stethoscope, bandage scissors, name badge, 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, composite pictures, 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, BSN/ABSN students must maintain full-time enrollment in the nursing program, unless otherwise approved by the Dean of the College of Nursing. Students should refer to the Financial Information - Business Office section of the CSU Academic Catalog for financial information.

## *NCLEX-RN Live Review Course*

All seniors are required to take an approved NCLEX-RN review course during the final semester. The review course is part of the NURS 429 Capstone course and must be completed in order to successfully complete the course.

## *Transfer Credit for Undergraduate Nursing Courses*

1.  The completion of prior nursing courses at another institution are generally not transferrable. 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 annually 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. The Dean of the College of Nursing and Clinical Compliance Coordinator will have access to these files.

*Students 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 within 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 an annual 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*

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

2.  The College of Nursing has opted to use e-chain drug testing forms, which eliminates the need for hard copy forms.

3.  Substances tested for:
    a.  Amphetamines (methamphetamine)
    b.  Barbiturate
    c.  Benzodiazepines
    d.  Cocaine
    e.  Creatinine
    f.  Cannabinoids
    g.  Methadone
    h.  Methaqualone
    i.  Opiates (Codeine and Morphine)
    j.  Phencyclidine
    k.  Propoxyphene
    l.  PH

4.  The testing device is a Food and Drug Administration (FDA) approved one-step drug test, which is 99% acute.

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

*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 CastleBranch account for the College of Nursing to easily view.

3.  All results will be kept confidential. The College of Nursing and clinical agencies will have 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 College of Nursing must receive drug screening results by the due date established by the Dean and Clinical Compliance Coordinator.

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 will be requested to submit 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. Additionally, students who have 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 College of Nursing students 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.

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

## *Accessibility Services Statement*

The College of Nursing complies with the Americans with Disabilities Act (ADA) guidelines. Students who believe they require accommodations should review the requirements and procedures for special accommodations on the CSU Accessibility Services website.

Approval for accommodations is granted by CSU Accessibility 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 Accessibility 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 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**). A copy of the Student Incident Report can be located in Appendix E.

### *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.

### *Physical Exam*

Students are required to provide documentation of an annual physical examination with an approved licensed provider as outlined by the clinical compliance requirements. The Clinical Compliance Coordinator will communicate the due date for documents to be uploaded to CastleBranch.

### *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 and 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 only 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.

7. Proof of COVID-19 Vaccination or signed religious or medical exemption form (per clinical site) required annually 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*

In compliance with the Health Insurance Portability and Accountability Act (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*

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

2. 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.

3. 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.

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

5. 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 electronically.

## *Infectious and 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:
1. Student Skills and Abilities Form
2. 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 and 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 will be worn with the uniform. Shoes must be non-skid, solid-colored, waterproof and easily cleaned.  Open-toed or open-back shoes, sandals, or high heels are not permitted. Socks must be solid in color (white, black, gray, navy or brown). Shoes must be 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.  Males may have beards and/or mustaches; however, these must be kept well-groomed and clean.

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** – Visible tattoos and body art are at the discretion of the clinical facilities and must not be offensive in nature. This policy may change based on clinical facility requirements. Students may be required to cover visible tattoos and body art at any time based on clinical facility request.

6. **Shoes/Socks** – No canvas or mesh-type shoes, athletic shoes, clogs, open-toed or open-back shoes, sandals, or high heels are allowed. Shoes should be non-skid. Socks must be solid in color (white, black, gray, navy or brown).

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 3 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 Responsibilities*

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

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

3. Completion of CSU requirements.

4. Recommendation by the faculty.  Upon completion of the program, recommendation by the faculty and endorsement by the Dean, 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 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 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 Assembly: August 20, 2024*

## *Appendices*

*Appendix A:* Code of Conduct Violation Form

*Appendix B:*  Student Request for Faculty Letter of Recommendation Form

*Appendix C:* College of Nursing Honor Pledge

*Appendix D:* Approval to Attend Professional Development Activity Form

*Appendix E:* Student Incident Report

*Appendix F:* Faculty and Student Communication Record

*Appendix A: Code of Conduct Violation Form*

CHARLESTON
SOUTHERN
UNIVERSITY

COLLEGE OF NURSING

**CODE OF CONDUCT VIOLATION FORM**

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

This form is to be completed by the faculty member, director and/or dean, discussed with the student, signed and appropriately notated by the student. Once completed, the form it to filed with the Undergraduate Program Director.

Student Name: _____ ID Number: _____ Date of Violation: _____

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

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**PREVIOUS VIOLATIONS:**

☐ Yes     ☐ No

**SANCTION: (some violations can and will result in a dismissal from the CON)**

☐ Dismissal from the College of Nursing/ ineligible to reapply.

☐ Failure of nursing course(s). List course(s): _____

☐ Other – Please describe:

_____
_____
_____
_____

1

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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 College of Nursing Admission and Progression Committee and their sanction (with the agreement of the Dean) will be final.

Student Comments:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____        _____        _____
Student Signature                                 Student ID Number       Date


_____        _____
Faculty Signature                                    Date

_____        _____
Dean and/or Undergraduate Program Director           Date
Signature

2

*Appendix B: Student Request for Faculty Letter of Recommendation Form*

**CHARLESTON SOUTHERN UNIVERSITY**

COLLEGE OF NURSING

### Student Request for Faculty Letter of Recommendation

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, if you have received a Code of Conduct violation, it is required that you request a meeting with the faculty member to discuss the prior violation. It is the faculty member's discretion to refuse to write a letter of recommendation due to the prior violation. The faculty member may review the prior Code of Conduct Violation Form. *

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 C: College of Nursing Honor Pledge***

CHARLESTON
SOUTHERN
UNIVERSITY

**A Community of Honor**

As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Charleston Southern University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally.

**College of Nursing**

Nursing students are also members of the College of Nursing community, thereby requiring consistent demonstration of high ethical standards, professionalism, respect, honesty, and integrity while in the academic and clinical settings. College of Nursing students are expected to adhere to all policies and procedures as outlined in the BSN Student Handbook. Violation of policies and procedures may result in disciplinary action, including sanctions and possible dismissal from the College of Nursing. Additionally, students should familiarize themselves with the American Nurses Association Code of Ethics for Nurses. https://www.nursingworld.org/coe-view-only

**Honor Pledge**

All Charleston Southern University students are bound by the Honor Pledge, Article VII of the Student Government Association.  The Honor Pledge is as follows: "I do hereby pledge to uphold the honor of Charleston Southern University by refraining from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others and from the deliberate falsification of facts.  I shall do all in my power at all times to create a spirit of honesty and honor for its own sake, both by upholding the Honor System and by helping others to do so.  I understand the Honor System and realize that a plea of ignorance will not be accepted."

*By signing below, I acknowledge that I have read and understand the Charleston Southern University Honor Pledge and College of Nursing policies.*

_____          _____

*Student Name*                                  *Student ID Number*

_____          _____

*Student Signature*                                  *Date*

*Appendix D: Approval to Attend Professional Development Activity*

**CHARLESTON SOUTHERN UNIVERSITY**

COLLEGE OF NURSING

**<u>Approval to Attend Professional Development Activity</u>**

Student Name: _____ Student ID: _____ Date: _____

Name, Date 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:

Dean Signature: _____ Date: _____

*Appendix E: Student Incident Report*

**CHARLESTON SOUTHERN UNIVERSITY**

COLLEGE OF NURSING

**Student Incident Report**

Student Name: _____ ID Number: _____

Faculty Name: _____

Location: _____

Date: _____ Time: _____

**Description of Incident:**

**Action Taken:**

**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.

**Optional** Student Statement to be attached as a separate document.

Completed and signed by: _____Date: _____

Student Signature: _____Date: _____

## *Appendix F: Faculty/Student Communication Record*

CHARLESTON
SOUTHERN
UNIVERSITY

COLLEGE OF NURSING

### **Faculty/Student Communication Record**

Student Name: _____ Student ID: _____

Faculty Name: _____

Date: _____ Time: _____

**Requested by**: ☐ Student    ☐ Faculty

**Reason for meeting**:

_____ Absences

_____ Academic Performance

_____ Clinical Performance

_____ Professionalism Concerns

_____ Remediation

_____ Other: _____

Specific concerns:

_____

_____

_____

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Plan of action discussed:

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_____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____