

BELHAVEN UNIVERSITY

O u r S t a n d a r d i s C h r i s t

School of Nursing

Student Handbook

2021-2022

1500 Peachtree Street

Jackson, MS 39202

www.belhaven.edu/nursing

Dear Students,

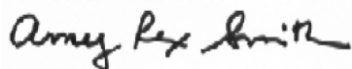
Welcome to the Belhaven University School of Nursing (BU SoN). This second year of the COVID-19 pandemic will be a year unlike any other we have ever experienced. This is truly a “novel pandemic” and we cannot predict how it will shape our experiences this year. However, we are prepared for multiple contingencies and we are honored that you have chosen to join us. You are pursuing a rigorous program that offers the opportunity to gain knowledge and skills needed for practice as a registered professional nurse and as a global citizen. Students will be challenged to become compassionate and competent professionals who transform health care through the uniqueness of Christ-inspired nursing practice. The faculty and I are here to assist you in achieving this laudable goal.

This handbook has been compiled to orient you to the SoN and to serve as a reference. It contains the BSN academic standards, policies, and guidelines that will guide your educational experience. This handbook is designed to serve as a supplement to *The Kilt* (the BU general student handbook), the *Belhaven University Online Student Handbook*, and the *Belhaven University Undergraduate Catalogue*. School of Nursing policies and procedures are included only if they differ from what is currently published in the university handbooks.

Students should be familiar with all handbook resources. The SoN student handbook is reviewed yearly and revised as needed. Any updates that occur during the school year will be communicated to the student body.

May you be richly blessed by your faculty and the patients you encounter as you serve Jesus in this exceptional profession we call “nursing.”

Sincerely,



Amy Rex Smith, Ph.D., RN
Professor and Dean of the School of Nursing

BELHAVEN UNIVERSITY

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INTRODUCTION

The purpose of the BU SoN Student Handbook is to provide the student with the mission and philosophy, an overview of the policies and procedures within the University and the SoN, and pertinent information regarding the BSN program.

The *Belhaven University School of Nursing Student Handbook* is an important resource. It is the student's responsibility to be familiar with these materials. This information has been compiled to assist you in understanding the nursing program and related policies and procedures. The faculty reserve the right to make revisions in policy and/or procedure as indicated. The handbook is revised annually to reflect changes. Any significant changes are communicated to students via email, handouts, or announcements.

OVERVIEW OF THE BACCALAUREATE (BSN) PROGRAM

The BSN curriculum is based on the philosophical beliefs of the faculty. General education, Christian worldview, and common prerequisites for nursing form the foundation of study for the major. The curriculum integrates knowledge from the biological, behavioral, physical, and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities to achieve program outcomes.

The nursing curriculum is built upon the principles of knowledge, leadership, client-centered care, informatics, clinical skills development, safety, evidence-based practice, legal-ethical practice, interdisciplinary collaboration, client education, quality improvement, Christian worldview, and professionalism.

There are two program options to obtain a bachelor's degree in nursing from BU.

- 1) Traditional Pre-Licensure BSN Program - The program consists of eight semesters of course work in sciences, general education, and nursing. Students are required to complete all non-nursing courses prior to entry into the nursing program. Students must progress in sequence once admitted to the nursing program.
- 2) RN to BSN program – an eight sub-term online program which is for individuals who hold licensure as a registered nurse and desire to complete the additional coursework required for a Bachelor of Science in Nursing (BSN). The online program, taught in 7-week sub-terms, is designed to be completed in 12-18 months of study.

ACCREDITATION

BU is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of BU. The BSN program is accredited by the Board of Trustees, Institutions of Higher Learning of the State of Mississippi (IHL), and the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750 Washington, DC 20001, 202-887-6791.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES (ANA, 2001)

Faculty and students of the SoN function according to the ANA Code of Ethics for Nursing.

Provision 1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2. The nurse's primary commitment is to the client, whether an individual, family, group, or community.

Provision 3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the client.

Provision 4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum client care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, maintaining the integrity of the profession and its practice, and shaping social policy.

BELHAVEN UNIVERSITY SCHOOL OF NURSING MISSION

BU affirms the Lordship of Christ over all aspects of life, acknowledges the Bible as the foundational authority for the development of a personal worldview, and recognizes each individual's career as a calling from God. Each academic department is committed to high academic goals for its students and clarifies the implications of biblical truth for its discipline. Belhaven upholds these commitments in offering undergraduate and graduate programs by conventional or technological delivery modes and in local, national, and international venues. The University requires a liberal arts foundation in each undergraduate degree program in order to best prepare students to contribute to a diverse, complex, and fast-changing world. By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served.

In accordance with the mission of BU, the mission of the BU SoN is to provide a basic nursing education program that prepares graduates who are servant leaders who value integrity and justice in all aspects of their lives. BU nursing graduates are challenged to transform health care through the uniqueness of Christ-inspired nursing practice.

BELHAVEN UNIVERSITY SCHOOL OF NURSING PHILOSOPHY

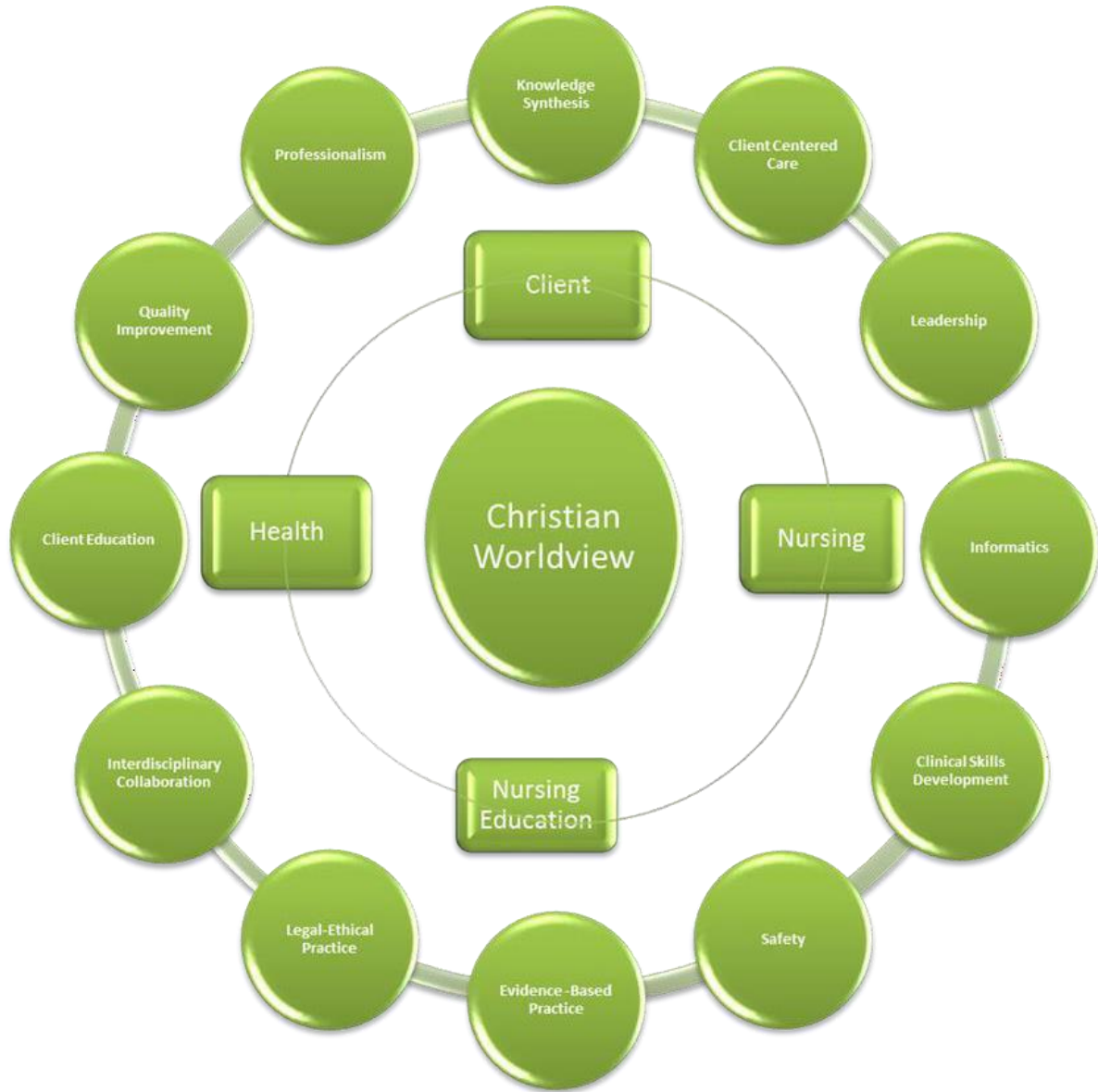
The faculty of the BU SoN subscribe to the following beliefs about the four elements of the meta-paradigm of nursing: health, nursing, person (the client), and environment (nursing education).

Health is a dynamic state influenced by heredity, the environment, and the individual's lifestyle. The state of health and its management is a reflection of the individual's physical, psychological, spiritual, developmental, economic, and sociocultural dimensions. Persons participate in health-related activities based on their beliefs and values within the context of culture and society. Individuals, families, and communities differ in how health is perceived or valued and have the right to define their own health. The pursuit of health is the right and responsibility of each individual.

Nursing is a discipline, a profession, and a service. Christian nursing is a calling to deliver compassionate care to a hurting world in response to God's grace. Compassionate nursing care is not limited to physical healing but encompasses the spiritual and psychosocial aspects of humanity. Advocacy is an essential attribute of professional nursing practice. Nurses advocate for others by providing direct care, coordination of care, and through social and political advocacy aimed at reducing health care disparities. The heart of nursing is service to others.

We believe that the **Client**, conceptualized as an individual, family, group or community, is the focus of the professional nurse. We believe each client is unique and holds values and beliefs reflective of their own culture, sense of spirituality, and life experiences. Faculty believe that persons are created by God and have the right to live and die with dignity, to be accepted for their inherent individual worth, to be responsible for decisions about their lives, and to benefit justly from the world's wealth of resources. We have special obligations as Christians and as professional nurses for the nursing care of clients who are poor and/or disadvantaged and to prepare nurses to transmit these values to those we serve throughout the world.

Nursing Education requires a foundation in liberal arts education, which offers the opportunity to interact with students from diverse educational disciplines. This interaction provides the individual an experience to build a broader foundation, thus shaping their practice of nursing. Nursing education is a life-long process that assists individuals in developing the potential to function productively within an existing and ever-changing health care system. The use of technological resources and innovative, creative teaching strategies provide optimal learning experiences. Learning occurs when the student perceives it as relevant and the information received has concurrent application. The faculty believes that we all learn best when actively engaged in the learning process. The faculty desires to work with students as a community of learners in which all function at a high level of accountability, flexibility, and integrity. An awareness of the legal and ethical implications of nursing practice as well as the spiritual values inherent in Christian education is an integral part of the nursing curriculum.



**BELHAVEN UNIVERSITY SCHOOL OF NURSING
ORGANIZING/CONCEPTUAL FRAMEWORK**

The organizing framework of the BU SoN is derived from the unique Christian worldview mission of the University and the SoN in addressing the needs of our community of interest. It embraces the essential concepts of professional nursing as articulated by the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). These essential concepts are knowledge synthesis, leadership, client centered care, informatics, clinical skills development, safety, evidence-based practice, legal-ethical practice, interdisciplinary collaboration, client education, quality improvement, and professionalism. Foundational to the organizing framework are the meta-paradigm components of health, nursing, client, and nursing education, which are incorporated throughout the curricula in all programs.

BELHAVEN UNIVERSITY SCHOOL OF NURSING PROGRAM OUTCOMES

The baccalaureate program in nursing prepares individuals to practice competently within complex healthcare systems while demonstrating integrity, compassion, and justice in all aspects of their lives. Graduates are prepared to assume the roles of provider of care, designer/manager/coordinator of care, and a member of a profession.

The program outcomes were developed and approved by the faculty and delineate the skills that BSN graduates should possess by completion of the program. The outcomes for graduates of the BU SoN are congruent with the mission of BU, the mission and philosophy of the nursing school, the competencies of the nursing profession, and the expectations of the nursing profession and the community of interest. These program outcomes are supported by the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and the *Mississippi Competency Model (MCDDSN, 2018)*. Faculty believe that student achievement is incremental and should show progression. Thus, outcomes are developed to reflect the skills that students should achieve at the end of individual units of study courses and levels.

Upon completion of the baccalaureate nursing program, the graduate will be able to:

1. Synthesize concepts from a liberal arts Christian education to develop a philosophy of care that guides professional nursing practice.
2. Apply organizational, leadership, and management concepts in the provision of high-quality nursing care.
3. Provide evidence-based, clinically competent client-centered care which represents the client's preferences, values, diversity, and needs within the context of their families, communities, and the health care delivery system.
4. Use relevant technology to provide nursing care that contributes to safe and high-quality client outcomes.
5. Demonstrate effective critical thinking, communication, assessment, and technical skills in the practice of professional nursing.
6. Plan, implement and evaluate client-centered care that demonstrates the safe application of the pathophysiological, medical, and nursing management of common acute and chronic illnesses, health promotion, risk reduction, and disease prevention.
7. Generate clinical judgments based on assessment data and implement interventions to achieve individual/family/population-centered outcomes.
8. Provide nursing care guided by professional nursing practice standards, healthcare policies, applicable statutes and regulations, and safe environmental health practices.
9. Coordinate and manage healthcare for a group of individuals across the lifespan in order to maximize health, independence, and quality of life.
10. Provide health-related education to restore health and promote optimal wellness.
11. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
12. Integrate Christian values of altruism, autonomy, human dignity, integrity, and social justice in the practice of nursing.
13. Reflect a commitment to self-development and the advancement of the profession of nursing through participation in educational, community, and organizational activities.

**BELHAVEN UNIVERSITY SCHOOL OF NURSING
PROGRAM GOALS**

The goals of the SoN are to:

- Provide high quality nursing education that embraces Christian Worldview principles in service to individuals, families, and communities.
- Support an environment conducive to personal and professional growth, scholarship, and creative activity.
- Reflect a model of nursing education that incorporates educational methods, techniques, and strategies based on the most current, evidence-based best pedagogical practice that strengthens and adds value to the nursing profession.

TRADITIONAL PRE-LICENSURE BSN PROGRAM

GENERAL ADMISSION REQUIREMENTS

The BU SoN admission, promotion, and graduation policies differ from the general institutional requirements. However, these differences are based on state mandated and national accreditation requirements. The policies for the nursing program are similar to other BSN nursing programs in the state.

Admission to the nursing program is limited and based on selection of the most qualified applicants who meet all admission requirements. The program can be completed in 4 years if the student completes all prerequisite courses, is admitted to the nursing program in the junior year, and successfully completes all nursing courses in sequence.

Application and Admission Requirements

Applicants may apply for admission to the program for each Fall semester. Only applicants who submit complete applications are considered for acceptance into the program. It is the responsibility of the student to assure that admission file is complete. An application is considered complete when the student meets the following criteria:

- Applied and been accepted for admission to BU.
- Submitted copies of all transcripts from all colleges or universities attended.
- Submitted a progress report of academic standing for any required courses in progress at application. The report should include name of course, where enrolled, and expected date of completion. A copy of the student's current schedule of registered courses will suffice.
- Completed all nursing pre-requisite courses with a minimum of "C" or better in each course and a cumulative grade point average of 2.50 on a 4.00 scale.
- Obtained a minimum composite national ACT score of 21.
- Completed admission application to BU SoN.
- Submitted a one-page typed essay by the deadline. The essay is to include a discussion of the applicant's interest in nursing and a personal reflection on how enrollment in a nursing program grounded in Christian principles might facilitate development and practice as a professional nurse.
- Earned a minimum score of 66 on the ATI Test of Academic Skills (ATI TEAS); (*Note: BU will only consider three (3) attempts at obtaining the minimum required score on the ATI TEAS per 12-month period. There is a recommended 30-day waiting period between retakes.) Obtaining the required minimum score on the ATI TEAS alone does not grant nor guarantee admission into the BU SoN.

Acceptance to the Nursing Program

Applicants accepted to the Nursing Program must meet additional program requirements. Students may be conditionally accepted but must complete the additional requirements within specific deadlines.

- **Health Requirements**

Applicants are required to have a completed history and physical exam. Additionally, applicants must provide current documentation for each of the following:

- TB testing using the interferon-gamma release assay, or the TB Skin Test (negative within the past 12 months; if the test is positive, a chest x-ray with written results and a documented physician's statement of "no symptoms of TB are present" is required);
- Diphtheria/Tetanus/Pertussis (Tdap) within the past 10 years or Tdap titer or booster;
- Hepatitis B Vaccination (3 doses) or Hepatitis Antibody Titer;
- MMR Vaccine (2 doses) or MMR Antibody Titer;
- Varicella Vaccine (2 doses) or Varicella Antibody Titer, and;
- Influenza Vaccine.

COVID VACCINATION: At the time of publication of this handbook, the COVID vaccine is highly recommended. Many of our affiliated clinical agencies now require COVID vaccination for students coming to their facilities. Students must meet all clinical clearance requirements of the facility to which they are assigned in order to attend the clinical component of their courses. Students without COVID vaccination risk disruption in their educational program.

- **BLS Certification**

Current certification in Basic Life Support (BLS) is required for all students enrolled in the SoN. The student must submit documentation of completion of the American Heart Association's *Basic Life Support (BLS) for Healthcare Providers* course before the first clinical lab day.

- **Criminal Background Checks**

Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, Section 43-11-13 of the Mississippi Code of 1972, Annotated and to assure compliance with the policies of healthcare facilities that host clinical sites for our institution, students must undergo fingerprinting and a criminal background check prior to any clinical rotation in a licensed healthcare facility. In addition, the IHL requires this to be completed as part of the admission process to the program. Therefore, all students accepted into the nursing program must have evidence of a clear criminal background check prior to attending clinical in any of the contracted agencies. Traditional students are given instructions so that this is completed as part of the admissions process. Belhaven's Department of Campus Security will complete the required fingerprinting and criminal background checks in conjunction with the Mississippi Department of Health in accordance with the law. Students who do not have a clear background check will submit appropriate information to the Dean of Nursing, who will convene the SoN Nursing Leadership Team to make a judgement to determine the impact of this finding on their admission status. A formal memo with the result of the decision will be provided to the student and placed in the student's file.

In addition to the disqualifiers listed in section 43-31-13, (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason, they will not be eligible to enter or continue in the program. Each student will be required to sign a release form that gives the Dean of Nursing permission to release information concerning the student's criminal background status upon request from the clinical agency. This release form will be presented to the student during orientation to the nursing program for signature. A copy of the release form is included in Appendix A.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, impairment, or change in the student's criminal history shall also be reported immediately to the Dean of Nursing. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure as a registered nurse.

The cost of the initial background check is included in student registration fees. A student who has a break in enrollment for a full semester or more will be required to submit to a second background check upon enrollment in a clinical nursing course. If a student refuses to submit to a background check, he/she will not be allowed to continue in any clinical nursing course and will therefore be unable to complete the plan of study required for completion of the nursing degree.

- **Drug Testing**

Drug testing occurs yearly for every student enrolled in the School of Nursing. In the first semester of the junior year, newly enrolled nursing students must submit to a drug screen prior to participating in nursing clinical courses. Repeat drug screens are required for students entering the senior year of the nursing major and for students who have been readmitted to the program. Some clinical agencies require additional drug screens. In addition, random drug screening may also be done for students enrolled in nursing clinical courses. The cost of this drug testing is included in student registration fees.

Drug screens (urine sample, blood sample, and/or breathalyzer) can be required for noted alteration in behavior, any other indication of impaired behavior, or for any history of drug and/or alcohol abuse. Students may be required to pay for this additional screening.

Failure to provide an appropriate sample or refusal to submit to testing will result in denial of admission for new students and immediate dismissal of continuing students from the nursing program. Any student who tests positive for illegal substances must withdraw from the nursing program. Each case is presented to the SoN Leadership Committee (a review committee consisting of the Dean and the Program Directors), who determine the course of action.

For routine screening, the student will be provided with instructions and a window of time to accomplish the testing. For random testing, a student who is present on the day of an unannounced random drug screen cannot be excused from the screening process. If a student leaves the campus without completing a drug screen or refuses to participate in any required drug screen, they will be required to withdraw from the program. If a student cannot provide a specimen within three (3) hours from the start time of the

testing period, it will be considered a Refusal to Test unless a medical condition, documented by a physician, can be provided; the student will be required to withdraw from the program.

Drug screen results must meet clinical agency requirements, which include a drug screen that is negative for illicit drugs and/or documented current prescription(s) for a drug screen that is positive for a controlled drug. If a student has a positive drug screen for an illicit drug or for a controlled drug that is not currently prescribed for the individual student, the student will be suspended from the program. The student will be allowed to withdraw within college policies, procedures, and guidelines. Students, who do not withdraw, will receive a grade of F in all program courses.

If the student meets all readmission requirements, readmission will be considered if appropriate rehabilitation has been documented. Rehabilitation can include but is not limited to addiction assessment, successful treatment, and submission to random drug screening. If a student has a second positive drug screen, the student will be required to withdraw from the program and will be ineligible for readmission.

When a student has a positive drug screen for a controlled drug (a prescribed medicine that contains either the drug reported positive or a substance that can metabolize to that drug), the following documentation will be required: a copy of the current prescription or a copy of the medical record documenting the valid medical use of the drug during the time of the drug test. If the student has not previously reported use of the drug on their most current health form, the student must obtain a statement from the prescribing physician verifying the drug will not interfere with the student's ability to pursue a program of study that requires classroom and clinical experiences, including physical activity. Students are responsible for updating their student health records as prescriptions change or new prescriptions are added.

- **Health Insurance**

Students are responsible for all costs incurred related to health problems, including injuries, occurring during clinical experiences. The student must provide evidence of health insurance coverage prior to the beginning of the first nursing course and annually while enrolled in the BU SoN.

- **Professional Liability Insurance**

Professional liability insurance is required for students enrolled in all clinical nursing courses. Students must show validation of liability insurance coverage upon admission and must maintain the coverage throughout their matriculation in the nursing program. Recommended resources for liability insurance are included in the student information packet sent upon acceptance of admission to the BU SoN.

PROGRAM CONTINUATION/PROGRESSION

After admission to the nursing program, a student must meet all of the following conditions to remain eligible for continuation and progression.

- Complete pre and co-requisites for courses outlined in the curriculum pattern.
- Maintain a passing grade of “C” or better in all nursing courses.
- Maintain satisfactory performance in all clinically designated experiences, including laboratory, clinical facilities, written assignments, and all other assignments as assigned per faculty member.
- Maintain a **minimum 2.5 GPA** for each semester of enrollment in the nursing program.
- Maintain professional conduct in the classroom and clinical laboratory.
- Maintain compliance with all pre-clinical requirements for each year of enrollment in the nursing program:
 - Completion of an annual physical examination
 - Maintain current BLS certification
 - Submit annual TB skin test results
 - Submit annual verification of health insurance
 - Submit annual verification of liability insurance
 - Verification of specified immunizations
 - Verification of required annual laboratory tests (based on clinical agency requirements)
 - Annual completion of annual blood-borne pathogen and other required infectious disease modules
 - Maintain compliance with all other student policies as noted in the *Belhaven University School of Nursing Student Handbook and The Kilt*.

FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN DISMISSAL FROM THE NURSING PROGRAM.

PROGRAM DISMISSAL AND READMISSION

A student who earns a failing final course grade (less than 73) in a nursing course will be notified in writing by the Dean of Nursing of his/her course failure. A failed nursing course may be repeated only once. A second failure in any nursing course (i.e., either the course being repeated or a failure in another course taken for the first time) will result in a student becoming ineligible for program continuation and will result in dismissal from the program.

- Any student who has been dismissed from the nursing program at BU or failure/dismissal from any other nursing program must observe a THREE-YEAR waiting period in order to be considered for readmission. The student must submit a written request for readmission to the Dean of the SoN. If a student has been unsuccessful in a nursing program at another institution, such course will constitute as the one allowed unsuccessful course in our program. In the event that this student is unsuccessful in one or more courses at Belhaven, the student will be dismissed from the program and not eligible for readmission.
- Applicants who apply for readmission to the BSN program must meet the admission criteria in effect at the time of the reapplication.
- If readmission is granted, the Dean and nursing faculty will determine the appropriate course sequencing for the student. Students may be readmitted based on space availability.
- Students who are not successful in their first semester of the nursing program will be required to undergo revalidation of assessment and fundamental level skills. The student will be required to

attend a skills lab session in which the student’s competency will be demonstrated and practiced. The student will then be scheduled for a time of validation. If the first attempt at validation is unsuccessful, the student will be given an opportunity for remediation and a second validation attempt. The revalidation must be completed on both the assessment and fundamental level skills within the time frame set by the course faculty. If the student is not successful on the second validation attempt, the student may be dismissed from the nursing program.

- Revalidation of skill competency may be required prior to repeating any clinical course.
- Transfer of nursing courses successfully completed at another accredited baccalaureate educational institution will be evaluated on an individual basis. Transfer is limited to nonclinical nursing courses. In order for the courses to be considered, a student must make a written request to the Dean of Nursing, submit a copy of the syllabi for the prospective nursing course, and the course must be completed in a CCNE or ACEN accredited baccalaureate nursing program. In addition to individual transcript evaluation, the number of transfer credits permitted by the BU SoN will be in compliance with the residence requirement for number of BU credits needed to earn a BU undergraduate degree.
- Any student repeating a clinical nursing course must repeat both the theoretical and clinical components of the course.
- Priority for enrollment in nursing courses will be given first to students who are in good academic standing and are currently enrolled in the nursing program.
- Students will be dismissed from the program for unsafe practice, unethical, or illegal conduct.
- Readmitted students may be required to submit another criminal background check and drug screen.

Students are admitted to and will progress as a cohort. Therefore, if a student is not successful in a course, they may have to wait until the course is offered again to repeat it. This might mean a wait of one or more semesters.

REQUIRED SEQUENCE OF COURSES

For the pre-licensure BSN student, Belhaven desires to provide a seamless four-year educational process. During the first two years of the program, students will enroll in general education and pre-requisite courses, while the last two years will take upper level nursing courses. The structure of the pre-requisite courses is from simple to complex, building on concepts that will enhance the BSN courses while producing a well-rounded professional nurse. Table 1, *Course Sequence for Pre-Licensure BSN Program*, provides an overview of the course sequence. (The course sequence was changed for the year of pre-nursing semester one students entering 2020-2021).

Table 1: Course Sequence for Pre-Licensure BSN Program (in effect for the class of 2021, 2022, and 2023)

Semester One (Fall)	Semester Two (Spring)	Semester Three (Fall)	Semester Four (Spring)
ENG101 English I (3)	ENG102 English II (3)	ENG225 Ancient Literature to the Enlightenment (3)	ENG226 Literature from the Enlightenment to the 21 st Century (3)
BIB220 Survey of Old Testament (3)	BIB 221 Survey of New Testament (3)	HIS225 Ancient History to the Enlightenment (3)	HIS226 Literature from the Enlightenment to the 21 st Century (3)

BU101 Belhaven Basics (1)	PHY125 Science and Culture I (4) OR BIO125 Science and Culture II (4)	PSY203 General Psychology I (3)	HUM226 Biblical Themes II (1)
MAT101 College Algebra (3)	SPC102 Specialized Communication (3)	HUM225 Biblical Themes I (1)	MAT200 Elementary Statistics (3) or PSY303 Statistics (3)
BIO230/232 Human A&P I with Lab (4)	BIO231/233 Human A&P II with Lab (4)	CHE111 Chemistry I (3)	BIO 279/280 Microbiology with Lab (4)
SOC101 Intro to Sociology (3)		CHE113 Chemistry I Lab (1)	Gen Ed Elective (3)
Total = 17 credit hours	Total = 17 credit hours	Total = 17 credit hours	Total = 17 credit hours
Semester Five (Fall) Admission to Nursing	Semester Six (Spring)	Semester Seven (Fall)	Semester Eight (Spring)
NUR311 Intro to Professional Nursing (2)	Nursing Elective (2)	NUR411 Mental-Behavioral Health Nursing (4)	WVC401 Kingdom Life (University Capstone Course) (3)
NUR312 Principles of Pharmacology for Nursing (3)	NUR321 Medical-Surgical Nursing I (5)	NUR412 Medical Surgical Nursing II (5)	NUR421 Community-Population Nursing (5)
NUR313 Health Assessment (3)	NUR322 Reproductive Health, Maternal and Newborn Nursing (5)	NUR413 Nursing Care of the Child Rearing Family (5)	NUR422 Management and Leadership in Nursing (5)
NUR314 Fundamentals of Nursing (4)	NUR323 Nursing Research (3)	Nursing Elective (2)	NUR423 Nursing Capstone Seminar (2)
NUR315 Concepts of Pathophysiology (3)			
Total = 15 credit hours	Total =15 credit hours	Total = 16 credit hours	Total = 15 credit hours

BSN PORTFOLIO REQUIREMENT

All pre-licensure BSN students are required to develop a professional portfolio during their matriculation within the nursing program. The portfolio begins when the student is accepted for admission into the nursing program. The portfolio will be reviewed at the end of each semester by the student's advisor or designee to identify the inclusion of required documents. Selections from each course will be designated as portfolio pieces and will be noted in each course syllabi. The final portfolio will be submitted as part of the Nursing Capstone Seminar course (NUR 423) requirements during the student's final semester of the nursing program.

Purpose:

- Document student achievement of required course assignments
- Provide means to review student growth during program matriculation
- Provide means to review student achievement of program outcomes
- Serve as an objective reference of student's work for future employers
- Allow students to increase their personal reflection and writing skills

Requirements:

- Documents will be saved and maintained in an electronic format on a flash drive in a folder called "BU-SoN Portfolio."
- If the assignment was a graded component, students must make the suggested corrections to the original copy prior to saving the document. The only original graded component will be the Health Assessment Skills Validation Check-off Sheet. If the student is required to repeat this assessment, they must save the copy showing competence with the repeated skill.
- The main folder should contain subfolders with the following titles:
 1. NUR 311 Professional Issues in Nursing
 2. NUR 312 Pharmacology
 3. NUR 313 Health Assessment
 4. NUR 314 Fundamentals of Nursing
 5. NUR 321 Medical Surgical Nursing I
 6. NUR 322 Reproductive Health, Maternal & Newborn Nursing
 7. NUR 323 Nursing Research
 8. NUR 411 Mental/Behavioral Health Nursing
 9. NUR 412 Medical Surgical Nursing II
 10. NUR 413 Nursing Care of the Childrearing Family
 11. NUR 421 Community/Population Nursing
 12. NUR 422 Management and Leadership in Nursing
 13. NUR 423 Nursing Capstone Seminar
 14. Other

- Documents must be added to folders as follows:
 - NUR 311 Professional Issues in Nursing**
 - Definition of Nursing Paper
 - NUR 312 Principles of Pharmacology**
 - Medication Regimen Paper
 - NUR 313 Health Assessment**
 - Skills Validation Check-Off Sheet
 - NUR 314 Fundamentals of Nursing**
 - Skills Check-List (this form should be revised each semester of matriculation and complete submission by 4th semester)
 - NUR 321 Medical Surgical Nursing I**
 - Case Study
 - NUR 322 Reproductive Health, Maternal & Newborn Nursing**
 - Health Promotion Teaching/Learning Plan
 - NUR 323 Nursing Research**
 - Research Proposal
 - NUR 411 Mental/Behavioral Health Nursing**
 - Process Recording
 - NUR 412 Medical Surgical Nursing II**
 - Teaching Plan Project
 - NUR 413 Nursing Care of the Childrearing Family**
 - Pediatric Paper
 - NUR 421 Community/Population Nursing**
 - Community Nursing Research Paper
 - NUR 422 Management and Leadership in Nursing**
 - Simulation Project
 - NUR 423 Nursing Capstone Seminar**
 - Resume
 - Christian Worldview Presentation
 - Other**
 - Admission Essay
 - Kingdom Life Paper (WVC 401: Kingdom Life)

Journaling Requirement

Students must complete one summative journal entry detailing their experience from the semester completed for each document that is added to the portfolio. Save a copy in the portfolio under the folder entitled “Journal Entry” for the semester in which it was completed.

Example: Journal Entry
 Fall 2021
 Spring 2022
 Fall 2022
 Spring 2023

NCLEX- RN SUCCESS PLAN

The BU SoN NCLEX-RN Success Plan is designed to assist students in achieving success in the nursing program and on the NCLEX-RN examination. Once admitted to the BSN program, all students are progressively evaluated through computerized testing provided by the Assessment Technologies Institute (ATI) testing system. The ATI system has been designed to promote NCLEX-RN success.

ATI ASSESSMENT AND REMEDIATION

WHAT IS ATI?

- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing, and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students in preparing more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for the program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.**

MODULAR STUDY:

ATI provides review modules in all major content areas. Students are encouraged to use the modules to supplement coursework. These may be assigned during the course and/or as part of active learning/remediation following assessments.

TUTORIALS:

ATI offers many unique online tutorials. The tutorial **Nurse Logic**, for instance, teaches nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions.

Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial, such as hint buttons, a talking glossary, and a critical thinking guide, help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

ASSESSMENTS:

Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that may be scheduled during courses.

ACTIVE LEARNING AND REMEDIATION:

Active Learning and Remediation is a process of reviewing content in an area that was not learned or not fully understood, as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s test report, known as the **individual performance profile**, will contain a listing of the **topics to review**. From the test results, students can remediate these **topics to review** by using a **focused review** that contains links to ATI review modules, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written remediation templates as required by the instructor.

GRADING/EVALUATION OF ATI ASSIGNMENTS, ASSESSMENTS, AND TESTS:

Course syllabi include detailed information of which components of the ATI Learning System will be used in the courses. The syllabi also include how the completion of your assignments, assessments, and tests will be evaluated in the specific course.

ATI CONTENT MASTERY SERIES DIAGNOSTIC TESTS:

Throughout the nursing program, all students are required to complete ATI tests in selected courses. Students will have the opportunity to take practice assessments and tutorials in some of the content areas. Practice assessments may be taken an unlimited number of times. However, the same assessment can only be accessed once every 24 hours. Some practice assessments may be completed as in- class assignments.

The ATI Content Mastery Series proctored tests are required in specific courses and must be completed by the student in order to pass the course. Completion of ATI assessments, tutorials, and modules are used in the calculation of course grades. Specific competency levels required are delineated in course syllabi.

Content Mastery Series Proctored ATI Assessments	Associated Course
RN Fundamentals of Nursing	NUR314 Fundamentals of Nursing
RN Maternal-Newborn Nursing	NUR322 Reproductive Health, Maternal and Newborn Nursing
RN Mental Health Nursing	NUR411 Mental Behavioral Health Nursing
RN Pharmacology RN Adult-Medical Surgical Nursing	NUR412 Medical Surgical Nursing II
RN Nursing Care of Children	NUR413 Nursing Care of the Childrearing Family
RN Community Health Nursing RN Nutrition	NUR421 Community/Population Nursing
RN Leadership	NUR422 Management and Leadership in Nursing
RN Comprehensive Predictor	NUR 423 Nursing Capstone Seminar

ATI RN COMPREHENSIVE PREDICTOR ASSESSMENT

In the final semester of the Senior year (during the NUR423 Nursing Capstone Seminar course), the student will be required to take the ATI RN Comprehensive Predictor Exam to assess mastery of nursing content and readiness to sit for the NCLEX-RN licensure exam. Students will be given the first opportunity to take the RN Comprehensive Predictor Test at the beginning of the semester. The student will have approximately 180 minutes to complete the 180-item exam. If the student does not achieve a score which reflects a likely probability of passing NCLEX on the first attempt, the student will be required to complete an individual ATI-developed remediation plan (focused review) prior to taking the test a second time. The student will have a second opportunity to take the ATI RN Comprehensive Predictor Test near the end of the NUR423 course. If the student does not achieve a score which reflects a likely probability of passing NCLEX –RN, the student will be encouraged to complete an NCLEX review program with a review company of their choice prior to taking the NCLEX-RN exam.

PROFESSIONAL NURSING STUDENT ATTIRE**Classroom/Clinical Dress Code**

Students are expected to dress in a manner that is respectful of others and is reflective of Christian character. Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The guidelines for attire in the clinical setting have been approved by the faculty of the SoN. All students are expected to adhere to the appropriate dress code anytime they are in a clinical setting. If a student fails to follow the dress code, the student may be dismissed from clinical that day and receive an unexcused absence.

The following guidelines will allow students to make wise choices about their dress on campus and at all University-sponsored events:

1. Clothing with advertising, pictures, and/or sayings that are contrary to the University mission and University policy are not permitted, including, but not limited to, clothing that demeans and/or dramatizes sexuality or promotes alcohol, drugs, or the occult.
2. Clothing that bares the midriff and/or exposes cleavage, as well as inappropriately short, tight, and/or revealing skirts, shorts, pants, and shirts, are not permitted.
3. Undergarments are not to be visible at any time.
4. Shirts and shoes must be worn in all public buildings.
5. Students should be mindful of attire when skills lab is scheduled for the day. Students may be required to climb, bend over, or perform other tasks as assigned.
6. If the student will go off campus for clinical orientation or to gather pre-clinical information, please refer to the Pre-Clinical Attire dress code.

All students are expected to be neat, clean, and abide by the dress code of the agency and/or the BU SoN.

Professional Nursing Student Uniform

1. All students must wear their Belhaven ID badge clearly visible at all times. Name badges are to be worn on the left side of the uniform. Students who come to the clinical area without a name badge may be dismissed from the clinical area.
2. Uniforms must be clean and wrinkle free. Students must be clean and well groomed.
3. Uniforms are hunter green scrubs and MUST be purchased from the designated vendor. This information is presented in the nursing student orientation.
4. Students should also purchase a white lab coat from the designated vendor and have BU SoN patch applied. The patch will be worn on the left sleeve of the student's uniform and white lab coat.
5. The hair of all students should be clean, worn back and off the collar, or pulled back and off the shoulders. Hair must be of a naturally occurring color. Hair must not fall forward when leaning forward, including pony-tails. Hair cannot extend outward more than 4 inches.
6. Ornamental hair devices or head scarves should not be worn in the hospital, on observational visits, or to collect client data. Surgical caps that are purchased from the designated vendor and match the nursing uniform may be worn. Special religious accommodations for hair or head coverings must be approved by the Dean of Nursing.
7. Beards and mustaches may be worn if neat, trimmed, and clean. Beards should not extend below the chin.
8. Students with pierced ears may wear one matching silver, gold, or pearl post style earring in each ear. If earrings are worn, they should be attached at the earlobe. No other placement of earrings is acceptable. The earrings should have no jewels or ornamentation. No earrings may be worn if student cannot wear post style.
9. Piercings, with the exception of earrings as described above, are not allowed in the clinical area or skill laboratory. All piercings which are not covered by the standard uniform, including facial, tongue, and belly piercings, must be removed, or the student will be dismissed from the clinical or skills laboratory experience.
10. Wedding bands may be worn on duty except when doing surgical or obstetrical scrub procedures.
11. A wristwatch with an analog second hand is to be worn. The use of "smart watches" must be approved by the clinical instructor.
12. Make-up, if worn, should be applied moderately and kept within professional limits.
13. Fingernails should be short (no longer than ¼ inch) and not extend beyond the tips of the fingers, and should be kept clean and neat. Nails should have clear nail polish or no polish at all (according to CDC guidelines). No artificial nails of any type are to be worn.
14. Appropriate personal hygiene is expected with minimal use of perfumes or colognes. Heavy perfume and tobacco/cigarette smell can be harmful to patients, and their use is prohibited.
15. Students are required to wear all white, closed toe shoes, which are spill resistant and non-penetrative. Shoes must be clean, polished as needed, and kept in good repair. Backless or open toe shoes are not acceptable.
16. White hose must be worn with the dress uniform. White trouser socks, or white or black socks may be worn with the pant uniform. No below the ankle socks are permitted. A solid white t-shirt may be worn underneath the scrub top.

17. Students are discouraged from obtaining tattoos that cannot be easily covered while in the program. All tattoos should be covered while in the clinical setting. If a student has a tattoo that cannot be covered with a garment, such as the hand or neck area, they should consult with the course instructor. Obscuring makeup may be permissible.
18. When the nursing student uniform is worn, it should be worn in its entirety with the appropriate jewelry, and shoes as indicated in the dress code.
19. Gum chewing is not allowed in the clinical setting.

Some clinical settings may not require the student uniform; however professional attire is always required. If students are assigned to clinical areas in which other attire is required (i.e. mental health or community health), notification and approval of the attire will be done by the clinical instructor. As part of the student uniform, students are expected to have a stethoscope, pen light, and scissors appropriate for the clinical setting. Students will be notified of any additional expectations during the clinical lab orientation.

Pre-Clinical Attire

Students are to wear the complete student uniform to pre-clinical activities.

UNDERGRADUATE STUDENT WORKLOAD

The Nursing Program is rigorous and demanding of time, energy, and talent. When making decisions about employment and/or extracurricular activities, students should carefully consider workload expectations of credit hours for each semester. For example, a 3-credit hour lecture course requires 3 hours classroom plus an additional 9-10 hours study time each week. A 5-credit hour nursing clinical course may require 2-3 hours classroom, 8-10 hours clinical practice, and 9-10 hours study time each week.

Students are expected to make realistic decisions as related to employment and/or extracurricular activities. Hours worked outside of university or involvement in extracurricular activities are not an excuse for failing to meet academic performance standards, program schedules for classes, skill labs, or clinical practice labs.

REQUIREMENTS FOR GRADUATION

To be eligible for the degree of Bachelor of Science in Nursing, the student must have fulfilled all requirements of the university for graduation, successfully completed all nursing courses with at least a “C” (maintain an overall average of 2.50 GPA or greater in all nursing courses), and be recommended by the dean and faculty.

Graduates apply to write for the registered nurse licensure examination (NCLEX-RN®) following successful completion of the curriculum. However, graduation does not guarantee eligibility to write for NCLEX-RN®.

RN-BSN COMPLETION PROGRAM

GENERAL ADMISSION REQUIREMENTS

The BU SoN admission, promotion, and graduation policies may differ from the general institutional requirements. However, these differences are based on state mandated and national accreditation requirements. The policies for the nursing program are similar to other BSN nursing programs in the state. Admission to the RN-BSN program is a highly competitive process. Only applicants who submit complete applications are considered for acceptance into the program.

The RN to BSN program is an online program designed for individuals who hold licensure as a registered nurse and desire to complete the additional coursework required for a Bachelor of Science in Nursing (BSN). The online program, taught in 7-week sub-terms, is designed to be completed in 12-18 months of study. Coursework is designed to be completed in a designated sequence, but there is some flexibility in when elective and some selected courses may be taken.

The RN-BSN curriculum consists of two clinical courses in which the student will apply course concepts in experiential clinical components, which includes online experiences, projects, and may include optional in-person experiences under the direction of a clinical preceptor.

Application and Admission Requirements

Applicants may apply for admission to the program for each semester. It is the responsibility of the student to assure that the admission file is complete. An application is considered complete when the student meets the following criteria:

- Applied and been accepted for admission to BU.
- Submitted copies of all transcripts from all colleges or universities attended.
- Graduated from an NLNAC/ACEN or nationally accredited nursing program at a regionally accredited college or university (which included clinical practice nursing courses).
- Submitted a complete application for the RN to BSN program by the deadline.
- Submitted a copy of a current unencumbered license to practice as a registered nurse. Submitted a resume to nursing@belhaven.edu, outlining health care interest or experience, campus/community involvement, leadership, employment, etc., by the deadline.
- Completed all nursing pre-requisite courses with a minimum of “C” or better in each course and a cumulative grade point average of 2.50 on 4.00 scale.
- There is a state of Mississippi mandated admission requirement that every student has a criminal background check with fingerprinting. There are 2 ways to complete this requirement.

1) Option one is done on the Belhaven campus. Complete a criminal background check and fingerprinting with Campus Security.

2) Option two is to go to local police department or sheriff’s office to be fingerprinted. They will provide you with a fingerprint card. That card with fingerprints and the signed “Non-criminal justice applicants privacy rights” form needs to be mailed to the BU SoN via U.S. Post.

RN-BSN COMPLETION PROGRAM

RN to BSN admission to the School of Nursing is not complete until the fingerprint information is in hand. Students have three weeks to complete this from the date of their letter of acceptance.

Students who do not have a clear background check will submit appropriate information to the Dean of Nursing, who will convene the SoN Nursing Leadership Team to make a judgment to determine the impact of this finding on their admission status. A formal memo with the result of the decision will be provided to the student and placed in the student's file.

In addition to the disqualifiers listed in section 43-31-13, (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason, they will not be eligible to enter or continue in the program. Each student will be required to sign a release form that gives the Dean of Nursing permission to release information concerning the student's criminal background status upon request from the clinical agency. This release form will be presented to the student during orientation to the nursing program for signature. A copy of the release form is included in Appendix A.

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, impairment, or change in the student's criminal history shall also be reported immediately to the Dean of Nursing. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will constitute falsification of records and may result in denial of licensure as a registered nurse.

The cost of the initial background check is included in student registration fees. A student who has a break in enrollment for a full semester or more will be required to submit to a second background check upon enrollment in a clinical nursing course. If a student refuses to submit to a background check, he/she will not be allowed to continue in any clinical nursing course and will therefore be unable to complete the plan of study required for completion of the nursing degree.

Acceptance to the RN-BSN Program

Applicants accepted to the Nursing Program must meet additional program requirements. Students may be conditionally accepted and must complete the additional requirements within specific deadlines. Students who do not meet the admission requirements may enroll in the online "RN to BSN Prep" program to prepare themselves for the BSN program admission.

RN-BSN COMPLETION PROGRAM

PROGRAM CONTINUATION/PROGRESSION

After admission to the nursing program, a student must meet the following conditions to remain eligible for continuation.

- Complete pre and co-requisites for courses outlined in the curriculum pattern.
- Maintain a passing grade of “C” or better in all nursing courses.
- Maintain satisfactory performance in all clinical laboratory assignments.
- Maintain a minimum 2.5 GPA for each semester of enrollment in the nursing program.
- Maintain professional conduct in the classroom and clinical laboratory.
- Maintain current unencumbered license to practice as a registered nurse.
- Maintain compliance with all other student policies as noted in the *Belhaven University School of Nursing Handbook and The Kilt*, which is the general student handbook for BU.

Failure to comply with these requirements may result in dismissal from the nursing program.

PROGRAM DISMISSAL AND READMISSION (RN to BSN Completion Program)

- A student who earns a failing grade (less than 73) in a nursing course will be notified in writing by the Dean of Nursing of his/her course failure. A failed nursing course may be repeated only once. A second failure in any nursing course (i.e., either the course being repeated or a failure in another course taken for the first time) will result in a student becoming ineligible for program continuation and dismissal from the program.
- Any student who has been dismissed from the nursing program at BU or failure/dismissal from any other nursing program must observe a THREE-YEAR waiting period in order to be considered for readmission. The student must submit a written request for readmission to the Dean of the SoN. If a student has been unsuccessful in a nursing program at another institution, such course will constitute as the one allowed unsuccessful course in our program. In the event that this student is unsuccessful in one or more courses at Belhaven, the student will be dismissed from the program and not eligible for readmission.
- Applicants who apply for readmission to the RN-BSN program must meet the admission criteria in effect at the time of the reapplication.
- If readmission is granted, the Dean and nursing faculty will determine the appropriate course sequencing for the student. Students may be readmitted based on space availability.

Transfer of nursing courses successfully completed at another accredited baccalaureate educational institution will be evaluated on an individual basis. Transfer is limited to nonclinical nursing courses. In order for the courses to be considered, a student must make a written request to the Dean of Nursing, submit a copy of the syllabi for the prospective nursing course, and the course must be completed in a CCNE or ACEN accredited baccalaureate nursing program. In addition to individual transcript evaluation, the number of transfer credits permitted by the SoN will be in compliance with the residence requirement for the number of BU credits needed to earn a BU undergraduate degree.

Priority for enrollment in nursing courses will be given first to students who are in good academic standing and are currently enrolled in the nursing program.

Students will be dismissed from the program for unsafe practice, unethical, or illegal conduct.

RN-BSN COMPLETION PROGRAM

REQUIRED SEQUENCE OF COURSES FOR RN-BSN STUDENTS

In general, RN-BSN students are required to complete the same course content as the pre-licensure BSN students. For the RN-BSN student, most general education courses have been taken in their prior nursing program. The pre-requisite nursing courses include natural sciences and mathematics, psychosocial sciences, humanities, and fine arts, and serve as the basis for the prelicensure and RN-BSN program. For some requirements, multiple options are available to customize the program for incoming students. Thus, some content that traditional students encounter as pre-requisites are included in the RN to BSN courses. Students are assigned to a faculty advisor who will develop a customized and sequential plan of study based on prior coursework and remaining pre-requisite and general education courses needed.

All RN-BSN students will be required to complete a 15-credit hour BU general education core curriculum in addition to the 30 credit hour nursing courses. Registered nurses will be awarded 25 credit hours (prior to graduation) for pre-identified nursing courses based upon RN licensure and graduation from another school of nursing. Table 3, *Course Sequence for RN-BSN Program*, provides an overview of the course sequence. Students will be notified of any change or modification in the curriculum.

RN TO BSN PREP TRACK

The BU RN to BSN Prep online program is designed for Associate Degree and Diploma nurses and assumes all associate Degree or Diploma nursing courses have been satisfied. It provides the opportunity to complete any pre-requisites courses lacking to enter into the RN to BSN program.

RN-BSN COMPLETION PROGRAM

Table 3: Course Sequence for RN-BSN Program

Pre-sub-term	Fall One		Spring One	
	Pre-sub-term	Sub-term 1	Sub-term 2	Sub-term 3
Student may complete additional pre-requisite courses	Student may complete additional pre-requisite courses	NRN411 Physical Assessment for the Practicing RN (3)	NRN 413 Pathophysiology for RNs (3)	NRN414 Pharmacology for Nursing Practice (3)
	WVC301 Christian Interpretation of Life(3)	NRN412 Professional Role Development (2)	NRN422 Nursing Research, Theory, and Practice (3)	Nursing Elective (2) (choice of one) NRN415 Professional Writing for Nurses OR NRN416 Informatics in Health Care
		Total = 5 credit hrs	Total = 6 credit hrs	Total = 5 credit hrs
Summer Two		Fall Two		
Sub-term 4	Sub-term 5	Sub-term 6		
NRN421 Community-Population Nursing (5)	NRN423 Leadership and Management in Nursing (5)	NRN424 Nursing Synthesis Seminar (3)		
		Nursing Elective (2) (choice of one) NRN426 Health Policy and Ethical Decision Making OR NRN427 Professional Growth and Empowerment		
Total = 5 credit hrs	Total =5 credit hrs	Total = 5 credit hrs		

PROFESSIONAL NURSING STUDENT ATTIRE

The following guidelines will allow students to make wise choices about their dress on campus and at all University-sponsored events:

1. Clothing with advertising, pictures, and/or sayings that are contrary to the University mission and University policy are not permitted, including, but not limited to, clothing that demeans and/or dramatizes sexuality or promotes alcohol, drugs, or the occult.
2. Clothing that bares the midriff and/or exposes cleavage, as well as inappropriately short, tight, and/or revealing skirts, shorts, pants, and shirts, are not permitted.
3. Undergarments are not to be visible at any time.
4. Shirts and shoes must be worn in all public buildings.

All students are expected to be neat, clean, and abide by the dress code of the agency and/or the BU SoN.

RN-BSN COMPLETION PROGRAM

UNDERGRADUATE STUDENT WORKLOAD

The RN to BSN Program is an online program designed for working nurses. While the achievement of a BSN demands rigorous attention, the online format provides the needed flexibility for practicing RNs. For example, a 3-credit hour lecture course requires 1 full hour of online viewing, plus an additional 9-10 hours of study time each week. For a 5-credit hour nursing clinical course, 3 hours per week is designated as didactic credit as described above, and two hours per week are designated as precepted clinical experiences, which requires an additional 8-10 hours of time each week.

Students are expected to make realistic decisions as related to employment and/or extracurricular activities. Hours worked outside of university or involvement in extracurricular activities are not an excuse for failing to meet academic performance standards, program schedules for classes, labs, or clinical practice.

REQUIREMENTS FOR GRADUATION

To be eligible for the degree of Bachelor of Science in Nursing, the student must have fulfilled all requirements of the university for graduation, successfully completed all nursing courses with at least a “C” (maintain an overall average of 2.50 GPA or greater in all nursing courses), and be recommended by the dean and faculty.

GENERAL BU SCHOOL OF NURSING POLICIES

ACADEMIC DISHONESTY

Cheating either on a test or in the preparation of reports will not be tolerated. Exact duplication of printed material from a journal or text without the use of quotation marks and an appropriate reference to the author constitutes plagiarism and is academically dishonest. After careful investigation of any case of academic dishonesty, including a hearing with the offender, a penalty will be imposed if appropriate.

Generally, a first offense will result in penalties ranging from failure on an examination in which cheating was detected to failure in a course in which cheating or plagiarism was detected. A second offense will, in most cases, result in dismissal from the SoN.

Students are encouraged to review the Standard on Plagiarism in *The Kilt*, the BU student handbook.

ADVISING AND COUNSELING

Each student has an assigned academic advisor in addition to the professional advisor assigned by the university. The student will work with his/her advisor to plan a course of study and seek help with any academic questions or problems. The advisor assists in planning schedules and must approve the courses that a student selects at registration. The advisor has information about schedules, electives, and course requirements and is prepared to inform the student about extracurricular activities at the SoN and BU.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

Belhaven University offers students disability accommodation in accordance with the guidelines of the Americans with Disabilities Act. The student must make his or her disability known to the Office of Student Care (located in the Wynn Kenyon Think Center) and must provide current documentation, within 3 years, of the disability from an appropriate licensed professional and complete the Belhaven ADA Request Form for accommodation. The student must provide such a request at least two weeks prior to the beginning of each semester for which the accommodation is requested. Approved accommodations will be made within a reasonable time period after completion of the official request.

CELL PHONE AND USE OF ELECTRONIC DEVICES

The School of Nursing faculty recognizes that cell phones and electronic devices are common and many times are needed for communication. It shall be the policy of the School of Nursing that no cell phone usage be allowed in class and/or labs without prior consent of the course instructor. This shall include verbal calling, incoming calls, e-mail, text messaging and the use of cell phone calculators on tests or quizzes. Personal electronic devices may be used as a resource at clinical sites, if allowed by the facility, but may not be used in the classroom during quizzes or exams. Use of laptops or electronic tablets are permissible in class or clinical setting (based on facility policy) for education or client related purposes except during quizzes and exams. The use of earphones, headphones, Bluetooth devices, or other distracting headgear may not be worn in the classroom or

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clinical setting. Specific policies on the use of electronic devices in the clinical lab are addressed in the clinical lab orientation.

Cell phones must be kept off or on silent mode. Should a student's cell phone ring or found to be engaged in other forms of unauthorized usage which interrupts a class or lab, the student will be initially warned of such action. If the action continues following the warning, the student will be dismissed from class for that class/lab period.

Upon prior consent of the instructor, a student may use his/her phone in case of emergency or in critical family situations. The student will be asked to leave the classroom for such purposes but may return upon completion of the call.

If a student uses any electronic device for inappropriate use not related to education or client care, the student will initially receive a warning. If the action continues following the warning, the student will be dismissed from class for that class/lab period or excused from clinical or laboratory experience.

Violation of this policy will result in an absence for the class/laboratory/clinical experience. This may result in the penalty of missing a graded assignment or quiz. Continued violation of this policy may result in dismissal from the nursing program.

No form of photography is allowed within the SoN or any clinical settings without the permission of the Dean.

CORE PERFORMANCE STANDARDS (SREB, 2008)

Due to the nature of the nursing profession, BU has identified certain minimum technical standards that are required for satisfactory completion of all aspects of the nursing curriculum. The essential abilities required of the student by these core technical standards are in the areas of intellectual ability, professional relationships, communication, and motor skills.

- **Intellectual ability:** The student must be able to synthesize information, problem solve, and think critically for effective clinical reasoning and clinical judgment reflective of their academic preparation.
- **Professional relationships:** The student must be able to maintain mature, sensitive, effective relationships with a diverse population of clients, families, students, faculty, staff, preceptors, and interdisciplinary professionals. Collaboration is essential for nurses in today's healthcare environment to best meet client needs and produce positive outcomes.
- **Communication:** The student must demonstrate effective communication skills throughout the care and treatment of clients. Communication skills are essential in order to use and interpret client information to the healthcare team in a manner that is thorough and accurate. Students should be able to communicate with clients in order to elicit information, detect changes in mood, activity, and to establish a therapeutic relationship.

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- Psychomotor skills: In order to provide care to clients, the student must possess psychomotor skills necessary to provide holistic nursing care and perform or assist with assessments, procedures, treatments, and medication administration. The student must also have the strength and agility to assist with therapeutic positioning of clients (moving, lifting, and turning) in the clinical setting.
- Sensory skills (auditory, visual, and tactile): The student must have the gross and fine motor abilities to provide safe, effective nursing care. The student must also have the auditory, visual, and tactile abilities sufficient for observing, monitoring, and assessing client health care needs.

CLASS ATTENDANCE STANDARDS – BU SCHOOL OF NURSING

Belhaven University believes that learning can be demonstrated through typical assessments such as tests, quizzes, papers, and class participation. However, we also believe that learning occurs beyond engaging in these assessments and that class attendance enhances learning in immeasurable ways.

In consultation with their Dean, faculty members will articulate their policy in the syllabus for the course. **It is the responsibility of the student to understand and follow the attendance policy for each course.** All reasons for absences (e.g., illness, representation for University activities, emergencies, and late registration) are included in these standards.

- Class attendance is important in this course, and missing more than 20% of classes will lower the student's final grade (except in the case of unique medical or family extenuating circumstances to be considered in consultation with the Dean and Registrar.)
- The following determination will be used for absences that exceed 20%. This example applies to courses that meet once a week.

1 letter grade	21–29% missed	(this equals 4 absences in nursing courses)
2 letter grades	30–39% missed	(this equals 5 absences in nursing courses)
3 letter grades	40% or greater missed	(this equals 6 or more absences in nursing courses)

- Persistently arriving late or leaving early may impact a student's final grade. **Three times arriving late or leaving early are counted as one absence.**
- In clinical courses that include clinical application or skills lab, students must fully attend all components scheduled during the week to be deemed as present. For instance, if student attends the class on Monday morning but fails to attend the afternoon clinical application session or the scheduled skills lab, the student will be marked absent for that specific course for the week.

(FOR ONLINE RN - BSN STUDENTS ONLY) ATTENDANCE POLICY

(Published in the Online Studies Handbook)

Attendance is measured by student's interaction with the course through submitting an assignment or posting to the discussion forum. If the student performs either of these elements by the due date, he or she is automatically marked present for that week. If not, the student is marked absent. Completing a quiz does not count as attendance. Class attendance is important for online courses, and being marked absent for three sessions will result in a student's final grade being lowered by one letter grade. Being marked absent four sessions or more will result in a letter grade of F for the course.

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CLINICAL ATTENDANCE POLICY

The clinical attendance policy assumes that students will be present for all clinical experiences at healthcare facilities or within the community. Attendance and participation in clinical experiences is imperative to student learning. A student is allowed to miss a maximum of two days of clinical experiences at healthcare facilities or within the community due to unforeseen circumstances per semester. Absences are counted per semester cumulatively, not per course. Students are scheduled for 1-3 clinical courses per semester. The faculty must be notified of an absence at least two hours prior to the clinical experience in the manner as designated per faculty member. (e.g., text, email, or phone call). If the student is under the supervision of a clinical preceptor, it is the responsibility of the student to notify the assigned faculty member along with the designated preceptor of absence at least two hours prior or as appropriate for clinical preceptor. The student may be required to submit documentation supporting the validity of the absence. At the discretion of the faculty member, the student may be allowed to make up the missed clinical experience up to a maximum of two days per semester. If the student misses more than two days of clinical experience at healthcare facilities or within the community, this action may result in failure of the course. The student remains responsible for submitting any work previously assigned or due to the course faculty member as designated.

Tardy for Clinical Experiences

The tardy for clinical experience policy assumes that students will be on time for all clinical experiences. However, faculty at BU SoN recognizes that unforeseen urgent life situations arise on occasion that may cause one to be late for clinical experiences.

Tardy is defined as not being present at the designated start time. It is the student's responsibility to notify the faculty upon recognition of an encounter that will cause them to be late for the clinical experience. At the faculty's discretion, the student will be dismissed or allowed to remain at the clinical experience. If the student is not allowed to attend that clinical experience, he or she will be required to make up the clinical experience at the faculty's discretion.

CHANGE IN HEALTH STATUS AND ATTENDANCE

Students with a major change in health status are required to have clearance from their Health Care Provider that clearly states the limitations or the ability of the student to fully participate in all activities before the student may continue in class, skills lab, or clinical experiences. Limitations include the inability to perform the required core performance standards (see p. 30-31). Documentation of limitations or clearance must be submitted to the Dean of Nursing.

Health status changes include, but are not limited to:

- Injury or Surgery
- Pregnancy/Delivery (requires written notification from health care provider)
- Major illness (i.e. physical or mental)
- Communicable disease(s)
- Need for Immobility support devices (splints, braces, casts, slings, etc.)

Continued attendance in clinical experiences will be in accordance with employee policies of the affiliated clinical agencies.

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CLASS PREPARATION

Students at BU SoN pursuing a baccalaureate education are expected to be prepared for class. Consistent study, preparation, and appropriate participation are required for optimal performance. Students should follow the course syllabus to identify weekly assignments per course. Assignments may include reading or recommended text material, supplemental reading materials, watching required videos, accessing required external video links, and other assignments as designated.

The faculty at Belhaven University SoN expects the student's commitment to be reflective of one assuming responsibility as a professional in his/her approach to learning. One aspect of assuming such responsibility includes evident preparation for class, as specified by the course instructor. If lack of preparation is evident, a consequence will be determined by the faculty, up to and including the possibility of being dismissed from class and counted as absent for the day.

CLINICAL EXPERIENCES

Faculty work with clinical agencies in advance to plan clinical experiences; thus, the student must follow a plan of study arranged with an advisor.

Students are expected to travel to clinical sites and are responsible for their own transportation, lodging (if required), and related costs. Car-pooling with other nursing students is possible and will reduce costs but is not always available. In no event will the University or its employees assume responsibility for injuries to a student arising out of personal transportation whether provided by student, faculty member, or outside individual.

The student is expected to maintain clients' rights, dignity, and confidentiality within and outside the healthcare setting. The student is to adhere to agencies guidelines and those set by BU SoN at all times to maintain client safety. Any action, inaction, or behavior on the part of the student that threatens the client's physical and/or emotional well-being or that violates standard precautions, will be considered a violation of that client's safety. The student will be dismissed from clinical for the day and referred to the Dean of Nursing to determine the need for further action. After counseling with the faculty member and the dean, the student may be referred for additional counseling. The student may be subject to dismissal from the program if he/she does not follow through with counseling and improvement. (Refer to Unsafe/Unprofessional Clinical Practice Policy and Procedure.)

The student is expected to come prepared to each clinical/laboratory experience. The faculty member/preceptor for the clinical experience will inform students of the expectation for their clinical preparation prior to the beginning of the clinical experience (see the Clinical /Laboratory Preparation Policy.) If the student fails to demonstrate appropriate preparation as determined by the clinical faculty/preceptor, the clinical faculty/preceptor will render a decision as to the appropriate course of action, up to and including the possibility of not being permitted to continue the clinical experience for that day which will result in an absence for the day. The student will be required to make up the clinical experience.

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The student is not allowed to photocopy any part of a client's medical record. The student should not include the client's full name on any documentation. The client's initials only should be used to identify them.

CLINICAL LABORATORY PREPARATION

The student is expected to be prepared for each clinical/laboratory experience as designated by the faculty. Lack of preparation for clinical laboratory experience can potentially cause client endangerment or unsafe practice. As a result, the student will be considered unsafe for clinical performance that day and may be excused from the clinical laboratory setting at the faculty's discretion and counted as absent for the day. If the experience is missed, the student will be required to make up the clinical laboratory experience at the faculty's discretion. If the student misses a make-up clinical laboratory, at the faculty's discretion, there may be another opportunity to make up the experience. If the experience is not made up, it may result in unsatisfactory performance for the clinical portion of the course resulting in failure of the course.

Preparation is an important component of the student's clinical evaluation. If faculty notes a consistent pattern of lack of preparation, a formal faculty-student consultation will be initiated.

Preparation may include but not limited to the following:

- Student supply kit (laboratory use);
- Equipment such as (stethoscope, sphygmomanometer, bandage scissors, penlight, ink pen);
- Needed text or electronic programs (drug references, nursing diagnosis book, and other text(s) as required);
- Preparation for client care:
 - Ability to verbalize accurate and current information concerning the assigned client, client's condition, and treatment;
 - Ability to complete documentation as defined by SoN for client care (care plans, medication record, and other forms as required); and
 - Ability to perform required skills ranging from requiring minimal assistance to being independent or self-directed.

CLINICAL EXPERIENCE MAKE-UP REQUIREMENTS

A student who misses a clinical experience is required to make up the experience. At the discretion of the faculty, the student will be provided an opportunity to make up the missed clinical experience. **The student is only allowed to miss a maximum of two days of clinical experience per semester** (refer to Clinical Attendance Policy). Unexcused absences of greater than two days may result in failure of the clinical course.

If the student fails to attend the reassigned clinical experience, faculty discretion and time allowance will determine whether the student will be granted another opportunity to make up for the missed experience. For a student to be successful in the course, all course objectives must be met both with theory and clinical experiences.

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UNSAFE/UNPROFESSIONAL CLINICAL PRACTICE POLICY

Students must meet academic and professional standards of behavior and adhere to clinical agency policies and procedures when in clinical practice to ensure client safety and well-being.

Where there is unsafe or unprofessional practice, a student may be removed from clinical practice to maintain client safety and well-being as well as the safety and well-being of other students, faculty, and agency personnel.

Although students will normally be notified during the semester when they are not meeting expectations, it should be understood that egregious deviations from the standards of care or other actions jeopardizing client safety or unprofessional conduct can result in failure in a clinical course and/or dismissal from the Nursing program from a single incident in which no notification can be reasonably made.

Examples of unacceptable clinical practice behaviors include, but are not limited to the following:

- Inadequate preparation for the clinical assignment
- Careless or negligent behavior when caring for a client
- Providing care without the supervision of a Registered Nurse or clinical preceptor
- Failure to report an omission of, or error in, care
- Falsifying client records
- Breach of client confidentiality
- Breach of professional ethics
- Failure to adhere to agency policies and procedures
- Absence from clinical practice without appropriate notification to instructor and/or agency
- Chronic tardiness
- Impairment (drugs and/or alcohol; sleep deprivation)
- Non-adherence with SoN practice attire requirements

Removal from clinical practice may be for a single clinical assignment, the remainder of a course, or all clinical practice courses. The student may receive an unsatisfactory (“U”) in the clinical assignment as well as a failure (“F”) in the nursing course(s), or be dismissed from the BSN Program when evidence of unsafe or unprofessional practice has been determined.

GUIDELINES FOR PRECEPTED CLINICAL EXPERIENCES

During the precepted clinical experience, the student will:

1. Demonstrate professional behavior at all times
2. Utilize appropriate and effective communication skills with patients, family members, staff, peers, and other health care professionals in order to establish therapeutic relationships.
3. Provide safe client-centered care.
4. Utilize the nursing process by:
 - a. Collecting and analyzing relevant, comprehensive data using appropriate assessment skills;
 - b. Formulating priority nursing diagnoses;
 - c. Developing a realistic and individualized plan of care based on analysis of assessment data;
 - d. Implementing evidence-based interventions that are congruent with assessment data

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- e. Evaluating nursing interventions based on goals and expected outcomes; and
 - f. Revising the plan of care based on evaluation.
5. Document legibly, accurately, and appropriately.
 6. Demonstrate appropriate personal and professional growth.

Students are to perform only those skills for which he or she has the knowledge base and can demonstrate with competence which include those for which the preceptor will take responsibility for the outcome. The student must be directly supervised by faculty or preceptor for all invasive skills and procedures the student has not previously performed or is hesitant to perform.

RN-BSN COMPLETION STUDENTS MAY PERFORM THOSE SKILLS FOR WHICH THEY HAVE BEEN EXPERIENTIALLY PREPARED AND ARE WITHIN THE SCOPE OF NURSING PRACTICE AND LICENSURE.

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PERFORMANCE OF SKILLS

The following nursing skills are skills that have been INCLUDED in the BU SoN program of study for **PRE-LICENSURE BSN students**.

- a. Vital signs, Hygiene (bath, bedmaking, oral care, etc.)
- b. Infection Control (handwashing, universal precautions, isolation)
- c. Physical Assessment, Documentation
- d. Decubitus Prevention
- e. Wound Care
- f. Sterile Technique
- g. Positioning, Range of Motion, Transferring, Ambulation Assistance
- h. Use of Assistive Devices
- i. Restraints Principles
- j. Foley catheter insertion
- k. Intake and Output
- l. Specimen Collection (urine, stool, wound, nasal/throat, sputum, blood)
- m. Medication Safety (5 rights, MD order, etc.)
- n. Medication Calculations
- o. Medication Administration (oral, subcutaneous, intramuscular, intradermal, rectal, topical, IVPB, IVP, NG/GT)
- p. Medication Management (venipuncture, care of central lines, change IV dressing/tubing, conversion of IV to saline lock, medication mixing, IV pump regulation)
- q. Glucose Monitoring
- r. TED/SCD Application
- s. NG Tube Insertion, NG and Bladder Irrigation
- t. Care of Tubes and Drains (chest tubes, HemoVac, Jackson-Pratt, NG)
- u. Enema
- v. Ostomy care
- w. Traction and Cast Care
- x. Pre/Post Op Care
- y. Respiratory Care (O2 administration, NT/ET and trach suctioning, trach care)

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The following procedures **MAY** be performed by the **PRE-LICENSURE BSN** student **UNDER DIRECT SUPERVISION** of the faculty/preceptor:

- a. Invasive procedures (venipuncture, IVP medication administration)
- b. Draw blood from a venipuncture, central line, and arterial line
- c. Discontinue central lines
- d. Tracheostomy suctioning
- e. Access chemo-ports
- f. Administer narcotic medications (must be co-signed by preceptor)
- g. Titrate IV medications
- h. Otoscope insertion and inspection
- i. Vaginal and rectal palpation

The **PRE-LICENSURE BSN** student **MAY NOT PERFORM** the following procedures:

1. Administer blood or blood products
2. Administer anesthesia or conscious sedation medications
3. Administer lipids, hyperalimentation, rejection medications, or experimental medications
4. Administer chemotherapeutic IM or IV medications
5. Draw ABGs
6. Manage epidural pain medication
7. Discontinue hemodynamic catheters
8. Insert PICC or central lines
9. Manage ventilators, autoinfusion devices, or dialysis devices (hemo and peritoneal)
10. Discontinue chest tubes
11. Perform vaginal exam
12. Witness consent form signatures
13. Carry the narcotic keys or count narcotics alone
14. Take verbal or phone orders from MD or NP

Students must meet academic and professional standards of behavior and adhere to clinical agency policies and procedures when in clinical practice to ensure client safety and well-being. Where there is unsafe or unprofessional practice, a student may be removed from clinical practice to maintain client safety and well-being as well as the safety and well-being of other students, faculty, and agency personnel.

Although students will normally be notified during the semester when they are not meeting expectations, it should be understood that egregious deviations from the standards of care or other actions jeopardizing client safety or unprofessional conduct can result in failure in a clinical course and/or dismissal from the Nursing program from a single incident in which no notification can be reasonably made.

Any action, inaction, or behavior on the part of the student that threatens the client's physical and/or emotional well-being or that violates standard precautions, will be considered a violation of that client's safety. The student will be dismissed from clinical for the day and referred to the Dean of Nursing to determine the need for further action. A plan of action will be formulated, including

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remediation. After counseling with the faculty member and the Dean of Nursing, the student may be referred for additional counseling. Depending on the seriousness of the infraction, the student may be subject to program probation or dismissal. The student may be subject to dismissal from the program if (s)he does not follow through with the counseling and improvement plan.

DISCIPLINARY ACTION

Every BU student is responsible for conforming to all University rules, expectations, and policies. Proven failure to meet this obligation will result in the appropriate disciplinary action, which may include a fine, probation, community service, counseling, suspension from the University, and/or other sanctions. The University reserves the right to take administrative action for relocation or contract termination under the terms of the housing contract. The University also reserves the right to dismiss a student for any reason deemed legitimate. The student who is suspended may forfeit all fees paid previously.

The Vice President for Student Development is designated by the President as the University official responsible for the enforcement of all Community Expectations including community general and residence life policies, as well as supporting faculty members in the adjudication of Honor Code violations.

EXIT INTERVIEW POLICY

A student who withdraws from the SoN for any reason is required to meet with the Dean of Nursing to conduct an exit interview. The student is also required to complete the withdrawal form with the registrar's office.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) OF 1974

Belhaven University informs students of the Family Education Rights and Privacy Act of 1974, as amended. The act, with which the University intends to comply fully, was designated to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the University to comply with the act.

Belhaven University accords all the rights under the law to students who are declared independent. No one outside the University shall have access to nor will the University disclose any information from students' education records without the written consent of students except to personnel within the University, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act. Within the Belhaven community, only those members individually or collectively acting in the student's educational interest are allowed access to student education records. These members include personnel in the office of the registrar, provost office, admission's office, student development office, financial aid office, business office, and academic support counselor.

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Students may not inspect and review the following as outlined by the act: financial information submitted by their parents, confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review, or education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

GRADING SCALE

The SoN generally follows the grading scale for the University. **The exception is that all nursing courses must be completed with a final grade of C or better (i.e. 73 or higher).** The following grading scale is used for all nursing courses.

A	93-100
A -	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D -	60-62
F	Below 60

Final grades on nursing course assignments and tests or examinations, which are determined by percentages involving decimals, should be rounded up to the next whole number when equal to 0.5 or greater. When the decimal is less than 0.5, the grade is to be rounded down. For example, if a student's final course grade is 82.5, the grade received will be rounded to 83 and record as a grade of B. If the student's final course grade is 82.4, the student's final course grade will be recorded as 82 (B-). This policy also applies to final course grades whenever the final course grade is determined using percentages with decimals.

In order to pass a nursing course, **the student must have a TEST average AND overall course average of 73 or greater.** The test average includes all tests, quizzes, and exams in the course. Additional course assignments are not included in the test average but can supplement the course grade if the test average is above 73.

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MEDICATION CALCULATION COMPETENCY

Our affiliated clinical agencies require documentation of medication calculation competency of all pre-licensure nursing students. Throughout the nursing program, students may be given medication calculation tests as a course progression requirement. Students that do not achieve competency on the initial testing may be given a second attempt after a period of mandatory remediation. Inability to achieve competency on a subsequent medication calculation test may result in the student not being able to participate in the clinical lab component of the course. Inability to complete the requirements of the clinical lab will result in failure of the course. Specific information related to the medication calculation competency testing requirements are addressed in course syllabi.

GRIEVANCE POLICY

Academic Grievances

Grading is viewed by BU as a contractual relationship between faculty member and student; and although students have the right to protest, actual changes in grades are both rare and at the discretion of the faculty member. The Dean will intervene only in extreme circumstances or when the course materials or curricular items are concerned.

Should a student believe there is concrete reason to protest a grade for a course, the procedures are as follows:

1. The student shall contact the faculty member for discussion within seven calendar days of receiving the grade.
2. If the student continues to feel justified in making a grade appeal, a petition to change a grade form can be accessed from Student Care within 30 calendar days of the completion of the course. The form and necessary supporting documentation (i.e. documented correspondence and copies of graded works in question) should be submitted through Student Care to the Academic Appeals Committee.
3. The Academic Appeals Committee shall review the student's appeal and reach a decision. When the Committee or university official takes action, the student will be notified in writing of the decision and a copy of all correspondence will be forwarded to Student Care and the Registrar's Office for placement in the student's file. Decisions made by the Academic Appeals Committee are final and may not be appealed.

Academic grievances concerning a faculty member should be submitted to the campus Dean. Decisions made by the campus Dean shall be final.

Non-Academic Grievances

For all general grievances not of an academic nature, students should file a written appeal with the Vice President (VP) for Student Development. The VP for Student Development shall investigate as appropriate and issue a written determination regarding the complaint and a description of the resolution. The Dean shall forward a copy to the complainant within a reasonable time.

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The student may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make their requests for reconsideration to the Vice President for Student Development within two business days of the date of the written determination issued. The Vice President for Student Development shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

Procedure for Reporting Grievances

1. All student grievances must be submitted in writing to the proper University official.
2. The University official will then review the complaint and decide whether the complaint merits official action.
3. If action is taken, the appropriate official will then provide the student with a response to the complaint.
4. The student may appeal the decision in writing and appeals must be submitted within two business days to the appropriate official.

Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, nor the appropriateness of course requirements. The judgment of what standards are appropriate resides with the nursing faculty, unless there is compelling evidence that those standards are arbitrary or capricious.

Please review Grievance Procedures in *The Kilt*, the Belhaven University General Student Handbook, for additional grievance information.

FORMAT AND STYLE GUIDELINES FOR COURSE PAPERS

The required format for preparation of courses is APA format. The resource for preparation of course papers is:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, D.C.: American Psychological Association.

LATE ASSIGNMENT SUBMISSION

All course requirements are assigned due dates for completion and submission to course faculty for evaluation. Assignments can be submitted any time prior to the due date. Course policies on late submission of assignments are indicated in each course syllabi.

In general, late assignment submissions will incur grade penalties. The following guidelines will apply to late submissions. A five-point deduction will be incurred for each calendar day the assignment is late up to three days. After three days, the assignment will not be accepted and a grade of "0" will be assigned to that particular assignment submission.

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HIPAA GUIDELINES

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use to assure the confidentiality, integrity, and availability of electronic protected health information.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/>. Belhaven University SoN students will be required to sign an acknowledgment form for HIPAA guidelines as part of the clinical orientation to each facility.

INCIDENT AND/OR ACCIDENT REPORT

In the event of an incident/accident involving a student, the following processes will take place:

- The student should promptly report the incident and/or accident to the faculty member.
- The faculty will complete the clinical incident report. The form will be submitted to the Dean of Nursing and a copy will be kept in the student's file.
- The student should follow the risk management procedure guidelines.
- If the incident and/or accident occurred within the healthcare agency or community setting, the SoN will follow the institutional process in addition to the completing the BU SoN incident report.

LEAVE OF ABSENCE

The student in good academic standing may be granted a grace period equivalent to two consecutive semesters for leave of absence due to extenuating circumstances from the SoN. The student may be readmitted without completing a new application process within these two consecutive semesters. Students must notify the Dean of Nursing, in writing, of the need for a leave of absence.

Readmission to the nursing program must be approved by the Dean of Nursing and the student will be placed in the appropriate course of study. Students may be readmitted based on space availability. Priority for enrollment in nursing courses will be given first to students who are in good academic standing and are currently enrolled in the nursing program.

If the leave of absence has exceeded more than two consecutive semesters, the student will be required to submit a new application for admission. At the discretion of the Dean of Nursing, other documentation may be used from the previous admission in determining readmission status.

Validation of skills competency may also be required.

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NURSING COMPUTER LAB GUIDELINES

This lab is designated solely for students enrolled in the School of Nursing.

1. No food or drinks are allowed in the computer lab.
2. Students must access the lab by scanning their BU ID badge.
3. No personal programs are to be added to any computer. These will be deleted promptly and may result in a student's dismissal from the nursing program.
4. Lab is open during routine BU office hours (unstaffed).
5. Exit all programs appropriately. Obtain assistance when needed.
6. If not familiar with equipment and/or programs, please get assistance.
7. Report all equipment or program problems/difficulties.
8. Each faculty person is responsible for orientation of their students on proper use of assigned program(s).
9. Scan ALL personal data devices (i.e. flash drives, etc.) for viruses **BEFORE** using them in the lab computers.
10. Students must log off and shut down the computer after each use.

Please refer to the Technology Usage Policy in *The Kilt*.

NURSING SIMULATION LAB GUIDELINES

1. Hours for operation of the nursing simulation laboratory will be announced by faculty.
2. No food or drink is allowed in the nursing simulation laboratory.
3. Only BU SoN students are allowed in the nursing simulation laboratory.
4. BU SoN students may only utilize the nursing simulation laboratory with a faculty member.
5. Students are required to handle all training equipment with care.
6. Students are not permitted to remove any equipment or supplies from the simulation laboratory without approval from faculty or the Dean of Nursing.

NURSING SKILLS LAB GUIDELINES

1. Hours for the nursing skills laboratory will be announced and posted each semester by faculty.
2. No food or drink is allowed in the nursing skills laboratory.
3. Only BU SoN students are allowed in the nursing skills laboratory.
4. All students will be required to sign in upon entrance to the nursing skills laboratory and sign out upon exiting the lab.
5. BU SoN students are allowed to practice **non-invasive skills** on each other with **consensual voluntary agreement**.
6. Students are required to handle all training equipment with care.
7. Students are not permitted to remove any equipment or supplies from the skills laboratory without approval from faculty or the Dean of Nursing.

GENERAL BU SCHOOL OF NURSING POLICIES

STUDENTS MAY NOT HAVE NON-NURSING GUESTS, FAMILY MEMBERS, OR CHILDREN ACCOMPANY THEM IN ANY OF THE NURSING LABORATORIES (COMPUTER, SIMULATION, OR SKILLS).

SOCIAL MEDIA USE

It is the purpose of the University's social media sites to provide access to information, promotion, and discussion of Belhaven news, events, and achievements. We encourage all our students to join and participate on the numerous official BU social media sites to keep up on news and events for the college.

With the constantly changing and expanding world of social media, BU has guidelines for participation. These guidelines include sites like but are not limited to Facebook, YouTube, Flickr, Picasa, Twitter, Instagram, Pinterest, Google +, and Blogs. When participating on these sites, please follow the guidelines below when leaving comments.

Be Relevant

Posts/comments written on any BU social media sites need to be relevant to the Belhaven community. The Belhaven social media sites will discuss things directly related to Belhaven, not personal advertisements, products, or causes. Posts that are deemed irrelevant to the site and/or the audience will be removed at the administrator's discretion.

Respect Others

Sexist, racist, offensive, obscene, sexually explicit, derogatory, and other discriminatory posts, comments, images, or videos will be removed immediately. Users are free to discuss topics pertaining to Belhaven and disagree with one another, but please be respectful of other people. Also, ensure that proper permissions are obtained prior to posting images or videos of individuals. SoN students will not display any client related information nor photos taken in healthcare or within the community setting.

Respect Yourself

For your own safety and security, please refrain from sharing personal contact information (home phone numbers, mailing addresses, personal e-mail addresses, etc.)

Respect the University

Critical, offensive, derogatory, and other discriminatory posts, comments, images, or videos that attack the University, faculty, staff, or students will be immediately removed. Critical comments should not be made on a public site – rather, according to the biblical model of one-on-one, face-to-face conversation with those responsible for the area being criticized.

Respect intellectual property

It is very important at Belhaven to respect intellectual property and follow copyright policies. When posting text, images, or videos ensure that proper permissions are obtained and that proper credit is given when required.

GENERAL BU SCHOOL OF NURSING POLICIES

Information related to the SoN

Based on the HIPAA Guidelines, the student will refrain from disclosing any client related information to persons of non-interest. The student is only allowed to post information to social media with prior approval from the Dean of Nursing, which includes but is not limited to:

- Clinical/community experiences regarding the client population, client information, or information regarding the facility or setting
- BU SoN classes or activities
- Any form of photography within the SoN or at healthcare facilities/community settings
- Any information regarding BU SoN faculty or program
- Any information regarding BU SoN test questions/information

Violation of the social media policy will result in referral to the Dean of Nursing and may result in program dismissal.

TESTING GUIDELINES

1. BU SoN will conduct testing for unit, mid-term, and final exams. Test items may be arranged in a randomized order. Specific testing guidelines are addressed in each course syllabi.
2. Other forms of testing such as quizzes, case study scenarios, short answer questions, and other formats as designated per faculty might be conducted within the class setting in a paper and pencil or electronic format.
3. Most forms of testing will be proctored and timed. The timing for testing will be announced for the beginning time and ending time by the faculty conducting the testing.
4. Students are to have their desk and workstation clear of books, notes, water bottles, cellular phones, “smart” watches, and/or any electronic device during testing unless instructed otherwise by the faculty member. If scratch paper will be needed, the faculty member will supply the students with the paper, and the student will turn in the scratch paper at the conclusion of the testing.
5. Should a student arrive tardy for the exam or testing situation, the student may be permitted to take the test/exam (at the discretion of the faculty) but will not receive additional time to complete the test/exam.
6. If a question arises, the student should raise his/her hand and speak quietly to the faculty member. Questions about the content of the test question will not be allowed unless the question itself is the issue, for example, misspelled text or typos. Then, all students should receive the benefit of any comments that need to be made.
7. Once a student has completed the exam, the student may be permitted to quietly exit the exam setting based on faculty discretion. Students are not permitted to congregate in any area of the campus to discuss the test questions. Students may be given the opportunity to initially review their tests with faculty in a group format. This initial review is done as a courtesy to allow students to assess overall performance on the exam. Should students have questions regarding specific items or their personal performance on the test, they should schedule an appointment with the course faculty for individual discussion and clarification. **It is highly recommended that any student scoring 80% or less on any exam schedule an individual review session with the course faculty.**

GENERAL BU SCHOOL OF NURSING POLICIES

8. Online testing may be independent and used with or without resources as specified by the course faculty. Testing conditions will be included in the course syllabus.

Test/Exam Make-Up

In the event that a student is not present to take an exam or test at its scheduled time, the student must notify the course faculty member **at least two hours** prior to the scheduled exam time. The faculty will determine if testing or a makeup exam is warranted. The make-up testing time and format will be at the discretion of the faculty.

Quiz Make-Up

There is no makeup guaranteed for missed quizzes. Course syllabi will include specific information related to quiz utilization, administration, and grading.

Test Review

The test review session is the opportunity for students to focus on learning from errors made during the testing process. The format for test review will be at the discretion of the course faculty. Students are able to review a test up until the date of the next subsequent test or exam. There will be no review of prior tests/exams after a subsequent test is given. For students scoring less than 80% on any one test/exam, an appointment should be scheduled with the course faculty for individual review.

HEALTH AND WELFARE OF STUDENTS

The health and welfare of students is of primary importance to Belhaven faculty and administration. The nursing dean and faculty have reviewed the current services and resources related to health and welfare that are available to students, including student support services, health services, counseling services, dining services, and exercise and fitness center.

Health Services

Belhaven University does not provide on-campus health services. However, should students need health care, the University sends students to the Lakeland Family Medicine Center at the University of Mississippi Medical Center. The Lakeland Family Medicine Center, a mile and a half from campus, accepts appointments 8:00 am-4:30 pm Monday through Friday and also accommodates walk-ins. After hours ambulatory care and emergency care may take place at MEA Ambulatory Care Clinics located five miles from campus or three area hospitals located between one half mile and 2 miles from campus.

Counseling Services

The Campus Counselor's office is located on the second floor of Cleland Hall in 207. Virtual sessions are available upon request. The first appointment is free, sessions two through six are \$5, and subsequent visits are \$40. Appointments can be scheduled by traditional undergraduate students in [Blazenet](#). Students can request an appointment by clicking on the orange "Request Appointment" button on the Traditional Student Development page in Blazenet. They may also contact the counselor: Email counselor@belhaven.edu or Phone [601-965-1428](tel:601-965-1428).

GENERAL BU SCHOOL OF NURSING POLICIES

DINING: On campus Dinning Commons will be open to all students. The Shoe Bird Café, the campus coffee shop located in the McCravey-Triplett Student Center, is open, and hours will be posted. It offers a variety of hot and cold drinks, sweet and savory snacks, salads, and sandwiches. Snack and drink machines are centrally located on the second floor of Irby for faculty and student use.

Exercise and Fitness Center

The Exercise and Fitness Center is an 1,800+ square foot area located in the northern portion of Heidelberg Gymnasium where students, faculty, and staff can access resistance training, cycling, and treadmill equipment. The center is open each day and is accessed using the university ID card.

GENERAL BU SCHOOL OF NURSING POLICIES

PROFESSIONAL STUDENT ORGANIZATION

BU Student Nurses Organization

The Belhaven Student Nurses Organization (BU SNO) is a pre-professional organization for nursing students which fosters the promotion of nursing education, interactions with the community, and collaboration among nursing students. This organization is designed to benefit the nursing student through programs, activities, literature, and fellowship. The organization is the school's component of the MS Organization of Student Nurses (MOSN). An election of officers is held each year. BU SoN members participate in blood pressure screening, blood drives, and other service activities. Benefits include scholarship opportunities, *Imprint*, the national publication for nursing students, student rates to the Student Nurses' State and National Conventions, reduced subscription rate to the *American Journal of Nursing*, and many other benefits. Pre-nursing students are eligible to join the BU SNO.

NURSING CEREMONIES

Blessing of the Hands Ceremony

The ceremony is a Christian nursing tradition that is usually done before junior students begin their first clinical experience in the nursing program. It allows students an opportunity to consider the importance of finding balance between their caring hearts and hands and the provision of nursing care that occurs within a healthcare delivery system, which is complex and often unpredictable. It is a symbolic representation of how the hands should be used to deliver care and compassion and be a blessing to all that nurses encounter.

Nursing Pinning and Recognition Ceremony

School of Nursing graduates are honored in a Pinning and Recognition Ceremony. Nursing faculty and staff, as well as family members and friends, are invited to celebrate with graduating seniors at this special event, and RNs who have achieved the BSN degree. A highlight of the ceremony is the presentation of the BU SoN pin to each graduate. The graduates should wear their nursing pin with pride, as it is an indication and symbol of accomplishment. Several awards are also presented at the ceremony.

GENERAL BU SCHOOL OF NURSING POLICIES

PRE-LICENSURE STUDENT AWARDS

Outstanding Senior Nursing Student

An outstanding senior is selected from each graduating class by the SoN faculty. To be eligible for this honor, the following qualifications are considered. The graduating student who has provided service in the community, shown outstanding performance as a nursing student, shown dedication to the profession and to the school, and has scholastic achievement of 3.0 or higher. The SoN presents the student selected for this honor with an engraved plaque during the BU Awards Recognition Program.

Nursing Clinical Excellence Award

The Nursing Clinical Excellence Award is presented by the faculty to a graduating student who best exemplifies excellence in clinical practice. Clinical excellence is demonstrated through nursing practice grounded in Christian caring, competence, and compassion. The SoN presents the student selected for this honor with an engraved plaque during the BU Awards Recognition Program.

Nightingale Award

Each graduating class has the option of selecting a classmate to receive the Nightingale Award. The student selected should exhibit exemplary strength, integrity, dedication, and heart in the profession of nursing. This includes, but is not limited to persistence, resilience, flexibility, level of competence, a desire to learn, and compassion for clients, families, and colleagues. The selection will be done by secret written ballot. The ballots are placed in an envelope, sealed, and given to the Dean of the School of Nursing. The recipient will be announced during the Pinning Recognition Ceremony, and an engraved plaque will be presented to the honoree.

Spirit of Nursing Award

The Spirit of Nursing Award is an optional award presented to the graduating senior who exemplifies strength, passion, and dedication to serving others. The recipient of the award, selected by the Dean of Nursing, is based on competence in nursing practice, perseverance against the odds, and a servant heart for the profession of nursing. The recipient will be announced during the Pinning Recognition Ceremony, and an engraved plaque will be presented to the honoree.

GENERAL BU SCHOOL OF NURSING POLICIES COMMENCEMENT

Commencement ceremonies are held twice per year at a designated location. Seating is limited. Candidates for graduation will receive ticket and commencement information from the Office of the Registrar during their final semester at BU.

NCLEX-RN® EXAMINATION

Following successful completion of the traditional pre-licensure BSN program of study, the nursing graduate may apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered nurse (RN). There are specific requirements for eligibility to take the examination. Eligibility requirements in other states may vary. You may request a copy of eligibility requirements by contacting the Mississippi Board of Nursing or the board of nursing in the state in which you are seeking licensure.

GENERAL BU SCHOOL OF NURSING POLICIES

REFERENCES

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GENERAL BU SCHOOL OF NURSING POLICIES

APPENDIX A

RELEASE OF INFORMATION

I hereby give my permission to release criminal background check, verification of immunization status, tuberculin testing results, BLS certification, social security number, and liability insurance proof to contracted agencies upon request from the agency. I understand that I must submit a record of my physical examination and proof of immunization before being permitted to clinical classes.

Student's Signature

Print Name

Date

GENERAL BU SCHOOL OF NURSING POLICIES

APPENDIX B

VERIFICATION OF RECEIPT OF THE BU SCHOOL OF NURSING STUDENT HANDBOOK

BELHAVEN UNIVERSITY

SCHOOL OF NURSING

This form is to be signed by the student and placed in her/his student file.

VERIFICATION OF RECEIPT OF THE BU SCHOOL OF NURSING STUDENT HANDBOOK

I, _____, state that I have received an electronic copy of *The Belhaven University School of Nursing Student Handbook*, and agree to abide by the policies and procedures set forth therein. I further agree to accept personal responsibility for maintaining the information, and the School of Nursing is not responsible for issuing reminders regarding these policies and procedures.

Signature of Student

Date



The School of Nursing Handbook was developed by the Dean and Faculty of the School of Nursing.

Students will be notified of revisions or updates to the contents of this handbook.

Developed: 04/2014
Revised: 08/2014;
07/2015; 09/2015;
07/2016; 08/2017;
07/2018; 07/2019;
9/2020; 8/2021
BU SoN