College of Nursing
Bachelor of Science in Nursing

Student Handbook
Of
Academic Policies and Procedures
2015 - 2016

Integrating Faith in Learning, Leading, and Serving
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Welcome to the College of Nursing at Charleston Southern University!

This handbook for undergraduate students at the College of Nursing provides information regarding policies, procedures, available resources, and issues that pertain to student academic life. It also outlines the rights and responsibilities of all College of Nursing students.

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

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

Please note that information in the Student Handbook is updated annually. Changes in policies may be implemented immediately throughout the academic year, and students will be notified of any changes. The information in this handbook is accurate as of August 2015. A copy of the BSN Student Handbook of Academic Policies and Procedures is available electronically on the College of Nursing BSN website: http://www.csuniv.edu/nursing/bsnursing.html.
2015-2016 Academic Calendar
Fall Semester 2015

August 20  Fall Faculty Kickoff
August 21-23 New Student & Freshman Orientation
August 24  Registration and Drop/Add - All Students
August 24  Classes Begin (Day, Evening, Accelerated I & CAPS I)
August 28  Last Date to Register or Drop/Add Classes for Day, Evening,
Accelerated I & CAPS I before 5:00 pm; Last Date to Receive Full
Refund of Tuition if Withdrawing from CSU
September 3  Last Date for 25% Tuition Refund if Withdrawing from CSU before 5:00
pm; No Refund after this Date
September 10 Last Date to Withdraw from an Accelerated I & CAPS I Classes with a
Grade of “W” before 5:00 pm
October 1  Last Date to Withdraw From an Accelerated I & CAPS I Classes with a
Grade of “WP” or “WF” before 5:00 pm
October 8  Accelerated I Classes End
October 9  Midterm
October 11  CAPS I Classes End and Finals
October 12-13 Fall Break
October 14  Day and Evening Classes Resume
October 15  Final Exams, Accelerated I
October 16  Last Date to Withdraw a Grade of “W” in Day and Regular Evening Classes
Before 5:00 pm
October 19  Accelerated II & CAPS II Begins
October 19-23 Advisement and Preregistration for Seniors and Juniors starts at 8:00 am
October 23  Last Date to Register or Drop/Add Accelerated II & CAPS II before 5:00
pm; Last Date to Receive a Full Tuition Refund if Withdrawing from
CSU before
5:00 pm (Accelerated and CAPS II only)
Oct. 26-30 Advisement and Preregistration for Sophomores starts at 8:00 am
October 29  Last Date for 25% Tuition Refund if Withdrawing from CSU before 5:00pm
(Accelerated and CAPS II only)
November 2-13 Advisement and Preregistration for Freshman starts at 8:00 am
November 5  Last Date to Withdraw from an Accelerated II & CAPS II Class with a
Grade of “W” before 5:00 pm
November 6  Last Date to Apply for Spring Graduation
November 25 Thanksgiving Holidays- No Classes
November 26 - 27 Thanksgiving Holidays – Campus Closed
November 30 Classes Resume
November 30  Last Date to Withdraw from Day, Regular Evening, Accelerated II & CAPS
II with a Grade of “WP” or “WF” before 5:00 pm
December 4  Day and Regular Evening Classes End (Accelerated II & CAPS II
Continues)
December 6  CAPS II Classes End and Finals
December 7  Accelerated II Classes End
December 7 - 10 Final Exams, Day and Regular Evening Classes
December 10 Final Exams, Accelerated II
## Spring Semester 2016

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<tr>
<td>January 11</td>
<td>Registration and Drop/Add</td>
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<tr>
<td>January 11</td>
<td>Classes Begin (Day, Evening, Accelerated I &amp; CAPS I)</td>
</tr>
<tr>
<td>January 15</td>
<td>Last Date to Register or Drop/Add Classes for Day, Evening, Accelerated I &amp; CAPS I before 5:00 pm; Last Date to Receive Full Refund of Tuition if withdrawing from CSU</td>
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<tr>
<td>January 18</td>
<td>Martin Luther King, Holiday (Campus Closed)</td>
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<td>January 19</td>
<td>All Classes Resume</td>
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<tr>
<td>January 22</td>
<td>Last Date for 25% Tuition Refund if Withdrawing from CSU before 5:00 pm</td>
</tr>
<tr>
<td></td>
<td>No Refund after this Date</td>
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<tr>
<td>February 1</td>
<td>Last Date to Withdraw from Accelerated I &amp; CAPS I with a grade of “W” before 5:00 pm</td>
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<tr>
<td>February 22</td>
<td>Last Date to Withdraw from an Accelerated I &amp; CAPS I with a grade of “WP” or “WF” before 5:00 pm</td>
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<tr>
<td>February 28</td>
<td>CAPS I Classes End and Finals</td>
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<td>March 14</td>
<td>Accelerated II &amp; CAPS II Classes Begin</td>
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<tr>
<td>March 18</td>
<td>Last Date to Receive a Grade a “W” in Day and Regular Evening Classes before 5:00 pm</td>
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<tr>
<td>March 18</td>
<td>Last Date to Register or Drop/Add Accelerated II &amp; CAPS II classes before 5:00 pm; Last Date to Receive a Full Tuition Refund if withdrawing from CSU before 5:00 pm (Accelerated II only)</td>
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<td>March 21-25</td>
<td>Advisement and Preregistration for Seniors and Juniors starts 8:00 am</td>
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<td>March 24</td>
<td>Last Date for Refund of 25% Tuition if Withdrawing from CSU before 5:00 pm (Accelerated II only)</td>
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<td>March 25</td>
<td>Good Friday, Holiday (Campus Closed)</td>
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<td>March 28</td>
<td>All Classes Resume</td>
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<td>March 28-April 1</td>
<td>Advisement and Preregistration for Sophomores starts 8:00 am</td>
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<tr>
<td>March 31</td>
<td>Last Date to Withdraw from an Accelerated II &amp; CAPS II with a Grade of “W” before 5:00 pm</td>
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<td>April 4-15</td>
<td>Advisement and Preregistration for Freshman starts 8:00 am</td>
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<td>April 8</td>
<td>Last Date to Apply for Summer and Fall Graduation</td>
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<tr>
<td>April 19</td>
<td>Last Date to Withdraw from Day, Regular, Evening, Accelerated II or CAPS II Class with a Grade of “WP” or “WF” before 5:00 pm</td>
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<tr>
<td>April 26</td>
<td>Day &amp; Evening Classes End <em>(Accelerated II &amp; CAPS II continues)</em></td>
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<td>April 27</td>
<td>Reading Day for all Day Classes</td>
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<td>May 7</td>
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Chapter 1

BSN PROGRAM BACKGROUND

MISSION

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

PURPOSE

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

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

PHILOSOPHY

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

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

The environment is a complex structure composed of systems and subsystems, which interact in the chain of life. Environment encompasses the physical realm of inanimate and animate objects. The inanimate realm includes the basic elements essential to life. The environment of human community, as part of the animate realm, includes society and its inherent cultures. Culture defines the person’s values, roles, expectations and behavior. The importance of health to a person may be influenced by culture. Persons are in constant interaction with the environment. These surroundings are a source of internal and external stressors and resources, which assist or hinder the person in the adaptation to environment.
**Health** is a dynamic state of being, which is determined by the ability to adapt. Health is a human response to stressors in an effort to maintain equilibrium. Adaptation is the process by which one attempts to maintain equilibrium. Varying levels of health exist which fluctuate in response to interaction with the internal and external stressors in the environment. Failure to maintain equilibrium results in physical, psychosocial or spiritual disequilibrium.

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

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

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

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

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

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

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

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

**PROGRAM OUTCOMES**

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

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

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

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

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

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

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

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

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

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

**SCHOLARSHIP**

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

**HISTORY**

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

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

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

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

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

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

The nursing program has Full Approval of the South Carolina Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). Next site visit will be 2020.

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

NON-DISCRIMINATION POLICY STATEMENT

The College of Nursing does not discriminate on the basis of race, religion, national origin, sex, age, or handicap, in the recruitment and admission of students, as specified by federal laws and regulations.
FULL-TIME FACULTY AND STAFF

Faculty

Meier, Andreea, DNP, MSN, RN
   Dean and Assistant Professor

Alexander, Barbara, MSN, RN, CEN
   Instructor of Nursing

Arnold, Karen, MSN, RN, CEN
   Instructor of Nursing

Ball, Vicki, MSN, RN
   Assistant Professor of Nursing
   Director of MSN Programs

Beck, Leigh Arden, APRN, CPNP
   Instructor of Nursing

Brumback, Amy, MSN, RN
   Instructor of Nursing

Capasso, Jessica, MSN, RN, CPN
   Instructor of Nursing

Collier, Anne, MSN, RN
   Instructor of Nursing

Collins, Amy, MSN, RN, CEN
   Instructor of Nursing

Crane, Ethel, MSN, APRN, CS
   Instructor of Nursing

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

Isaacs, Jill, DNP, APRN, ANP-C
   Assistant Professor of Nursing

Kling, Vera, DHSc, MSN, RN BC
   Associate Professor of Nursing

Mann, Lynne, MN, RN, CNE
   Assistant Professor of Nursing
Mason, Kimberly, MSN, RN, PCCN  
*Instructor of Nursing*

Schneider, Renée, MSN, RN, CCRN  
*Assistant Professor of Nursing*

Shearer, Jennifer, PhD, RN, CNE  
*Associate Professor of Nursing*

Taylor, Wanda, PhD, RN  
*Assistant Professor of Nursing*

Vasas, Teresa, MSN, RN  
*Assistant Professor of Nursing*

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

Webb, Lisa, MSN, RN, CEN  
*Instructor of Nursing*

Weiss, Kim, MSN, RN  
*Instructor of Nursing*

Williams, Kathleen, MSN, RN-BC  
*Assistant Professor of Nursing*

**Staff**

Clement, Quwintoria, CHES  
*Nursing Program Assistant*

Mahaffey, Caiti, BA  
*Simulation Lab Manager*

Robertson, Michele,  
*Executive Assistant to the Dean*
Chapter 2

GENERAL INFORMATION AND POLICIES

STUDENTS’ RIGHTS AND RESPONSIBILITIES

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

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

Students have the right to:
1. Quality learning experiences without regard to race, color, religion, gender, age, political affiliation, national origin, or handicap.
2. Participate in the teaching/learning process and to have the freedom to learn and explore all aspects of the subject matter.
3. Question the ideas or information presented in their courses.
4. Confidentiality regarding information about their personal views, beliefs and associations which faculty acquire in the course of their work.
5. Regular, objective evaluations of progress in their courses.
6. Develop the framework for critical thinking and judgment.
7. Have a voice in the determination of the curriculum and application of

Students have the responsibility to:
1. Interact with others in a professional manner, regardless of race, color, religion, age, gender, political affiliation, national origin, handicap or marital status.
2. Exercise academic freedom in a responsible, professional way, and to prepare for and participate in each learning experience according to professional standards.
3. Critically inquire regarding the material presented in their courses.
4. Maintain confidentiality in all areas of their professional practice.
5. Maintain established standards of academic/clinical performance for the courses in which they are enrolled.
6. Continue to think creatively throughout their professional lives.
7. Be aware of the concepts of curriculum development, and to know Program Objectives and their relationship to the curriculum and CSU’s Mission and Life Preparation Concepts.
8. Provide or ascertain information requested of the student and make available to the
STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

The education of the students within the College of Nursing is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. Each student is responsible for sustaining high ethical standards that are parallel to the concept that the professional nurse must also be accountable for professional standards within the practice of nursing. Students are expected to be familiar with and adhere to the American Nurses’ Association Code of Ethics for Nurses (2015):

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practices; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

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

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively though its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Mutual respect and trustworthiness between faculty and students promotes optimal learning, and students within the CON must exhibit behavior that is appropriate to the professional standards, and assume personal responsibility for being in physical and mental condition to provide safe patient care and for the knowledge and skills necessary to give this care. Any questions regarding the Code
of Academic and Professional Conduct must be addressed immediately to relevant faculty. The Dean of the College of Nursing will decide upon any questions regarding the meaning of any provision within this code. The Dean’s decision as to any questions of interpretation of these policies is final.

**DEFINITION OF UNACCEPTABLE BEHAVIOR**

The following behaviors are examples of violations of this policy. This list is not intended to be all-inclusive of behaviors that violate basic ethical standards expected of nursing students.

1. **Plagiarism**
   Taking credit falsely for someone else’s work, ideas, methods, or copying the writing of others without the appropriate citations, quotations, or acknowledgement.

2. **Cheating**
   Using or attempting to use unauthorized notes, technology, information, or study aids on an exam, assignment, or other document; altering graded work after it has been returned and submitted the work for regarding; or allowing another individual to complete one’s work and submitting the work under one’s own name.

3. **Violating Computer, Technology, or Social Media Policies**
   Violating the University or College of Nursing policies on Social Media, technology, and computer/iPad usage that defines proper and ethical use of these devices.

4. **Providing Nursing Care in an Unsafe or Harmful Manner**
   This includes carrying out a procedure without guidance of a qualified person as identified by the instructor or without competence; willfully or intentionally doing physical or mental harm to a client; exhibiting careless or negligent behavior associated with the care of a client; refusing to perform the assigned or necessary care of a client and failing to inform the instructor or nursing staff with immediacy.

5. **Use of Drugs or Alcohol**
   Using, possessing, distributing, or selling illicit and prescription drugs or alcohol that impairs one’s judgment or performance as a nursing student, including being in a class or clinical setting under the influence of alcohol or illegal drugs. Students are expected to adhere to the CON [Drug Screen Policy and Procedure](#) and [Substance Abuse Policy](#).

6. **Commission of a Crime**
   Engaging in illegal or criminal activity that would impact a student’s ability to obtain or maintain a professional license with the respective Board of Nursing or employment within the nursing profession.

7. **Disruptive Behavior/Unprofessional Behavior**
   Obstructing or disrupting classes, clinicals, or other activities or programs of the CON. Students are expected to adhere to the CON [Incivility Policy](#).

8. **Sexual and Other Unlawful Harassment**
This includes not only sexual harassment, but also stalking, repeatedly sending emails, making phone calls, or transmitting documents that are unwanted or uninvited, making threats, and any other wrongful conduct that seriously interferes with the work or student of any member of the University community or guest.

**INCIVILITY POLICY**

(Also known as lateral violence, disruptive behavior, bullying, horizontal violence, and verbal abuse)

**Definition**

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

The 10 most frequent behaviors associated with incivility are:

1. Nonverbal behaviors (eye-rolling, raising of eyebrows, making faces)
2. Verbal behaviors (covert or overt snide remarks, lack of openness, abrupt responses)
3. Intimidating verbal and nonverbal behaviors.
4. Undermining activities (turning away, not available)
5. Withholding information to intentionally cause disruption or intimidation
6. Sabotage (deliberately setting up a negative situation)
7. Infighting (bickering with peers) and/or scapegoating (attributing all that goes wrong to one individual)
8. Malice directed at another
9. Taking part in discussions with others, including students, faculty, and/or staff, or allowing others to talk or “vent” about any other faculty, students, and/or staff.
10. Talking negatively or rudely about students, faculty, or staff with other students, faculty, or staff in any area including, but not limited to: classroom, clinical, lab, lounges, or in any online settings.

**Reporting**

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

*If you are the Victim:*

If you have reason to believe that you are the victim of incivility you should:

- Gain control. Recognize that the aggressor is at fault – not you.
- Get help from the Dean of the College of Nursing
• Make an action plan
• Confront the aggressor. Make it clear that the behavior is offensive and must stop. Use the word “I” and specifically describe the behavior and how it made you feel.
• Make a formal written complaint using the format below and submit it to the Dean.

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

Documenting

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

COMMUNICATION IN THE COLLEGE OF NURSING

Student-Faculty Communication

Students are encouraged to take course related concerns to the appropriate faculty member. If a concern is not resolved, the student should follow the organizational chain of command in the College of Nursing. Students may also communicate concerns or suggestions through the class representatives to the Faculty Committee and/or Dean after conferring with course faculty. Course/clinical evaluations as well as senior Exit Interviews and surveys provide additional mechanisms for students to provide feedback to faculty and the College of Nursing.

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

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

**SOCIAL MEDIA POLICY**

**Purpose**

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

**General Information**

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

Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and MySpace. While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

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

**Policy**

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Charleston Southern University College of Nursing student.

- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University’s Library site or seek consultation through the Copyright Office, Libraries.
• Do not use Charleston Southern University or College of Nursing marks, such as logos and graphics, on personal social media sites. Do not use Charleston Southern University’s name to promote a product, cause, or political party or candidate.

• Use of the College of Nursing marks (logos and graphics) for University sanctioned events must be approved (posters, fliers, postings) by administration.

• It is expected that during clinicals, use of devices employed for social media will be used only as authorized by faculty. If the device is combined with a cell phone, it is expected that the cell phone aspect of the device be silenced.

• No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.

• Use of computers (iPads, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

• No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.

• Be aware of your association with Charleston Southern University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent Charleston Southern University policies and with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Charleston Southern University’s behalf, unless you are authorized to do so in writing.

• HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or Web page.

• Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

• Text messaging is not an acceptable form of communication with your faculty unless otherwise indicated by your faculty member unless otherwise instructed to do so.

Procedure/Considerations

• There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If
you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a Charleston Southern University student through postings and personal Web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

- Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.

- Respect your audience.

- Adhere to all applicable university privacy and confidentiality policies.

- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

- Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

- You are responsible for regularly reviewing the terms of this policy.

Consequences

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

Additional resources can be found at:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Chapter 3

STUDENT SERVICES AND RESOURCES

CHAPEL

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

STUDENT ORGANIZATIONS

Charleston Southern University Student Government Association (SGA)

The CSU SGA is composed of all students at CSU.

Alpha Nu Omega

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

Sigma Theta Tau

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

Alumni Association

Graduates are eligible for membership in the Charleston Southern University College of Nursing Alumni Chapter. The members of the alumni chapter work with faculty and students to promote the interests of the College of Nursing.
**FACILITIES AND SERVICES**

**Clinical Labs**

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

Policies for the Clinical Labs are:

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

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

**Student Lounge**

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

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

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

TECHNOLOGY CODE OF CONDUCT

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

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

Responsibilities of all students:

- Always use a computer in ways that show consideration and respect for others.
- Do not send e-mail or attachments that are offensive, threatening, or disrespectful.
- Do not interfere with the computer work of others.
- Accept the responsibility of keeping copyrighted software of any kind from entering the school computers.
- Do not copy software for personal use.
- Accept the responsibility for all materials received or sent through the network and the Internet.
- Do not send or receive material containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware connected to the network.
- Do not attempt to enter anyone else’s e-mail account or private folder for any reason.
- Do not use anyone else’s password to enter his/her e-mail account or private folder.
- Do not alter or attempt to alter a computer setup or system configuration.
- Do not download games or other non-educational files.
• Do not subscribe to lists via e-mail.

• Do not access websites while testing in the computer labs. This is considered a breach of the Honor Code and is subject to dismissal from the program.

• Do not access an electronic test after it has been administered. Violation will result in a grade of “0” for the test and an academic integrity form will be submitted to the Registrar’s Office for the student’s permanent file.

• Understand that all electronic files are subject to review by the University and the College of Nursing.

• Students are responsible for reporting violations stated above to a faculty member or the Dean.

**ADVISORS**

Upon admission to the University, each pre-nursing student is assigned to a Nursing Program Assistant who serves as the student’s advisor. Once admitted to the BSN program, each student is assigned to a faculty advisor. The faculty advisor assists the student with academic advising and schedule planning, registration, referral to the College of Nursing and University resources and services, and in general, serves as a student advocate. Any student who is anticipating a change in plans for completing the chosen major/program (e.g., add/drop, withdrawal, etc.) must see the faculty advisor prior to initiating the appropriate paperwork to effect the change. Faculty advisors are also available to assist students with career advisement, clarify College of Nursing and University policies and procedures, counsel regarding academic problems, and facilitate adjustment to College of Nursing and University life.

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

**LIBRARY**

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

**FINANCIAL ASSISTANCE**

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

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

**BOOKSTORE**

Textbooks, reference material, uniforms, nursing supplies, and general supplies are available for purchase at the University Bookstore, located in the Strom Thurmond Center or available online at: https://csuniv.bncollege.com

**INCLEMENT WEATHER POLICY**

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

**PREREGISTRATION**

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

**CHANGE OF ADDRESS/NAME/TELEPHONE**

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

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

GRADE SCALE

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

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

The calculation of a grade will be based on rounding a score from number + 0.5 below the number and to + .49 above the number to the common whole number.

(Example: a grade of 85 = 84.5 - 85.49; 84 = 83.5 - 84.49)

Grades for tests or any other course requirements will not be posted. Grades/evaluations will be distributed during regular class times in a timely manner or posted on Blackboard if appropriate. No grades will be given over the telephone. Official final course grades will be made available to students from the university.

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

CLASSROOM POLICIES

Attendance and Punctuality

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

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

3. If a student arrives late for a class or leaves early, a tardy will be recorded. Three tardies equal one absence.

4. In case of absence from class, it is the student’s responsibility to get announcements, handouts, lecture objectives, etc., from a fellow student.
5. Children are not permitted in class.

6. All personal pagers, cellular phones, and electronic equipment including but not limited to personal computers, cameras, PDAs and recording devices must be turned off.

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

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

8. Leaving class early is not acceptable unless there is an emergency or prior permission has been obtained from the course coordinator. An absence will be recorded.

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

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

**TESTING POLICY**

1. Students are expected to take all tests at the scheduled time.

2. If a student (for whatever reason) fails to take an exam at the scheduled time, the student must petition the Testing Committee for eligibility to receive an alternate exam date.

3. An alternate format of the exam will be administered if the student is granted permission for an alternate exam date.

4. If the student obtains permission from the Testing Committee for an alternate exam, it will be the student's responsibility to make arrangements with the course coordinator and the Student Success Center to make-up the exam with one week of the missed exam, or the student will receive a grade of zero (0) on the missed exam.

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

6. All personal pagers, cellular phones, and electronic equipment including but not limited to personal computers, cameras, PDAs and recording devices must be turned off. Students will be held to the consequences listed in course syllabi.

7. Do not print during a test.

8. Students will be expected to place all belongings away from their desks in a place designated by the instructor during testing.

9. If a student is unable to take a test at the scheduled time and would like consideration for extenuating circumstances, the student must discuss it with the course coordinator prior to the test.
10. If the student does not assume the above responsibility, points may be subtracted from the achieved grade on the make-up test at the discretion of the course coordinator.

11. Within one (1) week of the scheduled test date, it is the student’s responsibility to make arrangements with the course coordinator to make-up the test or the student will receive a grade of zero (0) on that test.

12. Faculty has the prerogative to:
   a. Establish the date and time of any make-up test.
   b. Administer an alternate form of the test.

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

**WRITTEN WORK**

1. All graded assignments must be typewritten or written in black ink, as designated by course faculty, and referenced according to the Publication Manual of the American Psychological Association (APA), 6th edition.

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

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

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

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

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

**GRADUATION REQUIREMENTS**

In addition to meeting academic and convocation requirements for graduation, all graduating students are required to submit a degree application (See CSU, Undergraduate Catalog) and are expected to attend CSU’s Commencement ceremonies. Graduating nursing students are required to also attend the College of Nursing Lamp and Pinning Ceremony.
Chapter 5

UNDERGRADUATE PROGRAM DETAILS

NURSING CURRICULUM PLAN & SUGGESTED SEQUENCING
Traditional Bachelor of Science in Nursing Program

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

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

ADMISSION REQUIREMENTS
Subject to change through an official process

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

Application Deadlines:
- March 15th deadline for Fall Semester Admission
- October 15th deadline for Spring Semester Admission

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111 English Composition I</td>
<td>3</td>
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<tr>
<td>MATH 105 Intro to Math Structures*</td>
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<tr>
<td>CHEM 110 Concepts of Chemistry w/ Lab</td>
<td>4</td>
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<tr>
<td>BIOL 226 Anatomy &amp; Physiology I w/ Lab</td>
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<tr>
<td>CHST 111 Survey of Old Testament **</td>
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<tr>
<td>ENGL 112 English Composition II</td>
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<tr>
<td>PSYC 110 General Psychology</td>
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<tr>
<td>BIOL 220 Microbiology w/ Lab</td>
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<tr>
<td>BIOL 227 Anatomy &amp; Physiology II w/ Lab</td>
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<tr>
<td>NURS 102 Foundations of Nursing</td>
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</table>
| **CHST 111 is suggested in this course sequence, but any other non-nursing course required for the BSN degree can be used to satisfy the 34 required prerequisite credit hours.

Total Required Prerequisite Credit Hours = 34

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

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COMM 110 Public Speaking</td>
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<td>NURS 217 Diseases and Disorders</td>
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<td>NURS 215 Fundamental of Nursing</td>
<td>5</td>
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<td>NURS 216 Pharmacology</td>
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<td>CHST 112 Survey of New Testament</td>
<td>3</td>
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<tr>
<td>Art or Music Appreciation</td>
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<tr>
<td>NURS 303 Maternity Nursing</td>
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<td>NURS 311 Adult Health I</td>
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<tr>
<td>NURS 405 Research in Healthcare</td>
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<td>NURS 409 Community Health Nursing</td>
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<td>NURS 411 Adult Health II</td>
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<td>NURS 412 Adult Health III</td>
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<td>NURS 430 Capstone: Prep/Prof Role</td>
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Non-Nursing Prerequisite, Core, and Supporting 62
Pre-Nursing Professional Foundation 3
Nursing Major 64

Total Credit Hours Required for Graduation 129
Traditional Bachelor of Science in Nursing Program – Curriculum Plan for Year 1 Students Beginning Fall 2015

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

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

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

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

**Application Deadlines:**
- March 15th deadline for Fall Semester Admission
- October 15th deadline for Spring Semester Admission

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENGL 111</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Intro to Math Structures*</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>Concepts of Chemistry w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 226</td>
<td>Anatomy &amp; Physiology I w/ Lab</td>
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</tr>
<tr>
<td>CHST 111</td>
<td>Survey of Old Testament**</td>
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</tr>
<tr>
<td>ENGL 112</td>
<td>English Composition II</td>
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<tr>
<td>PSYC 110</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>BIOL 220</td>
<td>Microbiology w/ Lab</td>
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</tr>
<tr>
<td>BIOL 227</td>
<td>Anatomy &amp; Physiology II w/ Lab</td>
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</tr>
<tr>
<td>NURS 102</td>
<td>Foundations of Nursing</td>
<td>3</td>
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</table>

**Total Required Prerequisite Credit Hours = 34**

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

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

**NURSING CURRICULUM PLAN**
Includes suggested sequencing for non-nursing courses required for the BSN degree

<table>
<thead>
<tr>
<th>Semester One</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>COMM 110 Public Speaking</td>
<td>3</td>
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<tr>
<td>NURS 215 Fundamentals of Nursing</td>
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<tr>
<td>NURS 221 Clinical Pharm Concepts I</td>
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<table>
<thead>
<tr>
<th>Semester Two</th>
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<tr>
<td>Art or Music Appreciation</td>
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<tr>
<td>NURS 222 Clinical Pharm Concepts II</td>
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<td>NURS 231 Adult Health I</td>
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<tr>
<td><strong>Total</strong></td>
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<td>NURS 260 Lifespan Development</td>
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<td>NURS 323 Maternity Nursing</td>
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<tr>
<td>NURS 322 Psych/Mental Health Nursing</td>
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<td>NURS 324 Pediatric Nursing</td>
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<tr>
<td>NURS 409 Community Health Nursing</td>
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<td>NURS 431 Adult Health III</td>
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<table>
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<tbody>
<tr>
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<tr>
<td>NURS 430 Capstone: Prep/Prof Role</td>
<td>2</td>
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<td>NURS 432 Adult Health IV</td>
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**Non-Nursing Prerequisite, Core, and Supporting Courses**

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<tr>
<th>Course</th>
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<tr>
<td>Pre-Nursing Professional Foundation</td>
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<tr>
<td>Nursing Major</td>
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<tr>
<td>Nursing Concentration</td>
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</table>

**Total Credit Hours Required for Graduation** 129

**Nursing Content Concentration (3-12 hours)**

Students must take NURS 260 at CSU which is required for graduation; the other courses are optional, but will apply towards your degree requirements. NURS 260 Lifespan Development (3 ch), NURS 300 Informatics (3 ch), NURS 313 Alternative Therapies (3ch), NURS 314 Ethical Issues (3ch), NURS 315 Genetics (3ch), NURS 316 Forensics (3ch)
PROGRAM STEPS TO GRADUATION AND NCLEX-RN SUCCESS

STEP ONE: PRE-NURSING

✓ Enroll in required pre-nursing courses
✓ Enroll in GNED 101 (pre-nursing section) if new freshman at CSU
✓ Meet with nursing academic advisor at least once each semester to review academic progress and plans
✓ Prepare application for admission into nursing program and submit by March 15

STEP TWO: ADMISSION INTO NURSING PROGRAM

✓ Submit application to nursing program for admission consideration by March 15
✓ Requirements for consideration for admission:
  • Minimum GPA of 2.90 in prerequisite/required courses, priority consideration given to 3.0 GPA
  • At least a grade of “C” in all prerequisite/required courses
  • Minimum SAT (480V, 440M) or ACT (20 English, 18 Math) score if earned less than 34 semester hours that can be applied towards the nursing degree at the time of application to the nursing program
✓ Other considerations by Admissions Committee include but are not limited to:
  • Number of attempts in prerequisite courses, particularly math and sciences
  • Number of hours completed at CSU
  • Grade earned in NURS 102 course
  • Kaplan Nursing admission exam is required
  • Interview with Admissions Committee may be required
✓ If admitted into the program, begin Sophomore/200 Level Nursing courses in the fall semester.
✓ If not admitted into the program, meet with nursing academic advisor to discuss options and academic plans.

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

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

If one or more of the above are not satisfied, actions taken include:
• A grade of less than “C” (including D, F, W, WP, WF, FD and FA) in one nursing course will require the student to repeat the course in the following year before progressing to the next semester and/or Level. Student will not be dismissed from the program.
• If a grade of less than “C” (including D, F, W, WP, WF, FD and FA) in two nursing courses is earned, the student will be dismissed from the nursing program.
• If the minimum required score on any Drug Dosage Calculation Competence exam is not earned with allowable retakes, the student will be dismissed from the program. Enhancement and Remediation Activities will be required before retakes.

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

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

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

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

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

If one or more of the above are not satisfied, actions taken include:
• A grade of less than “C” (including D, F, W, WP, WF, FD and FA) in one nursing course will require the student to repeat the course in the following year before progressing and/or graduating. Student will not be dismissed from the program unless the following paragraph/bullet is in effect.
• If a grade of less than “C” (including D, F, W, WP, WF, FD and FA) in two nursing courses is earned (semester/year/cumulative), the student will be dismissed from the nursing program.

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

**NOTES:**

9. Students must complete required Enhancement and Remediation Activities for standardized Key Assessment exams, Drug Dosage Calculation Competency exams, and the standardized comprehensive exam.
10. Calculation Competency exams, and a standardized comprehensive exam.
11. Students dismissed from the program for any reason are not eligible for readmission.
BACHELOR OF SCIENCE IN NURSING

Online RN-to-BSN Option

The RN-BSN Option is designed for registered nurses with an associate degree or diploma in nursing who wish to complete a baccalaureate degree in nursing. The RN-BSN Option is designed to enable registered nurses to achieve a higher degree with minimal loss of credit or duplication of knowledge and skills. The nursing curriculum of the RN-BSN program is offered in an online Christian Environment.

PREREQUISITE COURSES

NOTE: All prerequisite courses can be transferred.

<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td>English Composition I</td>
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<td>English Composition II</td>
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<tr>
<td>Intro to Math Structures/College Algebra</td>
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<td>Anatomy &amp; Physiology I w/ Lab</td>
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<td>Anatomy &amp; Physiology II w/ Lab</td>
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<tr>
<td>Microbiology w/ Lab</td>
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<tr>
<td>Chemistry or Physical Science w/ Lab</td>
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<td>World Civilization</td>
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<td>Public Speaking</td>
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<td>General Psychology</td>
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<td>Human Growth &amp; Development</td>
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<tr>
<td>Statistics</td>
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<tr>
<td>Intro to Computer Systems</td>
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</tr>
<tr>
<td>Art or Music Appreciation</td>
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<td>English or American Literature</td>
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RN-BSN CURRICULUM

Summer Semester (Maymester, June, July)

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<tr>
<td>Community Health Nursing (June)</td>
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<tr>
<td>Leadership and Management (July)</td>
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Fall Semester

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<td>Role Transition</td>
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</tr>
<tr>
<td>Religion 111</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language 200 level</td>
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<tr>
<td>Nursing or Health Promotion elective</td>
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Spring Semester

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<td>Religion 112</td>
<td>3</td>
</tr>
<tr>
<td>Spirituality, Health and Healing</td>
<td>3</td>
</tr>
<tr>
<td>Senior Project</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition or other approved elective</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>12</td>
</tr>
</tbody>
</table>

Prerequisite Credit: 55
Common Core Credit: 34
RN-BSN Curriculum Credit: 39
Total Credits to Graduate: 128

RN students will be awarded 34 hours of Common Core Nursing Knowledge Credit for the following courses from an Associate Degree in Nursing:

- Diseases & Disorders
- Psychiatric Nursing
- Fundamentals of Nursing
- Pediatric Nursing
- Pharmacology
- Adult Health I
- Maternity Nursing
- Adult Health II
The student must be accepted for admission by Charleston Southern University. In order to be considered for admission to the RN-BSN Option in the nursing major/program, the registered nurse student must complete an application to the College of Nursing and must meet the following admission requirements for the RN-BSN Option of the nursing major/program:

1. Complete the following prerequisite non-nursing course work:

   - **English 111 Composition I** 3 credits
   - **Biology 226 Human Anatomy & Physiology I and Lab** 4 credits
   - **Biology 227 Human Anatomy & Physiology II and Lab** 4 credits
   - **Psychology 110 General Psychology** 3 credits
   - **Nursing 260 Life Span Development or approved growth and development course** 3 credits
   - **COIN 209 Intro to Computer Systems or approved computer course** 3 credits
   - **Biology 220 Microbiology and Lab** 4 credits
   - **Mathematics 105 Intro to Mathematical Structures or College Algebra** 3 credits
   - **Comm 110 Public Speaking** 3 credits

2. Complete an accredited Associate Degree in Nursing Program (34 Nursing credits awarded by Articulation).

3. Complete the remaining 25 hours of Pre-requisites (may be transferred to CSU from an accredited Community College or taken online at CSU):

   - **English 112 Composition II**
   - **Chemistry 110 Concepts of Chemistry and Lab** 4 sh
   - **World Civilization** 3sh
   - **Any History or 200 level Political Science** 3sh
   - **Art 202 or Music 171 appreciation** 3sh
   - **English/American Literature** 3sh
   - **Free Elective** 3sh
   - **PSYC/SOCI 301 Intro Behavioral Statistics or approved statistics course** 3 sh

   **NURS 102 Foundations of Health Care required for basic students is waived for RN-BSN students. The credit may be met through a free elective course. There is no time limit on prior completion of science and mathematics courses.**

4. Earn at least a grade of “C” or better and a 2.75 GPA in the non-nursing courses required for admission. Applicants must have a cumulative CSU GPA of 2.5. Applicants who do not meet the minimum requirement will be considered on an individual basis.

5. Hold a current, non-restrictive active license as a Registered Nurse in South Carolina

6. Prior Work Experience: No prior work experience is required. However, it is recommended that students have six months full-time or one-year part-time clinical experience as a registered nurse within the previous three years to the enrollment in the first nursing course in the nursing major/program. For new Associate Degree or Diploma graduates without prior clinical experience as a registered nurse, it is recommended that the student work part-time as a registered nurse while enrolled in the program on a part-time basis.

7. Submit documentation of graduation from a state approved associate degree or diploma program.
8. Submit completed Charleston Southern University application and Application for Admission to the College of Nursing. A copy of current active nursing license must be submitted with the Application for Admission to the College of Nursing.

**VALIDATION REQUIREMENTS FOR RN-to-BSN OPTION**

Graduates of Associate Degree and Diploma nursing programs in South Carolina and ACEN Accredited Associate Degree and Diploma nursing programs outside of South Carolina are not required to submit documentation for validation of prior nursing knowledge and skills.

Graduates of non-ACEN accredited Associate Degree and Diploma nursing programs outside of South Carolina may be required to validate prior nursing knowledge and skills. The applicant may submit complete documentation, including all course syllabi of all nursing courses taken, for review by College of Nursing faculty to determine a common core of knowledge and skills.

**RN-to-BSN OPTION SUGGESTED SEQUENCING**

**Courses taken in the ADN program that count toward degree:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Nursing Credit by Articulation: 34

**Remaining Pre-requisites (May be taken at an accredited Community College or at CSU):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>World Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Any History or 200 level Political Science</td>
<td>3</td>
</tr>
<tr>
<td>Art or Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>English/American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
</tr>
</tbody>
</table>

**Online RN-BSN Program* (1 year full time, part time option available):**

**Summer Semester (Maymester, June, July)**

<table>
<thead>
<tr>
<th>Course (each has a clinical component)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Assessment (Maymester)</td>
<td>4</td>
</tr>
<tr>
<td>Community Health Nursing (June)</td>
<td>4</td>
</tr>
<tr>
<td>Leadership and Management (July)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
### Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>3</td>
</tr>
<tr>
<td>Role Transition</td>
<td>3</td>
</tr>
<tr>
<td>Religion 111 (CHST 111)</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language 200 level</td>
<td>3</td>
</tr>
<tr>
<td>Nursing or Health Promotion elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion 112 (CHST 112)</td>
<td>3</td>
</tr>
<tr>
<td>Spirituality, Health and Healing</td>
<td>3</td>
</tr>
<tr>
<td>Senior Project</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Total Program credits to graduate = 128**

*Students may enter the program in Summer, Fall, or Spring semester.*
Chapter 6

POLICIES AND REGULATIONS OF THE NURSING PROGRAM

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

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

FEES AND EXPENSES

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

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

ENROLLMENT

Once accepted into the nursing program, basic/generic students must maintain full-time enrollment. RN-BSN Option students may attend on a part-time or full-time basis.

NCLEX-RN REVIEW COURSE

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

TRANSFER CREDIT FOR UNDERGRADUATE NURSING COURSES

1. The nursing course to be considered for transfer must have been completed at the baccalaureate level from an ACEN or CCNE accredited program within three years of admission to the College of Nursing. A grade of “C” or better must have been achieved in the course.
2. Transfer credit is not granted automatically.

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

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

Applicants and students should possess these abilities, or with the help of compensatory techniques and/or assistive devices, be able to demonstrate ability to become proficient. The following skills are needed by applicants to the nursing program:

1. Observational skills, for example: observing physical appearance, listening to heart and breath sounds, detecting odors, using tactile sense for palpation.

2. Communication skills, for example: ability to interact with others to obtain information, describe situations, perceive nonverbal cues, interpret messages, convey caring and compassion.

3. Motor skills, for example: perform technical procedures while delivering patient care such as helping with ambulation, positioning, cardiopulmonary resuscitation, administration of intravenous, intramuscular, subcutaneous and oral medications, apply pressure to stop bleeding, open an obstructed airway, provide hygienic care.

4. Behavioral/Intellectual skills, for example: ability to problem solve, tolerate stress, adapt to quickly changing environments, work as a team member, have compassion for others.

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

In compliance with the affiliation agreements between Charleston Southern University, the College of Nursing, and practice facilities/agencies, a criminal background check is now required for all nursing students participating in clinical education/learning experiences effective August 2005. The enforcement of this policy is in conjunction with the facilities/agencies’ compliance with the Joint Commission on Accreditation of Healthcare Organization [JCAHO] Standards that require criminal background checks on anyone providing care, treatment, or services.

The purpose of this policy is to:

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

All nursing students will be required to have a criminal background check prior to starting the clinical learning experience. Students will place their order for a background check online and pay the required fee with a credit or debit card.

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

New students must complete the Criminal Background Check in order to have the results received by the College of Nursing no later than July 1 prior to the fall semester of admission to the nursing program. Failure to comply with this mandate may result in the student being withdrawn from the nursing program. As part of the signed application to the nursing program, students will indicate their knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical practice and/or licensure.

Unsatisfactory Results

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

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

Record Keeping

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

Student Rights

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

What does the background check consist of?
- Criminal History Investigation (7 years)
- Sexual Offender Registry/Predator Registry
• Social Security Number Verification
• Positive Identification National Locator with Previous Address
• Maiden/AKA Name Search
• Medicare/Medicaid Sanctioned, Excluded Individuals Report
• Office of Research Integrity (ORI) Search
• Office of Regulatory Affairs (ORA Search
• FDA Debarment Check
• National Wants & Warrants Submission
• Investigative Application Review (by Licensed Investigator)
• National Healthcare Data Bank (NHDB) Sanction Report
• Misconduct Registry Search
• Executive Order 13224 Terrorism Sanctions Regulations
• Employment Verification (3 most recent employers)

**DRUG SCREEN POLICY AND PROCEDURE**

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

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

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

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

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

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

General Information

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

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

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

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

Forms

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

2. Once a student places a drug screen order with Certified Background, the student is directed via email to go to the nearest collection facility to submit his/her urine specimen. Certified Background is partnered with select LabCorp locations nationwide.

Drug Screening Procedure

1. The College of Nursing will provide each student with a Certified Background Drug Screening order placement Form. The student must adhere to the instructions on the form to successfully purchase the drug screen order.

2. During order placement, the student will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

3. The email address provided by the student when placing the order will be the primary form of communication for alerts and messages from Certified Background.

4. Once the order is purchased, the student will receive a registration form either in his/her email or directly in his/her drug test requirement. This form will assist students with scheduling a drug test and finding a location with the specified lab.

5. It is the student’s responsibility to schedule his/her appointment with the collection site and provide his/her unique registration code and picture ID.
Results

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

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

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

4. The Dean of College of Nursing must receive results from the drug screen by August 1st.

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

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

Non-Negative Urine Drug Screen

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

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

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

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

Readmission to the Nursing Program Following a Non-Negative Urine Drug Screen

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

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

SUBSTANCE ABUSE POLICY

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

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

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

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

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

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

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

If reasonable suspicion exists that a nursing student has violated any provision of this policy, the faculty member in charge will make arrangements to accompany the student from the area immediately.
a. In all cases, the student may not participate in clinical learning experiences until an appropriate plan of action has been identified.
b. If the incident occurs in the classroom, the student will be accompanied to the office of the Dean of the College of Nursing.
c. If the incident occurs in a clinical or laboratory area, the Dean will be notified by telephone.

Procedure

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

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

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

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

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

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

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

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

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

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

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

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

The final decision on a plan of action will rest with the Dean of the College of Nursing.

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

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

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

**DISABILITY STATEMENT**

Students who believe they require accommodations should review the requirements and procedures for special accommodations on the CSU Disability Services website: www.csuniv.edu/disability_services.

Approval for accommodations is granted by CSU Disability Services only. Students may contact the office at 863-8010. Students who have been approved to receive accommodations must contact the course coordinator during office hours to discuss the accommodations approved by CSU Disability Services.
ACCIDENTS/INJURIES DURING CLINICAL EXPERIENCES

When a nursing student is injured (including a needle stick) during a clinical experience, the student must immediately contact the clinical instructor and/or the nurse in charge of the unit. The clinical instructor and student should fill out an injury report together and submit it to the Dean of the College of Nursing. If the injury is serious, the student may be sent to the hospital emergency department or an urgent care facility. A copy of the injury report will be placed in the students’ file.

COMPLIANCE AND HEALTH POLICIES

Cardiopulmonary Resuscitation (CPR) Certification

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

New students must provide documentation of their certification during orientation. Continuing students should provide documentation of their recertification from the American Heart Association to the Dean at the beginning of each academic year.

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

Professional Liability Insurance

All CSU nursing students must maintain a personal Professional Liability Insurance Policy throughout the program. The policy is obtained through the University and the yearly cost for the student appears on the student’s tuition bill.

Required Immunizations/Tests

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

1. Measles, Mumps, Rubella. (Two vaccine doses required and positive antibody titer for each – Measles, Mumps, Rubella.) You may be exempt from this requirement only if (1) you are pregnant or trying to conceive, or (2) you are allergic to eggs.

2. Tetanus-Diphtheria (Primary series with DtaP or DTP and booster with Td in the last ten years meets requirements.)

3. Varicella (Chicken Pox) (a positive Varicella antibody and two doses of vaccine given at least one month apart if immunized after age 13 years meets the requirement.)
4. Hepatitis B: Three doses of vaccine and a positive Hepatitis surface antibody meets the requirement.

5. TB Skin (PPD) Test: Within 3 months of enrollment in the nursing program. Tine test (prong test) is not acceptable. If above TB skin test is equal to or greater than 10mm, a chest x-ray is required. If there is a history of a positive TB skin test, a chest x-ray within 6 months prior to CSU College of Nursing enrollment is required. Thereafter, all students are required to be screened yearly for tuberculosis and must provide documentation to the Dean at the beginning of each academic year.

6. An annual flu shot is required each year while enrolled in courses that include a clinical component.

**HEALTH INSURANCE**

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

Students are personally liable for all health/medical costs incurred while attending the University.

**OTHER HEALTH POLICIES**

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

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

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

**PREGNANCY POLICY**

While it is recognized that pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student. Therefore, students who are pregnant are required to complete a pregnancy waiver with their physician. If there are limitations, they must be documented and a written monthly update will be required. Pregnancy students are required to meet all program objectives and compliance requirements. Should delivery occur while actively enrolled, the student’s physician must furnish a medical release prior to resuming classes and clinical.
EMERGENCY CONTACT POLICY

Students will be required to provide the College of Nursing with a name and telephone number of someone close to the student who could be contacted in case of an emergency. Students should provide the College of Nursing telephone number (843-863-7075) to family members who may need to contact the student in case of an emergency. Should this event occur, the student's location in class or clinical will be determined. The faculty will be contacted first who will then inform the students.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

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

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

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

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

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

5. Law Enforcement – The College of Nursing may release health information if asked to do so by a law enforcement official:
   a. In response to a court order, subpoena, warrant, summons or similar process
   b. To identify or locate a suspect, fugitive, material witness, or missing person
   c. About the victim of a crime if, under certain limited circumstances, the school is unable to obtain the person’s agreement;
   d. About a death believed to be the result of a criminal conduct;
   e. About criminal conduct at the hospital; and
   f. In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.
6. Coroners, Medical Examiners and Funeral Directors – The College of Nursing may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

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

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

**CONFIDENTIALITY POLICY**

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

**Student Policy**

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

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

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

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

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

**Confidentiality Statement**

All nursing students are required to sign a confidentiality statement each year they are in the nursing program. The student is expected to comply with the terms of the statement throughout the nursing program. Failure to do so is grounds for failing the nursing course in which incident occurs and/or dismissal from the nursing course. A copy of the signed statement is maintained in the student’s file in the College of Nursing office. The statement is:
I, ___________________________________, acknowledge my responsibility to abide by applicable Federal law and the College of Nursing’s policy of confidentiality, to keep confidential any information regarding a patient/client/agency, as well as confidential information of an agency. By signing below, I agree not to reveal to any person or persons except authorized agency staff and associated personnel any specific information regarding any patient/client/agency and further agree not to reveal to any third party any confidential information of an agency, except as required by law or as properly authorized by an agency.

I further understand that any unauthorized disclosure of confidential information may result in failure in the nursing course in which the incident occurs and/or dismissal from the nursing program.

By signing below, I am stating that I have read the above and thoroughly understand the College of Nursing’s confidentiality policy.

Signature: _______________________________________________________________

Faculty Witness: __________________________________________________________

Date: ___________________________________________________________________

HIV/AIDS POLICY FOR STUDENTS AND FACULTY

In accordance with the HIV/AIDS policy statement of the American Nurses Association, inquiry into an individual's HIV status is not a part of the student, faculty, or staff application at the College of Nursing, Charleston Southern University. Qualified applicants cannot or will not be denied admission to the College of Nursing or denied faculty appointments on the basis of HIV status. The Americans with Disabilities Act (ADA) makes it illegal to discriminate against individuals with HIV/AIDS. Testing for HIV status is voluntary for all students, faculty, and staff in the College of Nursing and it is the choice of the individual to disclose HIV status to anyone. Strict confidentiality of any disclosure is maintained and no reference to the HIV status is kept in any individual’s record unless written permission is given.

Students will receive content about standard/universal precautions to prevent the transmission of HIV and other infectious diseases on a yearly basis. Pathophysiology of HIV/AIDS and the ethical dimensions of care will also be presented. Students shall have the opportunity to provide care to people who are HIV+ or who have AIDS. In accordance with the American Nurses Association, students may not refuse to care for a person who is HIV+ unless the patient would be placed in jeopardy because of an illness or condition of the student. If students who are HIV+ would be placed at risk for infection due to their compromised immune status, faculty will develop alternative clinical assignments.

Students and faculty members who have reason to believe they have been exposed to HIV in the clinical setting are to immediately follow the specific agency’s procedure established for reporting possible exposure. In the event of no agency/setting policy, the student should report to the closest emergency department/urgent care facility within two hours of possible exposure. The student will incur all costs.
In July 1991, the Centers for Disease Control (CDC) narrowed the type of procedures posing risk of HIV/HBV transmission to “exposure prone procedures” (EPIPs) which CDC describes as follows: “Characteristics of exposure-prone procedures include digital palpation of a needle tip in a body cavity and the simultaneous presence of the health-care worker’s fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site.” Currently available data provide no basis for restricting the practice of nurses infected with HIV or HBV who perform invasive procedures NOT identified as exposure-prone, provided the infected nurse practices recommended medical or nursing techniques and complies with universal precautions and current recommendations for sterilization/disinfection. Any listing of EPIPs is not expected to include commonly performed and highly visible and controlled procedures such as the administration of injections by subcutaneous, intradermal, hypodermic, or intramuscular routes; and venipuncture for the purpose of giving or removing fluid. These procedures do not meet the CDC definitions of invasive procedures or exposure-prone procedures.

Invasive procedures are the procedures that pose a significant risk of transmission of HIV or HBV. CDC defines such procedures as surgical entry into tissues, cavities or organs, or repair of major traumatic injuries associated with any of the following:

1. Operating or delivering room, emergency department or outpatient setting, including both physicians’ and dentists’ offices;
2. Cardiac catheterization and angiographic procedures;
3. Vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or
4. Manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists.

The CDC recommends that nurses who perform exposure-prone procedures should know their HIV antibody status and HBeAg Status. CDC further recommends that nurses who are seropositive should not perform exposure-prone procedures unless the nurse has sought counsel from an expert review panel.

**STUDENT RIGHTS TO HEALTH INFORMATION**

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

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

2. Right to Amend – If a student feels that health information is incorrect or incomplete, the student may ask the College of Nursing to amend the information. A student has the right to request an amendment for as long as the information is kept while the student is a nursing student. This request for an amendment of information must be in writing and submitted to the Dean of the College of Nursing.
3. Right to Request Restrictions – A student has the right to request a restriction or limitation of the health information used or disclosed about the student for treatment, payment of claims or health care operations. A student also has the right to restrict or limit the health or injury information that would be given to a nursing faculty member. These restrictions must be put in writing to the Dean of the College of Nursing. The request is considered in relation to the “Program Minimum Skills for Eligibility to Participate in Educational Programs and Activities,” requirements of facilities in which clinical learning takes place, and the safety of the patients under the care of the student in the present and potentially in the future.

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

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

TRANSPORTATION

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

ATTENDANCE AT PROFESSIONAL DEVELOPMENT ACTIVITIES

Nursing students may be allowed to attend professional development activities such as SNASC conventions or formal continuing education presentations as a substitution for a nursing class(es) and/or clinical day(s). Prior approval of the faculty involved must be obtained. Granting of approval is the prerogative of the faculty member.

In order to be considered, the student must notify the faculty in writing at least one week prior to the planned activity, using the “Request for Approval to Attend Professional Development Activity” form obtained from the College of Nursing office. (A copy of the form follows). Plans for making up the class and/or clinical day or any other requirement, as part of the planned activity must be approved.

Students who attend any professional development activity without prior approval will be counted as absent for the class(es) and/or clinical day(s).
Following approval by faculty, the form will be submitted to the Dean for signature and retention in the student’s file. Approval only applies to nursing courses and not to any other course in which a student is enrolled.

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

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

**General Information**

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

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

3. In non-traditional settings, appropriate attire will be designated by course faculty in accordance with agency policies (for example, street clothes in psychiatric-mental health settings or day care settings). However, blue jeans may not be worn. Shoes must be reasonable.

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

5. Students are required to purchase and have available the standard/approved white lab jacket with the embroidered University logo.

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

7. For pre-planning for clinical sessions students must wear the standard/approved uniform with the approved white lab jacket as worn in community settings.

8. It is expected that students will maintain acceptable personal hygiene and that uniforms will be clean, neat and unwrinkled, and fit appropriately. Students are responsible for care and cleaning of uniforms and lab jackets. Students are cautioned to not use bleach on the uniform or lab jacket, which will damage the material and fade the embroidered logo. Students not maintaining proper care of the uniform and/or lab jacket will be required to purchase a new one.

9. Students will abide by the agency’s policies governing the wearing of rings, nail polish, jewelry, perfume or cologne and the covering or style of hair.
10. Students are **not** to wear the College of Nursing uniform, lab jacket, and/or name pin furnished by the College of Nursing or the College of Nursing patch when in a clinical setting in a capacity other than as a CSU student in a required learning experience.

**General Dress Standards**

1. **Hair** - Hair should be neat, clean, and of a style that stays out of the face when giving patient care. Hair that is below shoulder length should be secured so that it cannot fall forward over the shoulder. Hair color must be a natural tone. No brightly colored or elaborate ornaments may be worn in the hair. Males may have beards and/or mustaches; however, these must be kept well groomed and clean.

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

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

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

5. **Tattoos** - Tattoos should be covered with appropriate attire.

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

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

**LABORATORY POLICIES**

**Preparation**

Students are expected to be prepared for each laboratory session.

**Attendance and Punctuality**

1. Students are expected to have 100% attendance for all lab experiences.
2. Students will FA on the 2nd absence.
3. Students will be required to make up the first absence.
4. The method of making up the missed lab hours is at the discretion of the clinical faculty in
consultation with the course coordinator but may include additional paperwork, lab time, etc.

5. If a student is absent at the end of the semester when there are few opportunities for make-up, they will receive an Incomplete for the course until the absence is satisfactorily made up.

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

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

**CLINICAL POLICIES**

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

**Preparation**

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

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

3. All students are required to complete yearly Agency Orientation/Safety Training as specified by faculty by the first day of clinical orientation (Tuesday) for all semesters. Students failing to complete the Passport requirement on time will not be allowed in the clinical setting and will receive an Absence. Compliance items have to be sent to the agencies when ALL students have completed the training.

**Attendance and Punctuality**

1. Students are expected to have 100% attendance for all clinical experiences.
2. Students will FA on the 2nd absence.
3. Students will be required to make up the first absence.
4. The method of making up the missed clinical hours is at the discretion of the clinical faculty in consultation with the course coordinator but may include additional paperwork, clinical time, etc.
5. If a student is absent at the end of the semester when there are few opportunities for make-up, they will receive an Incomplete for the course until the absence is satisfactorily made up.
6. If a student fails to complete the make-up activity, a grade of F will be assigned.
7. If the student is going to be late to the clinical area, the student is expected to call the faculty member and clinical site as soon as possible. It will be at the discretion of the clinical instructor or course coordinator to determine whether or not the student will be permitted to remain in the clinical area for the remainder of the clinical day if they are
tardy.
8. When the student cannot attend the clinical session, the student must call the assigned faculty member, before the clinical session.
9. **Failure to adhere to these attendance policies will result in an “Unsatisfactory” clinical evaluation for the day and an absence is recorded.**
10. Students should not bring food, beverages, or a large number of personal items to the clinical settings (bag lunches are acceptable).
11. Only approved electronic devices may be used during clinical experiences.

**Evaluation Criteria**

1. The student must have a satisfactory performance in each clinical objective by the last clinical day or the student will receive an “F” for the clinical component and the course.
2. If the student’s performance is unsatisfactory for any given clinical day, the instructor will initiate an informal conference with the student.
3. A mid-term evaluation conference will be conducted in all clinical courses for all students outlining progress and areas needing improvement.
4. A final clinical evaluation conference will be conducted in all clinical courses. The clinical evaluation form is discussed between faculty and each student individually. The evaluation form is signed by the faculty member and the student. The signed evaluation is placed in the "official" student file in the College of Nursing. The student may request a copy for personal records.
5. When a student’s clinical performance in a clinical nursing course jeopardizes either the physical or emotional safety of a client, the clinical instructor, in consultation with the course coordinator and the Dean may assign a clinical and course grade of “F” regardless of the point in time such a decision is made. In such case the student will be ineligible to continue in the course and will affect the progression in the program.
6. Professionalism is an expectation of all students in the classroom, clinical, lab, and simulation experiences. Any issues will be addressed with the course faculty, BSN Director and/or the Dean. Any unprofessional behavior may result in a course failure or dismissal from the nursing program.

**STUDENT AND FACULTY RESPONSIBILITIES FOR ADMINISTERING MEDICATIONS**

All basic/generic students must be directly supervised in all phases and in all types of medication administration until the instructor determines that knowledge and proficiency has been demonstrated.

1. **Responsibilities of students:**
   a. Students are personally and legally responsible for their delivery of all aspects of care in the clinical area.
   b. Students are responsible for seeking guidance and supervision from their instructor.
c. In the process of giving medications to patients each student must:

2. Notify the instructor before giving the medication unless otherwise instructed.

3. Refuse to take verbal orders for medications from other health care providers.

4. Refuse to administer a medication prepared by another person.

5. Check the accuracy and currency of the medication sheet, care plan, kardex, and/or electronic medication administration system against the physician’s order at the time of administration.

6. Be able to state indications, actions, usual dosage, route of administration, precautions and nursing implications for every medication to be administered by the student and/or for every medication the student’s assigned patients receive.

7. Refuse to give any medication that is not properly labeled or is outdated as indicated by the expiration date.

8. Adhere to the prescribed technique for administering medications as established by the College of Nursing including attention to the:
   a. correct medication
   b. correct dosage
   c. correct time
   d. correct patient
   e. correct route
   f. patient’s right to refuse
   g. patient’s right to accurate knowledge

9. Promptly record that the medication has been administered.

10. Adhere to hospital/agency and governmental policies for proper documentation and signature for narcotic and controlled drugs.
    • Students are not permitted to be in possession of narcotic keys.
    • Students may not access controlled substances unless the faculty member or senior preceptor is present.
    • Faculty, senior preceptor, or licensed designee must co-sign student’s signature.

Request assistance in giving medications to patients who are disoriented, hyperactive or otherwise uncooperative or where there is reason to question one’s ability to administer medication safely.

11. Students will comply with specific medication guidelines of the host institution (unless otherwise contraindicated).

**Responsibilities of faculty:**
   a. Faculty are responsible for making assignments appropriate to the student’s level of knowledge and experience.
b. Faculty are responsible for being accessible to the student preparing/administering medications.

c. Faculty or senior preceptor must be present when the student has access to the controlled substances cabinet.

d. Faculty or senior preceptor must co-sign the student’s signature on the controlled substances record.

e. Faculty or senior preceptor must directly supervise the preparation and administration of all parenterally administered solutions and medications in all clinical nursing courses.

f. Faculty must directly supervise the student in the preparation and administration of all medications during the first course in which students administer medications.

g. Faculty will comply with specific medication guidelines of the host institution (unless otherwise contraindicated).

**STUDENT PROGRESS POLICIES**

**Grades in Support Courses**

BIOL 345 Nutrition, NURS 260 Life Span Development and PSYC/SOCI 305 Introduction to Behavioral Statistics or other approved statistics course are support courses for nursing courses. A grade of at least “C” is required in these courses in order to meet the prerequisite requirements of specific nursing courses. See course descriptions in the CSU Undergraduate Catalog for details.

**Grading Policy in Clinical and Laboratory Courses**

Students must achieve at least a “C” average in the lecture/classroom portion of the course and a Passing grade (P) in the clinical and/or laboratory portion in order to pass the course with at least a grade of “C.” A Failing grade (F) in the clinical and/or laboratory portion will result in an “F” in the course regardless of the grade in the lecture/classroom portion. A Failing grade (F) in the course portion will result in an “F” in the clinical and/or laboratory. For students who achieve a Passing grade (P) in the clinical and/or laboratory portion, the final course grade will be computed on all tests and graded course requirements. A student who earns a grade below a "C" in any nursing course must repeat the course and all associated clinicals and/or labs.

All nursing classes require students make a 74.5% average for all the tests within the course. If a student makes less than a 74.5% on the test average, but has a higher average with all the course requirements, the student’s final grade will reflect the test average (D or F) and the student will receive an F in the clinical and/or lab portion of the course.

**PEP (Performance Enhancement Program)**

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

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

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

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

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

**ASSESSMENT TESTING POLICY**

I. Drug Dosage Exams

In order to help assure the ongoing safety of clients, students are required to demonstrate competency in drug dosage calculation throughout the educational program. As a requirement for continued enrollment in the program, students are required to take several Drug Dosage Calculation examinations (see schedule below). The examinations must be passed at the designated level in order to remain and progress in the program. RN-BSN Option students are exempted from the Drug Dosage Calculation examination requirement.
1. Drug Dosage Exams are MANDATORY. Failure to take the scheduled exams will result in a grade of Incomplete for the course.

2. All students must take the Drug Dosage Exam each semester. No exceptions will be made. The student will be allowed to schedule an alternate exam date/time only when there is a CSU course conflict.

3. Drug Dosage testing must be successfully completed PRIOR to off-campus clinical experiences, except for clinical orientation.

4. Drug Dosage exams will contain cumulative and progressive content. The exam will contain 20 questions that reflect evaluation of knowledge appropriate to the student level within the curriculum. Students will have one hour to complete the exam.

5. Minimum passing score as follows:
   Semester 1-5: 90%
   Semester 6: 100%

6. The Testing Committee will have final approval of Drug Dosage exam content.

7. There will not be a fee for Drug Dosage Exams.

8. Students unsuccessful on the first exam attempt will be required to complete remediation prior to their second attempt.

9. No personal calculators are allowed. Students will be provided with calculators and note/scratch paper. All calculators and note/scratch paper will be returned at the end of each test.

**Drug Dosage Exam Procedure**

1. Semester One Drug Dosage Exam will occur prior to the end of the semester. All other Drug Dosage Exams will be taken the first day of the semester as scheduled.

2. There will be two Drug Dosage attempts allowed in each level. The second attempt in each level will occur following mandatory remediation. To be successful, the student must make a passing score by the second attempt. Failure on the second attempt will result in dismissal from the nursing program.

3. The Drug Dosage Exam organization (including coordination of creation, administration, grading, and Remediation) will be the responsibility of the Drug Dosage coordinator.

**II. Standardized Integrated Exams Testing**

1. Scheduled Standardized Integrated Exams (SIE) are MANDATORY. Failure to take the scheduled exams will result in a grade of Incomplete for the course.
2. All students must take the Standardized Integrated Exams each semester. No exceptions will be made. The student will be allowed to schedule an alternate exam date/time only when there is a CSU course conflict.

3. SIE will be scheduled for each course as directed by the course coordinator. If the SIE cannot be scheduled during normal class hours it is the responsibility of the course coordinator to assure that the SIE date and time is included in the course calendar and students comply with scheduling. Information about SIE will be included in the course syllabus.

4. The testing committee will serve as a resource for all faculty regarding SIE.

5. SIE may be used as the final course exam; however, content in the SIE may not be revised. How the SIE score is calculated in the course grade must be clearly stated in the course syllabus but may not be valued at greater than 5% of the course grade.

**ACADEMIC FAILURE**

A student who earns a grade below a “C” in any nursing course must repeat the course and all associated clinicals and/or labs at the next course offering as space is available. An appropriate plan for the student’s continued progression in the program will be recommended.

**DISMISSAL**

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

1. A student does not earn a grade of “C” or better in each nursing course.
   - A student who earns less than a “C” in a required nursing course will be allowed to repeat the course only once. Grades of D, F, W, WP, WF, FD, and FA constitute one attempt.
   - If the repeat attempt is unsuccessful on the first nursing course in which a grade of less than “C” is earned, the student will be dismissed from the nursing program.
   - If the repeat attempt is successful with at least a grade of “C,” the student will be allowed to progress in the program. The student may not earn a grade of less than “C” in any other required nursing course without academic dismissal from the nursing program.
   - All program requirements must be completed within 6 years of initial enrollment in the College of Nursing/Nursing major.

2. A student does not achieve at least the required passing score on any Drug Dosage Calculation Competence Exam. See the Assessment Testing Policy in this handbook.

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

4. A student does not complete program requirements within 6 years of initial enrollment in the nursing program/major.
5. A student violates established professional standards, demonstrates unprofessional conduct (including behaviors that are associated with lateral violence to a faculty member or classmate), or demonstrates behavior that indicates unsafe practice.

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

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

VOLUNTARY WITHDRAWAL

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

Readmission/Admission After Voluntary Withdrawal or Transfer

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

1. Make formal reapplication/application to the College.
2. At the time of reapplication/application, submit a statement that addresses the reasons for the withdrawal or transfer, outlines what she/he has done to ensure success in the College of Nursing and why she/he should be readmitted/admitted. The student must write the statement.
3. May be required to have a personal interview with the College of Nursing Admissions and Progression Committee and the Dean. In addition, the student’s complete academic record, including all clinical evaluations, will be reviewed.
4. Readmission/admission is not automatic. Students will be considered as part of the total applicant pool.
5. The requirement for completion of program/major requirements within 6 years of initial enrollment will be in effect for readmitted students.
6. All policies in place at the time of readmission/admission will apply.

BALANCING EDUCATIONAL AND EMPLOYMENT DEMANDS

Many students find it necessary to work while enrolled in school to help defray living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. Students who try to balance full-time employment and a full-time academic load often place themselves at risk for academic failure.
Certain practicum experiences involve intensive clinical work requiring the student’s full time and attention. Students should plan for such experiences and they may need to reduce or eliminate entirely other work commitments during intensive practicum experiences. Work is not a valid excuse to miss class, clinicals, or lab.

**VARIANCE FROM POLICIES**

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

**GRADUATION REQUIREMENTS**

1. Completion of a minimum of 125 semester credit hours, including 64 sh. (semester hours) of prescribed prerequisite, core, cognates, and supporting courses, 61 sh. of prescribed nursing course work and 3 sh. of the Nursing Content Concentration. For RN-BSN Option students, the 61 sh of nursing course work consists of 30 sh awarded as Common Core Nursing Credit for previous nursing courses and 31 sh of course work earned through enrollment.

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

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

4. Completion of CSU requirements.

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

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

**ELIGIBILITY FOR RN LICENSURE**

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

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

False or incomplete information on the application will constitute cause for denial or revocation of the license to practice in South Carolina. If there are questions as to the anticipated need to report a specific violation/conviction, disciplinary action, treatment for chemical dependency, or a psychiatric or mental health condition, students may call the Board of Nursing at (803) 896-4550 and speak with the Program Nurse Consultant. Applicants seeking initial licensure in a state other than South Carolina must meet all qualifications and policies of the Board of Nursing of that state.

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

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

*Approved by the College of Nursing Faculty, August 2015*