FORWARD

The policies stated in this handbook are consistent with University policies but are set forth in more specific terms so the student majoring in nursing will have a concise statement of expectations. These policies are reviewed, revised, and adopted by the Keigwin School of Nursing Faculty.
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OVERVIEW

MISSION, PHILOSOPHY AND PROGRAM OUTCOMES

The Keigwin School of Nursing mission, philosophy and program outcomes are congruent with those of Jacksonville University and consistent with the professional nursing standards and guidelines for the preparation of nursing professionals.

Jacksonville University Keigwin School of Nursing values the diverse backgrounds and experiences of its students and emphasizes the importance of a liberal arts foundation, scholarly inquiry, engaged learning opportunities and clinical application in the professional socialization and development of nursing students.

Mission of the Keigwin School of Nursing

Jacksonville University Keigwin School of Nursing is committed to the success of each student as a self-assured, competent, caring professional nurse, who practices in an evolving, complex health care environment, provides leadership to promote health among culturally diverse people and promotes the advancement of nursing knowledge through evidence-based practice and life-long learning.

Keigwin School of Nursing Philosophy

Jacksonville University Keigwin School of Nursing faculty values the diverse backgrounds and experiences of its students and emphasizes the importance of a liberal arts foundation, engaged learning, scholarly inquiry, clinical excellence, and the socialization of students into the caring practice of professional nursing.

The faculty believes that baccalaureate nursing education is the entry level into professional practice and that graduate education is necessary for advanced nursing practice. The Bachelor of Science in Nursing (BSN) program prepares professional nurses as self-assured, competent generalists who think critically, engage in clinical inquiry, communicate effectively, and assess and manage the health needs of clients in a variety of settings.

The Graduate programs prepare professional nurses to assume leadership roles in a global society, think critically, communicate effectively, and practice in advanced roles. Graduates evaluate health issues of clients, institutions, and communities, and develop collaborative, innovative strategies that effect change and promote evidence-based practice. Graduates promote health, advance nursing knowledge, impact health policy, and commit to lifelong learning.

The philosophy of the Keigwin School of Nursing is illustrated by a four-point star. The star represents the essential components of the nursing program. Caring and engaged learning emanate from the center of the star and support students’ development of competence in scholarly inquiry, clinical excellence, leadership, and health and education technology.
Caring is an inherent characteristic of nursing and is demonstrated through compassionate concern to protect and enhance human dignity. Caring is present in all aspects of nursing and encompasses being fully present to meet the holistic needs of the individual person, family, and community. Faculty believes that caring is cultivated and refined through education and enacted through values and behaviors. Faculty encourages students to maintain balance in their personal and professional lives through continued self-examination and fosters supportive and nurturing relationships with nursing students serving as mentors and role models in the classroom and clinical areas.

Faculty believes that engaged learning is an essential strategy to gain knowledge that leads to excellence in nursing practice. Elements of engaged learning include creative inquiry, a community of interdisciplinary scholars, diverse thinking, questioning, and application of concepts to experiential learning, such as clinical practice, internships, externships, and community service. Faculty facilitates engaged learning by serving as role models of lifelong learning, establishing practice partnerships for learning experiences, and fostering a learning environment of mutual respect. Engaged learning and caring influence all aspects of professional nursing and is demonstrated by excellence in scholarly inquiry, clinical excellence, leadership, and health and education technology.

Faculty believes scholarly inquiry in nursing is the continual search for knowledge and application of knowledge to professional practice. Faculty fosters an appreciation for scholarly inquiry important to evidence-based practice and the advancement of professional nursing and encourages students to engage in research and scholarly activities. Faculty believes that graduates value the importance of lifelong learning and will contribute to the body of nursing knowledge.

Faculty believes clinical excellence is demonstrated by the transfer of knowledge from theoretical courses to professional practice and is exemplified by the stellar reputation of the rigorous nursing programs at Jacksonville University. Clinical excellence encompasses professionalism, effective communication and interpersonal skills, diagnostic acumen, skillful negotiation of the health care system, a scholarly and caring approach to clinical practice, and passion for the profession of nursing. Students develop clinical excellence through comprehensive learning opportunities provided by practice partnerships with various health care organizations.

Leadership is an essential quality in professional nursing. Nurses serve as formal and informal leaders in the workplace and the community as patient advocates, change agents, conflict mediators, and political activists. The faculty believes that leadership can be taught and is developed through classroom and clinical activities, role modeling and mentoring others, and involvement in professional activities and organizations.

Faculty believes that technology is vital in academic teaching and professional practice. Faculty pursues technological initiatives for innovative and creative teaching and facilitates teaching and learning through online, web-based, and simulation technologies. Faculty expects students to be adept in the use of current and evolving technologies in practice settings.

The curricular progression fosters professional socialization for future nursing roles and responsibilities within the global community. As students learn and mature in nursing knowledge and ability, they practice as professional nurses, provide leadership to promote and improve health, and promote the advancement of nursing through life-long learning.
Bachelor of Science in Nursing (BSN) Program Outcomes

Upon completion of the Bachelor of Science in Nursing Program, the graduate will be able to:

1. Synthesize knowledge from the liberal arts and sciences and nursing science to understand global perspectives, stimulate critical thinking, and use current technologies.

2. Make sound decisions in the use of patient information and health care technology to design, coordinate, manage, and evaluate nursing care for individuals, families and populations.

3. Demonstrate clinical excellence to provide caring, compassionate, and culturally appropriate patient-centered care to people in a variety of settings.

4. Communicate, collaborate, and negotiate to improve patient healthcare outcomes.

5. Exhibit professional values and behaviors as outlined by a professional code of ethics, professional standards, and legal statutes.

6. Promote healthy lifestyles through health promotion, risk reduction, and disease prevention education for individuals and populations.

7. Incorporate evidence-based knowledge and theory into nursing practice.

8. Demonstrate leadership and collaboration within interdisciplinary health care partners and professional, political, and/or regulatory organizations to support change in health care.

9. Allocate and manage resources to ensure patient safety and high quality health care.

10. Engage in life-long learning and scholarly inquiry to continue professional career development.

Student Participation on Committees

Keigwin School of Nursing (KSON) by-laws requires student participation on nursing committees. Each class selects student representatives to KSON Committees as follows:

- **Nursing Faculty** - One representative and one alternate from each academic level (sophomore, junior, and senior from each traditional/summer transfer, fall transfer, and 2nd degree undergraduate programs, RN-BSN program, and graduate program).

- **Undergraduate** - One representative from each level of the undergraduate program, one RN to BSN student from online and the cohorts. The junior student is encouraged to serve for two years.

- **Evaluation** - One senior and one junior student from the undergraduate program, one RN to BSN student, and one graduate student. The junior student is encouraged to serve for two years.

- **Pinning** – One representative from each academic level (sophomore, junior, and senior from the undergraduate program, RN-BSN program, graduate program) and one officer of the JU Student Nurses Association.

Each student representative will have an alternate who will attend meetings in the absence of the regular representative.
A student may attend meetings of any committee if permission is obtained from the Chair of the committee prior to the scheduled meeting.

Student representatives do not attend portions of KSON Faculty Committee Meetings when individual student problems and issues are discussed.

**ACADEMIC POLICIES**

**Class Attendance**

Certain qualities and characteristics are essential for an individual to practice professional nursing in a safe manner. Nursing practice is dependent upon communication and cooperation. Reliability to commitments, accountability for actions, and punctuality in behavior are all part of being a professional nurse.

Grades will be awarded on the basis of the ability of each student to achieve specified course objectives. Faculty strongly believes that class attendance is necessary for students to learn the assigned material and achieve course objectives.

Faculty understands that there are specific situations that may make it necessary to miss classes. Due to the subjectivity of what is considered an excused or unexcused absence, the faculty will allow one (1) “class day off” (CDO) per student per course. Any absence following this CDO will result in a **minimum deduction of five (5) points for each class hour** (i.e. 15 points will be deducted for a class meeting 3 hours). The CDO cannot be used to miss an exam. If a student cannot attend class, he/she is still required to notify the course faculty prior to class. In the event that the faculty cannot be reached, the student should contact the KSON concerning the absence.

Students are expected to attend class on time. Unavoidable and/or unexpected circumstances beyond the student’s ability to control or anticipate may be considered acceptable reasons for tardiness. Unless permission to leave class early is granted by the professor, students are expected to remain in class until the class is completed. Arriving late or leaving early from class could result in a **minimum of 2 points per class** deducted from the final grade.

**Extraordinary Events**

If a student requires leave from school because of unforeseen personal circumstances, the student is responsible to notify the professor and give the reason for the requested time away.

In cases of personal illness, the student should notify the appropriate professor as soon as possible.

In cases of family illness or a death in the family, the student must notify the professor that he/she will miss class/clinical prior to scheduled completion of assignments for that week.

In cases of planned or expected events (wedding, delivery), the student will submit, in writing to the professor notifying them of the absence. If necessary, or if requested by the professor, they will submit their request to the Associate Dean, and then to the Dean, a request for leave that specifies the time the student will miss.
Timing of make-up work will be determined by student-professor agreement.

Without proper notification, the student will not be permitted to make up missed class/clinical assignments or examinations.

The student is responsible for notifying the appropriate professor of any change in status regarding missed class/clinical.

The student is responsible for notifying the University Registrar if withdrawing from class(es).

**Emergency Response Statement**

In the event of an emergency call 9-1-1. This can be accomplished by dialing 9-9-1-1 from any telephone on campus, including residence hall room phones or by use of your cell phone (911 only). The Jacksonville Sheriff’s Office is the local law enforcement agency for Jacksonville, Duval County. The Jacksonville Fire/Rescue Department provides fire response and emergency medical services. You may also call Campus Security at extension 7911 or 7585 for immediate, on-campus assistance. If you are close to one of the “Blue Light” emergency phones located on campus, simply push the button to notify Campus Security. Campus Security Officer(s) will respond to your location.

All instances of criminal occurrence must be reported. In addition to contacting the Jacksonville Sheriff’s Office you should contact Campus Security at the numbers indicated in the paragraph above. The non-emergency contact number for the Jacksonville Sheriff’s Office is 630-0500. The Campus Security Department maintains a log of crimes reported and records of all incidents that occur on the campus. The department must provide annual crime statistics, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

As discussed earlier, crime prevention is everyone’s business. Anyone reporting a criminal act, suspicious person or activity or other safety and security matter can remain anonymous. The important issue is to promptly report it, for the safety and security of the campus community.

**Disability Statement**

Students expecting to enroll in clinical courses in the KSON must be able to fully perform the essential functions in each of the following five categories: observational, communication, motor, intellectual and behavioral/social. Degrees of ability vary widely among individuals. The KSON is open to consider candidates with any form of disability utilizing case-by-case analysis. Individuals should discuss disabilities with the Dean of Student Life, the Associate Dean, and the Dean. Jacksonville University is committed to providing reasonable accommodations to students with disabilities upon notice and through established university policies and procedures. Students who have a disability are to contact JU Student Services prior to admission if the student would like consideration for admission to the KSON.

**Observational**

Nursing students must be able to observe demonstrations of physical and psychosocial nursing interventions. They must be able to accurately assess the health status of patients. Observation and assessment of patients require the functional use of the senses of vision and hearing, as well as other sensory modalities.
Communication
Nursing students must be able to communicate effectively and efficiently in oral and written forms with patients, instructors, classmates, and with health care personnel. The foci of nursing communication are gathering assessment data, patient teaching, and the provision of emotional support for patients and their families.

Motor
Nursing students must have sufficient motor function to elicit information from patients by palpation, percussion, auscultation, and other diagnostic means. They must be able to execute motor movements reasonably required to provide general care and emergency treatments to patients. Such actions require moderate motor strength, coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

Intellectual
Nursing students must have the ability to measure, calculate, reason, and analyze; they must be able to synthesize and apply complex information. They must be fully alert and attentive at all times.

Behavioral/Social
Nursing Students must possess a level of emotional health that allows full utilization of intellectual abilities, the exercise of good judgment, prompt completion of all responsibilities, attention to the nursing diagnosis and care of patients, and the development of mature, empathetic and effective nurse-patient relationships. They must be able to function effectively under stress. Clear and appropriate communication and professional behavior is necessary and expected.

Expenditures
Nursing students will be required to make an initial investment upon admission into the program. These purchases include but are not limited to: Books, uniforms, nametag, ATI testing materials, personal access to MyClinicalExchange database, lab equipment, immunizations, BLS certification, background check and drug screen.

In addition, each student must have access to technology (a personal laptop or tablet) that can be brought to classes with them, and will be required to complete in class exams. Transportation may be required to complete some assignments. Lack of transportation is not an acceptable reason for failure to complete an assignment. A fee is required for application for licensure (see Application for Licensure).

Health and Immunizations

Students must submit a Health History/Physical Examination form that demonstrates they have no impairment that will interfere with the ability to provide safe nursing care. Students will not be discriminated against based on disability, provided that the student, with reasonable accommodation, will be able to effectively participate in all aspects of the program (See Disability Statement).

Students are expected to meet all health requirements for any hospitals and/or agencies used to complete any course requirements. These requirements include but are not limited to: annual tuberculosis screening, MMR vaccination or titer, completion of the hepatitis B series or titer, varicella vaccine or titer, tetanus vaccinations, and seasonal flu vaccine each flu season (October 1 – March 31st). Students must maintain a current basic life support (BLS) certification for health care providers through an KSON approved agency.
Each student must maintain personal medical/hospitalization insurance throughout the nursing program. This may be held through the student health plan or through other means.

All student health reports (including lab results) and immunization information must be tracked in MyClinicalExchange (MCE) as required by the Jacksonville area hospitals. Students will be required to purchase a MCE subscription each year, and maintain all immunization requirements in MCE to remain compliant with clinical affiliate requirements.

**Background Checks**

The KSON requires all students to have a Comprehensive Background Check and 10 panel drug screen on file to begin the BSN program. This background check and drug screen must be completed through a KSON approved agency. The student is responsible for the cost of the background check and drug screen. Students must sign a waiver allowing the KSON to send a copy of this report to clinical facilities that require this information. A list of items included in the background check and drug screen is available through the KSON. Instructions will be given to nursing students upon acceptance into the program.

Students are required to complete background checks and drug screen prior to KSON orientation, unless there are extenuating circumstances that must be discussed with the Director of Enrollment prior to orientation. Completed background checks and drug screen results are kept by the KSON in a secure location.

Participation in clinical rotations may be contingent upon results of the background check and drug screen. Any student with concerns regarding their background check must meet with Associate Dean, and subsequently the Dean. The KSON will review all background checks and drug screens. Any item of concern, regardless of adjudication, will be shared with the clinical agency/facility. The clinical agency will determine whether the student may participate in clinical experiences at their facility. If the student is denied clinical access by an agency/facility, and a comparable clinical assignment cannot be made, the student will not be able to meet the course objectives and will therefore be dismissed from the nursing program. Students that are out of the program for more than two semesters (one academic year) will be required to complete a new background check and drug screen.

Enrolled students are required to notify the Associate Dean and Dean if they are charged and/or convicted of a crime during the time the student is enrolled in the KSON.

**Departmental Honors in Nursing**

Specific distinction in a student’s major field is recognized at graduation through the conferring of departmental honors, such as Departmental Honors in Nursing.

**Criteria**

To qualify for departmental honors, the student must have:

- 3.5 GPA in his or her major field, a 3.2 GPA overall
- Develop a research/project proposal as evidence of advanced attainment
- Present research/project proposal in a public forum via oral presentation
- Present the final research/project proposal paper to their faculty advisor as well as the Undergraduate Nursing Director and Associate Dean of Nursing for final approval.
Process

1. A student must identify as wanting to enroll in departmental honors prior to enrolling in NUR 316WIH Nursing Research. Students wishing to do a research/project proposal must obtain prior approval from NUR 316WIH faculty prior to enrolling in Departmental Honors. Students may consult with their advisor or the Assistant Director of Undergraduate Admissions for more information on the Departmental Honor requirements.

2. A student generally completes his/her research/project proposal in NUR 316 WIH: Nursing Research Honors (3 credit hours). It is during this course that the student learns the research process and types of research used in nursing as well as writing in the professional discipline’s format.

3. The student’s aim is to meet all requirements for the NUR316WI course, while elevating their work to the research/project proposal level. The faculty member to which the student is registered will facilitate this process and the student should complete this research/project proposal during the course of their NUR316WI course. The student may work individually, or in a pair with another honors student wishing to obtain Departmental Honors designation.

4. Should the student not complete the research/project proposal during their NUR316WI course and the student still wishes to receive Departmental Honors designation, the student will receive an “Incomplete” until the proposal is complete. The student will have 4 weeks to finish the research/project proposal and will be supervised by the NUR316WI faculty to which they were registered.

5. A student that decides to complete the research/project proposal must complete a Departmental Honors Prospectus form at least one semester before graduation. The student must take a copy of the approved Departmental Honors Prospectus form and paper to the Assistant Registrar.

6. Upon completion of the research/project proposal, the faculty advisor and Undergraduate Director or Associate Dean must approve the student’s final paper and sign the Departmental Honors Final Approval form. In addition, the project must be presented in a public forum such as the JU Faculty and Student Symposium and/or National Conference on Undergraduate Research (NCUR) or other forum approved by faculty. This presentation must be an oral presentation.

7. The student is then responsible for submitting the final paper along with the signed Departmental Honors Final Approval form to the Registrar by the last day of final exams in order to receive Departmental Honors in Nursing at graduation and be included in the Commencement Program.

Dean’s List and President’s Honor Roll

To qualify for the Dean’s List, a student must earn at least 12 credit hours during a fall or spring semester, attain or surpass a 3.5GPA for the semester, and have no incomplete or missing grades on his or her transcript for the semester.

To qualify for the President’s Honor Roll, a student must earn at least 12 credit hours of “A” grades during a fall or spring semester, receive no grades lower than “A”, and have no incomplete or missing grades on his or her transcript.
**Testing Policy**

The purpose of the Exam Policy is to establish standards in the Jacksonville University Keigwin School of Nursing that will result in fairness, integrity and professionalism. It is the goal of the Keigwin School of Nursing Faculty to provide each student with equal opportunities to achieve success.

**Exam Start and Administration**

1. Students are expected to be in their seats and ready to begin the exam at the stated testing session start time.
2. Any student who arrives late will not be allowed to enter the room once the exam has started.
3. The faculty may relocate any student at any time during the exam for any reason.
4. Faculty may answer questions during the exam that relate to clerical or technological inquiries. Teaching, content clarification and guidance for answer selection are prohibited once the exam begins.
5. Cell phones, smart technology, and all electronic devices must be turned off or silenced prior to the exam.
6. No recording devices of any kind are allowed in the testing room and exam review.
7. Students may bring earplugs with prior faculty notification.
8. No hats or sunglasses are allowed.
9. Students may not have any textbooks, notebooks, food on the desk at any time unless instructed by faculty or with accommodations.
10. Only approved calculators, scratch paper and pencils are permitted. Bottled water without a label OR clear glass container is allowed.
11. Students may not leave exams in progress for any reason. Students should take bathroom breaks prior to the exam. Exception at discretion of the faculty.
12. Standardized testing, including ATI, is subject to the same policies as all department exams.
13. Exams cannot be reviewed once the next exam has been administered.

**Missed Exams**

While students are expected to take scheduled exams at required times, there may be unforeseen circumstances that may result in a missed exam.

1. Students must notify the instructor if an exam will be missed. Failure to notify the instructor prior to the missed exam may result in a deduction of points.
2. A percentage of missed exams will be given in an alternative format.

**Exam Review**

1. Exams will be reviewed after all students have taken the exam.
2. Once the next exam is administered, there is no further review of previous exams.
3. It is faculty discretion to review the final exam, however students may request to review the final exam.
4. Exam reviews will not be given during finals.
5. No paper or writing items are allowed during exam review. No recording devices of any kind are permitted during exam review.
**Students Needing Accommodations**

1. Students must notify their instructor of the need for accommodations at least three days prior to their first exam.
2. Students requesting accommodations must adhere to the same testing policies as stated above including but not limited to lateness and missed exams.
3. The necessary paperwork must be provided to faculty prior to receiving accommodations.

**Progression through the Nursing Major**

Each student enrolled in the nursing major is expected to maintain the minimum of a 2.0 cumulative grade point average for all work attempted while recognized as a nursing major. Students who do not maintain this minimum will be declared ineligible to continue in the major unless an individually designed continuation program has been prepared by the Associate Dean, and approved by the Dean and approved by the KSON Admissions, Recruitment, and Progression Committee.

Only grades of “A” through “C-” are considered satisfactory for nursing courses required for the major. A nursing major shall not progress to any higher level nursing course unless at least a grade of “C-” is earned in all preceding nursing courses. In all clinical courses, the student must pass the clinical evaluation. Students shall not progress to Nursing Synthesis until all other nursing and non-nursing courses are successfully completed.

Admitted students should progress forward with their cohort except in cases of withdraw or unsuccessful achievement of course outcomes. Students in the traditional cohort are not permitted to transfer into the second-degree cohort.

**Grading**

Grades are given in the KSON based on acquired points rather than percentages. To successfully pass theory courses, a 75% cumulative grade average must be obtained on course examinations despite the total number of acquired points. Students who do not obtain 75% cumulative grade average on course examinations will receive a D for that course. Alterations to this policy will be reflected in the course syllabus.

Students can withdraw from classes or receive an incomplete according to the University policy, please reference the Jacksonville University catalog for the complete policy. An “I” indicates that a student did not complete a course for a reason acceptable to the professor and requested and received permission from the Associate Dean, as well as the Dean, to complete the course within the first four weeks of the next semester that the course is offered. Faculty reserve the right to alter the length of time for an incomplete. The student must be passing and have completed all but a particular segment of a course to qualify for a grade of “I”. The “I” will be converted to the appropriate letter grade if the course work is completed by the end of the fourth week of the next semester, or at the designated end date indicated by the faculty if the incomplete is not set at the standard 4 weeks. Student-athletes must also receive written approval from either the Faculty Athletics Representative or the Academic Advisor for Student-Athletes before the “I” can be assigned. If the “I” course work is not completed on schedule, the “I” will convert to an “F”. The “I” converted to grades “A” through “F” will then be used in computing the GPA and may result in a change of academic status if the resulting GPA so indicates. A nursing major cannot register
for the next nursing course while an “I” grade remains on the student’s record without permission of the Director of the Undergraduate Nursing Program.

**ATI Exams**

All students *must* purchase the ATI product by a payment directly to ATI. Data received from ATI and reviewed by faculty indicate that course content mastery is evidenced by, and future success on NCLEX are directly related to having a score within the Level 2 range or higher on an ATI exam. The level 2 score varies per content areas and is subject to change from year to year based on results from all users. Therefore, the faculty decided that all students must take the ATI exam to pass selected nursing courses.

The ATI exam is a proctored exam given at the discretion of the course faculty. Students are expected to practice for the proctored ATI by taking unproctored exams on their own time. Students need to bring a copy of their highest level of achievement on the unproctored exam prior to taking the proctored exam. The expectation is that students will achieve a score of 90% or higher on the practice, unproctored exam prior to taking the required proctored ATI. It is up to faculty discretion if the required unproctored score will be higher than the 90% standard.

In order to receive the allotted points, the student must achieve a score in the Level 2 range or higher. Scores below Level 2 receive no points. Students who score below Level 2 must undergo remediation and re-take the proctored exam within two weeks, regardless if points will affect or not affect the final course grade. These students will receive an incomplete (I) for the course until they re-take the ATI in a proctored setting. If a student’s total course points are less than the required score to pass the course and he/she did not score at Level 2 or higher on the ATI, the student has failed the course and will not retake the ATI exam.

Students who re-take and pass the second proctored ATI exam by scoring at Level 2 or higher will receive half (½) of the allotted ATI points towards their final grade. Students who do not pass the second proctored ATI exam (by scoring less than Level 2) receive 0 points and their final course grade will be based on total points earned.

Students who achieve a Level 3 on the first take on a proctored ATI will receive the allotted points and an additional 2.5 % of the total course points, i.e. for a 600 point class and additional 15 points will be earned. This is to reward the student’s clear mastery of the content based upon a nationally standardized exam. Note: the ATI Comprehensive RN Predictor is not scored by levels but by a benchmark of Probability of Passing NCLEX. All students have 2 opportunities to achieve total points by scoring 90% or higher probability of passing NCLEX.
Out of Sequence
Pre-licensure students must take all nursing courses in sequence by semester. Students who have interrupted their progression for any reason are considered to be out of sequence. Students who are out of sequence MUST petition the KSON Undergraduate Committee (or the KSON Undergraduate Director if Undergraduate Committee does not have regularly scheduled meetings) for reentry prior to the beginning of the semester they wish to reenter. Pre-licensure students considered “out of sequence” will receive written notification.

All students who have had a change in progression and are approved to reenter the Keigwin School of Nursing are required to complete NUR 341: Reentry in Nursing Theory & Practice. Refer to the Jacksonville University catalog for full course description.

Any one nursing course may be repeated only once. If a grade less than a “C-” is earned on the second attempt, and/or less than 75% cumulative grade average earned on course examinations, the student will be dismissed from the nursing major.

Students may only fail one course in the nursing program and have the opportunity to remediate or to retake that course. The student must successfully complete the course with at least a grade of “C-” for the retake in order to continue in the nursing program. If the student fails a second nursing course, the student will be dismissed from the program. If the student fails two courses within the same semester, the student will be dismissed from the program. Therefore, if a student earns less than a grade of ‘C-’ in more than one nursing course, they are dismissed from the program.

Students have the option to use grade substitution when repeating the same course in the nursing program. They must follow the criteria of the grade substitution policy outlined below. The grade substitution does not eliminate the course failure as it applies to course progression. Students who fail more than one nursing course are dismissed from the nursing program.
Enrollment in the retake course will be determined by a case by case basis; therefore, re-enrollment in the course cannot be guaranteed. Out of sequence students are placed after all normally progressing students have been appropriately accommodated. If unable to complete the program within **five years**, the student must petition the undergraduate committee for permission to continue in the program.

Once progression is interrupted, the KSON cannot guarantee completion of the nursing curriculum within five (5) years although every reasonable effort will be made to facilitate progression. In addition, generic students are not eligible to take senior level nursing courses in an accelerated format.

After admission to the nursing major, placement in upper division nursing courses for the academic year will be based on the following priority ranking:

1. Full-time, regularly progressing students.
2. Students who have interrupted their studies and are in good academic standing.
3. Students who have withdrawn from one or more nursing courses and are in good academic standing.
4. Students who have failed a nursing course and need to repeat the course.
5. Transfers from other baccalaureate nursing programs according to undergraduate committee guidelines.

If additional criteria are needed to determine placement, date of becoming out of sequence and cumulative GPA will be used.

**Grade Substitution**

Grade Substitution Policy was implemented for undergraduate students with the starting in the 2011 Fall semester. The Grade Substitution Policy is outlined below:

1. Applies only for undergraduate students enrolled in undergraduate courses.
2. Grade Substitution may be used twice during an undergraduate career at JU.
3. Once an undergraduate degree is conferred, the Grade Substitution Policy is no longer permitted.
4. The Grade Substitution Request Form must be completed and submitted to the Registrars' Office before the end of the 100% drop period for the term when the course is repeated.
5. If the Grade Substitution results in a Withdraw:
   i. The "W" grade counts as one of your two Grade Substitutions
   ii. The original grade will remain in your Cumulative Grade Point Average (cum GPA).
6. If the Grade Substitution results in an "F" grade:
   i. The "F" grade counts as one of your Grade substitutions.
   ii. The "F" Grade will replace the original grade in the Cum GPA, even if the original grade was passing.
7. The original Term GPA will not change to reflect the Grade Substitution, only your Cum GPA will change.
8. If a grade awarded was due to academic dishonesty, the course is not eligible for Grade Substitution.

**Probation**

A student will be placed on academic probation when any of the following conditions exist:

1. The cumulative grade point average falls below 2.0.
2. The semester grade point average is below 2.0.
3. A grade below “C-” or cumulative course exams average less than 75%
4. Unprofessional behavior.

Academic probation will be removed the semester after the following conditions have been met:
1. The cumulative grade point average is 2.0 or higher.
2. The semester grade point average reaches 2.0 or higher.
3. A minimum grade of “C-” has been earned in all required courses taken.
4. Remedial course work, if required, has been completed, and/or specified conditions have been met.

Dismissal from Nursing
A student will be dismissed from the KSON program when there is lack of progress toward the degree, behavior inappropriate to professional nursing, and/or inability to perform nursing functions as indicated. Evidence of lack of progress consists of one or more of the following:

1. Inability of the student to achieve a grade of “C” (2.0) or higher in the following required non-nursing, prerequisite courses: BIOL 215, BIOL 216, BIOL 221, BIOL 222, CHEM 101/103, MATH 205, and PSYC 210. Prerequisite courses with less than a “C” grade may be repeated once, and no more than two courses may be repeated. Exceptions to this requirement may be requested by letter to the Keigwin School of Nursing Undergraduate Committee.
2. Failure to attain a minimum of a grade of “C-” (2.0) or 75% cumulative grade on course examinations upon repeating a nursing course.
3. Failure to attain a minimum grade of “C-” (2.0) or 75% cumulative grade on course examinations in any two nursing courses.
4. Failure to perform essential nursing functions with or without specified accommodations (See Disability Statement in Student Handbook).
5. Inability to conduct oneself in a professional manner consistent with the American Nurses’ Association Code of ethics for Nurses and the Jacksonville KSON Undergraduate Student Handbook.
6. Faculty reserves the right to dismiss any student whose personal integrity or conduct demonstrates unfitness to continue in the program. This includes but is not limited to failure to adhere to the University’s academic honesty policy.
7. A student may be dismissed without prior probationary status when any of the above conditions exist.

A student who has been dismissed from the KSON for academic failure or any other reason may request reinstatement by petitioning the KSON Undergraduate Committee the semester prior to re-admission. Reinstatement is not guaranteed.

Professional and Academic Conduct

Communication
To include but not limited to, blogging, personal web pages, and social networking sites: The internet has become a widely accepted societal media for exchange of ideas and information. Student access to the internet and resources is encouraged and emphasized in classroom activities. As with any informational network, responsible dialogue is expected and the potential for abuse exists. Pertaining to the KSON, abuse is defined as any direct derogatory, unprofessional, or nonprofessional comments, graphics, or videos relating to KSON faculty, administrators, staff, students, and/or patients and is strictly prohibited. Students are responsible and personally liable for commentary and content. Examples of transgressions include but are not limited to violations of patient confidentiality, photographs of patients of any sort, use
of profanity, false accusations or harassment, inflammatory posts, discriminatory language and/or sexually explicit discussions. Disciplinary action could range from written warning and counseling to immediate dismissal from nursing program.

Personal photos or avatars may now be uploaded to a student’s blackboard account. All photos/avatars must be professional. Inappropriate photos will not be tolerated on this platform. If there is any question about what is considered appropriate, please ask your faculty or advisor. If a photo is deemed inappropriate by faculty or peers, the student will be required to immediately remove the photo. If it is not removed immediately, this may result in formal counseling.

Honor Code
Integration of professional values in nursing education is essential for the development of ethical conduct and for the ability of nurses to function in health care systems. To underscore the importance of truth, honesty, and accountability, students, faculty, and staff in the Jacksonville University Keigwin School of Nursing adhere to the following honor code:

“I do not lie, cheat, steal, or condone those who do.” Egregious academic misconduct will result in dismissal from the Keigwin School of Nursing.

Students must agree to the code of honor acknowledging that they understand this concept of honor. It is required that every student practice academic and professional honesty.

If there are any questions regarding professional and/or academic honesty related to clinical and/or classroom assignments, students must seek clarification from faculty in a timely manner. Faculty are to provide guidelines for clinical and class assignments to students that are precise and unambiguous.

University Academic Honesty Policy
Jacksonville University students are expected to adhere to the highest standard of academic honesty. Academic misconduct is defined as follows:

Any form of cheating, including concealed notes during exams, copying or allowing others to copy from an exam, students substituting for one another in exams, submission of another person’s work for evaluation, preparing work for another person’s submission, unauthorized collaboration on an assignment, submission of the same or substantially similar work for two courses without the permission of the professors. Plagiarism is a form of academic misconduct that involves taking either direct quotes or slightly altered, paraphrased material from a source without proper citations and thereby failing to credit the original author. Cutting and pasting from any source including the Internet, as well as purchasing papers, are forms of plagiarism. (Warshauer, M., 2002)*

Professional Conduct
It is essential that all individuals associated with the Jacksonville University KSON behave with integrity and in accord with the code of ethics adopted by professional nursing. Failure to guard confidentiality and/or to accurately report and record information may result in disciplinary action, including dismissal from the program. Students are to conduct themselves in a professional manner at all times. Any student who is judged to be discourteous, rude, or profane to faculty, fellow students, patients, and/or their families, or health care providers will be reported immediately to the Associate Dean and the Dean regarding continuation in the program. The faculty will notify the student that the offense will be reported and the student will be given an opportunity to respond in writing to the Undergraduate Committee Chair. The Dean will notify the student of the decision. (See Grievances.)
Cell phone use, to include texting, during class and clinical is discourteous to other students and faculty and considered unprofessional. Students who use cell phones to tape lectures should also communicate this to faculty for approval. All cell phones should be turned off during class and clinical. If the student is expecting an urgent call or there exists a circumstance that might warrant use of the cell phone, this should be communicated with the faculty prior to class or clinical with faculty approval for an exception to policy.

**Examinations**

During an examination there will be no talking in the classroom, and all notebooks, textbooks, papers and electronic devices such as cell phones, iPods, etc. will be put away unless it is an open book examination. A student may leave the testing room as soon as he/she has completed the examination and turned in testing materials to the person monitoring the examination. Faculty involved in testing has the prerogative of implementing additional security measures.

All students must possess a laptop for all exams, and will be required to bring them for each exam. All students will be prompted to download Blackboard one time and will use Blackboard to access all exams for KSON courses. Exams will be scheduled to take place on campus during your class time. Your laptop must be compliant with all JU laptop specifications, have a camera attached and be able to connect to the secure network DolphinNet in order to be able to access your exam through Blackboard.

You will not be able to access your exam until your faculty issues you the exam password to unlock the exam which will be given to you once present in class for your scheduled exam. Installation of Respondus Lockdown is required prior to your first exam. This is free for students.

The following statement has been adopted by the KSON faculty and is included on all exams. Each student is expected to sign the testing statement prior to beginning any exam:

“By signing below, I state that the work contained within this examination is my own. I have not received assistance from anyone else and will not give assistance to anyone during this examination. If I am aware of a violation of Jacksonville University's Policy on Academic Honesty, I will report it immediately. This examination and all its contents are the property of the course instructor. Any reproduction is considered a violation of Jacksonville University's Policy on Academic Honesty.”

**SIGNATURE**

**NAME __________________________ DATE ______________________

Any violation of academic honesty should be reported immediately to the faculty.

Students are expected to take exams on the day and time scheduled. If a student must take an examination at a time other than the one established in the course syllabus, permission must be obtained from the faculty prior to the date on which the exam is scheduled. If a student cannot take a scheduled examination because of illness or other valid reason, the appropriate faculty must be contacted prior to the examination. For unexpected or unforeseen events, when prior notice is impossible, the student must contact the faculty and explain the reason for missing the examination within the 24 hours following the scheduled exam time. If the reason for missing an examination is considered valid by the faculty, the student will be scheduled to take a makeup exam within five days of the original examination date or at a time convenient to the faculty.
If the faculty does not consider the reason given for missing the examination valid, the student will not be permitted to take a makeup examination. If the student fails to notify the faculty prior to the examination when it is possible to do so, it is the prerogative of the course faculty to determine if a makeup examination will be given. If a student fails to notify the lead faculty within the twenty-four-hour period when an unforeseen event occurs, it is the prerogative of the course faculty to determine if a makeup examination will be given. A student will be given a zero for a test that is missed and not made up. All final examinations must be completed by the last day of the course. Online students are unable to access online course testing functions after midnight on the last day of the course. Online students are able to send and receive emails for one week after a course has been completed.

Written Assignments
All formal papers written as part of the Jacksonville University Keigwin School of Nursing curriculum will be developed according to the *Publication Manual of the American Psychological Association* (6th Ed.) for manuscript preparation. Faculty reserve the right to submit all student work through the plagiarism software turnitin.com.

The following amendments to the APA 6th Edition format are required by Jacksonville University Keigwin School of Nursing:

- The date of an assignment is to be included on Title page for all papers. This will assist students in organization of work throughout the program.
- An abstract is required for the literature reviews and any papers over 10 pages, unless instructed otherwise by course faculty.
- Individual faculty may choose to amend APA guidelines for specific assignments. Faculty will communicate those changes to students via course syllabi or classroom instruction prior to any written assignments.

Any information, idea, concept, statistic, or other data used to complete an assignment in the KSON must be properly cited. All references and documentation used for a written assignment must follow the American Psychological Association (APA) bibliographic style. Copied material, even if correctly cited is not acceptable for any paper submitted in the KSON. Failure to use proper citation is plagiarism. Plagiarism is academic dishonesty and grounds for dismissal from the University and KSON. Written assignments cannot be presented for a grade in more than one course. The KSON faculty reserves the right to utilize plagiarism detection websites or software for all submitted student papers.

All written assignments must be typed or, if acceptable to the faculty, neatly handwritten in blue or black ink on white paper. Correct grammar, punctuation, word usage, and spelling are required in all written assignments. Credit will be deducted for errors in these areas. When more than one page is submitted, the pages must be stapled together in the upper left-hand corner. For written assignments of more than five pages, a folder may be used but are not required unless requested by the individual faculty.

For individual assignments, each student is required to submit a complete paper that is unique to that student and not a compilation of material created by two or more students working together. Unless specified by instructor, it is permissible for students to discuss with one another the requirements of an assignment and to explore possible ways in which to complete the assignment. When a student uses an idea or concept created by another student, it must be cited just as any other idea or concept is cited.

For group projects, collaboration between class members is vital to the successful completion of the assignment. Sources used to fulfill requirements must be included in the bibliography or reference section of the assignment.
Permission to turn in written assignments later than the scheduled time must be obtained from the faculty prior to the due date. The faculty has the right to refuse any written assignment submitted past the due date where the student has not obtained prior permission to turn in the assignment late. Faculty may allow a paper to be turned in late for less than full credit. For all written assignments that are turned in late without expressed agreement late points will be deducted as follows: 5% of the total points possible for the first day late and 1% of the total points possible for each day thereafter. Saturday and Sunday count as two days.

If there are any questions regarding written assignments in the KSON, students must seek clarification from the course faculty in a timely fashion. Faculty is required, also in a timely manner, to provide clarification that is precise and unambiguous.

All students are encouraged to retain the graded copy of every paper submitted for a grade.

Use of Student Created Materials
Written permission must be obtained before faculty, administrators, or students may use student materials. Each student will be asked to sign the Consent to Use Student Papers Form at the beginning of the academic year, and has the right to refuse to do so. The form can be found in the KSON office. Signed forms will be filed in individual student advising files. If a student exercises the right to refuse to sign the form, faculty can request permission to use materials on an individual, project-by-project basis.

Disciplinary Policy
Each student accepted into the nursing major agrees to:
- Represent the University in a manner that upholds the integrity and standards of the University and the KSON;
- Notify the Associate Dean, the Dean and/or a designated representative of any misconduct on the part of the student;
- Permit the Dean of Student Life to notify the Associate Dean, the Dean and/or a designated representative in case the student violates the KSON honor code or the conduct code stated in the JU Undergraduate Student Handbook; and
- Realize the Associate Dean, and subsequently the Dean, reserves the right to discipline the student beyond actions taken by the Director of University Disciplinary Committees.

Grievances

Student Grievance Policy:

The purpose of this policy is to provide a pathway for impartial review of student issues or concerns that have not been resolved through normal informal channels. For the purpose of this policy a grievance is defined as a complaint involving unfair, arbitrary or unwarranted treatment that has not been resolved through normal channels. The following list of issues or concerns have specific University Policies that supersede this grievance process:

- Student Grade
  - [https://www.ju.edu/academics/academic-catalog.php](https://www.ju.edu/academics/academic-catalog.php)
- Violations of the code of Conduct
  - [https://www.ju.edu/greenpages/code-of-conduct.php](https://www.ju.edu/greenpages/code-of-conduct.php)
- Sexual Harassment
  - [https://www.ju.edu/humanresources/resources/sexual-harrassment.php](https://www.ju.edu/humanresources/resources/sexual-harrassment.php)
1. Discuss the matter directly with the faculty or staff member involved.
2. If there is not a satisfactory resolution, inform your instructor in writing.
3. If there is not a satisfactory resolution, appeal to the appropriate department Director.
4. If there is not a satisfactory resolution, appeal to the Associate Dean of the School.
5. If there is not a satisfactory resolution, appeal to the Dean of the CHS.
6. If there is not a satisfactory resolution an appeals committee will convene.

The committee will report the final decision to the Provost for Academic Affairs.

1. Grievance must be filed within 30 days of the incident.
2. The unresolved grievance must be submitted to the BRCHS Dean in writing.
3. At any point in the process the parties involved may achieve a resolution of the process and stop the grievance process. The written grievance must contain specific details. When appropriate, dates, times, witnesses and facts related to the complaint must be included.
4. The written grievance must clearly state and document the evidence of unfair, arbitrary or unwarranted treatment.
5. The BRCHS grievance committee consist of a faculty member from each School in the BRCHS. In addition to this standing committee the Dean of Students or designee and three students appointed by the Dean of the BRCHS will serve on the committee. If a faculty member on the grievance committee is involved in the current grievance the BRCHS dean will appoint a replacement.
6. All relevant documents must be provided to the committee. The Dean of Students or designee will serve as chair. A BRCHS faculty member will serve as recorder and keep minutes of the proceeding.
7. The time and date of the hearing shall be provided to each individual in writing at least 10 days prior to the meeting.
8. Members of the committee must hold all proceeding information as confidential.
9. Members of the committee will have 3 business days to review all documentation
10. A private hearing will be conducted
11. All involved parties will be allowed to attend all parts of the hearing
12. Both parties may have an advisor that is a member of the JU community attend at their own expense. The advisor must not be an attorney.
13. Witnesses may be called for information or questions by the committee. Witnesses are only permitted to attend the part of the hearing in which they will be questioned.
14. All documentation and minutes of the procedures will be retained by the BRCHS Dean.
15. The hearing will be recorded, this recording is the property of the University.
16. Committee deliberations will not be recorded.
17. All members of the committee are permitted to ask questions of both parties. The chair of the committee will determine procedural questions.
18. A majority consensus of the committee towards a resolution will be provided to the Complaining party, other involved parties and the Dean. The decision of the committee is final.

Should a student wish to progress their decisions further, the process is as follows:

1. Discuss the matter directly with the Provost/Chief Academic Officer.
2. The Provost/Chief Academic Officer will review the case and determine any additional action that should occur based on this review and the recommendation of the appeals committee.
Applying for Licensure
Upon successful completion of all requirements for a BSN degree, the Associate Dean will submit, to the Florida Board of Nursing, a list of graduates. However, it is the student’s responsibility to submit, to the state board of nursing or territory where they wish to be licensed, the necessary application to take the national licensure examination (NCLEX-RN) including any fees and/or any required materials. Students are encouraged to submit their NCLEX-RN application two weeks prior to graduation. Information and applications for The Florida Board of Nursing can be located online at:

Information: http://www.doh.state.fl.us/mqa/nursing/nur_faq.html#Examination
Application: https://ww2.doh.state.fl.us/DOHInitialApp/login.aspx

The online application requires students to log in and set up an account. All necessary information you will need will be on this website. Review all the information carefully and fill out any required documents completely and accurately. In addition, be sure to complete the information based on the name, etc on your driver’s license since this is used as an identification credential to let you in the testing center. After submitting the applications for licensure, you will receive a testing date and receipt for the application for licensure submitted by the student.

Students with a criminal record must notify the Associate Dean, and the Dean as early as possible after acceptance to the Nursing Program and prior to application for licensure.

Florida BON requests students with a criminal record or those requesting a medical exemption for testing apply for licensure two (2) months in advance of completing the nursing program.

When applying for licensure, students will be asked to indicate if they have received two (2) hours of continuing education in medication errors. This is a requirement to be considered for licensure. Jacksonville University’s Keigwin School of Nursing has medical errors and patient safety education embedded throughout the core nursing curriculum courses. Indicate yes on the application form regarding this question.

Students are encouraged to take the licensure examination as soon as possible following graduation.

CLINICAL POLICIES

Clinical Experience Attendance
Each student is required to attend all clinical experiences. Any student who is unable to attend a clinical experience must notify the clinical instructor for the reason for nonattendance prior to the scheduled experience. According to the institutional protocol, the student may be required to also notify the nursing office of the agency in which the clinical experience is scheduled. Failure to notify the clinical instructor is grounds for clinical probation. Each student is responsible for getting to and from clinical agencies. Lack of transportation is not an acceptable reason for missing clinical experiences.

Successful completion of clinical courses is contingent upon meeting course objectives. If a student misses clinical experiences, regardless of the reason, to the extent that instructor cannot determine that objectives have been met; the instructor will determine appropriate action. Appropriate action may include, but not limited to, awarding the student an "I" in the course, awarding the student an "F" in the
course, establishing special clinical sessions, or other actions designated by the instructor. A student may not proceed to the next course in the sequence until the "I" grade has been removed and they have passed the course with a minimum grade of “C”. (See University policy regarding incomplete grades.)

**NO** Class Days Off (CDOs) apply to clinical. The minimum penalty for clinical **absences** is a deduction of two (2) points for each clinical hour (i.e. 12 points will be deducted for each clinical absence in a 6-hour clinical day). Individual course syllabi will outline any additional penalties for absences.

All missed clinical time must be made up. Clinical faculty will determine the appropriate make-up assignment. The optimal make-up experience is clinical time-for-time. Other possible options include a simulated lab, clinical map, *evolving* case study, research report, article critique, presentation, etc. The effort and time involved in make-up should be commensurate to the clinical experience/time lost. According to the Florida State Board of Nursing, 50% of clinical can be from a simulated experience.

Students are expected to attend clinical on time. Unavoidable and/or unexpected circumstances beyond the student’s ability to control or anticipate may be considered acceptable reasons for tardiness. Unless permission to leave clinical early is granted by the professor, students are expected to remain in clinical until the clinical is completed.

A minimum of two (2) points may be deducted from the final clinical grade for any unexcused late arrival or leaving early from clinical.

**Accident, Injury, Exposure or Allergic Reaction**

If a student is involved in an accident or incurs an injury, exposure to body fluids or has an allergic reaction while participating in external clinical sites or onsite at Jacksonville University, the student must report the incident to the supervising instructor immediately. The instructor will request the student complete the institutional accident/injury report form and the agency’s incident report will need to be completed and submitted to the designated office per agency policy. All incidents must be reported, in writing, by the student and supervising instructor for inclusion in the student's file.

Instructors may require the student to seek appropriate medical attention through the student's usual source of medical care or, in case of emergency, to the closest emergency department. In the case of an accident or injury, exposure to body fluids or an allergic reaction, it may be required for the student to provide written clearance from the physician before participating in external clinical sites or in lab activities at Jacksonville University.

The student is responsible for all fees or costs involved in obtaining medical care. Instructor may consult with the employee or occupational health nurse of the institution involved to determine standard practice for prophylaxis or treatment appropriate for a specific accident, injury, or exposure.

**Student Conduct**

Breaches of Nurses conduct are outlined in the Nurse Practice Act in the State of Florida and the American Nurses Association Code of Ethics. Failure to abide by these and university rules and regulations will subject a student to action by the KSON including warnings, probation, suspension and/or permanent dismissal from the KSON.

In the interest of patient and student safety, each student is required to seek and have faculty supervision for any procedure for which the student has not been previously approved by faculty to implement.
Failure to adhere to this requirement can result in dismissal from the program or other appropriate disciplinary action.

A student may be prohibited from completing any clinical experience if faculty determines that the student’s behavior and/or clinical performance is unsafe or inappropriate. The Associate Dean, the Dean, and faculty, following counseling with the student, will make the decision regarding the student’s continuation in the program. A student may receive a failing course grade and/or immediate dismissal from the nursing program if faculty determines that a student’s behavior/ performance is unsafe or inappropriate.

Students cannot work within 12 hours prior to any scheduled clinical experience.

Use of intoxicants (alcohol included) is not permitted within 12 hours of any clinical experience. Some facilities may require or request random drug screenings prior to or during the clinical experience. Students may be subject to these requests and are required to comply as necessary.

A student must not come to the clinical area if that student has an oral temperature of 101 degrees Fahrenheit or greater or if the student has an injury that prevents full use of the hands and legs.

Gum chewing is not permitted in the clinical areas.

Smoking is not permitted on the premises of any clinical facility except in designated smoking area. Smoking is strongly discouraged.

Students must be dressed appropriately for the clinical experience with necessary equipment to complete clinical tasks (See Clinical Experience Dress Code).

**Clinical Experience Dress Code**

Strict adherence to the dress code must be maintained. Failure to adhere to the dress code may result in a student being asked to leave the clinical area. Faculty has the prerogative to determine whether the student should leave the clinical area. In the case where a student must leave because of violation of the dress code, unexcused absence points will be deducted according to policy.

Individual faculty members may modify any of the criteria listed for specific clinical experiences.

**Clinical Uniform**

The hospital clinical uniform is a white top with hunter green pants. The white top must be embroidered with *Jacksonville University, Brooks Rehabilitation College of Health Sciences, Keigwin School of Nursing* logo. Students must purchase the faculty approved uniform from Jacksonville University bookstore.

- **Female**: There are two approved styles (1) a snap-up standard design and (2) a more fitted “weskit” top, the bookstore is only currently selling the weskit tops, but if you have an older snap-up top, it will be permitted. These tops must be white and of high quality material (Landau brand is recommended). Undershirts must fit under the uniform, be sized appropriately and must be plain white without visible print/markings. Pants are hunter green and are to be professional in appearance, with either elastic or a fitted waistband. Drawstring waist, cuffed ankles, cargo pants, and jean styles are not acceptable. A hunter green scrub dress may be worn.

- **Male**: One style of scrub top is approved for male students, a white collared scrub top. It is of high quality material. Undershirts must fit under the uniform, be sized appropriately and must be plain white without visible print/markings. Pant criteria is the same as for females.
Community Uniform: The community uniform is hunter green polo shirt with tan or khaki slacks. Pants must fit appropriately; the style is to be “Dockers” type. No tight fitting, low-riding, cargo or jean styles are allowed. Brown or black belts must be worn if pants have belt loops. Shirts are to be tucked in at the waist. Females may wear khaki or tan skirts. The hemline is to be no higher than two inches above the knee. For special outdoor events, khaki “walking” style shorts may be worn with approval of faculty. Button or zippered styled cardigan jacket or sweater in black, tan, or dark green may also be worn. Hair and jewelry standards are the same as for all clinical uniforms.

Uniforms must be clean, pressed and neat at the beginning of each clinical day.

White, cotton scrub jackets may be worn over the clinical uniforms. All jackets must be cardigan style. These can also be purchased from local uniform stores or JU’s bookstore. If desired, Jacksonville University, Brooks Rehabilitation College of Health Sciences, Keigwin School of Nursing may be embroidered in hunter green thread on the front of the lab jacket. White lab coats are not worn. Scrub jackets must be clean at the beginning of each clinical day. Scrub jackets with JU nametags may be worn over civilian clothes when obtaining information on clients prior to the clinical experience. Civilian clothes are to be professional in appearance. No jeans, shorts, or short skirts are allowed.

For certain experiences, a student will wear civilian clothes. Students must wear clothes appropriate for the experience and must look neat and professional. The faculty will delineate appropriate styles. JU student nametags must be worn.

Shoes and Socks/Hose
Shoes must be clean at the beginning of each clinical day. The style must cover the student’s heel and toe and be made of white leather or leather like material. The soles must be white and the heel may be no more than 1 ½ inches. White “nursing” shoes or solid white, leather, low-top athletic shoes must be worn with the clinical uniform. White clinical shoes must be dedicated to clinical practice and not worn for other activities. Tan, brown or black loafer style shoes may be worn with the community uniform.

Females must wear white pantyhose, if they are wearing a uniform dress, with nursing shoes, or white socks with athletic shoes with the clinical uniform. Males must wear white socks with the clinical uniform. When in the community uniform females must wear coordinated color of hose or socks with leather loafers; males must wear coordinated socks with leather loafers.

If an alternative to the approved student nursing uniform is required for cultural or religious reasons, a proposal will be presented to the faculty for review on a case-by-case basis.

Hair
Hair must be worn away from the face and off the collar. Long hair is to be worn pulled back neatly and up off the collar at all times. Clips cannot be used as the primary tool to hold hair back. A bun is recommended, but a short, neat ponytail off of the collar is acceptable. Hair is to be up as long as the student is in uniform. This standard holds for clinical and community uniform. Hair must be clean and neat. Hairstyles are to be professional looking. Color must be within the normal range of shades (no alternate shades of green, purple or blue, etc.). Ornaments in the hair must be purely functional and inconspicuous. Bows, beads, feathers, ties and other material holders are inappropriate. Facial hair for males must be neat and close trimmed. Growth must be well established prior to the clinical experiences.
Nails
No acrylic nails or overlays are allowed. Natural nails must not extend over the end of the fingers. Nails must be clean, neatly trimmed, rounded with no points. Clear, pale, natural, unchipped nail polish may be worn in clinical.

Personal Hygiene
Students must maintain impeccable personal hygiene. Breath and body odor is offensive to patients, as well as fellow workers. Due to allergic sensitivities of clients, it is recommended that students wear no perfume or shaving lotion.

Make-up
Make-up must be lightly applied and in good taste.

Jewelry
All students must wear a wristwatch with a second hand. Only wedding and engagement rings may be worn. One thin chain necklace without adornment may be worn with the uniform as long as it is worn inside the collar. Bracelets of any type are not permitted. If a student has pierced ears, only one small round stud may be worn in each ear lobe. No other visible pierced jewelry is allowed (no tongue, eyebrow, nose, lip piercing etc.) If a student does not have pierced ears, no earrings are permitted. No visible jewelry may be worn on any other part of the body.

Tattoos
Any tattoo that is visible when in the nursing uniform must be appropriately concealed to the satisfaction of the nursing faculty.

Name Tag
Students will purchase a nametag through the JU Bookstore, and they must have it prior to the first clinical experience. Nametags should be worn for all clinical experiences, regardless of required dress. Any student without a name pin is considered inappropriately attired and may be sent home with an unexcused absence. Students who lose their nametag or change their name during the program are required to purchase a new nametag prior to the next clinical experience at the students’ expense.

Equipment
Students are required to have the following equipment in most clinical areas:
- Wristwatch w/ second hand
- Stethoscope
- Bandage scissors
- Pen light

Drug Calculation Testing
At the beginning of each clinical nursing course the student is required to successfully complete a drug calculation examination with a grade of 90% or better. The test may be retaken twice, for a maximum of three (3) attempts. A passing grade must be achieved to enter clinical courses.

Student Lab Kits
Each student is required to purchase a Skills Lab Kit from the JU bookstore upon entering the nursing program. Kits may also be available to purchase on site during orientation. The kit contains equipment needed for nursing skill practice throughout the program. Students are responsible for maintaining their own Skills Lab Kit. Components of the Skills Lab Kit can be replaced, if needed, at the JU bookstore.
Students must realize that the components in the kit are not sterile and can only be used on manikins or in simulation practice.

**HOUSE RULES**

Because of the number of people that use the Lazzara Health Sciences Building, it is necessary to create some basic rules that enable everyone to happily share the available space.

**Building Access**

Students can access the Skills Lab Monday through Saturday. Extended weekday and weekend hours will be available each semester and posted on the lab calendar. Student ID badge is required for weekend access into the building. The Community Room is available for study and skills practice after the lab is closed on evenings and weekends until 11 pm.

Students can access the Simulation Training and Applied Research (STAR) Center Monday through Saturday with Lab Director(s), Lab Instructors, or Faculty for simulation instruction purposes.

At various times, the STAR Center and Skills Lab may be closed for reasons such as class use of the simulation center or skills lab and preparation for activities.

**Children**

Faculty and staff recognize that on rare occasions, young children may need to accompany the student to the KSON building. On such occasions, the child must remain in the direct physical care of the student and must be removed immediately if disruptive or other students object to the child’s presence. At no time should the child/children be left unattended, in the care of a babysitter, or brought to a formal classroom, skills or simulation lab environment unless discussed and given consent by faculty prior to class.

**Computer Lab**

Care should be given to equipment and software available in the computer and clinical labs. No food or drink is permitted in the labs at any time. As this room can also be used for classes, scheduling the computer lab for individual student study or testing should be done through the Brooks Rehabilitation College of Healthcare Sciences Academic Coordinator. Students are responsible for returning all materials to the proper place when finished using the computer lab.

**Printers & Copiers**

The copiers for faculty use located in the workrooms of both Brooks Rehabilitation College of Healthcare Sciences buildings, and are not available to students for copying. Additional printers and copiers for student use can be found in the university library and other areas on campus.

**E-mail**

Communication between the student and faculty is imperative. A student’s jacksonville.edu email is the official means of communication between the University and a student. Therefore, all students should use and regularly monitor their **JU email** address as well as the KSON blackboard site; **Nursing Majors**, for
information from faculty. Students have the option to forward their email to another email account if they desire.

**Equipment Use and Check Out**

Students may check out equipment or audiovisual material with permission of the Simulation Training and Applied Research (STAR) Center and Skills Lab Director(s). If a student needs access to equipment and/or audiovisual material, the student must discuss such need with the STAR Center and Skills Lab Director(s). Students will check out all equipment through the STAR Center and Skills Lab Director(s) or Lab Instructors. Failure to properly check out or return equipment or materials signed out may be considered stealing and the student will be referred to the Associate Dean, and subsequently the Dean, as well as the Dean of Student Life for disciplinary action.

All equipment in the BRCHS should be used according to manufacturer instruction. Each student is expected to show care and concern for any piece of equipment or any materials used by the student. A student shall be required to replace or repair equipment or materials that have been lost or damaged as a result of improper handling or use.

**Nursing Skills Lab and Simulation (STAR) Center**

As a student in the Jacksonville University Brooks Rehabilitation College of Healthcare Science, Keigwin School of Nursing program, I agree to abide by the HIPAA and Security rule when present and/or participating in simulation training at the Simulation Training and Applied Research Center (STAR) and/or Skills Lab. All information shall be considered confidential and I shall report any disclosure violations to the STAR or Skills Lab Director(s) and course faculty.

I agree to adhere to the following:

I will behave professionally at all times in the STAR Center and Skills Lab and I will never ridicule or discuss other participant’s physical findings, verbal statements and/or performance during simulation related activities. All information including but not limited to electronic, verbal, written, and simulation case scenarios is considered confidential and shall not be discussed with other students or outside the STAR Center and Skills Lab except when facilitated by the lab instructor or course faculty for course related purposes.

Violation of the HIPAA agreement will result in disciplinary action.

Students are oriented to the STAR/skills lab staff to applicable policies prior to their first experience in the lab(s) as needed. Students may use the Skills Lab for clinical practice and studying. Students must sign in and out upon entering and exiting the Skills Lab and STAR Center for independent study, practice, group study, simulation, or other purposes. In both the STAR Center and Skills Lab, when students are participating in skills practice students must be in clinical uniform or professional street clothes with a JU Brooks Rehabilitation College of Healthcare Science (BRCS) lab jacket that is purchased in the JU bookstore. While performing scheduled simulation activities, skills check off testing, or clinical skills remediation in the STAR Center and Skills Lab, students must be in clinical uniform unless otherwise instructed.
As the STAR Center and Skills Lab can also be used for classes, scheduling the STAR Center and Skills Lab should be done through the STAR Center and Skills Lab Director(s). Certain equipment/materials can be checked out from the STAR Center and Skills Lab Director(s). Students are responsible for returning all equipment/materials to the proper place when finished using the nursing lab. Safety is important at all times. Students should use the equipment in the lab as intended and in a safe, responsible manner. Failure to do so will result in disciplinary action. The Star Center is under security surveillance at all times. Audio and video recording are utilized to enhance the learning experience during teaching and simulation activities. Pictures or video within the STAR LAB are not permitted without prior permission from the STAR LAB Director or staff. Actual patient information is not used in the STAR LAB. Patient scenarios/ information are developed internally to maintain compliance with the Health Insurance Portability and Accountability Act (HIPAA).

**Office Areas**

The office areas should not be used as a thoroughfare. Please maintain normal voice tones when in the office areas. Faculty office hours are posted in a notebook found in the front lobby. Faculty mailboxes are located at the reception area of both buildings.

**Student Lounge**

There are two student lounges available to students in both the Lazzara building and the Brooks Rehabilitation College of Healthcare Sciences building. These spaces are for group study, eating, and “hanging out”. Students using the facility are responsible for cleaning up after themselves. Dishes/cups should be washed and stacked to dry. Food placed in the refrigerator should be labeled with the student’s name and date. Food should not be left in the refrigerator to spoil. Any spoiled food will be discarded, container and all.

**Telephone**

The telephones are for KSON business. If a student wishes to use any telephone for any reason, the student must ask permission from the appropriate person in the area where the telephone is located. Time should be limited as a courtesy to others.

**Veranda**

The veranda area, accessed through the Student Lounge, is for rest, relaxation and quiet studying. Behavior appropriate for such activities is expected. As in all public areas of the nursing department, individuals are responsible for keeping the area neat. Smoking is not permitted on the veranda.

**STUDENT ORGANIZATIONS**

**Jacksonville University Student Nurses Association**

Jacksonville University’s Student Nurses Association (SNA) is a chapter of the Florida Student Nurses Association. The goal of the SNA is to provide a professional nursing organization at the school level to encourage professional development by participation in meetings and activities of the association.
All nursing students are eligible for membership. Each year the SNA elects the offices of President, Vice President, Treasurer and Secretary. Officers of the JU SNA must be dues-paying members of the National Student Nurses Association per the chapter by-laws. Members have the opportunity to participate in community affairs and activities toward improving health care and related social issues. Members may also attend state and national student nurses’ conferences.

**Sigma Theta Tau International Lambda Rho Chapter at Large**

Nursing Honor Society

Sigma Theta Tau International is the honor society of nursing committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care.

Sigma Theta Tau International was founded in 1922 and has grown into a multifaceted organization that has accepted an international position of leadership while expanding the community of nurse scholars globally. The organization has evolved to 451 chapters across the globe, with more than 400,000 inducted members who are active in more than 90 countries and territories.

Induction into the Honor Society of Nursing identifies you as one of a select group of nurses who are demonstrating a greater level of commitment through the highest standards of education, practice and research.

Students are invited for membership from a chapter of Sigma Theta Tau International and must meet all other criteria for membership before being invited to be a member (see below).

**Membership Criteria:**

Undergraduate students must:
- Have completed ½ of the nursing curriculum;
- Have at least a GPA of 3.0 (based on a 4.0 grading scale);
- Rank in the upper 35 percentile of the graduating class;
- Meet the expectation of academic integrity.

RN-BSN students must:
- Have completed 12 credit hours at current school;
- Have completed ½ of the nursing curriculum;
- Have at least a GPA of 3.0 (based on a 4.0 grading scale);
- Rank in the upper 35 percentile of graduating class;
- Meet the expectation of academic integrity.

Graduate students must:
- Have completed ¼ of the nursing curriculum;
- Have at least a GPA of 3.5 (based on a 4.0 grading scale);
- Meet the expectation of academic integrity.