

SOUTHEASTERN UNIVERSITY



2020-2021 BSN Student Handbook

Revised 01/06/21



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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 Nursing Faculty.

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**SOUTHEASTERN UNIVERSITY
COLLEGE OF NATURAL AND HEALTH SCIENCES
DEPARTMENT OF NURSING
STUDENT BSN HANDBOOK**

UNIVERSITY RESOURCES

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[SEU Website](#)

[SEU Student Handbook](#)

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DEPARTMENT OF NURSING MISSION STATEMENT AND VISION

The mission statement of the Nursing Program, written in concert with the mission statement of Southeastern University, is as follows:

Equipping students to serve Christ and the world as competent professional nurses through Spirit-empowered ethical practice informed by critical thinking, life-long learning, and leadership.

The vision of the Nursing Program, also developed to reflect the vision of the University, is described below:

The Southeastern University Department of Nursing (DON) will offer a professional education program that prepares students to provide excellent nursing care to individuals, families, and communities through the integration of faith, learning, and service.

Faculty will provide a Christ-centered, student-focused learning community that encourages students to grow in their role as professional nurses.

Students will gain an educational foundation that allows them to provide safe, evidence-based and culturally competent care for all patients, with special emphasis on the underserved. Students will use clinical judgment to integrate evolving technology and research findings into caring interventions that improve patients' health and support the sick and dying, their families, and communities.

Students will commit to life-long learning, rigorous scholarship, leadership, and collaborative inter-professional practice as a means of serving their communities.

BACHELOR OF SCIENCE IN NURSING PROGRAM LEARNING OUTCOMES

Program Learning Outcomes (PLOs)

Upon graduation, students completing Southeastern's Nursing Program will be able to:

1. Utilize liberal studies concepts, effective oral and written communication and Christian values to provide a solid base of liberal education for intellectual and practical abilities necessary for nursing practice, education, and scholarship.
2. Integrate basic organizational and system leadership skills to develop, implement, and evaluate safe and effective nursing care for individuals, groups, populations, and communities.
3. Apply the nursing process to provide safe and effective nursing care, consistent with current scientific evidence and appropriate clinical judgment to individuals, groups, populations, and communities.
4. Demonstrate skills in patient care technologies, information systems, and communication devices to support safe nursing practice.
5. Advocate at the system level for policy transformation to improve healthcare delivery.
6. Incorporate therapeutic and effective communication techniques in formal and informal interaction with patients, families, groups, and colleagues to deliver evidence-based, patient-centered care.
7. Integrate health promotion, disease, and injury prevention across the lifespan to the aggregate, community, or population.
8. Explore core concepts of professionalism, health promotion and prevention, and spiritual formation integrating culture and diversity with life-long learning.
9. Integrate knowledge and skills to conduct comprehensive and focused assessments of health and illness parameters in patients and across the lifespan in all healthcare settings.

These Program Learning Outcomes (PLOs) are consistent with the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education (2008) and directed the development of the course of study for the Pre-Licensure BSN Program.

GENERAL UNIVERSITY & PRE-LICENSURE BSN INFORMATION

Please note that the policies and procedures in this BSN Handbook, while adhering to the SEU Student Handbook, supersede it in many ways. Students in the health professions are held to standards of conduct that both **differ and exceed** those usually expected of college students.

The Pre-Licensure BSN program is designed for students who hold no professional nursing degree or license and want to become a professional nurse.

Southeastern University's College of Natural and Health Sciences awards the degree of Bachelor of Science in Nursing (BSN). Upon completion of the nursing program, students meet the educational qualifications of the Florida Board of Nursing (FBON) to apply for the NCLEX-RN (national) licensure exam in the state of their choice. Students who pass this examination will then be licensed to practice professional nursing as a registered nurse (RN) by the particular state wherein they selected to take the examination.

Once admitted to the upper division of the Pre-Licensure BSN program, students must follow a specified sequence of courses. Refer to the SEU *Academic Catalog* for complete information about the nursing program admission and progress requirements.

"The baccalaureate degree program in nursing at Southeastern University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>)."

Academic Advising

Faculty members and the Registrar are available to discuss curricular matters, class schedules, graduation requirements, etc. as the need arises. Each student declaring nursing as a major will be assigned a nursing advisor upon admission to SEU. **Students are then required to meet the assigned nursing advisor each semester.** Should the student not meet with their assigned nursing advisor, an advisor hold will be placed on the student's account until such time as they meet.

Academic ePortfolio

The teaching-learning philosophy of the nursing department emphasizes self-directed learning, self-evaluation, and reflective practice. Toward this end, all students are required to maintain an academic portfolio. The portfolio is a collection of selected required assignments completed throughout the nursing program. Please see page four (4) for program learning outcomes.

One clean, corrected copy of required assignments should be saved in the ePortfolio. Each

of the nursing program. Additionally, faculty members may periodically request the student to submit the portfolio in its entirety for use in program learning outcome (PLO) assessment or for outside review by accreditors.

The portfolio will be kept in electronic format. The student is responsible for maintaining his or her portfolio and may be asked to provide it for use in PLO evaluation. Students may choose to have a hard copy of their portfolio. This is also a useful tool for the student to use in a job interview to demonstrate personal accomplishments.

Technical Support

Southeastern University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty that prevents students from completing a time-sensitive activity or assessment, students should report any problems to the instructor and also contact the 24x7 MyFIRE Support Center via the various links provided on every course homepage (available options: chat, email, phone).

Be sure your computer system complies with all SEU Technical Requirements. These requirements are listed within MyFIRE and a Browser Checker is provided under the “Need Help?” drop-down to ensure the browser you are using is compatible with MyFIRE.

If you have questions or need assistance, you can reach out to our 24/7 Support Center at [1-888-889-6599](tel:1-888-889-6599) or [click here](#) to submit a support ticket via email. ***Note: Email response is within 24 hours. If immediate assistance is required, please contact support via phone/chat.*** To chat LIVE! with a Support Representative, [click here](#).

Computer Literacy & Access

You are expected to frequently check your MyFIRE account as messages, assignments, grades, and other important related materials may be posted. It is the student’s responsibility to check grades and notify the instructor if you have questions. Do not wait until the last week of the course to contact the instructor with questions about course assignments.

Community Service

A total of 60 *Community Service Hours* are required by the University. Ideally, 30 hours are to be completed during the freshman and sophomore years with the remaining 30 hours being awarded during the nursing program. Credit will be given for hours earned in high school if appropriate documentation is received. Forms may be obtained in the Nursing Communication Forum or from your nursing advisor. These hours must be recorded before beginning the final semester before graduation. Please submit forms to your nursing advisor. All students transferring in 64 or more credits are exempt from submitting *Community Service Hours*.

Professional Liability Insurance

All pre-licensure students are covered under SEU liability insurance policy. The policy is designed to protect SEU in the event of an adverse event. Additionally, nursing students are encouraged to carry their own professional liability insurance. This policy is for the student's protection if an adverse event occurs. **The SEU policy ONLY covers the student when acting as an agent of the University regardless of the clinical site. If the student is conducting an assignment in their own workplace, they will be covered as long as they are not performing any functions of their regular role with pay.**

Steelman Library

Library resources can be accessed at Steelman Library or through Inter Library Loan. Library resources include journals, books, videos, and CD-ROMs. Search databases are available through the Steelman Library website. Several of the databases contain full text articles. Students must obtain a password in order to access these databases. Passwords may be obtained from the Steelman Library.

Writing Policy

Most, if not all courses in the Department of Nursing—College of Natural and Health Sciences will have a substantial writing requirement in accordance with our goal of writing competency. The **American Psychological Association (APA) Manual** for writing is the style guide used by the Department of Nursing and is required for preparation of all formal written papers. Students are expected to purchase and use a current edition of the APA Manual. Additionally, a copy is available in Steelman Library.

All papers and charting are expected to reflect basic grammatical correctness, professionalism, and appropriate organization. Professors may ask that work with multiple grammatical or organizational errors be rewritten and resubmitted. Moreover, a professor may deem the re-written assignment to be late and grade accordingly. Professors do reserve the right to require less formal assignments to be in APA format.

Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email ADAservices@seu.edu. Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester. For more information, visit the SEU [Students with Disabilities](#) page on our website.

Please see the policies regarding specific admission into the Nursing Program for the Core Performance Standards for Admission and Progression on the next page.

**Southeastern University - Department of Nursing
Policies Regarding Admission into the Nursing Program**

All students applying to the BSN Nursing Program are expected to have the following competencies in order to effectively and safely perform the responsibilities of a nursing student

Core Performance Standards for Admission and Progression*

ISSUE	STANDARD	Some Examples of Necessary Activities (Not all inclusive)
Critical Thinking	Critical Thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations; develop nursing care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication in English	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures; initiate health teaching; document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, work spaces, and treatment areas; administer CPR procedures; stand/walk for extended periods of time (4-12 hours)
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients; lift/carry items weighing up to 50 pounds
Hearing	Auditory ability sufficient for	Hear monitor alarms, emergency signals,

	monitoring and assessing health needs	auscultate sounds and cries for help
Visual	Visual abilities sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation and other functions of physical examination and/or those related to therapeutic interventions (such as insertion of a catheter)

*Sources: Southern Council on Collegiate Education & Baylor University
<http://www.sreb.org/programs/nursing/publications/adareport.asp>

NOTE: There may be more stringent requirements for clinical agencies affiliated with SEU that may preclude the student's progression in the nursing program.

<p>I have read the above Core Performance Standards for Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed with or without reasonable accommodations.</p>	
<p>Signature _____</p>	<p>Date _____</p>

Student Life Expectations

Southeastern University strives for excellence inside and outside of the classroom. All students are expected to follow all university regulations; to follow all local, state, and federal laws; to be honest in all situations, academic and nonacademic; to respect the rights and property of others; to live in a manner that brings excellence to the student and to Southeastern University; to take advantage of every opportunity to expand one's mind and to contribute positively to the university's environment.

Drug-Free Campus

The University makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the university. All students are required to comply with this policy as a condition of their continued enrollment. The possession, use, or distribution of alcohol, narcotics, or other intoxicants is prohibited for on and off-campus students.

Southeastern does not permit students to provide alcohol to minors and/or possess or consume alcohol while under the legal age. Use of tobacco products such as cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, etc. on or off campus is not permitted.

Transfer of Credit

Transfer credits will be considered according to SEU policies and reviewed on an individual basis. For further information, please refer to the SEU academic catalog at [Transfer of Credit from Other Institutions](#)

Academic Integrity

Academic integrity is expected of all students taking courses at Southeastern University. **Plagiarism** – the use of someone else's words or ideas without giving that person credit – is dishonest and has serious consequences. The consequences of plagiarism are discussed in the SEU Student Handbook <https://my.seu.edu/student-development/student-handbook/>.

Additionally, the profession of nursing is held in high regard and as a Christian organization, SEU nursing students are required to maintain the highest standards of honesty and integrity. **Behaviors** such as deceit, dishonesty, fraud, breach of confidentiality, and disrespect toward faculty, staff, peers, patients, family members, and hospital personnel will not be tolerated and may be grounds for dismissal from the program.

It is the policy of the Department of Nursing that students will not accept any gifts from patients or staff at clinical sites. Students will not remove agency property (i.e. scrubs, drugs, books, and/or equipment) from any clinical facility at any time. Any student found in possession of agency property will be subject to disciplinary action – up to and including dismissal from the nursing program.

PRE-LICENSURE BSN APPLICATION AND ADMISSION REQUIREMENTS

The Pre-Licensure BSN track at Southeastern University is a lock-step program. This means that students who declare *Nursing* as a major must complete the lower division coursework in preparation for acceptance into the nursing program toward the end of their sophomore year.

The first two years of credits encompass foundational core coursework, religion core, electives, and prerequisite courses as stipulated in the Pre-Licensure BSN 4-year plan. This is known as the lower division of the BSN program.

Upon completion of all lower division requirements, SEU nursing students will **automatically** be accepted into the upper division of the BSN program as long as the student has met the following expected outcomes **based on the seating capacity of 30 each semester**:

- Achieve an overall GPA of **3.2**
- Score at the proficiency level on the Test of Essential Academic Skills (TEAS) from ATI with a benchmark of **75** or higher
- Attain all BSN pre-requisite grades in science courses equal to an overall **80% (B-)** or better by averaging the didactic classes with labs wherever applicable (Medical Terminology; A&P I; A&P II; Chemistry; & Microbiology).
- Complete and submit the *Nursing Application Form* for official admission.

Students who do not achieve the above expected outcomes will not be automatically accepted into the upper division of the BSN program. However, a review of individual GPA, TEAS scores, and Pre-requisites will be evaluated by the DON faculty and depending on the seating capacity, may receive a provisional acceptance with specific conditions to be met by the student.

Admission/Registration Dates

Students will be admitted twice a year, in the Fall and Spring semesters. To apply for entrance into the Fall semester, the application is due by April 1st. To apply for entrance into the Spring semester, the application is due by November 1st.

There will be a mandatory meeting scheduled for all candidates who have applied in order to review and explain a packet of information that the candidate will be given. Candidates must complete several items prior to the orientation date at the start of the upper division nursing courses. This meeting will clarify such things as uniforms, books, tuition, and Castle Branch, Inc.

Immunization Requirement Guidelines

Castle Branch, Inc. is the company that provides all of the pre-entry screening and tracking for the nursing program. By signing into their website, students must complete a criminal background check (Level 2), fingerprints, and drug screen. In addition, Castle Branch will maintain tracking of the required immunizations.

The following immunizations are **MANDATORY** requirements for the Department of Nursing students:

1. **MMR** – this requirement is only satisfied by submitting either
 - a. A measles IgG and Rubella IgG titer showing immunity **OR**
 - b. Two MMR vaccinations must be documented
2. **Varicella** – this requirement is only satisfied by submitting either
 - a. A Varicella titer showing immunity **OR**
 - b. Two Varicella vaccinations must be documented
3. **Hepatitis B Antibody and Antigen**
 - a. Serologic testing is **REQUIRED** for Hepatitis B Surface Antibody (You must have your blood drawn to show if you are immune to Hepatitis B vaccine)
 - b. If the lab result shows the student is not immune, the student will have the option to begin the series of Hepatitis B vaccinations or sign a waiver.
4. **TDAP** – This is tetanus-diphtheria
 - a. Affirmation of the TDAP booster must be documented
 - b. This booster is only valid for 10 years
5. **Tuberculosis Screening** - This is a two-step requirement for PPD/TB Screening
 - a. If the first step is negative, the student must have another PPD placed at least seven (7) days and no longer than 12 months of step one
 - b. If the first step is positive, a chest x-ray must be done with the results attached. A student will then be required to get a yearly PPD until completion of the program
6. **Physical**
 - a. Submit a document signed by physician showing that the student had a basic physical within the last 12 months prior to entering the program
7. **Seasonal Influenza Vaccination**
 - a. Affiliated agencies require documentation of this vaccination in order for students to complete clinical rotations in their facilities
8. **CPR card**
 - a. This CPR card must be the Healthcare Provider card provided by the American Heart Association (AHA)

Please Note: The University is not required to provide alternate sites for clinical rotations or practicums should immunizations be a requirement for placement. Therefore, failure to comply with this policy may result in a student's inability to satisfy the graduation requirements in the nursing program.

Pre-Licensure BSN Course Requirements

Registration in any course of the Pre-Licensure BSN program is restricted to those students who have been formally accepted into the upper division of the nursing major and have met with the Director of Nursing. The four-year plan is the typical plan for entering freshman students. However, some students may enter with AP courses or dual enrollment credits that would require some changes to the plan as written. With these students, individual plans of study (POS) will be developed to best suit their student learning needs.

For some students, this may mean that they choose to take a lighter load each semester, rather than speed their progress through the four years.

For other students, this may mean reducing some time from their total four-year commitment.

Each student is an individual with unique needs and we will work with each student to provide the best possible journey through the nursing program.

Upper division Pre-Licensure BSN students **must maintain a grade of 80%** or higher in all nursing courses to continue progression in the program.

GENERAL INFORMATION FOR PRE-LICENSURE BSN STUDENTS

Experiential Learning

Most nursing courses have experiential learning integrated into the courses. For the didactic courses with experiential learning components incorporated, these learning experiences are delivered via simulation/teaching labs and clinical rotations in a variety of settings. Students are to register for both the didactic and clinical portions of these designated courses.

Students must successfully complete all three areas to pass the course – **(Didactic coursework; Clinical Rotations; and Simulation/Teaching Labs).**

The simulation/teaching labs and clinical schedules will be assigned with **students expected to arrive 15 minutes before the start time and prepared with appropriate dress and equipment.** Students are expected to behave professionally and with integrity at all times and to follow all safety rules. Any student who is unprepared or disruptive may be asked to leave and will suffer the consequences of missed time.

Program Completion Requirements

Students enrolled in the nursing program are required to complete the program within seven (7) years of admission to the university. The upper division nursing course work (All NURS courses) must be completed within four years of admittance into the Pre-Licensure BSN track.

Students who are unsuccessful in completing any two clinical rotations or any three didactic courses will be withdrawn from the nursing program and not allowed re-entrance.

Additionally, toward the end of the final nursing semester, students who are candidates for graduation must successfully pass the ATI Comprehensive Predictor Exam in order to be able to graduate from the SEU nursing program.

Student Involvement in the Nursing Department

Nursing students are encouraged to participate in the functions of the nursing department. One student from each cohort of nursing will be selected by nursing faculty to serve as a representative to provide input into curriculum decisions by attending the nursing curriculum committee meetings and the nursing advisory council. Additionally, one Junior (2nd semester) nursing student and one Senior (3rd semester) nursing student will be selected to serve on the nursing recruitment and retention committee.

The SEU chapter of the Florida Nursing Student Organization (FNSA) is open to all students who have declared nursing (BSN) as their major and is recognized by the SEU Student Body Leadership Council (SBLC). As a student is fully accepted into the nursing program and moves into the upper division of the program, the membership dues to the National Student Nursing Association (NSNA) will be paid through the nursing department. In addition, student dues each semester for all students (lower division and upper division) will be \$10/semester.

Executive officers of FNSA must be currently enrolled in the upper division of the BSN program. FNSA by-laws are posted on the *Nursing Communication Forum*. Minimal active participation is required during the two years of upper division coursework. Each member must attend five (5) FNSA activities each year. Attendance is taken at each activity and if a member does not attend five (5) activities per year, a minimal charge of \$5.00/activity will be levied as well as a hold placed on the student's account for registration at the end of the 2nd and 4th semesters of nursing until the charges are paid in full.

An activity is defined as anything from a **fun activity** such as a pool party, volleyball game, movie night, game night, and pumpkin carving to attendance at a **discussion** on a health topic, a campus tour, or any other activity planned by the Executive Officers at the outset of each semester.

Sigma Theta Tau International Honor Society of Nursing

Students who have completed half of their NURS coursework and who have maintained a minimum grade point average of 3.5 will be invited to join the Omega Chi chapter of Sigma Theta Tau International. This prestigious distinction will be celebrated by friends and family during an induction ceremony in which new members will be memorialized through signing of the official membership book. In addition, inductees will be awarded a membership certificate, honor cords (graduation stoles are available for purchase separately), and a commemorative silk flower. A celebratory reception is held immediately following the induction ceremony for all members and families.

Members will have the opportunity to support the honor society, the community, and abroad through collection drives and other fundraising activities. In addition, members are eligible: to be voted into board positions, to apply for Sigma and Omega Chi scholarships, and participate in many other benefits.

PROFESSIONAL STANDARDS OF CONDUCT FOR PRE-LICENSURE BSN STUDENTS

Students in the health professions are held to standards of conduct that both *differ and exceed* those usually expected of college students. Nursing students are required to demonstrate clinical competency in the care of patients, adhere to the standards in the Florida Nurse Practice Act, and to follow the tenets of the American Nurses Association *Code of Ethics for Nurses*. Civility is expected at all times when the student interacts with peers, faculty, patients, visitors, and staff.

Failure to follow the guidelines listed may result in disciplinary action that could result in a verbal or written warning, probation, suspension, or expulsion from the course or nursing program at Southeastern University. If the disciplinary action results in dismissal from an educational experience (classroom, lab, or agency), it will count as an unexcused absence.

Please refer to the Student Appeal Process below for detailed policies and procedures regarding withdrawal from a class, academic performance requirements, incompletes, and academic grievance procedures.

Important Note

If a nursing faculty or staff member suspects that a student may be under the influence of a substance, and the suspicion is confirmed by the Clinical Coordinator, then the student is required to submit to an immediate drug screen. If the screen is refused by the student, the student will be automatically dismissed from the program.

Audience Etiquette

Students must be especially kind, engaged, and participatory when anyone (i.e. teacher, fellow student, guest speaker, etc.) is talking to the whole class. Golden Rule = be the student you would like to have when you are speaking/teaching.

On most days, students are expected to actively participate. Please engage within class discussions and participate as often as possible. The more you engage within the discussions the more likely you are to take from the class and to ensure a quality learning experience. Do not be afraid to ask questions. Your participation, in many forms, will add to the quality of the class and the learning environment.

BSN Student Appeal/Complaint Policy

The purpose of the process of appeals and/or complaints is to ensure that the concerns and complaints of undergraduate students are addressed fairly and judiciously on a case-by-case basis. In addition to the Student Appeal Policy located in the university catalog, nursing

students have the right of appeal or complaint in the following instances: Final Grades; Academic Progress; and Student Disciplinary actions.

- A nursing student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision with the Director of Nursing. Notification must be received within five (5) class days of the initial decision.
- If the student wishes to appeal the decision of the Director of Nursing, the student can file a formal appeal/complaint with the Dean of the College of Natural and Health Sciences (CNHS).
 - To begin a formal appeal/complaint, submit the appeal form (located on the Nursing Communication Forum) with signatures along with all relevant documentation and evidence to the Dean's office within 15 class days after the informal meeting with the Director of Nursing.
 - Other required documentation includes:
 - Personal statement regarding reason for appeal (explain why you are appealing)
 - Previous attempts to resolve the issue prior to submitting this appeal
 - Any other relevant course material
 - Correspondence between yourself, instructor, chair, or others related to this issue
 - Timeline of issues

ATTENDANCE POLICIES:

Classroom

Students are expected to attend all class sessions on time and may be absent only for unavoidable documented reasons. A medical excuse may be required and provided to the professor by the next class meeting date. It is the student's responsibility to inform the professor of any anticipated absences and to make up any missed work. A student may be withdrawn from a class at the discretion of the professor. Reasons for withdrawal may include, but are not limited to; lack of attendance, tardiness, or inappropriate classroom behavior. **Please note that tardiness is unacceptable professional behavior.**

Labs (Sim Lab/Teaching Lab)

The nursing simulation (NSL) or teaching labs (NTL) are considered a part of the clinical experience therefore students are required to adhere to attendance and dress regulations as if attending a clinical site. Please see the information concerning a detailed explanation of uniform requirements under *Professional Dress Code During Clinical Rotations*. The level of professionalism displayed in the clinical setting also needs demonstrated in the simulation/teaching labs. This includes being respectful of one another, instructors, and staff.

Clinical Rotations

Students must be aware that even though nursing tries to abide by the overall SEU academic calendar, there may be rare times in which clinical rotations at affiliated agencies require attendance at “*off*” times according to the SEU calendar. Therefore, students must adhere to the semester calendar for their respective cohort. Every attempt is made to have clinical rotations match the SEU academic calendar but again, there may be a few exceptions that would cause a student to shorten their Fall/Spring break or even attend a clinical rotation on an SEU scheduled class day off (i.e. President’s Day). This may be unavoidable in order to maintain the integrity of the nursing program and fulfill the requirements set forth by the accrediting agencies.

Students are expected to attend all clinical days. Only one clinical day can be missed and only for extenuating circumstances (i.e. hospitalization, death, funeral, or severe illness). However, it must be made up. Only one clinical make-up day is **allotted/semester** for those circumstances. Extenuating circumstances will be considered on an individual basis. If a student misses more than one clinical day/semester the student will be dropped from the course in which s/he missed the second clinical day and receive a clinical failure for that course.

If a student is going to be absent, s/he must notify (personally) the Clinical Instructor or Lab Manager to which s/he is assigned at least two hours in advance or as soon as possible prior to the start time. The student is responsible to contact the Clinical Coordinator **the first day s/he returns** to campus after a clinical absence. The student will then be assigned to a mandatory clinical make-up day. **Failure to do so will result in a clinical failure for the course.**

If a student becomes aware of the **need** for a clinical absence prior to the actual day of the clinical experience (i.e. athletics; FNSA conference), s/he will contact both the Clinical Instructor and the Clinical Coordinator to complete arrangements for the clinical make-up.

Students must arrive 15 minutes prior to the scheduled times for all clinical assignments as well as the labs. Students must wear full uniforms at all times and have the necessary equipment (i.e. watch, stethoscope, scissors & etc.). This policy will ensure professional accountability standards are being met.

Transportation to Experiential Learning and Other Community Sites

Students will be participating in an array of clinical and community activities throughout the curriculum. Transportation to these activities is the responsibility of the student. Some agencies will offer students access to rides from the agency personnel who are working with the students (i.e. home visits). **This is a policy decision of the agency. Students are not required to ride with agency personnel nor are agency personnel required to provide transportation.**

driver of the vehicle and his/her insurance is responsible for coverage of liability expenses. The University does not cover travel liability for home visits or visits to community sites. Students are expected to follow **all traffic and parking guidelines of assigned clinical facilities.**

Professional Dress Code During Clinical Rotations

Students are required to present at their clinical assignment, whether in a hospital, labs, or clinic, in professional attire. Students will be traveling throughout the area and are the frontline example of Southeastern University Nursing Department and it is very important that they present a positive reflection.

Nursing students are required to wear a designated nursing student uniform. The designated SEU nursing student uniform and lab coat must be obtained prior to entering the first (1st) semester of nursing.

Uniforms must be clean, pressed, and worn so that the elastic/drawstring of the pants is at the waist. The pants should not be dragging the ground. The top should cover the hips, and no midriff should be seen.

Uniform shoes must be closed toe and heel, solid black or white, and made of leather. Shoes and laces must be clean. No canvas shoes or clogs are permitted. White or black socks must be worn. Any shirts worn under their uniform must be plain white.

Students **must** have a visible SEU identification badge on and located in the left upper collar/lapel area of the uniform at all times during clinical rotations. If the clinical facility requires students to obtain one of their badges, it must be present and visible at all times on the uniform or lab coat as well.

For Women: Hair should not touch the collar and be neat and well controlled. Barrettes and rubber bands should match the color of the student's hair and not be decorative. Long hair must be placed in a tight bun that does not touch the collar. No hair is to be free flowing around face (ie. ponytail; long braids). Natural human hair colorings only- no blue, green, purple, etc. Nails must be kept short and filed with clear nail polish. No artificial (acrylic or gel overlay) or extensions may be worn.

For Men: Men with longer hair must pull back and put in a tight bun at back of head (not on top of head). Men who have facial hair must keep it trimmed and short. No hanging hair is allowed. Masks must be worn for any man with facial hair when doing procedures with patients.

Both male and female students must cover all visible tattoos. A plain white undergarment, such as a t-shirt, is required to cover body art that extend down the arms. Jewelry worn in the clinical area is limited to the SEU issued watch with a second hand, wedding band, and only one small earring (non-dangling) in each ear. No other piercings or gauges may be visible and must be removed or replaced with a transparent plug. Wrist

bracelets and neck chains are not permitted. Perfumes or heavy make-up is not permitted. Hand sanitizer and lotions should be fragrance free.

If a student is not dressed appropriately for the clinical setting, s/he will be sent home and it will count as an unexcused absence.

When entering a clinical site where the student will not have direct patient contact, business attire and the designated lab coat with student name tag must be worn. Shoes must be neat and clean. No open toed shoes or heels higher than one inch are allowed.

For community settings and open labs on campus, the student may wear the SEU nursing polo shirt with black scrub pants, name tag, socks and approved shoes (as noted above). Students who do not arrive wearing the designated uniform will be sent home and it will also count as an unexcused clinical absence.

If a healthcare agency determines that student conduct is not in accordance with acceptable standards of performance, the agency has the right to request that the student be withdrawn from the agency. It will then be determined by the agency, Clinical Coordinator, and Director/Chair of the Department of Nursing whether the student is allowed to return.

REVIEW HIPPA REGULATIONS

A. MAINTAIN CONFIDENTIALITY AT ALL TIMES:

- 1) When speaking about patients anywhere in clinical sites (Use initials only)
- 2) Do not remove any part of a patient's file from the patient care area
- 3) Do not copy/Xerox/reproduce in any manner a part of the patient's file
- 4) Do not transmit patient information electronically with identifying data
- 5) Do not use electronic devices to make photographs or recordings
- 6) **Do not post to any social media site any pictures or comments about professional activities or patient information**

B. STUDENT CELL PHONES AND SMART DEVICES ARE NO LONGER ALLOWED DURING CLINICAL ROTATIONS AT ANY TIME/ANY WHERE:

- 1) Students are not allowed to bring personal laptops or iPads into the clinical setting either.
- 2) Students will contact the Instructor from a land-line whenever necessary.
- 3) Instructors will have their own cell phones on them and may share their personal or clinical numbers with students.
- 4) Students are to share appropriate phone numbers with important persons (parents/spouse/children) in case of emergencies (SEU nursing department; assigned clinical placement; instructor number).
- 5) Instructors will contact the student if/when an emergency occurs.
- 6) If a student is observed with his/her cell phone, smart device (watches/ipods/fit bits, etc.), or other devices the clinical instructor will immediately dismiss him/her from the

clinical arena, give that student a clinical failure for the day, and notify the Clinical Coordinator.

7) If dismissed, students receiving a failure for the day must also make-up the clinical day. Remember: If a student receives two (2) clinical failures in a semester, this will constitute an overall clinical failure for the course.

8) A Clinical Instructor may allow cell phones to be used as a learning tool **during Post-Conference only** – this is strictly an individual decision of the Clinical Instructor.

PRE-LICENSURE GRADING REQUIREMENTS

GRADING REQUIREMENTS:

Students must be successful in each of the three components of a course (didactic, nursing simulation/teaching labs, and clinical rotations) to pass the entire course.

Grades and Attendance

All Grades adhere to the SEU grading scale:

A = 94 – 100 C+ = 77 – 79

D- = 60 – 63

A- = 90 – 93 C = 74 – 76

F = 0 – 59

B+ = 87 – 89 C- = 70 – 73

A grade of 80% or higher is required to pass all undergraduate (BSN) nursing courses. Students must maintain a grade of 80% or higher in all nursing courses to continue with progression.

B = 84 – 86 D+ = 67 – 69

B- = 80 – 83 D = 64 – 66

Didactic Portion (Classroom)

Students are **required to earn an overall grade of 80% or higher in all course exams.** If the student earns a grade of 80% or better on the exams, the remainder of the didactic assignments will be averaged into the overall didactic grade. If the student does not earn at least an overall grade of 80% on the exams, they will automatically fail the course and receive the **earned exam grade** as the recorded grade for their transcript and GPA. For further clarification, students who do not receive the overall grade of 80% on exams, students will not receive the additional scores of assignments to inflate their grade.

Beware – when the additional assignments of each course are added and calculated into a student's overall exam grade, if not completed appropriately, these assignments may pull a student's grade lower than the passing 80% achieved on the exam portion of courses and cause a student to receive an overall failing grade for the course.

Clinical Portion

The student **must** earn a passing grade in the clinical portion of the course (including both the nursing simulation/teaching labs **and** clinical rotations). While in clinical, the student will receive a grade for clinical paperwork and clinical performance. Each clinical day student performance will be evaluated as satisfactory (objectives met) or non-satisfactory (objectives not met). Students will pass the clinical rotation if they have obtained a satisfactory in at least 80% of the clinical days evaluated. (See details of satisfactory vs. non-satisfactory in the clinical syllabus). **Up to 35% of each clinical course may be devoted to simulation experiences.** Additionally, students **must** earn an 80% or better on any assignment attached to the clinical portion of the course.

Simulation Lab

Patient safety is a paramount concept for nursing students to learn, understand, and practice; arguably THE most important aspect of a nurse's role and responsibility. Although simulation is a "safe" environment for students to practice their technical skills, perform patient care, and interact within a multidisciplinary team, it is also a platform used to ensure students' adherence to sterile field, medication calculation administration, and environmental safety. Students will therefore be evaluated during simulation using a rubric which includes pass/fail and graded items. Students who make a Medication Error, Breach Sterile Field, or violate Environmental Safety that may/did result in patient injury must complete an ***Incident Report***. Students must also report the incident to the "provider" and the patient/family member. **Students will receive a failing grade for the Clinical Course on receipt of their 3rd Incident Report.**

Recording of Grades

If a student passes the clinical portion of the course, but falls below an 80% on the didactic portion, it will result in a failure for the **entire course** and be recorded as **the didactic grade earned and an "F" for clinical/lab portion** with the student needing to **repeat both the didactic and clinical portions of the course.**

If a student fails the clinical portion of the course, but passes the didactic portion with an 80% or better, it will also result in a failure for the entire course and be recorded as **an "F" for the clinical/lab portion and a "C" for the didactic grade. The student needs to repeat both the didactic and clinical portions of the course.** However, in this situation, the student will have the option of auditing the remaining didactic portion – not taking any exams from that point forward in the semester.

ATI POLICY – Utilizing Nursing Education Materials and Grading

Southeastern University (SEU) has a complete partnership agreement with ATI Nursing Education, a division of Assessment Technologies Institute, LLC and will therefore be mentioned as ATI throughout this nursing policy. In connection with ATI representatives, SEU's nursing program has full use of the multitude of ATI products and services. These products are instrumental in improving faculty, student, and program outcomes ultimately leading to student and school success (atitesting.com).

Currently, there are six (6) phases of utilizing ATI Products wherein these products have been aligned with the nursing program's curricula. Each phase has been developed in order to assist students in progressing through the program successfully.

PHASE I – ENTRANCE & ORIENTATION INTO THE NURSING PROGRAM

All students applying for the nursing program at SEU must take the Test of Essential Academic Skills (TEAS) from ATI and score at the proficiency level with a projected benchmark of 75. Additionally, during orientation, all students will review and complete the Achieve modules and Critical Thinking Test in order to prepare them for the unique method of test questions, logic, and critical thinking in real life scenarios. During the first six weeks

of entrance into the nursing program Nurse Logic will be assigned to students as well as there will be a seminar given by the ATI educators concerning *Test-Taking Strategies* that all newly admitted nursing students are mandated to attend. Again, all of these segments are to assist students in successful progression from the onset of the nursing program.

PHASE II – MATH THROUGHOUT THE PROGRAM

ATI Dosage Calculation assessments are strategically administered throughout the nursing program. These exams are given in courses with a clinical component.

- During **NURS 3106 (Foundations of Nursing)**, students are instructed throughout the semester and administered the exam toward the completion of the course. Students must score 90% on the Proctored ATI Dosage and Calculation Exam in order to progress into the next semester. Students will have three attempts to be successful. Failure to be successful after three attempts will result in a delay of progression into the following semester.
- **NURS 3144 (Med/Surg I); and NURS 4204 (Med/Surg II)**. These Dosage and Calculation exams are administered toward the beginning of the courses and prior to students entering clinical rotations. Students must earn a 90% on one of the exams in each course and will have three opportunities to do so prior to clinical rotations. Failure to be successful after three attempts will result in the student being withdrawn from both the didactic and clinical courses and needing to repeat those courses.
- All specialty courses (**NURS 3133; NURS 4212; and NURS 4322**) will administer one Dosage and Calculation exam as an assignment in order to keep students current with dosage and calculations specific to the area.
- During **NURS 4243 (Transition into the Professional Nursing Role)** a Dosage and Calculation exam will be given prior to students entering their Preceptorship portion of the course. Again, students must earn a 90% on this exam in order to enter their preceptorship and will have three opportunities to be successful. Failure to achieve 90% on this exam will result in the student being withdrawn from the didactic and clinical courses and needing to repeat those courses.

PHASE III – CONTENT MASTERY SERIES (CMS)

Most courses in the Nursing Program include a standardized proctored examination designed to prepare the student for success on the National Council Licensure Exam for Registered Nurse (NCLEX-RN). To aid in this goal, standardized Content Mastery Modules are integral to various courses. *Fees for these modules are assessed as part of the course registration and will appear on the student's SEU account.* Content Mastery Series (CMS) include both **Practice A and B exams** as well as the **Proctored exams** of specific content material used throughout the nursing program. ATI scoring for these exams are listed as Proficiency Levels 3, 2, 1, and Below 1. Remediation for scores less than Level 3 are required. The policy for both grading and remediation follows:

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- **Practice Exams (A & B):** Most courses have two (2) Practice Exams (A & B)

- leading to the Proctored Exam. Practice exam points are calculated under the
- Activities/Assignments portion of a student’s overall total – not as an exam grade. However, there is a total of 100 points that can be earned (50 points each) for these exams. Depending on the student’s score, remediation is mandated in order for the student **to be eligible** for taking the next practice exam or proctored exam.
 - Remediation includes submitting three critical points for each content topic missed in all concept areas. These critical points need to be **hand-written and submitted** electronically via MyFIRE as a pdf file **no later than 24 hours before the next exam** is scheduled. Students will then complete the post-remediation quiz to evaluate their learning.
 - **If remediation is not completed and submitted 24 hours prior** to the next exam, the student will receive a “0” on the upcoming exam. The student is still responsible for completing the upcoming exam. Please see the following table for level achieved, grade points earned, and remediation necessary for Practice A and B exams: **Please see Course Syllabus for Levels**

ATI Level Achieved	Course Assignment Points Earned	Remediation Required
3	50 Grade Pts	Exempt
2	40 Grade Pts	Yes
1	30 Grade Pts	Yes
<1	20 Grade Pts	Yes

- **Proctored Exams:** These ATI Content Mastery (Proctored) Exams are scheduled toward the end of the course content. **These exams will count as one course exam grade and will be included into the course gradebook as such.** This grade will be based on the following ATI Proficiency Level results:

Level Achieved	Course Test Grade

3	≥ 95
2	85
1	75
<1	Score Earned

There will be no opportunity to retake this exam. Again, remediation is encouraged for all areas in which the student scored below level two as an excellent study tool for the student's weak areas.

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PHASE IV – CAPSTONE-VIRTUAL ATI

All graduating seniors will be enrolled in the Capstone-Virtual ATI content review which involves 7-10 weeks of pre-assessment assignments, assessments, focused reviews, and post-assessment assignments **in preparation for the Comprehensive Predictor Exam** administered at the completion of the nursing program. Students will have access to the Virtual-ATI NCLEX review for at least eight (8) more weeks after graduation. This review is guided by a Master's-prepared nurse educator wherein students have access to interactive online review resources to prepare nursing graduates for NCLEX success.

PHASE V – COMPREHENSIVE PREDICTOR EXIT EXAM

Each graduating student **must successfully pass the standardized ATI Comprehensive Predictor Examination administered at the completion of the nursing program in order to be eligible for graduation.** The student will have **one** opportunity to take and pass the exam. **Thereafter, if the student does not pass, the student will receive an “I” grade for NURS 424L and will be ineligible to graduate with a Bachelor of Science in Nursing degree from SEU and must complete the ATI Greenlight.** After successfully completing the **“Greenlight”**, the student's grade will be changed to **“P”** and name will be submitted to the Florida Board of Nursing (FBON) in order to sit for the NCLEX-RN exam for licensure.

PHASE VI – LIVE REVIEW

There will be a mandated three-day LIVE Review scheduled with an ATI Instructor prior to graduation that all graduating nursing students must attend in preparation for the Comprehensive Predictor Exam and NCLEX-RN Exam.

**Pre-Licensure BSN 4-year Plan
(Lower Division)
Freshman Year**

Fall Semester		Cr	Grade	Notes
	SEU 101 College & Community			
	English Comp I			
	College Algebra			
	Med Terminology			
	Human Anatomy & Physiology I			

	Human Anatomy & Physiology I Lab			

Total Credits 15

Spring Semester		Cr	Grade	Notes
	SEU 102 Purpose & Practice			
	OT Interpretation			
	English Comp II			
	Introduction to Psychology			
	Human Anatomy & Physiology II			
	Human Anatomy & Physiology II Lab			

Total Credits 15

Classes in **BOLD** are required by SEU for the Foundation Core (4 Credits)

All BSN lower division **Science Courses** (BIOL & CHEM) must be passed with an overall 80% (B-) or better by averaging the didactic class with lab wherever applicable (Medical Terminology; A&P I; A&P II; Chemistry; & Microbiology)

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**Pre-Licensure BSN 4-year Plan
(Lower Division)
Sophomore Year**

Fall Semester		Cr	Grade	Notes
	New Testament Interpretation			
	Intro to Probability & Statistics			
	Introduction to Sociology			
	Developmental Psychology			
	Introduction to Chemistry			
	Introduction to Chemistry Lab			

Total Credits 16

Spring Semester		Cr	Grade	Notes
	Christian Thought & Practice			
	Introduction to Ethics			
	Microbiology			
	Microbiology Lab			
HISTORY ELECTIVE				HIST 1033; HIST 1043; HIST 2013; HIST 2023;
HUMANITIES/LITERATURE ELECTIVE**				MUSC 1003; MUSC 1103; MUSC 1223; ARTV 1503; HUMS 2033; HUMS 2233; COMM 2433; ENGL 2133; ENGL 2513; ENGL 3633; ENGL 3933; ENGL 4343; ENGL 4533
Total Credits		16		

****Select One (1) of the above for a total of three (3) Credits from either the Humanities OR Literature Discipline**

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**Pre-Licensure BSN 4-year Plan
(Upper Division)
Junior Year**

Fall Semester		Cr	Grade	Notes
	Health Assessment			
	Health Assessment Lab			
	Foundations of Nursing			
	Foundations of Nursing Clinical			
	Essentials of Pathophysiology			

Total Credits 15

Spring Semester		Cr	Grade	Notes
	Applied Pharmacology			
	Psychiatric Nursing			
	Psychiatric Nursing Clinical			

	Medical-Surgical Nursing I (Chronic)			
	Medical-Surgical Nursing I Clinical			

Total Credits 16

Summer Semester		Cr	Grade	Notes
	Research & Evidence-Base (Online)			
	Faith Integration Nursing (Online)			

Total Credits 6

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**Pre-Licensure BSN 4-year Plan
(Upper Division)
Senior Year**

Fall Semester		Cr	Grade	Notes
	Medical-Surgical Nursing II (Acute)			

	Medical-Surgical Nursing II Clinical			
	Pediatric Nursing			
	Pediatric Nursing Clinical			
	Care of Childbearing Family			
	Care of Childbearing Family Clinical			

Total Credits 13

Spring Semester		Cr	Grade	Notes
	Transition into Professional Nursing			
	Transition into Profession Clinical			
	Community Health Nursing			
	Community Health Nursing Clinical			

	Quality & Safety (Hybrid)			

Total Credits 14

Total Credits 126

Congratulations!

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<p>RN to BSN APPLICATION AND ADMISSION REQUIREMENTS</p>
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Students will be admitted three times a year, in the Fall, Spring, and Summer “A” terms. Courses are offered on an accelerated 8-week term with six terms per year. Please refer to the SEU Unrestricted Education Calendar found on the website for dates.

All RN-BSN students must submit the following information to the Learning House Enrollment Counselor:

1. Submit an application to SEU RN to BSN web page.
2. Essay (1-2 pages, typed, double spaced) on the following topic: “Describe who you are, why you want to attend Southeastern University and how this degree may help you in the future”
3. Photo I.D.
4. Two professional references (one must be from a supervisor or nurse leader as to their clinical ability)
5. ***Official*** transcripts from all colleges and universities attended (even if no credit was earned or grades received).
6. Present evidence of current, unencumbered RN license in the state of Florida or Multi-State Compact License
7. Your Associate Degree in Nursing (ADN) with a GPA of 2.0 or higher.

Background Checks

Pursuant to requirements in agency contracts for clinical experiences, fingerprinting, 10 panel drug screening, and a criminal background check is a requirement for RN-BSN students upon admission into the Southeastern University RN-BSN nursing program. In order for the department to receive results, students will be submitting fingerprints and other information to the college-approved vendor – *Castlebranch*. The background report will automatically be added to your tracker by *Castlebranch*. Felony records and certain misdemeanor records may result in denial of admission.

Plans of Study (POS)

An *initial* student Plan of Study (POS) will be developed upon admission to the program based on unofficial transcripts and upon receipt of the official transcripts, a *final* POS and audit will be done to ensure that all required courses are completed prior to graduation.

The total credit hours needed for graduation, including transfer credits, to complete the RN-BSN track is 122 hours.

<p style="text-align: center;">GENERAL INFORMATION FOR RN to BSN STUDENTS</p>
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Experiential Learning

Most nursing courses have experiential learning projects integrated into the courses. Students may request to complete course projects in a specific clinical agency or may ask the assigned course professor for assistance in identifying an appropriate agency. The course professor must approve all sites prior to entry into the site and will assist the student in securing an appropriate contractual letter of agreement pertinent to the specific course.

Grades and Attendance

All Grades adhere to the SEU grading scale:

A = 94 – 100	C+ = 77 – 79	D- = 60 – 63
A- = 90 – 93	C = 74 – 76	F = 0 – 59
B+ = 87 – 89	C- = 70 – 73	
B = 84 – 86	D+ = 67 – 69	
B- = 80 – 83	D = 64 – 66	

A grade of 80% or higher is required to pass all undergraduate (BSN) nursing courses. Students must maintain a grade of 80% or higher in all nursing courses to continue with progression.

Program Completion Requirements

Students enrolled in the RN-BSN program are required to complete the program within five (5) years of acceptance into the program.

Students who are unsuccessful in completing any two courses will be withdrawn from the nursing program and not allowed re-entrance.

Student Involvement in the Nursing Department

Nursing students are encouraged to participate in the functions of the Nursing Department. One student from each RN-BSN admission cohort (Fall – Spring – Summer) will be selected by nursing faculty to serve as representatives to provide input into curriculum decisions by attending the nursing curriculum committee meetings and the nursing advisory council. Additionally, one other student will be selected to serve on the nursing recruitment and retention committee.

The SEU chapter of the Florida Nursing Student Organization (FNSA) is open to all students who have declared nursing (BSN) as their major and is recognized by the SEU Student Body Leadership Council (SBLC). Students in the RN-BSN track are invited to participate if desired.

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Sigma Theta Tau International Honor Society of Nursing

Students who have completed half of their NURS coursework and who have maintained a minimum grade point average of 3.5 will be invited to join the Omega Chi chapter of Sigma Theta Tau International. This prestigious distinction will be celebrated by friends and family during an induction ceremony in which new members will be memorialized through signing of the official membership book. In addition, inductees will be awarded a membership certificate, honor cords (graduation stoles are available for purchase separately), and a commemorative silk flower. A celebratory reception is held immediately following the induction ceremony for all members and families.

Members will have the opportunity to support the honor society, the community, and abroad through collection drives and other fundraising activities. In addition, members are eligible: to be voted into board positions, to apply for Sigma and Omega Chi scholarships, and participate in many other benefits.

PROFESSIONAL STANDARDS OF CONDUCT for RN to BSN STUDENTS

Students in the health professions are held to standards of conduct that both *differ and exceed* those usually expected of college students. Nursing students are required to demonstrate clinical competency in the care of patients, adhere to the standards in the Florida Nurse Practice Act, and to follow the tenets of the American Nurses Association *Code of Ethics for Nurses*. Civility is expected at all times when the student interacts with peers, faculty, patients, visitors, and staff.

Failure to follow the guidelines listed may result in disciplinary action that could result in a verbal or written warning, probation, suspension, or expulsion from the course or nursing program at Southeastern University. If the disciplinary action results in dismissal from an educational experience it will count as an unexcused absence.

Please refer to the Student Appeal Process below for detailed policies and procedures regarding withdrawal from a class, academic performance requirements, incompletes, and academic grievance procedures.

Audience Etiquette

Students must be especially kind, engaged, and participatory when anyone (i.e. teacher,

fellow student, guest speaker, etc.) is talking to the whole class. Golden Rule = be the student you would like to have when you are speaking/teaching.

On most days, students are expected to actively participate. Please engage within class discussions and participate as often as possible. The more you engage within the discussions the more likely you are to take from the class and to ensure a quality learning experience. Do not be afraid to ask questions. Your participation, in many forms, will add to the quality of the class and the learning environment.

BSN Student Appeal/Complaint Policy

The purpose of the process of appeals and/or complaints is to ensure that the concerns and complaints of undergraduate students are addressed fairly and judiciously on a case-by-case basis. In addition to the Student Appeal Policy located in the university catalog, nursing students have the right of appeal or complaint in the following instances: Final Grades; Academic Progress; and Student Disciplinary actions.

- A nursing student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision with the Director of Nursing. Notification must be received within five (5) class days of the initial decision.

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- If the student wishes to appeal the decision of the Director of Nursing, the student can file a formal appeal/complaint with the Dean of the College of Natural and Health Sciences (CNHS).
 - To begin a formal appeal/complaint, submit the appeal form (located on the Nursing Communication Forum) with signatures along with all relevant documentation and evidence to the Dean's office within 15 class days after the informal meeting with the Director of Nursing.
 - Other required documentation includes:
 - Personal statement regarding reason for appeal (explain why you are appealing)
 - Previous attempts to resolve the issue prior to submitting this appeal
 - Any other relevant course material
 - Correspondence between yourself, instructor, chair, or others related to this issue
 - Timeline of issues

ATTENDANCE POLICIES:

Classroom

Students are expected to be online at least three times per week participating in discussions and submitting assignments. Each RN-BSN class meets from Wednesday to Tuesday. It is the student's responsibility to inform the professor of any anticipated absences and to make up any missed work. A student may be withdrawn from a class at

the discretion of the professor. Reasons for withdrawal may include, but are not limited to, lack of attendance or inappropriate classroom behavior.

Transportation to Experiential Learning and Other Community Sites

Students will be participating in an array of clinical and community activities throughout the curriculum. Transportation to these activities is the responsibility of the student. Some agencies will offer students access to rides from the agency personnel who are working with the students (i.e. home visits). **This is a policy decision of the agency. Students are not required to ride with agency personnel nor are agency personnel required to provide transportation.**

Regardless of whether a student drives his/her own vehicle or rides with someone else, the driver of the vehicle and his/her insurance is responsible for coverage of liability expenses. The University does not cover travel liability for home visits or visits to community sites. Students are expected to follow **all traffic and parking guidelines of assigned clinical facilities.**

**RN to BSN 2-Year Plan (Full Time)
40 Credits for Six Terms of 8 weeks**

FALL TERM

1st Term – Session A (8 weeks)

CO U R S E	TITLE	C	NOTES
	College & Christian Calling	1	Must take these courses
	Transition to BSN Role	3	first in progression
	TOTAL	4	

1st Term – Session B (8 weeks)

CO U R S E	TITLE	C	NOTES
	Health Assessment	4	
	TOTAL	4	

SPRING TERM

2nd Term – Session A (8 weeks)

CO U R S E	TITLE	C	NOTES
	Nutrition for Nurses	3	
	Christian Thought & Practice	3	
	TOTAL	6	

2nd Term – Session B (8 weeks)

CO U R S E	TITLE	C	NOTES
	Nursing History & Theory	3	

		TOTAL	3	

SUMMER TERM

3rd Term – Session A (8 weeks)

CO U R S E	TITLE	C	Q	NOTES
	Faith Integration	3		
	TOTAL	3		

3rd Term – Session B (8 weeks)

CO U R S E	TITLE	C	Q	NOTES
	Research and EBP	3		
	TOTAL	3		

36
FALL TERM

4th Term – Session A (8 weeks)

CO U R S E	TITLE	C	Q	NOTES

	Quality & Safety		2	
	Introduction to Ethics		3	
	TOTAL		5	

4th Term – Session B (8 weeks)

CO U R S E	TITLE	C	NOTES
	Community Nsg & Pop Health		5
	TOTAL		5

SPRING TERM

5th Term – Session A (8 weeks)

CO U R S E	TITLE	C	NOTES
	Leadership & Mgt for RN		5
	Capstone		2
	TOTAL		7

These courses must be taken last - prior to graduation.

Will Award 30 Credits for RN Licensure during the Capstone Course

**Total Credits 122
Congratulations!**