

FLORIDA A&M UNIVERSITY

School of Nursing



STUDENT HANDBOOK

TRADITIONAL BSN PROGRAM

2022 – 2023

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HANDBOOK OVERVIEW

This handbook provides information about the nursing program at Florida Agricultural and Mechanical University.

It is the responsibility of the student to be familiar with the information presented in this handbook. Responsibility for following policies and meeting requirements and deadlines for the nursing program rests with the student. Registration by a student signifies an agreement to comply with the regulations of the University and School of Nursing (SON).

Florida A&M University reserves the right to withdraw courses at any time, to change fees, calendars, curricula, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students as well as those already enrolled.

The University Catalog and FANG provide additional information.

POLICY CHANGES

SON policy changes will be communicated to students verbally and in writing.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
(404) 975-5020
www.acenursing.org

Florida A&M University Non-Discrimination Policy Statement



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307

TELEPHONE: (850) 599-3076
FAX: (850) 561-2997
TDD: (850) 561-2998

EQUAL OPPORTUNITY PROGRAMS

FLORIDA A&M UNIVERSITY NON-DISCRIMINATION POLICY STATEMENT

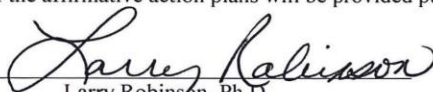
It is the policy of Florida A & M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by state and federal statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services, and any employment conditions and practices.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs. Please also see University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures, and University Regulation 10.112 Consensual Relationships.

All Affirmative Action Plans/Programs are available for review at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8 a.m. – 5 p.m.). Please contact the following office regarding any information listed in this statement:

Office of Equal Opportunity Programs
674 Gamble Street
Tallahassee, FL 32307
(850) 599-3076; TDD (850) 561-2998

Copies of the affirmative action plans will be provided pursuant to Chapter 119 of the Florida Statutes.

Signed: 
Larry Robinson, Ph.D.
Florida A&M University

Revised August 11, 2017

FAMU IS AN EQUAL OPPORTUNITY/EQUAL ACCESS UNIVERSITY

THE UNIVERSITY

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

MISSION STATEMENT

Florida Agricultural and Mechanical University (FAMU) is an 1890 land grant, doctoral/research institution devoted to student success at the undergraduate, graduate, doctoral and professional levels. FAMU enhances the lives of its constituents and empowers communities through innovative teaching, research, scholarship, partnerships, and public service. The University continues its rich legacy and historic mission of educating African Americans, and embraces all dimensions of diversity.

VALUES

Florida Agricultural and Mechanical University is committed to the values of accountability, inclusion, innovation, and integrity. The University also values and endorses the Board of Governors' Statement of Free Expression and expects open-minded and tolerant civil discourse to take place throughout the campus community. These values represent the tenets that guide our actions, enable us to sustain our historical mission, and realize our strategic plan.

Accountability Inclusion Innovation Integrity

Vision

Florida Agricultural and Mechanical University (FAMU) will be recognized as a leading national public university that is internationally renowned for its competitive graduates, transformative research, and innovation.

SCHOOL OF NURSING

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY SCHOOL OF NURSING

HISTORY

The Florida A&M University School of Nursing is the oldest continuing baccalaureate nursing program in the United States at a historically black institution. Established in 1904 as a hospital-based program, it became the first baccalaureate program in Florida in 1936. The Florida Board of Nursing approved the program, and its graduates were permitted to write the licensure examination in 1941. Ten years later, the program obtained accreditation by the Collegiate Board of Review of the National League of Nursing Accreditation Service. Currently, the program offers both baccalaureate and master's degrees: The Bachelor of Science degree for students (generic and RN-BSN) who have completed requirements for admission to the professional level; and a Master of Science in Nursing degree for post-baccalaureate nurses; and a post-master's certificate plan. The graduate program has both face-to-face and online options.

The baccalaureate degree in nursing program is an upper division (junior and senior year) four semester program for generic students, effective Fall 2022. Current students who enrolled into the five-semester program will graduate in Fall 2023. The fast track for RN-BSN students can be completed within 12 months full-time.

The Master of Science in Nursing and Post-Masters Certificate programs, with a specialty focus in Adult/Gerontology Nurse Practitioner preparation, was approved by the State University System Board of Regents in 1997 and admitted its first class in 1998. The Master of Science in Nursing program received initial accreditation from NLNAC in 2002 and continuing accreditation in 2007. A Women's Health Nurse Practitioner (WHNP) concentration was added in 2004. Following University approval, the first cohort of online students was admitted to the master's program in fall of 2011. The forty-two-credit hour full-time curriculum can be completed in approximately two years, while the part-time curriculum plan can be completed within 3 years.

THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY SCHOOL OF NURSING

MISSION STATEMENT

The mission of the Florida Agricultural and Mechanical University School of Nursing is congruent with the mission of the Florida Agricultural and Mechanical University:

The mission of the Florida Agricultural and Mechanical University School of Nursing is congruent with the mission of the Florida Agricultural and Mechanical University: Our mission is to create a student-centered environment that emphasizes excellence through integrity, honesty, innovation, and accountability, while providing an enriched academic, intellectual, moral, cultural, ethical, and technological socialization to the discipline of nursing. We are committed to the development of highly qualified and caring nurses who can apply high quality, culturally competent and evidence-based healthcare to diverse populations within local, national, and global communities.

PHILOSOPHY

The philosophy of the Florida Agricultural and Mechanical University School of Nursing is congruent with the philosophy of the Florida Agricultural and Mechanical University.

The faculty of the Florida Agricultural and Mechanical University School of Nursing understands their role in expanding and developing new knowledge for clinical practice and preparing the next generation of nursing leaders. As such, they consider their roles as educators and practitioners important in educating the next generation of nurses to have the skills and knowledge to use research-based care in their daily clinical practice.

VISION

The vision of the Florida Agricultural and Mechanical University School of Nursing is:

The Florida Agricultural & Mechanical University School of Nursing will be internationally recognized as a premier land grant and research program committed to exemplary teaching, research, and service preparing transformational graduates with high ethical values dedicated to solving complex issues impacting our global society.

SCHOOL OF NURSING CORE VALUES

Caring	Excellence	Diversity
Fairness	Fiscal Responsibility	Freedom
Integrity	Accountability	Respect
Inclusive	Scholarship	Courage
Ethics	Collaboration	Openness
Collegiality	Service	
Sense of Community	Shared governance	
Transparency	Creativity/Innovation	

CURRICULUM

BSN PROGRAM STUDENT LEARNING OUTCOMES

The program learning outcomes of the baccalaureate program are to prepare graduates to:

1. Use a variety of communication and collaborative techniques to engage in intra- and inter-professional teams in ways that respect the values, ethics and practice standards of all members and ensure the delivery of safe, quality care.
2. Apply critical thinking and clinical reasoning skills to deliver safe, quality care within the health care system and to advance the nursing profession.
3. Apply leadership and management concepts and skills to influence systems and policies in order to ensure safe, quality, patient care and healthful practice environments.
4. Implement strategies to provide safe, quality, patient-centered care to meet the needs of diverse populations, based on physiological, psychological, sociological, spiritual needs, cultural needs, preferences, and values.
5. Enact a professional identity that reflects a commitment to legal and ethical practice and lifelong learning.
6. Engage in scholarly practice through critiquing research, using available evidence, and exhibiting a spirit of inquiry in the delivery of safe, quality, patient-centered care.
7. Use appropriate informatics and healthcare technologies to promote positive health outcomes and to deliver safe, quality care in the health care system.

Effective Fall 2021

GENERIC BSN PROFESSIONAL CURRICULUM MAP

For students admitted to professional level nursing before Fall 2021

SEMESTER ONE		
Course Number	COURSE TITLE	CREDITS
NUR 3126	Pathophysiology for Nursing	3
NUR 3064	Health Assessment	3
NUR 3064L	Health Assessment Lab	1
NUR 3138	Promoting and Maintaining Wellness	3
NUR 3133L	Foundations of Clinical Practice	2
		12
SEMESTER TWO		
Course Number	COURSE TITLE	CREDITS
NUR 3326	Nursing Care of the Adult Client	3
NUR 3326L	Nursing Care of the Adult Client: Clinical	3
NUR 3825	Professional Nursing Concepts and Practice	3
NUR 3145	Pharmacology for Nurses	3
		12
SEMESTER THREE		
Course Number	COURSE TITLE	CREDITS
NUR 3431	Care of Women & the Childbearing Family	3
NUR 3431L	Care of Women & the Childbearing Family: Clinical	2
NUR 3505	Promoting Mental Health of Self & Others	3
NUR 3505L	Promoting Mental Health of Self & Others: Clinical	2
NUR 3169	Evidence-Based Practice and Quality Care	2
		12
SEMESTER FOUR		
Course Number	COURSE TITLE	CREDITS
NUR 4267	Advanced Nursing Care of the Adult Client	3
NUR 4267L	Advanced Nursing Care of the Adult Client: Clinical	3
NUR 4358	Nursing Care of Children and their families	3
NUR 4358L	Nursing Care of Children and their families: Clinical	3
		12
SEMESTER FIVE		
Course Number	COURSE TITLE	CREDITS
NUR 4671	Promoting the Health of Populations	3
NUR 4671L	Promoting the Health of Populations: Clinical	2
NUR 4827E	Leading and Managing in Complex Health Systems	3
NUR 4828	Professional Career Development Seminar	2
NUR 4948L	Professional Transition Practicum	2
		12

GENERIC BSN PROFESSIONAL CURRICULUM MAP

*Effective Fall 2021 (For students admitted Fall 2021 and after)

SESSION	COURSE NUMBER	COURSE TITLE	CREDIT HOURS	
1ST SEMESTER				
1 st 8 Weeks	NUR 3064	Health Assessment	3	Fall 2021
	NUR 3138	Promoting & Maintaining Wellness	3	
2 nd 8 Weeks	NUR 3064L	Health Assessment Lab	1	
	NUR 3825	Introduction to Professional Nursing	3	
16 Weeks	NUR 3126	Pathophysiology for Nurses	3	
	NUR 3133L	Foundations of Clinical Practice	2	
Total Credit Hours			15	
2ND SEMESTER				
1 st 8 Weeks	NUR 3326	Nursing Care of the Adult Client	3	Spring 2022
2 nd 8 Weeks	NUR 3505	Promoting the Mental Health of Self & Others	3	
16 Weeks	NUR 3145	Pharmacology for Nursing	3	
	NUR 3326L	Nursing Care of the Adult Client: Clinical	3	
	NUR 3505L	Promoting the Mental Health of Self & Others: Clinical	3	
Total Credit Hours			14	
3RD SEMESTER				
1 st 8 Weeks	NUR 3431	Care of Women & the Childbearing Family	3	Summer 2022
	NUR 4671	Promoting the Health of Populations	3	
2 nd 8 Weeks	NUR 3169	Evidence-Based Practice	2	
16 Weeks	NUR 3431L	Care of Women & the Childbearing Family: Clinical	2	
	NUR 4671L	Promoting the Health of Populations: Clinical	2	
Total Credit Hours			12	
4TH SEMESTER				
1 st 8 Weeks	NUR 4267	Advanced Nursing Care of the Adult: Clinical	3	Fall 2022
	NUR 4358	Nursing Care of Children & Their Families	3	
16 Weeks	NUR 4267L	Advanced Nursing Care of the Adult: Clinical	3	
	NUR 4358L	Nursing Care of Children & Their Families	3	
Total Credit Hours			12	
5TH SEMESTER				
1 st 8 Weeks	NUR 4827E	Leading & Managing in Complex Systems	3	Spring 2023
2 nd 8 Weeks	NUR XXXX	Nursing Elective Course	3	
16 Weeks	NUR 4828	Professional Career Seminar	2	
	NUR 4948L	Professional Transition Practicum	2	
Total Credit Hours			7-10	

Curriculum Revised: 3/27/2021

*Effective Fall 2022 (For students admitted Fall 2022 and after)

Traditional BSN Professional Curriculum Map			
FIRST SEMESTER			
1st 8 Weeks	NUR 3138	Promoting & Maintaining Wellness	3
1st 8 Weeks	NUR 3825	Professional Nursing Concepts and Practice	3
2nd 8 Weeks	NUR 3064	Health Assessment	3
	NUR 3064L	Health Assessment Lab	1
16 Weeks	NUR 3126	Pathophysiology for Nursing	3
	NUR 3133L	Foundations of Clinical Practice & Lab	3
Total Credit Hours			16
SECOND SEMESTER			
Week 1		Integrated Pathophysiology Review	0
1st 8 Weeks	NUR 3326	Nursing Care of the Adult Client	3
1st 8 Weeks	NUR 3126L	Nursing Care of the Adult Client: Clinical	3
2nd 8 Weeks	NUR 3505	Promoting the Mental Health of Self & Others	3
2nd 8 Weeks	NUR 3505L	Promoting the Mental Health of Self & Others: Clinical	2
2nd 8 Weeks	NUR 3169E	Evidence-Based Practice & Quality Care	2
16 Weeks	NUR 3145	Pharmacology for Nursing	3
Total Credit Hours			16
THIRD SEMESTER			
1st 8 Weeks	NUR 3431	Care of Women, Children & Childbearing Family	4
1st 8 Weeks	NUR 3431L	Care of Women, Children & Childbearing Family: Clinical	3
2nd 8 Weeks	NUR 4671	Promoting the Health of Populations	3
2nd 8 Weeks	NUR 4671L	Promoting the Health of Populations: Clinical	2
2nd 8 Weeks	NUR 4827E	Leading & Managing in Complex Systems	3
Week 15		Integrated Pharmacology Concepts Review	0
Total Credit Hours			15
FOURTH SEMESTER			
1st 8 Weeks	NUR 4267	Advanced Nursing Care of the Adult	3
	NUR 4267L	Advanced Nursing Care of the Adult: Clinical	3
16 weeks	NUR 4948L	Professional Transition Practicum	3
16 Weeks	NUR 4828	Professional Career Seminar	4
Week 15		Integrated 3-4 day NCLEX Review	0
Total Credit Hours			13
TOTAL CREDIT HOURS FOR PROFESSIONAL LEVEL			60
TOTAL PROGRAM HOURS			120

UNDERGRADUATE GRIEVANCE POLICY

SCHOOL OF NURSING GRIEVANCE POLICY

THE ACADEMIC REVIEW PROCESS

The School of Nursing provides for an academic review when a student challenges a faculty evaluation process in a nursing course. In an academic review process, the academic atmosphere should be retained. This means that the process should be **non-adversarial**, with the absence of legal counsel, and that there is no right of confrontation.

The Academic Review Process is not the same as the **non-academic hearing process**. A student accused of a non-academic offense or of academic dishonesty (e.g., cheating, plagiarism, etc.) in violation of the University's Student Code of Conduct and the Board of Trustees policies regarding student life is entitled to due process of law, which includes the right to legal counsel, the right of confrontation, and the right of adversarial proceedings. All claims of non-academic offenses or academic dishonesty will be referred to the Office of Judicial Affairs.

Purpose

The purpose of the academic review process is to determine whether the faculty fairly, reasonably, and equitably evaluated a student's academic efforts.

Procedure

The procedure outlined here is intended to govern student appeals related to faculty evaluation processes in a nursing course. The procedure applies to complaints which have not been previously reviewed by the Academic Review Committee (ARC).

At the beginning of each term, faculty will inform the students of the basis for the academic evaluation. This may be oral, but it is preferable that it should be written.

The Academic Review Process must be implemented by the student in the following sequence:

Step I.

If the student is dissatisfied with his or her academic evaluation by faculty in the School of Nursing, he/she has the right to seek an explanation from the faculty in the course involved. The request for a meeting must occur within five (5) business days of University posting of grades that the grievance occurred. All meeting requests shall be made via electronic communication to the professor's email address listed on the course syllabus. If the student fails to request a meeting within five (5) business days, he/she will forfeit the right to appeal and the academic evaluation by faculty will stand. Business days are defined as a day of business operation by the University.

Step II.

The faculty has the responsibility to explain and review with the student the methods and process of evaluation within ten (10) business days of the student's request.

Step III.

If a student remains dissatisfied, he/she has the right to appeal in writing to the course faculty (including dates, issues, and proposed resolution). The written appeal must occur within five (5) business days of receipt of the faculty's decision pursuant to Step II.

Step IV.

The faculty has the right to uphold or alter the evaluation. The written response to the appeal shall be submitted to the student within five (5) business days of receipt of the student's written appeal as noted in Step III.

Step V.

If the student is dissatisfied with the written decision of the faculty as noted in Step IV, he/she has the right to appeal in writing to the Dean of the School of Nursing. The written appeal, including documentation from Step III and IV, as well as any other desired documents must be submitted within five (5) business days of receipt of the faculty decision.

Step VI.

Upon receipt of the written appeal from Step V, the Dean shall direct the Academic Review Committee (ARC) to meet within five (5) business days.

The written appeal from Step V will be forwarded to the chairperson of the ARC. The Dean will notify the course faculty involved that a request for review has been received.

Step VII.

1. Academic Review Committee (ARC) Process

- a. The ARC will deliberate and determine if the student's academic efforts were fairly, reasonably, and equitably evaluated by the faculty. The review process is based on the student's written request, the course faculty's written response, and other appropriate documentation. The committee may request papers or additional documentation as needed.
- b. After a review of the documents, the ARC will make one of three decisions, namely:
 - i. The student's academic effort was fairly, reasonably and equitably evaluated by the faculty and the decision of the faculty should be upheld;
 - ii. The student's academic efforts were not fairly, reasonably and equitably evaluated and the decision of the faculty should be altered; or
 - iii. An informal hearing should be conducted by the hearing board in accordance with Step VIII before a decision can be reached on upholding or altering the decision of the faculty.

- c. The committee must decide within ten (10) business days of convening the first meeting of the committee.
- d. Any decision of the committee must be made by a majority of the committee.

2. Hearing Board (if necessary)

- a. A notice will be sent to the student and the course faculty giving the date, time, and place of the hearing.
- b. The hearing is closed to the public.
- c. Each party shall be allowed to make a statement.
- d. The Board may call and examine witnesses, request other papers or additional documentation, and introduce other evidence. The Board shall have full authority to control the procedure of the hearings to admit or exclude testimony.
- e. All rulings shall be by a majority of the Board.
- f. The Hearing Board shall not be bound by the rules of evidence applicable in courts of record in the State of Florida, but all hearings shall be conducted with respect to fundamental fairness to all parties.
- g. The Chairperson of the Board may choose to have the proceedings of the hearing recorded either by tape recorder or through the use of a secretary provided through the Dean's office. No recordings of the proceedings will be permitted other than for the official record of the Hearing Board.
- h. The written decision of the Board must be made within five (5) business days of the hearing.
- i. Any decision of the Board must be by a majority of the Board.

Step VIII.

Within five (5) business days of the ARC or hearing board committee decision, the report to the Dean shall include (a) Memo/Letter stating the final decision, (b) minutes of meetings, and (c) all documents reviewed.

STEP IX.

Within five (5) business days of receipt, the Dean shall send to the student and course faculty the decision and recommendations of the Review Committee/Hearing Board and the actions that will be taken by the Dean.

STEP X.

If the student is dissatisfied with the decision from Step IX, the student must file a written statement with the Provost and Vice President for Academic Affairs within five (5) business days. The decision of the Provost and Vice President for Academic Affairs is final. The student may seek judicial review of the Provost's Final determination pursuant to Florida Rule of Appellate Procedure 9.190, applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act, by filing a petition for certiorari review within thirty (30) days of the date this Final Order is filed with the Agency Clerk.

Formation of the Academic Review Committee and Hearing Board

Composition of ARC – The Academic Review Committee of the School of Nursing shall be composed of four regular full-time faculty members plus two alternatives and four students plus two alternates. Faculty and students involved in the student appeal shall not serve on the committee. Faculty members and students will be elected at the beginning of the academic year.

Faculty shall be elected by the faculty body in an at large election in a manner to ensure two representatives teaching the senior-level courses and two representatives teaching the junior-level courses.

Two students shall be elected as needed from each of the third and fourth-year classes.

Length of term: The ARC members should serve from September 1 to August 30.

Chairperson and Secretary – At the beginning of the academic year following the election of the ARC, the full committee shall meet and elect a faculty member as chairperson and a member of the committee as secretary for the full academic term. The names of said persons shall be forwarded to Dean's Office along with the names of the entire ARC.

Composition of Hearing Board – A Hearing Board shall be selected from the members of the ARC. The Hearing Board shall be composed of (a) three faculty, one of whom is teaching courses in the year for which the student is registered, and two of who are teaching in courses in the year in which the student is not registered; and (b) two students, one from the junior year and senior year nursing classes.

These procedures may be amended at any time by a majority vote of the faculty of the School of Nursing.

Revised and Approved: 1/19/16

Academic and Non-academic Grievance Forms:

[Academic Grievance Form](#)

[Non-Academic Grievance Form](#)

COURSE EVALUATION

COURSE EVALUATION

Guiding Principles

Absolute integrity is expected of every Florida A&M University student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of University resources. While both students and faculty of FAMU assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A FAMU student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the students' academic position truthfully reported at all times. In addition, FAMU students have a right to expect academic integrity from each of their peers.

Student responsibilities for maintaining the [Student Code of Conduct](#), as well as violations of the Student Code of Conduct are outlined in the University's Student Handbook, [The FANG](#).

General Information Regarding Evaluation

Class Attendance

Class attendance is mandatory for all students.

Class Attendance Regulations from the University's Catalog

Students are expected to make the most of the educational opportunities available by regularly attending classes and laboratory periods. The University reserves the right to address individual cases of non-attendance. A student will be permitted one unexcused absence per credit hour for the course he or she is attending. A student exceeding the number of unexcused absences may be assigned the grade of "F." **Class attendance regulations apply to all students.** [University Catalog](#)

Students are responsible for all assignments, quizzes, and examinations at the time they are due and may not use their absence from class as a plea for extensions of time to complete assignments or for permission to take make-up examinations or quizzes. Absence from class or practicum for cause: (a) participation in recognized university activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no immediate control must be properly documented and will be excused in writing by the Dean of the School of Nursing. Students shall be responsible for all assignments, quizzes, and examinations at the time they are due. **Please see the Test-Retest Policy below.**

Student Conduct During Examinations

1. A student should not enter into communication in any form with anyone except the examination proctor(s). This would include the borrowing of pencils, erasers or calculators from one's neighbor, etc.
2. The student should not give the appearance of cheating by looking in the direction of others while pondering the examination questions.
3. The student should not leave the room without the instructor's approval.
4. The student is not to have a phone or other electronic devices at seat or on person during examinations. All electronic devices are to be powered OFF. Electronic devices are to be accessed/retrieved after completion of testing.
5. The student should remove all study materials and/or resources during the examination. If the student is found to have used the materials, he/she would be penalized in accordance with the University's [Student Code of Conduct](#) and/or [Academic Honesty Policy](#).

Academic Integrity and Plagiarism

In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism includes failure to use quotation marks or other conventional markings around material quoted from any source. Plagiarism also includes paraphrasing a specific passage from a particular source without indicating accurately what that source is. Plagiarism also includes letting another person compose or rewrite a written assignment. A student who assists in any of the aforementioned academic honesty violations shall be considered equally as responsible as the student who accepts such assistance.

If any aspect of an assignment is plagiarized, you will receive a grade of zero (0) for that assignment, and you will not be allowed to redo the assignment. The second time that a student plagiarizes an assignment, you will fail the course.

Employment Policy while in the Nursing Program

While employment during enrollment in the nursing program is discouraged, it is recognized that it may be necessary under extreme circumstances if the student has a significant financial hardship.

- Since there are numerous sources for financial assistance, it is recommended that the student investigate his/her eligibility for assistance prior to his/her seeking any form of employment.
- When employment is unavoidable, the student must realize that this schedule may seriously hamper his/her progress in the program.
- To promote student and patient safety, it is strongly suggested that students Do not work night shift the night prior to coming to clinical.

QUALITY ENHANCEMENT PLAN

Florida A&M University's Quality Enhancement Plan (QEP), #WriteOnFAMU, seeks to create a culture in which students become actively engaged in their learning through writing proficiency. #WriteOnFAMU will build a campus climate in which faculty are encouraged and supported to teach with high-impact educational practices and create opportunities for students to: enhance their writing proficiency, reflect on their own writing, and provide meaningful feedback to their peers. (See Significant Error Policy below).

Desired Goals and Outcomes

The #WriteOnFAMU QEP is focused on enhancing proficiency in writing.

Learning Environment Outcome

Develop a culture of writing by enhancing resources and learning environments to improve writing proficiency.

Key Activities:

- Identify writing enhancement courses across curriculums to ensure students are receiving instruction on how to improve their writing throughout their matriculation.
- Provide additional resources to the writing resource center.
- Develop a recognition/reward system for faculty, staff, and students.

Faculty Outcome

Faculty will incorporate high impact pedagogies and provide co-curricular experiences that improve written communication skill.

Key Activities/Competencies:

- Faculty and staff value high-quality writing.
- Faculty incorporate high-impact pedagogies that improve written communication skills, such as: problem-based learning, collaborative learning, capstone projects, project-based learning, etc.
- Faculty and staff provide co-curricular experiences, such as: service learning, research, co-curricular activities, attending related campus events, attending off-campus events, etc.

Student Learning Outcome

Students will be able to effectively express thoughts and synthesize ideas using standard English and appropriate vocabulary in quality written documents related to their disciplines.

Key Competencies:

- Explain the importance of writing in relation to learning and career success.
- Exhibit confidence in ability to effectively organize and express ideas in writing.
- Utilize Standard English and appropriate vocabulary in writing.
- Effectively proofread and edit written work, both self and peers.

Develop career-appropriate and discipline-specific documents with well-founded perspectives related to the students' emphases.
Utilize appropriate and relevant content to synthesize ideas within the context of the discipline in writing.

The Nursing Program QEP courses are:

NUR 3169	Evidence-Based Practice and Quality Care
NUR 4671	Promoting the Health of Populations

THE GRADING SYSTEM

FAMU School of Nursing Grading Scale

Beginning fall 2020, the FAMU School of Nursing will implement the following grading scale for students who are beginning in the professional level nursing courses. Students must pass all course exams with an examination average of 75 percent or greater. Grades will not be rounded up.

A.....	90 – 100
B.....	80 – 89.9
C.....	75 – 79.9
D.....	60 – 74.9
F	Below 60

Effective Fall 2020

A four-point grading system is used by Florida A&M University as well as the School of Nursing. Each letter grade carries the following quality points:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.00
B	3.00
C	2.00
D	1.00
S	0.00

Non-Passing Grades in the School of Nursing are:

<u>Letter Grade</u>	<u>Quality Points</u>
D	1.00
F	0.00
I	0.00
N	0.00
U	0.00

PROFICIENCY EXAMINATION

A proficiency examination is required at the end of each theory course and is administered during the week designated for final examinations. The examination will be comprehensive in nature.

Grading Policy for ATI Comprehensive Predictor Exam (Professional Career Development Seminar – NUR 4828)

The grading policy for the ATI Comprehensive Predictor Exam (**Professional Career Development Seminar – NUR 4828**) is as follows:

- All students enrolled in NUR 4828 will be required to take the ATI Comprehensive Predictor Exam.
- The ATI Comprehensive Predictor Exam will be administered **prior** to the week designated by the University for final examinations.
- The dates for the Senior Proficiency Examination will be provided on the course schedule and communicated at the beginning of each semester.
- Students will have two opportunities to take and pass the Senior Proficiency Examination.
- All students must earn a minimum of 90th percent probability of passing the NCLEX-RN on the ATI Comprehensive Predictor Exam
- If a student does not earn a 90th percent probability of passing the NCLEX-RN on their first time taking the ATI Comprehensive Predictor Exam, the average of the two scores earned on the first and second attempt must equal 90th percent or higher.
- Students who do not earn a 90th percent or higher on the first attempt or an average of 90th percent or higher on their two attempts, will not receive a passing grade for NUR 4828.

General ATI Policy

ATI stands for Assessment Technologies Institute. ATI is designed to increase student pass rates on the nursing licensing exam and lower program attrition.

Students in the undergraduate nursing major will be required to take ATI competency tests pertaining to each of the major courses-content areas throughout the School of Nursing pre-licensure curriculum as a part of the course grade in faculty-selected courses. These proctored assessments are used for the determination of end-of-course mastery. In assigned courses, the ATI proctored tests will be administered toward the end of each nursing course. The ATI may be scheduled outside of lecture and students are required to attend.

- Completion of practice assessments is required as assigned by the course faculty.

- Completion of the practice assessment is required prior to taking the Content Mastery Assessments.
- The minimum benchmark for success on the Content Mastery Series ATI proctored assessment is Level 2 proficiency.
- Failure to attain Level 2 Proficiency, will require full participation and completion of remediation assignments and the Content Mastery Re-take.
- A proficiency level is not provided for custom ATI examinations. These courses will be scored using the grading scale and established benchmark for success outlined in the respective course syllabi.
- All students are enrolled in the Virtual ATI 60 days prior to graduation. Students are required to enroll and engage and course faculty with the coach each week.
- We will assist the students to apply for the NCLEX-RN exam.
- ALL students are required to complete 100% of VATI prior to approval to take the ATI Comprehensive Predictor Exam.
- The VATI **“Green Light” must be met** prior to approval to graduate and take the NCLEX.
- Students who do not earn VATI **“Green Light”** prior to the last day of class will receive an “Incomplete” for the course.

Written Papers

Assignment Expectations

All assignments submitted for consideration of a grade are to be word processed and are due on the date and time specified in the syllabus or by the course professor. Assignments submitted late, without permission from the course faculty member, will receive a grade of zero.

Each paper submitted by students must follow the current American Psychological Association Publication Manual 7th edition. Twenty percent (20%) of the grade is usually based on the following:

- 10% APA formatting
- 5% Spelling, grammar, punctuation, and capitalization
- 5% Overall quality of paper including orderly presentation of ideas, smoothness of expression, clarity, etc.

All assignments must be submitted via the Canvas platform.

Significant Error Policy

All written assignments in the nursing program must meet a certain standard to be considered acceptable for collegiate work. The writing assignments must adhere to proper spelling, punctuation, grammar, formatting, and word usage standards. Errors related to these standards are unacceptable for college writing and are considered Fatal Errors. The fatal error policy allows instructors to focus on content, presentation, and analysis rather than careless writing errors.

Errors include the following:

- Misspelled words
- Sentence fragments
- Run-on sentences or comma splices
- Incorrect sentence structure
- Mistakes in capitalization (or not capitalizing words that should be capitalized)
- Errors in punctuation (e.g., omitting commas, for example, “Roy Jr.” should be “Roy, Jr.”)
- Errors in verb tenses
- Errors in subject/verb agreement
- Lack of conformity with assignment format and other requirements
- Use of more than one font
- Improper formatting and citations
- Improper use of words (e.g., their instead of there; it’s instead of its)
- Errors in the possessive form (e.g., Janes father should be Jane’s father)
- Use of unprofessional language (e.g., the cops caught him; he was a bad guy, they messed up)
- Errors in using quotation marks; the only time quotation marks should be used for direct quotes
- Incorrect word usage (e.g., sentences that are difficult/impossible to understand)
- Mixed formatting (e.g., document partly double spaced and partly single spaced)
- Use of incorrect relative pronouns

Assignments with **THREE or more** of the aforementioned “significant errors” are considered **unacceptable**. When the instructor identifies more than the allowed errors, the assignment will be penalized (e.g., a lower assignment letter grade, “C” letter grade, and/or other appropriate actions), as determined by the instructor.

*Students are strongly encouraged to review all written assignments **BEFORE** they are submitted for grading. Students should also consult available resources (*) for assistance with writing assignments.*

***Resources and Suggestions**

- Spelling and grammar software
- English, writing and grammar textbooks and manuals
- FAMU Writing Resource Center
- Writing groups to proofread papers
- Tutor.com
- Knack.com

EXAMINATIONS TEST-RETEST POLICY

1. Unit tests are to be taken on the date scheduled.
2. If a test is not taken on the date scheduled:
 - a. Faculty must be notified via e-mail at least **24 hours** prior to the scheduled exam (with the exception of emergencies).
 - b. An excuse from your health care provider or an appropriate agency (approved by FAMU SON administrative personnel) must be presented.
 - c. You must schedule a make-up test with the faculty member who administered the test **within two business days** following the original test date (at the convenience of the faculty member).
3. A different test than the one administered on the scheduled date will be given. The content will be the same, but the test will be different.
4. **There will NOT be a review** of tests immediately following the completion of the test.
5. An appointment to review a unit test should be obtained before the next test is administered. If a group review is scheduled for the class, you must be present to review the exam. Test reviews must be completed before the next scheduled test.
6. If your test grade is less than 75, you are encouraged to schedule an appointment with your advisor to discuss strategies to improve your performance in the class.

Student Right of Review of Examinations

A student maintains the right, upon request, to review and consult with the instructor of the course concerning his/her evaluation and performance on an examination. It is the student's obligation to arrange an appointment to review the examination (**see item 5 of the Test - Retest Policy**).

Retention of Examinations

All students and faculty should retain all examinations, and association materials (Ex. Item analysis) for a period of one year.

MEDICATION DOSAGE CALCULATION EXAMINATION POLICY AND PROCEDURE

Purpose

Competency in medication dosage calculation is a requirement of professional nursing practice and essential for safe and competent nursing care. Dosage calculations emphasize critical thinking techniques to calculate dosages of medications effectively, accurately, and safely. It includes reading, interpreting, and solving calculation problems encountered in the preparation of medication for administration.

Nursing students must be proficient in medication dosage calculation to safely administer drugs in clinical facilities. To demonstrate competency in dosage calculations, students are required to take the Medication Dosage Calculation Examination (MDCE) during each semester that includes a clinical rotation and where medication may be administered. It is imperative that nursing students assume personal responsibility for maintenance of drug math and medication administration skills throughout the nursing curriculum. The Medication Dosage Calculation Examinations serve as a means for continued assessment of competency in this vital skill.

Testing Administration and Guidelines

- Students must demonstrate competency in dosage and calculation skills in each semester they are enrolled in clinical courses.
- A student must achieve a minimum of 90% accuracy to meet the drug math benchmarks for dosage and calculation in each of the following clinical courses: NUR 3133L, NUR 3326L, NUR 3431L, NUR 3505L, NUR 4267L, NUR 4358L, NUR 4671L, and NUR 4948L.
- Students will be required to demonstrate proficiency for each cohort level of the program.
- Competency must be established prior to administering medications.
- Dosage calculation exams will build upon the dosage calculation content of prior semesters.
- The complexity of the problems will be determined by the level of skill needed to administer medications safely for the clinical course enrolled.
- A practice MDCE will be provided for students via Assessment Technologies Institute (ATI) RN Dosage Calculation Assessments within the first week of classes and prior to the first attempt of the actual dosage calculation exam. Students have access to ATI Dosage Calculation and Safe Medication Administration tutorials, simulations, and quiz banks for additional practice.
- The practice exam will be reviewed with students and the correct answers and solution techniques provided prior to the administration of the first dosage calculation exam.

- Students will be allowed 3 opportunities to take and pass the level MDCE at 90% or higher during any one semester.
- Students may participate in clinical prior to achieving 90% or higher on MDCE but will not be permitted to administer medications until a dosage calculation exam has been successfully passed.
- Inability to accurately calculate medication dosages (proficiency of 90%) on the 3rd attempt will automatically constitute an unsafe performance and inability to continue in the clinical course(s) for that semester and level.
- Any student who fails to demonstrate proficiency of 90% or higher within 3 attempts, will be required to withdraw from the clinical course(s) for that level and semester. (i.e., if 2 clinical courses are offered in the same level/semester, student will be required to withdraw from both clinical courses)

Testing Procedure

MDCE will be given electronically via ATI online RN Dosage Calculation Assessments. . Students can enter the exam only one time. Students are permitted to access the exam only at the designated examination times. Early attempts to access the examination will result in a grade of zero. The examinations are secure, and all integrity policies apply (See your nursing and University handbook for details).

1. Students will be allowed 90 minutes to complete the MDCE.
2. In accordance with NCLEX-RN testing guidelines, students should be able to answer a question in 1.5 minutes. Due to the entire exam consisting of dosage and calculation questions, 2.5 minutes per question will be allotted.
3. Students requiring accommodation must notify the course faculty and present the appropriate documentation from Center for Disability Access and Resources (CeDAR) prior to the scheduled MDCE. If the course faculty is not notified and documentation is not received before the scheduled examination date, accommodation will not be provided.
4. Students must take the MDCE at the scheduled time. If an exam is missed, the student must provide proof of excused absence in accordance with SON Handbook. No make-up exams or additional attempts will be available for unexcused absences. If absence or tardiness is unexcused, a grade of zero will be assigned for that exam and that exam will count as one unsuccessful attempt.

General Guidelines for Consistency include: (Examples are provided in the table below.)

- Types of items in each category
 - Oral pills – includes tablets, capsules, caplets; any oral pill type item whether or not it can safely be split before administration
 - Oral liquid – self-explanatory; this category must include clarification of how answer is to be provided (mL, teaspoon, tablespoon)

- Injection – includes intramuscular (IM), subcutaneous (sub-q), and intravenous (IV) push
 - Limit IV push to those courses where students are permitted to administer IV push meds
 - Simple IV – includes plain IV fluids running continuously with answer in mL/hr or gtts/min
 - Simple IV with meds – Not weight based; may run continuous or intermittent; answer in mL/hr or gtts/min; may include basal rate for insulin pumps and PCA devices
 - Complex IV (weight based) – Includes complex care type calculations and are ordered in dose/kg/min with answer reported in mL/hr; answer will involve calculating the concentration of medication to be administered and may include weight conversion
 - Non-IV weight based – May include loading doses or pediatric medications; item may require conversion of pounds to kg
 - Safe dosage range – For example, pediatric specific with limited use in adult situations; must give the safe range as dose/kg of patient weight; answer will include two parts – maximum & minimum safe dosages and should count as only 1 question/point
- Follow the rules related to rounding advocated by the Joint Commission
 - Rounding only applies to the final answer when indicated.
 - If 5 or greater, round up
 - If less than 5, round down
 - A decimal is to be used to designate a fractional amount, e.g., 1.5 L (not 1 ½)
 - When rounding is required, direct test taker to round to a specific number of decimal places instead of the nearest tenth or hundredth (one decimal place for tenth & two decimal places for hundredth).
 - Amounts less than 1 require a leading zero to left of the decimal, e.g., 0.6 mL
 - For pediatric dosages, ask for rounding to the nearest two decimal places
- Avoid using a trailing zero, e.g., 2 mg (not 2.0 mg)
 - Answer for a gravity flow IV problem (i.e., gtts/min) must be a whole number
 - Use appropriate abbreviations
 - Supply generic name for medications
 - Include in each stem how the answer should be formatted (enter only a numeric value including up to two decimals, as needed)
 - No personal calculators, cellular/Smart phones, smart watches, or other smart devices will be allowed.
 - Calculator is provided within the ATI online testing platform.
 - Students must include the correct answer with correct rounding and correct unit of measure for the answer for it to be counted as correct.
 - Students who fail a dosage calculation exam will be required to take another MDCE within the next 5 days.
 - Students are required to have a minimum of 3 days between each examination.

Remediation

1. Students who do not demonstrate competency on their attempts to pass the MDCE will require remediation before being permitted to retake the exam.
2. Students will attend a minimum of one (1) mentoring session with a University/SON personnel before retesting.
3. Students that fail the MDCE may retake the examination after completion of prescribed remediation.

Expected Outcomes

Criteria for Course Specific Dosage Calculation and Clinical Safety

Instruction in theory, clinical, and lab classes will be based upon dimensional analysis. The exam will be comprised of prior testing content and reflect the medication administration delivered in each specialty and clinical area. Therefore, after the first semester, students will be responsible for all objectives in the previous semesters in addition to the objectives in the current semester enrolled.

Medication Dosage Calculation Rounding Rules

The rationale for the rounding rules in dosage calculation is to deliver the most accurate dosage of medication with the equipment available. There are some exceptions, typically found in the administration of pediatric or critical care medications. It may be necessary to compute decimal calculations to thousandths (three decimal places) and round to hundredths (two decimal places). See Rounding Rules table below.

**Florida A&M University
School of Nursing**

Rounding Rules for Dosage Calculation

For testing purposes: All calculations round at the end of the problem---Final Answer only!

Whole Numbers:

Whole numbers that include decimals and zeros after the decimal point in the answer is **graded as incorrect.**

----- (No trailing zeros) -----

Example: Correct answer is: 4 Incorrect answers are: 4.0 or 4.00

Tablets:

Tablets, as a rule, can be given whole or broken into halves, thirds, or fourths.
For School of Nursing testing purposes, round to the **nearest half tablet (0.5)**

Examples: 1.45 = 1.5 tablets 1.2 = 1 tablet 0.8 tablet = 1 tablet

Converting pounds and kilograms:

Round to the nearest tenth
Example: 120 pounds (lb) = 54.54 kilogram (kg)
 = **54.5 kg**

Drops (gtt):

Drops are too small to divide into parts.
Always round to nearest whole number
Example: 1.5 = 2 gtt/min 30.4 = 30 gtt/min IV

Milliliters (mL)

Less than 1 mL

If answer is less than 1 mL round to nearest hundredth and place a zero in front of the decimal.

Example: 0.376 = 0.38 units

Greater than 1 mL

If the answer is greater than 1 mL round to the nearest tenth

Example: 1.57 = 1.6 mL

Intravenous (IV) Calculations

Intravenous infusions are calculated in drops per minute (gtt/min) or milliliters per hour (mL/hr)

For drops per minute (gtt/min) IV calculations, round the final answer to the nearest whole number

Examples: 62.5 mL/h = 63 ml/h 33.3 mL/h = 33 ml/h 83.6 L/h = 84

**For milliliters per hour (mL/hr) IV calculations, round the final answer to the tenth
If 5 or greater, round up. If less than 5, round down.**

Examples: 83.64 mL/h = 83.6 32.37 mL/h = 32.4 22.25 mL/h = 22.3

Note: Most IV infusion pumps (especially in critical care and pediatric clinical areas) can deliver tenths of a milliliter per hour (62.5 mL). In the clinical area, when these IV pumps are used the infusion rate may be rounded to the tenth.

Student Resources

- Clinical course instruction
- Mock Exam
- University math tutors for dimensional analysis assistance
- Nursing faculty and select laboratory staff
- Assigned drug math textbook
- Assessment Technology Institute (ATI): Tutorial Program for Dosage and Calculations: Dimensional Analysis

Morris, D. G. (2018). Calculate with confidence (7th ed.). St. Louis, MO: Mosby Elsevier

THE CENTER FOR DISABILITY ACCESS AND RESOURCES (CeDAR)

The Center for Disability Access and Resources (CeDAR) at FAMU provides supportive services to students with disabilities to enhance their skills for personal, academic and professional growth. CeDAR mission is to provide enriching support programs, services, and reasonable accommodations to FAMU students with disabilities.

CeDAR offers a wide range of support services and accommodations for all undergraduate and graduate students with disabilities. Appropriate services are determined and provided based upon the student's specific disability, functional limitations of the disability, and the academic requirements of the appropriate department, college, school or program.

When appropriate, disability services and reasonable accommodations can include assisting students with learning, physical, or mental disabilities. Students with hearing impairments, visual impairments, and physical impairments have access to specialized devices. Services available to students with other disabilities are determined by their individual needs. The University is committed to the principles of Equal Educational and Employment Opportunities without regard to disability.

The Learning Assessment Center (LAC) is a not-for-profit assessment center under the administration of CeDAR. The Center provides low-cost comprehensive psycho-educational assessments for college students who may be experiencing scholastic difficulties due to a suspected Learning Disability or Attention Deficit with Hyperactivity Disorder.

[HOW TO BECOME A CEDAR PARTICIPANT](#)

[THE RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES](#)

SOCIAL MEDIA POLICY

FAMU SON nursing students are preparing for professions which provide services to the public which also expects high standards of behavior.

Definition

Social media are defined as mechanisms for communication designed for dissemination through social interaction, created using highly accessible and scalable publishing techniques. Social media is a group of internet-based applications built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include Facebook, YouTube, Twitter, and LinkedIn. There is no absolute privacy on social media.

Expectations

Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and the University's reputation. FAMU SON requires nursing students to follow the policies coinciding

with the American Nurses Association's position on social media for nurses. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or social media.

As nursing students, you represent FAMU's nursing program. We expect students to represent the university and SON in a fair, accurate, and legal manner while protecting the brand and reputation of the institution in our community. When publishing information on social media sites, please remain cognizant that information may be public for viewing and can be traced back to an individual. Since social media typically enables two-way communications with an audience, students have less control over the materials posted and how others use it.

Reference

Please review the Social Media Policy from the National Council of State Boards of Nursing. https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Non-Compliance

Violations of patient/client privacy with an electronic device is subject to HIPAA procedures/guidelines and consequences. Students posting on social media sites involving criminal activity, posting to damage someone's reputation, or with the intention to harm the rights of others may result in criminal prosecution or civil liability. Students who share confidential or unprofessional information do so at the risk of disciplinary action including a **course failure and/or dismissal from the FAMU nursing program.**

SCHOOL OF NURSING PROFESSIONAL BEHAVIORS POLICY

Introduction and Purpose

The School of Nursing Professional Conduct and Behaviors Policy is based on the shared core values stated in the School's and University's Values Statement. The intersection of School of Nursing program level policies and university policies are intended to support the development of professional behavior. Each member of the School of Nursing community, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability. Each student is obligated to adhere to the highest standards of professional behavior in their academic endeavors. To protect the rights and maintain the trust of students, patients, and partnering entities and to support appropriate behaviors, faculty and administrators will regularly communicate and demonstrate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of misconduct in all aspects of the academic program.

The nursing profession insists its members be responsible, accountable, self-directed, ethical and professional in behavior (see resource list below). Nursing has earned the public's trust by holding firm to these behaviors. The University's Student Code of Conduct has established behavior for all students, and notes that it is the responsibility of all students to live by this code. Additionally, the School of Nursing believes student integrity, trustworthiness, and honesty are vital concerns linked to positive and safe outcomes for patients, families, and communities for whom we serve.

As a health professional program, the School of Nursing has a responsibility to state nursing licensing boards to attest that students' professional preparedness and character warrant their applying for licensure at the conclusion of the educational program. Licensure protects the public from harm by setting minimal qualifications and competencies for safe entry-level practice.

Policy

All nursing students must adhere to the conduct expectations outlined by the SON and the University. Throughout the admissions process and while progressing through the nursing programs to graduation, all SON students must conform to reasonable standards of performance and behavior related to communication, behavior and emotions, professional conduct, and technical skills. Students who fail to conform to reasonable standards of performance and behavior in classrooms, online, in clinical agencies, as well as on campus and within the community, may be removed from the program.

Students should not only demonstrate appropriate professional and ethical behaviors but should also expect such behaviors from fellow students. As it is the responsibility of a professional nurse in practice to adhere to standards of practice, requirements of the law, and to report unprofessional, unethical, or unlawful behaviors, it is the responsibility of students in the nursing program to report suspicious actions or behaviors of others. Students who observe unprofessional or unethical behaviors are encouraged to report the conduct or behavior to the course faculty or program administration.

Students will generally be provided an opportunity to develop professional behaviors and learn from an error unless: a) the behavior continues after previous opportunities to achieve professional

behavior; b) the behavior presents a threat to the health or safety of others; or c) the SON determines that the behavior is sufficiently egregious that the student should not be permitted to continue in the program. Decisions to remove a student are made in consultation with the Program Director, the Associate Dean, and Dean of the School of Nursing.

Scope - This policy applies to all matriculated and continuing School of Nursing students in the professional nursing program.

Notice of Policy - Students will be advised of the professional behavior expectations in application packets, SON orientation, and course orientation.

Policy Violations - Non-Academic misconduct and unprofessional behavior is prohibited by this Policy.

All members of the SON program will:

- Promote and maintain a professional demeanor: nursing students are representatives of FAMU School of Nursing and must realize their behavior may positively and negatively affect the judgment of others about the University and program.
- Assume personal responsibility: nursing students must take responsibility for their own actions and set a high standard for self and work to achieve established goals.
- Treat everyone with respect, fairness, honesty, care, and compassion: Respect all individuals' personal and cultural beliefs, ideas and contributions in a supportive manner.
- Demonstrating respect for self and others through effective stewardship of resources such as, time, money, and personnel.
- Keep promises and commitments.
- Foster a healthy and healing environment.
- Maintain HIPPA and FERPA requirements
- Have zero tolerance for abusive behavior (verbal or physical), including profanity.
- Wear professional clothing that is clean, neat, and tidy.
- Adhere to the standards of acceptable conduct as outlined in the American Nurses Association Code of Ethics and the Nurse Practice Act is required.

Reporting Professional Behavior, Non-Academic Conduct Violations

Any member of the faculty, administration, staff or any student who has reason to suspect or believe a violation of this policy has occurred is expected to notify the Program Director, Associate Dean for Undergraduate Program, and Dean of the School of Nursing.

Review of Unprofessional Behaviors

For students, the faculty member may conduct or ask for a review of a student's conduct. Potential consequences of unprofessional behavior include reduction in grade, failure in the course/clinical, dismissal from the School of Nursing, and expulsion from the University. The school may dismiss a student from the nursing program if the student's character does not reflect professional tenets of nursing, such as cheating, lying, falsifying information, or presenting a danger to self or others.

All behaviors inconsistent with those articulated in this policy will be documented and such

documentation will remain a part of the individual's record. An accumulation of three minor occurrences, or any single occurrence that potentially places the client, self or others in immediate danger, will result in a full review of the individual's record. For students, a faculty member may request a review for a single unsafe/unsatisfactory occurrence that does not create potential danger if it is believed that the behavior is significant enough to warrant a review.

Consequences of Unprofessional Behavior

** Falsifying documents, cheating on exams, tests, or assessment, violation of American Nurses Association Code of Ethics, and violation of SON Policy governing student code of conduct (behavior) that place the SON, University, clients, or clinical agencies at risk will result in dismissal from the SON program.

When behaviors that violate policy are identified, the involved SON personnel involved will:

- Counsel the individual(s) on the unacceptable behavior indicating the type of behavioral change that is expected
- Document behavior, expected response, and timeframe for remediation
- If behavior is a major infraction, the student will be counseled by the faculty and the Program Director or Associate Dean for Undergraduate Studies, and/or Dean of the School of Nursing.
- If behavior is a major infraction, the student will be reported to the Program Director, Associate Dean for Undergraduate Studies, and Dean of the School of Nursing.
- Students whose behavior is unprofessional will receive School of Nursing sanctions that may include grade reduction, course failure, suspension or dismissal from the class, suspension or dismissal from the School of Nursing.
- The University's Office of Student Conduct and Conflict Resolution may also place sanctions such as probation, suspension or dismissal from the University (refer to Regulations Governing Student Conduct [Office of Student Conduct and Conflict Resolution- Florida Agricultural and Mechanical University2021 \(famu.edu\)](https://www.famu.edu/office-of-student-conduct-and-conflict-resolution/)).

Supporting Documents/Resource List

Florida A&M University Student Code of Conduct, Office of Student Conduct and Conflict Resolution [Office of Student Conduct and Conflict Resolution- Florida Agricultural and Mechanical University2021 \(famu.edu\)](https://www.famu.edu/office-of-student-conduct-and-conflict-resolution/).
[Regulation Student Code of Conduct 7-2020.pdf \(famu.edu\)](https://www.famu.edu/regulation-student-code-of-conduct-7-2020.pdf)

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American Nurses Association (2015). Code of ethics for nurses and interpretive statements. Available from www.ana.org; View only version:
<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

National Council of State Boards of Nursing (2014). Professional boundaries: A nurse's guide to the importance of appropriate professional boundaries. Available at: [www.ncsbn.org](https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf).
https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

EVALUATION OF CLINICAL PRACTICE

Guiding Principles

CLINICAL EVALUATION GUIDELINES

(Revised 12/09, 08/13, 8/16)

The clinical evaluation guidelines below should be utilized to evaluate clinical practice in each practicum course. The School of Nursing clinical evaluation tool and clinical objectives (specific for each practicum course) are available from the course coordinator.

1. **Clinical Objectives**

The objectives described on the clinical evaluation tool will be evaluated in each clinical practicum. When a component is not applicable for a clinical course or is not observed, “not applicable” (N/A) or “not observed” (N/O) shall be recorded in the score column.

2. **Clinical Activities**

Examples of clinical activities that indicate achievement of the components will differ for each clinical practicum.

Students are expected to transfer knowledge of clinical activities from prior clinical practicums.

3. **Criteria and Standards**

The criteria for evaluation of performance and criterion-referenced standards of performance were adapted from the works of Krichbaum (1994) and Lasater (2007).

4. **Grading**

The grade for clinical performance will be assigned utilizing the following rules:

- a. The score assigned for each component will be a number determined by the clinical performance observed.

E= Exemplary (20 Points)

S=Satisfactory/Progressing (17 points),

NI = Needs Improvement (14 points)

U=Unsatisfactory (11 Points)

- b. The formative and summative grades will be determined by adding the score for six components, (assessment; diagnosis; setting goals and planning; implementation; evaluation; professional growth and responsibility, dividing by the maximum score, 100 points. For example:

- Scores of 17, 17, 20, 14, 11, 8
 - $89/100 = 85$

- c. The grade for student demonstration of “Professional Accountability” shall be determined by dividing the score by the maximum score ten (10), and then multiplying by 100.

Note: Students must achieve a minimum score of 75% on professional accountability to pass the course. This critical behavior is ongoing and is the summative (final) score. Examples of behaviors that indicate professional accountability are:

1. Wears appropriate attire
2. Is prepared for clinical practice
3. Arrives on time
4. Submit assignments by the deadline
5. Demonstrates professional behavior
6. Demonstrates non-aggressive and non-intimidating behaviors
7. Adheres to the attendance policy
8. Adheres to agency policies
9. Adheres to ANA code of ethics
10. Adheres to NCSBN guidelines on use of social media
11. Adheres to HIPPA guidelines
12. Functions within scope of practice
13. Responds appropriately to faculty and preceptor feedback

5. Evaluation Process

Each faculty team will decide what constitutes a clinical learning experience.

At the beginning of a learning experience, clinical performance will be evaluated daily for formative purposes. Feedback (verbal and/or written) will be given and learning experiences will be selected to facilitate achievement of clinical objectives.

In the middle of a learning experience, the clinical evaluation tool will be completed (including letter grade) by the faculty team, utilizing all faculty data available. This evaluation will be shared with the student during a conference. The primary purpose of the formative evaluation will be to assist the student in evaluating his or her clinical performance and improving future clinical practice.

At the end of a learning experience, the faculty team will complete a summative evaluation of each student's performance and discuss it with the student.

All behaviors exhibited by students from the beginning of the course, relative to professional accountability, will be considered in assigning the summative (final) grade. Any time a student fails to demonstrate professional accountability, the faculty will address the issue immediately. When appropriate, the student shall be counseled, and a corrective action decided by the faculty. For summative evaluation, students must achieve a score of 75% on professional accountability to pass the course.

CLINICAL AND LAB ATTENDANCE

CLINICAL AND LAB ATTENDANCE POLICY

CAMPUS LAB, CLINICAL, AND PRECEPTORSHIP EXPECTATIONS

Campus Lab: Campus lab is defined as experiences contributing to skills preparation for clinical competency. Students enrolled in the course are expected to attend all labs, be on time, and ready for class at the scheduled time. **Professional behavior is expected at all times.**

Clinical: Clinical is defined as all experiences contributing to clinical hours including but not limited to hospital assignments, outpatient facilities, group meetings, simulation labs, and other designated activities. **Clinical attendance is required for all students.**

Preceptorship: Preceptorship is defined as clinical experiences that promote transition from nursing student to novice professional nurse. Students are partnered with a baccalaureate degree prepared registered nurse preceptor throughout the experience and are guided toward increasing independence in client care and management.

ATTENDANCE REQUIREMENTS:

Clinical attendance is mandatory. Formal documentation justifying absence must be presented to the faculty member prior to returning to clinical. Please reference course syllabus absenteeism policy. Failure to provide a formal document to the faculty shall be regarded as an unexcused absence.

Students will be required to make up any clinical absence. Students who are absent from clinical must provide documentation of unexcused absence from the Office of Student Affairs within two business days of missed clinical experience. Students will be required to meet with the Course Coordinator, Course Faculty, and/or Clinical faculty within two business days of absence to develop a plan to make up the missed clinical hours.

Any clinical absence which does not meet the criteria of an excused absence will be deemed an unexcused absence. Students with an unexcused absence will receive an unsatisfactory for the clinical evaluation day. Any unexcused clinical absence is considered a serious breach of professional behavior and will result in a grade reduction and/or clinical failure. Students will be required to meet with the Course Coordinator, Course Faculty, and/or Clinical faculty within two business days of absence to develop a student success plan and/or corrective action plan related to clinical attendance. A student with a second unexcused absence will receive an unsatisfactory grade for the course.

- a. Leaving early and/or arriving late to campus lab or clinical may constitute an unexcused absence.
- b. Tardy is defined as late arrival greater than or equal to 10 minutes after scheduled start time. Two (2) late occurrences of 10 minutes or more to clinical or campus lab equals one (1) unexcused absence.

- c. Leaving early is defined as leaving before the clinical group is dismissed for the day. Leaving early will be counted as an unexcused absence for that clinical day.
- d. A student who misses a clinical or campus lab day during a semester will be required to meet with the Course Coordinator, Course Faculty, and/or Clinical faculty within two (2) business days of absence to develop a student success plan and/or corrective action plan related to clinical attendance.
- e. If a student misses more than one clinical day, the student will receive academic advisement regarding the potential inability to meet the lab or clinical objectives.
- f. It is the responsibility of the student to inform the clinical/lab instructor if they will be late or absent for the clinical/campus lab experience.

Students are responsible for scheduling other activities around clinical times. Excused absences are only for extenuating and emergency situations (illness etc). An official excuse from the SON Office of Student Affairs will permit the student entrance back into the campus lab/clinical setting.

Work, routine medical appointments, birth of a friend's baby, trips, attending a wedding etc. are not excused, will be reflected in the professional role attributes grade, and may contribute to the inability to meet the lab or clinical objectives.

Reporting Campus Lab, Clinical, and Preceptorship Absence

- a. **Campus Lab:** If an unavoidable situation occurs that will result in absence from lab, the student should send an e-mail to course faculty as early as possible, at least one (1) hour before the start of campus lab.
- b. **Clinicals:** Unavoidable clinical tardy and absence are to be reported to the clinical faculty via email or phone, and the unit assigned in the clinical agency, preferably one (1) hour before scheduled clinical practice. The student will give their name, title, school, faculty's name, and the reason for the tardy or absence. The student will obtain the name of the person who took their message.
- c. **Preceptorship:** Absence from preceptorship experience for cause includes (a) participation in recognized University activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no control. The absence must be excused by the assigned faculty and arrangements made to make up clinical hours. Missed clinical hours must be made up.
 - Absences should be reported to the faculty and preceptor in the assigned agency.
 - If unable to contact the faculty and/or preceptor, call the assigned unit or facility and leave a message with your name, school, and clinical faculty you are assigned.
 - call and email the faculty and preceptor at least one (1) hour prior to scheduled clinical preceptorship experience.

GENERAL INFORMATION REGARDING CLINICAL

Clinical Experiences

A variety of health care and educational agencies, located primarily in the Tallahassee-Leon County area, cooperate with the School of Nursing in providing clinical laboratory experiences for students. Included are primary, secondary, and tertiary care settings. Some clinical experiences may occur away from the University site in Tallahassee. Each student is expected to assume responsibility for all costs associated with clinical experiences.

School of Nursing Clearance for Clinical

- I. After admission is granted to the professional level, applicants must submit evidence of:
 - A. Annual documentation of physical examination, up to date immunizations, tuberculosis test and/or chest X-ray if indicated.
 - B. Changes in health status and relevant medical clearance each semester.
 - C. Documentation of current health care coverage is required.
 - D. Current BCLS CPR certification.
 - E. Prior to clinical and upon request, undergo a local and Level II Background Check and a lab-controlled drug screen (**see Substance Abuse/Drug and Alcohol Testing Policy**).
 1. Students who receive a flagged positive background check or drug screening report may not be able to participate in required clinical rotations and may be unable to progress in the program.
 - F. Failure to provide all required documentation may prevent students from being cleared for clinical.

Registration for Clinical Course(s)

Students will register for clinical courses based upon the section assigned by the lead faculty of the clinical course.

SUBSTANCE ABUSE POLICY

Florida A&M University School of Nursing is committed to promoting a healthy and safe learning environment for its students, employees, and guests. The School of Nursing is also obligated to its clinical partners to ensure its students are capable of providing safe care to their patients. Abuse and/or inappropriate use of drugs, alcohol, and other substances disrupt the University's commitment to academic excellence and professionalism, interferes with both the academic and personal development of the student, and may impact patient well-being. Our clinical partners also require drug screening for security purposes on individuals who provide services within the facility, supervise care, and/or render treatment to vulnerable populations.

The University's Student Code of Conduct also prohibits the use of drugs and/or controlled substances. Illegal drug related items include, but are not limited to, synthetic drugs or other substances that will alter a student's mental state (e.g., glue, nitrous oxide, paint, etc.) or drug paraphernalia; possession or use of prescription medication not issued to the student by health care providers is prohibited; sale or distribution of drugs and/or controlled substances is prohibited. (https://www.famu.edu/administration/division-of-student-affairs/office-of-student-conduct-and-conflict-resolution/documents/Regulation%202.012_Student%20Code%20of%20Conduct%2012082021.pdf). Violations of this policy may result in dismissal from the nursing program.

To further the University's commitment to safety, effective patient care, and proficiency in the nursing profession, and to facilitate clinical partners compliance requirements, the School of Nursing implements this Substance Abuse Policy, which includes drug screening reviews for students.

Rationale

The Florida A&M University School of Nursing is committed to maintaining a drug and alcohol-free workplace and academic environment for all employees, students, and patients. Therefore, the use, possession, manufacturing, distribution, dispensing, selling or arranging to distribute illegal drugs, narcotics and/or alcohol by students in the School of Nursing is strictly prohibited on or off University property and clinical sites. Students shall not be impaired by or under the influence of controlled substances, legal drugs, illegal drugs, or alcohol on or off University property and clinical sites.

This policy is applicable to all students seeking admission to or enrolled in the School of Nursing. Nursing students are expected to be aware of and shall abide by pertinent laws and regulations set forth by the University, School of Nursing, and clinical sites. Ignorance of the legality of a substance, the chemical composition or contents of a substance, the manner of ingestion, or a prescription requirement shall not operate to excuse a violation of this policy.

Students who are unable to practice nursing with reasonable skills and safety to clients/patients or facilities due to the use of alcohol, drugs, chemicals, or any other type of substance or as a result of any physical or mental impairment from such use, may be dismissed from the nursing program.

A urine drug screen is required for all students seeking admission to the School of Nursing. Students who refuse to participate in drug screening will not be admitted to the program and will be denied enrollment in any nursing course. Students will be responsible for any and all associated costs of the drug screen.

DRUG AND ALCOHOL TESTING PROCEDURE

Procedure

1. Upon admission, students must complete a urine drug screen as provided by Castlebranch, Inc. (also known as CertifiedBackground.com). A clinical agency may require students to submit an additional drug screen prior to beginning clinical rotations. Drug screens will not be accepted from a non-approved lab. Students must comply with these requirements.
2. Any student who tests positive for a drug or controlled substance will be denied admission to the undergraduate nursing program and the admission decision will be rescinded. Students who reapply may be considered for admission upon proof of completing an intervention or rehabilitation program.
3. Should physical and/or behavioral signs of alcohol and/or other drug intoxication be exhibited by a student and/or detected by agency personnel, staff, clients, faculty, or peers, the student will be required to immediately undergo testing by an independent laboratory designated by the School of Nursing or as provided by Castlebranch, Inc. The student may be removed from patient/client care assignments pending results of the test. The tests will consist of, but not be limited to, a Blood Alcohol Level and/or a Urine 10 Panel Test.
4. Students who are enrolled in nursing courses who test positive for drug or controlled substances will be dismissed from the School of Nursing. The School of Nursing will make a referral to the Intervention Project for Nurses (IPN) program for further testing, counseling, and evaluation. Students who reapply may be considered for admission upon proof of completing an intervention or rehabilitation program.
5. Students receiving negative drug screens or positive drug screens due to permissible prescription drugs will be permitted to begin/continue experiences. In the latter case, medical review and documentation will be required.
6. A student who withdraws or is dismissed from nursing courses due to a positive drug screen should consult the Florida A&M University Academic Calendar for semester withdrawal deadlines. If the deadline for course/semester withdrawal has passed, the student must submit a retroactive withdrawal petition to the University Registrar.
7. Students who are denied full admission and/or students who must withdraw from nursing courses due to a positive drug screen will be notified in writing.

Confidentiality

Documents and records regarding drug and alcohol testing, test results, and treatment obtained by the School of Nursing will be maintained as education records and are protected by FERPA. Only those individuals who require access to drug testing information for necessary and proper enforcement of this Drug Policy will have access on a need-to-know basis. It shall not be considered a breach of confidentiality, and the University shall not be held responsible, if a student is witnessed at a drug testing location or is witnessed being escorted out of campus or a clinical site by a School of Nursing representative due to a violation of this policy.

This policy may be amended at any time, in the sole discretion of the School of Nursing. Nothing in the Nursing Drug Policy shall be construed as creating a contract or obligation requiring the School of Nursing to provide drug screening or drug treatment to students.

Effective fall 2020

SUBSTANCE ABUSE POLICY ACCEPTANCE

Failure to read and sign this Policy will preclude enrollment and progression in the School of Nursing.

I _____, have read and understand this School of Nursing Student
(First, Middle, Last Name)

Substance Abuse Policy.

ADDITIONAL CLINICAL INFORMATION

Agency Clearance for Clinical

Agency clearance is required to gain clinical experiences. Failure of a student to gain agency clearance may prevent the successful completion of the practicum course and program.

Changes in Health Status

Subsequent to the admission or annual physical examination, any changes in the physical and/or mental status that occurs, which may be acute or chronic requiring continued medical monitoring must have medical clearance submitted to the Dean or Designee prior to class/clinical attendance. Examples of conditions that require written medical clearance include surgery, pregnancy, postpartum state, accidents, etc. Any changes in health status must be reported to the faculty and a Change in Health Status form must be completed.

Confidentiality Agreement

Before entering selected clinical agencies, students will be required to complete and sign a confidentiality agreement form.

Professional Liability Insurance

All students who are engaged in clinical experiences are covered by liability insurance purchased by the University.

Cellular Telephones, Pagers and other Electronic Devices

Students must not use personal pagers, mobile telephones and other electronic devices while in clinical agencies.

Occupational Blood and Body Fluid Exposure

Students who experience a blood and body fluid exposure accident should immediately follow the established protocol at the clinical agency in which the student is assigned.

DRESS CODE

DRESS CODE

University Dress Code Policy

Students will be denied admission to various functions if their manner of dress is inappropriate. Inappropriate shall be defined as anything that may cause a disturbance to the learning environment. On this premise students are always expected to dress neatly.

Examples of inappropriate dress and/or appearance include but are not limited to the following:

- *Pajamas, midriffs or halters, mesh, netted shirts, tube tops, cutoff tee shirts, scarves, caps, pants below waistline revealing undergarments, do-rags and/or hoods in classrooms, dining halls, snack bar, library, student center, and offices. This policy does not apply to headgear considered as a part of religious or cultural dress.*
- *Bare feet anywhere on campus except inside a residence hall.*
- *Clothing with derogatory, offensive and/or lewd messages either in words or pictures.*
- *All of the aforementioned items, including shorts and jeans of any color at major programs such as Musical Arts, Convocations, Commencements, Career Fair, or other programs dictating professional, dressy, or formal attire.*

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress standard and report any such disregard or violations to the course faculty and the Deans of Nursing, if necessary.

School of Nursing Dress Code Policy

The School of Nursing at Florida A&M University prepares baccalaureate students for competent nursing practice. Socialization to nursing and professional development are essential components of this preparation. The purpose of the dress code is to establish and maintain a standard of professional attire that will transition to the workplace upon completion of the program. The School of Nursing at Florida A&M University is a professional program and as such expects students to dress in a manner consistent with the high standards and principles of the nursing profession.

Dress Code: Classroom (online and face-to-face)

Students are to wear the School of Nursing (SON) assigned scrubs and appropriate enclosed shoes (athletic shoes are acceptable) to class daily unless otherwise directed by the course faculty. Students may be directed to wear the SON professional attire, which is the SON orange polo, black bottoms (pants or skirt), and black shoes. Appearance should be clean and neat.

Hair: Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.

For males, facial hair is limited to clean, neatly trimmed moustache and closely trimmed beard.

Visible body jewelry, such as nose, lip, tongue and/or eyebrow, is not allowed. Small earrings (**studs - 8mm or less**) are acceptable.

At no time during matriculation through the School of Nursing will the following attire be acceptable:

- Inappropriate headwear (e.g. headbands, scarves, do-rags, stocking caps, sleeping bonnets, beads, ornaments, etc.). *
- Exposing skin from the buttock to upper thigh
- Pants below the waist that allow inappropriate exposure
- Cuts or holes in clothing
- Clothing that are tight-fitting, suggestive or revealing
- Bare feet and shower/beach footwear
- Sunglasses *
- Wrinkled, dirty or unsafe attire

Inappropriately dressed students will be asked to leave the learning environment and to return when he/she is appropriately dressed. Students will be responsible for any missed material due to dress code violations.

*Wearing these items for medical, religious or weather purposes may be permitted with documentation and written approval from the School of Nursing.

Dress Code: Experiential Learning Courses

Experiential learning may include clinical, labs, skills events, simulations, and community events/experiences. Students may wear uniforms for Clinical Courses, Health Assessment Lab, Psychomotor Skills, and Simulation Lab. The uniform is SON Scrubs or attire as designated by course faculty or learning director.

- Students are to wear the SON assigned scrubs and appropriate enclosed shoes (athletic shoes are acceptable) to class daily unless otherwise directed by the course faculty.**
- Appearance should be clean and neat.

- **Hair:** Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.
- For males, facial hair is limited to clean, neatly trimmed moustache and closely trimmed beard.
- Nails must be kept to ¼ inch in length. Only clear nail polish is allowed. **Artificial nails** (acrylic, gel, silk, overlay, etc.) are not permitted.
- One simple small ear stud (8mm or less) per lobe is acceptable. Rings: Only wedding rings are permitted. Dangling **earrings and visible facial body jewelry and/or adornments** will not be allowed.
- **Makeup** should be minimal and non-distracting, (e.g. artificial lashes and scented cosmetics are not allowed).
- Visible **tattoos** portraying nudity, vice, crime, objectionable symbols and/or profanity are strictly forbidden; such tattoos shall be covered so they are not visible.
- Adherence to agency-specific dress code policies is required.

** Different shoes are acceptable for medical purposes with documentation

Inappropriately dressed students will be asked to leave the learning environment and to return when he/she is appropriately dressed. Students will be responsible for any missed material due to dress code violations.

Dress Code: Clinical

Students admitted to the professional level are expected to purchase uniforms from the SON approved uniform vendor.

Appearance should be clean and neat.

During clinical practice, students will wear the following:

- Green scrub jacket
- Green scrubs
- Wristwatch with second hand
- Name pin
- FAMU Student ID
- Bandage scissors
- Hemostat
- Penlight
- Stethoscope
- Black writing pen
- White long lab coat

Green sweater (not to be worn when providing direct client care)

White crew socks or hose

SON approved shoes**

Optional: White crew neck short/long sleeved shirt, without lettering or graphics, is allowed under scrubs

Hair: Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.

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- **Makeup** should be minimal and non-distracting, (e.g. artificial lashes and scented cosmetics are not allowed).
- Visible **tattoos** portraying nudity, vice, crime, objectionable symbols and/or profanity are strictly forbidden; such tattoos shall be covered so they are not visible.
- Adherence to agency-specific dress code policies is required.

** Different shoes are acceptable for medical purposes with documentation

Inappropriately dressed students will be asked to leave the learning environment. Students who miss clinical hours and experiences due to dress code violations will receive an unexcused absence for that day.

Uniforms for alternative clinical sites, preassessment, and other activities – as designated by course faculty

- Approved FAMU SON shirt with school logo
- Plain black skirt (no splits above the knee, no embellishment, not skintight)
- Plain black pants (no embellishment, not skintight, no low-cut hip huggers, jeans, jeggings, joggers, leggings, sweatpants, or capris) with black belt when appropriate
- FAMU SON lab coat with name tag and FAMU student ID
- Plain black low heel (2 inches or less) **leather shoes** (closed toe & heel, no athletic or ballerina shoes)
- Plain neutral or black stockings, trouser socks or knee highs

- **Hair:** Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.
- For males, facial hair is limited to clean, neatly trimmed moustache and closely trimmed beard.

PROGRESSION, RETENTION, AND GRADUATION

PROGRESSION, RETENTION, AND GRADUATION

- It is expected that all students will be familiar with progression, retention, and graduation requirements.
- All courses at the professional level must be completed with a grade of “C” or above.
- Completion of all courses with a minimum grade of “C” is a prerequisite for progression to the next semester’s courses.
- Two course failures (i.e., D or F grades) will result in dismissal from the School of Nursing (SON). Neither a retroactive university withdrawal nor a university grade forgiveness invalidates a nursing course failure (i.e., D or F).
- **NUR 4828 Professional Career Development Seminar** will be graded Satisfactory or Unsatisfactory (S-U) and must be passed with a grade of “S”. In order to receive “S”, the NUR 4828 Senior Proficiency Examination must be passed with a minimum of a ninetieth (90th) percent probability of passing the NCLEX-RN on the ATI Comprehensive Predictor Exam. In addition, every course requirement must be satisfactorily completed in order to earn the course grade of “S”. Two “U” grades in **NUR 4828** will result in dismissal from the SON. Neither a retroactive university withdrawal nor a university grade forgiveness invalidates a “U” grade.
- GPA must remain at a cumulative 2.00 or above. Students failing to meet the 2.00 minimum will undergo transcript evaluation and assisted in transitioning to a new major, if applicable.
- If a student is not meeting satisfactory academic standards, the student will receive counseling that may lead to other progression actions.
- Inappropriate behavior will be addressed as described in the university’s student handbook ([The FANG](#)) and/or the School of Nursing handbook
- The School of Nursing adheres to all general requirements and procedures of the University for graduation.
- A nursing student may order the School’s pin during the last semester of the senior year. The pin is awarded after the successful completion of the nursing program.
- **All** students are enrolled in the **Virtual ATI prior to graduation**. Students are required to enroll and engage with course faculty and ATI VATI coach each week.
- The SON will assist students with the application for the NCLEX-RN exam.
- **ALL** students are required to complete 100% of VATI prior to taking the ATI Comprehensive Predictor Exam. .
- The VATI **“Green Light” must be met** prior to approval to graduate and take the NCLEX.
- Students who do not earn VATI Green Light prior to the last day of class will receive an “Incomplete” for the course.

Course Withdrawal Policy for SON

- Two course withdrawals that are non-administrative will constitute one course failure.
- Medication Dosage Calculation Exam failure for levels 2, 3, and 4 will require withdrawal from two clinical courses. However, this will be counted as one course withdrawal for that term.

SCHOOL OF NURSING RE-ENTRY POLICY

Traditional BSN Program Re-Entry Policy

Any Traditional BSN nursing student in upper division courses who has a term withdrawal, course withdrawal, retroactive withdrawal, course failure, or otherwise interruption in the sequence of the nursing program must follow the Traditional BSN Re-Entry Policy to enroll in the next sequence of course(s). Students are encouraged to seek re-entry for the semester immediately following the last term of enrollment.

Re-entry is based on the student's ability to complete success plan objectives, demonstrate readiness to continue in the nursing program, and cumulative GPA. Re-entry remediation is designed to facilitate retention of knowledge from courses previously completed. The student is encouraged to complete the requirements for re-entry in a time period not to exceed 45 days. Students are required to submit a formal request for re-entry into the upper division of the nursing program within one academic year of their last enrollment. If re-entry is sought one year beyond last enrollment, the student must follow the SON readmission policy.

Students with extenuating circumstances that require an extension beyond the one year re-entry time limit may be considered for re-entry. Examples of extenuating circumstances may include but are not limited to the birth of a child, student medical condition, immediate family member's (spouse, child, parent) serious health condition, or death of an immediate family member.

This policy does not apply to students who have been dismissed from the nursing program. (Refer to SON Undergraduate Student Handbook for course withdrawal policy.)

Procedure

The student must submit a Statement of Intent to reenter, abide by the current SON Student Handbook, curriculum, and program related policies. The student will follow the steps below:

- A. The Statement of Intent for re-entry must be submitted following the semester of interruption of matriculation through the nursing program. This Statement of Intent shall be submitted to the School of Nursing Office of Student Affairs.
- B. Students are encouraged to submit the Statement of Intent to reenter within seven (7) business days following receipt of final course grade.

- C. The submission of the completed Statement of Intent should include the following:
- Reason for being out-of-sequence
 - Anticipated return date
 - Specific request
 - Rationale for petition: (e.g., what the student has done or will do to facilitate academic success).

The completed request form must include a resolution to the problems that necessitated and/or contributed to the withdrawal or failure. The form is available in the SON Office of Student Affairs, SON website, and in the Student Handbook.

- D. Students must meet all re-entry program requirements to enroll in the next sequence of course(s). The student will be required to abide by the re-entry in accordance with the current Undergraduate Student Handbook, curriculum, and program related policies.
- E. Requests for re-entry to the Traditional BSN Program will be reviewed by Student Affairs and School of Nursing Administration.
- F. The student will be scheduled a meeting date and time with the Program Director within five (5) days of receipt of the Statement of Intent to reenter the Traditional BSN Program.
- G. The student will meet with the Program Director to review the individual curricular plan of study and re-entry remediation plan that will be developed with faculty input.
- H. The student must meet with Success Specialist to complete assigned remediation as outlined by course Faculty, Program Director and Associate Dean.
- I. Students accepted for re-entry to the program must maintain clinical compliance as required and outlined in SON Undergraduate Handbook.

Students who are unsuccessful in a theory course will be required to complete a clinical skills refresher as a part of the reentry plan. Students who are unsuccessful in a clinical course, but successfully complete the companion theory course, will be required to retake the clinical course upon re-entry into the program.

Students who withdraw from a clinical course will be required to withdraw from the companion theory course. Students who withdraw from a theory course will also be required to withdraw from the companion clinical course. Students who withdraw under these circumstances will be required to submit a Statement of Intent for the theory and clinical courses. Clinical skills refresher training will be required to update clinical skills prior to reentry at any point in the upper division curriculum.

Florida A& M University
School of Nursing
Traditional BSN Program Re-Entry Statement of Intent

Student to complete and submit to School of Nursing Student Affairs

Student Name _____ Date _____
Original Cohort _____ Date of Returning Semester _____

Specific Request Regarding Re-entry into Program

What course(s) are you requesting to reenter?

Reason for Being Out-of-Sequence

What prevented you from being successful in the course(s)? Discuss your accountability not anyone else's.

What factors contributed to not being successful or had to withdraw/drop from the course(s)/program?

Identify what you will do differently to ensure course success.

Anticipated Return Date

Discuss your personal goals and how this program fits in with your goals.

Consider if this is the right choice for "You" and what is the most appropriate timeframe to continue.

Rationale for Petition

What have you done and/or what will you do to facilitate your successful completion of the program according to your revised plan of study?

Student's Signature _____ Date _____

Traditional BSN Program Success Plan

Any Traditional BSN nursing student in upper division courses who has a term withdrawal, course withdrawal, retroactive withdrawal, course failure, or otherwise interruption in the sequence of the nursing program must follow the Traditional BSN Re-Entry Policy to enroll in the next sequence of course(s). Once the Statement of Intent is submitted, the student will be required to meet with the Success Specialist to review and implement the curricular plan of study and success plan. The student will be required to complete an individualized re-entry success plan prior to the start of the next course. The re-entry remediation plan is designed to facilitate retention of knowledge from courses previously completed. Students are encouraged to maintain contact with your assigned

advisor to complete all scheduled activities and assignments. The student is encouraged to complete the requirements for re-entry in a time period not to exceed 45 days.

It is the SON's responsibility to assist the student as needed in the process. It is the student's responsibility to follow the curricular plan of study and complete the re-entry success plan and process for reentering the Traditional BSN program. This plan is a collaborative outline of the activities the student will be required to complete prior to re-entering the requested semester to continue matriculation. The individualized plan will be created with faculty input. If the student is unsuccessful in meeting the remediation requirements, the student will not be able to reenter the requested course(s), until all requirements are met.

Student Name:	Re-Entry/Remediation Advisor:	
Date Initiated:	Due Date of Completion:	
Re-Entry Course:	Target Re-Entry Date:	
Re-entry Meeting with Program Director:	Date:	Time:

****Students are required to follow-up weekly on Fridays with updates on progression through remediation via email****

ATI Curricular Assignments:

The student will be required to complete ATI customized assessments and assigned ATI Activities

Resource	Planned Activities for Completion	Completion Verification
ATI Achieve	Complete the following Achieve Lessons and score at least 90% on Tests <ul style="list-style-type: none"> <input type="checkbox"/> Challenges for ESL Students <i>if applicable</i> <input type="checkbox"/> Classroom Skills <input type="checkbox"/> Preparing for Clinical Experiences <input type="checkbox"/> Study Skills <input type="checkbox"/> Test-Taking Strategies 	<i>Submit to Re-entry Advisor Attach proof of successful completion to re-entry packet.</i>
ATI Nurse Logic	Complete the following Nurse Logic Lessons and score at least 90% on Tests <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge and Clinical Judgment <input type="checkbox"/> Nursing Concepts <input type="checkbox"/> Priority Setting Frameworks <input type="checkbox"/> Testing and Remediation 	<i>Submit to Re-entry Advisor. Attach proof of successful completion to re-entry packet</i>
ATI Learning System 3.0	Complete the following Learning System Quizzes and score at least 90% on Quizzes: <ul style="list-style-type: none"> <input type="checkbox"/> Fundamentals 1, 2 and Final <input type="checkbox"/> Mental Health 1, 2 and Final <input type="checkbox"/> Community Health Quiz and Final 	<i>Submit to Re-entry Advisor. Attach proof of successful</i>

	<input type="checkbox"/> Nursing Care of Children 1, 2 and Final <input type="checkbox"/> Maternal Newborn Practice 1, 2 and Final <input type="checkbox"/> Leadership Quiz and Final <input type="checkbox"/> Pharmacology Quiz and Final <input type="checkbox"/> Medical-Surgical selected quizzes and Final	<i>completion to re-entry packet</i>
ATI Practice Assessment	<p>Complete the following ATI Practice Assessments and score at least 90%:</p> <input type="checkbox"/> Fundamentals of Nursing <input type="checkbox"/> Pharmacology <input type="checkbox"/> Mental Health Nursing <input type="checkbox"/> Community Health Nursing <input type="checkbox"/> Leadership <input type="checkbox"/> Maternal Newborn Nursing <input type="checkbox"/> Nursing Care of Children <input type="checkbox"/> Adult Medical-Surgical Nursing	<i>Submit to Re-entry Advisor. Attach proof of successful completion to re-entry packet</i>
ATI Customized Assessments	<p>Complete Remediation and achieve a score of 75% or higher on the following ATI Customized Assessments per your individualized reentry plan.</p> <input type="checkbox"/> Fundamentals of Nursing <input type="checkbox"/> Pharmacology <input type="checkbox"/> Mental Health Nursing <input type="checkbox"/> Community Health Nursing <input type="checkbox"/> Leadership <input type="checkbox"/> Maternal Newborn Nursing <input type="checkbox"/> Nursing Care of Children <input type="checkbox"/> Adult Medical-Surgical Nursing	<p><i>Schedule an appointment with the Re-entry Advisor or designee to take the assigned Customized Assessments.</i></p> <p><i>Submit to Re-entry Advisor. Attach proof of successful completion to re-entry packet</i></p>
Dosage Calculation and Math Tutoring	<p>Complete dosage remediation Customized Assessment and achieve 90% or higher</p> <p>Assigned Activities in required textbook and/or ATI.</p> <p>ATI Assignments</p> <input type="checkbox"/> ATI Dosage Calculation and Safe Medication Administration 3.0	<i>Schedule an appointment with the Re-entry Advisor or designee to take</i>

	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Assigned Quizzes <input type="checkbox"/> Dosage by Weight <input type="checkbox"/> Injectable Medication <input type="checkbox"/> Medication Administration <input type="checkbox"/> Oral Medication <input type="checkbox"/> Parental IV Medication <input type="checkbox"/> Powdered Medication <input type="checkbox"/> Pediatric Medication <input type="checkbox"/> Safe Dosage <p>Dosage Calculations Remediation Resources Review dosage calculation textbook chapters & dosage calculation tutorials in ATI</p>	<p><i>the dosage calculation test</i></p> <p><i>Submit to Re-entry Advisor. Attach proof of successful completion to re-entry packet</i></p>
<p>Clinical Skills Refresher and Skills Validation</p>	<p>Students will be required to attend Clinical Skills Refresher training and demonstrate proficiency of skills consistent with level of reentry.</p> <p>Student will attend:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Simulation <input type="checkbox"/> Clinical Skills and Campus Lab Activities <p>A successful course refresher requires evidence of course engagement as demonstrated by completing all testing, assignments, and attendance as scheduled.</p> <p>Must score 90% or higher on Skills' quizzes Must demonstrate Skills performance with Satisfactory as per Skills Checklist Submit a copy of the completed transcript and submit it to the individual student Reentry Canvas.</p> <p>Complete Assignments in Shadow Health and Health Assessment as needed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete physical assessment <input type="checkbox"/> Skill performance consistent with program level 	<p><i>Schedule an appointment with the Re-entry Advisor or designee to perform listed skills.</i></p>

The above bulleted points will be completed on or before the due date listed within the re-entry plan. I understand that the successful and timely submission of this plan is necessary to be considered for re-entry into the course listed. I also understand that failing to complete this plan by the due date may result in my ineligibility to reenter the course(s).

Student Signature: _____
 Program Director: _____
 Associate Dean Signature: _____

Date: _____
 Date: _____
 Date: _____

SCHOOL OF NURSING ACADEMIC HONESTY POLICY

The School of Nursing's Academic Honesty Policy is based on the shared core values stated in the University and School's Values Statements. Each member of the School of Nursing community, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability. Each student is obligated to adhere to the highest standards of academic ethics and professional conduct in their academic endeavors

Academic honesty is the pursuit of scholarly activity in an open, honest, and responsible manner, serving as a basic guiding principle for all academic activity. As outlined by the Florida A&M University Board of Trustees Policy, academic honesty includes a commitment to scholarship, excellence, integrity, respect, and ethical behavior. Furthermore, academic integrity is also a commitment to not to engage in or tolerate acts of cheating, plagiarism, knowingly providing false information, misrepresentation, or deception, all of which are in direct violation of the University's core values. To protect the rights and maintain the trust of honest students and to support appropriate behavior, faculty and administrators will regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of misconduct in all aspects of the academic program.

Being unaware of the Academic Honesty policy is not a defense for violations of academic honesty. <https://www.famu.edu/BOT/Academic%20Honesty%20Policy%207.27.17.pdf>

Scope - This policy applies to all matriculated and continuing School of Nursing students in the professional nursing program.

Policy Violations - Academic misconduct is prohibited by this Policy.

Reporting Academic Honesty Policy Violations - Any member of the faculty, administration, staff or any student who has reason to suspect or believe a violation of this Policy has occurred is expected to notify the Program Director, Associate Dean for Undergraduate Program, or Dean of the School of Nursing

Academic Penalties - In the FAMU School of Nursing, students violating the Academic Integrity Policy for any assignment will receive a minimum penalty of a grade of zero (0) for the course work in question, will be reported to the Dean, and will be reported to the University Judicial Officer.

Students violating the Academic Integrity Policy for any exam, test, or proctored assessment will receive a penalty of a grade of zero (0) for the exam/test/assessment in question, will be reported to the Dean and the University Judicial Officer, will receive an "F" for the course, and will be dismissed from the School of Nursing program.

The School of Nursing's policy is automatic dismissal from the program for the first offense of academic dishonesty in the form of cheating on any course test, exam, or proctored assessment.

STUDENT ORGANIZATIONS

GENERAL GUIDELINES FOR CLUBS AND ORGANIZATIONS

Florida A&M University (“University”) strictly prohibits any student(s), group(s) of students, or student organization(s) affiliated with the University from engaging in any form(s) of hazing activities. Moreover, the University has zero tolerance for violation of any provisions of the Anti-hazing Regulation 2.028. “Zero tolerance” means that given the factual circumstances of the alleged violation, the charged student may be removed from University Housing and receive a penalty up to suspension or expulsion from the University. FAMU Anti-hazing Policy

Each club and organization must adhere to published University guidelines on a student’s eligibility (1) to apply for admission and (2) to maintain membership.

Student Nurses’ Association

The School of Nursing Student Nurses’ Association (SNA) operates as a school chapter and constituent member of the National Student Nurses’ Association (NSNA). SNA is also a registered organization with the University Clubs & Organizations, Efferson Student Union.

The purpose of the SNA is to:

- mentor students preparing for initial licensure as professional registered nurses and promote development of nursing students to become ethical professionals who advocate for quality, accessible, and affordable care.
- assume responsibility for contributing to nursing education in order to provide the highest quality of healthcare.

Membership Eligibility:

- Membership in NSNA is a requirement to be an active member in the SNA at FAMU. Membership fees to NSNA must be paid in addition to local dues assessed by the FAMU SNA Chapter.
- Active members:
 - Students enrolled in the upper division BSN programs leading to licensure as a registered nurse.
 - Students enrolled in the RN-BSN program leading to a baccalaureate degree with a major in nursing.
 - Active members shall have all the privileges of membership.
- Associate members:
 - Pre-Nursing students, enrolled at FAMU with designated Pre-Nursing major

- Associate members shall have all privileges of membership, except the right to hold an office.

SNA at FAMU shall be composed of at least 10 members from Florida Agricultural & Mechanical University to hold constituency status with the NSNA, and there shall only be one chapter on the University's campus.

Rho Kappa Chapter of Sigma Theta Tau Honor Nursing Society

The purposes of the Honor Society of Nursing are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Membership Eligibility:

Nursing students are invited to membership in accordance with Sigma Theta Tau International Bylaws. Each baccalaureate student is required to meet the following criteria:

- Completed one-half of the nursing curriculum
- Cumulative grade point average of 3.0 on a 4.0 scale or its equivalent
- Rank in the upper 35 percent of their graduating class in scholarship

Chi Phi Beta Chapter of Chi Eta Phi

Chi Eta Phi Sorority, Inc. is a sorority for registered nurses and qualified nursing students.

Membership Eligibility:

All professional level students who have successfully completed one semester of the nursing program and have at least 3.0 GPA are eligible for membership.

FLORIDA A&M UNIVERSITY POLICIES

Policy Statement on Non-Discrimination

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

<https://www.famu.edu/about-famu/leadership/board-of-trustees/pdf-policies/Academic%20Honesty%20Policy%207.27.17.pdf>

Academic Honesty Policy

The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class. Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty policy is not a defense for violations of academic honesty.

<https://www.famu.edu/BOT/Academic%20Honesty%20Policy%207.27.17.pdf>

Any student caught cheating on any course assessment tool will receive a grade of “F” in the course.

Grade Change Policy

Grade changes can be made for the following reasons:

- (a) when it is determined that a grade was recorded in error,
- (b) when removing “I” grades and
- (c) as a result of a student’s successful appeal of a grade.

Academic units wishing to request grade changes must submit a “Grade Change and Academic Record Update Form” to the Registrar’s Office for approval and processing. The form must contain the signature of the respective academic Dean in order to be processed. Please see the University’s website for more information:

<https://www.famu.edu/index.cfm?Registrar&GradingPolicy>.

Assignment of Grades

The University supports its grading system which is based upon the integrity of a grade earned in a course. The University Registrar is the official custodian of student grades and is responsible for recording approved grade change requests.

1. Grades are assigned at the end of the term in which the student was registered for the course.
2. Due to extenuating circumstances beyond the control of the student, a grade of "I" may only be assigned if the student is passing the course but has not completed all of the required work by the end of the term. Grades of "I" may

not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.

For more information please see: <https://www.famu.edu/index.cfm?Registrar&GradingPolicy>.

HOW TO LINKS AND FORMS

How to Register?

<https://www.famu.edu/academics/registrars-office/pdf/How-to-Enroll-in-Class-example.pdf>

Change of Major Form

<https://famu.edu/Registrar/Change%20of%20Major%20Form%2004012020.pdf>

Withdraw from a Course(s)

<https://www.famu.edu/Registrar/Online%20Withdrawal%20Process%20-%20Training%20Document%20Student-05-27-2020.pdf>

Term Withdrawal Form

<https://famu.edu/Registrar/Current%20Term%20Withdrawal%20Form%2004062020.pdf>

Retroactive Term Withdrawal Form

<https://famu.edu/Registrar/Retroactive%20Term%20Withdrawal%20-%20rev%20-%2005-14-19.pdf>

Overload Form

<https://famu.edu/Registrar/Overload%20Authorization%20Form%2008%2020%2014-2.pdf>

FAMU/FSU Co-op Form

<https://famu.edu/Registrar/FAMU-FSU%20CO-OP%20PROGRAM%20-%20REGISTRATION%20PACKET%20-%20Coronavirus%202%20-%20204-22-20-20.pdf>

Transient (Students taking courses in the State of Florida)

<https://www.floridashines.org/>

Transient Form (Students taking courses outside of the State of Florida)

https://famu.edu/Registrar/Transient%20Student%20Fillable%20Form_Spring%202020.pdf

Grade Forgiveness Form (Log on to iRattler - Student Center - Academics - Forgiveness Policy to access this form)

Change of Personal Information Form

<https://famu.edu/Registrar/Change%20of%20Personal%20Information%20Form%20-%202011-28-2017.pdf>

Change of Address Form

<https://famu.edu/Registrar/Change%20of%20Address%20Request%20Form%20-%2008-13-2020.pdf>

Registration Cancellation Request Form

<https://famu.edu/Registrar/Cancellation%20of%20Registration%20Request%20Form%2008-18-2017%20-ao.pdf>

Waive Late Payment or Late Registration Request Form

<https://famu.edu/Registrar/Request%20to%20Waive%20Late%20Payment%20or%20Late%20Registration%20Fee%20-%202011-5-2018.pdf>

ACKNOWLEDGEMENTS AND SIGNATURE PAGES

All signed copies of acknowledgments and signature pages are to be emailed to the School of Nursing: Attention Student Affairs at nursingdocs@famu.edu

**The Florida A&M University
School of Nursing Program**

Acknowledgement of the Receipt of the School of Nursing Student Handbook

The Nursing Program Student Handbook contains important information about the nursing program, and I understand that I should consult my professor(s) or Deans regarding any questions not answered in the handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated on FAMU official nursing program website and in writing via email. Additionally, it is my responsibility to check the nursing program website for changes over the academic year.

I have received a copy of and have read and understand FAMU School of Nursing ATI Assessment and Review Policy.

I understand that revised information may supersede, modify, or eliminate existing policies. The handbook addendums will supplement the current handbook when needed. Students and faculty may suggest, create and help to modify changes to the Nursing Program Addendum to the FAMU SON Student Handbook.

I understand that I am expected to read the entire handbook and return one signed copy of the acknowledgement page by email to the School of Nursing: Attention Student Affairs at nursingdocs@famu.edu

Student Signature

Date

Printed Name

COMPREHENSIVE PREDICTOR EXAMINATION POLICY ACCEPTANCE

The **NUR 4828 Professional Career Development Seminar** course will be graded Satisfactory or Unsatisfactory (S-U) and must be passed with a grade of “S”. In order to receive “S”, the NUR 4828 Senior Proficiency Examination must be passed with a minimum of a ninetieth (90th) percent probability of passing the NCLEX-RN on the ATI Comprehensive Predictor Exam. In addition, every course requirement must be satisfactorily completed in order to earn the course grade of “S”. Two “U” grades in **NUR 4828** will result in dismissal from the SON. Neither a retroactive university withdrawal nor a university grade forgiveness invalidates a “U” grade.

I acknowledge that I have read and understand the requirements of the policy for the NUR 4828 Professional Career Development Seminar Course Comprehensive Predictor Exam.

Student Signature

Date

Printed Name

GENERAL PHOTOGRAPHY RELEASE

I hereby authorize FAMU SON, hereafter referred to as “Company,” to publish photographs taken of me, and my name and likeness, for use in School of Nursing print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Florida A&M University from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Florida A&M University and the School of Nursing, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

Authorization

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____