Francis Marion University
School of Health Sciences
Department of Nursing

Baccalaureate of Science in Nursing
BSN Student Handbook
2026-2027

Preface

Welcome to Francis Marion University's (FMU's) Baccalaureate of Sciences in Nursing (BSN) Program. The *BSN Student Handbook* contains the policies, procedures, and general information of FMU's BSN Program. The information in this handbook is a supplement to, not a substitute for, that which is published in the current editions of the *Francis Marion University Student Handbook* and *Catalog*. The *Francis Marion University Catalog* and *Student Handbook* as well as the *BSN Student Handbook* are not irrevocable contracts. Regulations published in them are subject to change and if so, students will be notified by email. The University and BSN Program regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution.

By enrolling in FMU's BSN program, students agree to be bound by the policies and procedures described in this handbook. Successful completion of and graduation from the BSN program requires adherence to all policies, procedures, and regulations as stipulated by FMU, the School of Health Sciences, and the Department of Nursing (DON). If you have any questions with regard to the requirements, regulations, and/ or policies contained herein, do not hesitate to refer them to your Nursing Academic Advisor, the DON Chair, Course Coordinator, Student Services Coordinator, or other appropriate persons.

The Baccalaureate Degree Program in Nursing/Master's Degree Program in Nursing and Doctor of Nursing Practice Program and/or Post-Graduate APRN certificate program at Francis Marion University is accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
Phone: 202-887-6791
Email: http://www.ccneaccreditation.org

Welcome

Welcome to the FMU's BSN Program. This is an outstanding educational program which will prepare you for contemporary professional nursing practice. I would like to congratulate you on your choice of a baccalaureate nursing education. A baccalaureate in nursing is necessary in today's healthcare world that is comprised of technological advancements, evidence-based practice, and national health initiatives. Collegiate nurses will be at the forefront of healthcare reform and change. Francis Marion University provides a superior education that develops students' leadership skills in order to affect healthcare progress.

The faculty of the FMU BSN Program have years of experience in nursing and education. We are all here to help you succeed in becoming an outstanding nurse. We pride ourselves on the competencies, critical thinking ability, and caring attitudes our graduates take with them to care for the citizens of the Pee Dee Region and beyond. We invite you to establish a professional relationship with us so we can mentor you through this educational process.

The journey to becoming a professional nurse or returning to school to obtain a BSN is exciting. Use this handbook as a resource to help you navigate the path. Remember the faculty and myself are also always available to assist you along the way.

On completion of this program of collegiate study, you will have obtained the skills to be an excellent, caring professional that will be well received by the health care community. Your clinical decision-making skills and critical thinking ability will enable you to continue onto graduate school or take a leadership role in the healthcare workforce. Here at the FMU BSN Program we prepare nurses that are not only clinically skilled but are knowledge workers that subscribe to the value of life-long learning.

Congratulations on being accepted into this competitive program. The next two years will be a positive life-altering experience. The nursing faculty and I feel blessed to be able to share this journey of learning with you and will do everything possible to promote your success.

Sincerely**,**

Karen K. Gittings, DNP, RN, CNE, CNEcl, Alumnus CCRN
Dean, School of Health Sciences
Professor of Nursing

Rhonda M. Brogdon, DNP, RN, MBA
Chair, Department of Nursing
Associate Professor of Nursing

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Overview and History of the BSN Program

Francis Marion University (FMU) is an outstanding educational institution located in Florence, SC in the Pee Dee Region. Excellence in teaching and learning is the priority of the institution. The University is accredited by the Southern Region Association of Colleges and Schools and has received national recognition for the quality of education and diversity of the student population. FMU has outstanding science programs, an excellent library, academic computer center, and services to support students academically and socially.

In 1982, FMU hosted a satellite RN to BSN program of the Medical University of South Carolina (MUSC) College of Nursing. Based on regional need, the South Carolina Board of Nursing and South Carolina Commission on Higher Education approved a generic BSN program and, in the Fall of 1998, the first class was admitted. Throughout the twenty-two (22) year history of the collaborative relationship, FMU provided pre-nursing courses; on-campus facilities, such as classrooms, offices, and learning laboratory; library support; and assisted in obtaining State appropriations for the program. The program was administered as a remote campus of the MUSC College of Nursing and faculty and staff were employees of MUSC. There was strong community support for a baccalaureate-BSN Program at FMU. A formal needs assessment was conducted and the Colleagues in Caring project determined that the Pee Dee was the only region in South Carolina without a freestanding baccalaureate-BSN Program. Additionally, this region had the lowest percentage of baccalaureate nursing graduates in the State. The Office of Research and Statistics published South Carolina nursing workforce data for 2003, which showed that only 22.8% of nurses in South Carolina had the baccalaureate degree. In the Pee Dee, only 16.2% of practicing nurses had earned a baccalaureate degree. The Pee Dee also had the lowest number of RNs per 100,000 population 7.3%, in South Carolina.

In June 2004, FMU and MUSC signed a Memorandum of Understanding, which provided the guidelines and timeframes for the transfer of the MUSC satellite Bachelor of Science (Generic BSN and RN to BSN) to the FMU campus. Subsequently, FMU received approval from the South Carolina Board of Nursing (March 17, 2006) and the South Carolina Commission on Higher Education (May 5, 2006) to assume administrative direction. The program was approved by the South Carolina Board of Nursing on March 17, 2005 and by the South Carolina Commission on Education. The program received initial accreditation from the National League for Nursing Accrediting Commission in Spring 2006 and reaccreditation for eight years in 2011.

The mission statement of the BSN Program is compatible with that of FMU. “Founded as a state college in 1970, FMU adheres to the primary purpose of its establishment: to make available to people of all ages and origins an excellent baccalaureate education in the liberal arts and selected professional programs in business, education, and nursing; master’s degree in business, education, nursing, and psychology and a specialty degree in psychology.” The mission and philosophy of the FMU BSN Program have been modified to reflect an emphasis on the preparation of beginning practitioners of nursing consistent with FMU’s teaching mission and primary focus on undergraduate education.

The increasing population growth in the Pee Dee, including the geriatric population, and the expansion in healthcare facilities in the region, much of which is taking place in complex health

care settings, made the need for the BSN program at FMU greater than ever. The FMU Board of Trustees formally established the BSN Program on May 28, 2004.

Mission and Program Learning Outcomes

Mission Statement

The Francis Marion University Department of Nursing prepares graduates to function competently as caring professional nurses in a variety of healthcare settings. The program endeavors to instill in students the value of lifelong learning.

Core Values

The core values of the FMU BSN Program include competence, caring, and commitment.

- ***Competence*** is defined as the development of the ability of the professional registered nurse to integrate evidence-based knowledge and skill to be a leader in providing safe, effective, value-based patient care.
- ***Caring*** is defined as the ability of the professional registered nurse to provide compassionate, holistic, culturally sensitive care to individuals, families, and communities across the life span.
- ***Commitment*** is defined as the ability of the professional registered nurse to embrace technological advances, life-long learning, and be a collaborate member of the interdisciplinary healthcare team.

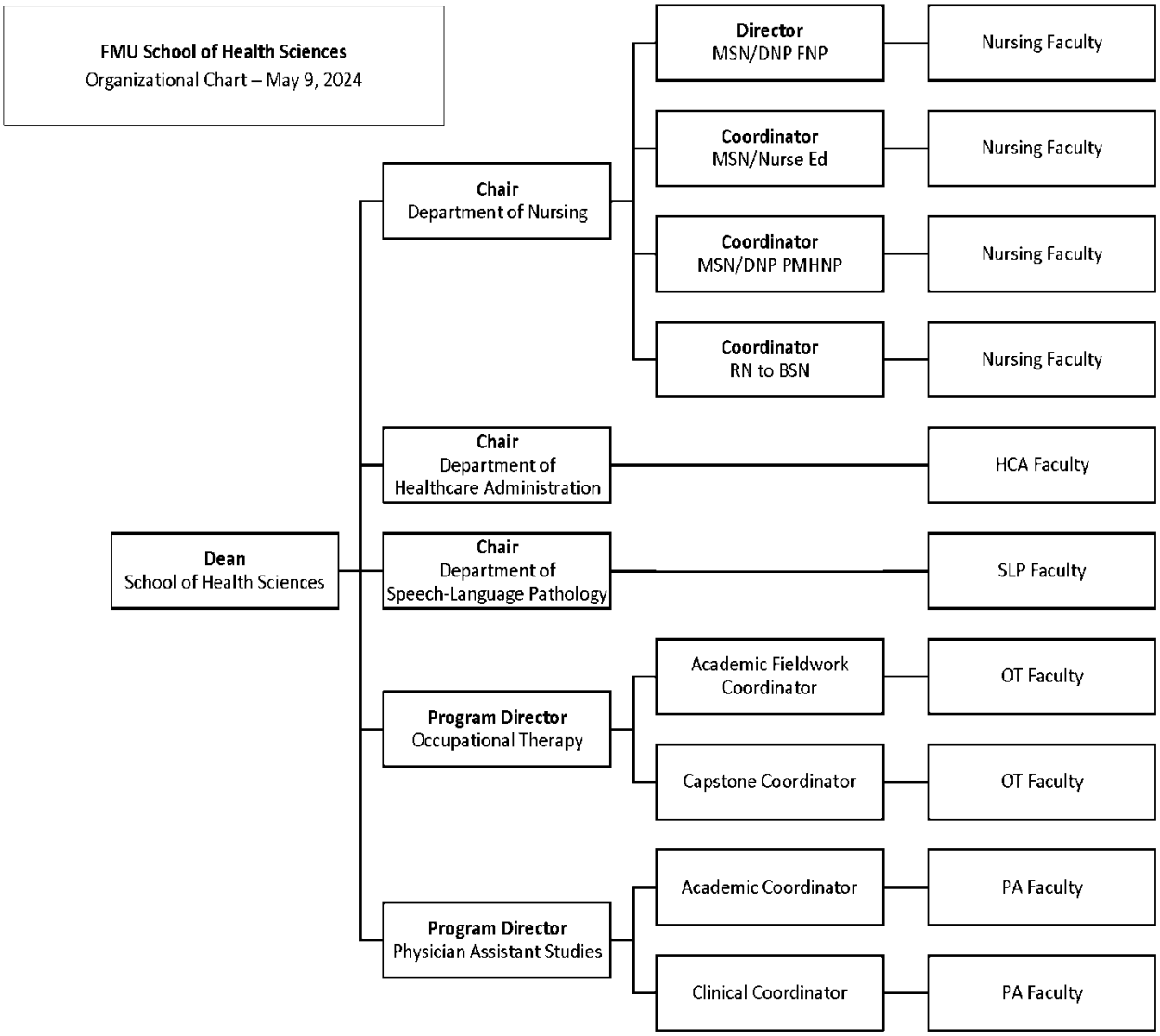
BSN Program Learning Outcomes

AACN Domains	Outcomes for BSN Program
Domain 1: Knowledge for Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice	Provide safe, effective, and compassionate care to all individuals and groups across the lifespan based upon the underpinning principles of the liberal arts and sciences in collaboration with healthcare team members to practice in a manner that integrates, translates, and applies nursing knowledge to improve patient outcomes.
Domain 2: Person-Centered Care: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.	Demonstrate holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate person-centered care that focuses on the individual within multiple complicated contexts, including family and important others, and that builds upon scientific bodies of knowledge.
Domain 3: Population Health: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and	Apply and integrate population-specific care that spans the healthcare delivery continuum, from public health prevention to disease management,

describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes. (Kindig & Stoddart, 2003; Kindig, 2007; Swartout & Bishop, 2017; CDC, 2020).	including, collaborative activities with both traditional and non-traditional partnerships for the improvement of equitable population health outcomes.
Domain 4: Scholarship for the Nursing Discipline: The generation, synthesis, translation application and dissemination of nursing knowledge to improve health and transform health care (AACN, 2018).	Engage in nursing scholarship to generate, synthesize, translate, apply, and disseminate nursing knowledge to improve health and transform healthcare delivery across the lifespan.
Domain 5: Quality and Safety: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.	Embody the core values of quality and safety in nursing practice by employing evidence-based practice models to guide patient care and minimize risk of harm, for patients and providers, through the use of established and emerging best practice principles.
Domain 6: Interprofessional Partnerships: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.	Promote intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes in care settings.
Domain 7: Systems-Based Practice: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, and equitable care to diverse populations.	Coordinate resources effectively across the healthcare continuum by embracing evidence-based methodologies to respond to the challenges of an evolving healthcare system while advocating for the needs of diverse populations to ensure safe and equitable care for all.
Domain 8: Informatics and Healthcare Technologies: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.	Implement the concepts of informatics and healthcare technologies to provide safe, high-quality, and efficient healthcare services by gathering data and assimilating information that drives best practices for decision making, in accordance with professional regulatory standards, when caring for patients, families, and communities in various care settings.
Domain 9: Professionalism: Formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.	Cultivate a sustainable, professional identity of accountability, perspective, collaborative disposition, and behaviors, that reflects nursing's characteristics and values to provide care to patients, families, and communities.

Domain 10: Personal, Professional, and Leadership Development: Participation in activities and self-reflection that fosters personal health, resilience, and well-being; contributes to lifelong learning; and supports the acquisition of nursing expertise and the assertion of leadership.	Participate in professional activities and self-reflection that foster personal health, resilience, and lifelong learning to support the acquisition of nursing expertise and assertion of leadership (AACN, 2021).

School of Health Sciences Organizational Chart



Student Resources

Listed below are a few of the student resources that are used specifically by nursing students. As part of the larger university, nursing students have all the student resources of Francis Marion University (FMU) available to them. A complete list of student resources can be found in the *FMU University Catalog*, current edition.

Elizabeth Williamson Barnes Laboratory
The laboratory is located on the second floor of the Lee Nursing Building (LNB) and is primarily equipped for the practice of nursing core competencies and health assessment. It is equipped with otoscopes and ophthalmoscopes, blood pressure cuffs, hospital beds, and other medical equipment as well as privacy curtains. Refer to course syllabus for specific course guidelines.

Dr. Sompong Kraikit Simulation Laboratory
The simulation laboratory is located on the third floor of the Carter Center for Health Sciences (CCHS). It is equipped with high-fidelity mannequins for students to practice and develop core nursing competencies and assessment skills in a non-threatening environment. It is also equipped with otoscopes, ophthalmoscopes, blood pressure cuffs, hospital beds, and other medical equipment for students to practice. Refer to course syllabus for specific course guidelines.

Student Representation
Nursing faculty are requested to submit the names of students for consideration to serve as members of committees within the BSN Program. The students who volunteer will work in collaboration with faculty to review proposed curricular changes.

Minority Nursing Association (MNA)
MNA is a professional organization that was established in August 2013 for nurses and nursing students in the Pee Dee Region. Faculty and local nursing professionals can encourage and support one another to grow personally and professionally, as well as provide guidance and mentoring to minority nurses and nursing students. The members also work together as advocates to identify and address the healthcare needs in minority communities of the Pee Dee Region through health promotion initiatives and activities.

Student Nurses Association (SNA)
The BSN Program encourages nursing students to participate in pre-professional organizations that promote leadership and awareness of issues that may affect present and future nursing practice. The BSN Program has an FMU Chapter of the South Carolina Association of Nursing Students. Members function under the Charter of the organization and the leadership of elected officers. An advisor is elected/appointed from the nursing faculty. The advisor is expected to be in attendance at the meetings of the organization. The advisor's role is to provide clarity, to interpret the BSN Program and University policies/procedures, and to provide general consultation.

FMU School of Health Sciences Alumni Society
The FMU School of Health Sciences Alumni Society was begun in May 2007 with the first graduating class. The society is a subgroup of the FMU Alumni Association. All graduates are

encouraged to join and to support the work of the society. Membership is a good way to keep in touch with classmates and to keep informed about changes and progress in the school. The membership elects their officers, has regular meetings, and publishes a newsletter. Alumni are included in departmental activities and are asked to support the program in a variety of ways.

FMU BSN Program Honor Society
Sigma Theta Tau International (STTI) Chi Lambda Chapter recognizes scholarship, leadership, and service in nursing. It includes in its membership students who have completed the first half of their upper division curriculum and community members who have demonstrated leadership and service within the community. Pre-licensure students who are in their senior year of nursing, have a minimum of a 3.0 GPA, and are in the top 35% of their class are eligible for membership. RN-BSN students who have completed half of their nursing courses, have a minimum of a 3.0 GPA, and are in the top 35% of their class are also eligible for membership. The honor society conducts scholarly meetings at least twice each year.

University Counseling and Testing Services
Student counseling and testing services are available to all students. Faculty may refer students to the center if behavioral indications warrant or they have documentation related to the Americans with Disability Act. If a student has a documented disability and requires special assistance or accommodations, they should contact the Testing, Counseling, & Special Services Center (*Francis Marion University Student Handbook*, current edition). Accommodations will be made with proper documentation from the Testing, Counseling, & Special Services Center. The student must provide documentation to any or all course or clinical instructors of classes or clinical rotations in which the student would like to use the accommodations. If at any time during the semester the student's accommodations need to be altered, the student will provide documentation from the Testing, Counseling, & Special Services Center.

Diversity, Equity and Inclusion Statement:
The School of Health Sciences is committed to advocating for the welfare of our students regardless of race, color, ethnicity, gender identity, physical disability, religious or political beliefs, culture, age, sexual orientation, marital and military status; in addition to socioeconomic status. We are committed to embracing diversity and equity and ensuring inclusion. We see strength in our differences and we are committed to providing a quality education to all students that promotes their academic success by providing a respectful, safe, caring and compassionate environment.

FMU Non-discrimination Policy
Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion University adheres to all Title IX policies and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights (www.ed.gov/ocr). Specific questions may be referred to the University's Title IX Coordinator (titleixcoordinator@fmarion.edu).

Admission Information

Mental and Physical Eligibility Criteria
The BSN Program provides clinical experiences in a variety of healthcare settings. Most of the clinical experiences are in acute care settings and are physically and emotionally rigorous. Reasonable accommodations are available for students with disabilities. Appropriate documentation of each disability is required in the form of psychological evaluations and/or medical histories and should be provided to the Office of Counseling and Testing at least two (2) weeks prior to initial registration for classes. It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for the student's arrangements.

All documentation is treated confidentially and will be shared only with written permission from the student. At the beginning of each semester, the Office of Counseling and Testing will submit a letter addressing the needed accommodations to each of the student's professors. A copy of the letter will be sent to the student. It is the student's responsibility to speak with each course coordinator and work out how his or her clinical accommodations will be met. The following items represent typical activities, and the abilities and psychomotor skills that students will be developing while enrolled in this program. Among the other learning objectives, the student must demonstrate safe and satisfactory performance of these abilities and psychomotor skills in order to successfully complete the clinical portion.

Students must be able to:

- Perform motor skills safely;
    - Lifting, bathing, positioning, and transporting patients,
    - Moving efficiently enough to meet the needs of several patients in a timely manner, and
    - Lifting, positioning, or moving obese, paralyzed, and/or unconscious patients in order to perform daily hygiene and/or lifesaving procedures.
- Perform activities requiring manual dexterity;
    - Administering parenteral injections, and
    - Operating equipment and devices such as thermometers, blood pressure devices, beds, and intravenous pumps.
- Perform activities requiring accurate and effective interpretation and communication of information in English, both written and spoken;
    - Responding to a physician's order,
    - Reading and recording information,
    - Directing assistive staff, and
    - Communicating with patients and families.
- Respond effectively under stress.
- Respond to clinical alarms, signals and other displays indicating an urgent patient need and take immediate action.
- Perform activities requiring sensation, auditory capacity, and visual perception.
- Perform activities requiring interaction with interdisciplinary team members, such as;
    - ability to be assertive,

    - ability to delegate, and
    - ability to participate in role-play activities.
- Demonstrate ability to analyze data, calculate, and measure appropriate assessment parameters.

Students seeking to request reasonable accommodation may do so by contacting the University Counseling and Testing Center. Students, who are unsure if they can meet these criteria, or know they will need help in meeting them, should contact the University Counseling and Testing Center. Students must be capable of successfully completing each area of the mental and physical eligibility criteria in all clinical/lab experiences.

Admission Criteria Upper Division BSN Program
The BSN Program offers a Bachelor of Science in Nursing (BSN) degree. This type of program is often called the 2 + 2 program because applicants must complete 59 semester hours of lower division coursework which includes general education and prerequisites prior to enrollment in the nursing curriculum. These 59 semester hours include general education requirements and other required courses specific to the BSN degree. A grade of "C" or better must be achieved in all of the courses making up these 59 hours. The student must also maintain an overall 3.0 GPA or better on a 4-point scale for this same list of courses. The student must also demonstrate strong academic performance in the core science courses as shown by maintaining a 2.6 GPA or better on a 4-point scale. Core science courses include anatomy, physiology, and microbiology. The student must also have excellent references. The qualified student must then apply and be accepted by the BSN Program in order to enroll in nursing courses.

Transfer Credit for Nursing Course(s)
The BSN Program adheres to the University policies for transfer credits. Refer to the current edition of the Francis Marion University Catalog. In addition:

- Selected non-clinical undergraduate nursing credits taken at other universities or colleges may be considered for acceptance toward partial fulfillment of the requirements of the BSN degree.
- To be considered for transfer, non-clinical nursing courses must have been completed at the baccalaureate level in an accredited program within two (2) academic years of admission, with a grade of "C" or better.
- Clinical nursing courses are not transferable.
- Transfer credit is not granted automatically.
- After acceptance to the BSN Program, the student must submit a course outline/syllabus of the non-clinical course to be considered for transfer to the Department of Nursing (DON) Chair or designee for individual review and evaluation.
- The Registrar's Office will be notified in writing regarding approved transfer coursework.

Address/Name Change
It is the student's responsibility to notify the University Registrar and the BSN Program of any changes in their name, address, and telephone number within two (2) weeks of the change.

South Carolina Residency
All students who are out-of-state residents are strongly encouraged to review the definition of a "Legal Resident" in the current edition of the *Francis Marion University Catalog*.

Personal Computers
Every nursing student is required to have a personal laptop computer for coursework and online testing. The minimum configuration should include:

- The current version of Microsoft Windows or macOS.
- Microsoft Office. FMU provides Office 365 free to all actively enrolled students; contact the Campus Technology office for more information.
- Wireless Internet access.
- A webcam (either built-in or USB) for off-campus online testing.
- A battery with at least a 2-hour capacity. Because not all classrooms provide individual power outlets, students should ensure batteries are fully charged before testing.

A Windows PC is strongly recommended because the Nursing Department requires certain specialized software that may be unavailable for, or have reduced functionality on, other systems. iPads, Android tablets, and Chromebooks are specifically known to be incompatible with Nursing's software requirements. It is the student's responsibility to ensure they have access to a suitable device.

Specialized software used by the Nursing Department includes:

- Respondus LockDown Browser (used for all online testing). This is available through the "Respondus" tab on Blackboard, and must be installed from there, as the link is specific to FMU.
- SPSS (used for statistical analysis in the graduate Biostatistics course). The download link and access code will be provided through the course's Blackboard site.
- Secure Browser (a separate secure browser specific to this exam). The download link and access code will be provided by your instructor when you take the exam.
- Other course-specific software as specified by the instructor.

Personal handheld devices are recommended that can download e-books for reference. If a student does not have a handheld device, they will be able to purchase the paper copy of the book.
Students should bring their laptops, including power adapters, to all class sessions. It is recommended that students manually check for Windows or macOS and Respondus updates the night before each test to avoid interruptions or delays the day of.

Other Computer Access on Campus
FMU's Academic Computer Center and the BSN Program Computer/ Student Lounge in the LNB are open to all enrolled students. Access to the laboratory may require a valid University ID Card. Students are required to supply their own external drives and printer paper.
The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose. Students are required to follow all FMU policies with regards to disk write rights, piracy, viruses, climate, and media when working in the computer lab.

Acceptable Uses of the Internet
Guidelines for acceptable Internet use are available in the *FMU Catalog*, as well as on the Academic Computing section of the FMU website (www.fmarion.edu).

Printing
Printers are located throughout the FMU campus. See the current *FMU Catalog* for printing policies.

Computerized Testing
The BSN Program uses Respondus LockDown Browser software for computerized testing.

> *"LockDown Browser is a custom browser that locks down the testing environment within a learning management system"* – (http://www.respondus.com/products/lockdown-browser/).

Policies for online testing will be listed in course syllabi, and software installation instructions will be provided on the Undergraduate Student Site.

Respondus Monitor is used for all online tests taken off campus.

> *"Respondus Monitor is a companion application for LockDown Browser that uses webcam and video technology to prevent cheating during online exams"* – (http://www.respondus.com/products/monitor/index.shtml).

The webcam can be built into your computer or plug in with a USB cable. Instructions for downloading and use of Respondus LockDown Browser can be found on the Undergraduate Student Site. Respondus Lockdown Browser and Respondus Monitor require high-speed Internet access.

Orientation
Clinical orientation will be conducted by the course coordinator(s) prior to clinical experiences and student attendance is mandatory. All requirements included in CastleBranch must be completed prior to clinical orientation. Failure to do so will result in a clinical absence. Refer to section on clinical requirements.

Admission Appeal
Students who are denied admission to the BSN Program may appeal the decision to the Admission, Progression and Graduation (APG) Committee within two (2) weeks of the letter's date. To make an appeal, the applicant should prepare a typed letter addressed to the attention of the Chair of the APG Committee and the DON Chair. The letter should explain why

reconsideration of the admissions decision is warranted and should clearly describe any extenuating circumstances that will help the committee determine the applicant's suitability for admission. The committee meets several times each semester. All applications are evaluated on an individual basis.

The new BSN curriculum (plan of study) starts Fall 2025 as noted in the table below. The "old" plan of study for currently enrolled students is located on the last page of the handbook.

Nursing Plan of Study: BSN Upper Division Begin with Fall 2025 Cohort

YEAR 3: JUNIOR			
Semester V	**Hours**	**Semester VI**	**Hours**
NURS 301: Health Assessment	4	NURS 306: Nursing Research in Practice	3
NURS 309: Fundamentals of Nursing	6	NURS 307: Psychiatric and Mental Health Nursing	4
NURS 322: Nursing Pharmacology	3	NURS 321: Adult Health I	6
NURS 323: Principles of Pathophysiology	3	NURS 324: Introduction to Healthcare System Processes	2
TOTAL CREDITS	**16**	**TOTAL CREDITS**	**15**

YEAR 4: SENIOR			
Semester VII	**Hours**	**Semester VIII**	**Hours**
NURS 407: Adult Health II	6	NURS 411: Adult Health III and Nursing Knowledge: Synthesis Practicum	6
NURS 416: Nursing Care of Children and Their Families	5	NURS 418: Population Focused & Healthcare Policy	5
NURS 417: Women's Health Nursing	4	NURS 419: Leadership, Management and Professionalism in Nursing	3
		NURS 420: Clinical Decision-Making for Nurses	1
TOTAL CREDITS	**15**	**TOTAL CREDITS**	**15**
TOTAL – 61 SEMESTER HOURS			

Health and Safety Documentation Requirements

Nursing students are legally and ethically responsible to provide a safe environment, effective, and compassionate care while developing their role as a provider of care, manager/coordinator of care, and a member of the profession within identified healthcare agencies. To that end, the BSN Program in collaboration with its practice partners utilizes resources developed by The South Carolina Hospital Association to assure all nursing students develop core competences necessary to meet their legal and ethical responsibilities.

These resources include specific learning modules, required certifications and documentation of one's fitness for nursing which includes student's physical and mental wellness and the absence of transmittable disease. Other requirements will help to protect the student while being exposed to patients with transmittable diseases. These resources are documented through a web-based system from CastleBranch. The student must bear the cost of these requirements. Each requirement is identified in this section of this handbook with procedural information and required documentation.

Students admitted to the BSN Program must satisfactorily complete health and safety requirements prior to attending class or clinical and maintain them while enrolled in the program.

Upon acceptance to the BSN Program, students will receive an Orientation Packet with instructions and an initial deadline to complete these requirements. During continued enrollment, many of these requirements must be completed one time, some yearly and others every two (2) years. Once enrolled in the system, the student will receive notification from CastleBranch of the required updates sixty (60) days prior to the due date. **It is the student's responsibility to keep current on all requirements.**

Students who are newly admitted to the BSN program must have all documentation requirements loaded into CastleBranch by the first day of class. Students who lack documentation or their documents have expired **will not be permitted to attend any clinical or class until current documents are submitted.** Students will receive one educational warning per week for any missing documentation. All warnings are cumulative. After missing the second clinical day in any one course related to missing/expired documentation, the student will be failed from the course because of inability to meet the clinical requirements of the course.

Submitting Documentation`

Students receive instructions to register for CastleBranch in their orientation packet upon acceptance to the BSN Program. These instructions include the initial deadline for new students to submit their paperwork. Students are advised to begin collecting documentation including the needed immunizations, certifications, and etc. well in advance of the deadline. Because of strict agency and accreditation guidelines, extensions cannot be granted for any late documentation.

All documentation must be scanned. We cannot accept cell phone photos of documents due to readability concerns. If you do not have a scanner, the copiers in the FMU library can scan paperwork to a USB flash drive; please contact the library staff if you need assistance with this.

Please note: Clinical sites frequently change requirements including immunizations. The Student Services Coordinator will have current recommendations, which will supersede this handbook.

CPR Certification
The BSN Program requires students to complete the American Heart Association BLS Provider certification. This certification must be completed prior to admission and kept current while you are enrolled in the BSN Program. The student may find a CPR course through the American Heart Association website at http://cpr.heart.org. The AHA offers an online hybrid course, which still requires an in-person skills check before you receive your course completion card. Courses are also offered by the BSN Program and area hospitals as needed.

Warning: Online-only CPR courses are not approved by the American Heart Association.

"The American Heart Association does not approve training courses created by other organizations, does not allow its course completion cards to be given to students who do not complete the skills check portion of American Heart Association training, and there are no 'AHA-compliant' training courses or 'AHA-certified' professionals conducting training. An organization that has been approved to issue cards with the AHA logo upon successful completion of an AHA training course should display the 'Authorized Training Center' logo to help you know they are authorized." (AHA Fraud Warning, http://www.heart.org/HEARTORG/General/Fraud-Warning_UCM_451200_Article.jsp)

A copy of the CPR course completion card must be uploaded into CastleBranch. Either a paper card or an AHA eCard is acceptable certification proof. Paper cards must be signed on the back to be considered valid. If a student is still awaiting on their card, the student may submit a letter or certificate of completion from your instructor as temporary documentation until the card arrives.

The Military Training Network (MTN) Healthcare Provider certification may be submitted in place of BLS Provider, as the AHA recognizes the MTN cards as equivalent to their own. Because our clinical sites specifically require AHA, no other CPR certification (including American Red Cross) will be accepted.

Background Check
Students will complete a background check and drug screen through CastleBranch, which must be shared with and approved by each clinical site prior to any clinical rotation. If a student is denied access to any clinical agency, it will result in the student being withdrawn from the BSN Program.

Students who have previous disciplinary actions and/or convictions may not be eligible to take the NCLEX-RN examination and/or become licensed by the State Board of Nursing, even if a BSN degree has been conferred. Students who have such disciplinary actions and/or convictions will not be reviewed by the Board of Nursing until their application to test is submitted by the school. The Board of Nursing does its own criminal background check and then will make the determination if the student is eligible to take the NCLEX-RN test. It is the student's

responsibility to decide if they want to continue in the BSN Program or not. The FMU BSN Program has no way to determine the decision of the Board of Nursing at the time of application to test. The contact to the Labor, Licensing, and Review Board (LLR) is https://llr.sc.gov/nurse/.

Students with results on their background check, including speeding tickets and minor traffic violations, must discuss their results with the Clinical Coordinator. In addition, students with positive background checks must submit a Positive Background Check Understanding Form, indicating they understand the potential consequences outlined above.

Pre-Admission Drug Screening
In order to protect the public, health care agencies require extensive pre-employment drug screenings. In addition, health care agencies are requiring that all health care professional students have pre-drug screening. The BSN Program reserves the right to implement additional drug or alcohol screenings at any time without prior notification in both the classroom and clinical settings. The student's initial drug screen must be completed according to the instructions provided by CastleBranch. Subsequent requested drug screens will be done at the expense of the student.

Immunization Requirements
To help protect the health and safety of its students, as well as that of patients, the BSN Program requires the following immunizations/tests prior to registration. Each immunization must be dated and signed or stamped by a licensed health care provider (physician, nurse practitioner, and/or physician assistant); parental signatures are not acceptable.

Serum titers are blood tests that measure whether or not a person is immune to a given disease. More specifically, a quantitative serum titer is a titer with a numerical value indicating the actual degree of immunity to a disease or group of diseases. Students who opt to receive a titer for any immunization requirement must submit the titer laboratory report and results. A new vaccine or booster shot is required if a titer comes back negative or equivocal. A copy of all current immunizations records must be uploaded into CastleBranch. Immunization records include;

MMR (Measles, Mumps, and Rubella)
- Either 2 vaccinations or a positive antibody titer for all three components (must submit lab report for titer), and
- The series must be completed prior to starting the BSN Program.

Varicella (Chicken Pox)
- Either 2 vaccinations or a positive antibody titer (must submit laboratory report for titer)
- If your titer is negative or equivocal, you must submit a booster shot.

Hepatitis B
All health-care providers and students should receive hepatitis B vaccine according to current CDC recommendations (37, 45, 63). Vaccination (3-dose series) should be followed by assessment of hepatitis B surface antibody to determine vaccination immunogenicity and, if necessary, revaccination. Health-care providers who do not have protective concentration of anti-HBs (>10 mIU/ml) after revaccination (i.e. after receiving a total of 6 doses) should be tested for

HBsAg and anti-HBc to determine their infection status (http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm).

TB (Tuberculosis)

- Upon admission to the BSN Program, **one** of the following;
  - A two-step TB skin test (PPD), with the most recent step within the past three (3) months
  - QuantiFERON Gold Blood Test (must submit lab report for blood test)
  - If case of previous positive TB test, a chest x-ray result to exclude TB disease is required (submit the lab report from your x-ray on CastleBranch).
- Annual renewal is one year from the previous test administration date, and must be **one** of the following:
  - A one-step TB skin test (PPD)
  - QuantiFERON Gold Blood Test
  - In case of previous positive TB test, a TB symptom questionnaire signed by a licensed health care provider.

A single-step TB skin test, also called a Mantoux test or PPD (purified protein derivative), involves **two** office visits: one to have the test placed, and one 48-72 hours later to have the test read.

A two-step test involves two separate tests, placed one (1) to three (3) weeks apart. In other words, it involves a total of **four** (4) healthcare visits. The second step is needed to rule out a past infection that may not have reacted to the first test.

Tdap (Tetanus, Diphtheria, and Pertussis)

- Documentation of Tdap within the past ten (10) years, or
- Tdap any time with a Td booster within the past ten (10) years.

Influenza (Flu)

- Required between October 1 – March 31
- Either a current season flu shot (must be received annually) or a signed declination waiver
- Students who decline may be required to wear a mask while in clinical during flu season.
- Please note: Some agencies require a copy of the administration record and a symptom check. The course coordinator will notify you of this and assist you if needed.

COVID- 19 Vaccination:

Effective as of August 4, 2023, the Centers for Medicare & Medicaid (CMS) has rescinded the healthcare worker COVID-19 vaccine mandate.

Our practice partners, where students complete clinical rotations can implement and modify vaccine requirements at any time, and our students must comply in order to proceed in the

program. The Department of Nursing must adhere to requirements by our practice partners in order to provide student clinical experiences.
If you had the COVID-19 vaccination, please upload the documentation to CastleBranch.

Health Insurance
Students are required to provide proof of coverage of health insurance prior to admission and during enrollment. Coverage must be maintained while enrolled in the BSN Program. The student must submit proof of health insurance yearly to demonstrate continuing coverage. A copy of proof of coverage must be uploaded into CastleBranch.

Professional Liability Insurance

Pre-licensure students
The FMU BSN Program maintains professional liability insurance for all fully and duly enrolled students. **This insurance covers students only while in the student role.** Pre-licensure students who practice outside the scope of the student role may jeopardize their future eligibility to become licensed as a registered nurse. Students employed in an agency should refuse to assume responsibility for any activity or procedure, which they have not been taught and have documentation that states they are "competent". FMU and the BSN Program assume no responsibility for activities, which students undertake as an employee of an agency or as a volunteer.

CareLearning Passport
CareLearning Passport (https://passport.carelearning.com) is an online system used by South Carolina hospitals for training and orientation. Passport courses must be retaken yearly to maintain compliance. Renewal is set for one year from the date of the earliest course taken.

FMU students are required to complete the following courses;
- Abuse and Neglect
- AIDET
- Bloodborne Pathogens
- Culturally Competent Care
- Disaster Preparedness
- Electrical Safety
- Fire Safety
- Hand Hygiene
- Hazard Communization
- HIPAA
- Isolation and Standard Precautions
- Lewis Blackman Patient Safety Act
- Moving, Lifting, and Repetitive Motion
- MUSC – Florence formerly Carolinas Hospital System Orientation*

*The hospital specific courses are not included automatically when registering for Passport and must be added separately after completing the others listed. A copy of the student's transcript showing completion of these modules must be uploaded into CastleBranch.

McLeod Health Orientation is not a part of the CareLearning Passport. A required Computer Based Training (CBT) PowerPoint is required to be read and an Attestation Form will be signed to attest that required training has been completed. This replaces the CareLearning Passport for McLeod Health and is required for all faculty and students who have clinical experiences at McLeod Health.

Please submit the Attestation Form to the Clinical Coordinator.

Additional Requirements to be completed are found in CastleBranch and uploaded in the student's profile;

- Medical History Document (provided by FMU),
- Latex Questionnaire (only needs to be completed on admission unless status changes),
- Contact Information Form (notify the clinical coordinator with any changes),
- McLeod Health Non-Employee ID Card Authorization (completed once),
- Student Affirmation (must be done yearly),
- Honor Code for Use of Mobile Devices (must be done yearly), and
- Positive Background Check Understanding Form (required on admission only if you have a positive criminal background check).

Academic Information

Policies
This current edition of the *BSN Student Handbook* contains policies to assist you, the student, to progress in the curriculum to graduation, obtain licensure as a Registered Nurse and become a professional. These policies also serve to protect the student, public, faculty, the BSN Program, and FMU. When students fail to meet course and program expectations or violate departmental policy, they will receive recommendations and or requirements appropriate to the violations.

Student Responsibility
Each student is responsible for the proper completion of his/her academic program, for familiarity with the current editions of the *FMU Catalog,* the *University Student Handbook*, and the *BSN Student Handbook.* Each student is responsible for maintaining the grade point average required and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

Academic Advising
The FMU Registrar is responsible for the management of the registration process by which students enroll in classes. Registration procedures for each term are described in the schedule of classes for that term and on the University's web site. It is essential that each student obtain advisement throughout his/her Plan of Study in order to progress smoothly through the sequence of courses. Group advisement sessions as well as individual advisement are offered.

The following policies and procedures are designed to facilitate the student's progression throughout the BSN Program;

- Upon enrollment in the BSN Program, each student will be assigned an academic advisor,
- It is recommended the students meet/communicate with his/her assigned academic advisor at least once each semester prior to the pre-registration period to discuss and update the student's plan of study, and
- To change an academic advisor, the student must submit a written request to the Department Chair of Nursing.

The process of academic advisement is one of information exchange, communication, teaching, and guidance. The advisor/advisee relationship enables the student to obtain information needed to maintain enrollment as a nursing student, to stay abreast of the rules and regulations of the BSN Program and the University, and to provide the student with a trusted guide. The advisor should be the student's most accurate source of information and be available on a regular basis to answer questions or address concerns. As a guide, the advisor has the opportunity to assist the student with articulating and realizing some of his/her career goals. The advisor will assist the student to develop an initial plan of study; the investment of time needed for the program should be addressed, so that the student can make necessary adjustments for work or personal schedules to accommodate any unanticipated demands. The student will be provided information on the available campus resources that might be of assistance.

Pre-registration

All nursing faculty members have expanded office hours during the advisement period in order to be available to all advisees. Normally advisement times are posted on faculty office doors with adequate spots and times for each advisee. Each student should meet/communicate with his/ her nursing academic advisor to select courses to be taken. The student may enter his or her schedules via the web or in the Office of the Registrar with advisor approval. Students must confirm schedules and pay fees in the Cashier's office.

Through the registration process, students assume academic and financial responsibility for the classes in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with University procedures and deadlines specified in the schedule of classes each term.

Meeting with Your Advisor on a Regular Basis

Faculty members will have at least (4) four posted office hours per week for assistance or advisement of the nursing students during the semester. If a student is unable to meet during posted hours, they should contact advisor via e-mail or telephone and set up an appointment. All nursing students are strongly encouraged to communicate frequently with their advisors, to develop healthy faculty/advisee relationships, and to seek faculty advice when issues of personal or scholarly nature have the potential to threaten academic success.

Privacy of Student Records /Access to Files
The BSN Program adheres to the University policy as outlined in the current edition of the *Francis Marion University Catalog: Academic Information*. Students have the right to inspect and review information contained in their educational records. Students wishing to view their records must make a written request to the Registrar listing the item or items of interest. Student records will be made available within forty-five (45) days of the request.

Campus Safety
Classroom doors will be locked at the beginning of class for safety reasons. Students will not be admitted to the class once the door is locked. If a student needs to leave during class, they will not be readmitted until the class break. All DON students, faculty, and staff are responsible for campus safety.

Classroom Attendance Policy
"It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class or laboratory sessions per week during regular semesters or more than fifteen percent (15%) of required sessions during accelerated semesters, a grade of F or W will be assigned, unless absences have been excused for cause by the instructor" *FMU Catalog, current edition.*

Attendance may be taken following breaks, and if the student has left the class, he/she will be counted as absent for the entire class session. After two (2) absences, the instructor will utilize compulsory attendance, which means there can be no further absences at all. If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade.

Independent Study Learning Agreement
Students who wish to register for NURS 445: Guided Nursing Elective must submit a signed learning agreement with their registration form to the DON Chair or designee. The learning agreement must be completed and signed by the identified faculty member. The student will not be registered for the course if the completed learning agreement is not submitted with the registration form. Students may not use an NCLEX Review course as a Guided Nursing Elective.

Grading Policy
All courses, except those dropped during the official Drop /Add Period are recorded on the student's academic record maintained by the Registrar's office. Merit grades are assigned by the Registrar on a continuous scale ranging from 0 to 4 points. Faculty use the raw score (the percentage of correct answers) to grade tests/examinations. Alphabetic grades are assigned by course faculty according to the BSN Program grading scale.

Course Grades
In order to progress in the BSN Program, the student must receive a grade of "C" (2.0 on a 4.0 scale), as well as pass the math competency test with a 90% or better, and if it is a clinical course, the student must satisfactorily pass clinical. Not achieving a "C" in the course work,

failing clinical, or not achieving the expected level on the math competency test constitutes a course failure.

Rounding
Per program policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 79.50 is the minimum grade needed to pass nursing courses, as this is rounded to an 80. Tests, exams, and quiz scores will not be rounded and will be entered in the grade book in Blackboard to the nearest hundredth of a percent.

Grading Scale

Alphabetic	Raw Score
A	94-100
B+	90-93
B	87-89
C+	83-86
C	80-82
D+	76-79
D	73-75
F	72 or below

Final Examinations
The standing of a student in his/her work at the end of a semester is based upon class and clinical assignments, quizzes, tests, and the final examinations. Final examinations will be given during the University's exam week schedule.

Scheduled Tests/Exams
Missed tests/exams will be administered during exam week per the Course Coordinator. Any student who misses more than one (1) scheduled course test/exam may receive a recommendation for course failure.

Adaptive Mock Exams, Remediation, & NGN NCLEX-RN Review in NURS 419:
The Adaptive Mock Exams used at FMU are predictive of success on the NGN NCLEX-RN examination. The Adaptive Mock Exams use the same test plan as is used by the National Council of State Boards of Nursing (NCSBN) for the NGN NCLEX-RN examination. The following is the senior II progression policy:

A. The Adaptive Mock Exams will be given in NURS 419. The Pre-Assessment Exam will be administered at, or around, midterm of the semester. The Final Exit Exam & NGN NCLEX-RN Predictor Exam will be administered at, or around, (3) weeks prior to the end of the semester. Each exam score will be calculated into the NURS 419 grade up to 10% based on the following scale:

Adaptive Mock Exam Score	Grade Awarded
Solid Pass	100%
Pass	80%
Needs Improvement	0%

B. Remediation is required for any student who does not score a "solid pass" on the Pre-Assessment & Final Exit Adaptive Mock Exams. Remediation requirements will be assigned at the discretion of the Course Coordinator.
   a. **Round 1** of remediation is required of any student who does not score a "solid pass" on the Pre-Assessment Adaptive Mock Exam. Remediation is not required, but highly recommended for any student who achieves the benchmark of a "solid pass." All parts of the Remediation Plan must be submitted by the designated due date as your "ticket" into the Final Exit Adaptive Mock Exam.
   b. **Round 2** of remediation is required of any student who does not score a "solid pass" on the Final Exit Adaptive Mock Exam. Remediation is not required, but highly recommended for any student who achieves the benchmark of a "solid pass." All parts of the Remediation Plan must be submitted by the designated due date as your "ticket" into the NGN NCLEX-RN Predictor Adaptive Mock Exam, which MUST be completed prior to your endorsement.

C. You are required to attend/complete the NGN NCLEX-RN Review Course provided by FMU Department of Nursing. You must attend/complete the course before your endorsement to the South Carolina State Board of Nursing is submitted. Failure to attend/complete the FMU-provided NGN NCLEX-RN course in its entirety will require you to submit documentation of attendance at a NGN NCLEX-RN review course at your own cost. This includes missing any portion of the review we have provided for you. This will be required before your endorsement will be sent in. Additionally, you must notify both Dr. Gittings and Dr. Middleton if absent. Following the NGN NCLEX-RN Review Course, students are encouraged to independently take additional Adaptive Mock Exams in preparation for the NGN NCLEX-RN national board exam.

Medication Dosage Calculations Exam (MDCE) Procedure and Policy:
Safe medication administration is a major and important responsibility of the professional nurse. A requirement of the program is the student continually demonstrates competence in math skills and calculation of medication dosages. Students are expected to complete the virtual Math Academic Coaching Program (MACP) independently in preparation for the Medication Dosage Calculations Exam (MDCE)

New nursing students will take a proctored MDCE prior to the withdrawal deadline in their Junior I semester in the NURS 309 Fundamentals of Nursing course. This is a computerized

exam. The MDCE must be successfully completed with a score of 90% or better to pass. If a Junior I student scores less than 90% on the 1st attempt exam, the student will be allowed to take a 2nd attempt exam. Completion of remediation is required for students to be eligible to sit for the 2nd attempt. Remediation may include, but is not limited to, review sessions, modules, case studies, and quizzing.

The second MDCE will be scheduled within 5 days of the first test and contain the same level of problems. Failure to pass the MDCE on the 2nd attempt will result in an automatic withdrawal without penalty from NURS 309 Fundamentals of Nursing course. The Junior I student will be allowed to continue taking the co-requisite courses offered in that semester and will have to re-enroll in NURS 309 Fundamentals of Nursing the following semester.

When a grade of "W" (withdrawal) is assigned, the student can enroll a maximum of three times for the course. Should the student fail the medication competency test when repeating the NURS 309 course for the third time, it will count as a course failure. Refer to the progression policy for continuation in the BSN Program.

Thereafter, all nursing students will be tested on medication calculation competency by questions embedded in each proctored unit test for every clinical course. If the student is unable to accurately answer 90% of the math questions, they may be required to remediate.

Use of Social Security Number
The BSN Program adheres to the University policy on Use of Social Security Number. Refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*. The student's nine (9)-digit student number should be used consistently on all quizzes, test, and examinations.

Test Taking Guidelines
Before each quiz/test/exam students will;

- Place all belongings at the front of the classroom, including hats, caps, coats, gloves, or any outer wear that may have pockets,
- The proctor and one other designated student will keep their cell phone in view in case of a Swamp Fox Alert. Student will place all cell phones and other personal electronic devices including but not limited to apple watches with their belongings on silent/off,
- If a student has a cell phone at his or her desk during a quiz or test, the student will receive a 0 (zero),
- Once a quiz/test/exam is started, the student cannot leave,
- Once a student accepts a test, he or she cannot stop taking the test and postpone taking it for any reason. If a student hands in an incomplete test, the grade stands as is,
- Computerized testing in the classroom is proctored and the following guidelines apply,
    - Students cannot screen save or it is an automatic failure,
    - Students cannot open a second window during testing,
    - Students must use the calculator provided or the calculator on the computer, and
    - After testing, students who reopen the test outside the classroom will receive a grade of 0.

Grades(s) – Incomplete (IN) or Withdrew (W).
Refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*.

University Course Withdrawal Policy:

A student is expected to follow the course schedule for which he/she registers. However, prior to the withdrawal date a student may initiate withdrawal from a course. Withdrawals requested prior to the withdrawal date will have a recorded grade of W. After the withdrawal date, a student may not initiate withdrawal from a course. Withdrawal dates will be November 10 in fall semesters and April 10 in spring semesters. In the event that November 10 or April 10 fall on a Saturday or Sunday, the withdrawal date will be the Monday immediately following that date. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures, and delivers the form to the Registrar's Office.

A faculty member may withdraw a student from his/her course at any time during a semester prior to the submission of senior or final grades, and the grade recorded will be W. Reasons for withdrawal may include, but not be limited to, course policy or Honor Code violations. Students withdrawn from a course for an Honor Code violation may be assigned a grade of "F" in accordance with individual course policies. When a faculty member withdraws a student from a course, the withdrawal is not complete until the faculty member fills out an Automatic Dropping of Students Form, obtains the signature of the Department Chair or Dean, and delivers the form to the Registrar's Office

Posting of Grades
All grades will be electronically calculated by Blackboard and posted on Blackboard Learn System™. No information with regard to the grade earned on any quiz, test, examination, clinical or classroom assignments will be given out over the phone. Review of tests is at the discretion of the faculty member. At the end of each semester, final grades are made available to students through the student's Patriot Portal.

Student Evaluation of Course and Instructor
Every semester students are provided the opportunity to evaluate each course, clinical site, and faculty so educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality. The BSN Program will adhere to the University's guidelines in administering the evaluations.

Grade Appeals Policy
The BSN Program adheres to the University policy for Grade Appeals. Please refer to the current edition of the *Francis Marion University Catalog*: *Academic Information*. The University Grade Appeals committee will hear final course grade appeals not resolved at the level of the academic unit.

Any nursing student considering a grade appeal should fully understand that each faculty member has the academic freedom to determine grade criteria according to the BSN Program

guidelines and by any method chosen by the faculty member as long as those methods are communicated to every student in the class, and are applied to all students equally.

Unless the faculty member has acted in an arbitrary or capricious manner in the assignment of the final course grade in question, or unless the faculty's grading is in violation of the guidelines established by the University or his/her own policies as noted in the syllabus (unless the syllabus was amended by the faculty) or other written documents, it is the right of the faculty member to determine whether or not the final course grade should be changed.

Grade Changes
The BSN Program adheres to the University's policy for requesting a grade change. Please refer to the current edition of the *Francis Marion University Catalog: Academic Information*. Grade changes are only made in extreme circumstances.

Warnings for Unsatisfactory Academic or Clinical Achievement
Active nursing students will receive a written warning when unsatisfactory theory and/or clinical performance occur. Each warning will be placed in the student's file. All warnings are cumulative. ***If a student accumulates a total of three (3) warnings during his or her time in the BSN Program, he or she will be dismissed from the program.***

Progression Policies in the Baccalaureate Program

- A student must earn a minimum grade of "C" in each nursing course. A student earning a grade of less than "C" must repeat the course and achieve a "C" or better in order to remain in the program. If a student earns less than a "C" in a second nursing course, the student is dismissed from the program.
- Nursing courses must be completed in the prescribed sequence and within five (5) years.
- A student must achieve a final grade of "C" in each course in order to successfully complete all nursing courses. In all nursing courses that include a clinical component, 85% or greater of the total course grade will be derived from proctored, scheduled quizzes, unit tests, final examination, and standardized test.
- A student must receive a satisfactory rating in all aspects of clinical as indicated on the Clinical Evaluation Tool for that course to achieve a course grade of "C" or better.
- A student who is assigned a clinical failure will receive a course grade of "F".

Repeating a Course
A student must repeat a nursing course in which a grade of "W" or below a 2.0 was earned. A nursing course can be repeated **one (1) time only with a grade below 2.0.** A student can only enroll in a course a maximum of 3 times. A grade of "W" or withdrawal counts in this number. No additional nursing courses may be repeated. The BSN Program adheres to the University's policy and procedures as to the computation of the overall grade point average. This policy also applies to non-degree seeking students who are later admitted to the BSN Program.

Dismissal from the Program
The APG committee may recommend to the DON Chair that a student be dismissed from the BSN Program if the student;

- Fails two (2) nursing courses (including elective nursing courses),
- Fails to register for consecutive semesters,
- Has a grade point average (GPA) that indicates the student will not be able to meet the 2.0 requirement for graduation,
- Does not complete requirements for the degree within the five (5)-year period after initial registration in the BSN Program,
- Demonstrates unsafe/unethical clinical practice,
- Has violations of the University's Student Honor Code,
- Has excessive absences in classroom or clinical areas,
- Demonstrates conduct incompatible with the practice of professional nursing, or
- Patient abandonment.

* Students who fail two (2) courses may finish out the current semester in non-clinical courses with the exception of NURS 419.

The student has the right of due process and may appeal the dismissal within seven (7) calendar days of the letter's date. The student should write a letter of appeal that indicates the reasons for unsuccessful course completion and include professional steps being taken to become a successful nursing student. The letter should be addressed to the APG Committee Chair. The letter can be submitted electronically (properly labeled with the student's name and date) or hand delivered. Only under unusual circumstances will a student, who has been dismissed or voluntarily withdrawn under the above stated circumstances, be allowed to reenter the BSN Program. The student will be notified in writing of the APG committee's decision. APG Committee deliberations are confidential and students will not be provided an explanation for the decision rendered. Decisions are individually based on information provided by the student, the student's academic record, and the student's potential for successful program completion. The student should register for courses in another major as soon as possible in the event the appeal is denied. The student will be notified of the appeal determination within thirty (30) calendar days from the date the appeal letter is received. A copy of the request and the committee's reply will be placed in the electronic Nursing Student's File. Once a decision is made, the student cannot submit a second appeal.

Readmission to the Program
All applications are evaluated on an individual basis. If a student is readmitted to the BSN Program after a dismissal, one (1) course failure is grounds for dismissal. Applicants with a previous dismissal from the nursing program who go on to earn a 4-year degree may reapply in one (1) academic year with required remediation upon re-enrollment at the discretion of the committee. Students accepted under this circumstance will be allowed two (2) course failures.

Withdrawal from the Program
When withdrawing from the program, the student notifies his/her faculty advisor and completes the Withdrawal Grade Report form available in the Registrar's office. The BSN Program adheres to the guidelines set forth by the University. Refer to the current edition of the *Francis Marion University Catalog*.

Withdrawal Procedure
Students who withdraw from the program must make an appointment with the faculty advisor to discuss reasons for the decision to withdraw from the program. Complete withdrawals must be initiated by the student at the Registrar's Office. A Complete Withdrawal Grade Report will be completed. Failure to complete the Complete Withdrawal Grade Report form may result in the grade(s) of "WF" for the course(s).

Voluntary Withdrawal
A student who chooses to withdraw from the BSN Program must follow FMU's policy and procedures in the current academic year's catalog. If the student withdraws from the BSN Program and decides to return, then the student must re-apply. The student's application will be placed into the current pool of applications for evaluation for acceptance. There is no guarantee the student will be accepted again.

Petition for a Leave of Absence from the BSN Program
If an extenuating situation arises during the student's time in the BSN Program that makes it difficult for the student to complete course work, then the student may request a *Leave of Absence (LOA)*. The student must present his or her case in writing to the APG Committee indicating the reason for the LOA. The student will receive a letter from the APG Committee Chair regarding the decision. A LOA can only be granted for one academic semester in order to maintain the student's place in the BSN Program. It is the responsibility of the student to stay in contact with the DON Chair and the Student Services Coordinator about his or her return. If the student fails to follow this policy, then the student will be dismissed from the program. The student will need to re-apply if he or she chooses to return.

Readmission after an extended absence
Any student that is returning to the FMU BSN Program after a leave greater than two (2) semesters will have his or her academic transcript from the BSN Program reviewed by the APG Committee. Recommendations on repeating or auditing nursing courses will be submitted to the DON Chair, who will make the final decision.

Petitions for Variance from Policies
The APG Committee acts upon petitions from students seeking exception(s) to the BSN Program academic policies and/or regulations. A written request for an exception must be submitted to the Committee Chair with supporting rationale and documentation. Petitions will be addressed at the next scheduled meeting. The student has the right to present his or her case to the committee. A request to do this must be sent to the Chair of the APG Committee. The committee will consult with nursing administration on the determination of the petition. The student will receive a letter from the committee regarding the decision on the petition. A copy of the petition and the committee's reply will be placed in the student's file. Should the student choose to appeal the petition decision, they should follow the University's grievance policy.

Guidelines for Resolving Student Concerns or Complaints
Students experiencing academic difficulty are strongly encouraged to schedule an appointment with the classroom or clinical faculty for assistance. If students are unable to resolve an academic issue, then they should consult individuals in the following order;

1. Course coordinator, if different from above,
2. DON Chair
3. Dean, School of Health Sciences

It is regarded as unprofessional in the discipline of nursing not to follow the appropriate chain of command. For quicker resolution, students are encouraged to seek resolution of conflict using this process. It is the desire of the nursing faculty to facilitate faculty-student dialogue in order to promote a positive environment for learning.

Academic Integrity

Academic Dishonesty
See Honor Code found in the *University Student Handbook: Rights and Responsibilities Honor Code.* All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work.

Plagiarism is a form of academic misconduct and is the use of another person's words or ideas without providing credit to that person. It is the theft of another person's words or ideas to give the impression that you created them. These words and ideas may be from a variety of sources including printed works, speeches, presentations, and/or Internet sites and documents. Appropriate and complete referencing of words and ideas obtained from others is a requirement in ALL courses. If a work is anonymous, as may be the case with some Internet documents, it still must be fully referenced. Plagiarized assignments will receive a grade of zero (0).

Artificial Intelligence (AI) Policy:
All courses assume that work submitted by students will be generated by the students themselves, working individually or in groups as directed by instructions. This policy indicates the following constitute cheating or plagiarism: a student has another person or entity do the work of a graded assignment for them, including purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using generative AI tools (such as ChatGPT). The faculty reserves the right to question any assignment that is suspected of AI and the student may receive a grade of a zero (0) for the assignment.

Code of Ethics
The BSN Program subscribes to the "Code of Student Conduct" as defined in the "Students' Rights and Responsibilities" section of the current edition of the *Francis Marion University Student Handbook* and *Catalog.* The BSN Program subscribes to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the BSN Program, or the nursing profession.

Professional Conduct
Professional misconduct is construed as any violation of the following provisions;

- Faculty and students assume responsibility for individual and professional judgments and actions. They will seek consultation and clarification on professional actions in which there is uncertainty. It is expected that they will continue to maintain competence of their practice,
- The student nurse assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise,
- Nursing faculty and students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others,
- It is expected that faculty and students will respect and uphold the rights of all patients,
- Provide services with respect for human dignity and the uniqueness of the whole patient unrestricted by the nature of health problems, personal attributes and beliefs,
- Judiciously protect information of a confidential nature,
- Ensure the patient's right to privacy,
- It is expected that faculty and students will protect the patient against incompetent, unethical or illegal practice,
- Participate in the profession's efforts,
- To protect the public from misinformation and to maintain the integrity of nursing,
    - To implement and improve standards of nursing and maintain conditions of practice conducive to high quality nursing care,
    - By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority,
- It is expected that faculty will respect and uphold the rights of students by,
    - Maintaining confidentiality of student records,
    - Obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance,
    - Treating the student as a human being of worth and dignity,
- It is expected that students will respect and uphold the rights of faculty,
- All students will sign a Student Affirmation Form once a year (form found in CastleBranch).

Confidentiality Policy

The faculty and staff of the BSN Program at FMU recognize the importance of protecting the private and confidential information regarding patients, their families, employees, staff, and peers as well the operation(s) of agencies within which the faculty and students practice.

It is the legal and ethical responsibility of every faculty member and student to maintain and abide by laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. This policy includes materials discussed in both the classroom and clinical settings. Information pertinent to patients may be relayed only to those individuals who have authority to have that information. All information pertaining to patients is confidential, regardless of form (verbal, hard copy, film or computerized). Unauthorized access, use or disclosure is illegal and grounds for immediate dismissal from the program.

The faculty and students agree to:

- Follow the HIPAA guidelines including the information in the BSN Program HIPAA Statement found in the *BSN Student Handbook*,
- Read, understand, sign and follow confidentiality and privacy policy statements before beginning each clinical experience. Policies vary from health care agency to agency; students and faculty are responsible for reviewing them at the beginning of every clinical experience,
- Protect confidentiality of patients, families, employees, peers and agency at all times,
- Access, use or share confidential information only as it is essential and allowed by law,
- Never release protected health information to any unidentified source; know the person you are talking to,
- Never talk about patients in public; never discuss confidential information where other patients, visitors or other employees might overhear, including elevators, dining facilities and telephones,
- Never leave patients' records or information where unauthorized persons might see them,
- Never copy information nor remove any part of the patient's record from the agency, and
- Never use patients' names or specifics about their healthcare issues on the World Wide Web including Blackboard.

Safeguards that exist to protect patient data include institutional systems of passwords that identify users and their access to privileges in the computer system. The ability to use an electronic signature is a privilege that is granted in accordance with agency policies. It is not a right to have passwords and computer access.

Faculty and students agree:

- Never, lend or share his or her passwords with anyone else,
- Never, use another individual's login, ID or password,
- To report immediately breaches or suspected breaches of security to appropriate agency authority, and
- To realize that email is not private or secure and therefore not communicate information via this system.

Fees and Expenses

Students are required to have all current fees paid by established deadlines in order to attend classes. Any student who is not in good financial standing for the current semester is advised to leave class, resolve the problem, and return upon receipt of current fees having been paid. Classes missed due to failure to pay fees are unexcused absences. Students found to be delinquent will be withdrawn from all courses.

Expenses Students May Expect

All students may expect to incur the following additional expenses: books and supplies, uniforms, watch with a second hand, name pin, various types of equipment (specific information provided to students by the BSN Program's Student Services Coordinator and/or the course coordinator), and travel to clinical sites. A form of reliable transportation is necessary for clinical agency placements.

Financial Information
Contact the office of Financial Assistance at 843-661-1190 or by visiting the web site at http://www.fmarion.edu.

Graduation Policies

Application for Degree
Undergraduate students are required to file an Application for Degree with the Registrar's Office during pre-registration the semester prior to graduation. Refer to the *Francis Marion University Student Handbook* for final deadline dates and fee requirements. All students are expected to attend the graduation ceremony. Those students desiring to graduate in absentia should complete the appropriate information on the degree application.

Senior nursing students who plan to sit for the NCLEX-RN licensure examination in South Carolina will need to complete an application online.

Requirements for graduation and for the award of the (BSN) degree as follows;

- Completion of a minimum of 120 semester credit hours, including 59 semester hours of prescribed prerequisite courses with a grade of "C" or above from a regionally accredited college or university and 61 semester hours of prescribed upper division course work within five (5) years of initial enrollment in the BSN Program,
- Completion of the nursing and general education courses prescribed by the University,
- Completion of nursing courses with a minimum grade of 2.0 in each course,
- Attainment of a 2.0 cumulative GPA,
- Completion of at least 36 semester hours at the University, and
- Recommendation by the faculty.

The BSN Program appoints a faculty advisor for each student to assist the student with program planning and tracking of prerequisites and upper division requirements. However, the responsibility for assuring that all prerequisites and upper division requirements are met rests solely with the student. Upon successful completion of the program requirements, recommendation by the faculty, and endorsement by the DON Chair, BSN graduates are eligible to apply for the National Council Licensure Examination (NCLEX-RN).

Departmental Policies and Procedures

Children on Campus
It is the policy of the BSN Program that children are not permitted in classroom, laboratories, clinical settings, and/or scheduled meetings. If children are brought to any social activity or other events in the LNB or CCHS, it is done at the risk of the parents/guardian.

Cell Phones
Cell phones may be kept on in the classroom as long as they are inaudible. During tests and exams, all cell phones must be placed in the front of the room with the rest of the student's belongings in an inaudible setting. The proctor will keep their cell phone in view in case of a

Swamp Fox Alert. Cell phones may be used in the clinical setting per hospital policy. Use of Mobile Electronic Devices (MED) as resources in the clinical area is addressed in the MED policy (refer to the Certified Background System).

Literary Format
In order to provide consistency, uniformity, and standardization for all written documents in nursing courses, the *Publication Manual of the American Psychological Association (7th edition)* (APA Style Manual) is the adopted writing style. It is strongly recommended that students purchase the book. This format should be used by all nursing students in writing papers as part of course assignments (unless otherwise specified). In addition;

- All graded and/or written assignments must be typewritten (Microsoft Office: WORD) or written in black ink, double-spaced with one-inch margins per APA,
- All required written assignments will be considered late if not received by faculty by the designated time and date. Late work will be accepted per faculty discretion and as outlined in the course syllabus. An exception to this policy will be made only if the student has made prior arrangements with the respective faculty member,
- The student must submit all written course requirements in order to receive a course grade,
- Written work should be submitted directly to the appropriate faculty member as outlined in the course syllabus. Important written work, especially graded assignments, should not be placed in faculty mailboxes or in the door boxes located outside the faculty member's office without the direct permission of the faculty member. A copy of all written work submitted to faculty should be kept by students, and
- Faculty reserve the right to request that all written assignments be electronically submitted via "Assignments" on Blackboard Learn System™.

Acceptable Uses of the Internet
Francis Marion University Internet guidelines are available in the *FMU Student Handbook* and on the web address http://www.fmarion.edu under the academic computing link. In addition, FMU has Computer Center Rules with regard to disk write rights, piracy, viruses, climate, and media. The BSN Program adheres to all of the guidelines set forth by the University.

Computer Access
The BSN Program Computer Lab is located on the second floor of the LNB. All Academic Computing Services regulations for Acceptable Uses of Computers and Internet will apply. The Rules are as follows;

- **Write**: No privileges are granted to write any other hard drive,
- **Piracy**: The software and documents available are copyrighted products. They may not be reproduced, in part or in whole, for any purpose,
- **Viruses**: Scan all personal electronics prior to use,
- **Media**: You must have your own printer paper, or external drive. The DON will not loan them. All supported computer media can be purchased at the Patriot Bookstore. **Students are not allowed to save material to the hard drive**, and

- **Climate**: While talking and moving about is fine, the rights of others must be respected. No loading of games, music, or any software or hardware is allowed. Do not eat or drink beverages in the Computer Lab.

Email
Electronic mail is an essential component of communication between the nursing faculty, administration, and students; therefore, all nursing students are required to have an active FMU email account. Email responses to faculty are expected with 24 hours. In return, faculty will email students within 24 hours with the exception of weekends and holidays. Email to all faculty and students in the department must be addressed professionally with a proper salutation, complimentary closing, and signature. If any of the proper ingredients are lacking, the email will be returned with a note that states "please address this email in a professional manner." Each email should address one issue.

Phone usage and messaging
Students are only to call faculty or text faculty if it is an emergency clinical situation. Faculty will not use verbal phone conversations or texting to discuss any issues with student. Contacting faculty (other than an emergency clinical issue) must be done by email.

Messages
Students are to self-enroll in the Nursing Student Center on the Blackboard Learn System™ in order to obtain messages that are sent to the entire nursing student body.

Bulletin Boards
Bulletin Boards are the property of the University. Students may not post any material without permission from the course coordinator or appropriate faculty/staff.

Emergency Preparedness
Francis Marion University's Emergency Preparedness Plan is designed to guide University personnel in responding to urgent situations and crises through planned and executed series of steps that will ensure the safety of our people and property. The BSN Program will adhere to all guidelines set forth in the Emergency Preparedness Plan. All students should register in Swamp Fox Alert.

Hazardous Chemical Spills
Refer to University's Emergency Preparedness Plan.
https://www.fmarion.edu/wp-content/uploads/2016/07/FMUEmergencyPlan.pdf

Cancellation of Classes/Clinical
The BSN Program adheres to the policies of the University with regard to scheduled class times. In the case of inclement weather or other disasters, the BSN Program will follow the schedules established by the University. Students are to activate Swamp Fox Alert in order to receive information about closures. Students are also encouraged to listen to local radio and television for these schedule changes. Faculty may also notify students via email or Blackboard. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience in hazardous weather conditions.

Emergency Contact
Students should ***not*** provide any of the nursing program telephone numbers for routine or emergency contacts. Instead, students should list either family members or close friends as their emergency contacts. Students may inform a close relative or friend to contact the nursing program in case of an emergency.

Employment Demands
There is no policy limiting the number of hours a student enrolled in the BSN Program may be employed, since the ability to handle the combined responsibilities of college and employment is individualized. Many students find it necessary to work while enrolled in school to help defray living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. Clinical experiences may also be held on the weekends. Certain practicum experiences involve intensive clinical work requiring the student's full time and attention.

Students who try to balance work-loads greater than 20 hours per week and a full-time academic load often place themselves at risk for academic failure. Students should plan for such experiences so they may reduce or eliminate other work commitments during intensive practicum experiences. Students who fail to meet the established academic standards in the BSN Program due to employment cannot receive special consideration. Students who need to work to pay for college expenses should discuss this with their nursing academic advisor before they are in academic jeopardy. Students may need to stop academic work for a period to help ensure success.

References for Employment
The faculty of the BSN Program support students and graduates in their career endeavors and are willing to provide references when appropriately requested. Students **must request permission** of faculty to list the faculty member as a reference on their resumes and/or applications.

Clinical Policies and Guidelines
Clinical Assignments
Each student will be assigned to various clinical sites each semester. The student may be assigned day and/or evening clinical rotations that may occur during the week and/or on the weekend. Requests for accommodation in the selection of clinical sites will only be honored for extenuating circumstances. Those requests must be emailed to the course coordinator. Extenuating circumstances DO NOT include childcare, transportation, care of family members, and work schedules. Once assigned, the student is not permitted to switch clinical sites.

- Clinical assignments are NOT final until the first day of class as changes may need to occur before then.
- Athletes and military students must notify the Clinical Coordinator in the nursing department of their schedule requirements before the first day of class, preferably sooner. After the first day of class, the Human Resources Departments of the practice sites may not be able to process changes before clinical learning experiences start. Failure to adhere to this requirement will result in an educational warning for the student.

The student is responsible for obtaining transportation to and from the clinical sites.

Clinical Attendance and Punctuality
100% attendance and punctuality of all clinical experiences is expected. The following policies apply to clinical absences and tardiness:

- When a student cannot attend the clinical session, the student must call and speak directly to staff at the assigned clinical unit one hour prior to the start of the clinical session. Additionally, the student must email the clinical instructor one hour prior to the start of the clinical session. Failure of the student to notify the clinical instructor prior to a clinical absence may result in an educational warning.
- Following an absence, students are responsible for contacting the course coordinator about make-up requirements.
- Punctual attendance is required at all clinical sessions. Tardiness is not a professional attribute. Late is defined as arrival at the clinical site past the designated start time. Any student who arrives at the clinical site 15 minutes or more past the designated start time, even if a first occurrence, will be sent home. The first time a student is late; he/she will receive a written warning for tardiness/unprofessional behavior. The second time a student is late, he/she will receive a second written warning for tardiness/unprofessional behavior, and will be sent home from the clinical setting for the day; this constitutes a clinical absence, and will be subject to the above attendance policy. The third time a student is late, he/she will be sent home, and will receive a course failure. The student who arrives at his/her clinical setting with symptoms of illness may be sent home by the clinical faculty, constituting a clinical absence.

Clinical Preparation and Conduct

- Each semester students will be provided specific written guidelines as to concept maps, pre-conferences, post-conferences, and written assignments.
- Students are expected to come prepared for clinical/lab.
- If a student is unprepared for clinical/lab or violates any clinical policy, the student may be sent home and the incident will result in a warning, a second occurrence of the same or different infraction will result in a second educational warning, and a third incident will result in a clinical/lab and course failure.
- All warnings are cumulative and a third one can constitute a failure.
- A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the DON Chair, if the student is responsible for a sentinel (critical incident) or grossly unsafe or negligent event, even if it is the first occurrence.

A sentinel event (critical incident) is an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase, "or the risk thereof" includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called "sentinel" because they signal the need for immediate investigation and response.

~ The Joint Commission, 2014 (http://www.jointcommission.org/sentinel_event.aspx)

Clinical Evaluation of Student Performance
Students should retain a copy of each of their clinical evaluations. Student performance in the clinical area will be evaluated utilizing processes outlined in the Clinical Evaluation Tool for each course. The student must achieve a satisfactory level of performance in the lab/clinical in order to progress**. If a student is assigned an unsatisfactory clinical grade, a course grade of "F" will be assigned. Course faculty are responsible to assign the clinical grade.**

- When a student's clinical performance in any clinical situation indicates that a student is unable or unwilling to perform at a safe and/or professional level of practice, the clinical faculty in consultation with the faculty course coordinator will remove the student from the clinical area and it will constitute an education warning for that day.
- Should an event occur that requires an education warning, a warning will be given. A written action plan will be developed by the student in conjunction with the course coordinator and the clinical instructor. If the stipulations in the action plan are not met by the date and time identified, the student will receive a second warning.
- A third warning will result in dismissal from the BSN Program.
- Students are encouraged to continuously articulate learning needs throughout each semester in order to enhance the clinical and course faculty's ability to facilitate relevant learning assignments and opportunities.
- A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the DON Chair, if the student is responsible for a sentinel or grossly unsafe or negligent event, even if it is the first occurrence.

Competency Checklists
Students are responsible and required to take their competency checklists to each clinical experience. This gives the clinical instructor the ability to review the student's current competencies and to determine further clinical needs, as well as to document the attainment of new competencies. The clinical skill evaluations (competency checklists) are uploaded in the student's file when the student has graduated.

Professional Dress Code
In recognition of the educational and professional environment of Francis Marion University, all individuals associated with this institution are expected to maintain a neat and clean appearance at all times.

In view of nursing's professional goals, all students enrolled in the BSN Program must project a professional image of nursing when engaged in clinical learning or preplanning experiences. Remember that when acting outside the University classroom, you will be seen as a guest, a representative of the BSN Program, and a professional nursing student. The dress code is designed to protect the personal safety of students while in the clinical area. Although this dress code is congruent with the majority of health care agencies, some have dress codes that may be different or more restrictive. The course coordinator will inform the student of any additional agency requirements. Guidelines specific to clinical sites will be given by the clinical faculty during any clinical experiences. Shorts or jeans are not appropriate attire. Students must have

proper identification (which may be picture ID), and required equipment/supplies needed for clinical/lab experiences**.**

Specific guidelines are as follows

- The uniform is not to be worn when students are working in an agency as volunteers or for pay,
- Only an approved FMU BSN Program identifier may be displayed. All others must be removed or covered,
- **Uniform:** When involved in nursing practice in hospital settings, students must wear the approved uniform,
- All uniforms must be neat, clean, without wrinkles, tears, or frays, and properly fitting with appropriate undergarments. The uniform may be an approved dress or pants and top. Hemlines must be professional in length and be no shorter than the top of the kneecap. No change in the design is allowed,
- **Shoes:** Shoes and shoelaces should be solid white and clean with an enclosed toe and heel. Stockings and/or knee-high socks must be worn and be white and plain. Socks may not be worn with dress-type uniforms,
- **Scrub Jacket:** All students are required to wear a white, long sleeve scrub jacket.
- **Unacceptable attire**: Jeans, denim, open-heeled clogs, heels higher than 2 ½ inch, sandals or thongs, shorts or mini-skirts, frayed or camouflaged clothing, tight-fitting, torn, or low-cut clothes are deemed by the BSN Program as unprofessional and are inappropriate,
- **In designated settings**: Students may be required to change to scrubs and/or gowns. Unacceptable attire may not be worn. In some clinical settings (psych, community health, day care), appropriate attire will be designated by Course Faculty in accordance with agency policies. Clothing must be neat, clean, with appropriate length skirts or trousers, professional shoes, and appropriate shirts/blouses, and
- **Identification:** Approved Francis Marion University /BSN Program identification must be worn in every clinical setting. A FMU student ID badge, an institutional ID badge, or picture ID if required.
    - **A name pin** (white lettering on blue background) as follows:

      BSN Students:
      Student's Name
      FMU BSN Program
      BSN Student

- **No chewing gum or tobacco products (includes e-cigarettes)** are allowed in any clinical experiences.
- **Tattoos:** All tattoos must be covered during the clinical experiences, i.e., if a student has an ankle tattoo, pantsuit uniform or opaque hosiery must cover it. If the tattoo is in an area that cannot be covered by clothing, consult your Course Coordinator prior to attending any clinical activity.
- **Hair:** Hair must be short (or pinned up), neat, clean, and well managed to avoid contamination of patient areas and self. Elaborate hair styles and ornaments may not be

worn. Unnatural hair colors or streaks of unnatural colors, i.e., lime green; blue, etc. are not consistent with the professional image of nursing. Beards and mustaches must be well groomed and clean and in compliance with the clinical agencies guidelines.

- **Nails:** Fingernails must be short enough not to injure patients. No nail polish or artificial nails are allowed.
- **Jewelry:** Jewelry must be minimal and conservative. Visible body piercing and tongue piercing jewelry should be removed prior to clinical experiences. Wedding rings may be worn. No more than one stud-style earring per earlobe may be worn. Stud or post earrings must be less than one-half inch in diameter. Bracelets, necklaces, or dangling earrings are not permitted. Official SNA (Student Nurses Association), Sigma Theta Tau or original nursing school pin may be worn. Also, some clinical areas may require you to pin your rings and watches to your uniform. MediAlert bracelets are acceptable.
- **Fragrances:** Non-scented make-up and hair products may be worn. No perfumes or colognes are allowed. Lotions and deodorants must be limited to those with light scents.
- **Makeup:** Should be understated and subtle.

Failure to comply with these policies **will** result in dismissal of the student from the clinical area. The student will receive an education warning. If there is a repeated offense, the Clinical Faculty will notify the Course Coordinator and a second warning will be issued, if a third occurs it will constitute a course failure in the present course or subsequent clinical courses. ***Any student who does not return his or her McLeod badge will be issued an incomplete in the course.***

Medication Administration Policies

All students must be directly supervised in all aspects of medication administration. Clinical faculty will determine that knowledge and proficiency in medication administration has been demonstrated. Nursing students must be cognizant of the fact that they are accountable and responsible for their actions. Institutions utilized by the FMU BSN Program may have additional requirements related to medication administration to which students and clinical faculty will adhere.

Student Responsibilities for Medication Administration

In the process of giving medications to patients, each student must;

- Notify **the clinical faculty** before giving any medication unless otherwise instructed. No IV Push medication and/or blood/blood products, or chemotherapy products may be administered,
- Refuse to take verbal orders for medications,
- Check the accuracy of the medication administration record against the health care provider's order prior to and at the time of administration,
- Demonstrate understanding of indications, actions, dosage, route of administration, precautions, and nursing implications for all medication therapy, unless otherwise instructed by clinical faculty. The student is required to have a current medication reference on hand,
- Clarify any medication that is not properly labeled or is outdated as indicated by the expiration date,

- Adhere to the prescribed technique for administering medications as established by the BSN Program, Standards of Care and Agency Policy,
- Promptly record according to agency guidelines, that the medication has been administered,
- Adhere to hospital, governmental and the BSN Program policies for proper documentation and signature for narcotic and controlled drugs. Students must have direct supervision by clinical faculty or a designated LPN/RN for the signing out process and the administration of all narcotics and controlled substances,
- Request assistance in giving medications to patients who are disoriented, hyperactive or otherwise uncooperative, or where there is reason to question one's ability to administer medication safely, and
- Faculty has the right to deny a student to administer medications if the student is deemed to be unsafe and/or lacks sufficient knowledge.

Student Medication Error Policy

- The nursing student will report all medication errors immediately to the clinical faculty.
- The patient's condition will be assessed, and the medication error will be reported to the charge nurse and/or clinical director.
- The student making the error or the individual discovering an error will complete all required documentation according to the health care agency protocol. The clinical faculty will assist the student with the documentation process.
- Errors in documentation of medication administration will be considered as unsatisfactory and will be documented on an education warning form utilizing the clinical evaluation tool and standards of practice as guidelines. Examples (but not limited to):
    - Not signing name, title, and initials on the Medication Administration Record:
    - Failure to document reasons for omitting a medication:
    - Failure to record apical pulse, blood pressure, blood sugars and/or other appropriate assessment parameters.
- Students will be counseled after each medication error and will receive a clinical discipline. Examples (but not limited to):
    - Not following **ALL** rights of medication administration
    - Duplication of medication that has already been given
    - Omission of an ordered medication
    - Medication left at the bedside without a physician's order and/or in accordance with the agency policy.
    - Failure to assess a patient according to established agency guidelines and/or a physician's order and/or established standards of care
    - Inability to calculate correct dosage
- Medication errors that endanger the patient's life and/or actually causes patient harm will be deemed as unsafe nursing practice. This could result in immediate termination from the clinical area as well as the course and BSN Program. Students will be referred to the APG Committee for potential program dismissal.
- Documentation of medication errors will be maintained within the student's file.

Health Insurance Portability and Accountability Act of 1996 Statement
The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides a Federal law to protect privacy and confidentiality by preventing a release of an individual's (patient's) individually identifiable health information (i.e., information in a medical record). The faculty of the BSN Program at Francis Marion University recognizes the importance of protecting health information and understands the responsibility to educate the students as to the requirements of HIPAA. HIPAA protects all health care information generated by a healthcare provider, health plan, or facility. This information is protected whether it is verbal, written or electronic. The following information is a description of the HIPAA guidelines as they apply to students and faculty. A nursing student having access to individually identifiable health information must complete HIPAA Privacy Rule training. Typically, this Privacy Rule training must be completed prior to the student beginning clinical. Records of the training sessions are maintained in the BSN Program. Nursing students may view individually identifiable health information for treatment purposes. In other words, FMU BSN students must be involved in the care of the patient to view a patient's individually identifiable health information (i.e., the contents of a medical record).

Individually identifiable health information may be stored in a variety of formats including paper, electronic (computers), video, audio, and photographs. Regardless of the format, all individually identifiable health information must be protected. **Under no circumstances should any of this information be copied and/or removed from the clinical agency.**

Caregiver Responsibilities
Caregivers (students and faculty) must be careful with the protected information to which they have access and should be aware of the environment in which they are discussing patients. The following guidelines are required for faculty and students in both classroom and clinical:

- Patient issues should only be discussed in a confidential area on the nursing unit, and in post-conference held in a private room. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentations should be used in which the patient is described by age and diagnosis but not by name, initial or room number.
- Information (report sheet, notes, and lab) should be disposed of properly at the facility before **leaving the unit**. No records or protected health information are to be removed from the facility.
- Information should only be shared with individuals who are directly caring for or have permission to have information regarding the patient.
- Computer security should be ensured at all times. Do not share passwords. Log off when you leave.
- Information related to patients or student assignments should never be faxed.

FMU BSN students can follow basic "dos and don'ts" to protect a patient's privacy. All of these are just a common-sense approach to protect the privacy of individually identifiable health information.

The Dos:	**The Don'ts:**

• Do I need to look at this patient's health information to provide treatment to the patient? • Do keep a patient's room door closed when providing care or discussing health information. • Do speak softly when discussing health information while others are present. • Do excuse visitors when patient information is to be discussed. • Do follow proper procedures when disposing of a patient's health information. • Do log off computer systems when you are finished accessing health information. • Do report any privacy violations to your college or the privacy officer.	• Don't talk about a patient's health information in public places. • Don't choose a computer password that can be easily guessed, such as your last name. • Don't let faxes or other printed papers with a patient's health information lie around unattended. • Don't walk away from open medical records. • Don't give out a patient's medical condition or location. Refer the call or request to your instructor or charge nurse on the unit.

In addition, each FMU BSN student must realize that mental health, HIV/AIDS, sexual assault, and alcohol/drug abuse records are protected by additional Federal and State laws. Therefore, these types of individually identifiable health information must be protected with greater care.

Alcohol and Other Drug Policy

Students, faculty members, and staff of the FMU's BSN Program are responsible, as citizens, for knowing about and complying with the provisions of South Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated as "controlled substances". Any student enrolled in the BSN Program who violates this law is subject to both prosecution and punishment by the civil authorities and to disciplinary proceedings by the University and the BSN Program. For a complete account, please reference the current edition of *Francis Marion University's Student Handbook* in the Students' Rights section: Alcohol and Other Drug Policy Summary.

BSN Program Policy on Substance Abuse

Our philosophy regarding student substance abuse revolves around protecting the public's health and safety. To ensure patient safety, comply with clinical facility policies and the South Carolina Board of Nursing policy, the BSN Program has adopted the "Alcohol and Other Drug Policy" which coincides with other University policies regarding these issues.

Substance abuse is defined as the non-prescribed use or abuse of any legal or illegal drug and/or alcohol. It is also the abuse of legally prescribed, but abusively, dangerously, illegally used drugs. The BSN Program will be responsible for appropriately identifying students who are abusing alcohol/ drugs and referring students to appropriate programs, agencies, or resources, either on or off campus as needed. For definition of this policy, use or abuse of illicit/illegal drugs, the illegal use of alcohol, or use of any substance that disrupts the operation of the BSN Program or is deemed to be unsafe in relation to patient care are prohibited. Additionally, the

BSN Program may refer students to the appropriate FMU office in situations that may involve violations of other University policy relating to these issues.

Student Drug Screen Policy
To maintain the safety of students, staff, and patients, the nursing program will apply the following guidelines to all on and off-campus student activities:

- Students must submit a 10-panel urine drug screen, initially done through CastleBranch, upon admission to the nursing program. A random 10 panel urine drug screen will be required if the student exhibits behavioral or performance problems including but not limited to:
    - *Erratic behavior*
    - *Slurred speech*
    - *Disorientation*
    - *Staggering*
    - *Loss of consciousness*
    - *Falls*
    - *Nervousness*
    - *Poor concentration*
    - *Falling asleep during class/clinical activities*
    - *Increased absenteeism/tardiness*
    - *Impaired clinical judgment*
    - *Patient harm/negligence*
- If intoxication is suspected, faculty will inform the student that he or she cannot remain at the facility and, for personal and public safety, must obtain transportation.
    - *Local police will be notified when a student is unable to obtain alternative transportation.*
- The student must submit to a drug screen, at a facility of their choosing, by 5pm of the occurrence date.
    - *The student is responsible for the entire cost of the drug screen.*
- The student's drug screen will be considered positive if testing is not completed by 5pm of the occurrence date.
    - *It is the student's responsibility to find an agency and/or schedule an appointment to complete the drug screen.*
- The nursing department reserves the right to request a random drug screen from any student at any time.

Use of Cannabidiol
Cannabidiol, or CBD Oil, is an unregulated drug at the present time. Evidence is mixed on whether use of CBD Oil could result in a positive drug screen. At this point in time, any type of CBD Oil or substance that contains CBD oil is prohibited for use in nursing students. When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program.

Consequences of Failure to Participate in or Cooperate with Testing
An instance of failure or refusal to participate in or cooperate with testing shall be deemed an occasion of impermissible drug/alcohol use that justifies dismissal under the BSN Program policy on Dismissal from the Program.

Possession and Distribution of Drugs or Alcohol
Any student arrested for possession of drugs or alcohol must notify the DON Chair within twelve (12) hours of the incident and cannot participate in patient care or clinical until the allegations are resolved. This is to be in compliance with the policies and procedures of our practice care partners. Failure to notify the DON Chair or designee within twelve (12) hours will result in dismissal from the program.

Consequences of Impermissible Drug Use
When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the DON Chair or designated representative and be dismissed from the program.

Any information concerning a student's alleged or confirmed use of drugs/alcohol shall be restricted to institutional personnel and the South Carolina Board of Nursing. No individual test results of the drug/alcohol screen will be provided to clinical agencies. No release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

Student Health Policies

Francis Marion University and the BSN Program are committed to provide professional and cost-effective health care for its students through Student Health Services. Refer to the current edition of the *Francis Marion University Catalog* for additional information.

Any student who suffers from an injury, develops a physical or emotional problem, and/or takes medication that alters critical-thinking and clinical decision-making, has the responsibility of notifying all appropriate nursing faculty so that appropriate measures can be taken. Prior to returning to the clinical environment, the said student **must** provide a letter to all appropriate nursing faculty from their health care provider indicating **"no restrictions."**

"Any student who presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or any student who demonstrates behavior which conflicts with the safety essential to nursing practice", can be dismissed from the BSN Program (SC Board of Nursing).

Health Costs/Coverage
The University and/or the BSN Program are not liable for health care costs associated with a student's illness or injury from clinical practice and/or lab activities.

Infectious/Communicable Disease Policy
Infectious/communicable diseases are common and may be a threat to students and faculty. During the performance of clinical practice activities, students may have contact with patients

with AIDS (HIV), Tuberculosis (TB), Hepatitis B, and other infections. This contact may expose the student to infectious agents and may result in the student transmitting an infectious disease to other patients, family members, faculty, and other students. To help protect the health and safety of its students, as well as that of patients, the BSN Program requires:

- Medical History Form
- Latex Allergy Questionnaire
- Immunization Requirements

These must be uploaded into CastleBranch.

Prevention and Transmission of Transmittable Disease

All students are required to abide by the Centers for Disease Control (CDC) and Prevention and Occupational Safety and Health Administration (OSHA) Universal Precautions and precautions applicable to individuals with infectious/communicable diseases. It is the student's responsibility to become thoroughly familiar with these guidelines and to practice Universal Precautions in all clinical/laboratory settings. Universal Precautions may be summarized as treating all body substances; body fluids as potentially infectious. Protective Personal Equipment (PPE) should be used to reduce the risk of exposure to potentially infectious material.

Student Refusal to Care for Patients with Infectious/Communicable Diseases

Refusal to provide care to patients with infectious/communicable diseases is not in keeping with performance expectations for students in the BSN Program and is inconsistent with the ethics of the nursing profession. It is expected that students will provide care to assigned patients with any infectious communicable disease. In cases where continuing clinical practice presents more than a minimal risk, such as when a student is immune-suppressed, the clinical faculty may decide to temporarily reassign the student. In the case of caring for patients with an airborne contagion, such as TB, caregivers must be specially fit tested with an N95 respirator.

Nursing's mandate to provide care is exquisitely expressed in an ANA publication:

> Nursing is a caring profession, oriented toward patient advocacy. Because of nursing's long history of standing ready to assist the ill and vulnerable in society, society has come to rely on nursing and to expect that it will rise to the health demands of virtually any occasion. In a sense, this reciprocity is crucial to the profession. All must know that care will be given when needed and that it will not be arbitrarily, prejudicially or capriciously denied (American Nurses Association, 1992).

Exposure Incidents and Follow-up to Blood/Body Fluids

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of student activities. Students who follow the recommendations developed by the CDC have minimal danger of contracting any infection in the course of their clinical activities. Initial and subsequent care and follow-up activities including recommendations related to counseling, prophylactic/treatment regimes, continued or restricted practice after a student's exposure incident will be determined by the student's health care provider. Any student who experiences a blood or body fluid exposure incident is responsible for all medical costs incurred for his/her counseling, follow-up care/treatment and/or diagnostic tests/procedures conducted. These blood

or body fluid exposures, like all incidents that occur on school time, must be reported to the supervising clinical instructor immediately.

Injury Occurring During the Course of Any Learning Experience
In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization, or extramural learning experience) the following procedure should be followed:

Injury Occurring During the Course of Any Learning Experience (Effective 04-07-2026)
In the event that a student acquires an injury and/or a needle stick during a learning experience (classroom, skills laboratory, simulation laboratory, healthcare organization, or extramural learning experience) the following procedure should be followed:

1. Wash the affected area immediately with soap and water if the injury is a needle stick.
2. Report the incident to your supervising faculty or preceptor immediately.
3. Contact CompEndium (FMU's worker compensation plan) at 877-709-2667 prior to seeking medical care unless immediate medical attention is needed.
4. Students should seek medical care as they deem necessary.
5. CompEndium makes the decision, not FMU, about claim payment.
6. All students are to have healthcare insurance.

Incivility Policy:
The School of Health Sciences has a zero tolerance to incivility. Incivility can create an unpleasant work environment, which may affect students, faculty, and staff. Incivility encompasses a range of behaviors which can be contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment. Incivility behavior applies to faculty, staff, and students in the School of Health Sciences. Examples of incivility include but are not limited to the following:

- Shouting or using vulgar, profane, or abusive language,
- Abusive behavior,
- Physical assault or threat thereof,
- Intimidating behavior,
- Refusal to cooperate with others,
- Conduct that constitutes sexual harassment,
- Refusal to adhere to School of Health Sciences policies,
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the School of Health Sciences,
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence,
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency,
- Making or threatening reprisals for reporting disruptive or inappropriate behavior,

- Inappropriate email conduct, lack of properly addressing faculty, shouting or using inappropriate language.

Incivility Course of Action: Incivility demonstrated will be managed as follows:

1. If possible and reasonable, attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior and document the attempted resolution.
2. If incivility is repeated, the individual should bring the incivility occurrence issue to the attention of the Department Chair.
3. If the incivility occurrence issue is not resolved by the Department Chair, it will be sent to the Dean of the School of Health Sciences.
4. If the incivility occurrence issue is not resolved by the Dean of the School of Health Sciences, then the individual can take the unresolved issue to the Provost.

*Student incivility will warrant a written warning.

Social Networking/Photo Policy
Students are encouraged to use their most professional judgment in regard to Internet social networking sites and photos. Information and /or pictures about clinical or patient information, in any format is not appropriate on social networking sites. Information and/ or pictures about FMU Nursing Programs, faculty, other students, laboratory, or simulation experiences in any format must receive prior approval from FMU nursing faculty before posting to social media. If granted approval, students must include the department hashtag #FMUnursing. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

Unsafe/ Unethical Student Practice
The faculty of the BSN Program has an academic, legal and ethical responsibility to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the BSN Program for practice, which threatens or has the potential to threaten the safety or well-being of a patient, family member, another student, a faculty member or other health care provider.

- An unsafe/ unethical practice is defined as:
  - An act or behavior of the type which violates the South Carolina Nursing Practice Act.
  - An act or behavior, which violates the Code of Ethics for Nurses of the American Nurses' Association.
  - An act or behavior, which violates the objectives and/or policies of the BSN Program.
  - An act or behavior, which violates the objectives and/or policies of each Nursing Course.
  - An act or behavior, which violates the objectives and/or policies of the Health Care Agency.
  - An act or behavior, which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

When an incident occurs which a faculty member believes may constitute an unsafe/unethical practice, the faculty member shall immediately notify the student and instruct the student to leave the clinical setting, the faculty member will then notify the Course Coordinator who will then notify the Department Chair of Nursing. The student may receive a course failure.

The clinical faculty member in consultation with the Course Coordinator will review all of the written documentation involved in the incident to determine whether there are grounds that unsafe/unethical practice has occurred. If it is determined at this point that critically unsafe/ unethical practice and/or behavior has occurred, the Course Coordinator will meet with the DON Chair to review all the written documentation and for providing recommendations with regard to the status of the student.

Sexual Harassment
The BSN Program follows the general policy guidelines found in the current editions of the *Francis Marion University Catalog* and *Student Handbook*. In the case of a student who believes that he or she has been the victim of discriminatory behavior, including sexual harassment, from employees of contracted clinical agencies and/or outside agents working in those agencies should report the matter to the course coordinator. The course coordinator will in turn notify the DON Chair. All files and communication will be kept confidential.

Complaints and Grievances
The Department of Nursing (DON) defines concerns and/or complaints as student issues that are not resolved at the level of the course coordinator and are elevated to the level of the DON Chair. Students are required to follow the appropriate chain of command when bringing forth issues. The DON further defines grievances as issues that are not resolved within the department and are subsequently moved outside the department for further due process and resolution.

Student Concerns or Complaints
The DON adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of the *Francis Marion University Catalog*. "The University deems it essential that all students be provided an adequate opportunity to bring concerns, complaints, or suggestions to the attention of the administration with the assurance they will be treated promptly, professionally, fairly, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty or staff, the procedures below should be followed. These procedures are intended to simplify the proper route for students to follow in reporting any perceived mistreatment by a University employee and are not intended to replace any existing policy or process for matters that may be grieved (i.e. sexual harassment, grade appeals, etc.).

- Concerns about faculty on academic or other matters should be reported to the department chair or dean who supervises the professor or instructor.
- Concerns about any form of perceived mistreatment by a University employee should be reported to the employee's supervisor or to the office of the Vice President of the division to which the employee belongs.
- Concerns about admission, registration, advising, or financial assistance issues should be reported to the Associate Provost for Enrollment Management or the Provost's Office.

- Concerns about billing, student accounts, or other administrative issues (Campus Police, Dining Services, Bookstore, etc.) should be reported to the office of the Vice President for Business Affairs.
- All other concerns about non-academic matters, including complaints about treatment by other students, should be reported to the Student Affairs Office. Students should be aware that once a concern is reported, the complainant may be directed to take further steps or action to have the matter addressed. By reporting to the offices above, the student will be able to determine the appropriate steps to address his or her concerns"

Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties, but must maintain the integrity of the Nursing Program. If a concern or complaint is not resolved with the DON Chair, students are encouraged to follow the chain of command.

Student Concerns or Complaints related to Admission, Progression, or Graduation
Issues/concerns related to deviations from the prescribed admission policies, progression policies, program of study, and graduation policies should be addressed first with the DON Chair. If there is no resolution with the DON Chair, a letter can be sent to the Chair of the APG Committee. The following procedures will then be followed:

1. The APG committee chair may request the student be present at the committee meeting if further clarification is needed,
2. The student will receive a letter from the APG Committee regarding their decision on the request, and
3. The student's request and the Committee's decision will be placed in the student's academic file and is final.

Student Concerns or Complaints related to Nursing Courses
Course concerns in a single course, such as the quality of instruction, fairness and equity in awarding grades should use the following procedures:

1. If the issue concerns a single course, the student should make an appointment with the course faculty or course coordinator and attempt to come to an amicable resolution, and
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the DON Chair.

Student Concerns or Complaints related to the Curriculum
Issues involving the curriculum, sequencing, and scheduling of courses should begin with an appointment with the DON Chair.

Student Grievances
Issues that are not resolved within the Department of Nursing are processed further following the chain of command. Grievances related to grades are handled by the University Grade Appeal Committee. Refer to *Francis Marion University Catalog* and *Francis Marion University Student Handbook,* current editions for further information.

Nursing Plan of Study: BSN Upper Division: Cohorts prior to Fall 2025

YEAR 3: JUNIOR			
Semester V	**Hours**	**Semester VI**	**Hours**
NURS 301: Health Assessment	4	NURS 306: Nursing Research in Practice	3
NURS 309: Fundamentals of Nursing	6	NURS 307: Psychiatric and Mental Health Nursing	4
NURS 317: Nursing Pharmacology I	2	NURS 318: Nursing Pharmacology II	2
NURS 320: Principles of Pathophysiology and Clinical Nutrition	4	NURS 321: Adult Health I	6
TOTAL CREDITS	**16**	**TOTAL CREDITS**	**15**

YEAR 4: SENIOR			
Semester VII	**Hours**	**Semester VIII**	**Hours**
NURS 407: Adult Health II	6	NURS 411: Adult Health III and Nursing Knowledge: Synthesis Practicum	6
NURS 416: Nursing Care of Children and Their Families	5	NURS 418: Population Focused & Healthcare Policy	5
NURS 417: Women's Health Nursing	4	NURS 419: Leadership, Management and Professionalism in Nursing	3
		NURS 420: Clinical Decision-Making for Nurses	1
TOTAL CREDITS	**15**	**TOTAL CREDITS**	**15**
TOTAL – 61 SEMESTER HOURS			