



## **FVI SCHOOL OF NURSING STUDENT HANDBOOK**

**Volume 2 Version 1  
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### **Miramar Campus**

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Miramar, Florida, 33025  
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This Student Handbook provides detailed information on all aspects of the nursing program.  
This Student Handbook supplements information presented in the School Catalog.

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## WELCOME

Welcome to the FVI School of Nursing Program! The administration and the nursing department welcome and wish you much success as you pursue your goal to become a successful member of the nursing profession. Nursing is a challenging but satisfying and stimulating career. The challenges are many, but we at FVI firmly believe that if work together you can achieve your career goal. Remember, you cannot ask more out of life than you are willing to give; your success and happiness will depend largely upon your commitment and effort.

At FVI School of Nursing, we believe in a student focused environment, that individual students have their own strengths and weaknesses. A strong professional relationship that are student focused and quality driven provide for both positive educational outcomes and professional fulfillment. This handbook supplements the FVI Student Catalog and provides a guide to information on expectations, policies, procedures, community standards, services, and opportunities in the FVI- Nursing Program.

Each student is responsible for the information provided in the Nursing Student Handbook as well as in the catalog. If you have any questions about any policy or other materials in the handbook or catalog, please speak with your faculty advisor, the Director of Nursing, or other school administrators.

Best wishes,

***Dr. Maria Walwema***

**Maria L. Walwema, PhD, RN, MSN-NHCE  
Director of Nursing**

***Denyse Antunes***

**Denyse Antunes  
School President**

## **FVI School of Nursing**

FVI School of Nursing and Technology offers Associate Degree in Nursing (ADN) at both the Miramar and Miami campuses. They provide modern facilities specifically designed to maximize the learning experience of its students. Classrooms and laboratories are big enough to accommodate maximum number of students prescribed by accrediting bodies. Adequate teaching resources are provided to facilitate learning such as computer presentation equipment and internet access, and others. Skills labs are equipped with training simulators, equipment, and supplies that permit students to practice procedures and treatments common in acute and long-term care settings.

## **Eligibility for Licensure**

The FVI School of Nursing is approved by the Florida Board of Nursing to provide education to individuals interested to pursue nursing and has fulfilled the admission requirements to attend the school. As per Florida Nurse Practice Act 464.019, Sect.11 (ss. a-e), the school of nursing is required to obtain accreditation from an approved accrediting body within the year it started to accept students. The Miramar, associate degree in nursing program is programmatically accredited by the Accreditation Commission for Education in nursing (ACEN) since Sept 2021. It is the intention of the nursing school for the Miami Campus to obtain programmatic accreditation from the Accreditation Commission for Education in Nursing (ACEN) by submitting a substantive change before the end of 2022.

Graduates of FVI School of Nursing Associate Degree of Nursing Program have the educational credentials necessary to apply to take the National Council Licensing Examination-Registered Nurse (NCLEX-RN). Graduation from the nursing program, however, does not guarantee eligibility to sit for state licensure examination in this or any other state, if the respective board of nursing finds some conditions that may disqualify the nursing graduate such as background report or health reasons, etc. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules, and Regulations, independent of any college requirements for graduation. A student should contact the Board of Nursing in the state(s) in which licensure is desired to determine if he or she meets eligibility requirements.

The FVI School of Nursing and Technology is accredited by the **Council of Occupational Education (COE)**

## **Nursing Education Unit Mission**

The School of Nursing's mission is to develop student knowledge, skills, and competencies, provide safe and effective care, promote the health and wellbeing of the client, and enter the profession of nursing serving a diverse community.

## **Philosophy of Nursing**

The School of Nursing administration and faculty believe nursing is an art and science that requires the nurse to apply scientific and clinical reasoning in care of the client. Caring is provided through mutual respect and trust in a collaborative environment which provides support, hope, and compassion to help the client achieve desired outcomes. Meaningful and supportive communication between the nurse, client, the client's significant others, and members of the health care team are essential to facilitate acquisition of knowledge and attitudes promoting mutually agreeable change in behavior. Through appreciation and acceptance of culture and spiritual values, the nurse will provide care to diverse clients in a safe and effective care environment. Applying knowledge, the nurse will prevent and detect health problems, and develop collaborative strategies to achieve optimal health while supporting the psychosocial wellbeing of the client. The nurse will promote physical health and wellness by providing care and comfort, reducing risk potential, and managing health alterations. The faculty are dedicated to developing student knowledge, skills, and competencies to enter the profession of nursing and become a safe, caring, and competent member of the health care team.

Associate of Science in Nursing  
 72 Credits  
 90 Instructional Weeks

ASSOCIATE OF SCIENCE IN NURSING								
Course #	Course Title	Semester Credits	Theory Hours	Lab Hours	*Clinical Hours	Total Hours	*Simulation	Out of Class Prep
<b>TERM I</b>								
ENC1101	English Composition I		45	0	0	45	0	11.25
MAT1101	College Math		45	0	0	45	0	11.25
PSY2012	General Psychology		45	0	0	45	0	11.25
BCS2085	Anatomy and Physiology I and Lab		45	30	0	75	0	18.75
	<b>Term I Total</b>	<b>15</b>	<b>180</b>	<b>30</b>	<b>0</b>	<b>210</b>	<b>0</b>	<b>52.5</b>
<b>TERM II</b>								
HUM1205	Human Diversity		45	0	0	45	0	11.25
BCS2086	Anatomy and Physiology II and Lab		45	30	0	75	0	18.75
MCB2010	Microbiology and Lab		45	30	0	75	0	18.75
	<b>Term II Total</b>	<b>15</b>	<b>135</b>	<b>60</b>	<b>0</b>	<b>195</b>	<b>0</b>	<b>48.75</b>
<b>TERM III</b>								
NUR1000	Nursing Concepts I	9	75	30	135	240	35	26.25
NUR1100	Pharmacology for Nursing	3	45	0	0	45	0	11.25
	<b>Term III Total</b>	<b>12</b>	<b>120</b>	<b>30</b>	<b>135</b>	<b>285</b>	<b>35</b>	<b>37.5</b>
<b>TERM IV</b>								
NUR1500	Nursing Concepts II	12	135	0	135	270	35	33.75
	<b>Term IV Total</b>	<b>12</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>270</b>	<b>35</b>	<b>33.75</b>
<b>TERM V</b>								
NUR2100	Nursing Concepts III	12	135	0	135	270	35	33.75
	<b>Term V Total</b>	<b>12</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>270</b>	<b>35</b>	<b>33.75</b>
<b>TERM VI</b>								
NUR2500	Nursing Concepts IV (Capstone)	12	135	0	150	285	35	33.75
	<b>Term VI Total</b>	<b>12</b>	<b>135</b>	<b>0</b>	<b>150</b>	<b>285</b>	<b>35</b>	<b>33.75</b>

## **Program Description**

The Associate of Science in Nursing program prepares the student to provide safe and effective care of the client across the lifespan. Students will develop knowledge and skills necessary to promote health and provide care for clients with alternations in psychosocial and physiological integrity. Upon completion of the program, the student will demonstrate competencies necessary for an entry level professional nursing position.

## **Program Outcomes**

The Associate of Science in Nursing program has identified the following program outcomes:

1. The student will complete the program within 150% of the program length
2. The graduate shall achieve licensure as a Registered Nurse
3. The licensed graduate shall secure a job as a Registered Nurse

## **Student Learning Outcomes**

Upon the completion of the Associate of Science in Nursing program, the graduate will demonstrate the knowledge, skills, and competencies:

1. Perform safe, effective, and appropriate nursing care to clients
2. Demonstrate ability to provide holistic to culturally diverse clients, families, and groups
3. Collaborate effectively with clients, families, and other members of the health team.
4. Integrate best current evidence-based practice within the ethical legal framework in client care.
5. Utilize nursing process and critical thinking to support sound clinical decisions.
6. Use appropriate information management tools to monitor outcomes of care processes.
7. Participate in activities that promote professional development and personal growth.

## **Credential Issued**

Associate of Science in Nursing

## **Programmatic Accreditation**

The Associate of Science in Nursing Program, Miramar campus is accredited by Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta GA 30326 (404)-975-5000/ [info@acennursing.org](mailto:info@acennursing.org).

## **Delivery Mode**

The Associate of Science in Nursing program is approved as hybrid blending program. All general education courses are approved for live online distance education. All nursing core courses offered face-to-face (onsite), unless otherwise directed temporarily due to public safety and health concerns.

# PROGRAM REQUIREMENTS

## Admission Requirements

In addition to the general admission requirements of the Institution, applicants for the Associate of Science in Nursing program must:

- Complete a program application
- Have a clear criminal background history
- Pass a Ten-Panel Drug Screening
- Meet the Essentials of Fitness for Professional Nurses
- Have a clear physical and psychological history
- Possess an active Basic Life Support card
- Comply with Vaccinations/Immunization requirements including Influenza and COVID-19
- Successfully pass the nursing admission entrance requirements
- Acceptance from the Nursing Admission Committee/ Interview with the Director of Nursing

## Program Application

Applicants are required to complete the Associate of Science in Nursing application and required **interviews**. Failure to complete the application process and/or providing false or misleading information during the application process may result in the applicant not being accepted to the program. Should false or misleading information be discovered after enrollment, the school of nursing reserves the right to dismiss the student from the program.

## Criminal Background

Applicants must submit to and pass a criminal background check administered by the school prior to starting the program or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a field.

Any applicant who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining



employment, he/she will be required to sign a disclosure document accepting full responsibility for all costs associated with attending the Nursing program, and does not hold the institution and its associates liable for being denied program completion, entrance to all clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

The School of Nursing reserves the right to deny acceptance of any applicant it feels would not be eligible for participation in clinical experiences with one, some, or all contracted agencies.

**Note:** Applicants/students are subjected to initial and ongoing criminal background checks prior, during, and at the completion of the program.

### **DRUG SCREEN**

Applicants must submit to and pass a 10-panel drug screening test, and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute and insufficient samples) will require the applicant to be retested at their expense. The applicant is responsible for the cost of the additional testing. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test. For more details on drug testing, please refer to FVI School of Nursing and Technology Catalog.

### **Essentials Abilities Standard for Nursing Students**

The profession of nursing requires the caregiver to be physically and mentally fit to perform the duties of care. FVI has adapted the standards established by the National Council of State Boards of Nursing (NCSBN).

The nursing school will make appropriate academic accommodations to facilitate enrollment and Participation of qualified individuals with temporary or permeant disabilities.

- The rights of applicants and students
- The safety of the applicant, student, classmates, and clients
- The significant clinical component of the program curriculum
- The requirements imposed by clinical agency agreements
- The condition for licensure as a Registered Nurse

The competing interest and the educational activities required to complete the Associate of Science in Nursing program may prevent some prospective students and active students with disabilities from qualifying for enrollment or continued enrollment.

Applicants who feel that they may have difficulty meeting the Essential Abilities Standards are encouraged to meet with the campus administrator to be evaluated for appropriate accommodations.

### **Health Clearance, Vaccinations, and Immunizations**

- Applicants must also provide a current history and physical from a licensed health care provider addressing physical and mental health. For this policy, "current" is defined as within the past year. Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the school's physical and mental health form.
- Applicants are required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse to complete their application file. Students are required to attest to their ability to perform skills and functions essential to nursing and related support practice, which is required to complete the nursing program successfully.
- The applicant is responsible for all costs associated with health clearance and immunization. Students may be required to obtain both the influenza and COVID vaccines annually. Failure to comply with the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.
- Applicants will be required to lift patients, stand for several hours at a time, and perform bending activities. Applicants should prepare for the mental and emotional stressors that are also common to nursing practice. Applicants with existing conditions are responsible for maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.
- Except for Hepatitis B, all required immunizations must be completed before the start of the program.
- TB test results must be submitted at the start of the program. If the results are positive, the applicant must submit negative chest X-ray results within subsequent two weeks.
- Hepatitis B immunization is administered in a series. Students must complete the initial 2 dose of Hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.
- When all the above-noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Program's Admissions Committee for consideration. After the Program's Admissions Committee meets and completes its evaluations, letters of acceptance or denial are mailed to the applicants. Applicants are required to provide verifiable documentation from a healthcare provider demonstrating immunization against certain communicable diseases.

Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the FVI school of nursing's physical and mental health form.

The applicant is responsible for all costs associated with health clearance and immunization. Students in any nursing program are required to obtain influenza vaccination annually.

Failure to comply with the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.

## **Nursing Admissions Entrance Exam**

Associate of Science in Nursing program applicants must demonstrate minimum knowledge and competency in Reading Comprehension, Vocabulary, English Grammar, and Mathematics.

- The nursing applicant applying must pass a
  - Scholastic Level Exam (SLE) with a minimum score of 16. The applicant is entitled to two attempts on the same day to achieve a passing score. If the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam after a minimum of 24 hours has elapsed from the date of the second attempt. After three attempts, the applicant for only programs marked with \* may retake the SLE one last time a minimum of 30 days from the date of the last attempt.
  - Test of Essential Academic Skills (TEAS) with a composite score of 58%. Prior to taking the Test of Essential Academic Skills (TEAS), applicants are encouraged to purchase the study guide. Applicants are strongly discouraged from taking the assessment without completing the entire review workbook. If the applicant is unsuccessful after the first attempt, the applicant should be directed to complete the online remediation for at least two weeks before taking the completion of the online remediation, one more opportunity to take the TEAS exam will be permitted after completing online remediation. Applicants can take this assessment no more than 10 three times in a 12-month period. A TEAS passing score is valid for 24 months (about 2 years). The cost of examination and/or official transcript request with ATI is at the applicant's expense.
  - An applicant who obtained a TEAS score of 54% may be conditionally accepted if he/she still needs to complete the science pre-requisites requirements general education requirements.

## **Overall, Health Requirements**

Nursing is a profession that daily requires the ability to consistently perform a wide variety of activities in a safe and competent manner. Specific standard levels of physical and mental performance, or Essential Functions and Abilities, have been identified by regulatory agencies, state and federal agencies, and national and international professional organizations.

The FVI School of Nursing policy regarding Essential Functional Abilities, is congruent with Practical Analysis for RN published by The National Council of State Boards of Nursing (NCSBN) (2013), and the *Standards of Clinical Practice* established by the American Nurses Association and the National Student Nurses Association. The policy follows the federal Americans with Disabilities Act (ADA). Students should contact the Board of Nursing in the state where licensure is desired to determine minimum physical and mental requirements for licensure.

At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. Students should prepare for the mental and emotional stressors that are also common to nursing practice. Students with existing conditions are responsible for

maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.

Students are required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse prior to the first clinical course. Students are required to attest to their ability to perform skills and functions essential to nursing practice, and that are required for successful completion of the nursing education program.

A change in health status including pregnancy which may affect the ability to meet essential functions or requires disability accommodations must be reported to the Director of Nursing immediately the condition is determined.

### **Students with a Disability**

FVI School of Nursing does not discriminate against qualified individuals with disabilities. A qualified individual is defined as someone who has met all other admission requirements and is able, with or without reasonable accommodations, to demonstrate the essential functions of a nurse. The use of a trained assistant/mediator is not a permitted accommodation because the judgment required of the nurse providing patient care would be mediated by the assistant's powers of observation, and the selection of data to transmit to the candidate.

Further explanation of this policy will be found in the FVI catalog.

## TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual School or University and is determined by the receiving Institution.

To be considered, the Institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). However, Accreditation does not guarantee the transfer of credits.

FVI School of Nursing and Technology (FVI) reserves the right to accept or deny transferring credit hours received from another school. The granting of credit for prior education cannot exceed 60 percent (60%) of any program. Programs and tuition will be adjusted per the number of credit hours accepted by FVI School of Nursing and Technology.

FVI School of Nursing and Technology (FVI) does not award credit for life or work experience. Nursing courses completed at another post-secondary institution are not eligible for transfer credit (i.e., courses with a "NUR", "PNR", or "SON" prefix).

The applicant or the student must initiate the request to transfer credit. The requests for transfer credit should be submitted before enrollment. Only under extenuating circumstances may an exception be made with the approval of the Campus President; in which case all necessary documents must be received no later than 14 calendar days after the start date of the student's program. To apply for transfer credits, students must request official transcripts from the Institution where the credits were previously earned and must be sent directly to the campus mailing address, directed to Registrar's Office.

Students may be required to provide a relevant catalog and other documents regarding the course(s) to be considered.

Foreign transcripts must be translated into English and evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses must have been completed within the previous ten years (120 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Anatomy & Physiology I and II courses in the Nursing and DMS programs must have a grade of "B" or higher on the transcript from the awarding Institution and earn within the last five years (60 months).

- Credits may be awarded for Anatomy & Physiology I and/or II with a grade of "C" or for credits earned after five years (60 months) with a minimum score of 58 or greater in the science portion of the TEAS entrance examination.
- All other courses must have a grade of "C" or higher on the transcript from the awarding Institution.

Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at the FVI School of Nursing for transfer credit to be awarded.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluating all documents provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio to determine the rate of progress in the satisfactory academic progress. All transfer credits will be counted as credits attempted and credits completed.

Since the number of credits transferred into a program may shorten the maximum program length to complete graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

***FVI School of Nursing does not award credit for life or work experience. Only general education courses may be transferred. No core nursing subjects can be transferred.***

## GRADING POLICY

Each student's work is to be evaluated individually. There are to be no comparison-based grades or grading on a curve. Evaluation of student achievement in all nursing and science courses is calculated using only measurable academic assignments identified in the syllabus and directly related to course objectives.

No points are assigned for non-academic or unplanned activities such as attendance, participation, bonus points, or extra credit. There will be no rounding of grades except where required by state law. All grades, including the final grade, will be calculated to the 100ths place value. Student achievement of all course objectives is measured by assessments as presented in the grading rubric; (for example, tests, quizzes, clinical/laboratory evaluations, and other assignments. etc.).

**Non-Objective Evaluation.** Non-objective measures are encouraged to promote writing and critical thinking skills. No more than 20% of the course grade is comprised of non-objective (non-test) assignments such as care plans, term papers, case studies and other homework assignments. These non-objective grades are **NOT** calculated into the overall course grade when a student has **less than 78% objective test average**.

**Objective Evaluation.** For pre-licensure students, a minimum of 80% of the total course grade must be based solely on objective testing methods with specific correct/incorrect responses.

A student who receives a test score of less than **80%** is encouraged to make an appointment with the faculty advisor or clinical course instructor to review the student's status, study habits, and to plan improvements to assure successful completion of the course. The clinical grade is based on achievement of clinical objectives demonstrated by performance at clinical sites or in the clinical simulation laboratory.

## CLINICAL ROTATIONS

Nursing students must complete clinical rotations off-site at designated locations. The school maintains signed agreements with these facilities. Students are reminded, with few exceptions, the clinical rotations sites are most often available during daylight hours, however, an evening shift may also be conducted depending on the availability of clinical site. Students must make themselves available to participate in assigned clinical as required by each program.

- Students must complete their clinical experiences to graduate from their programs.
- Students are bound by the rules and regulations that govern the clinical site. It is important to note the contracted clinical agency agreements are not negotiable in their requirements.
- Students must travel to clinical/externship sites that can be up to 50 miles away from the school.
- Students are responsible for their transportation to and from each clinical site



## Grading Scale

The progress and quality of student's work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, and clinical rotation, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may also result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	93%- 100%	4.0
A-	90%-92%	3.7
B+	87%- 89%	3.3
B	83%-86%	3.0
B-	80%-82%	2.7
C+	78%-79%	2.3
C	73%-77%	2.0
F	Below 72%	0

**\*Nursing Students.** The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite science courses:

- Anatomy and Physiology, I Theory and Lab
- Anatomy and Physiology, II Theory and Lab
- Microbiology Theory and Lab

For successful completion of nursing and prerequisite nursing courses, a minimum test composite score of 78% (total average of objective assessment) and clinical, simulation, and lab performance grades of Pass ("P") are necessary. Clinical and laboratory activities will be graded as Pass/Fail.

The student must pass all course components (didactic, laboratory, clinical) to pass the class. If the student fails one of the course components, the student will obtain a failure or an F grade for the course.

The minimum grade of "C" (73%) is also required to pass all other courses (non-nursing and non-science courses) in the program curriculum.

**A score of 80% and below on any nursing course exam, requires the student to seek mandatory advisement from Cohort Coach before being allowed to take the next course exam.**

## Repeating or Missing a Test

Faculty created exams may not be repeated to improve a grade. Students taking a test after the scheduled test time MUST be given an alternative exam. Please see section on Specialty and

Comprehensive Exit Exam for policy regarding how in specific circumstances the exam(s) may be repeated.

### **Missed or Late Assignments**

Students are expected to submit required assignments on specified due dates. Any coursework not submitted on the due date is to be submitted at the next scheduled class time (lecture, lab, or clinical). Points may be deducted for late submission of course work.

### **Out-of-Class Work**

Out-of-class work is an essential part of every program of study. Out-of-class work enables students to master course learning objectives and leads to the achievement of overall program objectives. Out-of-class work refers to self-directed learning activities such as reading assignments, research activities and projects, case studies, quiz/exam preparation (flashcards), projects (group and individual), written assignments (papers and essays), knowledge checks and self-assessments, etc.

Specific details for each course are presented in the course syllabi. Students should speak directly with the instructor(s) about any questions or concerns such as grading, course materials, or special needs.

### **Rounding Policy for Grades**

Unless required by State law all grades for exams in the nursing courses will be calculated to the 100ths for each exam. Final course grades are not rounded.

### **Incomplete Grades:**

Please refer to FVI- School of Nursing Catalog Addendum:

A student cannot be enrolled to the next class with an incomplete grade. The incomplete grade must be converted to Pass or Fail within one (1) week after the semester ends, except for Concept 1V-Capstone class.

Nursing student who passes Concept 1V- Capstone class but fail the **2<sup>nd</sup> End of Program Comprehensive Exit Exam will obtain an Incomplete Grade** and is given 4 weeks to remediate the exam. Another comprehensive program competency exit exam (3<sup>rd</sup>.) will be taken at the end of the remediation period. If the student obtains the passing score the incomplete grade will be converted to Pass, and the student will graduate from the program. If the student did not get the passing score, the Incomplete grade will be converted to failure and will obtain the grade of "F" and *will not be eligible for graduation*. The student must apply for readmission and may repeat the Concept IV Capstone class the next semester.

### **Withdrawal/Failure from a Course**

Nursing students who withdraw from a general education or core nursing course or from the school will receive a grade of "W" if they withdraw before the end of the 12<sup>th</sup> week. If nursing

students withdraw in week 13, the student will receive a “WF” grade for the course. The grade will be recorded on their transcript.

A “WF” grade is regarded the same as an “F” grade in determining whether the nursing student can remain enrolled in the program.

A student who fails a course may repeat the course only one time. Failure of the same course or any three (3) course failures within his/her program (whether it is three different courses or a combination of repeated courses) shall result in program dismissal with no opportunity to continue in the program.

Nursing students are allowed only two course withdrawals (including both “W” and “WF”) from general education course and core nursing courses and/or required science courses during the entire nursing program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Students who fail a general education course may repeat a course only one time. Failure of the same course, or failure of any three general education courses shall result in the student being dismissed from the Associate of Science in Nursing program. Failure of any science and two nursing courses shall also result in a student being dismissed from the Associate of Science in Nursing program.

### **Final Grade**

A student must achieve a cumulative exam score of 78% and a “P” in both clinical and lab experiences, if applicable, to successfully complete the course. An exam average below 78% results in an unsatisfactory grade for the course regardless of clinical performance or other course requirements. Non-objective grades are **NOT** calculated into the overall course grade when a student has **less than 78% objective test average**.

An unsatisfactory clinical or laboratory performance evaluation means the student does not pass the nursing course regardless of the theory grade. All aspects of the course (theory, laboratory, simulation, clinical) must be repeated at the next opportunity, space permitting.

**Academic Appeals: Please refer to School Catalog for more information/**

## EXAMINATION STANDARDS AND POLICIES

### **Integrity and Examinations**

The faculty and school administration are dedicated to supporting the students' goal of lifelong learning while maintaining consistency with the core values of integrity. The school policies and expectations on student integrity can be found in the school catalog.

In the event of a suspected breach of academic integrity, and upon review and approval by the Campus President, a member of the faculty may invalidate the questionable results, administer an alternative exam with a similar level of academic rigor. Such action may be appealed through the grievance process outlined in the school catalog. Circumstances that may give rise to a suspected breach of academic integrity include, but are not limited to, statistically irregular examination results, or other indicia which suggest testing irregularities.

### **Identification**

All students are always required to visibly wear the school's ID. A student may not be allowed to take the exam unless the student's ID is worn and a valid, acceptable form of identification for all academic testing. The name must match with the class roster.

### **Testing Procedures**

Calculator, computer tablets, cell phones, pens, mechanical pencils, books, bags, tissues, hats, caps, coats, or food, drink, makeup, purses, candy, gum, and other personal belongings are not allowed on or near the computer/desk.

Cell phones must be turned off and put away during the examination. The Proctor will provide instructions of where to place these items during the testing. Seating assignments will be made at the discretion of the Proctor.

**Student Accountability, Standards of Professional Conduct – Refer to School Catalog.** In addition, students are required to read, understand, and signed the acknowledgment attached to this policy during orientation to the nursing program. A copy of the acknowledgment will be provided to the student, and the knowledge that will be kept in the student's academic file.

The Proctor will review confidentiality expectations at the beginning of each examination. To the extent applicable, the Proctor will distribute one piece of card or scrap paper with the student's name and access code loaded in the upper left-hand corner of the paper and pencil examinations. This paper will be used to access the examinations for the problem-solving during the assessment. This paper must be returned by the students to the Proctor on completion of the examination. The student will bring to testing site two #2 pencils to use during the examination unless being administered via a computer. The examination counselor, accessible on upon the start of examination, will be used for the test. Only pencils and papers

will be allowed on the desk during the examination.

To the extent that a student requires special accommodation to take an examination, the student must request approval for such accommodation from the test Proctor, in writing, at least one week prior to the examination date.

Examinations will be timed in accordance with the nursing school's policy. Students arriving late will not be provided with extra time to complete the examination. Students arriving after the examination is enabled may not take the test on that date. Breaks will not be provided in the examination, and 10 minutes will be allowed to allocate the use of the rest room prior to starting examination.

**Examinations may be administered using pencil and paper or electronically using the computer.**

In the event of emergency, such as illness or urgent need for the use of the bathroom, the student must raise his/her hand for the Proctor. Under oversight of the Proctor, the student will log off the (if an online testing is being administered) and an additional faculty/administrative staff member will escort the student out of the classroom. Upon return to the testing area, the student will be re-access the examination under the supervision of the Proctor. Unless it is an emergency, restroom breaks are not allowed during the testing period.

At no time of using computerized testing can a student exit examination page to explore search engines or other sites. Violations will result in a zero for the examination and implementation of disciplinary action in accordance with the catalog and this policy.

During testing, the Proctor will circulate around the room and monitor the students. For computerized test, the faculty access side of the computerized examination will be monitored to determine potential concerns related to breach of exam security. The monitoring will include, among other things:

- Frequent login or read accessing of examinations for computerized exams;
- Irregular suspected behaviors, including copy patterns, multiple episodes of throat clearing;
- Inappropriate or disruptive activities (pencil dropping, talking, sign, shifting and share, and tapping of the pencil).

The student will raise his/her hand upon completion of the examination. When using computerized testing, the student will log off the computer only under the direct supervision of the Proctor.

**Testing Confidentiality**

Testing and examination details are strictly confidential, not to be shared with others. Specifically, and without limitation students will not speak out/or post any test information or details on social media websites and will not copy and/or the student distribute any test questions or answers to others or assist others in doing so.

Each student has a responsibility to immediately report any potential or actual breaches in examination and integrity to the Proctor. The Proctor reports the incident to the Director of Nursing who will then contact the Campus President.

### **Specialty Exams**

Each specialty tests are counted as a course exam and are calculated as a percentage of the objective grade as specified on the course syllabus. Grade allocated depends on the equivalent level achieved such as:

- Below Level 1= 60% or lower
- Level 1= 70%
- Level 2= 80%
- Level 3= 90%

Students obtaining level 1 and below must remediate the exam and retake after 1 week. Whatever is the higher score between the first and retake exam will used as the grade for specialty exam and will be counted under objective grading .

The first administration will be scheduled during the last weeks of the term. If a student fails to achieve a score less than the specific score indicated on the course syllabus, the student must complete the required competency development to take another version. In no case may student progress to the next term of the grade of Incomplete. Students who take two versions of the standardized specialty test will have a higher of the two-conversion score entered as exam grade.

### **Comprehensive Exit Examinations**

A Comprehensive Exit Exam is required for graduation and program completion. Students who passed Concept 4- Capstone Class (Theory, Lab, and Clinical) will obtain a failing grade "F" if he/she fails the Comprehensive Competency Exit Exam.

The source of the exam is not known by the student. Each student is required to pass the Comprehensive Exit Examination with a specific score, depending on the source of the exam which may vary from time to time. This examination is administered in the final term of the program within the capstone course.

Students who do not achieve a passing score are required to complete competency development activities before being allowed to take another (2<sup>nd</sup>) Comprehensive Exit Examination. Another source/set of exam questions may be given for the 2<sup>nd</sup> Comprehensive Competency Exit Exam. Students are required to obtain a specific score depending on the benchmark set for the specific 2<sup>nd</sup> exam given. This 2<sup>nd</sup> exam will be administered at least one (1) week after the first exam was taken.

If the graduating student fails the 2<sup>nd</sup> Comprehensive Competency Exit Exam, the student will not be able to graduate and will obtain an INCOMPLETE grade in Concept 4-Capstone Class.

The student will be given the opportunity to take another Comprehensive Competency Exit Exam on week 4 from the last day of class. The student will be given the option to take a remediation class given at the campus or prepare for the Comprehensive Exit Exam on his/her own. The burden of proof lies on the student that he/she has undergone remediation activities to prepare for the 3<sup>rd</sup>. Comprehensive Competency Exam, which must be presented to the Capstone Instructor before the student can take the 3<sup>rd</sup>. exam. The source of the 3<sup>rd</sup>. Comprehensive Exam will vary accordingly. The passing score depends on the exam taken as recommended by the exam provider.

The Comprehensive Exit Exam must be taken on week 4 after the last day of Capstone Class taken the previous semester. If the student fails to take the exam as scheduled, the student's INCOMPLETE grade will be converted to FAILURE.

If the student obtains a passing score of the Comprehensive Exam, the student's INCOMPLETE Grade will be converted to the passing grade obtained in Capstone class. If the student fails the Comprehensive Exam (3<sup>rd</sup>), the INCOMPLETE Grade in Capstone class will be converted to a FAILURE (F).

Students who are unsuccessful in passing the 3<sup>rd</sup>. Comprehensive Exit Exams, may be given another opportunity to repeat the entire Capstone Class the following semester. This includes the theory, clinical, and simulation classes. Enrolling to repeat the Capstone Class is not automatic. Each student's case is evaluated depending on factors such as previous academic performance, financial aid, etc.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) standard is measured using the nursing student's

- Quantitative (credit completion)
- Qualitative (cumulative grade point average) progress toward the completion of the student's program of study.

The SAP standards are used primarily to determine a nursing student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all nursing students and represent a minimum standard of academic achievement required for continued enrollment.

### **SAP Evaluation Periods**

SAP standards measure a nursing student's satisfactory academic progress at the end of each term. An academic grade report is given to each student at the end of every term, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of every grading period.

### **Maximum Time Frame**

The maximum time frame in which a nursing student may complete his or her program of study is the period in which it takes the student to attempt 150% of the academic credits contained in the nursing curriculum.

### **Quantitative Requirement Credit Completion**

Each nursing student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W," "WF," or "F." All courses for which a nursing student receives a grade, whether passing or failing, a withdrawal ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in the nursing program, except as noted below.

### **Qualitative Requirement – Cumulative Grade Point Average (GPA)**

SAP measures qualitative progress on the basis on a 4.0 scale. All courses for which a nursing student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal (W) or incomplete (I) will not be included in determining a student's cumulative CGPA, and if a nursing student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.



### **Academic/Financial Aid Warning**

Nursing students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Registrar stating that he or she is being placed on an Academic/Financial Aid Warning. A nursing student in Academic/Financial Aid Warning status will have one additional term to correct the deficiency and meet the minimum requirements at the end of his or her next term (quarter or term).

A nursing student must have a “C” average at the end of the second academic year to maintain satisfactory academic progress.

## **CLASSROOM, CLINICAL, LABORATORY, SIMULATION POLICIES**

To minimize distractions to other students and to faculty teaching, cell phones are to be utilized during breaks between classes only. **During class, cell phones must be off or in vibrate mode. During exams cell phones must be off, placed in a backpack, or given to the instructor.** In an emergency, family or friends should be directed to call the front desk of the school.

Students are expected to attend and participate in all scheduled lectures, clinical, laboratory, and simulation activities. Absences may place a student in jeopardy of failing to learn or demonstrate essential content, thus failing the course.

Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements. If a student cannot attend a lecture class, arrangements should be made with a fellow classmate to get notes from the missed class. Please be aware that it may not be possible to makeup class exercises or assignments.

**A faculty member has the right to deny entrance to the classroom when students arrive after the start of class if it is disruptive to the learning environment.** Frequently arriving late or leaving class early may negatively impact a student's success in the course. Instructors reserve the right to modify the syllabus and calendar based on the needs of the class. In the event a modification is required, faculty will inform the students of the modification in writing.

Specific clinical, simulation, and lab expectations are found in the syllabus and/or provided by the clinical instructor. Clinical assignments are made based on learning objectives and scheduling availability at the clinical site. Depending on the availability of required learning experiences, clinical shifts may occur during day, afternoon, evening, or weekend time periods. Shifts may vary, but the school will attempt to provide as much notice as possible for students to make necessary arrangements.

## **Attendance Policy**

In accordance with the nursing program philosophy, regular class, lab, and clinical attendance (including simulations) are considered necessary to meet course expectations in a satisfactory manner. To satisfactorily complete the course, a student is responsible to complete one hundred percent (100%) of the required clinical, simulation and laboratory hours in the curriculum approved by the Board of Nursing.

All clinical hours must be completed at the clinical site or in the simulation lab. All laboratory hours must be completed in the nursing skills lab. Failure to complete 100% of clinical time, simulation, or lab hours for any reason, will result in FAILURE of the COURSE.

- **Excused and Unexcused Absences**

An absence will be considered “excused” only for mitigating circumstances such as illness, hospitalization, military duty, death of a family member, wrecks/unavoidable “last minute” court appearances, incidents related to natural disasters, or jury duty.

Students must submit in writing to the Director of Nursing within 48 hours of returning to campus, their request for an excused absence along with supporting documentation describing the circumstances. Absences are “unexcused” until and if proper documentation is provided to prove otherwise (such as a letter requesting jury duty, tow bill, hospital bill, accident report, etc.).

- **Tardiness and Absences**

As clinical experiences simulate employment, tardiness, absences, or leaving early from a clinical, lab or simulation experience may result in failure of the course. Students are expected to be present for lab and simulation prepared for patient care and appropriately dressed at the time set by the instructor. Students are expected to be 10 minutes early to clinical, prepared for patient care, and appropriately dressed. Students arriving late, 1-5 minutes beyond the start time of clinical, lab or simulation, will be counted as tardy.

### **Tardiness is defined as**

- A student who reports to the clinical unit, simulation lab or skills lab 1-5 minutes later than the start time. Any student with two [2] incidents of tardiness during the same course’s clinical, simulation lab or skills lab will be assigned an absence.
- A student who reports to the clinical unit, simulation lab or skills lab 6 minutes or later than the start time will be asked to leave the area and an absence will be assigned for that day unless extenuating circumstances are present

**Absence is defined as:**

- A student who has two [2] incidents of tardiness as defined above
- A student who reports to the clinical unit or simulation lab 6 minutes or more later than the start time
- A student who does not report to the clinical unit or simulation lab on an assigned clinical day
- A student who leaves the unit before the end of the clinical shift and before the Instructor's dismissal
- A student who is asked to leave the clinical site, simulation lab, nursing skills lab, or classroom for reasons determined by the faculty such as patient safety, student, and staff safety, etc.

A pattern of tardiness, absences and/or leaving the education experiences listed above early will be considered a professional conduct concern, and students will be referred to the Director of Nursing

- **Maximum Number of Absences**

When taking into consideration “unexcused” absences, a student’s total time out of lab, clinical or simulation must not exceed 2 days of the total lab, clinical or simulation time. Every minute that a student is in or out of class is recorded. If a student exceeds 2 days of “unexcused” absence time in any one area (lab, clinical or simulation), the student will be dismissed from the class.

PLEASE NOTE: Regular, “official attendance” will be taken by the instructor, however the student is responsible for keeping up with his/her own attendance percentage.

For all on ground courses (lab and simulation), attendance is to be turned into the registrar (or designee) by the end of the day. For offsite courses (clinical), attendance is to be faxed or emailed to registrar (or designee) within 24 hours of the offsite clinical. 24 hours are given to accommodate those sites that will not allow faxing and late clinical rotations.

**Leave of Absence and Brief Periods of Non-Enrollment** or Standard Period of Non-Enrollment (SPN) sections for the policies on the instances in which a student may interrupt his or her studies for a brief period of time.

**Attendance is checked and recorded for each class. The attendance policy is found in the FVI Catalog: Attendance Policy.**

- **Notification of Clinical, Lab or Simulation Instructor**

In the event of an unavoidable clinical, lab or simulation absence, students must notify the instructor via telephone at least one [1] hour prior to the beginning of the assigned shift. If the instructor cannot be reached, the student must call the Nursing Office and leave a voice mail

message and leave a voice mail message on the instructor's personal voice mail (cell phone when possible) or send an e-mail/text to the instructor.

- Failure to notify the clinical, lab or simulation instructor and/or Nursing Office, in the absence of extraordinary and verifiable circumstances, will result in a clinical absence for that day and is considered a "no call - no show."
- One "no call - no show" will result in course failure unless the absence is documented, and the extenuating circumstances are validated with proper paperwork and presented to the DON within 48 hours of the student returning to campus.

- **Clinical, Lab, and Simulation Make-Up Opportunities**

**All missed hours in lab, clinical and/or simulation must be completed to earn course credit.** This includes all "excused" absences (as defined above). Documentation is required for such absences.

When possible, the Nursing Program will **ATTEMPT** to provide an opportunity for clinical, lab and/or simulation make-up time. Due to the nature of the curriculum, scheduling conflicts, limited instructors, **EXTREMELY** limited clinical site availability and other unforeseeable obstacles, make-up time is **NOT GUARANTEED during your current term!!**

Failure to complete 100% of clinical, lab or simulation time, for any reason, will result in the student being given an "incomplete" for the course. Make-up time **MAY** be completed after the end of the current term; however, the student can **NOT** progress to the next course until the current missed time is made-up. If the missed clinical, lab or simulation time is not completed, the student will fail the course.

A student who misses a lab, clinical or simulation **make-up day** is subject to course failure and may result in further disciplinary action at the discretion of the DON.

Clinical, lab and simulation make-up time are **NOT** guaranteed to adhere to the student's current schedule nor is it guaranteed to be at the same clinical location or unit. Clinical make-up will be scheduled to meet the course objective, and may be scheduled for any shift including day, evening, nights, holidays, or weekends.

***NOTE – ALL CLINICAL, LAB and SIMULATION MISSES MUST BE MADE UP, no matter the reason.***

- **CRITERIA FOR ATTENDING CLINICAL & SIMULATION EXPERIENCES:**
  - Clinical site orientation is **MANDATORY**. Failure to attend or complete a facility specific orientation or failure to meet any clinical site requirement as outlined in the affiliation agreement will result in the student being ineligible to start /continue at the assigned clinical site. Withdrawal from the course is

required if an alternative clinical placement is not available. This will result in a delay in program completion.

- Students are expected to be at clinical and/or simulation prepared for patient care and appropriately dressed at the time designated by the instructor. A student in violation of any policy relating to student conduct will be asked to leave the area and assigned an absence for that day. [Please see the nursing student handbook for conduct code details.]
- Students must have **ALL** Clinical Requirements current and submitted prior to the start of clinical experience for each course [see Clinical Requirements for Nursing Students Policy]. If a student allows **any** clinical requirement to expire, the student will not be allowed to attend clinical rotations until updated documentation is provided to the Nursing Office. The missed day(s) will not count as “excused” absence(s) unless the expiration/noncompliance is unavoidable and proper documentation of the renewed requirement is provided within 48 hours of the absence. [Please see Excused vs. Unexcused Absences above.] To have an “excused” absence under this situation, the student will have had to have extenuating circumstances (not all are mentioned here) and will be decided on a case-by-case basis by the DON.
- A medical release statement from a health care provider is required following a major injury/illness, hospitalization, surgery, or extended absence to indicate that the student meets all Essential Skills and Functional Abilities to return to clinical and/or simulation. This also applies to illnesses and/or surgeries which occur during breaks between academic terms.
- Students who are pregnant are required to sign the Pregnancy Waiver form and a medical release from EACH health care provider’s visit (monthly then weekly as due date approaches) is required. If the release stipulates that there are limitations that will impede the student’s ability to successfully complete the clinical or simulation requirements (including weightlifting limitations, etc.), the student will be required to withdraw from the course. Also, if the student has not completed the Clinical Requirements outlined in the “Clinical Requirements for Nursing Students Policy,” they will NOT be permitted to continue their clinical assignments. The student will be required to withdraw from the course. Withdrawal in both instances will result in the student needing to re-enroll in the class(es) at the conclusion of the pregnancy. The student’s completion date of the program WILL be delayed.

NOTE: Clinical agencies may have a different pregnancy policy. The more stringent of the two policies between the school and the clinical partner will be followed.

### **Student Medical Clearance Form**

All incoming students must have a completed Medical Clearance Form signed by a certified physician or licensed clinician. The FVI Medical Clearance Form must be used for documentation of the medical clearance and immunization requirements as outlined in the FVI Catalog.

**Liability Insurance** – Please refer to the FVI Professional Liability and Student Accident Insurance.

### **Student Work Policy Related to Clinical Experiences**

Because patient safety and generally safe clinical performance require adequate mental and physical preparation, the number of hours a student spends in employment or other commitments and activities should be balanced with the student's educational commitment. It is recommended that students receive at least 6-8 hours of sleep prior to a clinical experience. Students who demonstrate a lack of alertness in the clinical area may be dismissed from the clinical area to the clinical library or nursing skills laboratory. This will be considered a clinical absence.

### **Dress Code**

The rationale behind the uniform requirements comes from the belief that the patient/client is the central focus of the nurse-patient relationship. Therefore, it is expected the student nurse would be dressed plainly and simply in the clinical area. The purpose of this professional attire and appearance is to:

- Identify the person as an FVI student nurse.
- Promote the safety of both the patient/client and student nurse.
- Promote the development of trust by reducing barriers to the establishment of a therapeutic nurse-patient relationship.

### **Uniform Requirements**

Professional appearance and attire are important in the nursing profession and is required caregivers. Students are expected to adhere to these standards for all nursing classes, clinical, laboratory, and simulation experiences. A student may be dismissed from the class, clinical or lab class for unprofessional appearance or violation of clinical agency requirements.

- **Photo Identification Badges**

- Each student is issued a photo identification badge.
- Nursing students are always to wear this ID badge while on campus and at clinical sites.
- Lost badges must be replaced immediately. There is a fee for replacement badges.

- **Uniform**

Students are expected to present a professional appearance when representing the school in any clinical setting, including during orientation or while researching clinical assignments. Students are expected to wear:

- Nursing school approved uniforms and/or scrub pants and scrub top with the nursing program logo while on campus for all classroom and laboratory experiences.
- Clinical approved uniforms and/or scrub pants and scrub top with the School of Nursing Program logo for all clinical experiences.
- Clean white closed-toe and uniform shoes with heel or white leather athletic shoes with minimal colored trim. Flip flops, crocs, high-top gym shoes, sandals, etc. are not permitted
- White socks or hose. Socks must cover ankles.
- White tops may be worn under the scrub top.
- If permitted by agency and clinical instructor, an approved lab coat or warm-up jacket may be worn with the FVI Nursing Program logo attached.
- Scrubs must be neat, clean, and ironed.
- Clean plain underwear under the uniform should be worn.
- All students must have a watch with a second hand, stethoscope, bandage scissors, and penlight. Students are required to bring all these items to every clinical and lab experience.

- **Personal Appearance**

- Students are to maintain a clean, neat appearance, free from body or tobacco odor. Scented body or hair products are not to be worn in the clinical setting. Hair must be clean and worn off the face. Hair longer than shoulder length must be tied back or pinned up. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Facial hair cannot be longer than 1" in length and must be well groomed. Extreme hairstyles and unnatural/exotic colors are not acceptable. No headwear is to be worn.
- Jewelry should be minimal (no necklaces, bracelets,) as it collects germs that may be transmitted to patients or to family members at home. Watches with a second-hand indicator are part of the uniform. Only wedding bands and one pair of small post-style earrings in the center of the ear lobe will be allowed. No facial or tongue jewelry is permitted.
- Body and facial piercing and tattoos are to be covered. Ear lobe expanders must be covered with a neutral-colored cap.
- False eyelashes are not to be worn during nursing classes, labs or clinical.
- Fingernails must be short, clean, and unpolished. False nails or acrylic nails may not be worn.
- Smoking and gum chewing are not permitted while in uniform or representing the school of nursing

- Students who have religious obligations or restrictions may request a waiver to the related personal appearance policies.
- **Examples of an Unprofessional Appearance include the following:**
  - Jeans or sweatpants
  - Visible undergarments (while in any position)
  - Visible abdomen, cleavage, or buttock area (while in any position)
  - Tank tops or spaghetti straps
  - Denim
  - Un-tucked polo shirt
  - Dirty shoes
  - Untrimmed hair on head or face
  - Acrylic, long, or painted nails
- **Jewelry other than a wedding/engagement set; some areas in the inpatient setting will not allow any jewelry**

## **STUDENT STANDARDS OF CONDUCT**

Students accepted into an academic program of study at the FVI School of Nursing have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

Consistent with the FVI Nursing Philosophy, the Nursing Program expects students to act in ways congruent with professional behaviors, such as being kind, considerate and respectful to fellow students, patients, faculty, and other staff at FVI schools and at clinical facilities.

### **Academic Integrity**

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Violations of academic integrity include cheating, plagiarism, unauthorized use of notes or materials in exams, forging or altering assignments, un-permitted collaboration on home exams or other academic assignments, allowing others to copy work, providing answers from graded assignments to others, etc.

### **Substance Abuse and Drug / Alcohol Testing Policy**

The Nursing Program's Substance Abuse and Drug / Alcohol Testing policy assures compliance with the following organizations:

- Board of Nursing laws and regulations governing the practice of nursing and impaired professionals.



- The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments. (Refer to the FVI School Catalog: Drug and Alcohol Policy for details).
- Clinical agency requirements/policies for students.
- The American Nurses' Association (ANA) Code for Nurses which states that the nurse will act to safeguard the client and the public when health care is affected by incompetent, unethical, or illegal practice (ANA, 1976).
- Other regulatory and professional organization directives which place ethical constraints on the practitioner in situations where the nurse is aware of impaired practice by a colleague, as well as when the nurses' own personal or professional conduct is in question.
- School-wide policies and procedures related to Substance Abuse as outlined in the FVI School of Nursing
- TJC (The Joint Commission) requirements affecting agencies in which students have clinical field placements.

### **Drug or Alcohol Policy**

A student who is taking a prescribed legal drug which could affect his or her performance is responsible for notifying the Director of Nursing and providing the following at the time of drug testing and/or at any time such drugs are prescribed for the student during the student's enrollment:

- Disclosure of prescribed medications supported by prescription documentation.
- A physician's certificate stating the he or she can safely perform the essential nursing functions

Behavioral indicators of prohibited substance use may include but are not limited to the following: deterioration in personal grooming or school performance, euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse sweating, seizures, slurred speech, emotional mood swings, smell of alcohol on breath or other observable signs of alcohol or substance abuse.

If a faculty or staff member of the school or clinical site observes any of these symptoms, the faculty or staff member will document them in writing. One or more of the following actions will occur:

- Immediate blood alcohol level testing and/or urine drug screen testing at the student's expense.
- Immediate removal from the clinical site or educational setting pending drug testing results.
- Immediate suspension from the school pending drug testing results.
- If any substance abuse test reveals that student is engaging in the illegal use of drugs, is otherwise impaired because of engaging in any substance use and is unable to perform one or more essential functions of nursing with or without

reasonable accommodation as may be required by law or poses a direct threat to the health or safety of others, the student will fail the nursing course and be dismissed from the program.

Students who fail or refuse to take a required drug test will be dismissed from the nursing program and may only be considered for re-admittance to the program at the sole discretion of the school. Prior to being considered for readmission, students in the nursing program who were dismissed for refusing a drug test will be required to undergo a substance abuse evaluation completed by a treatment agency approved by the school with results sent to the school administration.

If treatment is indicated, documentation of treatment, aftercare recommendations, and a letter of reference from a health care professional is required and will be reviewed for re-admittance.

- All matters related to substance abuse and/or mental health treatment will be maintained confidentially in compliance with state and federal regulations.
- Financial obligations incurred for blood or urine screening tests, evaluations, and treatment and/or therapy will be the responsibility of the student.

Additionally, students may be required to undergo a substance abuse screen to test for the presence of alcohol, drugs, or other controlled substances in the following situations:

- Following an injury occurring on campus or at a clinical site;
- Following a medication or handling discrepancy or when medication may have been stolen or improperly used at the clinical involving students or others working in the area to which students have been assigned.

Students found to be in violation of the Drug Free Policy will be dismissed from the program and will not be eligible for readmission.

## STUDENT HEALTH

Students are responsible for personal health care expenses, including those incurred because of participation in the nursing education program, and are advised to carry their own health care insurance. Written acknowledgement of financial accountability and responsibility may be a clinical requirement. Some clinical agencies may require proof of insurance. A lack of insurance may cause an alteration in a student's schedule or delay in graduation.

### **Pregnancy**

Pregnancies should be promptly reported to the respective program director to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weightlifting. A student may choose to continue with her program during pregnancy with the understanding that she is expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A medical release from EACH health care provider's visit is required monthly, then weekly as due date approaches. If the release stipulates that there are limitations that will impede the student's ability to successfully complete the clinical requirements (including weightlifting limitations, etc.), the student will be required to withdraw from the course. It is the intention of the school not to unfairly prejudice the interest of students who are pregnant.

The above procedures do not mitigate the student's responsibility for maintaining her own well-being as well as that of responsible behavior with respect to the fetus or unborn child. If at any time the student believes she is medically unable to continue with class/clinical responsibilities, the student should notify her instructor, academic advisor, or Nursing Program Director.

The student must be able to complete all course objectives to successfully complete the course. A student who has not completed the Clinical Requirements outlined in the "Clinical Requirements for Nursing Students Policy" will NOT be permitted to continue the clinical assignments and will be required to withdraw from the course. In both instances withdrawal requires the student to re-enroll in the class(es) at the conclusion of the pregnancy. The student's completion date of the program WILL be delayed.

Students who are pregnant are required to sign the Pregnancy Waiver form.

NOTE: Clinical agencies may have a different pregnancy policy. The more stringent of the two policies, FVI- School of Nursing and the clinical partner, will be followed.

### **Blood-Borne Pathogens Policy**

Students must comply with current CDC and OSHA guidelines for infectious disease control. Students receive updated information of standard precautions as they become available. Universal Precautions, CDC and OSHA Guidelines are reviewed annually. In keeping with standard precautions, blood and certain body fluids of all clients are considered potentially infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens. All nursing students and faculty are professionally and ethically obligated to

provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because the patient is high risk for contracting, or is HIV positive, or has hepatitis, or any other infectious disease. The CDC recommends that standard precautions apply to blood and to body fluids containing visible blood, as well as semen and vaginal secretions, to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic.

Standard precautions apply to nasal secretions, sputum, saliva, sweat, tears, urine, feces, and vomit unless they contain visible blood. Infection control practices already in existence include the use of gloves for digital examination of mucous membranes and endotracheal suctioning, and hand washing after exposure to saliva. Students with exudative lesions or weeping dermatitis should refrain from all direct client care and from handling client-care equipment.

### **Post-Exposure Protocol for Prophylaxis of HBV and HIV**

The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials (OPIM). However, if an incident occurs, faculty and students should report the incident as soon as possible and be thoroughly familiar with the procedures for testing, evaluation, and treatment. A potential exposure incident can include:

- Percutaneous inoculation – needle stick or sharps
- Non-needle percutaneous injury – open cuts or abrasions
- Direct mucous membrane contact – accidental splash
- Non-intact skin contacts with blood or OPIM

### **Initial Response to Exposure**

- Immediately apply first aid as needed
- Allow to bleed freely; clean with 70% alcohol (for needle stick/puncture injury)
- Wash thoroughly with soap and water
- Mucous membrane: flush copiously with water
- Eyes: irrigate and/or flush copiously with water

### **Document the incident, including:**

- Route of exposure
- How and when exposure occurred
- Identify source individual, if known
- Report exposure immediately to nursing instructor and appropriate supervisor at the school or clinical agency.

### **Post Exposure Response to Infectious Disease**

All injuries should be reported immediately. An Accident Report form should be completed by the student and the form will be kept in a confidential file in the Nursing Office. If the student elects to not follow the guidelines, he or she must sign a declination statement. Appropriate forms are available through the nursing program office.

If a student sustains an injury or is exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, he or she must notify the instructor immediately. Agency policy for treatment and reporting the incident will be followed. An incident report form must also be filed with the Director of Nursing. If treatment is not available at the facility, the student should use the nearest emergency room or health care provider of choice. The student is responsible for his or her own health care costs.

In the event a student receives a needle puncture injury or other parenteral contact while at clinical, the guidelines of the affiliating agency shall be followed. It is the responsibility of the student sustaining the injury/exposure to report and follow the criteria established by the facility. However, all such incidents must be immediately reported to the instructor.

- Any student on clinical rotation who has a needle puncture shall be sent to her/his physician, or to the Emergency Room, or other health care agency.
- Student and instructor should determine immediately if the incident involved a clean or used needle.
- Injuries sustained with needles that have not been used on patients or their blood products require careful cleansing. Ice should be applied to the wound if needle contained a vesicant chemotherapeutic agent. Tetanus prophylaxis should be individualized.
- If a student reports a potential exposure incident to blood or OPIM, the agency policies should be followed. This may require follow-up for 6 months or more.

### **Student Infection**

Students are not to participate in clinical experiences when they have a contagious condition. If there is doubt about whether there is a patient safety concern, discuss symptoms with the instructor. Qualified individuals will not be denied admission or participation to the nursing program based on HIV status.

When cases of reportable communicable diseases are known to exist on the campus, the college will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against direct threat of harm to others. Reference to HIV, current evidence indicates that HIV infected individuals do not infect common living spaces, study areas, libraries, classrooms, and theaters, and are not a public health threat to the campus community. Therefore, exclusion of infected individuals from these activities is not necessary or appropriate.

Because of potential exposure to infection, all students must adhere to CDC and OSHA guidelines in the clinical setting. This information is provided to every student. Students who identify themselves as being at risk for HIV or other infections are urged to consult their health care providers to assess the significance of clinical risks to their own health and to identify appropriate behaviors to prevent disease transmission. All students are urged to practice precautions in all areas of their lives.

### **Smoking Policy**

Students cannot smoke (or chew gum) while in uniform at clinical sites. When out of uniform on campus, smoking is only allowed in designated areas outside campus buildings. Nursing students are *not permitted* to smoke at clinical sites. Breach of this policy can have profound consequences on the school's clinical relationships, and thus students in violation are subject to disciplinary action.

## **ACADEMIC and PROFESSIONAL STANDARDS AND POLICIES**

### **General Academic Standard**

Nursing Students are expected to aspire to the same prominent level of ethics and professionalism that is demanded of licensed nursing professionals. This requires students to conduct themselves as professionals and to fully engage in the learning process by preparing, and participating in all classrooms, lab, and clinical activities.

The faculty believes that honesty and integrity are hallmarks of professionalism. Academic dishonesty is viewed as unprofessional conduct. All academic assignments are to be the work of the individual student. Specific examples of dishonesty or unethical and unprofessional behavior are outlined in the FVI School of Nursing Catalog: Standards of Student Professional Conduct-Academic Integrity.

Students have the responsibility to report any suspected cheating or acts of academic dishonesty to the instructor. Any student who observes a violation of Academic Integrity should report the incident immediately. Please refer to the FVI School of Nursing: Disciplinary Action for further information on violations of academic integrity.

Examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; Copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments

- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment when a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

### **General Professional Standard**

As nursing students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including termination include:

- Providing false information with intent
- Performing theft, damage, forgery, alteration, misuse or mutilation of the institution's documents, records, identification, educational materials, or property belonging to the institution
- Violating safety and security rules
- Interfering with the right of others to an education
- Bringing animals or children into class without permission
- Conducting hazing and bullying activities.
- Demonstrating discourteous, disruptive, or disrespectful to fellow students, faculty, and staff on or off campus.
- Threatening, physical or verbal abuse of any person or engaging in conduct, which may endanger the health or safety of others.
- Entering and using institution facilities without authorization
- Interfering with institution facilities or freedom of movement or speech of any person on the premises. Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law.
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression.
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on Institution property or at an Institution function. (Please refer to the Drug Free Policy established by the college for further information.
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service.
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material, or sending any message that is obscene, harassing, or threatening to any individual.

- Aiding, abetting, encouraging, or participating in a riot.
- Failure to comply with the verbal or written directions of any college official acting within the scope of his/her authority or resisting a security officer performing his/her duty.
- Aiding and abetting or inciting others to commit any act of misconduct
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities.

*If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the Institution's expense.*

## **STUDENT BEHAVIOR AND ACCOUNTABILITY POLICY**

### **Non-Smoking/Non-Tobacco Policy**

The institution is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the Institution's premises. Use of tobacco of any kind is not permitted inside the Institution's buildings. Smoking in non-designated areas is a violation of the Institution's Standards of Conduct.

### **Anti-Hazing Policy**

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the Institution, for the purpose of initiation or admission into an affiliation with any organization recognized by the Institution.

Hazing includes, without limitation, the following as determined by the Institution:

- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics
- Exposure to the elements;
- Forced consumption of any food, liquor, drug, or other substance;
- Forced physical activity which could adversely affect the physical health or safety of a student;
- Any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment;
- Or any forced activity which could adversely affect the mental health or dignity of a student.

Hazing is a violation of the Institution's Standards of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institution.



### **Drug and Alcohol Policy**

The institution is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the nursing student signs a statement indicating understanding of and intent to abide by the Institution's Drug Free Program.

Any nursing student found in violation of this policy will be dismissed from the Institution without recourse and reported to local law enforcement.

Regarding the Drug Free Institution Policy and Program, the institution reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Nursing students in violation of the Drug Free Institution Policy will be terminated and will not be eligible for readmission.

### **Videorecording or Audio-Recording Policy**

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Director of Nursing.

### **Copyright Protection Policy**

Nursing students and faculty will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs music, movies, photographs, or written materials, and are expected to report violations if they become aware of them.

### **Social Media**

Social media are media designed to be disseminated through social interaction on the Internet, created using accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The school values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the school also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, nursing students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Nursing students are prohibited from posting confidential or proprietary information about the school, its students, faculty, or staff members on a social media site.
- Nursing students are prohibited from sharing, disseminating, or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all times.

- When participating in any form of social media, nursing students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the school community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college and/or affiliate is strictly prohibited and will not be tolerated.
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

### **Visitor Policy**

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Director of Nursing or designee. Visitors are required to adhere to the same standards of conduct as students.

Time on suspension will be counted as an absence from nursing course enrolled in and cannot exceed the allowable absences stated in the attendance policy. Students dismissed for conduct violations will not be readmitted.

### **DISCIPLINARY ACTIONS:**

Any staff, faculty member, or student who observes a violation of Institution policies on Smoking, Anti-hazing, Drugs and Alcohol or Student Professional Conduct and Academic Integrity should report the incident immediately to the Director of Nursing.

The Director of Nursing will review all disciplinary matters. Nursing student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

- **SUSPENSION** is a period to be determined by the Director of Nursing during which the nursing student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. Nursing students may be placed on suspension at any time during the program.

- **PROBATION** is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the nursing student does not improve as required, the student will be dismissed from the program.
- **DISMISSAL** means that the nursing student has been expelled from the Institution.

The nursing student will be notified in person and in writing, within 3 business days of the incident being reported to the Institution President, of the selected sanction, together with his/her right to appeal the decision.

### **TERMINATION AND EXPULSION POLICY**

All nursing students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the Institution.

The Nursing School reserves the right to suspend or dismiss any nursing student who;

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the "Conduct" section of the campus catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the Institution

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Students Rights**

Students accepted into the nursing program have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Nursing students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Nursing students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.

- Nursing students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, nursing students may seek redress through grievance procedures outlined in this catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Nursing students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Nursing students will be given full disclosure and an explanation by the Institution of all fees and financial obligations.
- Nursing students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the Institution.
- Nursing students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have enough educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Nursing students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Nursing students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

### **Student Responsibilities**

Nursing students are responsible to:

- Attend classes regularly. Laboratory, simulation, and clinical classes, must be made up, as required by the board of nursing and accreditation agency.
- Make the most out of their educational experience.
- Maintain satisfactory grades.
- Know and observe the institutions rules and regulations governing conduct.
- Become informed and express their opinion.
- Not to discriminate against any other person because of race, age, sex, national origin, or handicap.

- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Institution catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the Institution does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## COMMUNICATION

### Student/Faculty Communication

Students are encouraged to take clinical or classroom related questions and concerns to the appropriate faculty member. However, before and after class, instructors are often engaged in activities related to the learning activities of the day and may not be able to provide enough attention to address individual academic concerns. Faculty phone numbers and office hours are indicated on course syllabi and posted outside office doors. It is recommended that students make appointments with faculty for individual academic issues in order to ensure appropriate attention can be provided to the student.

Students who are going to be late or unable to attend a scheduled class or clinical activity must notify the instructor one (1) hour prior to the start of class, simulation or clinical. When a message is left, a contact number should be included in the event the instructor needs to get in touch with the student.

All students must notify the Nursing program office or Registrar in writing if there is a change in the student's address, phone number, or e-mail. Forms are available from the Nursing program office or from the Registrar. Notification should be provided within 48 hours of the change. (Appendix B)

The school of nursing students are encouraged to review designated bulletin boards and to regularly check their email.

Students are expected to complete clinical and course evaluations, as well as program satisfaction surveys to provide feedback to faculty and administration.

### Family Education Rights and Privacy Act (FERPA)

An Education record is defined as files, materials or documents that contain information related to a student. The Institution maintains education records. Education records are supervised by the Institution President/Director and access is afforded to Institution officials for purposes of recording grades, attendance and advising as well as determining financial aid eligibility.

All students attending the nursing program shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Nursing students may request a review of their records in writing to the Director of Nursing at the address in this catalog. Requests for review will be granted within 45 days. The review will be allowed during regular Institution hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the Institution decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally, the Institution must have on file written permission to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The Institution may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to State specific law.

Directory information includes the student's name, address, telephone number, birth date, program undertaken, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institution requires students to present such request in writing at the time of enrollment. Written consent is required before education records may be disclosed to third parties except for the accrediting commissions and government agencies so authorized by law.

### **Student Participation in Student Governance**

The nursing department values input from students in developing and evaluating an effective nursing education program that is responsive to its students, clinical agencies, prospective employers, the community, and professional standards and expectations. Students can provide input through completion of confidential surveys distributed at the end of each course and through participation as representatives to the student government organization and to program committees. A student representative will attend at faculty meetings and be represented on Ad Hoc Committees. Students will provide input through participation in individual and group classroom discussions and various forums, meet-and-greet events, focus groups, and other gatherings planned at the campus and for the community.

### **Curriculum Committee**

The purpose of the Curriculum Committee is to periodically review, monitor, and evaluate curriculum and assessments to assure achievement of program outcomes and to make recommendations for improvement. Committee Membership shall consist of voting members and the nursing leadership. One nursing student shall serve on selected committees as a non-voting member as specified the nursing bylaws. Faculty membership shall be representative of the academic programs. The Director of Nursing shall serve as an ex-officio member, as needed. The general education faculty may be included among the voting members. The roles of the Committee are to systematically evaluate the curriculum in the areas of professional accountability, standards of nursing practice, accreditation criteria, and achievement of outcomes. Further the Committee reviews curriculum and recommends curricular revisions, reports discussions and findings to the full faculty, and presents recommendations for action during faculty meetings.

### **Student Affairs Committee**

The FVI School of Nursing value student input in planning policies and program operations to assure informed decisions which best serve students and achieve program outcomes. Faculty and administrators of the school utilize student input from a variety of sources. A Student Affairs Committee meets periodically to review, discuss, plan, and recommend policies. The Committee discusses curriculum, student services, events, and program operations. The Committee is composed of one nursing student representing each nursing cohort enrolled in the program, faculty, and ad hoc administrative representation. The Committee is chaired by the faculty mentor. The function of the Student Affairs Committee is to provide input regarding student orientation, resources, policies, procedures, and to propose changes. The Committee discusses the “student experience” and offers suggestions to maximize program effectiveness and student satisfaction. The Committee provides input and promotes involvement in special events such as student activities and graduation. The Committee also reviews, at least annually, program outcomes including retention, student satisfaction, NCLEX results, and graduate employment. The Committee provides suggestions for continuous enhancement of outcomes. Meetings will be held at least yearly and periodically as needed.

### **Grievance and Complaints Escalation**

A grievance is a claim, a complaint or an expression of concern made by nursing student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Nursing students should FIRST discuss the grievance with their instructor then to the Director of Nursing.

An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A nursing student has the right to appeal all matters with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Following the Chain of Command is the principle followed regarding complaints and escalation:

- Nursing student starts with the staff/ nursing faculty
- If the dispute cannot be resolved through the staff/ faculty, next step is to bring the complaint to the Director of Nursing.
- If the student is not satisfied with the outcome, he/she may escalate the matter to the Campus President.
- If the dispute has not been resolved or if the student is still unsatisfied with the response, the nursing student may take a third step and file the appeal to the Chief Administrative Officer of the institution.

If the nursing student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

### **Communication of Change in Program Policies**

Students will be notified of changes in program policies according to the following procedure:

- Students will be notified by electronic communication utilizing the portal system and/or email of any change to program policies
- A written addendum to the Student Handbook will be given to all students affected.
- Students will sign a form to acknowledge receipt of the addendum to the Student Nurse Handbook. The signed acknowledgement form will be placed in students' educational files.



## **STUDENT SERVICES**

### **Readmission Criteria**

- Readmission of former students is not automatic. Students seeking readmission to the program must write a letter applying to be readmitted into the program.
- A former nursing student who withdrew in good standing may make application for readmission to his or her to the nursing program.
- Depending on reasons why the student left the program, required steps must be undertaken before the student will be considered for readmission.
- The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the nursing student from successfully completing the nursing program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study.
- A nursing student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the campus' SAP policy.
- If approved for re-admission, the nursing student will re-enter the campus in a status of Academic Probation. A nursing student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first term will be dismissed.
- A nursing student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment.
- The Readmission Committee is composed of the Director of Nursing, Director of Education, the Registrar, Financial Aid Director, and a Faculty member of any of the previous classes the applicant attended will decide whether to readmit the applicant and resume the program.

### **Course Retake**

- Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course.
- If the nursing curriculum and/or nursing program requirements have been revised, the student is required to meet all new requirements.
- The student should refer to the campus' Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current CPR certification and immunizations.

## **Tutoring**

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

- Tutoring is available for all students.
- Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program.
- All tutoring is at no additional cost to the student.
- Students request tutoring sessions to the individual faculty
- These sessions may be scheduled outside of normal classroom instruction hours.
- Is mandatory to all students who obtain a score of 80% and below in previous exam taken.

## **Student Advisement**

It is the goal of the nursing school that all students have access to mentoring and advising services. Faculty, both full and part time, staff and administration deliver this advisement. The primary purpose of the Advising Program is to achieve high outcomes including licensure pass rates and student satisfaction with course, instructor, the program, and the campus. The advising goals are as follows:

- To assist students in assessing their interests and abilities, examining their educational goals, making decisions, and developing short-term and long-term plans to meet their career objectives.
- To clarify institutional policies and procedures.
- To evaluate and monitor student academic progress and the impact on achievement of goals.
- To reinforce student self-direction, self-sufficiency, and accountability.
- To direct students with educational, career or personal concerns, or skill/learning deficiencies to other resources and programs on the campus when necessary.

## **Learning Resource Center (LRC)**

The *Learning Resources Center (LRC)* provides students with the resources, services, and staff that are extremely helpful in completing homework assignments, research projects, and clinical preparation. The LRC provides print journal subscriptions and access to electronic periodical and resource indices that are full-text Library Information Resources Network data bases. In addition to the databases, the LRC has NCLEX preparation materials that include review modules and supplemental materials to help with taking nursing exams, medical terminology, pharmacology, dosage calculation, basic math program (supplemental materials related to the basic math skills required for dosage calculations), and the Elsevier/Evolve NCLEX remediation program (more practice and content related to NCLEX-type questions). Many of the Learning Resources Center materials can be accessed from home.

## **GRADUATION REQUIREMENTS**

Upon successful completion of all requirements in the nursing program, students will be awarded the associate degree of science in nursing.

To be eligible for graduation, students must:

- Pass all required coursework for the nursing program with a minimum Cumulative Grade Point Average (CGPA) of 2.0 or higher.
- Complete the program within 1.5 times the program's length as published in the School Catalog.
- Obtain graduation clearance from all school departments.
- Return any school property, including books and equipment.
- Satisfy all financial obligations with the Institution

**NOTE: ALL OTHER INFORMATION PERTAINING TO SPECIFIC COURSES AND PROGRAM REQUIREMENTS ARE FOUND IN THE COURSE SYLLABUS AND SCHOOL CATALOG.**