



JOHN BROWN UNIVERSITY

**Bachelor of Science in Nursing**

**GUIDEBOOK**

**FOR NURSING STUDENTS**

2021-2022

Dear Student or Prospective Student,

Welcome to John Brown University's Department of Nursing. You have chosen a school that strives to provide a quality academic program within a Christian community. On behalf of John Brown University, we look forward to helping you achieve your educational goal as a professional nurse and assisting in your development as a Christian servant of God.

This *Guidebook for Nursing Students* has been developed to provide you with information about the mission, outcomes, policies and procedures pertinent to applicants and students of the Bachelor of Science in Nursing (BSN) Program. Its purpose is to assist you in the understanding of the policies and guidelines that are specific to the Department of Nursing. It is a supplement to the information provided in both the John Brown University *Undergraduate Catalog* and *Student Handbook*.

This guide is not considered a contractual agreement. The faculty and administration of the Department of Nursing reserve the right to change policies and procedures in this document at any time. If this occurs, students will be notified of changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major. If the new policy is to the student's advantage, the new policy can be applied to the student even if they were admitted to the major in a prior year. The Department of Nursing views baccalaureate education in nursing as a collaborative venture. Please do your part to ensure success by assuming responsibility for reading and using this guide and the documents to which it refers.

We all appreciate the confidence you have placed in us by selecting John Brown University. We offer you our support, encouragement and commendation as you begin the journey to becoming a professional nurse.

“Christ Over All”,

Faculty and Staff of the Department of Nursing

# GUIDEBOOK FOR NURSING STUDENTS

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## **Introduction to John Brown University Department of Nursing**

The Department of Nursing offers a four-year, full-time Traditional Undergraduate tract (TUG) to prepare baccalaureate nurses for the challenges and rewards of professional nursing. Transfer students are welcome to apply as well, and transcripts will be evaluated accordingly by JBU's Undergraduate Admissions office and the Registrar's office.

The Bachelor of Science in Nursing (BSN) degree prepares graduates as nurse generalists who, upon passing the licensing exam, are eligible to enter the nursing profession and work in a variety of fields or roles. Graduates may work in the hospital setting, as a school nurse, a public health nurse, in a clinic in the community, or as an occupational health nurse in a factory setting. Graduates are prepared to work as staff nurses in the hospital and assume leadership roles in all areas with some experience. These are just a few examples of the wide variety of areas available for employment by our graduates. Graduates who aspire to enter graduate programs will also be well prepared for their continued studies.

### **1. Overview of the Department of Nursing**

#### **The Mission of John Brown University**

John Brown University provides Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

#### **College of STEM and Health Professions**

Mission is in progress. The College of STEM and Health Professions was set up in July 2020.

#### **Department of Nursing Mission Statement**

The mission of the nursing program is to educate students in a Christ-centered community, providing the academic, spiritual, and professional principles necessary to positively impact the health of society. The Department of Nursing is dedicated to the enhancement of the health and well-being of society through the preparation of professional nurses who are competent in addressing the evolving health care needs within society and an ever-changing world. The Bachelor of Science in Nursing degree builds on the liberal arts tradition of the University to prepare nurse generalists who are able to provide safe and effective nursing care and lead throughout the spectrum of healthcare settings and populations, and who integrate the spirit of inquiry and application of evidence-based practices to advance the profession.

#### **Department of Nursing Philosophy**

Faculty within the Department of Nursing believe that:

- Excellence in nursing education is achieved through dedicated Christian faculty and their ongoing commitment to teaching and student success, service to all mankind, and the promotion and expansion of nursing knowledge and practice.
- Nursing is a professional discipline focused on providing patient-centered care to meet the healthcare needs of a diverse and dynamic society. Holistic health encompasses the biophysical, emotional, intellectual, social and spiritual well-being bound within the context of personal values, environment, and culture. Professional nursing views all humans with inherent dignity and worth, who have the right and responsibility to actively participate in decisions that affect their health.

- Professional nursing expresses itself as both an art and science. Nursing is a scientific and caring profession which utilizes evidence-based practice to optimize health, reduce risk, improve patient outcomes and promote wellness of individuals, families, groups, communities and populations.
- Professional nursing is grounded in general education. Development of the nurse's professional identity requires the acquisition of knowledge, skills, values and attitudes within nursing and related fields of study.
- Professional nursing requires a commitment to lifelong learning through scholarly inquiry and study, self-reflection, and clinical and professional experiences. To foster this commitment, our faculty expect students to engage in active, collaborative partnership in the learning process.
- Constructivist learning theory is used to provide an active, meaningful learning environment while implementing a concept-based curriculum. Concept based curriculum provides an opportunity to learn about the care of clients across the life span and develop critical thinking and clinical judgment which are essential qualities in a nurse. Concept based curriculum focuses on learning the big picture instead of memorizing minute details.
- Faculty serve as role models, not only professionally but spiritually. Nursing education is provided in an environment that fosters cognitive, moral and spiritual development in individuals & society.

### **Student Learning Outcomes**

The baccalaureate program, in keeping with the overall goals of the university, has identified and is committed to the following student learning outcomes. These outcomes reflect the expected characteristics and qualities of all nursing graduates at John Brown University. Outcomes are grounded in the university and program's mission and core beliefs, and are also based upon the latest standards for nursing education and the nurse generalist as stated by professional organizations, including, but not limited to

- *The Essentials of Baccalaureate Education for Professional Nursing Practice*. American Association of Colleges of Nursing, 2008
- Arkansas State Board of Nursing
- *Outcomes and Competencies for Graduates of Baccalaureate Programs*. National League for Nursing, 2012
- *The Competencies from Quality and Safety Education for Nurses*, 2020

The Department of Nursing develops graduates who:

1. Integrate personal spiritual beliefs and values that honor God into the practical ministry of nursing, treating others with mercy and dignity, and demonstrating holistic principles that impact professional practice decisions.
2. Integrate the foundational knowledge derived from a liberal education into nursing practice.
3. Practice with knowledge, skills and attitudes to provide safe, evidence-based, patient-centered care to assist individuals, families, communities and populations to continually progress toward fulfillment of their human capacities.
4. Demonstrate communication, teamwork and collaboration among inter-professional healthcare disciplines to promote optimal patient outcomes.
5. Demonstrate appropriate uses of patient care technologies and information management.
6. Apply clinical reasoning and judgments in decision-making considering the complex environments for safe nursing practice.
7. Engage in quality improvement activities to improve patient outcomes.
8. As a nurse generalist, incorporate leadership, management, legal and ethical guidelines while applying professional standards of nursing practice.

## 2. Approval and Accreditation

John Brown University is approved by the Arkansas State Department of Education and is accredited by the [Higher Learning Commission](#), 230 South LaSalle Street, Suite 7-500, Chicago, Ill. 60604. The next review of the university is scheduled for 2022.

The undergraduate nursing program is **fully approved** by the Arkansas State Board of Nursing (ASBN), 1123 S. University, Suite 800, University Tower bldg., Little Rock, AR 72204, 501.686.2700 ([www.arsbn.org](http://www.arsbn.org)).

The baccalaureate degree (BSN) program in nursing at John Brown University is **accredited** by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791 (<http://www.cceneaccreditation.org/>).

## 3. Program of Study and Curriculum

### Requirements for fulfillment of the BSN degree

The requirements for the BSN degree are found below, and can also be found in the [Undergraduate Catalog](#) within the College of STEM and Health Professions under Nursing or on-line at [Department of Nursing](#). A suggested four-year plan of study is also available on the website, and students will discuss and review this with their assigned adviser.

Graduation Requirements for the BSN:

1. Satisfactory completion of all required coursework with a minimum, cumulative GPA of 2.5 and all NUR courses must have a grade of 2.0/C or better.
2. Submission of a portfolio, including exemplars of work and progress, which demonstrate evidence of growth and development as a student nurse and readiness to enter professional practice.
3. Completion of a standardized NCLEX-RN predictor exam (the HESI Exit Exam® is currently being used).

### Entrance and Exit Assessments

According to [university policy](#), all students, including transfer students, are required to participate in appropriate assessment activities as part of their degree requirements. These include, but are not limited to, the Cooperative Institutional Research Program (CIRP), a freshman survey used nationwide, and the Student Relationship Assessment (SRA). Students are re-tested as seniors with an Exit Assessment and the results are used as the basis of a longitudinal study. Currently, there is no additional testing or 'entrance' exams necessary for the admission into upper division nursing. However, students who major in nursing are required to submit a portfolio and take a standardized exam (NCLEX-RN® readiness/predictor) as part of the BSN degree requirements.

## Professional Licensure Eligibility

After fulfilling all degree requirements, graduates are eligible to apply for the national licensure examination (NCLEX- RN®) in any state and U.S. territory. Test development and oversight of the licensing exam is coordinated through the National Council of State Boards of Nursing, and successful passage enables a graduate to practice anywhere in the United States and U.S. territories. Final approval to be eligible to take the NCLEX- RN® rests with the Arkansas State Board of Nursing (or a like counterpart in the state in which a graduate seeks to pursue initial licensure).

Persons convicted of a crime may be ineligible to take the NCLEX- RN®. Felony and/or FBI background checks and fingerprinting are required in the senior year as part of the nursing licensure application process. Students with concerns regarding eligibility are highly encouraged to speak with the Department of Nursing Chair prior to making application to the nursing major. For the state of Arkansas, the standards to apply for licensure are outlined in ACA § 17-87-312. Background testing and drug screening is also part of the admission process into the upper division nursing courses. For more information refer to *Criminal Background Check and Drug Testing* policy located in Section 7 in this guidebook.

## Nursing Fees and Incidental Expenses

In addition to general tuition and fees, special fees are associated with the following courses: NUR 3124, NUR 3234, NUR 3333, NUR 4124, NUR 4134, and NUR 4226. The amounts of these special course fees vary and can be found on-line at [http://www.jbu.edu/financial\\_aid/costs/](http://www.jbu.edu/financial_aid/costs/). Click on “*Miscellaneous fees you may incur*”. These fees are intended to off-set expenses related to laboratory and simulation materials as well as the standardized NCLEX-RN predictor exam. Students also have access to nursing course fees through Academic Planning.

Beyond fees administered by the University, students majoring in nursing incur other required and incidental expenses for which students are personally responsible. Examples of these include textbooks, supplemental materials (including on-line platforms or software), health-related expenses, NCLEX-RN® licensure application fees, health insurance, uniforms, equipment, computer devices and transportation expenses. Liability insurance is covered by usual tuition and fees and is provided by the school. The table below lists approximate costs of these expenses.

<u>Year</u>	<u>Item</u>	<u>Estimated Cost</u>
*Sophomore	Health fees for immunizations and vaccinations (varies depending upon need and insurance)	\$40-600
	Immunization Tracking (through SentryMD)	\$35
	Criminal Background Check	\$50
	Drug Screening	\$50
	Cardiopulmonary resuscitation class (depends upon where it is taken)	\$30-60
Junior	Uniforms, lab coat, name badge, insignia	\$250
	Stethoscope (price varies depending upon type)	\$40-150
	Equipment, required (watch, bandage scissors, penlight)	\$50
	Equipment, optional (blood pressure cuff, vision card, reflex)	\$120



	hammer, gait belt, tuning fork, small clamp )	
	Books (for all of upper division)	\$1500
	Criminal Background Check (required every year)	\$50
	Drug Screening (required every year)	\$50
Senior	Standardized Exit Exam	\$65
	Licensure application and fees (varies by state)	\$275-400

\*Refer to Admission Policy for further detail

Costs listed are approximate and subject to change.

#### **4. Department of Nursing Organization Structure**

##### **Position within JBU**

The Department of Nursing is part of the College of STEM and Health Professions. Organization charts for the department can be reviewed upon request.

##### **Committee Structure**

Committee Structure within the Department of Nursing is called the Nursing Faculty Organization, where the faculty operate as a committee of the whole. The functions of this organization are to:

1. develop, implement and evaluate the program in nursing education;
2. plan for program development and provide input for budget allocations;
3. develop and approve policies and procedures consistent with the mission, philosophy, purposes and objectives of the program; and
4. promote, support and provide advisors for student activities within the department.

##### **Student Membership and Participation**

Student participation in the Nursing Faculty Organization is valued by the faculty, and student representatives serve as the voice for their respective class.

Process:

- Two junior class representatives and two senior class representatives are elected by their peers during the third week of the fall semester.
- The Nursing Department Administrative Asst. provides student representatives with the meeting schedule and minutes.
- Student representatives may include items on the meeting agenda and should submit those items to the Dept of Nursing Chair.
- One junior class representative and one senior class representative are present in each department meeting.
- Student representatives are invited to participate in discussion but do not have voting privileges.
- Student representatives may be asked to leave during discussion of confidential matters.

## 5. Admission and Progression Policies

John Brown University and the Department of Nursing are accountable to the public for the quality of professional nurses who graduate from the Bachelor of Science in Nursing Program. As a profession, nursing is legally and ethically accountable to the society for the integrity and outcomes of its practice. Nurses should have high moral character—worthy of the public’s trust. Therefore, John Brown University and the Department of Nursing have the right and responsibility to establish standards of admission, progression, dismissal and graduation in accordance with its philosophy and program objectives in order to protect the integrity of the university and the educational program.

Admission into nursing is a two-step process. The first step is acceptance to John Brown University and meeting the general admission requirements. Freshman or transfer students may declare nursing as their intended major and may pursue coursework towards the Core and a few select nursing courses. Students who do not meet JBU’s general admission criteria or specified pre-requisite standardized scores (ACT or SAT) for the required courses within the program of study may have a modified program of study that includes additional pre-requisite courses, as needed. The second step, application to the nursing program, must be completed to be considered for acceptance into upper division nursing courses (see Conditional Admission in the Nursing Major section below).

### Advising, Pre-nursing and Nursing

Students who declare nursing as their intended major will be assigned a faculty member from within the Department of Nursing. Upon full acceptance into the nursing major (junior year), students may be reassigned to another faculty member/ adviser within the nursing department depending upon the number of students enrolled and faculty workloads.

### Admission Criteria into upper-division Nursing

The Department of Nursing enrolls and begins upper division student cohorts once a year in the fall term. Students who wish to be admitted into the upper division nursing courses must submit a separate nursing application to the Department of Nursing. The on-line application is due by **March 1**. At this time, there is no additional application fee or testing required. Students will receive notification of acceptance status no later than April 15th. Admission into upper division nursing is selective. Academic admission requirements for the Nursing major (upper division courses) are as follows:

1. Applicants, if asked, will participate in a personal interview with at least one representative from the Department of Nursing.
2. All lower level NUR classes will be completed with a “C” 2.9/73% or better.
3. Applicants will have completed at least 58 credit hours of general education, Core, or nursing prerequisite courses outlined in the program of study for freshman and sophomore years with a minimum GPA of 2.8 (based on a 4.0 scale) prior to beginning upper-division course.
  - a. At a minimum, the following courses (or the approved equivocal course) must be included. BBL 1013, BBL 1023; BIO 1124, BIO 2334, BIO 2514, BIO 2524; COR 1002; EGL 1013, EGL 1023; NUR 1022, NUR 2113, NUR 2134; either CHM 1014 or CHM 1124; either ED 2143 or PSY 2382; either ICS 2113 or ED 2033; and one of BUS 2193, MTH 1003, MTH 2103, or PSY 2383.
  - b. If additional courses within the program of study are completed, those hours will also be tabulated as part of the admission GPA.
4. Applicants will achieve a combined, average science GPA of 2.5 or better (based on a 4.0 scale) in the following courses, or their equivalents:

- a. BIO 1124: Cell Biology (with lab)
  - b. CHM 1014: Fundamentals of Chemistry (with lab) or CHM 1124
  - c. \*BIO 2514: Anatomy & Physiology I (with lab)
  - d. \*BIO 2524: Anatomy & Physiology II (with lab)
  - e. BIO 2334: Microbiology (with lab)
    - \*Must earn a grade of “2.7/B--” or higher in the designated courses
4. When there are more qualified applicants than student positions, meeting minimum criteria is not a guarantee of acceptance. Other criteria, such as but not limited to, grades earned in NUR prerequisite courses, number of repeat courses (if any), number and grade(s) of transfer credits, and the student’s comportment for professional nursing and service will be considered.
  5. Students transferring from another nursing program must also provide a letter of good standing, indicating they are eligible to return to that program.

### **Full Admission into the Nursing Major**

Once conditional acceptance has been granted, full admission is contingent upon successfully completing the following:

1. All pre-requisite course work (freshman and sophomore levels) must be completed during the spring or summer semesters and the minimum GPAs as outlined in the conditional admission section must be maintained. If summer courses are taken at another academic institution, all official transcripts must be submitted directly to the Registrar’s Office and evaluated, prior to the beginning of fall courses and the lifting the conditional admission status.
2. Must submit proof of the following immunizations to the designated company (currently using *PreCheck & Sentry MD*):
  - a. Hepatitis B: 3 injection series of vaccines or the titer
  - b. Annual negative Tuberculosis Skin Test or an equivalent (including screening), such as a chest x-ray, TB Gold test, or QuantiFERON t-spot.
  - c. Varicella (chicken pox): 2 injection series or the titer
  - d. Measles, mumps and rubella: 2 injection series
  - e. Tetanus-diphtheria (Tdap): Routine booster every 10 years
  - f. Influenza: Needs to be updated **annually**
  - g. Any other immunization required by the clinical agency
3. Must submit proof of Cardiopulmonary Resuscitation (CPR) for Health Care Providers (BLS for HCP)—issued by the American Heart Association, which includes the Basic Certified Life Support and Automated External Defibrillation (BCLS & AED).
4. Must submit proof of individual, current health insurance coverage, which is renewed or updated annually.
5. A criminal background check is required **annually**. An unsatisfactory criminal background check MAY lead to denial of full admission into the nursing major and MAY prevent students from obtaining a license to practice professional nursing. For further information regarding licensure in the state of Arkansas, refer to the Arkansas State Board of Nursing, Laws & Rules, Criminal Background Checks. PDF’s of the Criminal Background Checks – ACA §17-87-312 and Licensing Restrictions based on Criminal Records ACA §17-3-102 can be found [here](#).
6. A negative drug screen is required **annually**.

## Continued Progression

The student must earn a “C” (2.0 GPA scale; 73% per syllabi) or better in all upper division NUR courses in order to continue progression in the program of study. A grade of “C” is considered the minimum passing grade.

Clinical performance is an extension of classroom learning and student success. Nursing students who do not successfully complete both the didactic and corresponding clinical companion course must repeat both courses.

If a student receives a grade less than a C (73%) in a NUR course, the course may be retaken; but the student must pass the course on the second attempt. A student may only repeat 2 upper division (3000 and 4000 level courses) NUR courses within the nursing major. If a student receives a third grade of less than a C (73%) in the upper division NUR courses, the student will be administratively withdrawn from the program and advised regarding other possible academic options or programs of study.

Students withdrawing from coursework should refer to the *Undergraduate Catalog* for specific policies and further detail [on withdrawal policy](#) and [the maximum course load](#). Students receiving a W, WP, or WF will require special permission from the Department of Nursing and the Registrar’s Office in order to continue enrollment in the nursing program.

## Transfer Students and Transfer Credits

Students who have completed course work and received college credit at other institutions are welcome to apply and transfer to JBU and are eligible to apply to the nursing major. Transfer students are subject to the policies of Admissions and the Registrar Office. Refer to <http://www.jbu.edu/admissions/transfers/> and <http://www.jbu.edu/registrar/transfer/>.

Credit which has been earned at another institution, including nursing credit, will be reviewed by both the registrar and the appropriate college faculty; and the applicability to courses in the chosen degree program will be determined. Each course accepted for transfer must have a minimum grade of “C”. All work completed at previous institutions will be posted as “CR” on the student's JBU transcript. Thus, only JBU course work will apply toward the student's grade point average. However, all course grades will be used to tabulate the GPA used for admission into upper division nursing.

In addition, an overall minimum GPA of 2.8 (based on a 4.0 scale) is required. The following science courses, or their equivalents (including transfer credits), require a combined science GPA of 2.5 or better (based on a 4.0 scale):

CHM 1014 Fundamentals of Chemistry (with Lab) or CHM 1124 General Chemistry I (with Lab)  
BIO 2334 Fundamentals of Microbiology (with Lab)

The following three science courses, or their equivalents (including transfer credits), require a GPA of 2.7 or better (based on a 4.0 scale):

BIO 1124 Cell Biology (with Lab)  
BIO 2514 Anatomy and Physiology I (with Lab) \*  
BIO 2524 Anatomy and Physiology II (with Lab) \*\*

Currently enrolled students planning to take summer courses or correspondence work at other institutions must receive prior written approval from their major adviser and the registrar. Official course descriptions of proposed work are required.

### **English as a Second Language (ESL) Students**

ESL students are also welcome to apply to the nursing program. The Department of Nursing does not discriminate against those who speak English as a second language. The TOEFL (Test of English as a Foreign Language) scores required for admission into the nursing program are the same as the requirements for admission to John Brown University and can be found [here](#).

### **Re-admission to the Nursing Major**

Students who are not continuously enrolled at JBU for one or more semesters are required to make application for readmission to the University. This process involves completion of an abbreviated application; however, the original application fee will be waived. Then, the appropriate offices will deem if the student is in good standing and eligible for readmission. If students have taken a medical leave of absence, reapplying is not necessary.

Eligible upper division nursing students (meaning those who have not failed 3 or more NUR courses) not continually enrolled in at least one NUR course are also required to reapply to upper division nursing. This, too, is an abbreviated application process. Admission is not guaranteed, and eligible students are re-admitted based on record review and space available. Students who withdraw from the upper division nursing courses because of academic, personal, economic, or other reasons are also required to reapply to the program.

If a student is dismissed from John Brown University, he/she is not eligible to apply for readmission for at least the balance of the semester, and readmission is not guaranteed. Dismissal could cause potential loss of financial aid eligibility for ensuing terms of enrollment.

## **6. Student Services**

JBU offers a multitude of student services; just a few are listed and briefly described here. For more information, students should refer to the JBU website for [Student Services](#).

### **Computer Labs and Centers**

JBU's Information Technology Services department is committed to serving the academic and administrative computing needs of the University. As part of this mission, ITS operates the Help Desk, Media Lab and campus computer labs. Information regarding computer access and assistance can be found at [Computer Labs and Centers](#). IT personnel, located in the Health Education building, are available to assist faculty and students with technology issues.

### **Counseling Services**

The JBU Student Counseling Center exists to serve students in their effort to understand themselves honestly, to understand God deeply, and to live in their community with integrity. Individual and group

counseling and psycho-educational and support services are provided to students at no cost. The nursing program is rigorous and requires time management, stress management, and prioritization skills. Psychosocial health is important for managing the demands and participating in the program. Students are encouraged to seek assistance from the Student Counseling Center as needed. Faculty may also make referrals. Information on how to schedule an appointment, supportive services and resources and staff profiles may be accessed at [JBU's student Counseling Center](#) or by calling the administrative assistant at (479) 524-7251.

The Student Counseling Center is located at 100 S. Holly Street

- Director of Student Counseling, 479-524-7234
- Administrative Assistant, 479-524-7251

## **Financial Aid**

Questions regarding financial aid should be directed to the Admissions and Financial Aid offices. These offices provide information concerning financial aid and would be happy to speak to and assist students. Financial aid offices and personnel can be reached at 1-479-524-7427 or at [Financial Aid](#). A limited number of local scholarships are available to nursing students in the upper division. These scholarships are offered in exchange for a work commitment upon graduation. Details are provided to students prior to the application deadline.

## **Fitness Center**

### [Walton Lifetime Health Complex](#)

Times are subject to change by season – a typical week's schedule:

Weight room, Racquetball courts, Recreation Center, and Track

- Monday through Friday 5:00 a.m. to 12:00 midnight
- Saturday 9:00 a.m. to 12 midnight, Sunday 1:00 p.m. to 12:00 midnight

Pool - Monday through Friday – a typical week's schedule:

Monday thru Friday 6:00-7:30 a.m.; Noon-1:30 p.m. & 6:30-9:30 p.m.

Saturday & Sunday 2:00-4:00 p.m.

## **Health Services**

The mission of Health Services is to promote lifelong physical well-being while encouraging personal responsibility and good stewardship. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. (except during chapel and lunch). The nurse is available to see students and help them evaluate their needs. It is not intended to replace students' primary physician, but rather to serve as an alternate health care provider at times when college life may be "hazardous to your health". Faculty and staff want to help you understand these hazards, how to prevent them, and how to take responsibility for your own health. Students needing medical attention are referred to the appropriate care provider. JBU works with Community Physician's Group (CPG) to provide medical care for students. CPG has a clinic on campus, located on the north side of the Health Education building. Students may utilize this clinic as a convenient option for their health care needs, as the clinic accepts most insurance companies; but of course, students are welcome to visit the provider of their choice. Emergencies can be handled through the local Urgent Care Clinic or the Emergency Department at the local hospital, both which are within a five-minute drive.

Walker Student Center, Room 158  
Rhonda Hostler, RN: 479-524-7320, [rhostler@jbu.edu](mailto:rhostler@jbu.edu)  
[Health Services](#)

Dr. Amy Schochler  
Community Physician's Group  
100 Broadhurst Circle  
479-373-1501

## **Insurance**

### Student Health Insurance

Students are expected to have medical insurance coverage. All medical expenses incurred will be the individual student's responsibility. This includes not only expenses initiated by the student, but also those initiated by university personnel responding to an emergency on the student's behalf. A copy of current health insurance is required prior to beginning clinical experiences.

### Professional Liability Insurance

The university will provide nursing students with professional liability insurance at no cost to the student. Under this program, students are covered only for malpractice related to their normal curriculum, studies and assignments 24 hours a day. Coverage under the insurance policy terminates on the date of graduation.

## **Library**

The John Brown University Library is the central location for library resources supporting the research needs of the university community. The library holds nearly half a million items in its collections (including 65,000 periodical titles and 300,000 e-books) and offers a variety of services, such as individual and group instruction sessions, and efficient interlibrary loan. Current library hours can be found at [JBU's library webpage](#).

## **Office of Academic Assistance**

Students may contact the Academic Assistance Coordinator for assistance in further developing their academic skills. This includes such areas as study skills, note-taking skills, time management, test-taking skills, and other skills that help students succeed academically. The class-tutoring program is funded by and coordinated through this office; and the coordinator will help a student engage an individual tutor, if one is available, but payment may be the responsibility of the student. This department also offers CLEP and proctors tests for correspondence courses. For additional information, contact the office at 479-524-7471.

## **Disability Services**

Students with a documented disability may qualify for reasonable accommodations. However, students must be registered with this office to receive any accommodations. For further information or to discuss your individual situation access the [Office of Disability Services](#) or call the Coordinator of Disability Services to schedule an appointment at 479-524-7464.

## **Student Support Services**

Housed in [Student Support Services](#) are the Office of Disability Services, the Office of Academic Assistance, Testing Services and the TRIO program. Student Support Services TRIO program includes instruction in study skills, group and individual tutoring, assistance with reading comprehension and efficiency, academic counseling, cultural events, academic workshops, and referrals to other campus services are all a part of this program. Student Support Services TRIO Program is a federal grant-funded program designed to give academic support to students who are first generation students, have a documented disability, or, meet income qualifications for the program. If you believe you might qualify for this program fill out an application at [SSS TRIO program application](#).

Office Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday

Phone Number: 479-524-7400

Email: [kireland@jbu.edu](mailto:kireland@jbu.edu)

Location: LRC 148

## **Notary Public Service**

Notary Public services are available to all students free of charge. Contact the Department of Nursing's Administrative Assistant at 524-1646 for assistance and a list of JBU current staff members that serve as a notary public.

## **Student Organizations**

Along with activities to attend, there are a number of organizations and clubs that students can join.

To get involved in one of the groups, contact the Coordinator of Student Activities at 524-7475. To see the full list, go to [Student Organizations](#).

## **7. General Information, Policies and Procedures**

### **Address, Phone Number, & E-mail**

It is important for University officials to be able to locate and send official correspondence to students. At the time of (pre)registration every semester, students will be notified via Eaglenet of the need to verify and/or update their contact information. At other times of the year, verification and/or changes can be made through the Academic Planning tab. Accurate contact information is essential in order that schedules, official correspondence, scholarship notification and emergency messages will not be delayed or lost. Failure to receive University notices because of incorrect contact information provided by the student will not relieve the student of responsibility for responding to the notice appropriately. It is the student's responsibility to keep the nursing program informed of current contact information including:

- Local address
- Home (or permanent) address, if different



- Telephone number(s)
- E-mail address (your JBU e-mail address will be the only e-mail address that the nursing program will use to communicate with students.)
- Emergency contact information

### **Auditing a Course**

Non-nursing majors may audit select nursing courses (non-clinical) with faculty permission. NUR clinical courses are not eligible for audit status. As stated in the TUG Catalog, “Students may register for courses as an audit with instructor approval, either at initial registration for the semester or by official change of registration prior to the stated deadlines. It is the responsibility of the student to obtain a statement of grading criteria for satisfactory participation from the instructor.”

### **Identification Cards (ID Badges)**

All students are required to have an official JBU photo I.D. badge as a means of identification. The badge will be used as a means of accessing selected areas of campus and the Health Education building such as simulation or practice laboratories. In accordance with the JBU policy, there is a \$20 charge for replacement badges. For more information regarding the JBU ID card, please refer to [ID cards on Campus Safety homepage](#). Upper division nursing students will have an additional ID provided to them at no charge. These IDs do not use the students’ last names and identifies them as BSN students; this name badge is to be worn at all times during clinical experiences.

### **Computer Requirement for e-textbooks**

All students involved in the nursing degree program must have a laptop computer or similar device and designated software. This device will be used in both the classroom and clinical/lab settings.

Your portable devices must have the following technical requirements to support the e-textbooks and other course materials:

#### **Evolve Portal and Platform, including SimChart for Nursing**

The following Browsers are supported: Internet Explorer 11, Firefox, Chrome, and Safari 9-10  
Desktops and/or laptops using either Windows or Mac can be used.

#### **eBooks on VitalSource**

The following **Browsers** are supported: Chrome, Firefox, Internet Explorer 11, and Safari 8+  
The following **Operating Systems** are supported: Windows 7, 8, 8.1, and 10; Mac  
The following **Devices** are supported: Android Smartphone/tablet OS 4.0 or better; Kindle Fire 2 (OX 4.0 or later), Fire HD, HDX (OS 7.1.5 or later); iPhone/iPad iOS 7.0 or later

NOTE: For some products (i.e. video tutorials, interactive content) it is necessary to have plugins installed on your device. These plugins include:

- Adobe Acrobat Reader
- Apple QuickTime
- Adobe Flash Player
- Adobe Shockwave Player

Please see that your device has the applicable plugins installed and updated regularly.

## **Criminal Background Check and Drug Testing**

Clinical agencies require criminal background checks (CBC) and drug screens as a condition for clinical placement. Students are required to have a negative drug screening and CBC completed PRIOR TO full acceptance into the nursing major and annually PRIOR TO beginning any clinical rotations. Fees connected with the CBC and drug screening are the responsibility of the student. Additional drug screenings may be required if requested by the clinical agencies.

Background checks and drug screens are conducted by *PreCheck/StudentCheck*, a company specializing in employment qualifications for healthcare workers and students. Information and instructions are included in the student welcome/information packet. Results of the CBC and drug screen are reported to the Department of Nursing Chair and any healthcare facility in which the student is scheduled for clinical experiences. The healthcare facility may restrict the entrance of a student to their facility based on these results. An unsatisfactory background check,

- may result in denial of full admission to the nursing program
- may impede or halt the student's progression in the program
- may result in the student being reassigned to another clinical agency (space available) or being asked to withdraw from the course if other clinical sites are not available

A positive drug screen may result in denial of admission to the upper division nursing courses or dismissal from the nursing program. Students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and/or disciplinary action by the college. Nursing students that test positive for marijuana will be terminated from the nursing program. This includes students with written certification for the use of medical marijuana. According to ACT 593 (Medical Marijuana), there are "Safety Sensitive Positions". For more information, see [this site](#). Results of a positive drug screen will be reported to the Office of Student Development and the Dean of Students. Refer to the [Community Covenant](#) for further details. A student found guilty of noncompliance with the policy on alcohol and other drugs is subject to sanctions commensurate with the offenses. Sanctions that may be imposed against a student are found in the *Community Covenant*. Readmission to the nursing program is not guaranteed, but those students who are readmitted will be subject to random drug screening performed at the student's expense. A second positive drug screen will render the student ineligible to continue or be re-enrolled in the program.

Students will also be required to have a background check as part of the application process for the National Council Licensure Examination-Registered Nurse (NCLEX-RN); this usually occurs closer to graduation. The CBC used for program purposes cannot be used for the licensure or testing application.

### Drug Testing Policy

Students are prohibited from using or being under the influence of: alcoholic beverages, illegal drugs or drugs that impair their judgment while participating in any learning experience, including preceptorships and clinical experiences in a health care facility, school, institution or other work location as a participant in the Nursing Program.

If a faculty member or clinical instructor perceives the odor of alcohol or observes behavior which raises a reasonable suspicion that the student is impaired by alcohol or drugs, the instructor shall follow the steps set forth below. Behaviors which may indicate possible impairment include, but are not limited to, slurred speech, unsteady gait, confusion, or poor judgment

- a. The instructor will remove the student from the patient care site or assigned work area and notify the supervising personnel at the clinical agency that the student has been sent home.
- b. The student will be required to submit to a drug test. The instructor will contact a transportation service and arrange for the student to be transported to a testing facility designated by JBU.
- c. The student must have a picture ID in his/her possession to complete the drug testing.
- d. After testing, the student will be responsible for making arrangements for safe transportation to his or her residence.
- e. If the student admits that he or she has used alcohol or drugs, the student will still be required to undergo drug screening.
- f. If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the Dept. of Nursing Chair and clinical instructor will meet with the student within 24 hours after receiving the test results to discuss the circumstances surrounding the impaired clinical behavior.
- g. If the screening was due to the perceived odor of alcohol, the student will be required to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.
- h. If the screening was due to behavioral indicators, the faculty member and Nursing Dept. Chair will consider whether a medical condition may be responsible for the symptoms and refer the student for a medical evaluation. The student will be required to return to the clinical setting.
- i. Based on the information provided and further medical evaluations if warranted, the Dept. of Nursing Program Chair and faculty member will make a decision regarding the student's return to the clinical setting.
- j. If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Dept of Nursing Chair will require the student to withdraw from all nursing courses for a period of one year. The student will pay for all costs associated with the for-cause drug-screening test.
- k. The results of the positive screening test will be reported to the State Board of Nursing.
- l. If a Student refuses to submit to "for cause" testing:
  - i. The instructor will remove the student from the clinical/preceptor setting pending a full investigation.
  - ii. The instructor, in consultation with the student, will make arrangements for the student's safe transportation to his or her residence.
  - iii. Failure to comply with any aspect of this policy will result in administrative withdrawal from the program.

## **Dress Code**

The purpose of the dress code for the Department of Nursing is to promote a professional appearance and school identity. Personal appearance of the nursing student should always present the individual in a professional light, in a way that fosters respect from all health care professionals and colleagues and reflects well on John Brown University and all affiliated medical institutions. All clothing and uniforms are to be kept in optimal condition. *They must be kept, clean, neat and wrinkle free at all times.* Any stains, tears, rips, wearing or fading, and fraying of the students' uniforms is not permitted. If a faculty member determines a uniform has not been well-kept, the student may be asked to purchase another.

The Department of Nursing has made every attempt to create a dress code policy that complies with all clinical agencies and medical institutions with whom the program may partner. However, if any discrepancies arise, the policy of the institution where clinical are being performed must be adhered to by the student. All exemptions to dress code for religious beliefs must be submitted in writing to the Department Head or a designated delegate before the beginning of the semester. Any request for exemptions not received prior to the two weeks before the start of the semester will be denied.

### Clinical Uniform

- **Lab Coat**  
Each student must purchase one lab coat. They can choose from an all-white lab coat or a second lab coat that is a match to the royal blue uniforms. The choice of style has been left up to the personal preference of the student (e.g. sleeve length, collar or no collar, etc.) and the length of the lab coat must fall between the fullest part of the hip and the top of the knees. These lab coats will be embroidered (at the Department's expense) and presented to students at the beginning of their clinical experience in the junior year.

- **Uniform for Clinical Settings**  
The chosen uniform required for all clinical settings is Cherokee® brand Royal Blue scrub top and scrub bottom. Acceptable styles and models as well as a list of prohibited styles will be distributed to students in the student welcome/information packet. This is the ONLY brand and color that is acceptable. Each student is to purchase, at a minimum, two sets of the uniform style of their choice. The uniform should be well-fitted, and of proper length for each student. The uniform must be one solid color; no contrasting colors for binding or hemming will be permitted. Layering shirts may be worn under the uniform. The sleeves, if long, must be tight to one's arms. Shirts worn under the uniform are to be solid white, black, or grey in color. It is not acceptable to wear outside jackets, sweaters, coats, or vests over the uniform while in clinical settings.

At some clinical agencies and experiences, scrub uniforms are not appropriate. As an alternative, students are required to purchase a gray John Brown University Nursing t-shirt, available through the nursing club. This is to be worn with appropriate pants as directed by the instructor based on the clinical experience.

- **Shoes**  
For all clinical settings, shoes must have a low, closed heel and toe with a nonskid sole as this complies with safety and health standards. Any all-black leather, or other man-made materials, are acceptable. Tennis shoes, cotton, or mesh materials are not acceptable. Shoestrings are permitted but must be all black as well. Students must wear solid black crew or knee-high socks with uniforms. Shoes are to be kept clean at all times as this promotes a professional image.
- **Accessories**  
A watch is also required with a second-hand sweep or the equivalent function. No smart watches are permitted in the clinical areas (i.e. FitBit or Apple).
- **I.D. Badge**  
The student's ID badge is to be worn above the waist in clear view during all clinical settings.

## Professional or Business Attire

Business attire may be appropriate at certain times. Students will be required to dress in professional business attire at times throughout the program. As representatives of John Brown University, students are expected to demonstrate a modest and professional image at all agencies or events associated with the nursing program.

- Men should wear dress slacks or pants, a collared long sleeve shirt, and professional shoes. Tie and jacket optional. The student's pants and shirt must be clean and wrinkle-free.
- Women should wear dress slacks or pants and an appropriate blouse, sweater, or knit top with a conservative neckline. No spaghetti straps or strapless attire will be permitted. A dress or skirt is also appropriate provided the hemline is no more than 2" above the knee. Professional, sensible shoes only. If one chooses to wear jewelry it must be conservative.

## Personal Appearance

- Tattoos
  - Students should refrain from getting a visible tattoo during their time in the nursing program.
  - Distractive or offensive visible tattoos must be covered corresponding to the agency dress code policy.
- Jewelry
  - Earrings are limited to one earring in each lobe. The stud earring cannot be larger than 5 mm in diameter. Gages, hoops, and dangles are not allowed.
  - No Facial jewelry is permitted in the clinical setting.
  - No visible body piercings are permitted, including tongue piercings.
  - Wedding or engagement rings/bands may be worn. Rings that have a high likelihood of puncturing gloves should not be worn. Neither the university nor the agency assumes responsibility if a ring or setting is lost.
  - Nursing students will be allowed one small, durable watch with a sweeping second hand.
- Hygiene
  - Students should be mindful to maintain pristine personal hygiene at all times. This is a sanitation and infection control issue. A clean scent and appearance also contribute to the professional image. Odors such as smoke, alcohol, or strong detergents and perfumes/colognes are not allowed.
  - Students are required to wear antiperspirant and deodorant. Light/non-offensive perfume or lotion is optional, but one is to be very mindful of surrounding co-workers and patients.
  - If the scent that the student is wearing is found to be offensive (or too heavy) they will be asked to wash, change their uniform, or may be sent home.
- Hair
  - Hair should be kept clean, neat and tidy at all times.
  - Hair is to be kept up and off of the face and shoulders, off of the work area, and off of the patient during all lab and clinical settings.
  - Unconventional color or highlights (not a naturally occurring color) are not permitted.
  - MEN: If men choose to have facial hair it should be kept clean, neat and trimmed and of a natural color at all times.

- Makeup
  - Makeup should be kept natural and conservative.
  - Neutral and non-distractive colors on the face only.
- Nails
  - Nails are to be well kept, clean and groomed at all times.
  - For infection control purposes, fingernails may not extend beyond the fingertip and must be well manicured.
  - Artificial extensions and polish are prohibited.

## **Employment**

The ability to handle combined responsibilities of college and employment is highly individualistic; therefore, there is no policy limiting the number of hours a traditional BSN student enrolled full-time may be employed outside of the university. However, students are strongly advised that work hours should not exceed twenty hours per week, especially during the upper division major coursework. Students employed by the university as work-study are limited to working 7.5 hours per week. Additionally, students who fail to meet the academic standards in the nursing program due to employment will receive no special consideration regardless of financial need. Therefore, students who feel they have to work to pay school expenses should make this need known to the academic adviser and the student financial aid office before they are in academic jeopardy.

Students employed by clinical agencies should be aware that neither the University nor the Department of Nursing assumes any responsibility for their activities as employees of an agency.

## **Hazardous Weather**

Information regarding closure/delay of ON CAMPUS activities is sent via voice message, text message or e-mail to all students registered on the university's [Crisis Alert System \(CAS\)](#). Students are highly encouraged to register for this notification service. For learning experiences scheduled OFF campus, students will need to refer to the course syllabus, course materials, or special instructions from the clinical faculty.

## **Parking**

Because nursing students will need access to reliable transportation for clinical experiences, all students need to be familiar with the JBU policies regarding vehicle registration and campus parking. Please refer to [campus safety, parking and traffic website](#) for further details.

Additionally, some clinical agencies will require students to display a parking decal and/or park in designated areas while participating in clinical experiences. Instructions regarding specific agencies will be given to students during clinical orientation as needed.

## **Professional Responsibility, Conduct, and Code of Ethics**

Throughout the entire course of study in the BSN program, students are reminded that they are studying to become a member of an honored profession and of the responsibility that such membership entails. The ethical standards of conduct of the professional nurse as a member of a service profession in a self-governing society are stressed in a manner consistent with the purposes of a Christian university. Within the academic and clinical settings, professional nursing students must:

1. Actively promote the highest level of moral and ethical principles and accept responsibility and accountability for their actions.
2. Treat others with respect and promote an environment that respects human rights, values, cultural and spiritual beliefs.
3. Maintain client confidentiality.
4. Communicate the care for clients in a truthful, timely and accurate manner.
5. Uphold all academic and clinical institutional policies related to academic and clinical performance,  
reserving the right to appeal by using the procedure in the [Student Handbook](#) outlined under Academic Grievance process.

Students are expected to display classroom and clinical behavior that is not only appropriate for the profession but is also appropriate to a Christian university. A professor may remove a student from a classroom, lab, or clinical environment if the student displays behavior that is deemed uncivil, defiant, disruptive, or unprofessional. Students dismissed from a learning environment may not return to the classroom (or clinical) without the permission of the professor and the Department of Nursing Chair.

## **Refund Policy**

Students withdrawing from the university are entitled to a refund as outlined in the [Undergraduate Catalog - Adjustment of Accounts](#).

## **Social Media**

### Use of Social Networking Sites

John Brown University recognizes that social networking websites and applications such as Facebook, Twitter, Instagram, Snapchat, etc. are important and timely means of communication and fostering connections. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy “friends” have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the nursing program and/or the University.

The following actions are strictly forbidden:

- Students may not report the personal health information of patients. Removal of an individual’s name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race or date of evaluation may still allow the reader to recognize the identity of a specific individual
- Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to: course grades, narratives evaluations, examination scores, adverse academic actions or financial aid information
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for John Brown University or the Department of Nursing.
- Students may not represent themselves as another person

- Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments

In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the healthcare profession, program, department, college and John Brown University's Department of Nursing:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or disability
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual misconduct

The following actions are strongly encouraged:

- Students should use privacy settings to limit the unknown or unwanted access to the student's profile or application.
- When listing an email address on a social networking site, students should use a personal email address (not a jbu.edu address) as the primary means of identification.
- When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesigned persons may still gain access to the site. Once an item is posted on a networking site, it may not be easily removed. Future employers (e.g., residency or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment.

The National Council of State Boards of Nursing (NCSBN) provides a guideline for use of social media. This link below provides information on state board of nursing implications, myths and misunderstandings, avoiding problems and example scenarios. Students are encouraged to view [this link](#).

### **Student Representation on Committees**

Serving as a student representative on a departmental, college or university committee is an extremely important role and carries with it certain responsibilities. The following are some guidelines that will help the student representative function with efficiency and effectiveness as they assume this role and represent their peers. The representative will:

- Attend each meeting, and if unable to attend make-arrangements for elected alternate to attend. Inform the committee chairman if unable to attend and identify the alternate representative.
- Read committee bylaws, if applicable, paying particular attention to the specific functions of the committee.
- Represent the concerns of the student body related to the areas of responsibility of the committee in an unbiased, objective manner.



Recognize that the committee may not be a decision-making body, but advisory in nature, which makes recommendations to be acted on by the faculty as a whole. It is important when eliciting student input and reporting deliberations that items discussed in the meeting be presented to the student body in this context.

Refer to Section 4: Nursing Organization Structure for details of student involvement and participation within the departmental meetings.

### **Student Rights and Responsibilities**

John Brown University promotes responsibility and encourages honesty, integrity, and respect among students. In addition to the expectations, responsibilities, and rights outlined and described in the JBU Student Handbook, the Department of Nursing offers the following:

- Faculty are facilitators of student learning. Therefore, our goal is to ENGAGE each learner as a full partner, with students taking responsibility for their own learning.
- Nursing students have the right to an educational environment that fosters and nurtures both personal and professional development.
- Students are free to present reasoned dissent and opinions that differ from those offered in any course, but must do so with respect.

John Brown University has a list of expectations or responsibilities for all students that can be found in the JBU student handbook. University describes students' rights related to education records that can be found in the JBU student handbook.

### **Abuse**

John Brown University prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage at any time. In other words, as part of Student Life, all students must sign and adhere to the [Community Covenant](#). Students should refer to page 60 in the student handbook [Statement for the Prevention of Drug & Alcohol Abuse](#) for further details.

Students found guilty of noncompliance with this policy are subject to sanctions commensurate with the offenses and may be subject to disciplinary action according to the above statement. Furthermore, as a student in the nursing program, students must submit to urine drug tests (refer to Criminal Background Checks and Drug Screening policy). A student with a positive drug/alcohol screening may be prohibited from attending clinical.

### **Transportation Requirements**

All students in the upper division nursing courses must have their own reliable vehicle. Students are responsible for their own transportation to and from all health facilities where learning experiences are provided and are responsible for all costs associated with owning and operating the vehicle.

## University and Department Correspondence

The University, Department of Nursing, faculty, and staff will send official correspondence to a student via e-mail using the student's e-mail address assigned by the University. JBU e-mails will be used by administration, faculty, and staff to communicate pertinent information to students. Each student is personally responsible for checking his or her e-mail at least daily for receipt of official University correspondence. It is expected that Internet course accounts required by many courses will be accessed by all students at least three times a week during the semester. Students will be held responsible for information distributed in this manner.

Additionally, there are flat-screen televisions located in various buildings across campus, including the Health Education building, used to display important and necessary information for students' benefit. Information relating to student activities, deadlines, upcoming events and general information will be posted there.

## 8. Academic Policies and Procedures

### Attendance, Clinical

As per the John Brown University general attendance policy, students should make every effort to attend all clinical experiences, including laboratory and simulation experiences. However, if the student has to be absent, they are expected to inform their clinical instructor **before** the scheduled start time. There will be no distinction made between excused and unexcused absences in regard to clinical hours. All clinical hours and simulation labs missed will be reflected by zeroes on the Clinical Evaluation Tool (CET). If the student fails to attend more than ten percent (10%) of the scheduled clinical hours (simulation or lab included) time during a semester, it will be determined that the student can no longer meet the learning objectives of the course. The student will then be administratively withdrawn from the course, placing his/her position within the program in jeopardy. However, all extraordinary circumstances of absence will be left up to the discretion of the Dept. Chair or assigned faculty member.

### Participation in Clinical Following Serious Illness, Injury or Hospitalization

Students under the care of a health care provider during pregnancy or following serious illness, injury or hospitalization must furnish a written release from the provider stating that he/she may fully participate in clinical activities **with no restrictions**.

### Attendance, Class

Attendance of all class sessions is important. If you need to miss class for any reason, notify your instructor. Some absences may be excused (see the university catalog). It is your responsibility to check with your instructor about any missed assignments. Faculty members are not obligated or expected to let you make up work due to unexcused absences. Also, failure to attend classes for two consecutive weeks may result in disenrollment from the university. Instructors differ in their class attendance policies, and students are to refer to course syllabi for specific details.

### Attendance, Chapel

In accordance to university policy, attendance at chapel is expected (see *Student Handbook*). Class, clinical and laboratory experiences are scheduled in such a manner as to provide students ample opportunity to fulfill all chapel requirements. Students should not arbitrarily ask for chapel exemptions.

## Grading and Testing

In accordance with the current JBU catalog, the following grading system is used to maintain internal consistency in computing GPAs. The Department of Nursing uses the following grading scale (%) to determine letter grade in the class. The progression and graduation policies within the Department of Nursing require a “C” or better in all NUR courses.

Grade		Description	GPA
A	93-100	Superior Accomplishment	4.0
A -	90-92.9		3.7
B +	87-89.9		3.3
B	83-86.9	Commendable Accomplishment	3.0
B -	80-82.9		2.7
C +	77-79.9		2.3
C	73-76.9	Satisfactory Accomplishment	2.0
C -	70-72.9		1.7
D +	67-69.9		1.3
D	60-66.9	Minimal Accomplishment	1.0
F	<60	Failure	0.0

For further detail regarding the university’s grading system or procedures, please refer to the catalog at [JBU's grading system](#).

Grades in upper division NUR didactic courses require students to FIRST earn an average of 73% on the theory exams in order to pass the course. If the student does not achieve the 73% average, the final grade assigned will be the average of the exams, excluding the other grade components. Course exams (and some quizzes) are taken using department Chromebooks; personal computers are not used for exams and select quizzes. Students testing in Student Support Services will utilize desktop computers in that office.

Medication Administration Exams: Students will be given a medication administration exam each semester they engage in clinical activities. The level of difficulty and type of material are congruent to the level of the clinical experience. Students will be required to pass this exam with 100% proficiency. Two attempts will be given each semester prior to the beginning of clinical rotations. Because this is a safety and quality issue, students who do not pass this examination with 100% proficiency (in two attempts) will be administratively withdrawn from the clinical course.

Standardized Testing: The HESI Exit Exam will be administered to students during the middle of their senior year. The HESI Exit Exam is designed to test a student’s understanding of the entire nursing curriculum and is used to evaluate a student’s readiness for the NCLEX-RN® exam. The exam is developed by Elsevier and is intended to match the latest NCLEX test plan. Currently, benchmark scores are set at 850 or above. Students and assigned faculty will use individual student results to identify strengths and weaknesses and to develop a customized study plan that will be implemented during NUR 4224. Students not meeting the benchmark score will be required repeat the test (at their expense) during NUR 4224.

## Grievance & Appeal Policies

For all grievances, students should follow the procedure as outlined in [JBU's student handbook](#) and in the [Undergraduate Catalog](#). Although the procedure is briefly outlined here, students should refer to the full description of the procedures for both grievances and appeals.

### Academic Process

Students should discuss the issue with the faculty member first. If talking fails to bring resolution, the student may meet with the appropriate department head or dean and present a written statement of the problem and desired resolution; further meetings between all parties may be convened. Unsatisfactory resolutions are appealed to the Vice President for Academic Affairs.

### Non-academic Process

Grievances that are not academic in nature are submitted in writing to the Dean of Students. If satisfactory resolution is not received, appeals are made to the Vice President for Student Development for a hearing before the Judicial Board. The Judicial Board is not involved in academic issues, other than those related to academic dishonesty.