



Bachelor of Science in Nursing

**GUIDEBOOK**  
**FOR NURSING STUDENTS**



Dear Student or Prospective Student,

Welcome to John Brown University's Department of Nursing. You have selected a school dedicated to offering a quality academic program within a Christian community. On behalf of John Brown University, we look forward to helping you reach your educational goal of becoming a professional nurse and supporting your growth as a Christian servant of God.

This Guidebook for Nursing Students is designed to provide you with information about the mission, outcomes, policies, and procedures relevant to applicants and students in the Bachelor of Science in Nursing (BSN) Program. Its purpose is to help you understand the policies and guidelines specific to the Department of Nursing. It complements the information found in both the John Brown University Undergraduate Catalog and Student Handbook.

This guide is not a contractual agreement. The Department of Nursing reserves the right to update policies and procedures in this document at any time. If changes are made, students will be notified promptly via their JBU student email accounts. The Department of Nursing sees baccalaureate education in nursing as a collaborative effort. Please do your part to ensure your success by reading and utilizing this guide, along with the related documents.

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

Christ Over All,

Faculty and Staff of the Department of Nursing



# GUIDEBOOK FOR NURSING STUDENTS

## Table of Contents

### Introduction to John Brown University Department of Nursing

1. [Overview of the Department of Nursing](#)
  - a) Mission(s)
  - b) Philosophy
  - c) Program Learning Outcomes
2. [Approval and Accreditation](#)
3. [Program of Study and Curriculum](#)
  - a) Requirements for fulfillment of the BSN degree
  - b) Professional licensure eligibility
  - c) Nursing fees and incidental expenses
4. [Department of Nursing Organization Structure](#)
  - a) Position within JBU
  - b) Committee structure
  - c) Student membership and participation
5. [Admission and Progression Policies](#)
  - a) Advising
  - b) Conditional acceptance into Upper-division Nursing
  - c) Full admission into Upper-division Nursing
  - d) Continued Progression and Dismissal Policy
  - e) Transfer students and transfer credits
  - f) International Students
  - g) Re-admission to the nursing major
  - h) Re-admission into Upper-division Nursing Program Policy
6. [Students Services](#)
  - a) Counseling Services
  - b) Insurance
7. [General Information, Policies and Procedures](#)
  - a) Address, phone number, and e-mail
  - b) Auditing a Course
  - c) Identification Card (ID Badges) Policy



- d) Computer requirements
- e) Criminal background check and drug testing
- f) Dress code
- g) Employment
- h) Hazardous weather
- i) Parking
- j) Professional responsibility and Code of Ethics
- k) Student Misconduct Policy
- l) Refund policy
- m) Social media
- n) Student representation on committees
- o) Student rights and responsibilities
- p) Substance abuse
- q) Transportation requirements
- r) University and department correspondence

8. Academic Policies and Procedures

- a) Clinical Attendance Policy
- b) Participation in clinical following serious illness, injury, or hospitalization policy
- c) Attendance, class
- d) Attendance, chapel
- e) Grading and Testing Policy
- f) Exam Review Policy
- g) Medication Administration Exam Policy
- h) Lab/skill Check-off Policy
- i) Standardized Testing Policy
- j) Service-learning Policy
- k) Grievance & Appeal Policy



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

The Department of Nursing offers a four-year, full-time Traditional Undergraduate track (TUG) to prepare baccalaureate nurses for the challenges and rewards of professional nursing. 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 various fields or roles. Graduates may work in multiple settings, including hospitals, community clinics, schools, as school nurses, public health nurses, or occupational health nurses. Graduates are prepared to work as staff nurses in hospitals and to assume leadership roles in various areas with some experience. These are just a few examples of the wide variety of places 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.

#### **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 Bachelor of Science in Nursing degree builds on the liberal arts tradition of the University to prepare students as nurse generalists to provide safe and effective nursing care throughout the spectrum of healthcare settings and populations. The program prepares graduates to function as leaders who integrate the spirit of inquiry and apply evidence-based practices to advance the nursing profession.

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

The Department of Nursing believes that:

- 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, all of which are bound within the context of personal values, environment, and culture. Professional nursing views all humans as inherently dignified and worthy, with the right and responsibility to actively participate in decisions that affect their health.
- Professional nursing expresses itself as both an art and a science. Nursing is a scientific and caring profession that 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. The development of a 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 learning partnerships.
- Constructivist learning theory is used to provide an active, meaningful learning environment while implementing a concept-based curriculum. A concept-based curriculum provides an opportunity to learn about the care of clients across the lifespan and develop critical thinking and clinical judgment, 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 personally. Nursing education is provided in an environment that fosters cognitive, moral, and spiritual development in individuals and society.

### **Program Learning Outcomes**

The baccalaureate program, in alignment with the university's overall goals, has identified and is committed to the following program 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. They 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, 2021
- Arkansas State Board of Nursing
- Quality and Safety Education for Nurses Competencies
- International Nursing Association for Clinical Simulation and Learning
- National Council of State Boards of Nursing

BSN program graduates will be able to:

1. Integrate beliefs and values that honor God into the practical ministry of nursing, treating others with mercy and dignity.
2. Integrate the foundational knowledge derived from a liberal arts education into holistic nursing practice to provide quality care.
3. Practice with knowledge, skills, and attitudes to provide safe, evidence-based, patient-centered care to assist individuals, families, and populations to pursue health.
4. Demonstrate communication, teamwork, and collaboration, and application of information management technologies, along with inter-professional healthcare disciplines to promote optimal patient outcomes.
5. Apply clinical reasoning in decision-making to improve patient outcomes, considering the diversity of patients and complex environments.
6. 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. 800.621.7440

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.aacnnursing.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. A suggested four-year plan is also available on the website. 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. Each NUR course 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, meeting minimum standard (see ATI testing policy).
4. Completion of a minimum of 800 clinical hours.

### 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 are coordinated through the National Council of State Boards of Nursing. Successful passage enables graduates to practice anywhere in the United States and its U.S. territories. Final approval to be eligible to take the NCLEX-RN rests with the Arkansas State Board of Nursing (or a similar counterpart in the state where a graduate seeks to pursue initial licensure). *Completion of the BSN degree is not a guarantee of eligibility to take the NCLEX-RN.*

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 about their eligibility are highly encouraged to speak with the Department of Nursing Chair before applying 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 are also part of the admission process for upper-division nursing courses. For more information, refer to the Criminal Background Check and Drug Testing policy located in Section 7 of this guidebook.



## Nursing Fees and Incidental Expenses

In addition to general tuition and fees, special fees are associated with several nursing courses. The amounts of these special course fees vary and can be found [online](#). These fees offset expenses related to laboratory and simulation materials, as well as the standardized testing platform, ATI. Students also have access to nursing course fees through the Academic Planning Office.

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 (such as online platforms or software), health-related costs, NCLEX-RN licensure application fees, health insurance, uniforms, equipment, computer devices, and transportation expenses. Liability insurance is typically included in the usual tuition and fees and is provided by the school. The table below lists the approximate costs of these expenses.

| Year       | Item  | Estimated Cost |
|------------|---|----------------|
| *Sophomore | Health fees for immunizations and vaccinations (varies depending upon need and insurance) | \$40-\$400     |
|            | Immunization Tracking (through SentryMD)  | \$35-\$45      |
|            | Criminal Background Check   | \$50           |
|            | Drug Screening  | \$50           |
|            | Cardiopulmonary resuscitation class (depends upon where it is taken)                      | \$30-\$60      |
| Junior     | Uniforms, lab coat, name badge, and insignia  | \$200-\$250    |
|            | Stethoscope (price varies depending on type)  | \$40-\$150     |
|            | Required equipment (watch, bandage scissors, penlight)                                    | \$50           |
|            | Optional equipment (BP cuff, reflex hammer, gait belt)                                    | \$50           |
|            | Criminal Background Check (required every year)   | \$50           |
|            | Drug Screening (required every year)  | \$50           |
|            | Books (for both Junior/Senior)  | \$1500         |
| Senior     | HURST Review  | \$360          |
|            | Licensure application and fees (Varies by state)  | \$300-\$600    |

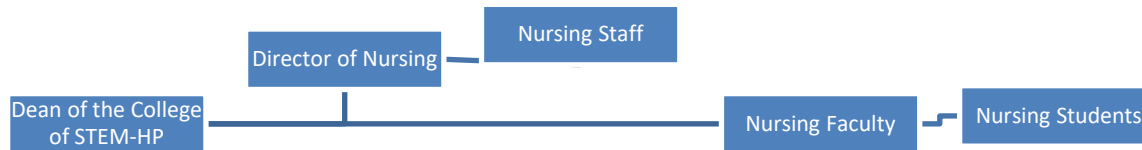
\*Refer to the Admission Policy for further details

Costs listed are approximate and subject to change.



#### 4. Department of Nursing Organization Structure

##### Position within JBU



##### Committee Structure

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

1. Develop, implement, and evaluate the nursing education program.
2. Plan for program development and contribute to budget allocations.
3. Develop and approve policies and procedures aligned with the program's mission, philosophy, purposes, and objectives.
4. Promote, support, and provide advisors for student activities within the department.

##### Student Membership and Participation

The faculty value student participation in the Nursing Faculty Organization, 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 Assistant 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 Department of Nursing Chair.
- One junior class representative and one senior class representative are present at each department meeting.
- Student representatives are invited to participate in the discussion but do not have voting privileges.
- Student representatives may be asked to leave during the 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 responsible to society for the integrity and results 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 duty to set standards for admission, progression, dismissal, and graduation that align with their philosophy and program objectives, thus protecting the integrity of the university and its educational mission.



Nursing admission involves two steps. The first is gaining acceptance to John Brown University and meeting the general admission requirements. Freshman or transfer students can declare nursing as their intended major and complete coursework for the Core and select nursing classes. Students who do not satisfy JBU's general admissions standards may be offered a modified program with additional prerequisite courses, if necessary. The second step is to apply to the nursing program, which is required for consideration for admission into upper-division nursing courses (see below).

### **Advising**

Students who declare nursing as their intended major will be assigned a faculty member from within the Department of Nursing.

### **Conditional Acceptance into Upper-division Nursing**

The Department of Nursing admits upper-division cohorts to start each fall. Students interested in taking upper-division nursing courses must submit a separate nursing application to the Department of Nursing, with the online application due by March 1. Notices of conditional acceptance will be sent by April 15. Acceptance into upper-division nursing is competitive based on the following:

1. Applicants may be asked to 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" 2.0 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) before beginning upper-division courses.
  - At a minimum, the following courses (or their approved equivalent) must be included. BBL 1013, BBL 1023; BBL 2022, BIO 1013, BIO 2333, BIO 2513, BIO 2523; COR 1002; EGL 1013, EGL 1023; either ICS 2113 or ED 2033; NUR 1022, NUR 2113, NUR 2134; either CHM 1013 or CHM 1121; one of ED 2143, FAM 2413 or PSY 2413; and one of BUS 2193, MTH 1003, MTH 2103, or PSY 2383.
  - 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:
  - \*BIO 1013: Fundamentals of Cell Biology (with lab)
  - CHM 1013: Fundamentals of Chemistry (with lab) or CHM 1124
  - \*BIO 2513: Anatomy & Physiology I (with lab)
  - \*BIO 2523: Anatomy & Physiology II (with lab)
  - BIO 2333: Microbiology (with lab)

\*Must earn a grade of "2.7/B-" or higher in the designated courses
5. When there are more qualified applicants than student positions, meeting the 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), and number and grade(s) of transfer credits.
6. 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 Upper-Division Nursing

Conditional acceptance into the major may be granted during the spring semester while students are still enrolled in prerequisite courses. Full admission is contingent upon completing the following:

1. All pre-requisite coursework must be completed during the spring semester, and grades must be verified by the end of the semester to meet the minimum GPA requirements as outlined above.
2. Must submit proof of the following immunizations to *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 Life Support and Automated External Defibrillation (BLS & AED).
4. Must submit a physical form from a healthcare provider stating that the student is healthy and able to enter into the nursing program without restrictions.
5. Must submit proof of individual, current health insurance coverage, which is renewed or updated annually.
6. 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. PDFs of the Criminal Background Checks - ACA §17-87-312 and Licensing Restrictions Based on Criminal Records, ACA §17-3-102 - can be found [here](#).
7. A negative drug screen is required annually.
8. Students born outside of the United States or who identify English as their second language will also be required to complete the official Test of English as a Foreign Language (TOEFL) iBT composite score of at least 83, with a minimum speaking score of 26 (if applicable). The test must have been taken within the previous calendar year of admission.

## Continued Progression and Dismissal Policy

In all upper-division nursing (NUR) courses (3000–4000 level), students must meet the following academic requirements: Students must earn **a minimum exam average of 75%**. (*Note that test score averages will not be rounded; for example, a test average of 74.9% does not meet the 75% requirement, so the student cannot progress.*) Students must also earn a final course grade of at least a C (2.0 on a GPA scale) in both didactic and clinical components. If a student fails to meet either of these requirements, they may repeat the course one time only, the next time the department offers it. The student will not be able to progress to the following nursing courses, as each course builds on the previous content. The course must be passed on the second attempt. Failure to pass the course on the second attempt will result in dismissal from the nursing program. Students may repeat no more than two upper-division NUR courses during their program of study. Upon a third course failure (in the same or different NUR courses), the student will be **dismissed** from the program. Students who reach this limit will be contacted by the Department Chair and/or faculty and officially informed of their dismissal. The student will also receive in-person academic advising to explore other educational paths.



## Transfer Students and Transfer Credits

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

Credits earned at another institution, including nursing credits, will be reviewed by both the registrar and the faculty of the appropriate department to determine their applicability to courses in the student's degree program. Each transferred course must have a minimum grade of "C." All work completed at previous institutions will be marked as "CR" on the student's JBU transcript. Therefore, **only JBU coursework will be included in the student's GPA.**

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.

## International Students

The Department of Nursing welcomes international students and those for whom English is not their first language. Students born outside of the United States or who identify English as their second language will be required to complete the official Test of English as a Foreign Language (TOEFL) iBT with a composite score of at least 83, and a minimum speaking score of 26 (if applicable). The test must have been taken within the previous calendar year of admission.

## Readmission to the Nursing Major

Students who are not continuously enrolled at JBU for one or more semesters are required to make an 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 determine if the student is in good standing and eligible for readmission. If students have taken a medical leave of absence, reapplying is not necessary.

## Re-admission to Upper-division Nursing Program Policy

Eligible upper-division nursing students (see continued progression policy above) not continually enrolled in at least one NUR course are required to reapply to the Nursing Department for upper-division nursing. This is an abbreviated application process. Admission is **not** guaranteed; eligible students are re-admitted based on a review of their records and space availability. 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. In addition, they may be asked to re-validate on critical skills as deemed necessary by the nursing faculty.

Students withdrawing from coursework should refer to the *Undergraduate Catalog* for specific policies and further details on the 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 to continue enrollment in the nursing program.

A student who is dismissed from John Brown University is not eligible to apply for readmission for at least the balance of the semester, and readmission is not guaranteed. Dismissal could result in the



potential loss of financial aid eligibility for subsequent terms of enrollment.

## **6. Student Services**

JBU offers a multitude of student services to help students be successful. For a comprehensive list of services, students should refer to the JBU website for [Student Services](#).

### **Counseling Services**

The JBU Student Counseling Center provides confidential, clinically excellent mental health counseling, assessment, crisis intervention, and consultation to support the emotional well-being, educational goals, and personal development of students. The nursing program is rigorous and requires time management, stress management, and prioritization skills. Patient care can be emotionally challenging. 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](#).

### **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 before beginning clinical experiences.

#### **Professional Liability Insurance**

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

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

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

University officials must be able to locate and send official correspondence to students promptly and accurately. During (pre)registration each semester, students will be notified via EagleNet to verify and/or update their contact information. At other times during the year, verification and updates can be made through the Academic Planning tab. Accurate contact information is vital to ensure that schedules, official correspondence, scholarship notifications, and emergency messages are not delayed or lost. Failure to receive university notices due to incorrect contact information provided by the student does not exempt the student from the responsibility of responding 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 Undergraduate 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 before the stated deadlines. It is the responsibility of the student to obtain a statement of grading criteria for satisfactory participation from the instructor.” Policies on auditing courses are in the catalog.

Nursing majors who have been unsuccessful in any upper-division NUR course may be required to audit all NUR courses taken that semester, regardless of the course grade. This will be up to the discretion of the faculty and department chair. Students will be notified within two weeks of the end of the semester in which the unsuccessful course was completed as to which courses will require an audit. Students have the right to appeal this decision, following the appropriate appeal process.

## **Identification Card Policy**

All students are required to have an official JBU photo ID card as a means of identification. The card will be used as a means of accessing selected areas of campus, including the Health Education building, after hours, and some laboratories. For more information regarding the JBU ID card, please refer to [ID cards on Campus Safety Eagenet Page](#).

Upper-division nursing students will receive an additional ID badge at no cost. These IDs do not display students’ last names and identify them as BSN students; this badge must be worn at all times during clinical experiences. Students cannot participate in any clinical activity—including onsite labs or simulations—without their ID card (mental health facilities have an exemption for student safety). This requirement is mandated by the clinical facilities with which we work. If a student arrives at clinical without their ID, they will be dismissed by the clinical instructor, sent home for the day, and receive a zero on their CET for that clinical day.

## **Computer Requirements**

All students enrolled in the nursing degree program are required to have a laptop computer. IPADS do NOT meet this requirement and cannot be used with our assessment software. This device will be used in both the classroom and clinical/lab settings. Please ensure your device has the necessary plugins installed and that they are updated regularly.

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

Clinical agencies require criminal background checks (CBC) and drug screens as prerequisites for clinical placement. Students must pass a negative drug screening and a complete CBC before full acceptance into upper-division nursing and annually before starting any clinical rotations. All fees related to the CBC and drug screening (including random or for-cause drug screens) are the student's responsibility.

A positive drug screen may lead to denial of admission to upper-division nursing courses or dismissal from the nursing program (see policy below). Students must adhere to state and federal laws regarding controlled substances. Violations may result in legal action by authorities and/or disciplinary measures by the college. Nursing students who test positive for marijuana will be expelled from the program, including those with written approvals for medical marijuana use. The 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 additional details. A student found guilty of violating the policy on alcohol and other drugs may face sanctions appropriate to the offense. The possible sanctions are outlined in the Community Covenant. While readmission to the nursing program is not guaranteed, students who are readmitted will be subject to random drug testing at their own expense. A second positive drug screen will make the student ineligible to continue or re-enroll in the program.

## **Drug Testing Policy**

### **Substance Use**

Students in the Nursing Program are strictly prohibited from using or being under the influence of:

- Alcoholic beverages
- Illegal drugs
- Medications (prescribed or over-the-counter) that impair cognitive or physical functioning

This policy applies to all learning experiences, including but not limited to:

- On-campus clinical labs or simulations
- Off-site clinicals
- Preceptorships
- Any assigned educational activity in a healthcare facility, school, or institution

### **For-Cause Drug and Alcohol Testing Procedure**

If a faculty member or clinical instructor has a reasonable suspicion that a student may be impaired, the following steps will be taken immediately:

1. Indicators of Possible Impairment are identified and communicated to the student.

Behaviors that may trigger suspicion include (but are not limited to):

- Slurred speech
- Unsteady gait
- Disorientation or confusion
- Poor judgment
- Odor of alcohol

2. Immediate Action

- a. The student will be removed from the clinical or lab setting by the instructor.
- b. The clinical site will be informed that the student has been dismissed from the setting for the day.
- c. The student will be required to undergo a for-cause drug and alcohol screening.
- d. The instructor will arrange for a safe, university-approved transportation service to take the student to a designated drug testing facility.
- e. The student must present a valid photo ID at the testing facility.
- f. After testing, the student must make safe arrangements for transport home.

Refusal to comply with testing will result in immediate removal from the clinical setting and an administrative withdrawal from the nursing program.

### **Post-Test Follow-Up**

If the student admits to alcohol or drug use:

- The student must still complete drug and alcohol testing.

If the test results are negative:

- The student will meet with the Department Chair and clinical faculty within 24 hours of receiving results to evaluate the situation, if at all possible.
- If the screening was due to the odor of alcohol, the student must discontinue using any products (e.g., mouthwash, hygiene sprays) that may mimic alcohol odor before returning to clinical.
- If the screening was due to behavioral symptoms, the student may be required to undergo a medical evaluation. A medical clearance note is needed to return to clinical duties.

If the test results are positive (for any of the following):

- Alcohol
- Illegal substances
- Prescription or over-the-counter medications not disclosed in advance



The following actions will be taken:

- The student will be required to withdraw from all nursing courses for one year.
- The student must cover all costs related to for-cause drug testing.
- The Arkansas State Board of Nursing (or other applicable board) will be notified of the positive result.

### **Refusal to Test**

If a student refuses to undergo for-cause testing:

1. The student will be immediately removed from the clinical/preceptor setting.
2. The instructor will arrange for safe transport of the student to their home.
3. The student will be administratively withdrawn from the program.

### **Routine Drug Screen & Background Check Policy**

- All students are required to complete a background check and drug screen through PreCheck/StudentCheck, a professional credentialing service.
- Information about completing these screenings is included in the Student Welcome Packet.
- Results are reported to:
  - The Department of Nursing Chair
  - Healthcare facilities where students are placed for clinicals

Clinical facilities may deny placement based on background or drug screen results, which may delay or prevent program progression.

### **Possible Outcomes of an Unsatisfactory Background Check**

- Denial of full admission to the nursing program
- Reassignment to an alternate clinical site (if available)
- Withdrawal from the course if no alternate site is available
- Delay in program progression

### **Licensure Implications**

- Students will be required to complete an additional background check as part of their NCLEX-RN licensure application.
- The background check used for admission cannot be used for licensure purposes.
- Admission to the nursing program does not guarantee eligibility for licensure. Each state board makes its determination based on the individual's criminal history and other relevant factors.

It is the student's responsibility to review licensure eligibility requirements in the state where they plan to apply for RN licensure.

### **Student Responsibility Summary**

- Never attend clinical, simulation, or lab while under the influence of impairing substances.
- Always disclose prescription medications that may impact behavior or cognition to the clinical instructor.
- Maintain up-to-date background and drug screening records as required.

### **Dress Code Policy**

The purpose of the dress code for the Department of Nursing is to promote a professional appearance and school identity. The personal appearance of the nursing student should always present the individual in a professional manner, fostering respect from all healthcare professionals and colleagues, and reflecting 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, wear, fading, or fraying of the students' uniforms is not permitted. If a faculty member determines that a uniform has not been well-maintained, the student may be asked to purchase a replacement.

The Department of Nursing has made every effort to establish a dress code policy that complies with the standards of all clinical agencies and medical institutions with which the program may partner. However,



if any discrepancies arise, the institution's policy regarding clinicals must be adhered to by the student. All exemptions to the dress code due to religious beliefs must be submitted in writing to the Department Chair before the beginning of the semester. Any request for exemptions not received at least two weeks before the start of the semester will be denied.

## **Clinical Uniform**

- **Scrub Jacket**

Each student is required to purchase one scrub jacket. The scrub jacket must match the royal blue uniforms or be solid black. The choice of style has been left to the student's personal preference (e.g., sleeve length, collar, etc.). The scrub jacket will be embroidered at the Department's expense and presented to students at the beginning of their junior year clinical experience.

- **Scrubs**

The required uniform for all clinical settings is a Cherokee brand Royal Blue scrub top and scrub bottom. Acceptable styles and models, along with a list of prohibited styles, will be provided to students in the student welcome/information packet. This is the **ONLY** brand and color that is acceptable. Each student must purchase at least two sets of the uniform style of their choice. The uniform should fit well and be of proper length for each student. It must be a single solid color—no contrasting colors for binding or hemming are permitted. Layering shirts may be worn underneath the uniform. If long sleeves are worn, they must fit tightly to the arms. Under the uniform, shirts should be solid white, black, or grey. Jackets, sweaters, coats, or vests are not permitted 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 John Brown University Nursing t-shirt, available through the nursing club. This should be worn with the appropriate pants, as directed by the instructor, based on clinical experience.

- **Shoes**

In all clinical settings, shoes must have a low, closed heel and toe with a nonskid sole, adhering to safety and health standards. Acceptable materials include black leather or other man-made materials. Tennis shoes, cotton, or mesh materials are not sufficient. Shoestrings are allowed but must be black as well. Students are required to wear solid black crew or knee-high socks with their uniforms. Shoes should be kept clean at all times to maintain a professional appearance.

- **Accessories**

A watch is required. The watch must have a second-hand sweep or the equivalent function. Smart watches and smart glasses are not permitted.

- **ID Badge**

The student must wear their ID badge above the waist in clear view at all clinical sites. Having the ID badge is required by the clinical locations. Any student who arrives at a clinical without their ID badge will be sent home for that day and will receive a score of 0 on their CET for that clinical experience.

- **Tattoos**

Students should avoid getting visible tattoos during their time in the nursing program. Visible tattoos that are distracting or offensive must be covered in accordance with agency policy.



- **Jewelry**

Earrings are limited to one per lobe. The stud earring cannot exceed 5 mm in diameter. Gages, hoops, and dangles are not permitted. No facial or body piercings are allowed, including tongue piercings. Wedding or engagement rings/bands may be worn. Rings that are likely to puncture gloves should not be worn. Neither the university nor the agency is responsible if a ring or setting is lost. Nursing students may wear one small, durable watch with a sweeping second hand. Permanent jewelry is not allowed due to infection control concerns, especially in high-risk units.

- **Hygiene**

Students should consistently maintain excellent personal hygiene. This is important for sanitation and infection control. A clean scent and appearance also help uphold a professional image. Odors such as smoke, alcohol, or strong detergents and perfumes/colognes are not permitted. Students must use antiperspirant and deodorant. Light or non-offensive perfume or lotion is optional, but students should consider those around them, including coworkers and patients. If a student's scent is found to be offensive or too strong, they will be asked to wash, change their uniform, or may be sent home.

- **Hair**

Hair should always be kept clean, neat, and tidy. It must be pulled up and away from the face and shoulders, kept out of the work area, and away from the patient during all lab and clinical settings. Unnatural hair colors or highlights are not allowed. **MEN:** If men choose to have facial hair, it must be kept clean, neat, trimmed, and in a natural color at all times. Facial hair must not interfere with the function of the Fit-tested N95 mask (if required by the clinical site).

- **Makeup**

Makeup should be kept natural and conservative, neutral and non-distractive colors on the face only.

- **Nails**

Nails should always be clean, well-maintained, and groomed. For infection control, fingernails must not extend beyond the fingertips and should be neatly manicured. Artificial extensions and polish, including dip, gel, and acrylic, are prohibited.

### **Professional or Business Attire**

Business attire may be necessary at certain times. Students are required to wear professional business attire at various points throughout the program. As representatives of John Brown University, students are expected to present a professional and modest image at all nursing program-related agencies and events.

- Men should wear dress slacks or pants, a collared long-sleeved shirt, and professional shoes. Tie and jacket are optional. The student's pants and shirt must be clean and wrinkle-free.
- Women should wear a dress, 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. Professional, sensible shoes only. If one chooses to wear jewelry, it must be conservative.

### **Employment**

The ability to manage combined responsibilities of college and employment varies greatly among individuals; therefore, there is no policy limiting the number of hours a full-time, traditional BSN student can work outside the university. However, students are strongly advised that work hours should not exceed twenty hours per week, particularly during upper-division major coursework. Students employed



by the university as work-study or teaching assistants (TAs) are restricted to working 7.5 hours per week. Additionally, students who do not meet the academic standards in the nursing program due to employment will not receive special consideration, regardless of financial need. Therefore, students who feel they must work to cover school expenses should inform their academic adviser and the student office of financial assistance of this need before their academic performance is at risk.

Students employed by clinical agencies should be aware that neither the University nor the Department of Nursing assumes responsibility for their work as agency employees. Students are not allowed to wear clothing that identifies them as JBU nursing students while at a clinical facility, as this may be perceived as representing the facility's employees. They also should not act as representatives of the clinical agency while at the facility as JBU nursing students.

## **Hazardous Weather**

Information regarding the 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 provided by the clinical faculty.

## **Parking**

Because nursing students require access to reliable transportation for clinical experiences, all students must be familiar with JBU's policies regarding vehicle registration and campus parking. Please refer to [the 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 BSN program, students are reminded that they are studying to become members of an esteemed profession and the responsibilities that such membership entails. The ethical standards of conduct for professional nurses as members of a service profession in a self-governing society are emphasized 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 educational and clinical performance, reserving the right to appeal by using the procedure in the Student Handbook outlined under the Academic Grievance process.

Students are expected to display classroom and clinical behavior that is not only appropriate for the profession but also befitting of 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.

### **Student Misconduct Policy**

1. If at any point a student displays unprofessional conduct, as defined above, the student will be removed from the classroom, lab, or clinical environment immediately.
2. If in a clinical environment, whether on-site or off, the student will receive an automatic zero on their CET for that clinical date.
3. Students dismissed from a learning environment may not return to the classroom (or clinical) without first meeting with the professor/instructor who dismissed them and the Department of Nursing Chair. This meeting will occur within 48 hours of dismissal, if possible.
4. A letter describing the unprofessional conduct and the findings from the meeting will be placed in the student's file.
5. Students may be dismissed from the program for unprofessional conduct if deemed appropriate by the Department Chair and JBU administration. If dismissed for unprofessional conduct, a student is ineligible for readmission.

### **Refund Policy**

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

### **Social Media**

John Brown University recognizes that social networking websites and applications such as Facebook, Twitter, Instagram, Snapchat, etc. are essential 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 platforms so that only trustworthy "friends" have access to the sites. They must also be mindful that posting certain information is against the law. 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 may also be subject to adverse academic actions, which can range from a letter of reprimand to probation, dismissal from the nursing program, and/or dismissal from 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, narrative 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 their profiles or applications.
- 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 conducted civilly and respectfully. No privatization measure is perfect, and unauthorized 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., residence 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 the use of social media.

### **Student Representation on Committees**

Serving as a student representative on a departmental, college, or university committee is a significant role that carries specific responsibilities. The following guidelines will help the student representative function efficiently and effectively in this role, representing their peers. The representative will:

- Attend each meeting, and if unable to attend, make arrangements for the elected alternate to attend. Inform the committee chairman if you are unable to participate 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 crucial 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 on student involvement and participation in departmental meetings.

### **Student Rights and Responsibilities**

John Brown University promotes responsibility and encourages students to uphold honesty, integrity, and respect. In addition to the expectations, duties, 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 education.



- 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 and responsibilities for all students, which can be found in the JBU student handbook. The university outlines students' rights related to education records in the JBU student handbook.

### **Substance 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 are required to sign and adhere to the Community Covenant. Students should refer to 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 offense and may be subject to disciplinary action as outlined above. Furthermore, as a student in the nursing program, students are required to undergo urine drug tests (refer to the Criminal Background Checks and Drug Screening policy).

### **Transportation Requirements**

All students enrolled in upper-division nursing courses are required to possess a reliable vehicle. Students are responsible for their 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. It is not the responsibility of the faculty or the university to provide or arrange transportation to and from clinical experiences.

### **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 their email at least daily to receive 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, flat-screen televisions are located in various buildings across campus, used to display important and necessary information for the benefit of students. Information relating to student activities, deadlines, upcoming events, and general information will be posted there.

## **8. Academic Policies and Procedures**

### **Clinical Attendance Policy**

Clinical attendance is **mandatory** and is considered a critical component of your nursing education. Clinical



experiences, including laboratory and simulation, are required to meet course objectives and ensure safe and competent practice. Students must prioritize attendance and punctuality in the same way they would in a professional healthcare setting. Clinical experiences simulate real professional responsibilities—your attendance and punctuality reflect your readiness for nursing practice. Patterns of lateness, absences, or unprofessional behavior will be documented and may result in disciplinary action, up to and including dismissal from the program.

#### Attendance Expectations

- Students are required to attend all scheduled clinical experiences. This includes on-site clinicals, simulation, and laboratory sessions.
- No distinction will be made between excused and unexcused absences. **All** missed clinical hours **must** be made up to meet course requirements.
- Failure to complete 100% of required clinical hours in a semester will result in an administrative withdrawal from the course and may jeopardize progression in the nursing program.
- Students must track their clinical hours and are responsible for ensuring they meet the minimum hours required by the course and regulatory standards.

#### Absence Notification

- If a student must miss a clinical experience due to serious illness or emergency, they must notify their clinical faculty personally (via phone or email) no later than one hour before the scheduled start time.
- Failure to notify the faculty appropriately will be documented as a professional conduct concern and may impact the student's clinical evaluation.
- It is the student's responsibility to ensure they have current and accurate faculty contact information.

#### Punctuality Standards

- Punctuality is required. Students must arrive at the designated clinical location fully prepared and ready to begin by the assigned time.
- A student is considered late if they are not present and prepared at the clinical site by the assigned time, including any adjusted or early arrival times communicated by faculty.
- If a student will be late, they must notify the faculty before the scheduled arrival time. If the student arrives more than 15 minutes late, even with notification, they will be dismissed from the clinical for the day and will not receive credit for that clinical session.
- If the student arrives late without notifying faculty, they will be asked to leave immediately and will not receive credit for that day's clinical hours.
- Faculty may require students to arrive before the published clinical start time for pre-conference or preparation. Students will be notified in advance of any such requirement. Late arrival to pre-assigned early times will be treated as tardiness.

#### Clinical Hours and Make-up Responsibility

- Students earn clinical hours only for time spent on-site, participating in clinical learning activities.
- Time missed due to lateness, early departure, or absence will not count toward clinical hour totals.
- If a clinical session is canceled, delayed, or ended early by faculty decision, it is the faculty's responsibility to arrange a make-up experience.
- If a student misses a clinical day for any reason, it is the student's responsibility to coordinate with faculty to arrange a make-up opportunity, if available. Make-up experiences are not guaranteed, and failure to complete all hours may result in course failure. Students may request to swap with a fellow student if they have a pre-arranged date that conflicts with a clinical experience. This must be communicated to clinical instructors at least 48 hours before the clinical experience as it impacts clinical assignments.
- For any makeup clinical, the makeup clinical experience must be of the same type so that students can meet course objectives appropriately. For example, if a student must miss an acute hospital clinical, they are required to make up this time with an acute hospital experience. If a student



misses a leadership day, they are required to make up that time with a leadership experience.

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

Students under the care of a healthcare provider during pregnancy or after experiencing a serious illness, injury, or hospitalization must provide a written release from their provider stating that they are fully cleared to participate in clinical activities without restrictions.

Students with restrictions are not eligible to participate in clinical experiences until their restrictions are lifted. Faculty cannot guarantee that restrictions will be maintained when students are in patient care areas, which creates a risk to both students and patients if students with restrictions attend clinical experiences.

It is understood that extenuating circumstances may exist. If an exception is requested, it must be submitted in writing to the department chair, who will present the request to the faculty committee for review at the following Department of Nursing meeting. A single instructor or faculty member cannot make this decision; only the faculty committee as a whole can determine eligibility.

### **Attendance, Class**

Attendance at all class sessions is essential. 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; students should refer to the course syllabus for specific details.

### **Attendance, Chapel**

According to university policy, attendance at chapel is expected (see the *Student Handbook*). Class, clinical, and laboratory experiences are scheduled in a manner that provides students with ample opportunity to fulfill all chapel requirements. Students should not request chapel exemptions arbitrarily.

### **Grading and Testing Policy**

According to 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 grades in the class. The progression and graduation policies within the Department of Nursing require a “C” or better in all NUR courses.

Grades in upper-division NUR didactic courses (3000-4000) require students to first earn an average of 75% on the theory exams to pass the course. If the student does not achieve a 75% average, the final grade will be reflected as an F. Course exams (and some quizzes) are taken using department Chromebooks; personal computers are not allowed during exams and specific quizzes. Students testing in the Student Support Services office will use the desktop computers available there.

See Grade Scale below:



| Grade |         | Percentage Range            | Description |
|-------|---------|-----------------------------|-------------|
| 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     | 75-76.9 | Satisfactory Accomplishment | 2.0         |
| C-    | 70-74.9 |                             | 1.7         |
| D+    | 67-69.9 |                             | 1.3         |
| D     | 60-66.9 | Minimal Accomplishment      | 1.0         |
| F     | <60     | Failure                     | 0.0         |

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

### **Exam Review Policy**

If a student scores below 75% on any exam, they must schedule a review session with the faculty member before taking the next exam in the course. The exam review is mandatory. Faculty members may assign necessary remediation to ensure the student can meet the unit goals and overall course objectives.

To challenge an exam question, students must submit a written challenge using the exam challenge form. No points will be awarded unless at least two faculty members sign the form. If those faculty members find an error in the exam and award points to the student, the same adjustment will be applied to all students in the course. However, if this adjustment would lower a student's score, the score will remain unchanged. Essentially, if an exam challenge is successful, it can only raise the student's grade, not lower it.

Exam reviews cannot take place until all students have completed the exam. If a student misses the exam, reviews will not start until the missed exam has been completed.

### **Medication Administration Exams**

Students will take a medication administration exam each semester they participate in clinical activities. The difficulty level and material will match the clinical experience. Two faculty members will review the content before the exam is given. Students must pass this exam with 100% proficiency. They will have two attempts each semester before starting clinical rotations. Due to safety and quality concerns, students who do not pass with 100% proficiency after two attempts will be administratively withdrawn from the clinical course.

### **Lab/skill check-off policy**

Skills check-offs are a critical component of the nursing curriculum. Mastery of clinical skills in the lab is essential preparation for safe and competent patient care in off-site clinical experiences and future nursing practice.

#### **General Expectations**

- Skills check-offs and lab time are required components of the following clinical courses:



- Health Assessment Clinical
- Foundations of Professional Nursing Practice Clinical

Only in these two courses do students earn clinical hours for time spent in the lab completing skills and check-offs.

- Additional specialty skills may be introduced in later courses; however, these are not counted as clinical hours and are instead integrated into the course content.
- Because these two courses use the lab as a clinical setting, all clinical policies—including the clinical attendance policy—entirely apply to all lab sections.
- Failure to meet lab and skills check-off expectations may result in course failure and impact continued progression in the program.

#### Lab Conduct & Professionalism

- Students must attend lab in full clinical attire, following the official clinical dress code.
- A Clinical Evaluation Tool (CET) will be used every day the lab is scheduled.
- Each skill will be taught and demonstrated by faculty.
- ATI Skills Modules and rubrics are the standard for all skill check-offs and will be provided by faculty in advance. While techniques may vary by clinical site, students will be evaluated solely according to ATI standards for check-offs.

#### Skill Practice & Check-Off Procedure

- Practice is mandatory. Before any faculty check-off:
  - Students must complete a peer check-off as evidenced by both the student and the peer signing that the practice occurred successfully and the student is prepared for the check-off.
  - No faculty check-off will be conducted without a completed peer check-off.
- Each check-off is scored out of 100 points. A minimum score of 90% is required to pass.

#### Failure and Remediation Process

1. First Attempt – Unsuccessful
  - The student must complete remediation and reschedule with the faculty at the faculty's discretion.
2. Second Attempt – Unsuccessful
  - The student must complete additional remediation assigned by the faculty.
  - Before the third attempt, the student must submit a five-page APA-formatted paper within 48 hours of failure. The paper must:
    - Describe an action plan for improvement.
    - Explain how their errors could negatively impact patient outcomes.
    - Reference evidence-based practice guidelines.
3. Third Attempt
  - At least two faculty members will conduct the check-off to ensure fairness.
  - Failure on the third attempt indicates the student cannot meet the course objectives and will receive a grade of F for the course, both didactic and clinical.

Students may request, in writing, that their check-off be video recorded. This request must be approved in advance by the faculty member conducting the check-off.

### Clinical Skill Verification Requirements

#### Skills That Must Be Checked Off in Lab AND Re-demonstrated Clinically:

These skills must be successfully checked off in the lab (evidenced by the instructor's initials on the student's skills card) and demonstrated in the clinical setting in front of clinical faculty, the first time performed each semester.

- Sterile technique
- Oral medication administration
- IM, SubQ, and intradermal injections
- IV insertion



- IV push medication administration
- IVPB medication administration
- Foley catheter insertion
- NG tube insertion
- Phlebotomy

### **Skills That May Be Performed with Facility Nurses After Lab Check-Off**

These skills may be completed with facility nurses only after lab competence is verified by the check-off card, which must include a date and faculty signature.

- Vital signs (initial check-off in Health Assessment)
- Head-to-toe assessment
- Donning/doffing PPE
- Oxygen administration
- Hygiene & ADLs
- Rectal medication administration
- Enema administration
- Patient transfers and positioning
- Foley catheter care/removal
- NG tube removal
- Discontinuing peripheral IV
- Simple dressing changes
- Intake & Output
- Urine/stool specimen collection
- Hemocult testing
- Capillary blood glucose testing
- Tube feeding
- Wound drainage systems (e.g., JP drain)
- ECG/Telemetry electrode placement
- 12-lead EKG
- Ostomy care
- Trach care/Trach suctioning
- Oral suction

### **Skills Check-Off Card Policy**

- Students must maintain and carry their own skills check-off card at all times during clinical rotations.

Students are responsible for knowing which skills they are authorized to perform.

- It is not the responsibility of the clinical instructor to keep track of which students have checked off which skills.
- Skills check-off cards are part of your permanent academic record and must be submitted after your Capstone clinical experience.

If the check-off card is lost, the student is responsible for locating it or working with clinical faculty to reassess and re-document all applicable skills.

**Critical Safety Reminder:** Students are never permitted to accept verbal orders from healthcare providers. If there are any safety concerns, do not perform the skill. Immediately contact your clinical faculty member for guidance.

### **Standardized Testing Policy**

The Nursing Department utilizes ATI (Assessment Technologies Institute) standardized exams as part of the curriculum to assess content mastery and readiness for the NCLEX-RN exam.



**ATI Fees**

- ATI fees are published in both the 4-Year Degree Plan and the University Course Catalog.
- Students are responsible for all associated ATI costs.

**ATI Exam Schedule**

| Assessment                             | Course         |
|--|----------------|
| Self-Assessment & ATI Orientation      | J1 Orientation |
| Critical Thinking Entrance Exam        | J1 Orientation |
| Fundamentals Proctored Exam            | NUR 3103       |
| Pharmacology Proctored Exam            | NUR 3144       |
| Pediatric Proctored Exam               | NUR 4154       |
| Mental Health Proctored Exam           | NUR 4224       |
| Maternal Newborn Proctored Exam        | NUR 4154       |
| Adult Medical-Surgical Proctored Exam  | NUR 4253       |
| Leadership Proctored Exam              | NUR 4233       |
| Comprehensive Predictor Proctored Exam | NUR 4224       |

**Pre-Exam Requirements**

Before sitting for any proctored ATI exam, students must complete all of the following:

1. Practice Exam A
2. Minimum 1-hour Focused Review based on the initial Practice Exam A attempt
3. Score of 80% or higher on Practice Exam A
  - Students may retake Practice Exam A as many times as needed to reach 80%
  - The review and score requirements apply to each proctored exam

Students who do not complete all requirements before their scheduled proctored exam will not be permitted to test and must coordinate with the course instructor to schedule a makeup.

**Testing Day Expectations**

- Students must arrive on time. The testing room will be locked at the scheduled start time.
- Late arrivals will not be admitted under any circumstances and must contact their course instructor for rescheduling.
- Missing the exam without prior completion of requirements will result in a missed opportunity and potential delay in course progression.

**Remediation Guidelines Based on Proctored Exam Results**

| Proficiency Level | Remediation Required   |
|-------------------|--|
| Level 3           | Minimum 1-hour focused review  |
| Level 2           | Minimum 2-hour focused review  |
| Level 1           | Minimum 3-hour focused review AND Active Learning Template for each missed topic |
| Below Level 1     | Minimum 4-hour focused review  |

**Comprehensive Predictor and Retesting Policy**

- Students who do not earn a Level 3 on any proctored ATI exam are required to retake the corresponding exam during their Issues and Trends course (NUR 4233) as part of NCLEX preparation.
- Remediation must be completed before the retake will be scheduled.

**Accountability and Professionalism**



ATI exams are integrated into the nursing program to prepare students for licensure and ensure consistent national benchmarks for mastery of content. Students are expected to approach these exams with professionalism and integrity.

Failure to meet ATI requirements and deadlines may impact:

- Clinical eligibility
- Course progression
- Graduation readiness
- NCLEX preparation strategies

### **Service-learning Policy**

To support the development of compassionate, community-minded nursing professionals, all pre-licensure nursing students are required to complete 20 hours of service-learning activities in each of the following courses: Concepts I, Concepts II, and Concepts III, totaling 60 hours for the program.

#### **Concepts I (Spring Semester, Junior Year):**

- 20 hours of service learning are required and must be completed during the semester in which the course is taken.

#### **Concepts II (Fall Semester, Senior Year):**

- Students may choose to:
  - Complete 20 hours of service learning during the fall semester, OR
  - They participated in the summer mission trip and earned 40 hours, which satisfies both Concepts II and III requirements.

#### **Concepts III (Spring Semester, Senior Year):**

- Students may choose to:
  - Complete 20 hours of service learning during the spring semester, OR
  - They participated in the summer mission trip and earned 40 hours, which satisfies both Concepts II and III requirements.

#### **Approved Service-Learning Sites**

The following sites have been reviewed and approved by the nursing faculty for meeting the service-learning criteria:

| <b>Site Name</b>          | <b>Maximum Hours Approved</b> |
|---------------------------|-------------------------------|
| JBU Nursing Mission Trips | 40 hours/one time             |
| Camp Barnabas             | 40 hours/one time             |
| Ability Tree              | 20 hours/semester             |
| Choices Pregnancy Center  | 20 hours/semester             |
| 7 Hills / New Beginnings  | 20 hours/semester             |
| Genesis House             | 20 hours/semester             |

*Note: Students are not permitted to complete hours at unapproved sites unless prior written approval is obtained from the course faculty.*

#### **Documentation and Accountability**

- All service-learning hours must be:
  - Documented using the official Service-Learning Log.
  - Verified with a signature from the site supervisor/employee.
  - Submitted by the deadline established in the course syllabus.
- Failure to meet service-learning requirements may result in an Incomplete grade or course failure, depending on the course and extent of non-compliance.

#### **Additional Guidelines**

- Service-learning activities must align with the mission of the nursing department, supporting underserved or vulnerable populations.



- Hours earned for compensation or required employment duties may not be counted toward service learning.
- Students are expected to maintain professional behavior and represent the JBU Nursing Program positively during all service learning experiences.

### **Grievance & Appeal Policies**

For all grievances, students should follow the procedure outlined in JBU's student handbook and the [Undergraduate Catalog](#).