



# UNDERGRADUATE

# NURSING STUDENT HANDBOOK



**2024-2025**

This Undergraduate Nursing Student Handbook is not intended to nor does it contain all regulations relating to the students or replace STU Student Handbook. The information in this Nursing Student Handbook is subject to change without notice. All students are responsible for reading and abiding by the information contained in this handbook as well as the STU Student Handbook.

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## **College of Nursing** **Team's Welcome**

Dear STU Nursing Students:

Welcome to St. Thomas University College of Nursing (STUCON)! We are thrilled to have you as part of our esteemed College of Nursing. As you embark on this journey with us, we assure you that you are entering a place where your dreams and aspirations in the nursing profession will flourish.

STUCON is not just an ordinary nursing school; it is a place where future nurses like you are nurtured, guided, and equipped to become leaders for life. Our mission is not only to provide you with top-notch education and practical training, but also to instill in you the qualities of empathy, compassion, and resilience that define a true nursing leader.

As you step into our classrooms, you will meet a faculty of experienced and dedicated professionals who are enthusiastic about your success. They will be your mentors, guiding you through the challenging coursework and helping you navigate the complexities of the healthcare world. We believe in the power of firsthand experience, and you can expect to be exposed to a wide range of clinical settings throughout your time at STUCON. Our goal is to prepare you for the real-world scenarios you will meet as a nurse, ensuring you feel confident and competent in your abilities. Beyond academics, we encourage you to embrace the spirit of camaraderie among your peers. You will find that the friendships you build here will be a source of support and motivation throughout your nursing journey and beyond.

As you embark on this noble profession, always remember the profound impact you will have on the lives of your patients and their families. Your dedication to providing compassionate and competent care will leave a legacy in the healthcare community. We look forward to seeing your growth and transformation during your time at STUCON. Together, we will create a community of nursing leaders who will make a positive difference in the world.

Once again, welcome to STUCON! We are excited to begin this journey with you.

With warmest regards,  
The Nursing Team  
16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054  
(305) 474-6025  
[www.stu.edu](http://www.stu.edu)

## Disclaimer

The St. Thomas University College of Nursing (STUCON) Nursing Student Handbook is updated annually and is not intended to, nor does it contain all student regulations or replace the STU Student Handbook. Conversely, the policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the College of Nursing are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook. In the event of any change or amendment to the Undergraduate Nursing Policy, students can view it electronically online on the St. Thomas University website. It is the students' responsibility to review any change and /or amendment in its entirety. Students should seek clarification on any question, concern or point for which they do not understand.

## College of Nursing Location



## College of Nursing *“Leaders Make the Discoveries That Build Our Future”*

### Basic Access Information

College of Nursing  
O’Mailia Hall Building 4  
16401 NW 37<sup>th</sup> Avenue Miami, FL 33054  
(305) 625-6000 [www.stu.edu](http://www.stu.edu)

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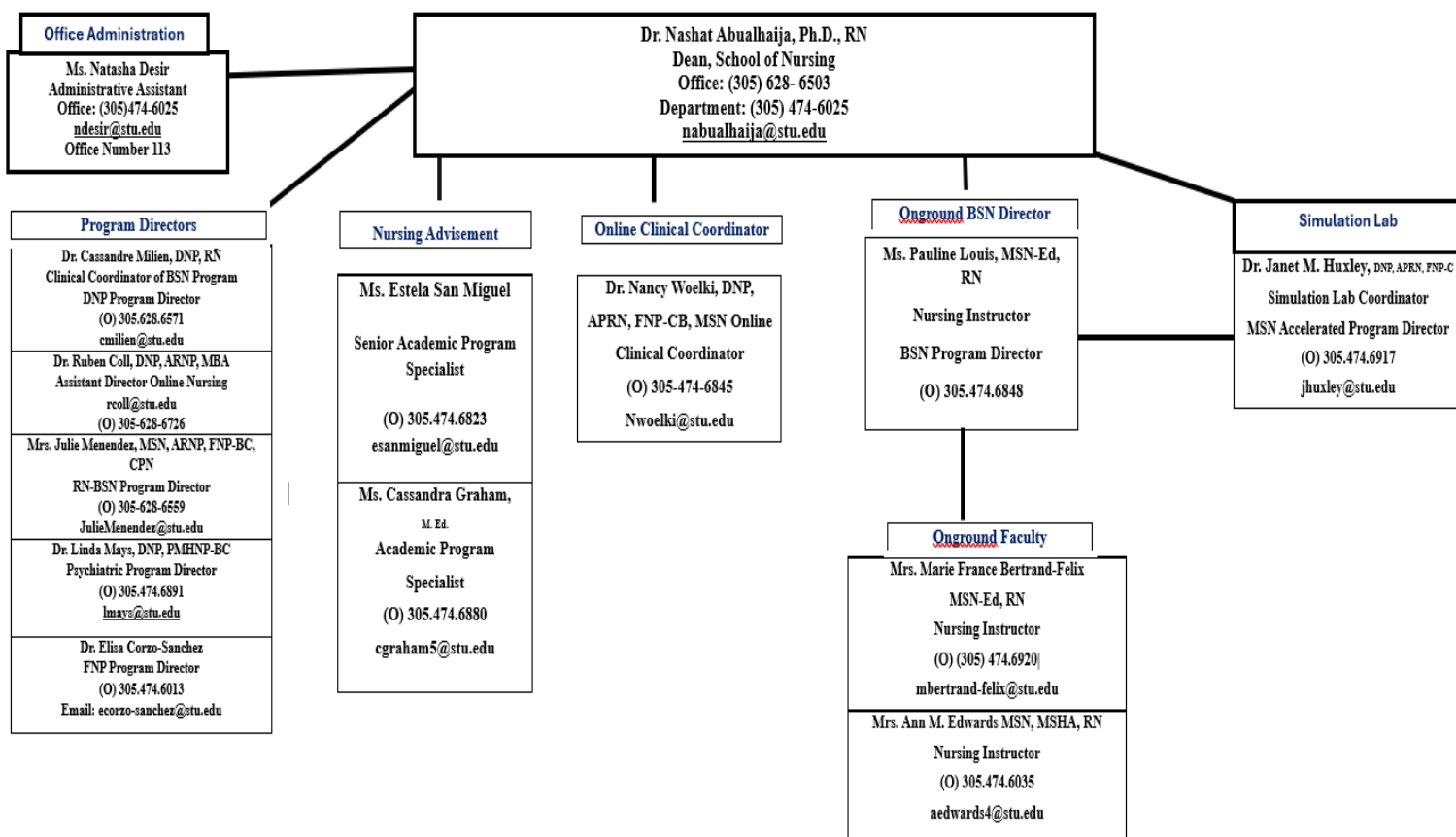
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# Organizational Chart

## St. Thomas University College of Nursing



The policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the College of Nursing are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook.

## SECTION I: INTRODUCTION

### Purpose of the Nursing Student Handbook

This handbook, prepared for undergraduate students admitted to the College of Nursing, provides specific information about nursing that supplements - but does not replace - STU's Undergraduate Catalog.

The Nursing Student Handbook serves as a comprehensive guide and reference tool for all students enrolled in our esteemed College of Nursing. Its purpose is multifaceted, designed to provide clarity, support, and essential information throughout the students' educational experience. Allow me to outline the primary objectives and purpose of the handbook.

- **Clinical Practice Guidelines:** For nursing students, clinical practice is a crucial aspect of their learning journey. The handbook details the guidelines, procedures, and expectations for clinical rotations, emphasizing the importance of professionalism, patient care, and safety.
- **Code of Conduct and Professionalism:** We uphold the highest standards of professionalism and ethical behavior in our College of Nursing. The handbook clearly articulates the code of conduct and expectations for students, promoting integrity and accountability.
- **Student Support Services:** Within the handbook, we provide information about the various support services available to our nursing students. This includes academic advising, counseling, tutoring, and resources to help students navigate any challenges they may meet during their studies.
- **Policies and Procedures:** The Nursing Student Handbook outlines essential policies and procedures specific to the College of Nursing, such as attendance requirements, grading policies, and procedures for academic grievances.
- **Safety and Compliance:** The safety and well-being of our students and patients are of utmost importance. The handbook includes safety guidelines and compliance measures, ensuring that students are aware of the protocols in place to maintain a secure learning and clinical environment.
- **Communication Channels:** Effective communication is key to a successful academic experience. The handbook provides information on communication channels between faculty, staff, and students, fostering a collaborative learning environment.

The student handbook is designed for use in conjunction with other STU of publications, including the University Community Standards, Academic Community Standards, University Policies and Procedures ([Student Handbook](#)), the Undergraduate Catalog (<https://www.stu.edu/academics/catalogs/>), and the current Schedules of Courses.



School of Nursing

STU's College of Nursing offers a Bachelor of Science in Nursing (BSN) and RN-to-BSN. The BSN program prepares graduates for generalist practice to provide direct and indirect care to individuals, families, groups, communities, or populations. The baccalaureate generalist nurse's roles are derived from the discipline of nursing: provider of care, designer/manager/coordinator of care, and become members of a profession. (AACN, 2008).



## ACCREDITATION

STU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, law, and doctorate degrees. Degree granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of STU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by calling 404-679-4500 or by using information available on SACSCOC website ([www.sacscoc.org](http://www.sacscoc.org)).

STUCON is fully approved by the Florida Board of Nursing. STUCON is approved to prepare students for the National Council Licensure Examination-Registered Nurse (NCLEX-RN), which, when passed, enables the graduate to receive a license as a registered nurse (RN). This allows the graduate to sign as a "Registered Nurse" in the clinical setting. For further questions about the status of the nursing programs at STU, contact the Florida Board of Nursing at: 4052 Bald Cypress Way Bin C02 Tallahassee, FL 32399-3252 (850) 488-0595.

The baccalaureate degree in nursing programs at St. Thomas 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.ccneaccreditation.org>)



## SCOPE OF PRACTICE

### **American Nurses Association (ANA) Code of Ethics for Nurses**

All nursing students at STUCON are accountable to the American Nurses Association (ANA)'s Code of Ethics and all students are expected to review the ANA's Code of Ethics for Nurses at this link: [www.nursingworld.org/codeofethics](http://www.nursingworld.org/codeofethics). Students can also refer to:

American Nurses Association (2015). *The Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application* (2<sup>nd</sup> Ed.). Nursebooks.org.

### **American Nurses Association's Standards of Nursing Practice**

The following standards guide the educational experience of students and the practice of both students and faculty in the nursing program at STU. For information about the ANA Standards of Nursing Practice, visit the website at [www.nursingworld.org/nursingstandards](http://www.nursingworld.org/nursingstandards). Refer to:

American Nurses Association (2021). *Nursing: Scope and Standards of Practice* (4<sup>th</sup> Ed.). Nursebooks.org

The ANA's Code of Ethics and Standards of Nursing Practice delineate the ethical standards that nurses should be accountable for, which is and is not limited to:

Respecting patients,  
Safeguarding patients' right to confidentiality and privacy,  
Advocating for safe, ethical, and legal care of all patients, and  
Maintaining their own clinical competence

The ANA's Code of Ethics, Standards of Nursing Practice and ethical behavior also apply to academic study of nursing through the concept of academic honesty. Nursing students are expected to provide ethical care in clinical settings, act ethically and professionally as they write and submit papers and assignments, provide patient care, and work with peers in group projects.

## **NURSING OVERVIEW**

### **HISTORY, VISION, MISSION, AND VALUES**



### **HISTORY**

In 2003, STU was contacted by the University of Miami (UM) regarding the possibility of starting a 2+2 Nursing Program. At that time, UM wanted to expand its BSN enrollment. With the sponsorship of the North Dade Medical Foundation and Florida Blue, STU launched a collaborative 2+2 Nursing Program with UM in 2004. Nursing students would complete their first two years of core classroom requirements at STU and then complete their more advanced classwork and clinical rotations at UM. The University of Miami would award their BSN degree.

By 2009, the university dedicated the Carnival Cruise Lines Science and Technology Building. The building was designed with undergraduate research in mind and has ten laboratories. Capitalizing on the success of the university's STEM programs and STU Summer Research Institute, the university decided to go beyond its 2+2 nursing program into a four-year Bachelor of Science Nursing (BSN) program. The pre-licensure BSN program and the online RN to BSN started in Spring 2017. Prior to the BSN program in spring 2016, STU launched a Master of Science in Nursing (MSN) degree with a specialization track of Family Nurse Practitioner (FNP). The response from the community has been enthusiastic. By fall 2017, enrollment in the traditional BSN program has grown tremendously.

The College of Nursing collaborates with other colleges within the university, as well as with local hospitals, community health centers, clinics, and organizations to provide and equip nursing students with clinical skills and experiences needed to become successful in their respective degree. In addition, the College of Nursing engages and participates in nursing and interdisciplinary community service with special emphasis on underserved and rural populations. The College of Nursing also provides students access to upward social mobility. Preparing culturally competent nurses who are sensitive to the many ethnic groups in south Florida, and who have an in-depth understanding of quality, safe patient-centered care, is the STU College of Nursing's charge.

## MISSION STATEMENT

The CON is committed to the formation of transformational global nursing leaders to engage in evidence-based practice, lifelong learning, and community service that reflects our Catholic identity and our mission of creating leaders for life.

## VISION STATEMENT

Our vision at STU's College of Nursing is to create an atmosphere that is conducive to ethical leadership, transparency, excellence, integrity, and respect for diversity, which characterize everything that we do by:

- Prepare highly qualified nurses equipped with skills to fulfill baccalaureate nursing roles locally, nationally, and internationally.
- Prepare graduates for ongoing and advanced nursing degrees for the betterment of our world; and
- Develop transformational global nursing leaders to contribute to the healthcare industry and address the health care needs of the citizens of Florida, Georgia, and around the world.

## CORE VALUES

Combined with the core values of STU; catholic identity, global diversity, student success, and leadership development, the College of Nursing's core values include:

- A culture that embraces caring
- A community that supports safety
- A community that shares a common thread in developing efficient leaders

## DIVERSITY STATEMENT

The CON is committed and dedicated to fostering diversity in the classroom, the university, and the profession that reflects the core value of STU. The College of Nursing faculty seeks to promote a culture that respects and embraces students' differences in cultures, abilities, religious beliefs and affiliations, age, race, ethnicity, gender, and sexual preferences and orientation. We commit ourselves to promote an enriched learning environment and improve the practice of nursing for the development of excellent leadership skills, personal creativity, and professional growth.

## PHILOSOPHY

The College of Nursing believes that nursing education serves as a transformative journey, empowering individuals to become catalysts for positive change and global nursing leaders throughout their lives. Our philosophy revolves around the following core principles:

- **Holistic Development:** We recognize that nursing education encompasses not only acquiring clinical skills and knowledge but also fostering personal growth, emotional intelligence, and cultural competence. We strive to develop well-rounded nurses who are compassionate, empathetic, and adaptable to diverse healthcare settings.
- **Empowerment Through Knowledge:** We view education as a powerful tool for empowerment. By equipping our nursing students with knowledge of evidence-based practices and the latest advancements in healthcare, we instill confidence in their abilities to provide high quality patient care and make informed decisions.

- **Catalysts for Change:** Our College of Nursing emphasizes that nurses are key drivers of positive change in the healthcare industry. We encourage our students to embrace innovation, advocate for patients' rights, and actively take part in shaping policies that improve healthcare outcomes for individuals and communities.
- **Lifelong Learning:** We believe that nursing education is not limited to a specific period but extends throughout a nurse's career. Our philosophy encourages a commitment to lifelong learning, enabling nurses to stay updated with evolving medical knowledge and technologies, ensuring continuous professional growth.
- **Global Perspective:** Nursing is a universal profession that transcends borders. We nurture a global outlook among our nursing students, emphasizing the importance of understanding diverse healthcare systems, cultural practices, and healthcare disparities worldwide.
- **Patient-Centered Care:** The core of nursing is centered around patients. We instill in our students the value of patient-centered care, where individuals are treated with dignity, respect, and the utmost attention to their physical, emotional, and psychological needs.
- **Collaborative Approach:** Healthcare is a team effort, and nurses play an integral role in interprofessional collaboration. Our philosophy emphasizes the significance of effective communication, teamwork, and collaboration to deliver comprehensive and integrated healthcare services.
- **Ethical Practice:** Integrity and ethical conduct form the bedrock of nursing. We prioritize teaching our students ethical principles, ensuring they uphold the highest standards of professional behavior and always act in the best interest of their patients.
- **Leadership Development:** Our College of Nursing aims to foster leadership qualities in our students. Whether at the bedside, in administrative roles, or influencing healthcare policies, we believe in nurturing transformational nursing leaders who inspire positive change.
- **Community Impact:** We instill in our students a sense of responsibility towards their communities. Our nursing philosophy encourages students to actively engage in community service, health promotion, and disease prevention initiatives, making a lasting impact beyond the hospital walls.

By embracing this nursing philosophy, we envision producing nursing graduates who will be true agents of change, leading the way towards a healthier and more compassionate world for all.

## **Metaparadigm** **Human-Being**

At our College of Nursing, we recognize the individual as a unique and dynamic being, encompassing physical, emotional, social, and spiritual dimensions. We believe that every human being is worthy of respect, dignity, and compassionate care. Our philosophy emphasizes the holistic approach to patient care, acknowledging the interconnectedness of the mind, body, and spirit. We view each patient as an active participant in their healthcare journey, with unique experiences, values, and beliefs that influence their well-being. Our nursing students are taught to build meaningful therapeutic relationships with patients, practicing empathy and active listening to understand their needs and preferences fully.

## **Environment**

We understand that the environment plays a crucial role in shaping health outcomes. Our College of Nursing philosophy recognizes that the environment encompasses physical, social, cultural, and economic factors that impact an individual's health and recovery. We emphasize the significance of creating a safe, supportive, and healing environment for patients, families, and healthcare providers alike. Our nursing students are encouraged to be advocates for health-promoting environments, addressing issues such as access to healthcare, healthcare disparities, and environmental factors affecting well-being. We believe that by addressing social determinants of health and fostering supportive surroundings, we can positively influence patient outcomes and overall community health.

## **Health**

At our College of Nursing, we view health as more than just the absence of illness; it is a dynamic state of physical, mental, and social well-being. We believe that health is a continuum, and our role as nurses is to promote and maintain optimal health for individuals and communities. Our philosophy emphasizes preventive care, early detection, and patient education to empower individuals to take an active role in their health. We also recognize the importance of cultural diversity in defining health and healing practices. Our nursing students are taught to respect and integrate cultural beliefs and practices into patient care, ensuring care plans align with patients' values and preferences.

## **Nursing**

Nursing, at its core, is a profession dedicated to the art and science of caring. Our College of Nursing philosophy places a strong emphasis on the nursing profession's ethical and compassionate nature. We believe that nursing is a dynamic, evidence-based practice that requires continuous learning and adaptation to evolving healthcare needs. Our nursing students are encouraged to be lifelong learners, critical thinkers, and analytical people. We foster leadership qualities, emphasizing that nurses play pivotal roles in advocating for patients, promoting health equity, and shaping healthcare policies. We believe that nursing is a calling, and our graduates will embody the values of integrity, empathy, and patient-centered care to make a meaningful difference in the lives of those they serve.

# THE GUIDING CONCEPTUAL MODEL

## FOSTERING TRANSFORMATIONAL NURSING LEADERS

The College of Nursing’s framework is rooted in a holistic view of individuals and groups in various health conditions, acknowledging that professional nursing involves both an artistic and scientific approach. The conceptual model revolves around the core beliefs of the College of Nursing, emphasizing the significance of the individual, environment, health, and nursing in shaping the curricula. To illustrate the interconnections within our philosophy, we utilize Burns' Transformational Leadership Theory (1978) as a theoretical framework.

Our vision is to nurture nursing leaders who embody transformational qualities and strive for excellence. We are dedicated to enhancing nursing practice, education, and research standards to propel the nursing profession forward and contribute to positive changes in global healthcare.



### **Programs Congruence Statement**

The mission, vision, core values, philosophy, and the expected student outcomes of each program are consistent with the standards and guidelines adopted by the College of Nursing. The program outcomes of the BSN are congruent with the mission statement of STU and the mission of the College of Nursing. The BSN curriculum was developed to reflect the professional nursing standards and guidelines. The BSN program reflects the Essentials of Baccalaureate Education for Nursing Practice (American Association of Colleges of Nursing [AACN], 2008), Quality and Safety Education for Nurses (QSEN) Competencies, and American Nurses Association (ANA) Standards.

### **CON Objectives**

The objectives of STU College of Nursing are consistent with STU and reflect a strong commitment to nursing education, practice, research, and public/health policy. The objectives of STU's College of Nursing are purposely designed to:

- Educate and train highly qualified nursing students at the baccalaureate level to be leaders in the profession.
- Offer viable career options by providing quality educational programs based on employer-driven requirements.
- Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals.
- Generate excitement and foster the desire to learn through diverse teaching methods.
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student.
- Remain at the forefront of education by supporting continuing education and training for students, faculty, and staff.
- Prepare and encourage students to pursue life-long learning.
- Provide nursing and healthcare transformational leadership in education, research, practice, and public policy formation.

## **SECTION II: ADMISSION AND CURRICULUM**

### **Undergraduate Program Overview**

The BSN Program is designed to prepare students to become nurses who will be ethical leaders to care, inspire, motivate, and deliver high-quality health care to individuals, groups, communities, and families. Nursing pre-licensure courses include classroom, skills, and laboratory activities, and supervised clinical practice experiences and simulation. The curriculum is concept-based and is organized from simple to complex concepts so that students acquire the cognitive, affective, and technical competencies of a professional nurse. All nursing students are required to demonstrate content mastery and competence each semester in sequence to progress to more advanced concepts and skills. Knowledge from general education courses is integrated as student progress through increasingly complex theoretical nursing content and clinical application courses. The program promotes cultural competency, scientific knowledge, clinical judgment, evidence-based practice in nursing, and interdisciplinary research.

The traditional pre-licensure BSN program is six semesters of full-time study. Clinical practice components are included in various health-care settings, including hospitals, community health agencies, skilled nursing facilities, and clinics. The students are introduced to clinical learning experiences and skills within their first semester of the program. By doing that, the students are continuously exposed essential nursing concepts, and have the opportunity to (1) connect theory to practice, (2) analyze and synthesize a variety of issues in professional nursing practice and health care, and (3) integrate and apply theories to guide professional nursing practice. Students are also prepared for advancement to graduate programs in nursing. Upon graduation, the students are eligible to sit for the RN licensing examination NCLEX (National Council Licensure Examination).

The College of Nursing offers the RN-to-BSN course of study for associate of science degree registered nurses (ASN) to earn a baccalaureate degree in nursing. The program is designed for working nurses and can be completed in as little as twelve months in a primarily online delivery format. Clinical practice components are completed in a community and leadership setting. The baccalaureate-prepared nurse is equipped to manage complex and changing healthcare environments. The curriculum and coursework focus on the development of problem-solving that will broaden and strengthen the ASN student's preparation for professional nursing practice.

### **BSN Program Outcomes**

The general education learning outcomes for the BSN program will be the same as those defined college-wide for all undergraduate programs currently offered at STU. The upper division for the program will focus on critical thinking, serving diverse clients, leadership skills, and advanced nursing competencies required by the Florida Board of Nursing and applicable to nursing professional standards. Below is the list of student learning outcomes (SLOs) for the graduates of the BSN program.

Upon completion of the BSN program, the students will:

1. Demonstrate the integration of philosophical and theoretical principles of the art and science of nursing to create a caring environment for diverse patients, families, and communities. (AACN 2021, *Essentials I, V*)
2. Incorporate teaching, learning, and evaluation concepts in developing individualized health plans that meet the cultural and individual needs of patients, families, and communities. (AACN 2021, *Essentials III, VII*)
3. Demonstrate ethical and transformative leadership to promote a quality, safe and cost-effective health care environment for individuals, families, and communities. (AACN 2021, *Essentials II, VI*)
4. Demonstrate professionalism in the care of patients, in inter-professional education and in collaborative practice. (AACN, 2021, *Essentials IX*)
5. Show the ability to advocate for transformation in the health care delivery system responsive to sustain health care outcomes at local, regional, state, national and global levels. (AACN 2021, *Essentials VI, VIII*)



6. Assume accountability for one's own professional development, lifelong learning and scholarship, and the advancement of the nursing profession. (AACN 2021, *Essentials IX, X*)
7. Employ information technologies to manage knowledge, disseminate information, and promote decision-making in nursing practice. (AACN 2021, *Essentials IV, VIII*)

### **Student Admission**

STU and the College of Nursing give equal opportunity to all faculty, staff, students, and applicants for employment or admission without discrimination based on race, ethnicity, religion, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

### **Academic Calendar**

Academic calendars for STU can be accessed on the following link:

<https://www.stu.edu/Academics/Academic-Calendar>

## **PATHWAY TO BSN PROGRAM OVERVIEW AND CURRICULUM** **BACHELOR OF ARTS (BA) IN NATURAL SCIENCES: NURSING PATHWAY**

STU prepares the students to apply for admission to the BSN program in the first two years of the program. The first two years (first-year student [Freshman] and sophomore) are designated as pathway to nursing and the second two years (junior and senior) are designated BSN program. Coursework includes a rigorous curriculum in science, humanities, and liberal arts with an emphasis on critical thinking and the application of the scientific method, as well as informed and ethical decision making. Students will be exposed to the disciplines of biology, chemistry, anatomy, physiology, microbiology, and healthcare.

Approximately 64 credits of general education and prerequisite coursework are required before the student may be admitted to the clinical nursing major. It must have all Pathway to BSN Curriculum coursework completed or in progress by the time of application to the Pathway to BSN program.

Admission to STU's Bachelor of Arts (BA) in Natural Sciences: Nursing Pathway does not guarantee admission to the BSN Program. Students must maintain a GPA of 3.0 and a science GPA of 2.67 to qualify for admission into the BSN program. Achievement of minimum requirements does not guarantee admission to the BSN Program. We look to admit the best qualified students.

**Satisfactory Academic Progress:** Students must maintain a semester GPA of 3.0 or higher at STU to remain in the BSN program. Students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement.

Figure I. Pathway to BSN Program Curriculum

Year 1		Year 2	
Fall Year 1	Credits	Fall Year 2	Credits
MAT 1104 College Algebra	3	Upper-level English Literature/HUM/ART	3
BSC 1005 General Biology	3	BSC 2085 + BSC 2085L Human Anat & Physio I + Lab	4
UNI 101 University Preparation	1	DEP 2000 Human Growth & Dev	3
ENC 1101 Composition	3	EXL 200 Introduction to Leadership	3
CGS 1060 Microcomputer App	3	PHI 3633 Biomedical Ethics	3
REL 2560 Intro to Catholicism	3		
Total	16	Total	16

Spring Year 1	Credits	Spring Year 2	Credits
CHM 1033 + 1033L Chem for Health	4	MCB 2010 + 3020L Microbiology for Nursing + Lab	4
STA 2023 Applied Statistics	3	BSC 2086 + BSC 2086L Human Anat & Physio II + Lab	4
ENC 1102 Composition & Lit	3	HUN 3221 Principles of Nutrition	3
PHI 2010 Intro to Philosophy	3	SCI 109 Intro to the health Sciences	3
PSY 2012 Intro to Psychology	3	REL 2300 World Religions	3
Total	16	Total	17

This document is an EXAMPLE of a degree path for entry into the BSN program. Students are strongly encouraged to meet regularly with advisor to work through their own unique plan. If you require more information, please feel free to contact the nursing department at [nursing@stu.edu](mailto:nursing@stu.edu).

## BACHELOR OF SCIENCE IN NURSING (BSN)



### **BSN**

**Total credits 126**

**ADMISSION REQUIREMENTS:** Students will be eligible for admission to the BSN program after meeting the following criteria:

1. Minimum achievement of 3.0 cumulative college GPA
2. Satisfactory completion of an Introduction to Health Science course
3. Grade C or higher for general education courses.
4. GPA of 2.67 or higher for science courses with a maximum of one repeat.
5. All potential students must take a standardized admission exam (TEAS Exam) for the nursing program. Student pass must the TEAS with a minimum of 65%
6. Students may be interviewed at the discretion of the College of Nursing.

**Satisfactory Academic Progress:** Students must maintain a semester GPA of 3.0 or higher at STU to remain in the BSN program. Students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement. The prerequisites for each course must be met or students will not be allowed to progress in the College of Nursing.

<b>Total Credit hours of the program:</b>	126
<b>Total Clinical Hours:</b>	600 clinical hours
<b>Total Nursing Credits:</b>	69

Admission into the BSN program and degree completion does not guarantee NCLEX-RN licensure examination eligibility.

Clinical contact hours are calculated on a 1 credit hour to 30 contact hour ratio for every week in the semester. Lab contact hours are calculated on a 1 credit hour to 30 contact hour ratio for every week in the semester.

Figure II. Fall Entry Traditional BSN Program Curriculum

Semester	Courses	Credits	Clinical Hours
<b>Semester I Fall</b>	NUR 300: Pathophysiology	3	
	NUR 314: Introduction to Nursing	3	
	NUR 399: Transcultural Nursing	2	
	NUR 320: Health & Physical Assessment	3	
	NUR 320L: Health & Physical Assessment Lab	1	
<b>Total</b>		<b>12</b>	
<b>Semester II Spring</b>	NUR 312: Informatics	3	
	NUR 315: Medication Safety	3	
	NUR 325: Fundamentals of Nursing	3	
	NUR 325CL: Fundamentals of Nursing Clinical	2	60
	NUR 325L: Fundamentals of Nursing Skills	1	
<b>Total</b>		<b>12</b>	
<b>Semester III Summer</b>	NUR 304: Nursing and the Adult I	3	
	NUR 304CL: Nursing and the Adult I	3	90
	NUR 318: Nursing Pharmacology	3	
<b>Total</b>		<b>9</b>	
<b>Semester IV Fall</b>	NUR 305: Nursing and the Adult II	3	
	NUR 305CL: Nursing and the Adult II	3	90
	NUR 307: Psychiatric Mental Health Nursing	2	
	NUR 307CL: Psychiatric Mental Health Nursing Clinical	2	60
	NUR 403: Community & Public Health	2	
	NUR 403CL: Community & Public Health Clinical	2	60
<b>Total</b>		<b>14</b>	
<b>Semester V Spring</b>	NUR 400: Nursing Care of Families: Childbearing Nursing & Women's Health	3	
	NUR 400CL: Nursing Care of Families: Childbearing Nursing & Women's Health Clinical	2	60
	NUR 401: Nursing Care of Families: The Parent & Child	3	
	NUR 401CL: Nursing Care of Families: The Parent & Child Clinical	2	60
	NUR 425: Research, Theory & Evidence Based	3	
<b>Total</b>		<b>13</b>	

The policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the College of Nursing are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook.

<b>Semester VI Summer</b>	NUR 308: Nursing Leadership	3	
	NUR 308CL: Nursing Leadership Clinical	1	30
	NUR 405: Nursing Practicum	3	90
	NUR 424: NCLEX Review	2	
<b>Total</b>		<b>9</b>	
<b>Total Program Credits</b>		<b>69</b>	<b>600</b>

Figure III. Spring Entry Traditional BSN Program Curriculum MAP

<b>Semester</b>	<b>Courses</b>	<b>Credits</b>	<b>Clinical Hours</b>
<b>Semester I Spring</b>	NUR 300: Pathophysiology	3	
	NUR 314: Introduction to Nursing	3	
	NUR 399: Transcultural Nursing	2	
	NUR 320: Health & Physical Assessment	3	
	NUR 320L: Health & Physical Assessment Lab	1	
<b>Total</b>		<b>13</b>	
<b>Semester II Summer</b>	NUR 315: Medication Safety	3	
	NUR 325: Fundamentals of Nursing	3	
	NUR 325CL: Fundamentals of Nursing Clinical	2	60
	NUR 325L: Fundamentals of Nursing Skills	1	
<b>Total</b>		<b>9</b>	
<b>Semester III Fall</b>	NUR 304: Nursing and the Adult I	3	
	NUR 304CL: Nursing and the Adult I	3	90
	NUR 318: Nursing Pharmacology	3	
	NUR 403: Community & Public Health	2	
	NUR 403CL: Community & Public Health Clinical	2	60
<b>Total</b>		<b>12</b>	
<b>Semester IV Spring</b>	NUR 400: Nursing Care of Families: Childbearing Nursing & Women's Health	3	
	NUR 400CL: Nursing Care of Families: Childbearing Nursing & Women's Health Clinical	2	60
	NUR 401: Nursing Care of Families: The Parent & Child	3	
	NUR 401CL: Nursing Care of Families: The Parent & Child Clinical	2	60
	NUR 307: Psychiatric Mental Health Nursing	2	
	NUR 307CL: Psychiatric Mental Health Nursing Clinical	2	60

		Total	14	
<b>Semester V Summer</b>	NUR 305: Nursing and the Adult System II		3	
	NUR 305CL: Nursing and the Adult System II Clinical		3	90
	NUR 312: Informatics		3	
		Total	9	
<b>Semester VI Fall</b>	NUR 308: Nursing Leadership		3	
	NUR 308CL: Nursing Leadership Clinical		1	30
	NUR 405: Nursing Practicum		3	90
	NUR 424: NCLEX Review		2	
	NUR 425: Research, Theory & Evidence		3	
		Total	12	
		<b>Total Program Credits</b>	<b>69</b>	<b>600</b>

### Graduation Requirements

Completing all graduation requirements is the student's responsibility. The BSN degree is granted to candidates who have:

- Successfully completed the required general education, prerequisite, and nursing clinical courses.
- Acquired a minimal course grade of C+(2.33/4)
- Acquired a minimum STU cumulative GPA of at least 2.33/4.
- Be in good standing with the university.

# ONLINE RN-to-BSN (BACHELOR OF SCIENCE IN NURSING)



## RN-to-BSN (BACHELOR OF SCIENCE IN NURSING)

The RN-to-BSN track is for applicants who have completed an Associate of Science (ASN) degree nursing program and seek to earn the Bachelor of Science in Nursing (BSN) degree. Plans of study are designed to facilitate consistent progression on a full-time or part-time basis to fit the RN's work schedule.

### General Admission Requirements

Applicants for the program must provide:

1. A completed and signed Application for Admission.
2. Cumulative GPA of 2.5 or higher from an approved program.
3. Active and unencumbered Florida or Georgia RN license.
4. Official college and/or university transcripts from all previously attended institutions, including the institution where the degree was conferred, which must come from an institution with accreditation.
5. Transferred courses cannot be more than twelve years old.
6. All foreign applicants must demonstrate proficiency in the English language. Standard testing used for this purpose by STU will apply.
7. To utilize VA benefits, veterans are advised to communicate with our VA Benefits Administrator.

*\*If a student submits unofficial transcripts with the application for admission, that student is conditionally admitted and is required to provide official transcripts by the end of their first semester for evaluation. Failure to do so will result in an admission hold, barring progression within the program.*

### Special Admissions Requirements

In addition, applicants for the program must provide the following:

1. Must show proof of current CPR awarded by the American Heart Association.
2. Must show proof of current immunization, yearly Influenza vaccine prior to clinical rotation, and fees may apply.

3. Successfully pass a Level II background check with an agency appointed by the University at students' expense, and fees may apply.
4. Students are required to carry health insurance and liability insurance, and fees may apply.
5. Students must show proof of NSNA membership throughout the program, and fees may apply.

**RN to BSN MINIMUM COURSE REQUIREMENTS** \_\_\_\_\_ **120 Credits**  
 Granted with R.N (Registered Nurse) License **60 credits.**

**CATHOLIC IDENTITY** **3 credits**  
 Take 3 credits from courses identified as Catholic Identity courses. This can be satisfied with REL 2300 World Religions which must be taken at STU.

**DIVERSITY** **3 credits**  
 Take 3 credits from courses identified as Diversity courses. This can be satisfied with PHI 3633 Biomedical Ethics which must be taken at STU.

**GENERAL EDUCATION REQUIREMENTS (GER)** **24 credits**

Figure IV. RN-to-BSN Program Curriculum

<b><u>Admission to the RN-BSN Program Required</u></b>				
<b>Course Prefix</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clinical Lab Hours</b>
NUR	001	Online Undergraduate Nursing Orientation	0	
NUR	411	Transition to Professional Nursing	3	
NUR	418*	Health Assessment & Promotion with lab	4	
NUR	416	Nursing Research & Evidenced Based Practice	3	
NUR	419**	Nursing Leadership	4	54
NUR	417	Aging & End of Life	3	
NUR	415	Health Care System Issues	3	
NUR	420	Community Health Nursing	4	54
NUR	421***	Nursing Practice in a Multicultural Society	3	
NUR	422	Nursing Informatics	3	
<b>TOTAL NURSING PROGRAM CREDITS</b>			<b>30</b>	

\*Additional fees for courseware may apply.

\*\*This fulfills the Introduction to Ethical Leadership requirements for RN-BSN students only.



\*\*\*This fulfills the Diversity requirements for RN-BSN students only.

Figure V. RN-to-BSN Program Course Carousel

<b>Bachelor of Science in Nursing Online - Full Time</b>					
Starting Term 1	NUR-411 TRANSITION TO PROF NURSING (3 Credits)	NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)	Starting Term 2	NUR-411 TRANSITION TO PROF NURSING (3 Credits)	NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)
	NUR-415 HEALTH CARE ISSUES (3 Credits)	NUR-422 NURSING INFORMATICS (3 Credits)		NUR-415 HEALTH CARE ISSUES (3 Credits)	NUR-422 NURSING INFORMATICS (3 Credits)
	NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)	NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)		NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)	NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)
	NUR-417 AGING AND END OF LIFE (3 Credits)	REL-2300 WORLD RELIGIONS (3 Credits)		NUR-417 AGING AND END OF LIFE (3 Credits)	PHI-3633 BIOMEDICAL ETHICS (3 Credits)
	NUR-420 COMMUNITY HEALTH NURSING (4 Credits)	PHI-3633 BIOMEDICAL ETHICS (3 Credits)		NUR-420 COMMUNITY HEALTH NURSING (4 Credits)	REL-2300 WORLD RELIGIONS (3 Credits)
	NUR-419 NURSING LEADERSHIP (4 Credits)			NUR-419 NURSING LEADERSHIP (4 Credits)	

## Bachelor of Science in Nursing Online - Part Time

Starting Term 1		Starting Term 2	
NUR-411 TRANSITION TO PROF NURSING (3 Credits)		NUR-411 TRANSITION TO PROF NURSING (3 Credits)	
NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)		NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)	
NUR-415 HEALTH CARE ISSUES (3 Credits)		NUR-415 HEALTH CARE ISSUES (3 Credits)	
NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)		NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)	
NUR-422 NURSING INFORMATICS (3 Credits)		NUR-422 NURSING INFORMATICS (3 Credits)	
NUR-417 AGING AND END OF LIFE (3 Credits)		NUR-417 AGING AND END OF LIFE (3 Credits)	
PHI-3633 BIOMEDICAL ETHICS (3 Credits)		PHI-3633 BIOMEDICAL ETHICS (3 Credits)	
NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)		REL-2300 WORLD RELIGIONS (3 Credits)	
NUR-420 COMMUNITY HEALTH NURSING (4 Credits)		NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)	
REL-2300 WORLD RELIGIONS (3 Credits)		NUR-420 COMMUNITY HEALTH NURSING (4 Credits)	
NUR-419 NURSING LEADERSHIP (4 Credits)		NUR-419 NURSING LEADERSHIP (4 Credits)	

These are example course carousels, depending on when a student begins taking courses and does not include general education courses. To ensure that the academic plan is accurate and up-to-date, students are strongly encouraged to communicate regularly with their advisor to work through their own unique plan. If you require more information, please feel free to contact the nursing department at [nursing@stu.edu](mailto:nursing@stu.edu).

Students are required to complete 108 precepted clinical hours (NUR 420 = 54 clinical hours; NUR 419 = 54 clinical hours). These hands-on experiences are invaluable in developing your skills and knowledge,

providing real-world exposure, and preparing you for your nursing career. Failure to complete the required 54 hours of direct contact clinical hours per course will result in not passing the course, preventing you from progressing further or obtaining course credit.

**Graduation Requirements:** In addition to the usual undergraduate graduation requirements, this program has the following graduation requirements:

1. Completion of General Education Requirements
2. Successfully complete RN to BSN curriculum
3. Successfully complete clinical hours and required skills.
4. Maintain a minimal overall GPA of B (3.00/4) to graduate.
5. Be in good standing with the university.

## **SECTION III: REGISTRATION, ADVISING AND SCHOLARSHIPS**

### **Registration**

Each semester, currently enrolled students are given the opportunity to register early for the next semester. Early Registration typically begins in October (for Spring) and March (for Summer and Fall), the dates are listed on the STU Academic Calendar. Courses for each student will be planned by his or her academic advisor, and the student will receive an email to register once planning is complete. Students can access Self-Service and register for the planned courses.

Students can collaborate with their assigned Professional Academic Advisor to plan and schedule courses aligned with their chosen program of study semester-by-semester and all the way up to their graduation! Additionally, the system facilitates communications between academic advisor and advisee related to academic planning and course selection.

RN to BSN students should consult with their advisor as needed and register for classes according to the Plan of Study. If an RN to BSN student has been inactive in progression through the curriculum for a significant period of time, the Plan of Study will be re-evaluated with the possible need to repeat courses or take additional courses in the event of curricular change.

The instructions for students to access My Bobcat and register for their courses are:

1. Go to the STU Portal at <https://id.quicklaunch.io/stu>
2. Search for Self-Service
3. Click on Student Planning
4. Then click on Go to Plan and Schedule

## Completion of Registration, Financial Aid, and Business Office Tasks Policy

### Overview:

To ensure a smooth academic experience at St. Thomas University, students are required to complete all pending tasks related to Registration, Financial Aid, and the Business Office by the start of each term. This policy outlines the responsibilities of students and the potential consequences of non-compliance.

### Policy Details:

#### 1. Completion of Tasks:

- Students must ensure that all tasks with Registration, Financial Aid, and the Business Office are completed prior to the beginning of the term.

#### 2. Consequences of Non-Compliance:

- **Course Removal:** Failure to complete the necessary tasks may result in removal from courses.
- **Missed Coursework:** If removed from a course, students may miss coursework, discussions, or assignments.
  - **Instructor Discretion:** Extensions for missed coursework are at the discretion of the instructor.
  - **Quizzes and Exams:** Students who miss quizzes or exams due to removal will not be granted the opportunity to make them up. This will have a significant impact on their course performance.

#### 3. Important Dates:

- Students are responsible for reviewing the university's academic calendar for critical dates such as add/drop and withdrawal deadlines. The academic calendar can be accessed here: [St. Thomas University Academic Calendar](#)

#### 4. Contact Information:

- For assistance with registration, financial aid, or business office tasks, students can contact the relevant offices:
  - **Registration:**
    - **Student Success Center:**  
Email: [studentsuccesscenter@stu.edu](mailto:studentsuccesscenter@stu.edu)  
Phone: (305) 474-6900
    - **Nursing:**  
Email: [nursing@stu.edu](mailto:nursing@stu.edu)  
Phone: (305) 474-6823
  - **Financial Aid:**
    - Email: [financialaid@stu.edu](mailto:financialaid@stu.edu)  
Phone: (305) 474-6960
  - **Business Office:**
    - Email: [businessoffice@stu.edu](mailto:businessoffice@stu.edu)  
Phone: (305) 474-6977

## **Implementation:**

This policy is effective immediately and applies to all students enrolled in courses at St. Thomas University. Compliance with this policy is mandatory to ensure uninterrupted academic progress and success.

By adhering to this policy, students can avoid unnecessary disruptions in their education and maintain their academic standing.

## **Clinical Placement**

### **Traditional BSN Students**

Clinical placements are assigned. Students should not register until these assignments are finalized, which may be after the early registration period. Students will receive notification of placements and then enroll in nursing courses.

### **RN to BSN Students: Preceptor Selection**

Students must complete their independent clinical hours with an appropriate preceptor once approved by the program director and/or clinical coordinator. In preparation for clinical courses, students are strongly encouraged to search for and secure a site and preceptor for community health and leadership experiences well in advance of being registered for these courses.

Assistance is available from the clinical coordinator if needed. Timely placement is critical to ensure success in the class.

- NUR-419 Nursing Leadership clinicals
  - The preceptor must work as a leader in a unit -charge nurse, nurse educator, CNO, etc. so the student can be exposed to leadership activities such as budgeting, scheduling, mentoring, hiring, etc.
  - The clinical site can be the same place as the student's workplace but different unit, different supervisor, and outside the student's regular working hours.
- NUR-420 Community Health Nursing clinicals
  - Clinicals cannot be completed in the hospital setting. See the graphic below for types of acceptable clinical sites.



An outcome assessment tool is utilized to evaluate student clinical performance, which must be done by the course faculty with insights from the clinical preceptor.

Students are required to fulfill experiential learning activities for the two clinical courses. These activities include completing assignments directly connected to their experiential learning. Failure to complete these assignments, even if all other course requirements are successfully met, will result in a grade of “Incomplete” for the respective courses.

### **Academic Advising**

Students are advised according to the procedure described in the STU Undergraduate Catalogs found at <https://www.stu.edu/academics/catalogs>

Students are advised in the Academic Advisement Center prior to their entrance into the BSN program. However, the faculty in the BSN program look forward to building an effective relationship with our students. All nursing students will be assigned an advisor from the BSN program for the remainder of their nursing education at STU. Communication plays an integral role as students proceed through the program requirements. Therefore, students are accountable for contacting their advisors regularly. The advisor should be consulted for any questions regarding courses and/or clinical experiences.

## Academic Fees

Students must pay fees as billed to avoid being dropped from their courses. For questions about fee payments, including setting up a payment schedule, students should contact the Business Office, Dooner Hall, (305)474-6977, [businessoffice@stu.edu](mailto:businessoffice@stu.edu), or online at the University website, [Business Office](#). Information regarding registration, tuition and fees, and payment policy, refunds, withdrawal and refund policy can be found at [Registration, Tuition & Fees and Payment Policy](#).

## Scholarships and Financial Aid

You must complete a Free Application for Federal Student Aid (FAFSA) application before applying for scholarships or loans. Scholarships may be internal or external to STU. For internal scholarships, submit the application appropriate for your degree program to the Financial Aid Office by the deadline. Financial Aid will work with you to help ensure that you receive the maximum aid for which you qualify. STU offers a combination of [scholarships, grants, and employment opportunities](#). A complete list of internal scholarships may be found on that page. For external scholarships, you must apply to funding organizations offering scholarships. RN to BSN students are encouraged to check with employers and community organizations about educational assistance and scholarship opportunities.

### Baptist Scholar:

Through academic partnerships with South Florida institutions of higher learning, the Baptist Health Nurse Scholars program offers funding, employment opportunities, faculty, classroom space and clinical sites for various College of Nursing s. Students may apply for scholarships, valued up to \$28,000, in return for work commitments of up to four years.

- **Eligibility Requirements**

- Competitive GPA
- Acceptance letter into the BSN program
- Eligible to work in the United States
- No corrective action during the last six months (Baptist Health employees only)

- **Participating Nurse Scholars Program**

- Funding from the Nurse Scholars program is available to students accepted to various nursing programs in the Miami-Dade, Broward, and West Palm Beach areas. Please visit our website, [Learning.BaptistHealth.net](http://Learning.BaptistHealth.net), or contact us at [Scholarships@BaptistHealth.net](mailto:Scholarships@BaptistHealth.net) or 786-596-4194.

## RN to BSN Residency

STU only admits Florida and Georgia residents. As a result, students must maintain residency in Florida or Georgia during their enrollment at STU. It is the student's responsibility to notify the University of a change in residency. STU reserves the right to remove students from the course who are not residents of Florida or Georgia. This is due to many stringent laws and guidelines the government imposes on higher learning institutions. According to the statute, "If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be

able to document to the Secretary the State's approval upon request.” Please refer to the link below for more information. (<https://www.govinfo.gov/content/pkg/CFR-2019-title34-vol3/pdf/CFR-2019-title34-vol3sec600-9.pdf>) In essence, STU’s online College of Nursing must meet the standards of the State in which the student resides, which includes Florida and Georgia. As a result, you must complete the program in the state of Florida or Georgia; if you leave the state, even temporarily, it is your responsibility to inform us. If we find out and you have not informed us, we have the right to remove you from the courses immediately.



## SECTION IV: ACADEMIC POLICIES

### Nursing Grading Policies

Student performance in academic coursework requirements is evaluated by letter grades “A” to “F.” Nursing is concerned with academic achievement, and the grading system provides a framework for faculty to report evaluation of student performance. For undergraduate nursing students, the College of Nursing employs STU’s grading system of A, A-, B+, B, B-, C+, C, C-, D+, D, and F, which indicate a gradation in quality from excellence to failure and are used to calculate student semester grade point averages. The highest term and cumulative grade point average that a student can earn is a 4.0. Online grading computations are programmed to two decimal points (.00).

#### Undergraduate Program Grading Scale

Letter Grade	UG Grading Scale	Grade Point Average (GPA)
A	95-100%	4.00
A-	90-94.5	3.67
B+	87-87%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	65-69%	1.33
D	60-64%	1.00
F	Less than 60%	0

**\*77 is the minimal passing grade for all BSN nursing courses.**

**\*77 is the minimal passing grade for all RN-BSN nursing courses.**

**Pre-licensure nursing students are required to achieve a minimum final course grade of 77% to successfully complete the course.** If a final course grade based on exams is more than 77% and a student has a non-passing grade for clinical, the final grade assigned to the course will be no higher than C. Canvas will be used to calculate the grades for all students. Grades will not be rounded on exams, graded assignments, or final course grades. **If a pre-licensure BSN student does not obtain a 77% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course.** Students are accountable for all course-specific evaluation methods like quizzes, papers, presentations, etc.

Competencies must be completed at the end of every semester for all pre-licensure nursing students. Competencies are either Pass or Fail. If a student fails the competency, the student will fail the didactic course. Consequently, the student will have to repeat both the didactic and clinical course.

**For RN-BSN nursing students, a cumulative score of 77% or higher must be achieved to pass every nursing course.** Students must maintain a minimal overall GPA of B (3.00/4) to graduate. Grades will not be rounded on exams, graded assignments, or final course grades.

### **BSN Exit Exam**

Pre-licensure nursing students must take an exit examination and score the minimum required to successfully demonstrate mastery of the content necessary to enter practice as safe, competent nurse, and fulfill degree requirements.

### **Withdrawals**

Dropping or withdrawing from any NUR course before or on the University withdrawal deadline date is considered a failure. Students must successfully pass a term to successfully progress to the next.

In these circumstances, students would withdraw their registration for that term and immediately begin the approved leave of absence. Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Emergency leaves do not reverse the charges set by this schedule.

A student must submit a "[Course Drop/Withdrawal](#)" to the [Student Success Center](#) and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript and noted as "W."

### **Authorized Withdrawal**

A student may withdraw from a course during the first week of the course by informing the course faculty and communicating with the student's advisor. A "W" granted after the first week of the term reflects a decision on the part of the student, after consultation with the course faculty and advisor, not to be enrolled in a course. Stopping attendance of the registered course does not constitute official withdrawal, just as attending the course does not constitute official registration. Students are allowed a maximum of four (4) authorized withdrawals during their tenure at STUCON.

**Fear of receiving a low grade does not constitute an extraordinary circumstance for late withdrawal.** Students are advised that withdrawing from a course(s) may have financial implications. Refunds are based upon the percentage of course completion. Emergency situations may require a student to begin a leave of absence in the middle of a term.

### **Unauthorized Withdrawal**

Dropping or withdrawing from any NUR course after the first week of the start date of the course, or on the University withdrawal deadline date is considered a failure. Therefore, a student is not

allowed to drop more than two courses, which are considered two failures during their tenure at STUCON.

Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Students are advised that withdrawing from a course(s) may have financial implications.

A student must submit a "Course Drop/Withdrawal" to the Student Success Center and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript and noted as "W." Students can go to My Bobcat to fill out the add/drop form with their last date of attendance or follow these steps to withdraw from a course:

- Go to [www.stu.edu](http://www.stu.edu)
- Click on Current Student
- Click on Student Success
- Click on Forms to fill out the add/drop form with the last date of attendance.

### **Grade Rounding Policy**

**Purpose:** To establish a standardized approach to rounding up grades in the College of Nursing to ensure fairness and consistency in academic evaluation.

**Policy Statement:** The College of Nursing adheres to a strict grading policy where final course grades are calculated based on the precise numerical average. The following guidelines outline the conditions under which grades may or may not be rounded up.

Guidelines:

1. Final Grade Calculation:
  - Final grades are calculated to the hundredth decimal place.
  - For example, a final grade of 89.49 remains 89.49.
2. Rounding Up:
  - Grades will be rounded up only if the final numerical average is 0.50 or higher.
    - o For example, a final grade of 89.50 will be rounded to 90.0.
  - Grades with a final numerical average below 0.50 will not be rounded up.
    - o For example, a final grade of 89.49 will not be rounded to 90.0.
3. Grade Reporting:
  - Instructors will report grades as calculated, adhering strictly to the above rounding policy.
  - Students will be informed of their final grades without any further adjustment.
4. Appeals:
  - Students may appeal their final grade calculation to the Nursing Academic Integrity Committee only if there is a demonstrated error in the calculation process.
  - Appeals based solely on the desire for a higher grade without error in calculation will not be considered.
5. Implementation:
  - This policy is effective from the start of the Fall semester 2024 and will be reviewed

annually.

Faculty and staff are responsible for ensuring adherence to this policy.

### **Clinical Performance Grading Scale**

Nursing employs the satisfactory/ unsatisfactory (S/U) and pass/fail (P/NP) grading system for clinical courses for both undergraduate and graduate programs. An unsatisfactory (U) or NP grade in a nursing course is not acceptable. A student may not progress in the nursing sequence with the U or NP grade. Undergraduate nursing students must achieve a satisfactory (S) or P or C+ or above for undergraduate students on repetition of the course to be eligible to continue enrollment in the CON.

<b>Pass/Fail</b>	<b>Satisfactory/Unsatisfactory</b>	<b>Incomplete/Working Process</b>	<b>Non-passing</b>
P=Pass	S=Satisfactory	I=Incomplete	NP or F
F=Fail	U=Unsatisfactory		Non-passing

A notation of P, F, NP, S or U does not affect a student's term or cumulative grade point average. A notation of I, if not replaced by a passing grade, eventually lapses to F and, for graded election is computed into the term and cumulative grade point averages.

### **Unsatisfactory Clinical/Skills and Simulation Lab Performance**

Some nursing courses have both clinical/lab and lecture components, and only one grade is earned for the course. Students who receive an unsatisfactory (U) or non-passing (NP) grade in the clinical/skills and simulation lab component will receive a grade no higher than C for the course. If repetition is required, the student must complete both the clinical and lecture requirements for the course regardless of problem component.

### **Clinical Compliance Requirements**

Compliance is a major requirement of the CON. Nursing as a practice discipline requires coursework that involves patient contact, such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and the CON require background checks for prospective students, including arrests without convictions, verification of employment, and social security verification.

**Criminal Background Checks: Students must complete a one-time background check after notification of conditional acceptance in the College of Nursing.** However, it must be completed prior to beginning coursework or clinical courses. If a student takes a leave of absence for a year or more, they must repeat the background check at their cost. If any student's background check indicates a history that might prevent participation in clinical nursing practice of the College of Nursing, the associate dean of nursing and the program directors will consider the student's situation and decide about admitting the student into the College of Nursing. Results of background checks are kept confidential within the College of Nursing and reviewed during the admission process. Note that admission to the College of Nursing does not guarantee eligibility for licensure in nursing in Florida. For example, if a student has an arrest and/or conviction record, the State Board of Nursing, in accordance with the rules and regulations of the Nurse

Practice Act, will determine an advance a nursing student program graduate’s eligibility for licensure. Students should contact the Florida State Board of Nursing for information about rules and regulations. For pre-licensure students, information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>. For RN-BSN students, information may be found respectively at <http://www.doh.state.fl.us/mqa/nursing> or <https://sos.ga.gov/georgia-boardnursing>. BSN students are required to complete an Agency for Health Care Administration (AHCA) background screening for the psychiatric clinical and the pediatric clinical at the student’s expense.

## Academic Progression Policy

### Course Progression

Students must successfully pass a term or semester to successfully progress to the next. At the program director's discretion, students may be allowed to enroll in the subsequent course even if they register before obtaining the grade for a prerequisite course. The student understands that failing to obtain the required grade may result in failing the course, necessitating the need to retake the unsuccessful course. If a nursing student earned a failing grade for a course, they are encouraged to meet with the faculty and academic advisors immediately after earning a failing grade to review course performance and prepare a plan of action. If a nursing student earned two failing grades in the same semester, or anytime during the program, it will result in immediate dismissal from the College of Nursing.

### Pathway to BSN Program

A satisfactory (good) academic standing at STU for ungraduated students is a minimum semester and cumulative GPA of 2.5 or higher. However, the academic standards in the College of Nursing are higher, the GPA requirements to remain Pathway to BSN Program are listed below.

Standing	Credit Hours	Required GPA
Freshman year (1 <sup>st</sup> semester)	12-18	2.8 or higher
Freshman year (2 <sup>nd</sup> semester)	18	3.0 or higher

Pathway to BSN students with more than 60 credit hours must also have a minimum cumulative GPA of a 3.0 or higher.

A grade of C- or below is not acceptable in anatomy, physiology, chemistry, human nutrition, human growth and development, microbiology, ENC 1101 or ENC 1102. A grade of D or F is not acceptable in algebra, statistics, or any pre-requisite course for nursing. A student is allowed one opportunity to repeat a course in which an unsatisfactory grade has been received. A student who earns less than a C upon repetition of a course is not eligible to get admitted in the Traditional BSN Program.

### Grade Requirements

## **BSN Program**

Nursing courses are sequential and may not be taken out of order. Progression into the next semester's nursing courses is contingent upon the successful completion, a grade of C+ or higher, of all the previous semester's courses. **Any undergraduate nursing student with 2 failures (including a W grade) will be dismissed from the program.**

**Undergraduate nursing students must achieve a minimum final course grade of 77% to successfully complete the course. If a BSN student does not attain a 77% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course. Students are accountable for all course specific evaluation methods such as quizzes, papers, presentations, etc.**

## **NUR COURSES-MUST PASS WITH “C+/77” OR GREATER**

**Students who receive a grade of “C” or less on a course must repeat that course. However, a student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical portion of the course fails the didactic and clinical course. The student must repeat the theory and the clinical portion. Students must successfully pass a term and or semester to successfully progress to the next.**

In addition to obtaining grades of C+ or higher in all nursing courses, students must always provide evidence of their ability to provide safe care to patients. Failure to provide safe patient care may result in immediate withdrawal from the course and, potentially, dismissal from the College of Nursing. A student out of sequence or repeating a course must meet with an academic advisor and the director to develop a new plan of study.

## **RN to BSN Program**

Progression into the next semester's nursing courses is contingent upon the successful completion, a grade of C+ or higher, of all the previous term's courses. If an RN-BSN student fails a course, he or she must repeat the course the next time it is offered. Students must complete clinical hours and maintain a minimal overall GPA of B (3.00/4) to graduate.

## **Grade Appeals**

Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. If the student does not agree with the instructor's decision, the student will need to discuss the issue with the Program Director.
3. If the student does not agree with the Program Director's decision, the student can request an appeal by completing the appeal form and submitting it in writing to the Chair of the

Nursing Academic Integrity Committee (NAIC). This appeal should include the specific reasons why the grade should be reviewed.

4. The Program Director will inform both the Dean of Nursing and the VP of Students of the impending situation if the matter is related to scholastic integrity.
5. The Program Director will submit the [Maxient form](#) obtained from the office of the VP of Students.

The NAIC Committee will evaluate the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.

Actions by the NAIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program. The student, faculty, academic advisor, and the Dean of Nursing will be notified in writing within three business days of the committee decision.

The student has the option to challenge the NAIC's decision by submitting an appeal to the Dean of Nursing. This appeal must be submitted within a 30-day period following the decision made by the NAIC Committee on the grade appeal. It is important to note that the Dean's decision is conclusive and cannot be appealed further.

Click here for [Appeal Form](#) (need to add the appeal form link)

### **Academic/Clinical Course Warnings**

Students are given written warning by their faculty if they are failing a required course, if there is concern about the student's progression, or if there is concern about the student's professional behavior. The warning will list specific areas in which the student is failing to meet course objectives, clinical competence, or professional behavior, and will list specific steps the student must take to obtain a passing grade. The warning is discussed with the student, who may add comments, and then signs the warning and receives a copy. A copy of the warning is sent to the academic advisor and the program director who places it in the student's academic record. A copy of the warning is also sent to the Chief Nursing Officer and relevant course faculty.

Academic/clinical course warnings may be given at any time during the course, as determined by the course faculty.

### **Course Assignment Policies**

All assignments are expected on the designated due dates. Extensions must be negotiated with the faculty before the submission date. Late submission of assignments may result in grade reduction or loss of credit. All assignments are to be completed by the end of the academic term.

## **Incomplete Grade Policy**

### **Purpose:**

An Incomplete "I" is a temporary grade that may be offered to a student at the instructor's discretion when all the course requirements are not met before the end of the term due to extenuating circumstances. Examples of extenuating circumstances may include, but are not limited to: sudden illness, death in the immediate family, significant job change, etc.

### **Procedure:**

As an exception, students may receive an incomplete grade due to extenuating circumstances that prevented the student from completing course assignments or clinical hours before the end of a term.

An incomplete grade may be issued if the student has 1) completed a significant portion (more than 50%) of the coursework, 2) The student must be passing the course with a grade of "B" (83%) or better for the graduate nursing programs and a "C+" (77%) or better for the undergraduate nursing programs, when the Incomplete is requested. The Incomplete Course Acknowledgement Form must be signed by the student and faculty member and submitted to the School of Nursing and Program Director. The Incomplete Course Acknowledgement Form shall include detailed information regarding the work that must be completed, a final deadline for completion of said work (not to exceed one seven-week period), and the grade to be issued if the work is not completed by the deadline.

A student may not progress from a non-clinical course to a clinical course, from a clinical course to an integration course, or graduate with an outstanding Incomplete grade. Once the student has met the Incomplete Course Acknowledgement Form terms, the faculty member will convert the Incomplete to the final grade earned. If the Incomplete Course Acknowledgement Form terms are not met, the grade will automatically convert to an F (Fail) or NP (Not Pass) grade.

The instructor will document with the student in Canvas the circumstances and conditions of the Incomplete agreement. The instructor will record in writing, and file with the Registrar, the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student's responsibility to plan with the instructor for the timely completion of this work.

All incomplete work must be completed by the Completion Due Date, or they automatically convert to an "F" and the course will need to be repeated. (If this is a second failure, removal from the program will proceed)

- The student is financially responsible for all costs incurred from the incomplete work turning to an "F".
- If the course has a co-requisite, students will repeat the incomplete course that turned into an 'F' and the co-requisite course.
- The student must complete the incomplete work with the professor of record unless that professor is no longer serving the University. In that circumstance, the Program Director/Dean will assign an appropriate member of the faculty.



- All incomplete work must be completed by the end date of the following semester as posted in the academic calendar (e.g., Fall incomplete work completed by the end of the Spring semester, Spring incompletes by the end of the fall semester, summer incompletes by the end of the Fall semester) or they automatically convert to an "F".
- Students with an incomplete grade in the semester of graduation will result in the postponement of graduation.
- Students with an incomplete grade are ineligible for early/priority registration.

[Incomplete Grade Acknowledgement Form.docx](#)

## SECTION V: ACADEMIC POLICIES

### Academic Standards and Code of Conduct

STU adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith and values wisdom to be found in the Bible and the Church teaching. STU seeks to establish a community that promotes a Judeo-Christian learning environment in which all may develop spiritually, as well as intellectually.

The University places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are accountable and are expected to maintain the highest standard of conduct and behavior by adhering to STU academic code of conduct.

Any behavior that is inconsistent with the university's goals is unacceptable. Unacceptable behaviors include, but are not limited to alcohol or drug abuse, use of violence and/or profanity against people or property, undermine the educational climate by threatening the physical and mental health of others, as well as disrespecting their rights.

### Academic Honesty Policy

**Cheating:** Cheating includes any act or omission by a student to obtain an unfair advantage of assignments, quizzes, or exams.

Cheating on assignments includes, but is not limited to,

- submitting clinical notes written by another person
- giving work or information to another student to be copied and/or used as their own.
- giving or selling an assignment, report, project, or other restricted written materials to another student
- working together with another individual on an assignment when specifically prohibited from doing so by the instructor.
- submitting artificial intelligence (AI) generated work for any assignment.

Cheating on tests includes, but is not limited to,

- using unauthorized technology, software, or devices while testing
- giving someone answers to test questions either during or after the test has been given

- informing another student of specific questions that appear or have appeared on an examination.
- using notes, books, or other study aids while testing
- altering the computer, computer screen, or webcam
- making fraudulent claims of errors with exam technology
- failure to follow required STU environmental procedures.
- patterns of network connectivity issues
- reading test questions or answers aloud

**Misrepresentation:** Misrepresentation is an act of omission with intent to deceive an instructor or college employee. It includes, but is not limited to,

- lying about family circumstances
- lying about employment conflicts
- using personal problems to gain academic advantage for self or others.
- changing answers on graded materials, having another person or AI complete your assignments.

### **Academic Dishonesty**

Students are expected to adhere to the academic honesty policy as stated in the college catalog. Students violating the policy in any way will automatically receive an “F” in the course and be referred to the Dean of Students for further disciplinary action.

Please note that due to the dynamic nature of the course, it is understood that the professor has the authority and the responsibility to change, add, or omit any material contained therein, including the grading policy. Students will receive verbal and/or written notification of any change to the current policy. Review the Academic Honesty policy and procedure from the student handbook on the University’s website at [www.stu.edu](http://www.stu.edu).

### **Academic Dishonesty Procedure**

Students who self-plagiarize or plagiarize the original works of others face the following consequences:

- No offense:** A Turnitin/AI similarity score of less than 20% is generally acceptable.
- Misdemeanor offense:** A Turnitin/AI similarity score greater than 20% but less than 60% will be sent back to the students with the Turnitin report for revision and resubmission. A late penalty can be assessed if that is made clear at the beginning of the course or in faculty communications with the student.
- Minor offense:** A Turnitin/AI similarity score over 60% can be considered egregious and would be worthy of greater implications and accountability. Students may receive a 25% reduction in their assignment grade as a penalty if that is made clear at the beginning of the course or in faculty communications with the student.
- Major offense:** A Turnitin/AI similarity score over 80% is particularly egregious and probably will result in more punitive actions. Students will receive a "0" for the assignment and will fail the course. They will be allowed to remain in the course if they resubmit the assignment with an

acceptable Turnitin similarity score of under 20%. If the resubmitted similarity score is over 20%, the student will fail the course.

\*Students may not submit their assignments more than three times in Turnitin without penalty. After the third attempt to submit, the final decision is determined by the course instructor.

In the event of concerns regarding plagiarism, a student may be required to participate in an anti-plagiarism remediation course, which could involve out-of-pocket expenses. Such a course aims to reinforce ethical research and writing practices to ensure the integrity of a student's academic work.

### **Online Quiz/Exam Integrity**

- Students will not disclose or discuss information about any aspect of the exam/test/quiz unless the course faculty gives prior consent. This includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, email, smartwatches, or earbuds) during the exam/quiz (including breaks).
- Students will comply with any investigation related to exam integrity that needs to be conducted.
- Students may not take the exam/quiz for somebody else or allow someone else to take their exam/quiz.
- Students may not tamper with the computer or use it for any function other than taking the exam/quiz.
- Students will not use textbooks or any sort of literature to obtain answers during the test, unless it is an open-book test.
- Students will not wear sunglasses or hats that obstruct the view of your face, as this may interfere with proctoring procedures and verification of identity.
- Students with a high probability video result from Lockdown Respondus will receive a 0% on the exam.
- *Note:* If a student witness any of the above behaviors, the student must immediately report it to the course faculty member or the Program Director and follow any follow up investigation. Failure to report may result in 1) failure of the exam/quiz, 2) failure of the course, or 3) dismissal from the program.

### **Consequences of Violating the Academic Integrity Policy**

Cheating in any form is considered a violation of the CON values and the profession of nursing. Therefore, any violation of the academic integrity policy will bear profound consequences, including but not limited to receiving an F in the assignment, receiving an F in the course, or complete dismissal from the College of Nursing. The consequence of such behavior will be determined by the faculty, the Program Director, Nursing Academic Integrity Committee, and the Dean.

### **Procedure to Perform an Environmental Scan before Online Testing**

Students must use either an external webcam, embedded desktop camera, laptop camera, or maybe a mirror to complete the environmental check. When you are completing the webcam check, do not proceed if your camera is fuzzy or your picture is not clear. Address your camera issue before taking the exam. During the environment check, you must scan and give a clear video of your work area. No outside resources may be in your work area, including, but not limited to cell phones, books, notes, tablets, iPods, headphones, music, television, or people are allowed while taking your exam. As much as possible, your testing environment should be quiet and distraction-free. You may only use one monitor and you must look face forward for the entire exam. Failure to perform the room scan properly may result in a violation of exam procedures and failure of the exam.

- Students should pick up and slowly tilt/pan their webcam, or laptop camera, so a video can be made of the area around their computer.
- If using a desktop or laptop computer with a built-in camera (like on many Macs), students must use a mirror to show the edges of their computer monitor.
- Students must ensure that they have recorded all 360 degrees of their environment and desk area. This includes the areas besides, behind, under, and above the computer.
- When using a mirror to scan the environment, scan very slowly so that the recording can capture an image and record the environment clearly.

### **Online Quiz/Exam Review Policy**

All undergraduate nursing students are eligible to review their quizzes and exams. The primary purpose of the review is to provide an opportunity for students to receive feedback on items answered incorrectly and for faculty to review concepts/questions that most students missed.

- Quiz reviews are conducted by appointment only between the hours of 9:00 a.m.- 3:00 PM. Appointments will be scheduled for 30 minutes.
- Quiz review sessions are completed under the supervision of a representative of the Department of Nursing.
- Students are not allowed to use writing materials, notes, or ask questions during the exam review.
- The use of iPhones, camera phones, and other electronic devices will not be allowed.
- Multiple reviews of the same exam will not be scheduled.

- Students may not challenge the validity of quiz items. It is not a confrontational setting. Any student who violates this rule will be asked to at once leave the review session.

If you travel out of the country, you may encounter difficulties taking quizzes and exams. If you know you will be away, it is best to plan to take the exam early, before you leave. However, if taking the exam early is not an option, here are a few things to do to ensure you will have a high-quality experience.

1. Notify STU OIT's helpdesk, helpdesk@stu.edu of the country you will be visiting at least two weeks prior to your departure date.
  - a. Let them know where you will be.
  - b. Include the time period (from when to when) you will be there.
2. Once you reach your destination, take the practice quiz to guarantee you have access to both Canvas and Respondus LockDown Browser and Monitor.
3. Let your instructor know in advance that you will be out of the country and that you will be doing steps one and two.

The university is not liable for any loss of internet connectivity or related issues that may occur during an online exam. While the university strives to provide a seamless exam experience, students are ultimately responsible for their own internet connection and the potential impact it may have on their exams. We are not responsible for any internet connectivity. It is the student's responsibility to confirm they will be successful in the attempt to take the test. If the exam is not completed, a second attempt will not be allowed.

### **Class and Clinical Attendance Policy**

The faculty in the College of Nursing believe that class and clinical attendance are essential and will be taken at every class and clinical period. Students are expected to attend all classes and clinical rotations and take part willingly in class and/or group discussions. Students are expected to review the lecture objectives for each week, and the assigned readings must be completed prior to the lecture for that material. The nursing faculty consider attendance as a vital part of the learning process and, as a result, missing classes and clinical may be reflected in your grade. There will be a penalty for missed classes. Also, due to the disruption caused to your classmate's learning process, late arrivals will likewise incur a penalty. As a result, the College of Nursing is implementing the following final grade reduction policy for absences or late arrivals:

<b>Number of missed classes</b>	<b>Effect on final grade</b>
0 to < 7%	No Penalty
7% to < 14%	1 letter grade reduction
14% to < 21%	2 letter grade reduction
21% to < 28%	3 letter grade reduction
28% or greater	automatic F in the course

If you enter class late\* remember that you have already been marked as absent. Therefore, it is your responsibility to inform the professor that you arrived late. Do this immediately after class; please do not interrupt the lecture further. If you leave class early without prior permission the instructor has the authority to count that as if you arrived late and will be used as such in the calculation of a grade reduction.

If you know that you will miss a class for any reason, discuss the situation with your instructor BEFORE the class is missed. **Only valid and documented excuses** will be considered [Some examples: statutory governmental responsibility (jury duty, a subpoenaed court appearance, or a military obligation), serious student illness requiring a physician's care, immediate family death (mother, father, spouse, child, brother, sister, grandparent, or grandchild), and a major religious holiday observance in your own faith, student athlete event].

Any documentation must be submitted within 1 week of a student's absence. **For an illness**, the student must present a letter from his or her physician addressed to the university, in order to be excused for a medical reason. The letter must be on the doctor's stationery and must include the dates for which he or she could not attend class. In these instances, the physician will be contacted to verify the student's absence. A copy of the original is acceptable but notes on memo pads or prescription forms will not be accepted! Mechanical difficulties with automobiles or traffic tickets/accidents are not considered acceptable excuses for tardiness or absenteeism. Students arriving from other destinations will not be excused because of "unavailable" flights or similar travel difficulties. Students must attend to any business issues (Admissions, Registration, or the Financial Aid Office) outside of class time.

### **Student Athlete:**

For a student athlete event, documentation signed by the coach is required for each missed class, presentation of the team's game schedule at the beginning of the semester is not acceptable documentation. Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competition or practice outside of the championship segment (the off season). A travel roster for competition listing the names and dates that student athletes will miss class will be sent to the Deans to be distributed to Faculty, prior to the team leaving for competition. It is the responsibility of the student-athlete to communicate with each faculty member, in advance, regarding missed class time and the class work that should be completed.

It is the student's responsibility to keep up with the work covered during his or her absence or tardiness. It is the student's responsibility to obtain any lecture materials from his or her peers. This includes class notes and handouts.

Late arrival to class will be defined as >5 minutes after the official start time of the class 2 late arrivals = one absence

Example: For a class during a 16-week semester, which has 30 scheduled class periods: your final grade in the class was a B+; if a student misses 1 or 2 classes, there will be no penalty; if a student misses 3 or 4 classes, his or her final grade will be reduced to C+; if a student miss 5 or 6

classes, his or her grade will be reduced to D+; greater than 6 missed classes will result in an F for the course.

Unexcused clinical absences will result in failure of the course. The following are considered examples of unexcused clinical absences, but are not limited to medical and dental appointments, job interviews, and vacation.

### **Religious Policy**

STU is committed to providing reasonable accommodations for the sincerely held religious beliefs and practices of students, unless doing so would cause significant difficulty or expense to the University. Social, political, economic philosophies, or personal preferences, are not considered to be "religious" beliefs. Further, nothing in this policy shall require STU to act in a manner contrary to the beliefs and teachings of the Catholic Church, the Archdiocese of Miami, or the University's mission as a Catholic institution or to diminish its rights as a religious organization.

### **Disability Policy**

STU welcomes students with disabilities into the university's educational programs. It is the intent of STU, consistently with its obligations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to insure equal access to quality education for its diverse student population. The Academic Enhancement Center (AEC) provides auxiliary aids and services, guidance and other appropriate academic assistance to students with disabilities.

Students with special learning needs should contact the STU Office of Disabled Student Academic Services accommodation so that proper accommodations may be made. If students need special assistance or consideration, they should alert the professor at the beginning of the semester with a written document from the Office regarding accommodations for students with disabilities may be obtained by contacting Ms. Janae Thomas, Associate Director, Accessibility Student Services, by phone at [305-625-6000](tel:305-625-6000) ext. 6601, [email jthomas28435b@stu.edu](mailto:jthomas28435b@stu.edu). More information can be obtained at <https://www.stu.edu/academics/academic-enhancement-center/disabled-student-academic-services/>

### **BSN Make-up Quiz/Exam Policy**

Students are expected to complete all assignments and examinations when scheduled. Therefore, make-up exams should only be necessary for emergencies, illness, or religious obligations. If an emergency arises and a student is unable to sit for a scheduled exam, it is the student's responsibility to notify the faculty member at least one hour before the scheduled test time. The student is responsible for setting up an appointment to take the examination within one week. If a student misses an exam for a legitimate emergency or illness, written documentation of the illness by a health care provider must be provided to the course faculty for approval. No at-home health tests will be accepted. A student who is absent for an exam due to illness or emergency must notify the faculty before the exam is scheduled for presentation. It is the student's responsibility to contact the faculty member within 24 hours to schedule an appointment for a make-up exam. If an emergency arises and a student is unable to sit for a scheduled exam, it is the student's responsibility to notify the faculty member at least one hour before the scheduled test time. The

student is responsible for setting up an appointment to take the examination **within one week**. If the student does not make up the missed exam within one week, a grade of zero (0) will be assigned for that exam. **If the student does not make the exam up within one week, a grade of zero (0) will be assigned for that exam.** If it is a religious obligation and a student cannot take a scheduled exam, it is the student's responsibility to notify the faculty member at the beginning of the term/semester. Students must submit written documentation of the religious documentation from the religious entity. Once approved, the student must complete the make-up exam within one week of the original exam date or one week after the course faculty's approval, whichever is sooner.

### **Chain of Command Policy**

The chain of command policy is both a contract and a code of conduct for the nursing student while in the clinical setting, lecture, skills lab, and any other time the nursing student is under the auspices of STU. The faculty believe that every attempt should be made to resolve conflict at the lowest level possible. The proper communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the CON, then process at the university wide level, as stated in the Student Handbook, will be initiated. The CON requires that all students adhere to the following chain of command/sequence when dealing with issues or concerns.

**Clinical:** Student Issues >> Clinical Faculty Point of Contact >> Program Director

**Classroom:** Student Issues >> Faculty >> Program Director

**Skills/Simulation Lab:** Student Issues >> Skills Lab Faculty >> Program Director

Failure to follow chain of command will result in the student's voluntary dismissal from the clinical, lecture, laboratory setting, or program.

### **Student Grievances**

St. Thomas University College of Nursing defines formal complaints as grievances or concerns raised by students regarding academic or administrative matters. There are two types of Grievances: *Academic Grievances* and *Non-Academic Grievances* (Please see Appendix A).

**Academic Grievances:** include student issues/complaints about course grade(s) or the method(s) of evaluation or progression.

**Non-Academic Grievances:** refer to concerns and complaints that are unrelated to academic performance, coursework, or grading. This policy ensures that students have a clear, fair, and efficient process for resolving such issues.

Non-academic grievances may include, but are not limited to:

- **Discrimination and Harassment:** Issues involving unfair treatment or harassment based on race, gender, religion, sexual orientation, disability, or other protected characteristics.
- **Bullying:** Instances of intimidation, coercion, or threats by peers, faculty, or staff.



- **Professional Misconduct:** Unprofessional behavior by faculty, staff, or peers that impacts the learning environment.
- **Administrative Concerns:** Issues related to administrative processes such as registration, scheduling, financial aid, or facilities.
- **Accommodation and Accessibility:** Problems related to the provision of accommodation for disabilities or other special needs.
- **Health and Safety:** Concerns regarding the physical safety or health conditions within the institution's facilities.

*\*Academic Grievances are reported to and addressed by the Nursing Academic Integrity Committee (NAIC) and Non-Academic Grievances are reported to and addressed by the Nursing Student Affairs Committee (NSAC) with the Program Director(s) involvement (Please see Appendix A).*

### **Non-Academic Grievances**

1. When student's issues/complaints involve incidences other than academic matters such as a grade dispute/appeal in a course, the student should report the issue to the Program Director (PD). Within five (5) business days, the Program Director must discuss, in private, the charges and evidence with the student. The PD will document their decision in writing to the student.
2. If the student is dissatisfied with the Program Director's decision, the student may file an official appeal to the College's Nursing Student Affairs Committee (NSAC).
3. Within ten (10) business days after receiving the student's appeal, the Nursing Student Affairs Committee will convene to review the case details. Once the committee reaches a consensus and a final decision, a written notification is sent to the students, the instructor, the Program Director, and the Dean.

### **Academic Grievances (Please see Appendix A).**

It is assumed that most grievances will be resolved in conversation between students and their professor. Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor first and attempt to resolve any differences.
2. If the student does not agree with the instructor's decision, the student will need to discuss the issue with the Program Director.
3. If the student does not agree with the Program Director's decision, the student can file an appeal by completing the appeal form and submitting it in writing to the Nursing Academic Integrity Committee (NAIC). This appeal should include the specific reasons why the grade should be reviewed.
4. The Program Director will inform both the Dean of Nursing and the VP of Student Affairs of the impending situation if the matter is related to scholastic integrity.
5. The Program Director will submit the *Maxient Form* obtained from the office of the VP of Student Affairs if the matter is related to scholastic integrity.
6. Within ten (10) business days, the NAIC Committee will make a decision after evaluating the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the

contributing factors that would enable the student to be successful in repeating the course and in future courses.

7. Possible actions made by the NAIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program.
8. The student, faculty, academic advisor, and the Dean of Nursing will be notified in writing within three (3) business days of the committee decision.

### **Informal Process of Addressing Student Grievances (Please see Appendix B)**

Students charging an instructor with prejudiced, capricious, or unfair academic appraisal (e.g., grading, assessment, evaluation, examination, judgment) shall notify and discuss the complaint with the instructor first without fear of retaliation.

If the problem remains unresolved after the first meeting with the instructor, the student should notify and discuss the complaint with the Program Director. At the Program Director's discretion, a meeting may occur with the student, instructor, and the Program Director. Upon receipt of the complaint the PD should attempt to offer resolution of the complaint within a reasonable time, but no more than five (5) business days. Any resolution will be provided in writing to the student.

If there is no resolution, the student may file a **formal grievance hearing request**. The student must submit in writing to the Program Director and to the chairs of the *Nursing Student's Affairs Committee Chair (Nonacademic Grievance)/Nursing Academic Integrity Committee Chair (Academic Grievances)* their intent of filing a formal grievance hearing request.

### **Formal Process of Addressing Student Grievances (Please see Appendix B)**

1. Within five (5) business days of the students' formal grievance hearing request, the student and instructor have the right to meet individually with the Program Director to review the formal grievance procedures and answer any process related questions.
2. Within ten (10) business days of the notification identifying, the Program Director will meet with the Dean and the VP of Student Affairs to discuss the complaint's details. This meeting marks the first step of the University's formal process of grievances.
3. Within fifteen (15) business days of the initial notification, the Dean and the VP of Student Affairs will schedule a meeting with the student, instructor, and the PD. The Dean and the VP of Student Affairs are charged with determining, based on a review of all documents available and individual accounts presented during the hearing, if they believe more likely than not that prejudice, capricious or unfair academic appraisal has occurred.
4. If the student remains dissatisfied with the Dean and the VP of student Affairs' decision, the student will have the right to appeal the decision in writing (within 30 calendar days) to the University's Academic Disciplinary Committee and to have a hearing with the Dean present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present

evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final and cannot be appealed further.

**Protection from Retaliation:** Students who file a grievance in good faith are protected from retaliation. Any form of retaliation will be considered a serious violation of this policy and will be subject to disciplinary action.

*\*All documentation related to grievances, investigations, and resolutions will be kept on file for a minimum of five years.*

**Early Priority Registration (New Policy):** To ensure timely progression through the program and minimize delays in graduation. Students who are in good standing academically are eligible to early priority registration in subsequent courses before final grades are released for the previous course. However, students must meet the following criteria:

- Students requesting early registration must be in good academic standing in accordance with STU College of Nursing policies. All prior courses must have been successfully completed with a grade of “C+” (77%) or better.
- Students understand that this registration is considered a **conditional registration** till the final grades are released with the understanding that registration may be adjusted based on academic performance. If a student does not pass a course, once the final grades are posted, the student conditional registration will be placed on hold and denied further progression. Consequently, the student will need to repeat the failed course.
- Students must submit a request for early priority registration to the Program Director before the deadline for registration as outlined by the registrar’s offices for each semester.
- Students must receive prior approval for early priority registration from the Program Director.
- All students have equitable access to early priority registration based on factors such as course and faculty availability, class size limitations, and scheduling conflicts.
- Early priority registration applies for certain groups (e.g., graduating students, or students with disabilities).
- Students must meet any prerequisites or corequisites for the courses they wish to register for.
- If a student request for early priority registration is denied, the student can file an appeal to the NAIC for further review.

*\*All requests for early Priority registrations will be saved electronically by the College of Nursing.*

### **ATI Content Mastery**

The CON uses ATI Content to aid student mastery of key concepts for success in both passing NCLEX and in their nursing careers. Students are encouraged to do their best work while taking ATI practice and proctored assessments, as this will enable true reflection of the student’s content mastery.

Practice assessments are to be taken as assigned by the instructor.

Students will then create their individualized Focused Review, as a study guide.

Students will create a Success binder, which will contain their content knowledge gaps for easy review. The binder shall include all the Focused Reviews and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries). **Proctored final assessments (Standardized Proctored Assessment) will be assigned by faculty 1 to 2 weeks before a course final to allow ample time to create the personalized Focused Review and allow for a second attempt.**

To earn the points identified in the ATI Student Assessment and Review policy for each practice assessment, students must complete the remediation provided following the first attempt at each practice assessment. Once completed, students must take the post-remediation quiz (if available) and complete the follow-up remediation.

ATI Practice Assessment			
4 points (10 %) Combine			
Complete Practice Assessment A. Remediation: Minimum 1-hour Focused Review on the initial attempt For each topic missed, complete a <b>handwritten</b> active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.	Complete Practice Assessment B. Remediation: Minimum 1-hour Focused Review on the initial attempt For each topic missed, complete a <b>handwritten</b> active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.		
ATI Standardized Proctored Assessment			
Level 3= 4 points	Level 2= 3 points	Level 1= 1 point	Below Level 1=0 points
Remediation =2 points <b>Minimum 1-hour Focused Review</b> For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation =2 points <b>Minimum 2-hour Focused Review</b> For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation =2 points <b>Minimum 3-hour Focused Review</b> For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation=2 points <b>Minimum 4-hour Focused Review</b> For each topic missed, complete a handwritten active learning template as part of the required remediation process.

## SECTION VI: CLINICAL POLICIES

### Professional Demeanor

Nursing students are always expected to present and conduct themselves as professional nursing students on campus, in virtual settings, by telephone, and in clinical settings. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. During any and all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the class or the clinical setting.

### BSN

#### Classroom and Clinical Student Dress Code Policy

The BSN program has adopted the following dress code guidelines for students while on campus, at clinical or in the simulation lab setting:

- Students are expected to dress in nursing school uniform for class, lab, and clinical.
- Only navy-blue tops with STU insignia, skirts or pants may be worn.
- Plain white or navy-blue tee shirts or turtlenecks may be worn under current uniform.
- STU ID badge and/or clinical site's specific photo ID should be worn and visible above the waist.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from STU at all times.
- Shoes must be close-toe and black or white. If a student is wearing a pair of shoes with laces, the laces must be black or white only. No clogs are permitted. The shoes of choice may not have any openings.
- White pantyhose without patterns are to be worn by female students when wearing navy blue skirts. White socks without patterns or decorations may be worn.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Fingernails must be short, and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

## **RN to BSN**

### **Clinical Student Dress Code Policy**

The RN to BSN program has adopted the following dress code guidelines for students while on at clinical or in the simulation lab setting:

- Students are expected to dress in business casual appropriately while on STU campus.
- [STU ID](#) badge and/or clinical site's specific photo ID should be worn and visible above the waist.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from STU at all times.
- Shoes must be close-toe and black or white. The shoes of choice may not have any openings.
- There should be no visible tattoos. Tattooing needs to be concealed.
- No obvious body piercings, except ears, which are limited to one pair of earrings.
- In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Fingernails must be short, and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in clinical.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

### **Use of Electronic Devices/Social Media Policy**

The College of Nursing recognizes the growing trend of modern technology, such as student possession of cellular phones and other electronic devices with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by STU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recording without the express consent of the subject(s) being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smart phones, tablets, and computers during class or clinical by nursing students. Students must adhere to the policies of the clinical site, as well as this nursing policy regarding the use of electronic devices and social media in clinical settings, classroom, nursing skills, and simulation labs.

If electronic devices are approved for use in the classroom and according to clinical site policy, the following restrictions apply:

- Electronic devices may only be used for class and clinically-related purposes as approved by each faculty and supervising clinical faculty.
- All devices must be kept on "silent" or "vibrate" mode in the classroom and clinical settings.

- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recording, photographs, or videos during class and clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information.
- Students are expected to be knowledgeable of hospital and clinical site policies that are relevant to state and federal laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- Students may not transmit to any electronic media any patient data or image that violates the patient's rights to privacy and confidentiality, and/or to embarrass or degrade the patient and/or family members.
- Students are prohibited to use social media during class and clinical hours or at any time on the premises of STU and clinical site's equipment or property.
- Students are prohibited to download or store any confidential patient information on a personal electronic device.

### **Procedures for Failure to Comply**

Any student who uses his or her cellular phone to violate reasonable expectation of privacy of others or produce any media as a result of the cellular phone capabilities without expressed consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Judicial Affairs as a violation of the STU's Community Standards. The following sanction may apply:

- For any student who violates the electronic devices and social media policy, the College of Nursing may take action to dismiss the student from the program.
- Students may be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media.
- Students will face sanctions for posting materials that are defamatory, profane, threatening, harassing, hateful, or humiliating to patients, students, hospital staff, preceptors, nurses, and STU faculty and staff.
- Sanction consistent with STU policy will be determined by the nursing faculty and/or the appropriate nursing administrator.
- Improper use of social media may result in being sued for defamation, invasion of privacy, or harassment. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.

### **Prior to Beginning Clinical - American DataBank Requirements**

## **Background Checks**

Students are required to complete a one-time background check after notification of conditional acceptance to the College of Nursing. However, it must be completed prior to beginning coursework. If for any reason, a student takes a leave of absence for a year or more, he or she must repeat the background check at his or her cost. If any student's background check indicates a history that might prevent participation in clinical nursing practice of the College of Nursing, the program director will consider the student's situation and make a decision about admitting the student into the College of Nursing.

Criminal Background Checks Level II criminal background check and the Agency for Health Care Administration (AHCA) background results are maintained confidentially within the College of Nursing and reviewed during the admission process. It is important to note that admission to the College of Nursing does not guarantee eligibility for licensure in nursing in the State of Florida. If there is an arrest and/or conviction record, the Florida State Board of Nursing, in accordance with the rules and regulations of Nurse Practice Act, will determine a College of Nursing graduate's eligibility for licensure. Students should contact the Florida State Board of Nursing for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>. RN-BSN students residing in Georgia may refer to the Georgia Board of Nursing and Nurse Practice Act. Other clinical compliance requirements include:

- Student consent for release of information to authorized third party
- Annual physical examination by a licensed physician, nurse practitioner or a physician assistant
- Basic life support (BLS) certification from an authorized American Heart Association (AHA) training centers and/or instructors – copy of card front and back
- Influenza immunization
- Drug testing
- SSN Validation
- NSNA Membership

## **Professional Liability Insurance**

Prior to enrolling in any required clinical course, all RN to BSN students must complete and submit proof of a current professional liability insurance with limits of \$1,000,000/\$3,000,000.

## **Drug Screening**

Impaired Student Nurse Policy: The Alcohol, Tobacco and Other Drug Policy (ATOD) of STU is designed to promote healthy lifestyles. The purpose of the ATOD is to protect the health and welfare of all STU students through education, monitoring, intervention, and punitive and rehabilitative measures when deemed appropriate. The goal of the College of Nursing at STU is to create a drug-free and smoke-free environment by reinforcing the ATOD policy to ensure that all nursing students:

- do not violate the policy,
- remain healthy, and
- practice safely



Therefore, all students enrolled in any of the nursing programs at STU are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while on campus and/or engaged in any clinical activity. All nursing students at STU are prohibited from being under the influence of alcohol or drugs while taking part in on-campus activities. Any student found in violation of the ATOP may be subject to disciplinary action up to and including discharge from the College of Nursing as set forth under the Student Code of Conduct, the ATOD policy, and/or other STU or the College of Nursing's rules and regulations.

### **Drug and Alcohol Possession and Use Policy**

STU is a student-centered learning environment committed to inspiring students and creating global leaders for life. As such, the College of Nursing believes that the use of alcohol, controlled substances, or any other illicit drugs is inconsistent with the expected behavior. The student engaged in clinical activities is prohibited to use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia while on campus, at a clinical site, or while engaged in clinical activities in the simulation lab or classroom at STU.

The student may not report to STU classroom, simulation lab, or the premises of clinical sites or remain on duty, engage in any classroom and/or clinical activities while under the influence of or impaired by alcohol or drugs, to any degree.

The following circumstances may constitute exceptions to this policy:

- In circumstances that a student is prescribed medications to manage medical conditions, the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage, provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical activities.

### **Procedures:**

Failure to comply with the procedures set forth herein may result in serious consequences for the student's ability to complete the nursing program and clinical rotation. STU reserves the right to randomly request a drug test at the student's expense.

To assure compliance with this policy and as a condition of continuing to participate in clinical activities and/or a clinical rotation, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. The tests may be administered upon a finding of reasonable suspicion that a student has used drugs or alcohol while engaged in clinical activities. Reasonable suspicion shall be determined by supervising faculty, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication.

When a finding of reasonable suspicion is made, the following steps will be implemented:

- The faculty shall instruct the student to leave the clinical area and address the student in private to discuss the observed behaviors.
- The faculty will inquire whether the student has used drugs or alcohol and the details of such use.

- The faculty shall consult with the nursing program director, who shall decide whether to refer the student for drug and alcohol testing.

If the decision is to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A student who refuses to undergo testing shall be presumed to have violated this policy. In the case of a positive test, the student shall be contacted by the dean and/or the program director, who shall determine whether there is a legitimate explanation for the test result being positive.

If there are no legitimate explanations, the student shall be counseled, offered psychological counseling, and an official warning shall be issued for the first offense. If the student's behavior persists and there is a second offense, the student shall be expelled from the program. The faculty of STU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student alcohol and drugs testing and test results. A written report documenting the observed student behaviors and measures taken will remain in the student's academic record.

### **Post-Surgical Return to College and Clinic**

Any student enrolled in the nursing programs at STU who requires surgery must provide documentation verification from a licensed MD, DO, DDS, ARNP, or PA that returning to school and clinical activities without restrictions will not impact their recovery. The documentation verification must be submitted on the practitioner's official letterhead stationery and must include the dates for which the students could not attend class or clinical. In these instances, the practitioner will be contacted to verify the students' absences. A student with a cast or crutches will be required to follow STU or clinical site institution's policy.

### **Student Pregnancy Policy**

A doctor's note verifying pregnancy and any medical restrictions must be submitted to the nursing department. A student who is pregnant should consult with her faculty prior to going to clinical rotation. Both the student and supervising faculty are responsible for inquiring and being aware about clinical site policies related to pregnant individuals, such as not entering where radiation therapy is being administered and potential risks for bodily harm such as, communicable diseases, strenuous activity, and exposure to toxic substances. STU, the nursing program of STU, nor its affiliating clinical sites assume responsibility for any harm that might occur to a pregnant student or a fetus. It is the pregnant student's responsibility to be aware of the potential risks to some learning experiences and ensure her safety.

### **Professional Demeanor**

Nursing students are always expected to present and conduct themselves as professional nursing students on campus, in virtual settings, by telephone, and in clinical settings. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. During any and all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any

verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the class or the clinical setting.

### **Purpose and Intention Statement**

Students in the undergraduate nursing program engage in clinical rotations and training on the campus of STU and at various types of health care facilities, including, but not limited to, nursing skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools, and community agencies.

For the RN to BSN students, STU strongly encourages students to secure their preceptors, as this is the best way to accommodate a clinical location and schedule to your needs. If assistance with clinical placement is needed, you may be required to commute outside your local area, as STU cannot guarantee a clinical site within your immediate location. (Note: in some cases, students have been placed at clinical sites over 100 miles away from their residence). Students should communicate a request for assistance with clinical placement as soon as possible.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others. STU and the nursing program require that all nursing students engaged in clinical activities be free from the influence of illegal drugs and alcohol. This policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN) and also with the standards set forth in the Florida's Nurse Practice Act.

### **Deadlines**

Deadlines are determined based upon when clinical sites need specific information to clear each student for clinical in their institutions. Deadlines are very specific and non-negotiable. The drug screen needs to be within 30 days of the date each student submits all paperwork and immunizations. Therefore, information should not be uploaded into Complio until the assigned 30-day window. A student can purchase the package to check immunization and document requirements prior to the 30-day window. All Complio requirements must be approved 30 days before the start of the semester.

### **Returning Students**

Students consecutively enrolled in the clinical major are expected to keep all Complio requirements updated. It is the student's responsibility to know when immunizations, tuberculosis testing, CPR, and all other requirements need to be updated. This information can be found on the American DataBank website. Complio requirements CANNOT expire during a semester. If any requirement is met at the beginning of an academic term but expires during the term a student will not be allowed to begin the semester.

Students who have any lapse in enrollment in the clinical will need to purchase and complete the entire Complio package again, as a new incoming student would, and provide an updated drug screen, immunization information, signed documents, and all other requirements. Students

should first contact American DataBank for any questions regarding testing and submission of requirements. If you need assistance with your Complio account, visit the American DataBank Service Desk at <https://stthomasuniv.complio.com> or call 1-800-200-0853. After graduation, a student may continue to access and use data submitted in Complio.

### **Student Health and Basic Life Support Certification**

A student's health has an important relationship to his or her ability to profit from and progress in the total educational experience. Nursing students have a responsibility to follow good health practices for their own protection, as well as for their patients. The CON has adopted the following requirements to maintain and promote good health practices and to comply with the clinical agency agreements. Consequently, students must submit proof of current BLS certification and required immunization information once accepted into a nursing program. It is the student's responsibility to ensure that all requirements are up to date and on file in Complio. If the student's PPD expires during a semester, then the student must have a new PPD on file before the start of that semester in Complio.

### **Basic Life Support (BLS)**

All students must be certified every two years to meet the requirements of the clinical agency agreements. BLS training must be Health Care Provider training through the American Heart Association. Documentation of BLS training must be uploaded into Complio. Students must be BLS certified prior to beginning clinical.

### **Required Physical Exam & Immunizations**

- Annual Physical Exam
- The student must present evidence of the following immunizations prior to enrollment in clinical nursing coursework:
  - a) Measles, mumps, and rubella immunizations (2 immunizations with at least 1 of these being since 1980) or a positive blood titer for all 3 components (MMR).
  - b) A Tdap (DT with Pertussis) within the last 10 years is required.
  - c) Hepatitis B series (3 immunizations) or a positive blood titer.
  - d) Varicella (chickenpox) series (2 immunizations) or a positive blood titer
  - e) Annual Influenza (Flu) vaccine(s) due by 10/31 of each fall semester.
  - f) Annual Tuberculosis Screening: PPD, QuantiFERON TB gold test, or Chest X-ray with TB risk assessment form (current year) stating that student has no symptoms.
  - g) Meningitis – one dose after the age of 16 years
- Students may obtain any of the immunizations at the Student Health Center for a fee or from the health care provider of their choice.
- Students must upload documentation of immunizations into Complio.

**SECTION VII: STUDENT SERVICES**  
**UNIVERSITY OFFICES AND DEPARTMENT**  
**CONTACT INFORMATION**



**Admissions Office**

**Location:** Mimi Dooner Hall, Room 103 **Phone:** (305) 928-2865; (800) 367-9010  
**Fax:** (305) 628-6591  
**Email:** [signup@stu.edu](mailto:signup@stu.edu)

**Business Office**

**Location:** Mimi Dooner Hall  
**Phone:** (305) 474-6977  
**Email:** [businessoffice@stu.edu](mailto:businessoffice@stu.edu)  
**Website:** [Business Office](#)  
**University Tuition and Fees Information**  
[Undergraduate Tuition Rates](#)

**Campus Ministry**

**Office Location:** Mimi Dooner Hall, Suite 111  
**Phone:** (305) 628-6525  
**Email:** [Campus Ministry](#)

**Student Success Center (SCC)**

**Location:** Mini Dooner Hall  
**Email:** [StudentSuccessCenter@stu.edu](mailto:StudentSuccessCenter@stu.edu)  
**Phone:** (305) 474-6900 or (800) 367-9010  
**Website:** [Student Success Center](#)

**Office of Information Technology (OIT)**

[Office of Information Technology \(OIT\)](#) assists login issues for all the STU accounts.  
[What's my username?](#)  
[Create/reset password.](#)

**Chapel of Saint Anthony**

**Location:** Next to Mimi Dooner Hall  
**Mass Services**  
Monday-Friday at 12:15 PM  
Sunday Mass at 7:00 PM

**Office of Financial Aid**

**Location:** Mimi Dooner Hall, Suite 117  
**Website:** [Financial Aid](#) **Phone:** (305) 474-6900  
**Fax:** (305) 474-6930  
**Email:** [financialaid@stu.edu](mailto:financialaid@stu.edu)

# UNIVERSITY SUPPORT

**Academic Calendar** [Academic Calendar](#)

## **Transcripts**

[Transcripts, Diplomas & Degree Verifications](#)

## **Student Success Center (SSC)/Academic Advising**

[Student Success](#) Center eliminates gaps from admission to placement to academic advising and provides students with a single point of contact.

[Career Services](#) fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities.

## **Communication**

The university email account provided to each student is the official mode of communication between students and professors. It is expected that students use their university email addresses when communicating about academic matters, including inquiries, assignments, discussions, and feedback. Students should include pertinent information about themselves, i.e., their full name, student ID, program, and course details (course and section number). This aids in identifying the sender and helps professors address inquiries accurately.

Faculty is expected to respond to any email inquiries or course message from students within twenty-four (24) to forty-eight (48) hours. Faculty is expected to provide feedback on course assignments within seventy-two (72) hours of due date.

## **St. Thomas University Library**

The University Library provides services for all STU students, faculty and staff on-campus and online. For online students, the Library provides a number of services and resources.

**Reference Desk Phone:** (305) 628-6667

**Interlibrary Loan:** (305) 628-6671

**Email:** [circ@stu.edu](mailto:circ@stu.edu)

**Website:** [Library](#)

## **Student Health Center**

[Student Health Center](#) promotes the physical and mental health of the STU community in a professional and confidential manner covered by the student health insurance, including the Supplemental Plan. Appointments are recommended, but walk-ins are welcome. **Location:**

Student Center, **Phone:** (305) 628-6921, **Website:** [Student Health Center Services](#)

**offered:**

[Health Clinic](#)

[Counseling and Referrals](#)

[Student Health Insurance](#)

[Frequently Asked Questions \(FAQs\)](#)

## **Graduation/Commencement**

[Commencement Services/Cap & Gown, and Tickets](#)

[Graduation Frequently Asked Questions](#)

[Commencement Information](#)

## **Student Affairs/Reporting Protocols**

[Student Affairs](#) - enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services, and activities that promote a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness, and social consciousness.

- [CARE Team](#) - is a multi-disciplinary team that works to address concerning or threatening behaviors of STU community members.
- [Student Complaint](#)
- [Title IX](#) - protects people from discrimination based on sex, sexual assault, dating violence, domestic violence, or stalking.
- [Judicial Affairs](#)
- STU Online Students
  - Out-of-state STU Online students who have completed the internal institutional grievance process and the applicable state grievance process may appeal noninstructional complaints to the FL-SARA PRDEC Council. If the student is not satisfied with the outcome, he/she may appeal the complaint to the PRDEC Council by sending an email to [FLSARAinfo@fldoe.org](mailto:FLSARAinfo@fldoe.org).
  - For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

## **Canvas Support**

### **24/7 Canvas Support**

To access the 24/7 Canvas Support, click the Help link on the global navigation located on the lefthand side of your screen.

[Canvas Student Guide - Table of Contents](#)

[Mobile Guides - Canvas Student](#)



## **Nursing Program Undergraduate Student Handbook Confirmation of Receipt Student Acknowledgment**

I, \_\_\_\_\_, hereby acknowledge that my signature on this document certifies that I have received the official St. Thomas University Nursing Student Handbook. I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns, or points in which I need clarification.

I further understand that the Nursing Student Handbook policies and procedures may be amended and/or changed during my enrollment. In the event of any change or amendment to the Nursing Student Handbook, I will be able to view them electronically online on St. Thomas University's website. I understand that it is my responsibility to review the changes and/or amendments in their entirety.











I understand that the St. Thomas University Nursing Student Handbook contains program-specific policies and procedures for which I must comply. In the event a conflict exists between the university catalog and the Nursing Student Handbook, the Nursing Student Handbook shall supersede the university catalog. Since healthcare is an ever-changing environment, the Nursing Student Handbook may be updated frequently to improve educational outcomes and client safety. I acknowledge I am personally responsible and must comply with current policies and procedures throughout my enrollment.

By signing this document, I acknowledge I have read, understood, and received an electronic copy of the St. Thomas University Nursing Handbook.












Student Name \_\_\_\_\_  
Student Signature \_\_\_\_\_  
Student ID \_\_\_\_\_  
Date \_\_\_\_\_



**Appendix A**

<b>Academic Grievances</b>		<b>Non- Academic Grievances</b>
Student has an academic issue; Student discusses the issue with instructor; if no resolution		Student reports the issue to Program Director
		
The student discusses the issue with the Program Director		
If the student is dissatisfied with the Program Directors' decision		Within five (5) business days, the Program Director makes a decision
		Within five (5) business days, the Program Director makes a decision
Student may file an appeal with Nursing Academic Integrity Committee (NAIC)		
		If the student is dissatisfied with Program Directors' Decision
Program Director (s) informs VP of Student Affairs and Dean of issue related to academic integrity		
		Student may file an appeal with Nursing Student Affairs Committee (NSAC)
Program Directors complete the Maxient form if the issue related to academic integrity		
		Within ten (10) business days, the NSAC makes the final decision; Notification is sent to the student, the instructor, the Program Director(s) and the Dean.
Within ten (10) business days, NAIC makes final decision Notification is sent to the student, the instructor, the Program Director(s) and the Dean		
		
<b>ISSUE RESOLVED</b>		
Yes: No more further actions	NO: Student may request formal grievance hearing	

## Appendix B

Formal Process of Addressing Student Grievances		Informal Process of Addressing Student Grievances	
Non-Academic Grievances	Academic Grievances	Student will meet with Instructor to discuss the issues (Academic or non-academic)	
			
Student requests a formal hearing with Program Director and Nursing Student Affairs Committee (NSAC)	Student requests a formal hearing with Program Director and Nursing Academic Integrity Committee (NAIC)	If no resolution, Student will discuss the issue with the Program Director.	
			
Within five (5) business days, student or instructor can review the formal grievance process with Program Director individually		Within five (5) business days, Program Director will provide a written solution to the student	
			
Within ten (10) business days, Program Directors will meet with Dean and VP of Student Affairs to discuss the issue		<b>Issue resolved</b>	
			
Within fifteen (15) business days, the Dean and VP of Student Affairs will schedule a meeting with Student, Program Director, and Instructor to provide a solution.	Yes: No further Action	No: Student will request a formal grievance hearing following the Formal process of addressing student grievances (Academic Grievances vs. Non-Academic Grievance)	
			
<b>Issues Resolved</b>			
Yes: No further action	No: Within thirty (30) calendar days, students may file an appeal with the University Academic Disciplinary Committee.		
			
The Academic Disciplinary Committee will meet with all parties and make a final decision, which cannot be appealed further			

The policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the College of Nursing are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook.