

FLORIDA A&M UNIVERSITY
School of Nursing



STUDENT HANDBOOK

RN-BSN PROGRAM

Fall 2025 – Spring 2026



RN- BSN Program

Dear Student:

Welcome to your professional Bachelor of Science in Nursing (BSN) program at Florida A&M University! We are excited that you have chosen to attain your BSN and become part of the Nursing FAMUly. As you now transition into your future profession and a student in the BSN program, you are receiving this *RN- BSN Student Handbook* to use as a reference throughout the program.

This handbook provides you, the student with information regarding the School of Nursing (SON) expectations that have been developed to assist you in your transition of obtaining your goal, becoming a BSN prepared Registered Nurse! There is information including curricular plans, policies and regulations that apply to the SON program. This handbook also includes activities that are unique to the SON program and the profession. All nursing students are also subject to the current rules and regulations set forth by Florida A&M University. This handbook is designed to support you as you matriculate through the fast track BSN program and successfully obtaining your BSN.

Best Regards,

Robin W. Butler, PhD MSN RN
Undergraduate Associate Dean, School of Nursing
Assistant Professor
Florida Agricultural and Mechanical University (FAMU)

RN- BSN STUDENT HANDBOOK

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1 OVERVIEW OF THE SCHOOL OF NURSING:

1.1 ADMINISTRATION:

ADMINISTRATION	EXTENSION	E-MAIL ADDRESS
Shannon Bright Smith, Ph.D., DNP, APRN, ACNS-BC, CNE Dean and Professor of Nursing	850-599-3017	shannon.smith@famuedu
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Wonda R. Martin, M.Ed. Director of Academic Operations	(850) 561- 2969	wonda.martin@famuedu

1.2 HANDBOOK OVERVIEW

This handbook provides information about the nursing program at Florida Agricultural and Mechanical University.

It is the responsibility of the student to be familiar with the information presented in this handbook. Responsibility for following policies and meeting requirements and deadlines for the nursing program rests with the student. Registration by a student signifies an agreement to comply with the regulations of the University and School of Nursing (SON).

Florida A&M University reserves the right to withdraw courses at any time, to change fees, calendars, curricula, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students as well as those already enrolled.

Note: The [University Catalog](#) provide additional information.

1.3 POLICY CHANGES

If a policy or procedure contained in the School of Nursing Handbook is in conflict with a University Policy, the School of Nursing Policy will prevail. Policy changes within the School of Nursing will be communicated to students verbally, class announcements, and/or e-mails.

1.4 Accreditation Commission for Education in Nursing

The School of Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN contact information is:

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
(404) 975-5020

www.acenursing.org

1.5 Florida A&M University Non-Discriminatory Policy Statement

In accordance with federal and state law, The Florida A&M University (FAMU) is committed, as evident in our policies, principles and practices, to an educational environment and equal opportunity workplace wherein each member of the University community is free from any form of harassment and discrimination. Therefore, the University prohibits discrimination on the basis of any legally protected group status (including Title IX of the Education Amendments of 1972), in accordance with University regulation, state, and federal laws. Discriminatory conduct in the form of sexual misconduct, including sexual harassment, sexual assault, domestic and dating violence, and stalking, is also prohibited.

This commitment applies to all areas affecting students, employees, applicants for admission and employment, and to volunteers and guests doing business with or affiliating with the University or any of its employees, organizations, components, campuses, facilities, or events. It is also relevant to the University's selection of contractors and suppliers of goods and services. The following non-exclusive University regulations University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures, and University Regulation University Regulation 1.022 Title IX Sex Discrimination and Sexual Misconduct Prohibition, and Formal Hearing Process, as well as Regulation 1.019, University Code of Conduct, communicate principles of workplace and educational parity, expectations of collegiality and respect, and the grievance process for behaviors that may be in violation of these regulations. Latrecha K. Scott, Ph.D., Director of Equal Opportunity Programs/University Title IX Office, is appointed to facilitate University-wide compliance and address complaints concerning these matters. Questions regarding the aforementioned should be directed to Dr. Scott at the address listed below:

Office of Equal Opportunity Programs

Florida A&M University
1700 Lee Hall Drive
Suite 308, Foote-Hilyer Administration Center
Tallahassee, FL 32301
Office: (850) 599-3076; TDD (850) 561-2998
Revised: March 2025

1.6 Florida A&M University Mission Statement

University Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land grant, doctoral/research institution devoted to student success at the undergraduate, graduate, doctoral and professional levels. FAMU enhances the lives of its constituents and empowers communities through innovative teaching, research, scholarship, partnerships, and public service. The University continues its rich legacy and historic mission of educating African Americans and embraces all dimensions of diversity.

1.7 Florida A&M University Vision Statement

Florida Agricultural and Mechanical University (FAMU) will be recognized as a leading national public university that is internationally renowned for its competitive graduates, transformative research, and innovation.

1.8 Florida A&M University Core Values Statement

Florida Agricultural and Mechanical University is committed to the values of accountability, inclusion, innovation, and integrity. The University also values and endorses the Board of Governors' Statement of Free Expression and expects open-minded and tolerant civil discourse to take place throughout the campus community. These values represent the tenets that guide our actions, enable us to sustain our historical mission, and realize our strategic plan.

• ACCOUNTABILITY • INCLUSION • INNOVATION • INTEGRITY •

2.0 SCHOOL OF NURSING

2.1 History

The Florida A&M University School of Nursing is the oldest continuing baccalaureate nursing program in the United States at a historically black institution. Established in 1904 as a hospital-based program, it became the first baccalaureate program in Florida in 1936. The Florida Board of Nursing approved the program, and its graduates were permitted to write the licensure examination in 1941. Ten years later, the program obtained accreditation by the Collegiate Board of Review of the National League of Nursing Accreditation Service. Currently, the program offers baccalaureate and master's degrees: the Bachelor of Science degree for students (generic and RN-BSN) who have completed requirements for admission to the professional level; and a Master of Science in Nursing degree for post-baccalaureate nurses; and a post-master's certificate plan. The graduate program has both face-to-face and online options.

The baccalaureate program is an upper division (junior and senior year) four semester program for generic students. The fast track for RN-BSN students can be completed in three semesters, full-time. The Master of Science in Nursing and Post-Masters Certificate programs, with a specialty focus in Adult/Gerontology Nurse Practitioner preparation, was approved by the State University System Board of Regents in 1997 and admitted its first class in 1998. The Master of Science in Nursing program received initial accreditation from NLNAC in 2002 and continuing accreditation in 2007. Following University approval, the first cohort of online students was admitted to the master's program in fall of 2011. The forty-two credit hour full-time curriculum can be completed in two years or five semesters, while the part-time curriculum plan can be completed in three years or seven semesters.

2.2 School of Nursing Mission Statement

The mission of the Florida Agricultural and Mechanical University School of Nursing is congruent with the mission of the Florida Agricultural and Mechanical University: Our mission is to create a student-centered environment that emphasizes excellence through integrity, honesty, innovation, and accountability, while providing an enriched academic, intellectual, moral, cultural, ethical, and technological socialization to the discipline of nursing. We are committed to the development of highly qualified and caring nurses who can apply high quality, culturally competent and evidence-based healthcare to diverse populations within local, national, and global communities.

Our purpose is to prepare exceptional nurses by creating a dynamic atmosphere where intellectual leaders are prepared to assume advanced roles as esteemed members of the Health Care team in order to improve delivery of health care and scientific knowledge underpinning evidence-based, culturally appropriate nursing practice to the residents of the state, the nation, and the world. Our focus will be on educating quality individual practitioners rather than quantities of students.

2.3 School of Nursing Core Values

The core values of the Florida Agricultural and Mechanical University School of Nursing is congruent with the philosophy of the Florida Agricultural and Mechanical University: Scholarship, Excellence, Openness, Fiscal Responsibility, Accountability, Collaboration, Diversity, Service, Fairness, Courage, Integrity, Respect, Collegiality, Freedom, Ethics and Shared Governance.

2.4 School of Nursing Philosophy

The philosophy of the Florida Agricultural and Mechanical University School of Nursing is congruent with the philosophy of the Florida Agricultural and Mechanical University: The faculty of the Florida Agricultural and Mechanical University School of Nursing understands their role in expanding and developing new knowledge for clinical practice and preparing the next generation of nursing leaders. As such, they consider their roles as educators and practitioners important in educating the next generation of nurses to have the skills and knowledge to use research-based care in their daily clinical practice.

2.5 School of Nursing Vision

The vision of the Florida Agricultural and Mechanical University School of Nursing is congruent with the vision of the Florida Agricultural and Mechanical University: Florida A&M University (FAMU) School of Nursing will be internationally recognized as a premier land grant and research program committed to exemplary teaching, research, and service preparing transformational graduates with high ethical values dedicated to solving complex issues impacting our global society.

3.0 CURRICULUM

3.1 BSN PROGRAM STUDENT LEARNING OUTCOMES

The End of Program Learning Outcomes (EPSLOs) of the BSN program is to prepare graduates to:

EPSLO#1: Use a variety of communication and collaborative techniques to engage in intra- and inter-professional teams in ways that respect the values, ethics and practice standards of all members and ensure the delivery of safe, quality care.

EPSLO#2: Apply critical thinking and clinical reasoning skills to deliver safe, quality care within the health care system and to advance the nursing profession.

EPSLO#3: Apply leadership and management concepts and skills to influence systems and policies in order to ensure safe, quality, patient care and healthful practice environments.

EPSLO#4: Implement strategies to provide safe, quality, patient-centered care to meet the needs of diverse populations, based on physiological, psychological, sociological, spiritual needs, cultural needs, preferences and values.

EPSLO#5: Enact a professional identity that reflects a commitment to legal and ethical practice and lifelong learning.

EPSLO#6: Engage in scholarly practice through critiquing research, using available evidence, and exhibiting a spirit of inquiry in the delivery of safe, quality, patient-centered care.

EPSLO#7: Use appropriate informatics and healthcare technologies to promote positive health outcomes and to deliver safe, quality care in the health care system.

3.2 RN-BSN CURRICULUM PLAN

Thirty (30) credit hours from FAMU are required for the baccalaureate degree. The following required nursing courses must be taken to meet graduation requirement:

Course Number	Course Title	Credits
NUR 3805E	Transition to Professional Nursing – FIXED FIRST	3
NUR 4195E	Death and Dying in Patient Care	3
NUR 4836E	Healthcare Policy (Undergraduate or Graduate)	3
	Elective **	3
NUR4636E	Community & Public Health Nursing	3
NUR4636L	Community & Public Health Nursing: Clinical	3
NUR4169 E	Evidence-Based Practice and Quality Improvement	3
NUR 3870E	Nursing Informatics	3
NUR 4827E	Leadership and Management in Nursing	3
NUR 4945E	Capstone Seminar – FIXED LAST	3
	Free Electives: (*Select One*)	
NGR 5141DL	Advanced Pathophysiology (Graduate)	3
NGR 5742DL	Role of Advanced Practice Nurse (APN) in Health Promotion & Disease (Graduate)	3
NGR 6891DL	Health Policy (Graduate)	3
NUR 4985E	Patient Education	3
TOTAL		30

Students may start the RN-BSN program while completing general education courses. All required pre-nursing/prerequisite courses must be completed to be eligible for graduation. The *Transition to Professional Nursing* course must be taken in the first semester of enrollment in the RN-BSN program and successfully completed prior to advancing in the program. The *Capstone Seminar course* is the last course in the curriculum. All pre-nursing/prerequisite course(s) must be completed prior to or during the Capstone Seminar semester.

Students will be charged the graduate credit hour rate fee for graduate courses.

All students completing the RN-BSN must complete FAMU's general education requirements (36 credit hours), including the State of Florida. Graduates must also satisfy at least 120 credit hours to be awarded the degree. The number of hours transferred will be based on initial review of students' transcript and equivalencies to courses taught at FAMU. A minimum of 30 credit hours must be completed in residence at FAMU.

Pre-Nursing Curriculum			
First Semester	Freshman Year		Course Prerequisites +
Course No.	Course Title	Hrs	Milestones
ENC 1101	Freshman Comm. Skills I	3	
MAC 1105	College Algebra	3	
BSC 1005	Biological Science	3	
BSC 1005L	Biological Science Lab	1	
SLS 1101	First Year Experience	2	
PSY 2012	Intro to Psychology	3	
	TOTAL HOURS	15	
Second Semester	Freshman Year	Hrs	Course Prerequisites
ENC 1102	Freshman Comm. Skills II	3	ENC 1101
DEP 2004	Human Growth and Development	3	
CHM 1030 or higher	Chemistry for Health Sciences Lecture	3	
HUM 2210	Historical Survey I	3	
SYG 2000	Intro to Sociology	3	
	TOTAL HOURS	15	
Third Semester	Sophomore Year	Hrs	Course Prerequisites
BSC 2093	Anatomy and Physiology I Lecture	3	BSC 1005 + CHM 1030
BSC 2093L	Anatomy and Physiology I Lab	1	BSC 1005L
HSC 3531	Recommended Elective Medical Terminology	3	
MCB 3005C	Microbiology Lecture and Lab	4	
HUN 2401	Nutrition	3	
	TOTAL HOURS	14	
Fourth Semester	Sophomore Year	Hrs	Course Prerequisites
BSC 2094	Anatomy and Physiology II Lecture	3	BSC 2093
BSC 2094L	Anatomy and Physiology II Lab	1	BSC 2093L
PHI 2101	Intro to Logic or approved humanities	3	see advisor for list
AMH 2091 OF AFA 3104	Intro to African American history or African American Experience	3	
STA 2023	Intro to Probability and Statistics I	3	MAC 1105
ELECTIVE	ELECTIVE	3	
	TOTAL HOURS	16	
	Total Program Hours	60hrs	

Diploma and Associate Degree Nursing Courses

Course Number	COURSE TITLE	CREDITS
NUR 3133L	Foundations of Clinical Practice	2
NUR 3326	Nursing Care of the Adult Client	3
NUR 3326L	Nursing Care of the Adult Client: Clinical	3
NUR 3431	Care of Women & Childbearing Family	3
NUR 3431L	Care of Women & Childbearing Family: Clinical	2
NUR 3169	Promoting Mental Health of Self & Others	3
NUR 3169L	Promoting Mental Health of Self & Others: Clinical	2
NUR 4267	Advanced Nursing Care of the Adult Client	3
NUR 4267L	Advanced Nursing Care of the Adult Client: Clinical	3
NUR 4358	Nursing Care of Children & their Families	3
NUR 4358L	Nursing Care of Children & their Families: Clinical	3
Total Credit Hours		30

3.3 PROGRESSION, RETENTION, AND GRADUATION

Students are expected to continue the program without interruptions. However, personal circumstances may occur.

- Students may step out of the program and will be able to return without reapplication if return date is no more than three semesters.
- Students must maintain continuous unencumbered RN license in the U.S during program enrollment and completion
- It is expected that all students are familiar with progression, retention, and graduation requirements.
- Completion of all courses with a minimum grade of “C” is a prerequisite for progression to the next semester’s courses.
- Two course failures (i.e., D or F grades) will result in dismissal from the School of Nursing (SON). Neither a retroactive university withdrawal nor a university grade forgiveness invalidates a nursing course failure (i.e., D or F).
- GPA must remain at a cumulative 2.00 or above. Students failing to meet the 2.00 minimum will undergo transcript evaluation and placed on probation within the SON. If students do not achieve a 2.0 or above by the following semester, the student will be dismissed from the program.
- If a student is not meeting satisfactory academic standards, the student will receive counseling that may lead to other progression actions.
- Inappropriate behavior will be addressed as described in the university’s [Student Code of Conduct](#) and/or the School of Nursing handbook.
- A nursing student may order the school’s pin during the last semester. The pin is awarded after the successful completion of the nursing program.

4.0 UNDERGRADUATE GRIEVANCE POLICY

4.1 School of Nursing RN-BSN Grievance Policy

4.2 The Academic Review Process

The School of Nursing provides for an academic review when a student challenges a faculty evaluation process in a nursing course. In an academic review process, the academic atmosphere should be retained. This means that the process should be **non-adversarial**, with the absence of legal counsel, and that there is no right of confrontation.

The Academic Review Process is not the same as the **non-academic hearing process**. A student accused of a non-academic offense or of academic dishonesty (e.g. cheating, plagiarism, etc.) in violation of the University's Student Code of Conduct and the Board of Trustees policies regarding student life is entitled to due process of law, which includes the right to legal counsel, the right of confrontation, and the right of adversarial proceedings. All claims of non-academic offenses or academic dishonesty will be referred to the Office of Judicial Affairs.

Purpose

The purpose of the academic review process is to determine whether the faculty fairly, reasonably, and equitably evaluated a student's academic efforts.

Procedure

The procedure outlined here is intended to govern student appeals related to faculty evaluation processes in a nursing course. The procedure applies to complaints which have not been previously reviewed by the Academic Review Committee (ARC).

At the beginning of each term, faculty will inform the students of the basis for the academic evaluation. This may be oral, but it is preferable that it should be written.

The Academic Review Process must be implemented by the student in the following sequence:

Step I.

If the student is dissatisfied with his or her academic evaluation by faculty in the School of Nursing RN-BSN program, he/she has the right to seek an explanation from the faculty in the course involved. The request for a meeting must occur within three (3) official business days (by close of business) of final grades post in Canvas for the first 8-week courses or within three (3) official business days (by close of business) of university posting of grades in iRattler for second 8-week courses that the grievance occurred. All meeting requests shall be made via electronic communication to the professor's email address listed on the course syllabus. If the student fails to request a meeting within three (3) business-days, he/she will forfeit the right to appeal and the academic evaluation by faculty will stand. Business days are defined as a day of business operation by the University.

Step II.

The faculty has the responsibility to explain and review with the student the methods and process of evaluation within three (3) business days of the student's request.

Step III.

If a student remains dissatisfied, he/she has the right to appeal in writing to the course faculty (including dates, issues, and proposed resolution). The written appeal must occur within three (3) business days of receipt of the faculty's decision pursuant to Step II.

Step IV.

The faculty has the right to uphold or alter the evaluation. The written response to the appeal shall be submitted to the student within three (3) business days of receipt of the student's written appeal as noted in Step III.

Step V.

If the student is dissatisfied with the written decision of the faculty as noted in Step IV, he/she has the right to appeal in writing to the Dean of the School of Nursing. The written appeal, including documentation from Step III and IV, as well as any other desired documents must be submitted within three (3) business days of receipt of the faculty decision.

Step VI.

Upon receipt of the written appeal from Step V, the Dean shall direct the Academic Review Committee (ARC) to meet within five (5) business days.

The written appeal from Step V will be forwarded to the chairperson of the ARC. The Dean will notify the course faculty involved that a request for review has been received.

Step VII.

1. Academic Review Committee (ARC) Process

- a. The ARC will deliberate and determine if the student's academic efforts were fairly, reasonably, and equitably evaluated by the faculty. The review process is based on the student's written request, the course faculty's written response, and other appropriate documentation. The committee may request papers or additional documentation as needed.
- b. After a review of the documents, the ARC will make one of three decisions, namely:
 - i. The student's academic effort were fairly, reasonably and equitably evaluated by the faculty and the decision of the faculty should be upheld;
 - ii. The student's academic efforts were not fairly, reasonably and equitably evaluated and the decision of the faculty should be altered; or
 - iii. An informal hearing should be conducted by the hearing board in accordance with Step VIII before a decision can be reached on upholding or altering the decision of the faculty.
- c. The committee must decide within five (5) business days of convening the first meeting of the committee.
- d. Any decision of the committee must be by a majority of the committee.

2. Hearing Board (if necessary)

- a. A notice will be sent to the student and the course faculty giving date, time, and place of the hearing.

- b. The hearing is closed to the public.
- c. Each party shall be allowed to make a statement.
- d. The Board may call and examine witnesses, request other papers or additional documentation, and introduce other evidence. The Board shall have full authority to control the procedure of the hearings to admit or exclude testimony.
- e. All rulings shall be by a majority of the Board.
- f. The Hearing Board shall not be bound by the rules of evidence applicable in courts of record in the State of Florida, but all hearings shall be conducted with respect to fundamental fairness to all parties.
- g. The Chairperson of the Board may choose to have the proceedings of the hearing recorded either by tape recorder or through the use of a secretary provided through the Dean's office. No recordings of the proceedings will be permitted other than for the official record of the Hearing Board.
- h. The written decision of the Board must be made within five (5) business days of the hearing.
- i. Any decision of the Board must be by a majority of the Board.

Step VIII.

Within five (5) business days of the ARC or hearing board committee decision, the report to the Dean shall include (a) Memo/Letter stating the final decision, (b) minutes of meetings, and (c) all documents reviewed.

STEP IX.

Within three (3) business days of receipt, the Dean shall send to the student and course faculty the decision and recommendations of the Review Committee/Hearing Board and the actions that will be taken by the Dean.

STEP X.

If the student is dissatisfied with the decision from Step IX, the student must file a written statement with the Provost and Vice President for Academic Affairs within 3 (three) business days. The decision of the Provost and Vice President for Academic Affairs is final. The student may seek judicial review of the Provost's Final determination pursuant to Florida Rule of Appellate Procedure 9.190, applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act, by filing a petition for certiorari review within thirty (30) days of the date this Final Order is filed with the Agency Clerk.

Formation of the Academic Review Committee and Hearing Board

Composition of ARC – The Academic Review Committee (ARC) of the School of Nursing shall be composed of two (2) full-time faculty members plus one alternative and 1 student, if available. Faculty and students involved in the student appeal shall not serve on the committee. Faculty members and students will be selected at the beginning of the academic year.

The student participants shall be selected from the post licensure programs at FAMU.

Length of term – The ARC faculty members should serve from September 1 to August 30.

Chairperson and Secretary – At the beginning of the academic year, the committee shall meet and elect a faculty member as Chairperson. The names of said persons shall be forwarded to Dean’s Office along with the names of the entire ARC.

Composition of Hearing Board – A Hearing Board shall be selected from the members of the ARC. The Hearing Board shall be composed of (a) two faculty, one of whom is teaching courses in the semester for which the student is registered, and one of who are teaching in courses in the semester in which the student is not registered; and (b) two students. These procedures may be amended at any time by a majority vote of the faculty of the School of Nursing.

Revised and Approved for RN-BSN: 12/2021

5.0 COURSE EVALUATION

5.1 Guiding Principles

Absolute integrity is expected of every Florida A&M University student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal coursework situations, but in all University relationships and interactions connected to the educational process, including the use of university resources. While both students and faculty of FAMU assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

A FAMU student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the students' academic position truthfully reported at all times. In addition, FAMU students have a right to expect academic integrity from each of their peers.

Student responsibilities for maintaining the [Student Code of Conduct](#), as well as violations of the Student Code of Conduct are outlined in the University's Student Handbook, [Student Handbook 2021-2026-1.pdf](#)

5.2 Class Attendance

Students are expected to make the most of the educational opportunities available by fully engaging in online discussions and completing all online assignments. Students are expected to login into Canvas course(s) at least four (4) times per week. The University reserves the right to address individual cases of non-attendance.

Students are responsible for all assignments at the time they are due. Absence from class for cause: (a) participation in recognized university activities, (b) personal illness properly certified, or (c) emergencies caused by circumstances over which the student has no immediate control must be properly documented and will be excused in writing to the department of Student Affairs within the School of Nursing. Please email Student Affairs: Attention Ms. Tarolyn Waymon (tarolyn.waymon@famuedu).

If the student is ill, and is unable to complete an assignment or exam, he/she must contact the course **faculty/coordinator** prior to the class in order to make up exams or to submit written assignments. Arrangements to make up the exam or to turn in the written assignment will be made through the course **faculty/coordinator** within 24 hours of the scheduled exam or written assignment. A student who fails to comply will be given a zero on that exam or written assignment. Students must present an official excuse to Student Affairs for an excused absence.

5.3 Student Conduct During Examinations

All quizzes and/or examinations will be given online via Canvas. Lockdown browser and/or webcam may be utilized during quizzes/exams. Exam Soft may also be used for testing purposes. All quizzes/exams are to be taken at the designated assigned time. A student who fails to comply will be given a zero on the exam or written assignment.

5.4 Academic Integrity and Plagiarism

Policy Statement and Purpose: The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class and online. The School of Nursing's Academic Honesty Policy is based on the shared core values stated in the University and School's Values Statements. Each member of the School of Nursing community, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability. Each student is obligated to adhere to the highest standards of academic ethics and professional conduct in their academic endeavors.

Academic honesty is the pursuit of scholarly activity in an open, honest, and responsible manner, serving as a basic guiding principle for all academic activity. As outlined by the Florida A&M University Board of Trustees Policy, academic honesty includes a commitment to scholarship, excellence, integrity, respect, and ethical behavior. Furthermore, academic integrity is also a commitment to not to engage in or tolerate acts of cheating, plagiarism, knowingly providing false information, misrepresentation, or deception, all of which are in direct violation of the University's core values. To protect the rights and maintain the trust of honest students and to support appropriate behavior, faculty and administrators will regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of misconduct in all aspects of the academic program.

Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty.

[2.012 Student Code of Conduct](#)

Scope - This policy applies to all matriculated and continuing School of Nursing students in the professional nursing program.

Policy Violations - Academic misconduct is prohibited by this Policy.

Reporting Academic Honest Policy Violations - Any member of the faculty, administration, staff or any student who has reason to suspect or believe a violation of this Policy has occurred is expected to notify the Program Director, Associate Dean for Undergraduate Program, or Dean of the School of Nursing

Academic Penalties - In the FAMU School of Nursing, students violating the Academic Integrity Policy for any assignment will receive a minimum penalty of a grade of zero (0) for the course work in question, will be reported to the Dean, and will be reported to the University Judicial Officer.

Students violating the Academic Integrity Policy for any exam, test, or proctored assessment will receive a penalty of a grade of zero (0) for the exam/test/assessment in question, will be reported to the Dean and the University Judicial Officer, will receive an "F" for the course, and will be dismissed from the School of Nursing program.

The School of Nursing's policy is automatic dismissal from the program for the first offense of academic dishonesty in the form of cheating on any course test, exam, or proctored assessment.

5.5 University Academic Honesty Policy

The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class. Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty policy is not a defense for violations of academic honesty.

<https://www.famu.edu/BOT/Academic%20Honesty%20Policy%207.27.17.pdf>

Any student caught cheating on any course assessment tool will receive a grade of “F” in the course.

6.0 THE GRADING SYSTEM

6.1 FAMU School of Nursing Grading Scale

During Fall 2020, the FAMU School of Nursing implemented the following grading scale for students who are beginning in the professional level nursing courses. Students must pass all course exams with an examination average of 75 percent or greater. Grades will not be rounded up.

A.....	90 – 100
B.....	80 – 89.9
C.....	75 – 79.9
D.....	60 – 74.9
F.....	Below 60

A four-point grading system is used by Florida A&M University as well as the School of Nursing. Each letter grade carries the following quality points:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.00
B	3.00
C	2.00
D	1.00
S	0.00

Non-Passing Grades in the School of Nursing are:

<u>Letter Grade</u>	<u>Quality Points</u>
D	1.00
F	0.00
I	0.00
N	0.00
U	0.00

7.0 Written Papers

7.1 Assignment Expectations

All assignments submitted for consideration of a grade are to be word processed and are due on the date and time specified in the syllabus or by the course professor. Assignments submitted late, without permission from the course faculty member, will receive a *grade of zero*.

Each paper submitted by students must follow the **current American Psychological Association Publication Manual 7th edition**. Twenty percent (20%) of the grade is usually based on the following:

- 10% APA formatting
- 5% Spelling, grammar, punctuation, and capitalization
- 5% Overall quality of paper including orderly presentation of ideas, smoothness of expression, clarity, etc.

All assignments must be submitted via the Canvas platform.

7.2 Significant Error Policy

All written assignments in the nursing program must meet a certain standard to be considered acceptable for collegiate work. The writing assignments must adhere to proper spelling, punctuation, grammar, formatting, and word usage standards. Errors related to these standards are unacceptable for college writing and are considered **Fatal Errors**. The **fatal error policy** allows instructors to focus on content, presentation, and analysis rather than careless writing errors.

Errors include the following:

- Misspelled words
- Sentence fragments
- Run-on sentences or comma splices
- Incorrect sentence structure
- Mistakes in capitalization (or not capitalizing words that should be capitalized)
- Errors in punctuation (e.g., omitting commas, for example, “Roy Jr.” should be “Roy, Jr.”)
- Errors in verb tenses
- Errors in subject/verb agreement
- Lack of conformity with assignment format and other requirements
- Use of more than one font
- Improper formatting and citations
- Improper use of words (e.g., their instead of there; it’s instead of its)
- Errors in the possessive form (e.g., Janes father should be Jane’s father)
- Use of unprofessional language (e.g., the cops caught him; he was a bad guy, they messed up)
- Errors in using quotation marks; the only time quotation marks should be used for direct quotes
- Incorrect word usage (e.g., sentences that are difficult/impossible to understand)
- Mixed formatting (e.g., document partly double spaced and partly single spaced)
- Use of incorrect relative pronouns

Assignments with **THREE or more** of the aforementioned “significant errors” are considered **unacceptable**. When the instructor identifies more than the allowed errors, the assignment will be penalized (e.g., a lower assignment letter grade, and/or other appropriate actions), as determined by the instructor.

*Students are strongly encouraged to review all written assignments **BEFORE** they are submitted for grading. Students should also consult available resources (*) for assistance with writing assignments.*

Resources and Suggestions:

- Tutor.com
- Knack.com
- Turnitin.com
- Spelling and grammar software
- English, writing and grammar textbooks and manuals
- Writing groups to proofread papers
- FAMU Writing Resource Center - <https://www.famu.edu/academics/undergraduate-academics/undergraduate-student-success-center/learningcenters/wrc.php>

8.0 QUIZ/EXAMINATIONS

8.1 Test-Retest policy

1. Unit tests must be taken at the scheduled date and time. Students are expected to **arrive in the classroom 10 minutes early**.
 - A. Arriving **within 15 minutes after** the test begins: student may take the test, but **no extra time** will be given.
 - B. Arriving **more than 15 minutes late**: student **will not be allowed** to take the initial test, but may be given opportunity to take a different.
2. If a test is not taken on the date scheduled:
 - A. Faculty must be notified via e-mail at least 24 hours prior to the scheduled exam
 - B. In the case of **an emergency**, the student must notify the faculty via email no later than the end of the school/academic day.
 - C. An excuse from your health care provider or an appropriate agency must be obtained for **approval by FAMU administrative personnel which** must be presented.
 - D. You must contact your course faculty to schedule a make-up test **within two business days** following the original test date. The test will be rescheduled at the discretion of the faculty.
 - E. A different test other than the one administered on the scheduled date will be given. The content will be the same, but the test will be different.
3. There will **NOT** be a review of **test questions** immediately following the completion of a test.
4. If your test grade is **less than 80 percent**, the student must schedule an appointment to review the concepts of the test **before** the next test is administered. If a group review is scheduled for the class, you must be present to review. Test concepts reviews must be completed before the next scheduled test.
5. In addition, you are to schedule an appointment with an academic advisor to discuss strategies to improve your performance in the class.

Student right to review examination concepts

6. A student maintains the right, upon request, to review and consult with the instructor of the course concerning his/her evaluation and performance and **core concepts** of the test. It is the student's obligation to arrange an appointment to review the test.

Retention of Examinations

All students and faculty should retain all examinations, and association materials (Ex. Item analysis) for a period of one year.

8.2 THE CENTER FOR DISABILITY ACCESS AND RESOURCES (CeDAR)

The [Center for Disability Access and Resources \(CeDAR\)](#) at FAMU provides supportive services to students with disabilities to enhance their skills for personal, academic and professional growth. CeDAR mission is to provide enriching support programs, services, and reasonable accommodations to FAMU students with disabilities.

CeDAR offers a wide range of support services and accommodation for all undergraduate and graduate students with disabilities. Appropriate services are determined and provided based upon the student's specific disability, functional limitations of the disability, and the academic requirements of the appropriate department, college, school or program.

When appropriate, disability services and reasonable accommodations can include assisting students with learning, physical, or mental disabilities. Students with hearing impairments, visual impairments, and physical impairments have access to specialized devices. Services available to students with other disabilities are determined by their individual needs. The University is committed to the principles of Equal Educational and Employment Opportunities without regard to disability.

The Learning Assessment Center (LAC) is a not-for-profit assessment center under the administration of CeDAR. The Center provides low-cost comprehensive psycho-educational assessments for college students who may be experiencing scholastic difficulties due to a suspected Learning Disability or Attention Deficit with Hyperactivity Disorder.

[HOW TO BECOME A CEDAR PARTICIPANT](#)

[THE RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES](#)

9.0 CLINICAL PRACTICE GUIDELINES

Essential Functional Abilities

The profession of nursing requires specific abilities that are varied and complex to practice nursing safely and effectively. The National Council State Boards of Nursing (NCSBN) has defined functional abilities that a nurse must possess to practice safely and effectively. A candidate for the nursing program must possess essential functional abilities and must be able to complete the minimum level of abilities that reflect the NCSBN essential functional ability categories and representative attributes found at https://www.ncsbn.org/1996_Part4.pdf. You are required to review these non-academic requirements of the program that comprises of the physical, emotional, and professional demands required of a nurse and take into consideration whether you can perform the following functions, with or without accommodations. “The University is committed to the principles of Equal Educational and Employment Opportunities without regard to disability. Appropriate services are determined and provided based upon the student's specific disability, functional limitations of the disability, and the academic requirements of the appropriate department, college, school, or program” adapted from the SON 2021-2022 Undergraduate Handbook.

This list was developed from The National Council of State Boards of Nursing, Inc. list of essential functional abilities.

Candidates for selection to the Nursing Program must be able to:

Gross Motor Skills

Sufficient to move within confined spaces to provide the full range. Safe and effective nursing care activities such as maintaining balance in multiple positions, reaching out front, reaching above shoulders, and reaching below waist (e.g., plug electrical appliance into wall outlet).

Fine Motor Skills

Sufficient to perform psychomotor skills and hand coordination such as grasp, pinch, twist, and squeeze with fingers (e.g., record/chart).

Physical Endurance

Sufficient to perform client care activities for entire length of clinical shift (e.g., surgical procedures, CPR).

Physical Strength

Sufficient to perform full range of required client care activities, such as push, pull, and lift a minimum of 20 pounds.

Mobility

Sufficient to twist/bend/stoop/squat/walk/climb stairs; move quickly move from place to place (e.g., response to an emergency, walk with client).

Hearing

Sufficient for physical monitoring and assessment of client health care needs, hear normal level speaking sounds, faint body sounds, faint voices/whisper/auditory alarms.

Visual

Sufficient for accurate observation and performance of nursing care, which includes seeing objects up to 20 feet away (e.g., information on computer screen), use depth perception, use peripheral vision, and ability to distinguish color and color intensity.

Tactile

Sufficient for physical monitoring and assessment of health care needs, feeling vibrations (e.g., pulse), detect temperature (e.g., skin, liquids, environment, equipment), and feeling differences in surface characteristics, sizes, and shapes (e.g., rashes, swelling).

Smell

Sufficient to detect body and environment odors.

Reading

Sufficient to read and understand written documents.

Math

Sufficient to do computations including add/subtract/multiply/divide; measure time, reading and understanding columns of writing, reading graphic printouts and digital displays, calibrating equipment, converting numbers to and/or from the Metric System, counting rates, using measuring tools, reading measurement marks, computing fractions; and using a calculator.

Emotional Stability

Sufficient to assume responsibility/accountability for actions, which includes establishing therapeutic boundaries, dealing with the unexpected, adapting to changing environment/stress, focusing attention on a task, performing multiple responsibilities concurrently, and handling strong emotion.

Analytical Thinking

Reasoning skills sufficient to perform deductive and inductive thinking for nursing decisions, which includes transferring knowledge from one situation to another, processing information, problem solving, evaluating outcomes, prioritizing tasks, and using short-term and long-term memory.

Critical Thinking & Problem Solving

Sufficient to know the difference between serious and minor problems, synthesizing knowledge and skill, organize and use information, exercise sound Nursing judgment, which includes identifying cause-effect relationships, planning/controlling activities for others and sequencing information.

Interpersonal Skills

Establish appropriate relationships sufficient to interact with individuals, families and groups respecting social, cultural, and spiritual diversity, handle interpersonal conflict.

Communication Skills

Interaction with others in written and oral form, which includes teaching, explaining procedures, giving oral reports, and conveying information through writing.

9.2 Clinical Evaluation Guidelines

The clinical evaluation guidelines below should be utilized to evaluate clinical practice in each practicum course. The School of Nursing clinical evaluation tool and clinical objectives (specific for each practicum course) are available from the course coordinator.

1. Clinical Objectives

The objectives described on the clinical evaluation tool will be evaluated in each clinical practicum. When a component is not applicable for a clinical course or is not observed, “not applicable” (N/A) or “not observed” (N/O) shall be recorded in the score column.

2. Clinical Activities

Examples of clinical activities that indicate achievement of the components will differ for each clinical practicum.

Students are expected to transfer knowledge of clinical activities from prior clinical practicums.

3. Criteria and Standards

The criteria for evaluation of performance and criterion-referenced standards of performance were adapted from the works of Krichbaum (1994) and Lasater (2007).

4. Grading

The grade for clinical performance will be assigned utilizing instruction in **NUR4636L-E: Community and Public Health Clinical Community Assessment Project equally 120 clinical hours following guidelines by the RN-BSN clinical course faculty.:**

5. Evaluation Process

Each faculty team will decide what constitutes a clinical learning experience.

At the beginning of a learning experience, clinical performance will be evaluated daily for formative purposes. Feedback (verbal and/or written) will be given and learning experiences will be selected to facilitate achievement of clinical objectives.

In the middle of a learning experience, the clinical evaluation tool will be completed (including letter grade) by the faculty team, utilizing all faculty data available. This evaluation will be shared with the student during a conference. The primary purpose of the formative evaluation will be to assist the student in evaluating his or her clinical performance and improving future clinical practice.

At the end of a learning experience, the faculty team will complete a summative evaluation of each student's performance and discuss it with the student.

All behaviors exhibited by students from the beginning of the course, relative to professional accountability, will be considered in assigning the summative (final) grade. Any time a student fails to demonstrate professional accountability, the faculty will address the issue immediately. When appropriate, the student shall be counseled, and a corrective action decided by the faculty. For summative evaluation, students must achieve a score of 75% on professional accountability to pass the course.

(Revised 12/09, 08/13, 8/16)

9.3 Clinical and Lab Attendance Policy

CAMPUS LAB, CLINICAL AND PRECEPTORSHIP EXPECTATIONS

Arriving late to and/or leaving early from campus lab or clinical will constitute an unexcused absence.

1. Tardy is defined as **late arrival greater than or equal to 10 minutes** after scheduled start time. **Two (2) late occurrences of 10 minutes** or more to clinical or campus lab equals **one (1) unexcused absence**.
2. Leaving early is defined as leaving before the clinical group is dismissed for the day. Leaving early will be counted as an unexcused absence for that clinical day.
3. A student who misses a clinical or campus lab day during a semester will be required to meet with the Course Coordinator, Course Faculty, and/or Clinical faculty **within two (2) business days of absence** to develop a student success plan and/or corrective action plan related to clinical attendance.
4. If a student misses more than one clinical day, the student will receive academic advisement regarding the potential inability to meet the lab or clinical objectives.
5. It is the responsibility of the student to inform the clinical/lab instructor if they will be late or absent for the clinical/campus lab experience.

Campus Lab: If an unavoidable situation occurs that will result in absence from lab, the student should send an e-mail to course faculty as early as possible, **at least one (1) hour** before the start of the campus lab.

Clinicals: Unavoidable clinical tardy and absence are to be reported to the clinical faculty via email or phone, and the unit assigned in the clinical agency, **preferably one (1) hour before scheduled** clinical practice. The student will give their name, title, school, faculty's name, and the reason for the tardy or absence. The student will obtain the name of the person who took their message.

Preceptorship: Absence from preceptorship experience for causes including (a) personal illness properly certified, or (b) emergencies caused by circumstances over which the student has no control. The absence must be excused by the assigned faculty and arrangements made to make up clinical hours. Missed clinical hours must be made up.

- Absences will be reported to the faculty and preceptor in the assigned agency.
- If unable to contact the faculty and/or preceptor, call the assigned unit or facility and leave a message with your name, school, and clinical faculty you are assigned. **Call and email** the faculty and preceptor at least one (1) hour prior to scheduled clinical preceptorship experience.

9.4 General Information Regarding Clinical

Clinical Experiences

A variety of health care and educational agencies, located primarily in the Tallahassee-Leon County area, cooperate with the School of Nursing in providing clinical laboratory experiences for students. Included are primary, secondary, and tertiary care settings. Some clinical experiences may occur away from the University site in Tallahassee. *Each student is expected to assume responsibility for all costs associated with clinical experiences.*

School of Nursing Clearance for Clinical

After admission is granted to the professional level, applicants must submit evidence of:

- A. Annual documentation of physical examination, up to date immunizations, tuberculosis test and/or chest X-ray if indicated.
- B. Changes in health status and relevant medical clearance each semester.
- C. Documentation of current health care coverage is required.
- D. Current BCLS CPR certification.

Prior to clinical and upon request, undergo a local and Level II Background Check and a lab-controlled drug screen (see **Substance Abuse/Drug and Alcohol Testing Policy**).

- E. Students who receive a flagged positive background check or drug screening report may not be able to participate in required clinical rotations and may be unable to progress in the program.
- F. Failure to provide all required documentation may prevent students from being cleared for clinical.

Registration for Clinical Course(s)

Students will register for clinical courses based upon the section assigned by the lead faculty of the clinical course.

9.5 Substance Abuse Policy

Florida A&M University School of Nursing is committed to promoting a healthy and safe learning environment for its students, employees, and guests. The School of Nursing is also obligated to its clinical partners to ensure its students are capable of providing safe care to their patients. Abuse and/or inappropriate use of drugs, alcohol, and other substances disrupt the University's commitment to academic excellence and professionalism, interferes with both the academic and personal development of the student, and may impact patient well-being. Our clinical partners also require drug screening for security purposes on individuals who provide services within the facility, supervise care, and/or render treatment to vulnerable populations.

The University's Student Code of Conduct also prohibits the use of drugs and/or controlled substances. Illegal drug related items include, but are not limited to, synthetic drugs or other substances that will alter a student's mental state (e.g., glue, nitrous oxide, paint, etc.) or drug paraphernalia; possession or use of prescription medication not issued to the student by health care providers is prohibited; sale or distribution of drugs and/or controlled substances is prohibited. (https://www.famu.edu/administration/division-of-student-affairs/office-of-student-conduct-and-conflict-resolution/documents/Regulation%202.012_Student%20Code%20of%20Conduct%2012082021.pdf).

Violations of this policy may result in dismissal from the nursing program.

To further the University's commitment to safety, effective patient care, and proficiency in the nursing profession, and to facilitate clinical partners compliance requirements, the School of Nursing implements this Substance Abuse Policy, which includes drug screening reviews for students.

Rationale

The Florida A&M University School of Nursing is committed to maintaining a drug and alcohol-free workplace and academic environment for all employees, students, and patients. Therefore, the use, possession, manufacturing, distribution, dispensing, selling or arranging to distribute illegal drugs, narcotics and/or alcohol by students in the School of Nursing is strictly prohibited on or off University property and clinical sites. Students shall not be impaired by or under the influence of controlled substances, legal drugs, illegal drugs, or alcohol on or off University property and clinical sites.

This policy is applicable to all students seeking admission to or enrolled in the School of Nursing. Nursing students are expected to be aware of and shall abide by pertinent laws and regulations set forth by the University, School of Nursing, and clinical sites. Ignorance of the legality of a substance, the chemical composition or contents of a substance, the manner of ingestion, or a prescription requirement shall not operate to excuse a violation of this policy.

Students who are unable to practice nursing with reasonable skills and safety to clients/patients or facilities due to the use of alcohol, drugs, chemicals, or any other type of substance or as a result of any physical or mental impairment from such use, may be dismissed from the nursing program.

A urine drug screen is required for all students seeking admission to the School of Nursing. Students who refuse to participate in drug screening will not be admitted to the program and will be denied enrollment in any nursing course. Students will be responsible for any and all associated costs of the drug screen.

9.6 Drug and Alcohol Testing Procedure

Procedure

1. Upon admission, students must complete a urine drug screen as provided by Castlebranch, Inc. (also known as CertifiedBackground.com). Should the urine drug screen result reports that the screening specimen was dilute negative, resulting in an inaccurate drug screen test, the student will be required to complete and successfully pass a new **drug test within 72 hours of the diluted result**. Students will have only one opportunity to retake the urine drug screening that has been reported as dilute negative. **The cost of retesting is the student's responsibility.**
2. A diluted negative result on a repeat urine drug screen will result in rescinding admission to the undergraduate nursing program.
3. A negative drug screen will be due prior to the **first day** of orientation to the School of Nursing's upper division program.
4. A clinical agency may require students to submit an additional drug screen prior to beginning clinical rotations. Drug screens will not be accepted from a **non-approved lab**. Students must comply with these requirements.
5. Any student who tests positive for a drug or controlled substance will be denied admission to the undergraduate nursing program and the admission decision will be rescinded. Students who reapply may be considered for admission upon proof of completing an intervention or rehabilitation program.

Post admission

6. Should physical and/or behavioral signs of alcohol and/or other drug intoxication be exhibited by a student and/or detected by agency personnel, staff, clients, faculty, or peers, the student will be required to immediately undergo testing by an independent laboratory designated by the School of Nursing or as provided by Castlebranch, Inc. The student may be removed from patient/client care assignments pending results of the test. The tests will consist of, but not be limited to, a Blood Alcohol Level and/or a Urine 10 Panel Test. **The cost for the in-program testing will be at the cost of the student.**
7. Students who are enrolled in nursing courses who test positive for drug or controlled substances will be suspended from the School of Nursing. The student must submit a retroactive withdrawal petition to the University Registrar for all nursing courses during the semester and will be notified in writing. The School of Nursing will make a referral to the Intervention Project for Nurses (IPN) program for further testing, counseling, and evaluation. Students may be considered for reinstatement upon proof of completing an intervention or rehabilitation program. The student must have a period of success as documented by IPN for one (1) year.
8. Students receiving positive drug screens due to permissible prescription drugs will be permitted to begin/continue experiences after official medical review and documentation that will provide clearance as required through Castle Branch. **The use of marijuana, even with a valid medical card, is not acceptable as it remains a Federal Crime.**
9. A student who withdraws or is dismissed from nursing courses due to a positive drug screen should consult the Florida A&M University Academic Calendar for semester withdrawal deadlines. If the deadline for course/semester withdrawal has passed, the student must submit a retroactive withdrawal petition to the University Registrar. Students who are denied full admission and/or students who must withdraw from nursing courses due to a positive drug screen will be notified in writing.

Confidentiality

Documents and records regarding drug and alcohol testing, test results, and treatment obtained by the School of Nursing will be maintained as education records and are protected by FERPA. Only those individuals who require access to drug testing information for necessary and proper enforcement of this Drug Policy will have access on a need-to-know basis. It shall not be considered a breach of confidentiality, and the University shall not be held responsible, if a student is witnessed at a drug testing location or is witnessed being escorted out of campus or a clinical site by a School of Nursing representative due to a violation of this policy.

This policy may be amended at any time, in the sole discretion of the School of Nursing. Nothing in the Nursing Drug Policy shall be construed as creating a contract or obligation requiring the School of Nursing to provide drug screening or drug treatment to students.

Effective fall 2025

*Please see the Substance Abuse Policy Acknowledgement form in Section 17.4

9.7 Additional Clinical Information

Agency Clearance for Clinical

Agency clearance is required to gain clinical experiences. Failure of a student to gain agency clearance may prevent the successful completion of the practicum course and program.

Changes in Health Status

Subsequent to the admission or annual physical examination, any changes in the physical and/or mental status that occurs, which may be acute or chronic requiring continued medical monitoring must have medical clearance submitted to the Dean or Designee prior to class/clinical attendance. Examples of conditions that require written medical clearance include surgery, pregnancy, postpartum state, accidents, etc. Any changes in health status must be reported to the faculty and a Change in Health Status form must be completed.

Confidentiality Agreement

Before entering selected clinical agencies, students will be required to complete and sign a confidentiality agreement form.

Professional Liability Insurance

All students who are engaged in clinical experiences are covered by liability insurance purchased by the University.

Cellular Telephones, Pagers and other Electronic Devices

Students must not use personal pagers, mobile telephones and other electronic devices while in clinical agencies.

Occupational Blood and Body Fluid Exposure

Students who experience a blood and body fluid exposure accident should immediately follow the established protocol at the clinical agency in which the student is assigned.

9.8 Dress Code

University Dress Code Policy

Students will be denied admission to various functions if their manner of dress is inappropriate. Inappropriate shall be defined as anything that may cause a disturbance to the learning environment. On this premise students are always expected to dress neatly. Examples of inappropriate dress and/or appearance include but are not limited to the following:

- *Pajamas, midriiffs or halters, mesh, netted shirts, tube tops, cutoff tee shirts, scarves, caps, pants below waistline revealing undergarments, do-rags and/or hoods in classrooms, dining halls, snack bar, library, student center, and offices. This policy does not apply to headgear considered as a part of religious or cultural dress.*
- *Bare feet anywhere on campus except inside a residence hall.*
- *Clothing with derogatory, offensive and/or lewd messages either in words or pictures.*
- *All of the aforementioned items, including shorts and jeans of any color at major programs such as Musical Arts, Convocations, Commencements, Career Fair, or other programs dictating professional, dressy, or formal attire.*

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress standard and report any such disregard or violations to the course faculty and the Deans of Nursing, if necessary.

Dress Code: Experiential Learning Courses

Experiential learning may include clinical, labs, skills events, simulations, and community events/experiences. Students may wear uniforms for Clinical Courses, Health Assessment Lab, Psychomotor Skills, and Simulation Lab. The uniform is SON Scrubs or attire as designated by course faculty or learning director.

- Students are to wear the SON assigned scrubs and appropriate enclosed shoes (athletic shoes are acceptable) to class daily unless otherwise directed by the course faculty.** No Crocks shoes allowed.
- Appearance should be clean and neat.
- **Hair:** Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.
- For males, facial hair is limited to clean, neatly trimmed moustache and closely trimmed beard.
- Nails must be kept to ¼ inch in length. Only clear nail polish is allowed. **Artificial nails** (acrylic, gel, silk, overlay, etc.) are not permitted.
- One simple small ear stud (8mm or less) per lobe is acceptable. Rings: Only wedding rings are permitted. Dangling **earrings and visible facial body jewelry and/or adornments** will not be allowed.

- **Makeup** should be minimal and non-distracting, (e.g. artificial lashes and scented cosmetics are not allowed).
- Visible **tattoos** portraying nudity, vice, crime, objectionable symbols and/or profanity are strictly forbidden; such tattoos shall be covered so they are not visible.
- Adherence to agency-specific dress code policies is required.

** Different shoes are acceptable for medical purposes with documentation

Inappropriately dressed students will be asked to leave the learning environment and to return when he/she is appropriately dressed. Students will be responsible for any missed material due to dress code violations.

Dress Code: Clinical

Students admitted to the professional level are expected to purchase uniforms from the SON approved uniform vendor. Appearance should be clean and neat.

During clinical practice, students will wear the following:

Green scrub jacket

Green scrubs

Wristwatch with second hand

Name pin

FAMU Student ID

Bandage scissors

Hemostat

Penlight

Stethoscope

Black writing pen

White long lab coat

Green sweater (not to be worn when providing direct client care)

White crew socks or hose

SON approved white shoes**

Optional: White crew neck short/long sleeved shirt, without lettering or graphics, is allowed under scrubs

Hair: Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.

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- One simple small ear stud (8mm or less) per lobe is acceptable. Rings: Only wedding rings are permitted. Dangling **earrings and visible facial body jewelry and/or adornments** will not be allowed.
- **Makeup** should be minimal and non-distracting, (e.g. artificial lashes and scented cosmetics **are not** allowed).
- Visible **tattoos** portraying nudity, vice, crime, objectionable symbols and/or profanity are strictly forbidden; such tattoos shall be covered so they are not visible.
- Adherence to agency-specific dress code policies is required.

** Different shoes are acceptable for medical purposes with documentation

Inappropriately dressed students will be asked to leave the learning environment. Students who miss clinical hours and experiences due to dress code violations will receive an unexcused absence for that day.

Uniforms for alternative clinical sites, preassessment, and other activities – as designated by course faculty

- Approved FAMU SON shirt with school logo
- Plain black skirt (no splits above the knee, no embellishment, not skintight)
- Plain black pants (no embellishment, not skintight, no low-cut hip huggers, jeans, jeggings, joggers, leggings, sweatpants, or capris) with black belt when appropriate
- FAMU SON lab coat with name tag and FAMU student ID
- Plain black low heel (2 inches or less) **leather shoes** (closed toe & heel, no athletic or ballerina shoes)
- Plain neutral or black stockings, trouser socks or knee highs
- **Hair:** Hair styles must be conservative and professional in appearance. Hair should be neat, clean and of a color natural to humans, that could be genetically created. For example, colors unnatural to human hair are pink, green, blue, purple, mahogany red, rainbow, and other bold, bright, or distracting hair colors. Hair must be secured away from the face and from impeding vision or creating an infection control hazard (i.e., hair that comes in contact with the patient). Hair may be secured with a 1-inch, or narrower elastic hairband that is 100% neutral in color (i.e., brown, black, tan, etc.) so it remains off the shoulders in classroom and clinical settings.
- For males, facial hair is limited to clean, neatly trimmed moustache and closely trimmed beard.

10.0 Social Media Policy

The School of Nursing supports the University and professional nursing organization guidelines related to the use of social media. For purposes of this policy, “Social media” means any online tool or service for communication designed for dissemination through social interaction, created using highly accessible and scalable publishing techniques allowing the creation and exchange of user-generated content. This may include but is not limited to blogs, wikis, groups, portals, and social networking sites such as Facebook, YouTube, X (formerly Twitter), TikTok, Snapchat, Instagram, and LinkedIn. It may also include virtual worlds and emerging and yet unidentified tools and technologies that would be reasonably considered brand assets.

FAMU SON nursing students are preparing for professions which provide services to the public which also expects high standards of behavior. Students should not post content that is disrespectful of others, or any patient or course related information that is confidential, private, or proprietary. Students should never discuss or exhibit pictures of clinical experiences or facilities to be mentioned or posted on any social media site.

Definition

Social media are defined as mechanisms for communication designed for dissemination through social interaction, created using highly accessible and scalable publishing techniques. Social media is a group of internet-based applications built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but not limited to Facebook, YouTube, Twitter, and LinkedIn. There is no absolute privacy on social media.

Expectations

Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and the University's reputation. FAMU SON requires nursing students to follow the policies coinciding with the American Nurses Association's position on social media for nurses. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or social media.

As nursing students, you represent FAMU’s nursing program. We expect students to represent the university and SON in a fair, accurate, and legal manner while protecting the brand and reputation of the institution in our community. When publishing information on social media sites, please remain cognizant that information may be public for viewing and can be traced back to an individual. Since social media typically enables two-way communications with an audience, students have less control over the materials posted and how others use it.

If a student knows of important social media content and would like to be considered on the School of Nursing accounts, please contact the Dean’s office. Please note that tagging the School of Nursing in any social media posts provides permission for the School of Nursing to utilize that post for their own content

Reference

Please review the Social Media Policy from the National council of State Boards of Nursing.
https://www.ncsbn.org/NCSBN_SocialMedia.pdf

When determining whether a particular use of social media constitutes an improper use, the following list will be considered, but is by no means exhaustive:

- Student academic freedom principles referenced by **House Bill 233/section 1004.097**

Whether any federal, FAMU, or agency-related policies or freedoms were broken (i.e., FERPA, HIPAA, etc.). **All students in the School of Nursing academic programs are required to review the content in the links below for important information about the acceptable use of social media:**

- American Nurses Association: <https://www.nursingworld.org/social/>
- National Council of State Boards of Nursing: **A Nurse's Guide to the Use of Social Media** (2024). <https://www.ncsbn.org/brochures-and-posters/nurses-guide-to-the-use-of-socialmedia>
- Florida A&M Student Conduct & Conflict Resolution: <https://www.famu.edu/administration/division-of-student-affairs/office-of-student-conduct-and-conflict-resolution/index.php>
- Florida A&M University Communication Policy: <https://www.famu.edu/administration/communications/communications-policy/index.php>
- <https://www.nursingprocess.org/examples-of-unprofessional-conduct-in-nursing.html>

If knowledge of a potential violation is found, the following procedure will be implemented.

Procedure

1. An incident is identified/reported that may be an improper use of social media, in violation of this policy. This is reported to the faculty and/or designated administrative personnel/established chain of command for the next course of action.
2. The faculty/designated administrative personnel will review the report to determine if there is a potential breach in this policy and if further action is required. This may include consultation with faculty of record of the course associated (if known), staff, a leader at a clinical agency, or other College administrator. Each situation is considered on a case-by-case basis.
3. Once it is determined that a breach in policy has occurred, the faculty/designated administrative personnel of record will complete the *Professional Misconduct Form* to document the misconduct.
4. The faculty/ designated administrative personnel/established chain of command will meet with the student to discuss their professional misconduct and subsequent disciplinary actions.
5. Violations of this policy will result in a review of the students standing with the following possible outcomes:
 - a. Written Formal Reprimand that will be included on your academic records and completion of Mandatory Professionalism Remediation.
 - b. Recommendation for dismissal/failure/withdrawal from the course(s)
 - c. Recommendation for program probation within the SON
 - d. Recommendation for dismissal from the School of Nursing
 - e. Recommendation of dismissal from the University

School of Nursing BSN Professional Review Process and Sanction Appeal/Grievance Policy

If the student would like to appeal against the decision/outcome of the disciplinary action they should initiate and follow the appeal policy as described below.

Step I.

If the student has additional information that they do not feel was considered in the initial review, the student should ensure that the email request for an appeal includes all pertinent information for consideration. The request for an appeal must occur within three (3) official business days (by close of business) of the initial notification of sanctions. All appeal requests shall be made via electronic communication to the Dean of the School of Nursing. If the student fails to request a meeting within three (business-days, he/she will forfeit the right to appeal the decision and the sanctions determined by the faculty and designated administrative personnel/established chain of command will stand. Business days are defined as a day of business operation by the University.

Step II.

Upon receipt of the written appeal in Step I, the Dean shall direct the Professional Review Committee (PRC) to meet within five (5) business days.

The Professional Review Process

The School of Nursing provides for a review when a student challenges the final disciplinary decision of the faculty/designated administrative personnel. In the professional sanction review process, the academic and professional atmosphere should be maintained. This means that the process should be **non-adversarial**, with the absence of legal counsel, and that there is no right to confrontation.

The Professional Review Process is not the same as the University **non-academic hearing process**. A student accused of a non-academic offense or of academic dishonesty (e.g. cheating, plagiarism, etc.) in violation of the University's Student Code of Conduct and the Board of Trustees policies regarding student life is entitled to due process of law, which includes the right to legal counsel, the right of confrontation, and the right of adversarial proceedings. All claims of non-academic offenses or academic dishonesty will be referred to the Office of Judicial Affairs.

Purpose

The purpose of the professional review process is to determine if the students appeal of the imposed sanction is warranted/applicable.

Procedure

The procedure outlined here is intended to govern the implementation of a Professional Review Committee (PRC) if a student is accused of unprofessional behavior as defined in the School of Nursing handbook and disagrees with faculty and/or designated administrative personnel decisions regarding professional misconduct. The PRC is called by the Dean to review any potential violations of professional behavior brought to the attention of the Dean through an appeal request.

Formation of the Professional Review Committee

Composition of PRC –

The Professional Review Committee will consist of the assigned designated administrative personnel, and two (2) faculty members assigned by the Dean during committee assignments. There will be one alternate faculty member assigned by the Dean so that the total number of committee members is odd and that a faculty member can be substituted if the faculty member was witness to or in any way involved in the initial infraction.

Length of term – The PRC faculty members should serve from **August 25th -June 30th**.

Chairperson and Secretary – At the beginning of the academic year following the election of the PRC, the full committee shall meet and elect a faculty member as chairperson and a member of the committee as secretary for the full academic term. The names of said people shall be forwarded to Dean’s Office.

Professional Review Committee (PRC) Process

- a. The committee must convene within five (5) business days of notification from the Dean that the PRC process has been initiated.
- b. Any decision of the committee must be made by a majority of the committee.
- c. The PRC will deliberate and determine if the student’s sanctions are justified for unprofessional behavior. The review process is based on the student and professors/witness’s written documentation of the event and other appropriate documentation. This documentation will be sent to the PRC by the Dean after all names and/or identifying course information has been redacted. The committee may request additional documentation as needed.
- d. After a review of the documents, the PRC will make one of two recommendations:
 - i. The students’ behaviors were deemed to be unprofessional and School of Nursing policies were violated and the imposed sanctions are fair and enforceable.
 - ii. The sanctions imposed were not justified, and alternative sanctions should be enforced.
- e. Within three (3) business days of the PRC decision, the chair of the PRC shall make a report to the Dean which will include (a) Memo/Letter stating the final decision, (b) minutes of meetings, and (c) all documents reviewed.
- f. Within three (3) business days of receipt, the Dean shall send to the student and course faculty the decision and recommendations of the Professional Review Committee/ and the actions that will be taken by the Dean which could include submission of the infraction to the University Judicial Affairs office for review and recommendations.

PROGRAM PROBATION:

If a student is placed on program probation, the probation period is in place for the duration of the matriculation in the SON

- A Program Violation Form will be completed and placed in the student’s file.
- The student must meet with the designated administrative personnel and course lead/faculty before being eligible to return to the course.
- Subsequent program violations during the probationary period, will result in automatic course failure

NON-COMPLIANCE

Violations of patient/client privacy with an electronic device is subject to HIPAA procedures/guidelines and consequences. Students posting on social media sites involving criminal activity, posting to damage someone’s reputation, or with the intention to harm the rights of others may result in criminal prosecution or civil liability. Students who share confidential or unprofessional information do so at the risk of disciplinary action including a **course failure and/or dismissal from the FAMU nursing program.**

11.0 SCHOOL OF NURSING PROFESSIONAL BEHAVIORS POLICY

Introduction and Purpose

The School of Nursing Professional Conduct and Behaviors Policy is based on the shared core values stated in the School's and University's Values Statement. The intersection of School of Nursing program level policies and university policies are intended to support the development of professional behavior. Each member of the School of Nursing community, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability. Each student is obligated to adhere to the highest standards of professional behavior in their academic endeavors. To protect the rights and maintain the trust of students, patients, and partnering entities and to support appropriate behaviors, faculty and administrators will regularly communicate and demonstrate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of misconduct in all aspects of the academic program.

The nursing profession insists its members be responsible, accountable, self-directed, ethical and professional in behavior (see resource list below). Nursing has earned the public's trust by holding firm to these behaviors. The University's Student Code of Conduct has established behavior for all students, and notes that it is the responsibility of all students to live by this code. Additionally, the School of Nursing believes student integrity, trustworthiness, and honesty are vital concerns linked to positive and safe outcomes for patients, families, and communities for whom we serve.

As a health professional program, the School of Nursing has a responsibility to state nursing licensing boards to attest that students' professional preparedness and character warrant their applying for licensure at the conclusion of the educational program. Licensure protects the public from harm by setting minimal qualifications and competencies for safe entry-level practice.

Policy

All nursing students must adhere to the conduct expectations outlined by the SON and the University. Throughout the admissions process and while progressing through the nursing programs to graduation, all SON students must conform to reasonable standards of performance and behavior related to communication, behavior and emotions, professional conduct, and technical skills. Students who fail to conform to reasonable standards of performance and behavior in classrooms, online, in clinical agencies, as well as on campus and within the community, may be removed from the program.

Students should not only demonstrate appropriate professional and ethical behaviors but should also expect such behaviors from fellow students. As it is the responsibility of a professional nurse in practice to adhere to standards of practice, requirements of the law, and to report unprofessional, unethical, or unlawful behaviors, it is the responsibility of students in the nursing program to report suspicious actions or behaviors of others. Students who observe unprofessional or unethical behaviors are encouraged to report the conduct or behavior to the course faculty or program administration.

Students will generally be provided an opportunity to develop professional behaviors and learn from an error unless: a) the behavior continues after previous opportunities to achieve professional behavior; b) the behavior presents a threat to the health or safety of others; or c) the SON determines that the behavior is sufficiently egregious that the student should not be permitted to continue in the program. Decisions to remove a student are made in consultation with the Program Director, the Associate Dean, and Dean of the School of Nursing.

Scope - This policy applies to all matriculated and continuing School of Nursing students in the professional nursing program.

Notice of Policy - Students will be advised of the professional behavior expectations in application packets, SON orientation, and course orientation.

Policy Violations - Non-Academic misconduct and unprofessional behavior is prohibited by this Policy.

All members of the SON program will:

- Promote and maintain a professional demeanor: nursing students are representatives of FAMU School of Nursing and must realize their behavior may positively and negatively affect the judgment of others about the University and program.
- Assume personal responsibility: nursing students must take responsibility for their own actions and set a high standard for self and work to achieve established goals.
- Treat everyone with respect, fairness, honesty, care, and compassion: Respect all individuals' personal and cultural beliefs, ideas and contributions in a supportive manner.
- Demonstrating respect for self and others through effective stewardship of resources such as, time, money, and personnel.
- Keep promises and commitments.
- Foster a healthy and healing environment.
- Maintain HIPPA and FERPA requirements
- Have zero tolerance for abusive behavior (verbal or physical), including profanity.
- Wear professional clothing that is clean, neat, and tidy.
- Adhere to the standards of acceptable conduct as outlined in the American Nurses Association Code of Ethics and the Nurse Practice Act is required.

Reporting Professional Behavior, Non-Academic Conduct Violations

Any member of the faculty, administration, staff or any student who has reason to suspect or believe a violation of this policy has occurred is expected to notify the Program Director, Associate Dean for Undergraduate Program, and Dean of the School of Nursing.

Review of Unprofessional Behaviors

For students, the faculty member may conduct or ask for a review of a student's conduct. Potential consequences of unprofessional behavior include reduction in grade, failure in the course/clinical, dismissal from the School of Nursing, and expulsion from the University. The school may dismiss a student from the nursing program if the student's character does not reflect professional tenets of nursing, such as cheating, lying, falsifying information, or presenting a danger to self or others.

All behaviors inconsistent with those articulated in this policy will be documented and such documentation will remain a part of the individual's record. An accumulation of three minor occurrences, or any single occurrence that potentially places the client, self or others in immediate danger, will result in a full review of the individual's record. For students, a faculty member may request a review for a single unsafe/unsatisfactory occurrence that does not create potential danger if it is believed that the behavior is significant enough to warrant a review.

Consequences of Unprofessional Behavior

**** Falsifying documents, cheating on exams, tests, or assessment, violation of American Nurses Association Code of Ethics, and violation of SON Policy governing student code of conduct (**behavior**) that place the SON, University, clients, or clinical agencies at risk will result in dismissal from the SON program.**

When **behaviors** that violate policy are identified, the involved SON personnel involved will:

- Counsel the individual(s) on the unacceptable behavior indicating the type of behavioral change that is expected
- Document behavior, expected response, and timeframe for remediation
- If behavior is a major infraction, the student will be counseled by the faculty and the Program Director or Associate Dean for Undergraduate Studies, and/or Dean of the School of Nursing.
- If behavior is a major infraction, the student will be reported to the Program Director, Associate Dean for Undergraduate Studies, and Dean of the School of Nursing.
- Students whose behavior is unprofessional will receive School of Nursing sanctions that may include grade reduction, course failure, suspension or dismissal from the class, suspension or dismissal from the School of Nursing.
- The University's Office of Student Conduct and Conflict Resolution may also place sanctions such as probation, suspension or dismissal from the University (refer to Regulations Governing Student Conduct [Office of Student Conduct and Conflict Resolution- Florida Agricultural and Mechanical University2021 \(famu.edu\)](https://www.famu.edu/office-of-student-conduct-and-conflict-resolution-2021)).

Supporting Documents/Resource List

Florida A&M University Student Code of Conduct, Office of Student Conduct and Conflict Resolution [Office of Student Conduct and Conflict Resolution- Florida Agricultural and Mechanical University2021 \(famu.edu\)](https://www.famu.edu/office-of-student-conduct-and-conflict-resolution-2021).

[RegulationStudent Code of Conduct 7-2020.pdf \(famu.edu\)](https://www.famu.edu/regulation-student-code-of-conduct-7-2020.pdf)

School of Nursing Undergraduate Student Handbook

American Nurses Association (2015). Code of ethics for nurses and interpretive statements. Available from www.ana.org; View only version:

<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

National Council of State Boards of Nursing (2014). Professional boundaries: A nurse's guide to the importance of appropriate professional boundaries. Available at: www.ncsbn.org.

https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf

12.0 GENERAL GUIDELINES FOR CLUBS AND ORGANIZATIONS

Florida A&M University (“University”) strictly prohibits any student(s), group(s) of students, or student organization(s) affiliated with the University from engaging in any form(s) of hazing activities. Moreover, the University has zero tolerance for violation of any provisions of the Anti-hazing Regulation 2.028. “Zero tolerance” means that given the factual circumstances of the alleged violation, the charged student may be removed from University Housing and receive a penalty up to suspension or expulsion from the University.

Each club and organization must adhere to published University guidelines on a student’s eligibility (1) to apply for admission and (2) to maintain membership.

12.1 Student Nursing Association

The School of Nursing Student Nurses’ Association (SNA) operates as a school chapter and constituent member of the National Student Nurses’ Association (NSNA). SNA is also a registered organization with the University Clubs & Organizations, Efferson Student Union.

The purpose of SNA’s is to:

- mentor students preparing for initial licensure as professional registered nurses and promote development of nursing students to become ethical professionals who advocate for quality, accessible, and affordable care.
- assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare.

Membership Eligibility:

- Membership in NSNA is a requirement to be an active member in SNA at FAMU. Membership fees to NSNA must be paid in addition to local dues assessed by the FAMU SNA Chapter.
- Active members:
 - Students enrolled in the upper division BSN programs leading to licensure as a registered nurse.
 - Students enrolled in the RN-BSN program leading to a baccalaureate degree with a major in nursing.
 - Active members shall have all the privileges of membership.
- Associate members:
 - Pre-Nursing students, enrolled at FAMU with designated Pre-Nursing major
 - Associate members shall have all privileges of membership, except the right to hold an office.

SNA at FAMU shall be composed of at least 10 members from Florida Agricultural & Mechanical University to hold constituency status with NSNA, and there shall only be one chapter on the University’s campus.

12.2 Rho Kappa Chapter of Sigma Theta Tau Honor Nursing Society

The purposes of the Honor Society of Nursing are to:

- Recognize superior achievement.
- Recognize the development of leadership qualities.
- Foster high professional standards.
- Encourage creative work.
- Strengthen commitment to the ideals and purposes of the profession.

Membership Eligibility:

Nursing students are invited to a membership in accordance with Sigma Theta Tau International Bylaws. Each baccalaureate student is required to meet the following criteria:

- Completed one-half of the nursing curriculum
- Cumulative grade point average of 3.0 on a 4.0 scale or its equivalent
- Rank in the upper 35 percent of their graduating class in scholarship

12.3 Chi Phi Beta Chapter of Chi Eta Phi

Chi Eta Phi Sorority, Inc. is a sorority for registered nurses and qualified nursing students.

Membership Eligibility:

All professional level students who have successfully completed one semester of the nursing program and have at least 3.0 GPA are eligible for membership.

13.0 FLORIDA A&M UNIVERSITY POLICIES

13.1 Policy Statement on Non-Discrimination

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

<https://www.famu.edu/index.cfm?EOP&NON-DISCRIMINATIONPOLICYSTATEMENT>

13.2 Grade Change Policy

Grade changes can be made for the following reasons: (a) when it is determined that a grade was recorded in error, (b) when removing "I" grades and (c) as a result of a student's successful appeal of a grade. Academic units wishing to request grade changes must submit a "Grade Change and Academic Record Update Form" to the Registrar's Office for approval and processing. The form must contain the signature of the respective academic Dean in order to be processed. Please see the [University's website](#) for more information.

13.3 Assignment of Grades

The University supports its grading system which is based upon the integrity of a grade earned in a course. The University Registrar is the official custodian of student grades and is responsible for recording approved grade change requests.

1. Grades are assigned at the end of the term in which the student was registered for the course.
2. Due to extenuating circumstances beyond the control of the student, **a grade of "I" may only be assigned if the student is passing the course** but has not completed all the required work by the end of the term. **Grades of "I" may not be assigned in any course that a student withdraws from, has excessive absences in, or fails to attend.**

14.0 Computer Requirements for Canvas

	Recommended
Operating System	Windows 10 Mac OS 10.12
Processor	2 GHz or faster processor
Memory	8 GB of RAM or higher
Monitor Resolution	1024 x 768 or higher
Free Hard Disk Space	20 GB or higher of free space
Internet Connection	Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
Internet Browser*	Respondus Lockdown Browser and Firefox
Additional	HD Web Camera, Headset with microphone

Required Technology

- Internet connection (DSL, LAN, or cable connection desirable)
- Access to Canvas
- Web Camera
- Headset with microphone

Read detailed hardware/software requirements in the course menu under “*How To Get Started*”.

Course Structure

This course will be delivered online through the course management system Canvas. You will use your FAMNet username and password to login to the course from the FAMU Canvas login page.

In Canvas, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using Canvas and alternative Internet-based technologies. Activities may consist of discussion forums, email, and web posting.

FAMU Canvas Access

To access this course on FAMU Canvas you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari, and Google Chrome). To ensure that you are using a supported browser and have required plug-ins please run the “Check Browser” from your Canvas course.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with Canvas you can:

- Visit the Office of Instructional Technology - <https://www.famu.edu/administration/campus-services/instructional-technology/index.php>
- Contact the Office of Instructional Technology at 850-599-3460 or oit@famu.edu

15.0 How to Links and Forms

How to Register?

<https://www.famu.edu/academics/registrar-office/pdf/How-to-Enroll-in-Class-example.pdf>

Change of Major Form

<https://famu.edu/Registrar/Change%20of%20Major%20Form%204012020.pdf>

Withdraw from a Course(s)

<https://www.famu.edu/Registrar/Online%20Withdrawal%20Process%20-%20Training%20Document%20Student-05-27-2020.pdf>

Term Withdrawal Form

<https://famu.edu/Registrar/Current%20Term%20Withdrawal%20Form%204062020.pdf>

Retroactive Term Withdrawal Form

<https://famu.edu/Registrar/Retroactive%20Term%20Withdrawal%20-%20rev%20-%202015-14-19.pdf>

FAMU/FSU Co-op Form

<https://famu.edu/Registrar/FAMU-FSU%20CO-OP%20PROGRAM%20-%20REGISTRATION%20PACKET%20-%20Coronavirus%202%20-%20204-22-20-20.pdf>

Transient (Students taking courses in the State of Florida)

<https://www.floridashines.org/>

Transient Form (Students taking courses outside of the State of Florida)

https://famu.edu/Registrar/Transient%20Student%20Fillable%20Form_Spring%202020.pdf

[Grade Forgiveness Form](#) (Log on to iRattler - Student Center - Academics - Forgiveness Policy to access this form)

Change of Personal Information Form

<https://famu.edu/Registrar/Change%20of%20Personal%20Information%20Form%20-%202011-28-2017.pdf>

Change of Address Form

<https://famu.edu/Registrar/Change%20of%20Address%20Request%20Form%20-%202018-13-2020.pdf>

Registration Cancellation Request Form

<https://famu.edu/Registrar/Cancellation%20of%20Registration%20Request%20Form%202018-18-2017%20-ao.pdf>

Waive Late Payment or Late Registration Request Form

<https://famu.edu/Registrar/Request%20to%20Waive%20Late%20Payment%20or%20Late%20Registration%20Fee%20-%202011-5-2018.pdf>

16.0 COVID-19 – University Guidance/School of Nursing

“Everyone at Florida A&M University has an obligation to the FAMULY to take steps to prevent further transmission of COVID-19. We are in this together, and we all have important roles in furthering our health and that of fellow students and colleagues. It is the right thing to do—and medical experts say that *vaccinations and masking are two tools* we can use to achieve these goals”.

If you are experiencing symptoms and feel you may have Covid-19, please seek care and testing from your healthcare provider and follow Center for Disease Control guidelines regarding isolation and quarantine.

We encourage students to wear masks as appropriate and to take advantage of available vaccinations.

17.0 Acknowledgments and Signature Pages

17.1 Acknowledgement of the Receipt of the School of Nursing RN BSN Student Handbook

The Nursing Program Student Handbook contains important information about the nursing program, and I understand that I should consult with my professor(s) or Program Director regarding any questions not answered in the handbook.

Since the information and policies described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated on FAMU official nursing program website, Canvas, and/or in writing via email. Additionally, it is my responsibility to check the nursing program website for changes over the academic year.

I understand that revised information may supersede, modify, or eliminate existing policies. The handbook addendums will supplement the current handbook when needed. Students and faculty may suggest, create, and help to modify changes to the Nursing Program Addendum to the FAMU SON BSN Student Handbook.

I acknowledge that I have received a copy of the handbook. I understand that I am expected to read the entire handbook.

Student Signature

Date

Printed Name

17.2 GENERAL PHOTOGRAPHY RELEASE

I hereby authorize FAMU SON, hereafter referred to as “Company,” to publish photographs taken of me, and my name and likeness, for use in School of Nursing print, online and video-based marketing materials, as well as other Company publications.

This authorization includes, but is not limited to, use in:

- Print materials (e.g., brochures, flyers, reports)
- Online and video-based materials (e.g., websites, digital newsletters, virtual presentations)
- Social media platforms (e.g., Facebook, Instagram, Twitter/X, TikTok, LinkedIn, YouTube)
- All other digital platforms managed or affiliated with FAMU SON or Florida A&M University

I hereby release and hold harmless Florida A&M University from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my participation is voluntary. I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I waive any right to inspect or approve the final product in which my likeness appears. FAMU SON and Florida A&M University may edit, alter, copy, exhibit, or distribute this media without notifying me.

I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever. I hereby release Florida A&M University, and the School of Nursing, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third-party in connection with my participation.

By signing below, I confirm that I have read and understood this release form and agree to its terms.

Authorization

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

17.3 Alcohol and Drug Testing Procedure and Policy Acceptance Form

ALCOHOL AND DRUG TESTING PROCEDURE AND POLICY ACCEPTANCE

Failure to read and sign this Policy will preclude enrollment and progression in the School of Nursing.

Failure to read and sign this Policy will preclude enrollment and progression in the School of Nursing.

I _____, have read and understand this School of Nursing Student Alcohol and Drug Testing Procedure and Policy.

Printed Name: _____

Signature: _____ Date: _____

Revised 08/2025