Clemson University

SCHOOL OF NURSING

College of Behavioral, Social, and Health Sciences

UNDERGRADUATE BS-T AND BS-A

HANDBOOK

2019- 2020
# TABLE OF CONTENTS

**SECTION I: THE SCHOOL OF NURSING** ................................................................. 4  
Welcome to the School of Nursing ................................................................. 4  
The School of Nursing Overview ................................................................. 4  
Accreditation: Commission on Collegiate Nursing Education (CCNE) ........ 5  
Statement of Equal Opportunity .................................................................. 5  
The School of Nursing Organizational Chart .................................................. 6  
School of Nursing Mission, Vision, and Goals ............................................. 7  
**SECTION II: OBJECTIVES & CURRICULUM INFORMATION** ....................... 8  
Baccalaureate Program Overview & Objectives ............................................. 8  
2019-2020 Bachelor of Science in Nursing Curriculum Plan ....................... 9  
Bachelor of Science in Nursing Course Descriptions ................................ 10-12  
Honors Program ............................................................................................ 13  
Grading Policies for Undergraduate Nursing Courses ............................... 13  
Supplemental Testing Program ...................................................................... 14-19  
School of Nursing Policies Regarding Progression .................................... 19  
Textbook Policy ............................................................................................... 20  
Academic Integrity Policy ............................................................................. 20-21  
Absence and Tardiness Policies .................................................................... 22  
Guidelines for Expressing Student Concerns .............................................. 22  
Advising .......................................................................................................... 23  
Independent Study Guidelines ...................................................................... 23  
Nurs 3000 ...................................................................................................... 23  
Summer School .............................................................................................. 23  
**SECTION III: PROGRAM INFORMATION, POLICIES AND PROCEDURES** ........ 24  
Clinical Laboratory Requirements ................................................................. 24  
Helpful Suggestions for Clinical Requirements .......................................... 24  
Essential Functions for Nursing Students ..................................................... 25  
Requesting Accommodations ....................................................................... 26  
Health Requirements ..................................................................................... 27  
Health History Form ....................................................................................... 28  
Additional Health Requirement Information .............................................. 29  
Health Protection Policy ................................................................................ 29  
Drug and/or Alcohol Abuse Policy Procedures .......................................... 30-31  
Drug Permission Form For Drug Screening .................................................. 32  
Clinical Laboratory Dress Code .................................................................... 33-34  
Guidelines for Evaluation of Student Clinical Performance ...................... 35  
Clinical Laboratory Transportation ............................................................... 35
Cancellation of Clinical Labs Due to Hazardous Driving Conditions........................................35-36
Class Attendance Policy .........................................................................................................37
Policies Governing Students’ Behavior ..................................................................................37
Code of Conduct .......................................................................................................................37-38
Standards of Professional Practice .......................................................................................39-42
Identity Precautions ..............................................................................................................42
ROTC Fact Sheet .....................................................................................................................42
Section IV: School of Nursing Facilities, Resources and Student organizations ................43
Academic Advising Center ......................................................................................................43
Joseph F. Sullivan Center .........................................................................................................44
Clinical Learning and Research Center (CLRC) ....................................................................44-46
Clinical Learning Center .........................................................................................................47
Computer Resources ............................................................................................................47-48
Sigma Theta Tau - Gamma Mu Chapter ...............................................................................48
South Carolina Student Nurses' Association, Clemson University .......................................49
Student Representatives on School Program Committees ...................................................49
Section V: Senior Information .................................................................................................50
National Council Licensure Examination for Registered Nurses ........................................50
Pins for Professional Convocation .......................................................................................50
Program Pin and Cap ...............................................................................................................51
School of Nursing Estimated Expenses .............................................................................51
Graduating Student Expenses ..............................................................................................51
Section VI: Nursing Student Acknowledgement of Policies and Expectations .....................52
Section I: The School of Nursing
Welcome to the School of Nursing

Welcome to the School of Nursing. We want you to have a rewarding and satisfying experience with us. This handbook contains information that is vital to your success as a nursing student. It serves as a supplement to the current Undergraduate Announcements. The Undergraduate Announcements is the major source of information about University academic policies and this Handbook is the major source of academic policies for the School of Nursing Undergraduate Program. These documents should be referred to whenever you have questions about policies, however, students should review the School of Nursing Undergraduate Handbook at the beginning of each academic year as it is updated annually. The faculty and staff will assume that you are familiar with this information, so please take a few minutes of your valuable time to study both the Announcements and the Handbook. Again, welcome to the School of Nursing and Clemson University, and best wishes in your studies.

The School of Nursing Overview

The School of Nursing is an integral part of Clemson University, a land grant, state supported institution of higher learning. The School is committed to the purposes of the university which are teaching, research and service to the people of South Carolina, the nation and the world. The goal of Clemson University School of Nursing is to prepare nurses for professional practice and leadership, and to advance nursing knowledge.

In a climate of rapid changes in the health care system, nursing is recognized historically and currently as a major health care provider in health promotion, health maintenance and rehabilitation. Nurses have more sustained contact with recipients of health care than any other health care professional. They are often the first responder to health care problems of the public. In addition to being the provider of direct care and the manager of health care by others, nurses are the advocates, teachers and counselors for health care recipients. Nurses are increasingly involved in complex decisions crucial to the life and safety of patients. They accept greater responsibility for care, which was previously assumed by other disciplines. As a result of these rapid changes in the health care system, the complexity of nursing practice has increased significantly. Thus, a broad and in-depth educational experience is needed to prepare the professional nurse of the future.

The School of Nursing contributes to the improvement of the health and quality of life of South Carolinians through its activities in teaching, research and service. Dr. Kathleen Valentine is the Chief Nursing Academic Officer and Director of the School of Nursing. Dr. Ann Wetsel is the Associate Director for the School of Nursing, Dr. Lucia Gonzales is the Associate Director for Research for the School of Nursing, Dr. John Whitcomb is the Director of Undergraduate Programs and Dr. Stephanie Davis is Director of the Graduate Programs. Ms. Robin Metler rmetler@clemson.edu is the Student Services Coordinator for the BS-T and Dr. Adam McFarlane armcfar@clemson.edu is the Student Services Coordinator for the BS-A.
The College of Behavioral, Social and Health Sciences is headed by Dr. Leslie Hossfeld, Dean. The College of Behavioral, Social and Health Sciences is comprised of eight degree-granting units, Communication Studies, Political Science, Psychology, Sociology/Anthropology, Nursing, Parks Recreation and Tourism, Public Health Sciences and Youth Family and Community Studies, and multiple non-degree granting units.

Accreditation

The Commission on Collegiate Nursing Education (CCNE)
The baccalaureate degree program in nursing, the master’s degree program in nursing and Doctor of Nursing Practice program at Clemson University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Statement of Equal Opportunity
The School of Nursing follows the University policy in conducting its programs and activities involving admission and treatment of students, employment, teaching, research and public service; in a nondiscriminatory manner; with respect to race, color, religion, gender, national origin, age, handicap or status as a Vietnam era or disabled veteran of any war.
Clemson University
School of Nursing

Mission

The mission of Clemson University School of Nursing, as a scholarly center of learning, is to educate students at the baccalaureate, master’s, and doctoral levels to become healthcare professionals who advance scientific knowledge and evidence-based practice through research and outreach.

Vision

Clemson University School of Nursing will shape the future of nursing and healthcare through leadership, scholarship, and practice to optimize the health and quality-of-life for the people of South Carolina, the nation, and the global community.

Goals

- **Research**: The School of Nursing will contribute to the health innovation area of focus within the Clemson University research priority by increasing visibility of School of Nursing as scientists pursuing research.
- **Engagement**: The School of Nursing will be recognized as a leader for fostering connectivity, collaboration, and creativity between student, faculty, and alumni groups with the global, local, and interprofessional communities, both in and outside the classroom.
- **Academic Core**: The School of Nursing will cultivate and deliver academic excellence in nursing and healthcare genetics using sustainable, innovative, and interprofessional pedagogies to create a seamless transition from didactics to clinical practice.
- **Living**: The School of Nursing will enhance the living environment by leading health and wellness programs that nurture a climate of diversity, inclusion and respect.
Section II: Objectives and Curriculum Information

Baccalaureate Program Overview

The Baccalaureate Program in Nursing at Clemson University prepares professional nurses with the knowledge and skills to think critically, communicate effectively and to practice as nurse generalists. In collaboration and coordination with the interdisciplinary health team, the professional nurse provides nursing care to people of all ages in diverse settings and is accountable for practice. Baccalaureate nursing graduates will be prepared to assume leadership roles in health promotion and prevention and the management of care for individuals and groups. The Baccalaureate nursing program is based on nursing science with support from the biological and behavioral sciences as well as the humanities, and serves as a basis for further professional development and graduate study.

Baccalaureate Program Objectives

Expectations of the baccalaureate nursing graduates are expressed in the outcome objectives of the curriculum. These are congruent with the mission, philosophy, organizing framework and professional standards. At the completion of the BS program, the graduate will:

1. Use communication skills to interact effectively and appropriately with individuals, families, groups in the community, and other members of the health care team.
2. Demonstrate personal and professional responsibility and accountability for personal nursing practice in accordance with the highest standards and codes of the profession.
3. Use critical thinking to provide community based professional nursing care for diverse populations across the life span in multiple settings.
4. Employ leadership and management skills and knowledge of health policy to enhance the quality of nursing care.
# Clemson University School of Nursing
## B.S. Traditional Pace Clinical Rotation CURRICULUM PLAN 2019-2020

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 1030 General Biology I</td>
<td>CH 1010 General Chemistry I</td>
</tr>
<tr>
<td>*BIOL 1050 General Biology I Lab</td>
<td>*ENGL 1030 Accelerated Composition</td>
</tr>
<tr>
<td>*NURS 1020 Univ Success Skills</td>
<td>STAT 2300 Elem. Statistical Inference</td>
</tr>
<tr>
<td>COMM 1500 or COMM 2500</td>
<td>PSYC 2010 Intro to Psychology</td>
</tr>
<tr>
<td>Arts and Humanities (Non-Literature) Req²</td>
<td>*NURS 1400 Comp Appl. In Health Care</td>
</tr>
<tr>
<td>SOC 2010 Intro to Sociology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 2220 Hum Anat. and Phys I</td>
<td>*BIOL 2230 Human Anat and Phys II</td>
</tr>
<tr>
<td>*MICR 2050 Intro to Microbiology</td>
<td>*NURS 3100 Health Assessment</td>
</tr>
<tr>
<td>Arts and Humanities (Literature) Req²</td>
<td>*NURS 3200 Professionalism in Nursing</td>
</tr>
<tr>
<td>*NUTR 2050 Nutrition for Nursing Prof.</td>
<td>*NURS 3110 Health Promotion</td>
</tr>
<tr>
<td>Elective</td>
<td>Cross Cultural Awareness Requirement²,³</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3150 Scientific Writing or ENGL 3140 Tech or ENGL 3040 Business</td>
<td>NURS 3030 Med-Surg II: Nurs of Adults</td>
</tr>
<tr>
<td>NURS 3040 Pathophysiology</td>
<td>NURS 3050 Psychosocial Nurs</td>
</tr>
<tr>
<td>NURS 3230 Gerontology Nurs.</td>
<td>NURS 3300 Research in Nurs</td>
</tr>
<tr>
<td>NURS 3120 Med-Surg I: Found of Nurs</td>
<td>NURS 3330 Health Care Genetics</td>
</tr>
<tr>
<td>NURS 3400 Pharmacotherapeutic Nurs</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

### SENIOR YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4010 Mental Health Nurs</td>
<td>NURS 4030 Med-Surg 3: Complex Nurs Adults</td>
</tr>
<tr>
<td>NURS 4110 Nurs of Children</td>
<td>NURS 4150 Community Hlth Nurs</td>
</tr>
<tr>
<td>NURS 4120 Nurs Women &amp; Fam</td>
<td>NURS 4100 Leadership Mgmt. &amp; Nurs Care Pract.</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS = 124**

1. Students scoring less than a 65 on the CMPT must take MATH 1010 as a pre-requisite for CH 1010 during this semester.
2. See General Education Requirements.
3. If this requirement is satisfied by another course in the curriculum, elective hours may be substituted.

*Courses must be taken in semester where listed and cannot be moved.

**NOTES:**

1. A minimum grade of a C is required in the following courses for progression to junior year clinical courses: BIOL 1030/1050, BIOL 2220, 2230, CH 1010, MICR 2050 OR 3050, MATH 1010, STAT 2300, NUTR 2050.
2. A minimum grade of C is required in all nursing courses.
3. To progress to junior-level nursing courses, students must have a minimum grade-point ratio of 2.5 and may not have received more than two final course grades of less than a C in the last five years.
4. A minimum grade-point ratio of 2.5 must be achieved in all required reading courses for progression to the next level. The nursing GPA will include only nursing courses.
5. Students may repeat only one NURS course. Further, students may repeat that NURS course one time only. Withdrawing with a W or applying for academic forgiveness counts as an attempt. Students who are unsuccessful on the second attempt in a nursing course will be counseled to select another major and will not be permitted to continue in the Nursing program.
6. Students must pass didactic and clinical components to pass all clinical courses.
Bachelor of Science in Nursing Course Descriptions
Please see Undergraduate Announcements for pre/co-requisites

**NURS 1020 Nursing Success Skills 2(2,0)** Introduction to a variety of topics critical to a student’s success as a Nursing major and future professional. Topics include time management, goal setting, test taking, campus and nursing department resources and policies, critical thinking, and diversity. Students have the opportunity to discover and practice many procedures, techniques, and tips, as well as apply principles learned to their future career in nursing.

**Nursing 1400: Computer applications in Health Care 3(3,0)** Designed to introduce students to the application of computers in the delivery of health care. Covers existing healthcare applications and forecasts future needs. Multiple computer systems will be discussed. Nursing majors will be given enrollment priority.

**Nursing 1980: Creative Inquiry – Nursing 1-4 (1-4, 0)** In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

**Nursing 2980: Creative Inquiry – Nursing 1-4 (1-4, 0)** In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

**Nursing 3000: Seminar in Health Care Topics 1-4(1-4,0-9)** Individualized in-depth study in a selected health care area; may have a clinical component and/ or special projects. Open to non-Nursing majors. May be repeated for a maximum of six credits.

**Nursing 3030: Med-Surg II: Nursing of Adults 7(3,12)** Incorporates theoretical and empirical knowledge from the physical and social sciences. Uses critical thinking to provide holistic, safe individualized nursing care to adults, including health promotion, maintenance, restoration and health teaching.

**Nursing 3040: Pathophysiology for Health-Care Professionals 3(3,0)** Focus is on disease mechanisms and recognition of the manifestations of these mechanisms in body systems. Discussion will also include pharmacologic and mechanical interventions commonly associated with specific disease processes and application to patient-care situations.

**Nursing 3050: Psychosocial Nursing 3(3,0)** Course uses a life span approach to examine psychosocial, developmental, family, and cultural factors that influence individuals from diverse populations and their families in the promotion, maintenance, and restoration of health. The use of the nursing process, critical thinking, therapeutic communication, and psychosocial nursing interventions is explored.

**Nursing 3100: Health Assessment 3(2,3)** Introduces concepts of health, wellness, and illness. Focuses on physical, psychosocial, and cultural assessment for the well adult client with variations across the life span. Includes interviewing techniques.

**Nursing 3110: Health Promotion Across the Lifespan 2(2,0)** Focuses on health promotion and illness prevention activities across the life span for individual and families in the community. Major emphasis is on nursing’s role in the acquisition and maintenance of health as well as the identification and modification of health risk factors.

**Nursing 3120: Foundations of Nursing 4(2,6)** Focus on therapeutic nursing interventions, including selected psychomotor skills, communication skills, and teaching/learning.
Nursing 3170: Development of the Nursing Profession 3 (3,0) Explores the evolution of nursing as a profession, the social and technological factors and challenges, struggles and accomplishments of past nursing leaders. Includes strategies for effecting change based on experiences of the past.

Nursing 3180: Multidisciplinary Approach to End-of-Life Care 3 (3,0) Integrates principles of care to increase comfort at the end of life, presented within a framework which encompasses the physical, psychosocial, and spiritual dimensions of an individual. Coursework also includes ethical and legal issues related to advance directives, reimbursement, and regulatory topics.

Nursing 3200: Professionalism in Nursing 3(3,0) Application of critical thinking skills in the professional nursing roles in multidisciplinary approaches to health care. Analysis of the historical development of modern nursing. Examination of issues of nursing care to diverse populations within context of ethical and professional standards.

Nursing 3230: Gerontology Nursing 2(2,0) Introduction of theories of aging. Focus on complex health care issues of aging and chronic care including promotion, maintenance and restoration of health of the elderly. Concepts from the sciences address physiological, psychological, and sociological issues of aging and chronic illness.

Nursing H3280: Honors Seminar I 1 (1,0) Serves as the foundation for senior honors projects. Students identify a topic of interest, a faculty member, and team members for their honors project and begin to review the literature in their areas of interest. To be taken Pass/Fail only. Preq: Admission to Nursing Department Honors Program.

Nursing 3300, H3300: Research in Nursing 3(3,0) Focus on an introduction to conceptual frameworks, models, and theories related to nursing. Analysis of reported research in nursing and related disciplines. Ethical, moral, and legal issues are discussed in relation to nursing research.

Nursing 3330: Health Care Genetics 3 (3,0) Focuses on the new genetics and the implications for health care professionals. Discussion includes applications of the evolving genetics technology and services to changing life stages. Issues of ethics relevant to various genetic disorders is also addressed.

Nursing 3340: Integrative Healing: Complementary/Alternative Healthcare 3 (3,0) Introduction to healing practices that are complementary with/and alternative (C/A) for conventional Western medicine. Includes exploration of research, principles, techniques, and methods of C/A used in health and healing.

Nursing 3400: Pharmacotherapeutic Nursing Interventions 3(3,0) Focus is on integration of nursing process with pharmacotherapeutics, administration, monitoring, and related client education. Includes major drug classifications, indications for use, side effects, interactions, routes of administration, usual dosages and contraindications.

Nursing 3980: Creative Inquiry – Nursing 1-4 (1-4, 0) In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

Nursing 4010: Mental Health Nursing 5(3,6) Application of theories and the nursing process to identify, implement, and evaluate nursing interventions for the care of clients with psychiatric disorders.

Nursing 4100: Leadership, Management, and Nursing Care Practicum 6 (3,9) Focus is the role of the professional nurse in practicing and managing nursing care. Theories and research related to clinical practice, leadership, power, management, organizations, regulation, ethics, and licensure preparation are discussed. Direct lab experiences are provided under preceptor supervision.

Nursing 4110: Nursing Care of Children 5(3,6) Focuses on child health problems and health maintenance. Emphasis is placed on biological, pathophysiological, psychological, and sociocultural concepts related to nursing care of children with acute, critical, and chronic illnesses. Includes strategies for alleviation of illness, restoration of wellness, promotion and maintenance of health, growth and development.

Nursing 4120: Nursing Care of Women and Their Families 5(3,6) Focus on health care of women and their families. Emphasis is placed on biological, psychological, and socio-cultural concepts. Identification of appropriate nursing strategies that enhance individual capacity to achieve or maintain wellness in the family, home, community, and hospital environment.

Nursing 4150: Community Health Nursing 4(2,6) Consideration of health promotion activities for family and community groups with emphasis on community assessment, screening and health teaching/counseling. Practice activities will be related to health promotion I population groups and nursing care of homebound clients. Laboratory settings include homes, schools, industries and other community organizations.

Nursing H4200: Senior Honors I 2 (2,0) Students will develop a proposal for major thesis, direct study project, or research project under the guidance of a faculty preceptor.

Nursing H4280: Senior Honors II 2 (2,0) Students will implement a proposal for a major directed study project or research thesis under the guidance of a faculty preceptor.

Nursing 4980: Creative Inquiry – Nursing 1-4 (1-4, 0) In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

Nursing 4990: Independent Study 1-4 (1-4, 0-9) In-depth study in an area of special interest in Nursing. Students develop specific objectives with a faculty member with expertise in the area of interest. May be repeated for a maximum of six credits.
Honors Program

The Departmental Honors Program in the School of Nursing provides Calhoun Scholars in Nursing an opportunity for advanced, independent and in-depth study of a clinical problem or professional issue in nursing. Under the guidance of a faculty preceptor with expertise in the chosen subject area, Calhoun Scholars must meet Calhoun College qualifications and take a minimum of one honors course per semester. To obtain Departmental Honors in Nursing, Calhoun Scholars must complete the nursing courses (8 credit hours) designated as honors courses (NURS H3280, H3300, H4200, and H4280). Students must apply to Calhoun Honors College the semester before they plan to enter in order to participate in the School of Nursing Departmental Honors Program. Students are admitted into Departmental Honors in the Fall semester only. The School of Nursing’s Departmental Honors Advisor, Dr. Nancy Meehan (439 Edwards Hall) provides academic counseling and pre-registration advisement for all Calhoun Scholars until graduation.

Grading Policies for Undergraduate Nursing Courses

The following policies have been implemented by the School of Nursing Faculty:

1. Grade Scale:
   A = 90-100
   B = 80-89
   C = 75-79
   D = 70-74
   F = Below 70

2. Nursing course grades are determined by the numerical score earned in the classroom and Pass/Fail in the clinical laboratory. In order to pass the course, a student must earn a minimum of 75 in the class and a pass (P) in the clinical laboratory.

3. Rounding up: The School of Nursing requires that students achieve a minimum grade of 75 before any grade can be “rounded up.” For example, 74.9 does not round up to 75. After the student has achieved a minimum grade of 75, the choice to round up lies with the faculty member in charge of the course.

4. Regular and punctual attendance at all clinical labs is required. Unexcused absences from clinical labs will result in course failure (see attendance policy).

5. All final examinations in clinical nursing courses are cumulative and worth 30% of the course grade. Percentage of grade for final exams for nursing courses that do not have a clinical component are at the discretion of the faculty member responsible for the course.

Approved by the School of Nursing Faculty
Spring 2000
Reviewed Spring 2007
Reviewed Spring 2016
Reviewed Fall 2017
Supplemental Testing Program

Clemson University

School of Nursing

Kaplan Nursing – Integrated Testing (IT) Program

Policy and Procedures

Background

The Kaplan Integrated Testing Program is comprised of a series of secure online tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify knowledge deficits in specific content areas, so that early interventions can be implemented in order to positively influence student outcomes. The School of Nursing requires that all pre-licensure baccalaureate students demonstrate content mastery in the discipline. The School of Nursing Pre-licensure Baccalaureate Program utilizes the Kaplan Integrated Testing Program and the Kaplan NCLEX-RN live review. Both of these resources were developed from the NCLEX-RN® Test Plan to assist students in achieving content mastery in the nursing discipline through formative and summative standardized testing. Formative testing occurs throughout the program at prescribed intervals. Summative testing occurs during the Senior 2 semester.

Purpose: To establish congruent policy and procedures related to Kaplan testing in Baccalaureate Nursing and Baccalaureate Nursing Completion tracks within the School of Nursing

Policy: The following documentation provides specific instructions, guidance and policy regarding Kaplan practice and tests within all tracks of the Baccalaureate Nursing Program at Clemson University. Mandatory participation by all Pre-licensure Nursing students is required for the Kaplan Integrated Testing Program and the NCLEX-RN Review course.

Section 1: Enrollment in Kaplan

The School of Nursing will enroll each student, upon admission, to the pre-licensure BSN Program in the Kaplan Integrated Testing and NCLEX-RN Review Program. Students will be given instructions during orientation and/or the first course in the nursing major on how to access the system and set up their individual account. Students will be held accountable for completing
Kaplan assignments and tests that are scheduled throughout the pre-licensure program and are specified in this policy and/or in each course syllabus. Completion of these tests and assignments is a requirement for successful completion of each nursing course.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>COURSE EXAM ADMINISTERED</th>
<th>Time (min)</th>
<th># of items</th>
<th>SCORE THRESHOLD (BENCHMARK) 50th percentile</th>
<th>SCORE THRESHOLD (BENCHMARK) REPEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaplan Online Nursing Admission Exam</td>
<td>Orientation</td>
<td>110</td>
<td>70</td>
<td>66%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Junior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Fundamentals A Exam</td>
<td>NURS 3120</td>
<td>90</td>
<td>75</td>
<td>66.6%</td>
<td>69%</td>
</tr>
<tr>
<td><strong>Junior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Med/Surg 1 A Exam</td>
<td>NURS 3030</td>
<td>108</td>
<td>90</td>
<td>54.4%</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Junior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan PEDS A Exam</td>
<td>NURS 4110</td>
<td>90</td>
<td>75</td>
<td>68%</td>
<td>79%</td>
</tr>
<tr>
<td><strong>Senior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan OB A Exam</td>
<td>NURS 4120</td>
<td>90</td>
<td>75</td>
<td>76%</td>
<td>81%</td>
</tr>
<tr>
<td><strong>Senior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Psychosocial A Exam</td>
<td>NURS 4010</td>
<td>90</td>
<td>75</td>
<td>66.6%</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Senior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharm/Parenteral Therapies A Exam</td>
<td>NURS 4030</td>
<td>90</td>
<td>75</td>
<td>61%</td>
<td>68%</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Description</td>
<td>Course Code</td>
<td>Score</td>
<td>Score</td>
<td>Grade 1</td>
<td>Grade 2</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-------------</td>
<td>-------</td>
<td>-------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>Kaplan Medical Surgical Comprehensive A Exam</td>
<td>NURS 4030</td>
<td>90</td>
<td>75</td>
<td>73.3%</td>
<td>73.3%</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Management/Professional Issues A Exam</td>
<td>NURS 4100</td>
<td>90</td>
<td>75</td>
<td>73.3%</td>
<td>79%</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan NCLEX-RN Review</td>
<td>NCLEX-RN Review</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Diagnostic Exam</td>
<td>NCLEX-RN Review</td>
<td>216</td>
<td>180</td>
<td>65%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan RN Practice Exam</td>
<td>NCLEX-RN Review</td>
<td>60</td>
<td>Untimed</td>
<td>N/A (Non-Normed)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section II. Kaplan Preparation Requirements**

1. The Focused Review Tests are unproctored practice tests that students access at any time during their enrollment in the Kaplan Integrated Testing Program. These tests review basic nursing content and provide topical retest opportunities. They may be paused, resumed, and taken multiple times. Traditional explanations are provided for all Focused Review Tests, as are remediation explanations. The explanations discuss why the correct answer is correct and why the distractors are important. The Focused Review Tests may be accessed on the Kaplan student homepage from any computer with internet access. All students will be required to complete the Focused Review Tests prior to taking the course specific proctored examination. Students should refer to the course syllabus for grading criteria/requirements related to the Kaplan Focused Review Tests. Kaplan focus tests will be available and assigned throughout the courses. Students are encouraged to utilize these resources to prepare for the proctored exams.
2. Practice and remediation is strongly encouraged for all students prior to taking the proctored examinations.

3. Kaplan Book(s): Each student has access to a hard copy version of the Kaplan “The Basics” book, which will be used as a resource during the first three semesters of the nursing program. During the fourth semester, students will receive access to the Kaplan “RN Course Book” which will be utilized as a resource for the NCLEX-RN live review course.

Section III. Proctored Examination Requirements

Completion of each Kaplan Exam is a course requirement.

Pass: Students who earn at least the minimum scores on the first attempt. Students earning less than the minimum score on the first attempt will be required to retest the proctored exam during final exams week. It is imperative that students review the course calendar and plan for scheduled standardized testing dates during this week.

Section IV. Kaplan Incentive Bonus Points

The goal of providing incentive bonus points is to enhance student performance on Kaplan Tests. A range of bonus points, up to a maximum of 3 will be awarded to students on the final exam, with a 75% course average and who score within the minimum benchmark. (See Table below).

<table>
<thead>
<tr>
<th>Awarding Points based on Grade and Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Scores</td>
</tr>
<tr>
<td>50th percentile or higher score</td>
</tr>
<tr>
<td>40 to 49th percentile score</td>
</tr>
<tr>
<td>Below 40th percentile</td>
</tr>
<tr>
<td>Access all remediation explanations for minimum of 60 sec each</td>
</tr>
</tbody>
</table>
Section V. Kaplan Exam Retesting

1. Course faculty will notify students earning less than the minimum score on the first attempt and may refer students to the Kaplan Coach.

2. Course faculty will encourage students who are retesting to review and remediate. However, it is the student’s responsibility to ensure the remediation requirements have been completed.

3. Course faculty will notify the Kaplan Coach and submit to the Kaplan Coach a final roster of students needing to retest prior to the scheduled retest date. The Kaplan Coach will be responsible for ensuring Kaplan exams/retests have been scheduled.

Section VI. Kaplan Exam Remediation Requirements

1. If a second proctored examination is required, remediation and review is mandatory. The remediation and review process should be student–driven. Students may be referred to the Kaplan Coach for an individualized remediation and review plan, using the tools in the Kaplan program. It is the student’s responsibility to follow-up with the Kaplan Coach. Working with the Kaplan Coach is not required. Students may retest, remediate and review without working with the Kaplan Coach. However, completing an individualized remediation and review plan is strongly encouraged.

2. If the minimum benchmark is achieved on the second attempt, the student will have successfully completed the course requirement

3. If the second proctored examination is not attempted, the student will receive an “I” (Incomplete) grade in the nursing course in which the Kaplan proctored examination is administered. The course grade will remain as an “Incomplete” until successfully retaking the Kaplan proctored examination the following semester.

Section VII. Kaplan Testing Accommodations

1. Course faculty will notify the Kaplan Coach of students needing test accommodations. Once set to “ADA status” in the Kaplan system, students will have unlimited time for all Integrated exams. Extended time can be requested via the “View Rosters” page of the faculty site by locating your student’s name and clicking the “Grant Untimed” tests box. Kaplan will receive an email and notify course faculty/Kaplan Coach once ADA status has been set.

2. Students with testing accommodations will see the test time down to zero. A pop-up will appear telling the student to continue. The test will be untimed after the student clicks the “Ok” button on the pop-up window.
Section VIII. Utilization of Data for Curricular Improvement

1. Faculty in the courses with Kaplan testing throughout the Baccalaureate Degree Nursing Program will access aggregate reports of student performance for their respective courses. For exams with test content covered in multiple courses, faculty should share the report with other relevant course faculty. The data will then be used for course improvement.

2. Aggregate reports will be available to nursing leadership and may be used as the basis for course and/or other curricular changes.

School of Nursing Policies Regarding Progression
(See also School of Nursing Student Acknowledgement of Policies and Expectations)

All nursing courses must be taken at Clemson University.

- A minimum grade of “C” or better is required in science and nursing courses.
- To progress to junior-level nursing courses, students must have a minimum grade-point average of 2.5 and may not have received more than two final course grades of less than a C in the last five years.
- A minimum grade point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. If the student’s nursing GPA drops below 2.5, the student is not eligible to continue in nursing.
- A minimum grade point ratio of 2.5 is required for registration in each nursing course.
- Students may not exceed a maximum of two attempts, to complete successfully any NURS course. Students who are not successful on a second attempt are not eligible to continue in nursing.
- Students may repeat one nursing course only. Withdrawing with a W from the course or applying Academic Forgiveness counts as an attempt. Students who fail a second nursing course are not eligible to continue in nursing.
- Students must pass didactic and clinical components to pass all clinical courses.

Course Space Priority: Students whose progress through the curriculum is delayed for any reason, including course withdrawal, course failure, or medical withdrawal, will be admitted to successive clinical courses as space permits. In all cases, first-time enrollees will be given priority over students who are returning or repeating a course.

Validation of Prior Coursework: Students who have been out of clinical courses for one year or more will be required to demonstrate competency in all previously acquired nursing knowledge and clinical skills.
Textbook Policy

Students are strongly encouraged to keep their pathophysiology, health assessment, pharmacology, therapeutic nursing interventions, psychosocial nursing textbooks, and APA Manual as resources for future nursing courses.

Adopted by SON Faculty
May 5, 2004

Academic Integrity Policy

“As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a ‘high seminary of learning.’ Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.”

Peer to Peer File Sharing

In regards to the appropriate use of copyrighted materials, the use of peer-to-peer (P2P) file-sharing networks for the sole purpose of obtaining materials outside of the copyright owner's exclusive rights of reproduction and distribution is a violation of U.S. federal law and could be subject to disciplinary action by the University. According to the U.S. Copyright Office:

"Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law.

Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, e-books, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware." This includes sale of instructional materials. No student shall sell or attempt to sell any
information provided by any University member in any course of study offered at Clemson University (Clemson University Code of Conduct #15) –Added 8/25/16

Students who fail to meet the above expectations will receive a written reprimand specifying the problem behavior and expected behavior change. The faculty member will counsel the student to clarify expectations and obtain the student’s signature acknowledging the reprimand and expectations. If the problem behavior is related to a clinical experience, the student will receive an unsatisfactory for the clinical day. The reprimand will be noted on the student’s clinical evaluation tool and a copy of the reprimand will be maintained in the student’s file. A second written reprimand regarding any of the above behaviors will result in the student’s final grade being dropped by one letter grade. A third breach of the above code of conduct will result in the students being dropped from the course. If the student has inadequate withdrawal hours or if the date is past the drop date, the student will be awarded a D in the course.

Breach of the following expectations on even one occasion may result in failure of the course. Students are always expected to:

- Notify the clinical instructor and clinical agency at least 30 minutes prior to any clinical tardiness or absence. Sending word by a classmate, emailing, and/or leaving a message is not adequate. The student must speak to the instructor and the clinical unit and is responsible for having those phone numbers available when needed.

- Be truthful and honest. Cheating and/or providing false information to faculty members or clinical personnel will not be tolerated and can result in dismissal from the Nursing Program.
Clinical Absences and Tardiness
Clinical absences are excused only in the case of personal illness documented by a health care provider or extreme extenuating circumstances. The student must notify the faculty member and the clinical agency at least 30 minutes prior to the expected starting time for the lab. Failure to do so may result in failure of the course. All clinical absences must be made up. Absence from ≥ 20% of clinical hours in a course will result in the student being unable to receive credit for the course. For courses with 15 weeks of clinical, a third absence will result in the student being unable to receive credit for the course. For courses with clinical schedules of less than 15 weeks, a second absence would result in course failure.

Tardiness is defined as appearance on the clinical unit at any time past the designated time. Students should begin to develop professional work habits; therefore, the policy states that if three tardies occur, the student may be unsuccessful in the course. The first incidence of tardiness will be documented and the student counseled. The second incidence of tardiness will be documented with referral to the Course Coordinator and will result in a drop of one letter grade for the course. The third incidence may result in course failure.

Anticipated Absences
Students who must miss class or clinical due to official functions must contact all affected lead teachers and clinical faculty in writing with official notification from the sponsoring department, including anticipated dates of the absences, within 1 week of the beginning of the semester. For each anticipated absence, the student must make an appointment, at least 2 weeks before the absence, with all affected faculty members to determine how best to make up any missed content. Failure to do so will result in absences being unexcused.

Guidelines for Expressing Student Concerns
Students’ concerns or complaints about the Undergraduate Program should be handled in a professional manner. Discussion of these issues should be based on facts and should be conducted using a collegial, problem solving approach. An attempt should be made to resolve the issue in a manner which is satisfactory, yet maintains the integrity of the Nursing program. If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed (See Undergraduate Announcements). Issues involving a course, such as the quality of instruction and fairness and equity in awarding grades should use the following procedures:

1. If the issue(s) concerns a single course, the student(s) should make an appointment with the course instructor and attempt to come to an amicable resolution.
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the Director Undergraduate Programs, Dr. John Whitcomb (528-A Edwards Hall or 459 CU SON Building Greenville), 656-1741 Edwards or 720-2066 Greenville email: jwhitco@clemson.edu.
3. If the issue cannot be settled with the Director Undergraduate Programs, an appointment should be made to discuss the issue with the Director of the School of Nursing, (510 Edwards Hall).
4. If previous discussions do not resolve the issue, an appointment should be made with the Dean of The College of Behavioral, Social and Health Sciences, Dr. Leslie Hossfeld (116 Edwards Hall).
Issues involving the Undergraduate Program such as curriculum, sequencing and scheduling of courses should begin with step 2 above.

Advising
1. All students will be informed of their faculty advisor upon entering the junior year of nursing.
2. Faculty advisors will contact their advisees by email near the registration time of each semester in order to set up a meeting time to discuss the student's progress.
3. Students are required to meet with their advisors at the arranged time in order to discuss their progress and classes they plan to take.
4. Any student not meeting with the advisor at the arranged time will not be provided with the advising number, and therefore will not be eligible to register for classes.
5. During advisement, students will be approved to take only courses for which they have had the specified pre-requisites. Students will not add courses for which they are not approved.
   Students will not receive credit for courses taken out of sequence. Any student identified taking a course out of sequence will be dropped from the course.
6. In the event that a faculty advisor does not contact advisees or does not attend the arranged meetings, students should contact the Director Undergraduate Programs.

Adopted by SON Faculty May 5, 2004

Independent Study Guidelines
NURS 4990
1. Prior to registration for NURS 4990, the student must seek approval from a faculty member who agrees to guide the experience.
2. Student will formulate objectives, plan of study, and evaluation methods in consultation with the faculty member.
3. A copy of the above will be submitted to the Director of the School of Nursing within three weeks after the start of the semester.
4. A maximum of 3 hours of NURS 4990 may be taken.

Revised and approved by School of Nursing Faculty 3-14-05

Special Topics Course
NURS 3000
Nursing 3000: Special Topics Course. To be offered at various times. Courses include content regarding specific interests. These courses are elective courses and are not mandated by the curriculum for graduation.

Approved by School of Nursing Faculty April 17, 2000

Summer School
Selected nursing courses may be offered in summer school contingent upon availability of funds, adequate student enrollment and faculty availability. However, the School of Nursing does not guarantee that any nursing course will be scheduled during the summer sessions. Information about summer offerings will be distributed in advance of on-line registration for the spring semester.
Section III: Program Information, Policies and Procedures

Clinical Laboratory Requirements

All nursing students are required by the School of Nursing and clinical agencies to meet specific requirements in order to enroll in nursing courses with a clinical lab. A student information form is provided for submission of documentation of having met these requirements (See pages 27-28 of this handbook). The form along with copies of all required documentation must be received by the School of Nursing Office of Undergraduate Studies, 516 Edwards Hall by the stated deadlines (July 1st). If all documentation is not received by the deadline, the School of Nursing will drop those students from all nursing courses. All documents must be turned in together or they will not be accepted. Please note that faxed copies will not be accepted. Students who are dropped must submit all documentation before being added back to the courses during late registration. Reinstatement to courses will be dependent upon space availability. (Students dropped would be required to attend late registration). Students who do not comply with the stated requirements will not be allowed to enroll in or attend any clinical nursing labs.

The following Clinical laboratory requirements must be met before participating in clinical courses and documentation must be on file in the School of Nursing Office of Undergraduate Studies. From time to time, new requirements may be added and students may be required to complete and submit new forms or to complete such requirement on line as instructed. Submission dates may vary and students will be notified by the student services coordination of required deadlines.

Helpful Suggestions for Completing Clinical Laboratory Requirements

All clinical requirements should be completed beginning May 1st and turned in no later than July 1st. Packets should be turned in to Mrs. Metler in room 516 Edwards Hall by July 1st. Failure to turn the requirements in by July 1st will result in you being dropped from your clinical courses.

Please do not turn in original copies of documentation. Please turn in copies with your Student Information Sheet and keep the originals in a file in your possession.

Remember the deadlines and make certain you have turned in everything to avoid being dropped from your nursing courses. If dropped, the School of Nursing cannot guarantee students will be placed back into the original sections of the courses from which they were dropped. Please read the following information carefully:
## Essential Functions for Nursing Students

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships; accurately calculate medication dosages. Assemble equipment in sequence for safe use; maintain aseptic environment.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals/groups from various social, emotional, cultural, &amp; intellectual backgrounds.</td>
<td>Establish and maintain supportive relationships with patients and other health care providers.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction in verbal and written form.</td>
<td>Count aloud and document sponges, instruments, sharps, etc.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Ability to lift, position, push, or transfer patients. Move around in treatment areas; administer CPR. Push/pull or move/lift equipment/supplies (up to 25 pounds). Ability to reach, stoop, bend, kneel, and crouch. Prolonged standing/walking.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross &amp; fine motor abilities sufficient to provide safe &amp; effective care.</td>
<td>Calibrate and use equipment; position patients; assist patients in and out of bed. Use coordinated finger and hand movements.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health.</td>
<td>Hears monitor alarm, emergency signals, auscultatory sounds, cries for help, voices under protective garb.</td>
</tr>
<tr>
<td>Visual</td>
<td>Near/far visual acuity. Sufficient for assessment, &amp; implementation.</td>
<td>Observe patients’ responses; reads patients’ care plans, consents; gauges, labels, digital printouts, &amp; computer screens.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for assessment of physical health status.</td>
<td>Performs palpation (take a pulse &amp; perceive temperature) &amp;/or those related to therapeutic intervention, e.g. catheter</td>
</tr>
<tr>
<td>Smell</td>
<td>Olfactory senses sufficient for maintaining patient safety</td>
<td>Distinguish smells that are contributory to assessing and/or maintaining patient’s health status, e.g. smell fire.</td>
</tr>
<tr>
<td>Self-Care</td>
<td>Ability to present professional appearance, maintain own health and not place patients in jeopardy.</td>
<td>Implement universal precautions. Use good personal hygiene</td>
</tr>
<tr>
<td>Environment</td>
<td>Ability to work in various health care settings.</td>
<td>Work in environment with temperature changes, frequent contact with liquids, sufficient noise to cause distraction, and other hazards. Implement universal precautions with variations.</td>
</tr>
</tbody>
</table>

**Check list of Essential Functions** I have reviewed and understand the minimum essential functions necessary for nursing. Demonstration of one or more of these core standards may be required. (*please specify)

I can meet these requirements. I do not meet these requirements.* I am capable of meeting these requirements with the following accommodations:* 

Critical Thinking, Interpersonal & Communication
Mobility & Motor Skills
Hearing & Visual
Tactile & Smell
Self-Care
Environment

*Indicates awareness of applicant to make appointment with Disability Services at 656-6848 (voice/TTY) if accommodations are required to meet Essential Requirements of Nursing Students. I, the undersigned, do hereby testify that I have read and understand the Essential Functions for Nursing Students required for admission to Nursing and that the above statements, as indicated, are true.

Student’s Signature__________________________________________Date__________________Telephone Number_________________________________
The School of Nursing complies with federal ADA guidelines. Any student who requires accommodation should contact Clemson Student Accessibility Services (SAS) at Suite 239, Class of ’56 Academic Success Center Building by phone at 864-656-6848 or by email at studentaccess@lists.clemson.edu. If a nursing student or applicant believes that he or she cannot perform required activities satisfactorily without reasonable accommodation, then he or she should register with Clemson University’s Student Accessibility Services. It is the student’s responsibility to request the accommodation in a timely manner; the university does not provide for retroactive accommodations. Upon receipt of any request for accommodation, SAS will require the student to provide the appropriate and necessary documentation to confirm the disability. Once the disability is confirmed, SAS will determine the appropriate accommodations and either provide for or arrange such reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students. The student is responsible for maintaining contact with SAS and for working with faculty to plan appropriate learning experiences.

Approved by the SON faculty
October 21, 2002
Revised Fall 2017
Acceptable forms of documentation include:
- Copy of vaccination or immunization record
- Copy of laboratory report
- Form signed by health care professional

Please return Health/Clinical Requirements to:
Robin Metler, Clinical Coordinator
516 Edwards Hall
Clemson, SC 29634-0743
Phone: (864) 656 5746 / rmetler@clemson.edu

The following items you will submit ONCE when starting the program.

Essential Functions for Nursing Students Form
   Must be completed fully and action taken as required.
Drug/Alcohol Screening Permission Form
Acknowledgement of Policies and Expectations
Health History Form

These first 4 forms are in this handbook and should be completed fully and submitted as a complete set with the other requirements listed on this page.

Proof of Health Insurance: Must be current at all times while enrolled in nursing courses. Copies of documentation required at start of program and if there is a change in insurance.

Hepatitis B Immunization verification:
Submit documentation of series of 3 Hep B shots.

Tdap (Tetanus/Diphtheria/Pertussis):
Submit documentation of immunization. Vaccination must have been done in the last 10 years.

MMR: (Measles, Mumps, Rubella) Submit verification of a series of 2 doses of vaccine on or after first birthday.

Varicella/Chicken Pox: Submit documentation of date of two-dose varicella immunization, or documentation of positive titer showing immunity. Report of having had the chicken pox is not acceptable documentation.

Criminal Background Check (CBC): Copy of current background check by SRandI at www.srandi.com. Letter of expungement or satisfaction required for any violations/arrest shown on CBC. Must be updated every 2 years.

The following items you will submit NOW and submit UPDATES as outlined below:

PPD: (Tuberculosis Screening):
The initial test must be a two-step PPD (two separate tests placed 1 to 3 weeks apart). One injection placed & read; then another injection placed & read within 3 weeks of the first one.

After the submission of the two-step PPD, you must submit documentation of a single PPD screening yearly thereafter.

If the PPD result is positive, or if completing INH, a Chest X-ray is required before entering the first Clinical experience. The X-ray should be done no more than 3 months prior to the first clinical experience. Annual submission of the “Symptom Checklist” (available from Robin Metler) is required thereafter (see page 19).

Annual Flu Immunization: Our clinical facilities require documentation of annual immunization against the flu. Submit documentation of having had the immunization (dated no earlier than August 1) to Robin Metler by October 15th of each year.

CPR Certification: Documentation must be submitted before starting program.
→ Each student must hold a valid CPR card this current throughout the semester. This may require early recertification if the card expires during the semester.
The ONLY acceptable CPR certification is as follows:
→ American Heart Association—“BLS/CPR for Health Care Provider” (2-year certification)
→ Course must include: 1 person/2 person, infant, child, choking & AED. “Community CPR” or Heart Saver CPR” are NOT ACCEPTABLE.
→ No online CPR courses will be accepted without personal skills certification by licensed instructor.

Professional Liability Insurance: Submit certificate of insurance (policy face sheet) for student nurses of a current 1,000,000 per occurrence / 6,000,000 aggregate liability policy before starting clinical (recommend 8/1 as start date) and yearly thereafter. Can be purchased at www.nso.com.
PLEASE KEEP COPIES OF ALL HEALTH INFORMATION FOR YOUR OWN RECORDS

CLEMSON UNIVERSITY
School of Nursing
PERSONAL HEALTH HISTORY

This health information will be kept confidential and handled only by appropriate personnel in the School of Nursing.

Part I: To be completed by student. Please print or type.

Name: ______________________________________ CUID# C______________ La digits of SS __ __ __ __ __
Address: ___________________________________________________________
Home Phone: ___________________ Alternate Phone: __________ Email Address: _______________________
Emergency Contact: __________________________ Relationship to contact: _______________________
Emergency Contact phone #: _______________________ Address of Contact: _______________________

General Health Information:
Date of last physical examination: _____________________________
Any medication allergies (hypersensitivities, allergies, upset stomach, hives, rash, etc.):
Med: ________________ Type reaction: _______________ Med: ________________ Type reaction: _______________

Please indicate existing conditions which might impair or affect your functioning in the health care setting or the safety of patients/clients:
____ Hearing or vision impairment ____ Heart condition ____ Diabetes ____ Seizure disorder/fainting spells ____ Physical limitations ____ Latex allergy ____ Acute infection ____ Any chronic disease
____ Emotional problems ____ Other: Please specify ____________________________________________________

Please list any drugs (Prescription and Over the Counter (OTC) that you use.
Name of drug: __________________________________________ Frequency of Use: _________________
Name of drug: __________________________________________ Frequency of Use: _________________
Name of drug: __________________________________________ Frequency of Use: _________________

Part II: TB screening. Original documentation, copy of original documentation or the following section completed and signed by health care professional.

TB Screening: PPD— one of the following is required:
1. If you have been receiving annual PPDs, with negative results, documentation is needed of last years result and a recent negative PPD valid through the semester.
2. Two step PPD: Series of two negative PPD (Second PPD done one to three weeks after the first PPD).
3. Chest x-ray no more than 3 months prior to beginning clinical PPD is positive or are completing the INH medication.

Chest X-ray: Required for persons with a positive PPD who have not yet completed a full course of INH. (Name of agency, lab or physicians office)

INH: If a course of INH treatment has been initiated, indicate below:

Date treatment started: ______ Date of completed course treatment: ____________

Screening Dates (Step 1 & 2)

Date Placed: ______ Date Read: ______
Result: ____________________________
Signature: ________________________

Date Placed: ______ Date Read: ______
Result: ____________________________
Signature: ________________________

PHH REV 9/15
Additional Health Requirement Information

- Completing your health requirements by the assigned due dates is a professional Responsibility expected of all students. Failure to meet all health, certification, and documentation requirements by designated deadlines will prevent the student from beginning or continuing in the nursing program. The student may be dropped from all nursing courses. Reinstatement to nursing courses will depend on space available.

- Please make copies of all documentation required, keep originals in your files, and turn in copies of documentation as one complete packet. Faxed copies not accepted.

- Students are encouraged to report any physical or psychological changes that may impact their ability to progress in the nursing program to their faculty advisor.

- Immunizations prevent thousands of deaths each year and prevent countless disabilities. When receiving immunizations, care should be taken to read recommendations, contraindications and risks for each immunization. If and immunization is contraindicated due to allergy, disease or pregnancy, written verification of the vaccination contraindication must be submitted to the SON with signature of health care provider and student.

- Meningococcal vaccine is recommended in addition to the required vaccines. Students should have one meningococcal vaccine in the dose and route specified by manufacturer.

Health Protection Policy for Faculty and Students

All students and faculty are expected to provide quality care to all clients whatever their diagnosis. Faculty and students must be aware of policies and procedures to reduce the risk of infection to self and others. Students will be taught current information regarding preventing the acquiring and transmitting of infections and will be provided laboratory simulation practice utilizing Standard Precautions. In the event that a nursing student is exposed to an infectious disease or injured at a clinical facility, the student should report immediately to the instructor and nurse manager then proceed to employee health or the emergency room as directed. Any incident must also be reported to the School of Nursing at 864-656-7622.

Students with special health concerns that may place them at risk during clinical experiences should discuss their situations with the Director of Undergraduate Programs and Lead Teacher for the clinical course prior to the beginning of the clinical experience. These students may be required to submit medical clearance with specific guidelines for their clinical experiences. Students who are unable to provide clinical care without undue risk may be required to delay taking clinical courses until they are safely able to do so.
Student Policy Governing Use and/or Abuse of Drugs and/or Alcohol

Use of substances which interfere with the judgment and/or motor coordination of students of the School of Nursing pose unacceptable risk for patients, the University, the faculty and health care agencies. Therefore, use of alcohol, use of illegal drugs and/or the misuse of legal therapeutic drugs by nursing students while engaged in any portion of their educational experience is strictly prohibited. Furthermore, nursing students are strictly prohibited from being under the influence of alcohol or any drug while engaged in any portion of their formal educational experience. Faculty who suspect a violation of this policy are required to take action. The actions to be taken are spelled out in the procedures which follow. Students are required to read and acknowledge by signature that they understand this policy. Parents or guardians of students will be informed of the policy.

As this policy refers to positive drug/alcohol screen procedures, the following definitions of positive will be used:

1. Screen results indicating use of an illegal drug;
2. Screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs;
3. Screen results indicating presence of alcohol in blood.

DRUG POLICY AND PROCEDURE STATEMENT

The Joint Commission (TJC, 2004) requires that all staff, students and faculty meet standards relative to criminal background and freedom from drugs. In compliance with Joint Commission and clinical agency requirements, Clemson University School of Nursing requires drug testing (urine screens). Procedure for Drug Testing: Prior to participation in clinical facilities, students will be required to follow the procedures established by the School of Nursing. All costs associated with testing are the responsibility of the student. Tests are conducted by a qualified laboratory, using established methods and procedures. Confidentiality of the student, as well as the integrity of the urine sample, will be protected. The procedure for collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. The urine sample will be screened for amphetamines, barbiturates, benzodiazepines, inhalants, cocaine, marijuana, methadone, methamphetamines, phencyclidines (PCP), opiates/morphine and tricyclic antidepressants. A drug test will be presumed positive if any of the drugs listed are found. Presumed positives will be confirmed by a second test from the original urine sample. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse by a college health officer. The School of Nursing will ensure confidentiality of results by making the information available only to the student and appropriate administrators. Refusal: Refusal by a student to submit to testing will result in that student’s dismissal from the School of Nursing.

Positive results: Positive drug screens shall be reviewed by the Undergraduate Coordinator. If the student tests positive for one or more of the above drugs, and asserts that the positive test is a result of taking a drug prescribed to them by a health care provider, the Undergraduate Coordinator will review, with the student, the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug. Additionally, the student will be required to contact the prescriber and/or pharmacy and authorize release of medical information to indicate the illness for which the drug was prescribed, the length of time the
student will have to take the drug, and other relevant information.

Reasonable Suspicion of Drug/Alcohol Use: In addition to the pre-clinical screening process for substance abuse, for the protection of patients, faculty, staff, and students, the School of Nursing has the right to require a student to submit to testing for substance abuse at the student’s expense when a faculty member has reasonable cause to believe that a student is under the influence of alcohol and other drugs including:
1. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug or alcohol, such as, but not limited to, slurred speech, impaired physical coordination, inappropriate comments or behaviors, pupillary changes, noticeable change in grooming habits or odor of alcohol or other drugs.
2. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance.
3. A report of drug use provided by credible sources.
4. Evidence of tampering with a drug test.
5. Information that the individual has caused or contributed to harm of self, visitors, other staff, or patient while under the influence of drugs.
6. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must excuse or remove the student from the educational or patient setting immediately and contact the School of Nursing Director in order to review the situation and authorize the faculty member to make arrangements for testing. The faculty member is to make arrangements to have the testing performed immediately. If a drug use/abuse incident occurs while on a clinical unit, the student will be responsible for obtaining transportation to the designated lab or other testing agency; the student will not be allowed to drive from the clinical facility. The student will be requested to sign an informed consent to be tested before the specimen is collected at the designated testing agency. The student’s failure to consent to the substance abuse test shall result in immediate dismissal from the School of Nursing. (See procedure for positive screens above).

Confidentiality: The CHO will report all test results to the Director of the School of Nursing. The results will be maintained in a file in the Director’s office. Confidentiality of test results will be maintained with only the Director, the appropriate university administrator, and the student having access to the results.

Readmission: In order to be considered for readmission, students who are dismissed from the nursing program due to a positive substance abuse screen must:
1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Prior to readmission, submit to an unannounced substance abuse screening at the student’s expense. A positive screen will result in ineligibility for readmission.
3. Submit to random drug tests as requested by the School of Nursing after readmission. A positive screen will result in permanent dismissal.
Understanding of Alcohol and Drug Policy & Permission for Drug Screening

I have read and understand the Alcohol and Drug policy, and agree to the drug screen guidelines. I hereby release the designated testing agency and its director, Clemson University, the School of Nursing and faculty from any claim in connection with the drug screening guidelines. I understand that in the event any legal action be taken as a result of the drug screening guidelines, confidentiality may no longer be maintained. I further understand that I will be subject to drug tests while enrolled in the School of Nursing. A positive drug test or refusal to submit to testing will result in dismissal from the School of Nursing.

______________________________
Print Name

______________________________
Signature Date

______________________________
Witness Name

______________________________
Witness Date

Approved by Faculty 9-19-05
Clinical Dress Code
The professional appearance of our students should reflect a positive image of the School of Nursing. The following dress code applies in all clinical areas, except psychiatry and selected community experiences.

BS STUDENTS
1. Uniforms:
   A. All students must purchase the SON uniform: purple scrub top embroidered with the orange Clemson tiger paw, white slacks below ankle length; white, professional closed-toe shoes with solid white socks. White all-leather athletic shoes are acceptable.
   B. Uniforms should be clean, neat and wrinkle-free.
   C. Uniforms should be laundered after each clinical.
   D. Underwear should be white or flesh color without designs. No thong underwear is to be worn in the clinical setting.
   E. White or purple lab coats/jackets are the only addition to uniforms.
2. Identification (name) badges are considered part of the official uniform and are required of students in all clinical areas. Students arriving to clinical without required identification will be dismissed and receive a “U” (Unsatisfactory) for the day defined as a ‘Failure to be prepared for clinical’.
3. Wrist watches with a second hand, professional pins, such as Sigma Theta Tau are considered a part of the dress code. Wedding bands and one pair of small pierced earring studs may be worn (no other body piercings should be visible). Neck jewelry should not be visible. In Newborn Nursery, Labor/Delivery and Operating Room (OR), watches and other jewelry should be pinned to the pocket of scrub attire, if needed.
4. Hair Guidelines:
   A. Clean and well groomed.
   B. Hair should be kept away from the face/shoulders; and should not fall forward while providing care or other professional acts.
   C. Only “human” hair colors should be visible head/facial/body hair.
   D. Long hair will need to be pulled up into a ponytail or bun that is off the shoulders.
   E. No hair accessories, e.g. ribbons, yarn may be worn.
   F. Facial hair, e.g. beards, mustache should be neatly trimmed.
5. Fingernails must be clean and not extend beyond fingertips. No nail polish, acrylic, gel or artificial fingernails may be worn in the clinical setting
6. Make-up should be appropriate. No false eyelashes, perfume, or cologne should be worn.
7. No gum, drinks or food are allowed in clinical area.
8. Students should refrain from smoking while wearing uniforms.
9. One pair pierced earrings (no dangly earrings) in ears. No visible piercings will be permitted (i.e., tongue, eyebrow, nose, chin, lip, or otherwise). Clear spacers may be permitted at the discretion of the clinical instructor and if abides with the piercing policy of the clinical facility.
10. Tattoos may be visible if the images or words do not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing such messages must be covered. Clemson University faculty and/or agency staff reserve the right to judge the appearance of visible tattoos.
*In Mental Health Nursing (N 4010), Community Health (N 4150), and Leadership/Management (N 4050), the clothing is to be in keeping with the policy of the institution.
*In Pediatrics (N 4110), students may wear printed scrub tops and coordinated uniform slacks or pants.

**RN-BS STUDENTS**
Students should dress professionally and wear professional white lab coats with Clemson student pin. All other guidelines in this document are to be followed.

**MS STUDENTS**
Students should dress professionally and wear professional white lab coats with Clemson student pin. All other guidelines in this document are to be followed.
Failure to follow these guidelines will result in an unexcused absence from clinical.

Adopted by SON Faculty, 12/2000
Guidelines for Evaluation of Student Clinical Performance

1. Students should expect to be provided with criteria for evaluation for each assignment which is to be graded.
2. Students should expect that faculty will collect and retain such evidence of student performance as is necessary for fair and accurate formative and summative evaluation.
3. Students should expect that faculty members will return clinical written work in such time to insure their use in the evaluation process.
4. Students or faculty members may request validation from another faculty member of student performance when in doubt about whether the student is unsafe.

Clinical Laboratory Transportation

Clinical laboratories for nursing courses are held in a variety of locations including area hospitals, health departments, child care centers, rehabilitation centers, schools and industries, as well as other settings. Students are required to provide their own transportation to and from clinical sites. Lack of transportation is not considered an acceptable reason for not attending clinical experiences.

Cancellation of Clinical Labs Due to Hazardous Driving Conditions

Clinical laboratories will be canceled when one of the following conditions exist:
Clemson SON follows the Pickens County school system in decisions concerning school/clinical closing. If Pickens County schools are closed due to hazardous driving conditions, clinical labs are cancelled without penalty to the students. Also, if schools in the county/area where the clinical facility is located, faculty need to come at the new time. For example, if clinical is scheduled to start at 0645, a 2-hour delay would start at 0845. If schools are delayed due to "cold" or reasons other than hazardous driving conditions, clinical should not be delayed.

If a 2 hour delay is announced, lead teachers whose courses have 6-hour clinicals will determine the best course of action for the day by contacting the Director of Undergraduate Programs to determine the continuity business plan. The lead teacher will notify affected clinical instructors whether to have students report at the new time or to plan to make up the lab.

Make-up options for missed clinicals include: (1) Making up the full clinical day later in the
semester, the preferred option, if possible. (2) Implementing a useful alternate learning activity. Such an activity, if chosen, should include learning objectives, guided learning activity (e.g. Kaplan simulations, case studies, etc.), and should roughly reflect the number of hours missed. Faculty who choose to use an alternate learning experience should identify the assignment early in the semester and have it ready for use as needed. (3) Scheduling a simulation in the Clinical Learning and Research Center/Skills Lab. This is an excellent option, but faculty must ensure that the lab is available, and that scheduled time works for all students.

In the event that questionable weather, e.g. freezing precipitation, on the evening before a morning clinical might create hazardous driving conditions, but no announcement has been made about school closings, the faculty should set up a "calling tree" and/or send an e-mail to instruct students that they should not come if the roads are unsafe where they live, regardless of closing decisions.

If a decision to close schools is made during the school day due to inclement weather creating hazardous driving conditions, students should be sent home as soon as that decision is made, due to safety considerations.

Faculty and students must always use their personal judgment when unforeseen weather conditions are encountered and must keep safety first and foremost. Students and faculty should listen to one of the following stations to obtain information on weather conditions and school closings:

**TELEVISION**

- WYFF-TV (Greenville, Channel 4)
- WSPA-TV (Spartanburg, Channel 7)
- WL0S-TV (Asheville, Channel 13)
- WHNS-TV (Asheville, Channel 21)

**RADIO**

- WAHT (Clemson, 1560 AM)
- WSBF (Clemson, 88.1 FM)
- WESC (Greenville, 92.5 FM)
- WSSL (Greenville, 100.5 FM)
- WMYI (Greenville, 102.5 FM)
Class Attendance Policy
1. Ordinarily, there are no excused absences from either class or clinical laboratories. However, it is recognized that students must be absent from time to time. Professional persons demonstrate reliability and dependability in these matters by:
   a. informing appropriate persons when and why they are going to be absent. b. initiating arrangements for makeup work (if appropriate) with faculty.
2. Clinical faculty will require that missed clinical laboratories be made up regardless of the reason for absence. The nature of the make-up lab will be determined by the lead teacher for the course.
3. Students should try to overcome minor indispositions that are not contagious and that do not result in decreased safety of the student's performance in the clinical setting. However, they should not attend class or clinical laboratories if they are ill. For example, students who have colds, flu, or other contagious illnesses are not expected to attend class or clinical laboratories. They are expected to notify the appropriate faculty member and clinical agency in a timely manner.
4. Grave illness or death of close family members is a legitimate reason for absence. Attendance at wedding or other celebrations, except under extraordinary circumstances, are not.
5. Attendance at regularly scheduled University functions involving students' participation (e.g., out-of-town band concerts in which the student is a member) is an example of absence that must be negotiated between the student and the faculty member. See Anticipated Absence statement.
6. Attendance at state conventions or other professional meetings, thereby necessitating absence from class, may be approved based on students' grade point average, and with approval by the instructors whose classes are missed, and the Director of the School of Nursing. See Anticipated Absence statement
7. See Course Syllabi for attendance requirements for each course.

Policies Governing Student Behavior
The School of Nursing enforces two sets of guidelines governing student behavior when students are functioning in the role of student nurse. The first is the Code of Conduct which addresses general expectations for conduct in the classroom and clinical settings. The second is the Standards of Professional Practice, which more specifically addresses responsibility and accountability for students in the provision of nursing care.

Code of Conduct
Students of Clemson University School of Nursing are expected to demonstrate professional conduct in both the clinical and classroom settings. Students will demonstrate professional conduct by:
- Attending all class and clinical sessions. Orientation is considered clinical.
- Being prepared for and attentive during class and clinical.
- Arriving and leaving on time for class and clinical.
- Refraining from holding private conversations during class.
• Maintaining respectful, constructive verbal and non-verbal interactions with faculty, peers, and clinical agency personnel.
• Turning off cell phones during class and clinical. Students are not allowed to have cell phones on during class except with faculty permission during a family emergency, and then it must be on vibrate. Students are not allowed to have cell phones on during clinical. Any cell phone use during clinical, except for during approved breaks, is considered patient abandonment and will result in a U for the day.
• Turning off laptops and other electronic devices except for use in class-related activities.
• Refraining from signing in for another student for class attendance or any other activity for which signing in is required. Signing in for another student is considered academic dishonestly and will be referred to Academic Integrity Committee.
• Taking tests in the approved setting. Students must take Kaplan in a proctored environment and must sign a roster to document their presence. Failure to do so is considered academic dishonestly and will be referred to Academic Integrity Committee.
• Refraining from practicing invasive procedures without supervision. Students will not practice of any invasive procedure in an unsupervised setting. Such unsupervised practice is a violation of the Nurse Practice Act as well as School Policy and Code of Conduct and will result in dismissal from the program.
• Refraining from taking equipment without approval. Students will not take any equipment without authorization from any clinical practice. Taking equipment without approval is considered theft and will result in referral to the Board for Ethics and Community Standards for disciplinary action.

Students who fail to meet the above expectations will receive a written reprimand specifying the problem behavior and expected behavior change. The faculty member will counsel the student to clarify expectations and obtain the student’s signature acknowledging the reprimand and expectations. If the problem behavior is related to a clinical experience, the student will receive an unsatisfactory for the clinical day. The reprimand will be noted on the student’s clinical evaluation tool and a copy of the reprimand will be maintained in the student’s file. A second written reprimand regarding any of the above behaviors will result in the student’s final grade being dropped by one letter grade. A third breach of the above code of conduct will result in the students being dropped from the course. If the student has inadequate withdrawal hours or if the date is past the drop date, the student will be awarded a D in the course.

Breach of the following expectations on even one occasion may result in failure of the course. Students are always expected to:
• Notify the clinical instructor at least 30 minutes prior to any clinical tardiness or absence. Sending word by a classmate, emailing, and/or leaving a message is not adequate. The student must speak to the instructor and is responsible for having the phone number and contact information available when needed.
• Be truthful and honest. Cheating and/or providing false information to faculty members or clinical personnel will not be tolerated and can result in dismissal from the Nursing Program.
Standards of Professional Practice

Nursing students are expected to demonstrate responsibility and accountability according to the Standards of Professional Practice. Practice may be considered unsafe and/or unprofessional when a student fails to use the nursing process effectively by engaging in one or more of the following activities:

1. Failure to recognize the need for assistance when unprepared for nursing action.
2. Failure to take nursing action when such action is essential to the health and safety of the client.
3. Failure to recognize the influence of own attitudes and behavior on care of clients.
4. Failure to assume responsibility for completing nursing actions.
5. Performing actions which are detrimental to the health and safety of the client.
6. Compromising patient confidentiality. No identifying patient information is to be recorded on clinical paperwork or Personal Digital Devices. Clinical paperwork and Personal Digital Devices are to be safeguarded at all times to prevent loss and access by unauthorized people.
7. Functioning outside the scope of student nurse practice.
8. Violating clinical agency policies or procedures.
9. Attending any clinical laboratory while under the influence of alcohol or drugs (please note that any student violating this provision is also subject to the recommendation of the Drug and/or Alcohol Abuse Policy Procedure in the Clemson SON Student Handbooks).

Students violating a Standard of Professional Practice will be counseled and may receive an Unsatisfactory grade for the clinical, resulting in failure of the nursing course. Any student committing a second violation of the Professional Practice in any nursing course for the duration of the program may be immediately dismissed from the School of Nursing.

The School of Nursing has the authority to dismiss any student if he or she conveys deliberate false information regarding nursing care.

Approved by Faculty 2/6/06

Clemson University School of Nursing Social Media Policy

Adapted from White Paper: A Nurse’s Guide to the Use of Social Media; 2011, p. 3; National Council of State Boards of Nursing

Awareness and caution are required to avoid inadvertently disclosing confidential or private information about patients. All Clemson University School of Nursing students are expected to comply with the following requirements related to the use of social media:

- First and foremost, nurses and nursing students must recognize that they have ethical and legal obligations to maintain patient privacy and confidentiality at all times.
- Students are strictly prohibited from transmitting by way of any electronic media any patient-related or facility related information and/or images. In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship or within your clinical facility with anyone.
• Do not identify patients by name or post or publish information that may lead to the identification of a patient. This includes any information about the patient: name, address, age, gender, diagnosis, room number, admission date, discharge date, date of birth or death, date of care, or anything else. NO PATIENT OR FACILITY RELATED INFORMATION CAN BE POSTED ON SOCIAL MEDIA!! Limiting access to postings through privacy settings is not sufficient to ensure privacy.

• Never refer to patients in a disparaging manner, even if the patient is not identified.

• Do not take photos or videos of patients on personal devices, including cell phones.

• Maintain professional boundaries in the use of electronic media. As with in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.

• Do not post any information regarding work related issues. Do not even post seemingly innocuous information such as “It was a busy day”. Such information could be used in a lawsuit to imply various things about the work environment.

• Promptly report any identified breach of confidentiality or privacy to your instructor and lead teacher.

• Be aware of and comply with facility policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.

• Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments. DO NOT POST ANY INFORMATION WITH REFERENCE TO YOUR SPECIFIC CLINICAL EXPERIENCE.

• Do not post content or otherwise speak about employer or facility.

• Summary of CU SON Social Media Policy: Do not post any clinical, patient, or facility related information on any social media. Doing so will result in disciplinary action, up to and including dismissal from the clinical, the SON and/or Clemson University.

Policy for Use of Personal Digital Devices in the Clinical Area

• Personal digital devices (PDD’s), including phones, tablets, laptops, or other digital devices, are to be used in the clinical areas only as approved in advance and directed by faculty. Their use is primarily to access clinical support applications that have been stored on the device. Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws and by the School of Nursing. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their PPD’s in the clinical or other settings.

• No personal health identifiers (PHI) can be entered into the device. All personal health identifiers must be removed from any patient data collected by students on PPD’s.
Students are fully responsible to ensure that they adhere to all HIPAA regulations at all times. This includes proper management of confidential client information.

- **All telephone and camera functions must be disabled during clinical** and lab sessions by placing devices in “Airplane” mode.
- With the exception of instructor approved activities, ALL PHONES WILL REMAIN ON AIRPLANE MODE in the clinical area. Students must adhere to professional standards for all communications, including maintaining confidentiality, proper conduct of communication, and communicating appropriate material.
- Using the device for personal, non-school related functions is strictly prohibited. **Inappropriate use or violation of HIPAA guidelines may result in dismissal from the clinical, the School of Nursing and/or Clemson University.** Inappropriate use includes making or receiving personal calls while in the clinical area, sending or receiving personal texts while in the clinical area, accessing any non-clinical related web-sites while in the clinical area, taking pictures during clinical, or recording any PHI on the device.
- Students should only use the personal digital device in areas designated by the instructor in compliance with institutional policy
- Infection control precautions must be maintained when using personal devices in patient care areas (See Personal Digital Device Infection Control below).
- All students will sign the CU SON electronic compliance form indicating that they have read and understood these policies. This form will be placed in each student’s file.

**Personal Digital Device Infection Control**
- Wash hands before using handheld device.
- Do not handle device with contaminated gloves.
- Wipe down handheld device using solutions recommended by manufacturer and approved by the institution.
- Avoid placing device on surfaces that can possibly contaminate device, such as bedside tables or patients’ beds.
- Adhere to infection control policies at all times, especially while in isolation rooms
- Keep in mind the risk for transmission of organisms is not only to your patients, but also to yourself and your family and friends.

**Summary**
1) Protected Health Information (PHI) cannot be entered into the digital device. All patient related information is protected.
2) Phones must be in Airplane mode while in clinical.
3) Pictures cannot be taken in the clinical setting.
4) The usage of personal cell phone functions, including personal text messaging, personal calls, or accessing non-clinically related websites is prohibited during clinical hours.
5) Cleaning of digital device must comply with the clinical organization’s infection control policy and procedures. If the device becomes contaminated, it should be cleaned with the recommended disinfectant. If a patient is on isolation, insure that appropriate infection control measures are maintained. Hand hygiene is the best method of preventing transmission of disease.
6) **Inappropriate use of personal digital devices or violation of HIPAA guidelines may result in dismissal from the clinical, the School of Nursing and/or Clemson University.**
Identity Precautions
It is important to remember that information posted on YouTube, Facebook, Myspace, Twitter, etc. is available to everyone in the world who has internet access, including Clemson University faculty and staff and your potential employers. Students are urged to consider all possible implications of such postings on these and other internet networks. The best postings adhere to appropriate internet etiquette and portray a positive image that you would not hesitate to present to a potential employer.

ROTC Fact Sheet
Reserve Officers Training Corps
The Departments of the Army and the Air Force both maintain ROTC units at Clemson University. Their mission is to produce officers of high quality to pursue both technical and nontechnical careers in the U.S. Army and Air Force. Both two- and four-year programs are available. The four-year program consists of the basic course for freshmen and sophomores and the advanced course for juniors and seniors. Scholarships are available to selected ROTC students. Each scholarship pays for tuition, books, and laboratory expenses, in addition to a monthly stipend during the school year. Non-scholarship advanced cadets also receive a stipend per month. Basic course credit may be awarded to students having one or more years of military service. Selected advanced Air Force cadets receive flight training at government expense. Cadets who complete their major course of study and satisfy commissioning requirements as established by law and/or regulations are appointed Second Lieutenants. Ample opportunity exists for graduate study in both services, with temporary deferments possible.

Nursing Students Enrolled in ROTC
1. Bachelor of Science Degree Program nursing students who are enrolled in ROTC courses may substitute the free electives for ROTC, thereby meeting the University requirement that each college allow 10 elective credits for ROTC.
2. Other courses may be substituted if the Department Chairman of the course in question approves the ROTC course as a substitute.
3. Nursing students interested in ROTC may contact Aerospace Studies in 300 Tillman Hall, or Military Science in Johnstone Hall for more information.

Ms. Portia Botchway (R.C. Edwards Hall, Room 440) provides academic counseling and pre-registration advisement for nursing students enrolled in ROTC.
Section IV: School of Nursing
Facilities, Resources and Student Organizations

CBSHS Academic Advising Center
The CBSHS Academic Advising Center is located in 309 Edwards Hall. The Academic Advising Center services are available for a variety of services for students; however, the primary purpose is to provide students with essential academic advising services. The office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. Advisors are available by appointment and students may make appointments at the Academic Advising Center reception desk (Room 309) or by calling (864) 656-5495. During late registration at the beginning of each semester, students are seen on a first-come, first served basis to resolve schedule conflicts or to have schedule changes approved.

Academic Advising Center Personnel for Nursing
- Kristin Goodenow, Director
- Valerie White, Academic Advisor vwhite@clemson.edu
- Allysa Sutton, Academic Advisor allysas@clemson.edu

The following is a brief overview of the types of services provided for students by the CBSHS Academic Advising Center:

Registration Advisement: Freshman & Sophomore students are advised by seven professional advisors regarding course selection and approval of schedules. The Academic Advising Center holds advising sessions beginning three weeks prior to the pre-registration period each semester (mid-October to mid-November in the fall and mid-March to mid-April in the spring) in order for students to have an opportunity to meet with an advisor. Students are notified by email and given a link to sign up for appointments in an on-line advising appointment system. Students must attend their advising/registration session in order to be registered for nursing courses. Juniors & seniors are assigned to School of Nursing faculty advisors until graduation. Students will register for nursing courses based on their standing in the nursing program. Advisement and registration is scheduled according to the last three digits of each student's Clemson University ID number as determined by the University Scheduling Office guidelines each semester. Course schedules are available on-line each semester at http://soc.clemson.edu/

Student Records and Confidentiality: Academic records for each student are maintained in the Advising Center. The School of Nursing will not release information to a third party without the written consent of the involved student.

Permission to Take Courses away from Clemson University: Students who wish to take a course at another institution must complete a "Request for Approval to Take a Course Elsewhere" form prior to enrolling in the course. The appropriate form is available in 104 Sikes Hall and in the BSHS Academic Advising Center. Students must complete the form indicating the school name, course number and course title. An Advising Center staff member will check the transfer credit database to determine the transferability of the course. If the course is not listed on the database, students will be directed to see the evaluator in the department where the course is located.
course is taught at Clemson for approval. Once transfer approval is given, an advisor will sign the form and the student will turn the form in at 104 Sikes Hall. The form includes Clemson University rules and regulations that govern a student receiving credit for course work.

**Dropping or Adding Classes:** Students may use the on-line registration system to add or drop non-nursing classes during the registration period until the last day to add or drop classes as posted by the University Registrar's Office. Approval to add or drop a course must first be obtained by your advisor before using the on-line system.

**Scholarships:** External scholarship opportunities, which are not a part of the University's Financial Aid program, will be posted on the bulletin board in the Academic Advising Center and on the bulletin board outside the Clinical Learning and Research Center.

**Career Day:** Career Day is an annual event held in each fall semester for nursing students. Recruiters from hospitals, health departments and corporations, etc. in South Carolina, Georgia, North Carolina, and other states meet with students to discuss different options for placement in their facilities.

**Joseph F. Sullivan Center**
The Joseph F. Sullivan Center is operated by the College of Behavior, Social and Health Sciences. This Center provides unique opportunities for students to gain experience in providing health promotion, disease prevention and wellness services. Under the guidance of faculty, students plan and implement these services in a well-equipped, up-to-date health facility.

**Clinical Learning & Research Center**
Mission Statement
The Clinical Learning & Research Center (CLRC) will support current and anticipated instructional, research, and service programs of the College of Behavior, Social and Health Sciences. The primary focus of support is for the faculty, staff, and students of the School of Nursing and the Department of Public Health Sciences.

**Contact:** Kim Hill, CLRC Coordinator; 203A Edwards Hall; 656-5477; KKamp@clemson.edu

**Hours**

**Academic Year**
Monday – Thursday 8am-6 pm
Friday 8am-4:30pm

**Summer Sessions**
Monday – Friday 8am-4:30pm

Hours may vary
The Clinical Learning & Research Center (CLRC) is closed for all University staff holidays.

**Services**
The Learning Resource Center provides students with use of a computer lab equipped with sixteen computers, wireless internet access, photocopier, scanner, flip camera, comfortable study areas, and two study rooms with large flat-screen televisions, a DVD player, and VCR capabilities.

**Book/Video/CD/DVD Collection**
The LRC provides two primary collections for use in the instructional process by faculty and students.

a. Book collection – this collection is a nursing/health-based collection and is available for a two-week checkout to faculty/students for use in the learning process.

b. Video/CD/DVD collection – this collection primarily serves as a faculty-based resource for assigning students audiovisual tools to enhance the classroom/lab experience. The loan period for faculty is for duration of use. Resource lists of either collection will be provided and printed out upon request as needed.

**Lost Items**
Students will be responsible for the replacement cost, plus a $5.00 processing charge per item, of all lost items. Items not returned by the specified cutoff date each semester (this will be posted) will be considered lost. The Financial Management Office will be sent a list of all delinquent students and the amount owed. Students will be billed by the University, and all bills must be paid at the Bursar’s Office. Students will be required to present their receipt from the Bursar’s Office to be reinstated to full borrowing privileges in the Learning Resource Center.

**Printing and Copying**
Printing from the Learning Resource Center computers and from student computers using PawPrints.

**Room Reservations**
The LRC maintains two flexible learning spaces and two small 3-5person study rooms for use by labs, classes, meetings, small group meetings, guest speakers, special events etc. **Room 201 Edwards Hall (classroom)** must be booked with Donna Jervis [djervis@clemson.edu](mailto:djervis@clemson.edu) for student groups and study meetings.

**Scanning Services**
CLRC staff will assist and instruct students on how to scan graphics/documents.
Guidelines for Clinical Learning and Research Center Operations

In order to protect the carpet, furniture, equipment, and computers and to maintain an outstanding work space, management has created a set of rules which must be followed by every user. Staff members are authorized to enforce the rules.

• Food and drink permitted in the LRC.
• Save your work on your own machines’ hard drives.
• Respect other users and the staff at all times.
• Please keep voices low while in the LRC out of respect for fellow students who are studying, writing, and testing. Cell phones conversations should be conducted outside of the LRC.
• If you have a problem, consult the staff member on duty.
• Do not copy software from the machines. Software piracy is a crime.
• Computers and all other equipment are to be used for educational purposes only.
• Book Collection – Books are available for check-out. Books may be checked out for two weeks and are located in the floor storage unit. Reference books (in-house use only) cannot be checked out but can be used in the LRC and copied if desired and can be found in the open shelving units.
• Journals – Journal articles are for in house use and can be photocopied if desired.
• Videos – Videos are in house use only and/or for classroom use as related to class projects/assignments.
• Printing is available in the LRC through Paw Prints.
• Music, podcasts, etc. must be listened to through headphones.
• This lab is open, during indicated hours, to Faculty, Staff, and Students in the College of Behavioral, Social and Health Sciences.
• Repeated violation of these rules will result in the revoking of lab privileges.
Clinical Learning Center

Mission Statement

- To provide nursing students and faculty with a research oriented, state of the art, clinical practice environment.
- The CLC focus supports interdisciplinary teaching and learning of aspects of health care and advances evidenced-based scientific nursing knowledge.

Objectives

- To maintain a current state of the art environment that support clinical practice
- To support faculty by providing clinical simulation models, supplies and equipment for teaching and research activities
- To provide a positive learning environment for students supported by current clinical equipment, simulation resources, and supplies
- To maintain a clinical lab environment that simulates community healthcare facilities
- To provide learning opportunities for clinical simulation experiences utilizing SimMan, CathSim, and other simulation technology

Contact: Dr. Jean Ellen Zaertnik; CLRC Director
Office: 444 Edwards Hall, 656-5485
Office: 363 CU Nursing Building,
864-720-2068
JZAVERT@clemson.edu

Hours: Office Hours: Varies per academic semester; See posted schedule
Lab Hours: Varies per academic semester; See posted schedule

Services:

- Tutor/Assist students with skill improvement
- Assistance with lab set-up and break-down
- Ordering supplies
- Coordinating laundry pick-up/delivery
- Work with faculty in organization/implementation of skill sets in various classes

Computer Resources

What do you do when you need assistance troubleshooting your computer/printer?

User Id’s and Passwords
Please Read! Very Important!

Passwords must be a minimum eight characters and contain one letter, one number and one special character. Passwords are not case sensitive on computers using the authentication system.
You are required to change your password every 90 days; the computer will prompt when it is time enter a new password.

- Don't ever share your UserID and password with anyone else.
- Don't write your password down, or pick a password that is easy to guess.

Here are a few ways to pick a password that is hard to guess or crack:
Combine words or letters and numbers. For example: substitute zeroes for Os, ones for Ls, and five for Ss, but avoid easily guessed passwords like MAY03.

- Combine or misspell words, like REDHAT, OLEDOG, or TAHDER (red hat spelled backward).
- Build your own acronym like WINEE (Why Is Nothing Ever Easy).
- Mix upper and lower case (and numbers) if your system is case sensitive, 01Ed0g for example (notice zeroes and one in place of letters).
- **Be careful how you use your University UserID and password.**
- For further information on Password Security go to:  
  [http://www.clemson.edu/ccit/about/policies/userid_password.html](http://www.clemson.edu/ccit/about/policies/userid_password.html)

**Sigma Theta Tau, Gamma Mu Chapter**

Sigma Theta Tau is the international honor society of nursing with chapters at schools and colleges of nursing throughout the United States and several other countries. Gamma Mu Chapter was installed at Clemson University College of Nursing in the Spring of 1978. Its purposes are those of the international organization:

-- to recognize superior achievements;
-- to recognize the development of leadership qualities;
-- to foster high professional standards;
-- to encourage creative work;
-- to strengthen commitment to the ideals and purposes of the profession.

Through the membership, Gamma Mu Chapter works to support the purposes of the society by engaging in activities which are of an educational or scientific nature and by cooperating with other chapters and the international council. At least two program meetings are held during the year, one of which consists of research presentations by nurses. Membership is an honor, designed to recognize and encourage superior scholarship and leadership. Selection is made from among students in baccalaureate or graduate programs in nursing and from among community nurse leaders with at least a bachelor's degree. Eligibility screening is carried out in January, and eligible candidates are notified directly by the Eligibility Committee. Upon acceptance and payment of the induction fee, new members are received into the Chapter each Spring. Qualifications for Regular Membership:

A. Candidates shall have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of nursing.
B. Candidates shall be elected from students enrolled in:
   1. Bachelor and masters programs which have been accredited by the nationally recognized accrediting body for professional nursing, and post-masters, doctoral and post-doctoral programs.
2. Students who have completed at least one-half of the required nursing components of the bachelor's curriculum or a minimum of one-fourth of nursing shall be eligible.

3. Bachelor of Science Degree Program:
Students shall have a grade average of at least 3.0 on a four-point scale or its equivalent, i.e., "B" or the second highest grade of the institution as indicated by the official record of grades. Exceptions maybe made at the discretion of the chapter's Eligibility and Membership Committee when a student has a qualifying grade average in the nursing major, has demonstrated consistent progress in academic achievement, and meets to a high level the other qualifications for membership. When grade averages are not available, the use of a reliable and valid measure, such as a rating tool, shall be used to determine scholastic achievement. The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class.

4. Programs of Graduate Study:
Programs of graduate study include Master's, Post Master's, Doctoral, Post-Doctoral. Nurses matriculated for graduate study in nursing are eligible for membership if they have achieved a grade point average higher than the minimum requirement for graduation. When grade averages are not available, the use of reliable and valid measures, such as a rating tool, shall be used to determine scholastic achievement.

C. A community nurse with a bachelors or higher degree who has demonstrated marked achievement in the field of nursing shall be eligible for membership in any chapter.

**South Carolina Student Nurses' Association at Clemson University**

All students enrolled in the School of Nursing who have not yet completed a Bachelor of Science Degree in Nursing are eligible for membership in the Student Nurses' Association. This organization serves to promote career exploration through programs featuring speakers from various specialties in nursing. It also strives to keep students informed about a variety of issues currently affecting nursing by means of program meetings and participation in the state level organization, Student Nurses' Association of South Carolina. A number of students from Clemson University have held offices in the state SNA in recent years. Membership in SNA is voluntary and can be attained upon payment of a nominal membership fee. Forms may be obtained from the SNA faculty advisor or from any SNA member.

**Student Representatives on School Program Committees**

In the beginning of each year, students are elected to serve as representatives of their class and cohort on the School of Nursing Program Advisory Committee. Student input is one way the faculty learns about concerns and issues in the School. It is important to elect representatives who will agree to attend designated meetings in order for this process to take place.

BS Student Program Committee: At least two students per class
Section V: Senior Information
National Council Licensure Examination for Registered Nurses (NCLEX-RN)

All graduates of nursing programs are required to pass the NCLEX-RN in order to obtain a license to practice nursing and to use the title "R.N.". The examination is the same in each state and is offered on computer through various testing facilities in the state. Application materials are available online for each state board of nursing. Seniors should submit the required materials, which vary by state to Ms. Robin Melter, 516 Edwards for endorsement. Students seeking licensure outside South Carolina need to include the mailer with sufficient postage. Each Board of Nursing determines the applicant’s eligibility to take NCLEX. Applicants who have any misdemeanors or criminal records should seek consultation of the Board of Nursing several months before the application deadline. All graduate nurses are personally notified of their performance on the NCLEX-RN by the State Board of Nursing in the state where they took the examination. This information is reported as either "pass" or "fail." No individual scores are given to anyone. Successful candidates are listed as registered nurses on the state board website. South Carolina is a member of the RN Compact. Nurses with a compact license may practice in any compact state. Some states, such as Georgia for example, are not members of the compact so registered nurses must obtain a Georgia license to practice in that state.

**NOTE: THE INDIVIDUAL STUDENT IS RESPONSIBLE FOR COMPLETING THE APPLICATION PROCESS AND MEETING ALL DEADLINES. Practicing without a valid license is a serious offense.**

Pins for Professional Convocation

Early in the semester, an information e-mail will be sent to graduating seniors, in which students will be able to order Clemson Nursing pins online. A realistic time for the students to submit their pin order is listed online, and if this date is not honored then there is no guarantee the pins can be completed on time. The School of Nursing will assist past graduates in reordering pins, if they should need to do so.

At the time of graduation, the School of Nursing holds Professional Convocation to honor its graduates and to welcome new graduates into the profession. Students completing the Master of Science degree in Nursing will receive their master's hoods as part of the ceremony. Baccalaureate graduates will receive the School pin.
Program Pin and Cap

Pin
The School of Nursing pin was designed by Dean Emerita Geraldine Labecki and the first graduating class of the Baccalaureate Degree Program in Nursing. This class consisted of three graduates who completed their course of study in 1972.
GOLD -- Stands for worthiness
BLUE -- Stands for truth and constancy
THE SCROLL (BOOK) -- Symbolizes the search for knowledge on which nursing practice is based
THE SEAL -- Is the University Seal with the state's symbol, the palmetto, in the center.
You receive the School of Nursing pin at the School of Nursing Convocation. Your pin is worn as part of your official uniform whenever you are engaged in nursing practice.

A Clemson University Baccalaureate Cap
(Can be ordered through SNA). The cap was also designed by Dean Emerita Geraldine Labecki and the first graduating class of 1972.--The three pleats in the back represent the three graduates of this class.
--The University Logo in gold metal now replaces an original cloth "C.U." which was made of gold and purple thread.
--The Logo pin is to be worn on the left wing (corner) of the cap, 1/2 inch from the upper edge.

School of Nursing Estimated Expenses

Clinical Requirements
- PPD Check with your doctor or clinic for cost
- CPR Check with AHA or Red Cross for cost
- Malpractice Insurance - offered by NSO at NSO.com, check online for cost
- Hepatitis B Check with your healthcare provider for cost
- Health and Accident Insurance - Check with your family's health insurance or student health insurance for cost
- SLED Background Check $25 on-line or SRNI at $35
- Health Assessment Check with doctor or health professional
- Transportation to and from clinical sites.

Approximate Graduating Student Expenses estimates
- NCLEX Exam Application Fee $200.00
- Licensure Fee (South Carolina) $97.00
- Criminal History Background Check (South Carolina) $54.25
- School of Nursing Pin (optional) $45.00 - $199.00
- University Ring (optional) $406.18-$1613.26
- Cap/Gown/Tassel (if ordered on time) $29.99+$6.00 shipping fee

*Please be aware that these are the current costs at the time this handbook was printed and they are subject to change.
Nursing Student Acknowledgement of Policies and Expectations

- I must pass all nursing and other science courses with a minimum grade of “C” or better for progression to the next level.
- I must maintain an overall grade point ratio (GPR) and in my required nursing courses of 2.5 in both or above to remain in the nursing curriculum. If my overall GPR or Nursing GPR falls below 2.5, I will no longer be eligible to continue in the nursing curriculum.
- I must maintain full time progress with a GPA 2.5 or above to guarantee my space in nursing courses. Otherwise, I am not guaranteed a place in the remaining upper division nursing courses. If I am eligible to reenroll, I will be permitted to register in courses as space is available. (Students electing study abroad for a semester during freshman or sophomore year will remain in the full-time cohort.)
- I can repeat the same nursing course one time only. A grade of “w” counts as my first attempt. Additionally, I can repeat only one nursing course. Upon a second failure of the same course OR failure of a second nursing course, I will not be eligible to continue in the nursing program.
- I must pass the didactic and clinical components to pass all clinical courses.
- A criminal background check is required before entering clinical courses and a negative result is expected. I understand that my clinical placement and/or licensure may be affected by information revealed through a criminal background check.
- I must submit to a drug test prior to any clinical. If I refuse to submit to drug testing, I will be dismissed from the School of Nursing. If I have a positive result on the drug test, I will be suspended from the School of Nursing. (See Undergraduate Handbook for requirements for readmission after a positive drug screen).
- I must satisfy all clinical requirements prior to any clinical. If I miss the deadline, I will be dropped from clinical courses. All documents should be submitted as a package.
- I am required to participate in the Supplemental Testing (ST). I must pass all required ST in order to progress to the next level of courses. I will receive an incomplete in the course in which I did not pass the ST, which will be converted to my course grade when I have passed the ST.
- I understand that if I have been counseled or disciplined for chemical, mental or physical impairment, while in school, or ever been convicted of a crime, I may be required to report it to the State Board of Nursing when applying for licensure.
- I understand that the Nursing Undergraduate Handbook contains information for which I am held accountable and that I must review the Handbook at the beginning of each academic year. I understand that the policies set forth in the Handbook are binding and that breach of these policies can have consequences ranging from a written warning to dismissal from the program. I have read and understand this School of Nursing Contract and I agree to abide by the terms therein.

_________________________________________  ___________________________
Student’s Full Name (please print)            CU ID Number

_________________________________________  ___________________________
Student Signature                            Date
SCHOOL OF NURSING  
College of Behavioral, Social, and Health Sciences

B.S. ACCELERATED DEGREE  
HANDBOOK  
2019- 2020

Same guidelines and regulations apply as previously stated.
# CLEMSON UNIVERSITY
## SCHOOL OF NURSING
### B.S. Accelerated Pace Clinical Rotation CURRICULUM PLAN 2019-2020

## FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 1030 General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>*BIOL 1050 General Biology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>*NURS 1020 Univ Success Skills</td>
<td>2</td>
</tr>
<tr>
<td>COMM 1500 or COMM 2500</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities (Non-Literature) Req</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2010 Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

## SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 2220 Hum Anat. and Phys I</td>
<td>4</td>
</tr>
<tr>
<td>*MICR 2050 Intro to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Arts and Humanities (Literature) Req</td>
<td>3</td>
</tr>
<tr>
<td>*NUTR 2050 Nutrition for Nursing Prof.</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

## JUNIOR YEAR

<table>
<thead>
<tr>
<th>Fall Semester*</th>
<th>Spring Semester*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3150 Scientific Writing or ENGL 3140 Tech or ENGL 3040 Business</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3040 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3230 Gerontology Nurs</td>
<td>2</td>
</tr>
<tr>
<td>NURS 3120 Med-Surg I: Found of Nurs</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3400 Pharmacotherapeutic Nurs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

## SENIOR YEAR

<table>
<thead>
<tr>
<th>Summer Semester*</th>
<th>Fall Semester*</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4010 Mental Health Nurs</td>
<td>5</td>
</tr>
<tr>
<td>NURS 4110 Nurs of Children</td>
<td>5</td>
</tr>
<tr>
<td>NURS 4120 Nurs Women &amp; Fam</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>TOTAL HOURS = 124</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

1. Students scoring less than a 65 on the CMPT must take MATH 1010 as a pre-requisite for CH 1010 during this semester.
2. See General Education Requirements.
3. If this requirement is satisfied by another course in the curriculum, elective hours may be substituted.
4. *Courses must be taken in semester where listed and cannot be moved.

**NOTES:**

1. A minimum grade of a C is required in the following courses for progression to junior year clinical courses:
   - BIOL 1030/1050, BIOL 2220, 2230, CH 1010, MICR 2050 OR 3050, MATH 1010, STAT 2300, NUTR 2050.
2. A minimum grade of C is required in all nursing courses.
3. To progress to junior-level nursing courses, students must have a minimum grade-point ratio of 2.5 and may not have received more than two final course grades of less than a C in the last five years.
4. A minimum grade-point ratio of 2.5 must be achieved in all required reading courses for progression to the next level. The nursing GPA will include only nursing courses.
5. Students may repeat only one NURS course. Further, students may repeat that NURS course one time only. Withdrawing with a W or applying for academic forgiveness counts as an attempt. Students who are unsuccessful on the second attempt in a nursing course will be counseled to select another major and will not be permitted to continue in the Nursing program.
6. Students must pass didactic and clinical components to pass all clinical courses.
# TABLE OF CONTENTS

SECTION I: THE SCHOOL OF NURSING ................................................................. 58  
Welcome to the School of Nursing .................................................................. 58  
The School of Nursing Overview .................................................................... 58  
Accreditation: Commission on Collegiate Nursing Education (CCNE) .......... 59  
Statement of Equal Opportunity ..................................................................... 59  
School of Nursing Mission, Vision, and Goals .............................................. 60  

SECTION II: ASD CURRICULUM INFORMATION .............................................. 61  
ASD/Baccalaureate Program Overview & Objectives .................................... 61  
ASD Nursing Course Descriptions ............................................................... 62-63  

SECTION III: PROGRAM INFORMATION, POLICIES AND PROCEDURES. ............. 63  
Grading Policies for ASD/Undergraduate Nursing courses .......................... 63  
School of Nursing Policies Regarding Progression ...................................... 64  
Textbook Policy .............................................................................................. 64  
Kaplan Testing Program ................................................................................ 65-69  
Academic Integrity Policy ............................................................................. 70  
Absence and Tardiness Policies ..................................................................... 70  
Code of Conduct ............................................................................................ 71  
Peer to Peer File Sharing ............................................................................. 72  
Standards of Professional Practice ............................................................... 72-73  
Social Media Policy ....................................................................................... 73-74  
Personal Digital Device Policy ...................................................................... 75  
Guidelines for Expressing Student Concerns ............................................... 75-76  
Advising ......................................................................................................... 76  
Essential Functions for Nursing Students ..................................................... 77  
Requesting Accommodations ........................................................................ 78  

SECTION IV: POLICIES REGARDING CLINICAL REQUIREMENTS AND EXPECTATIONS .............................................................. 78  
Clinical Laboratory Requirements ................................................................. 78  
Clinical Absences and Tardiness .................................................................... 78  
Helpful Suggestions for Clinical Requirements .......................................... 79  
Clinical Laboratory Dress Code ..................................................................... 79  
Guidelines for Evaluation of Student Clinical Performance .......................... 80  
Clinical Laboratory Transportation ............................................................... 80  
Cancellation of Clinical Labs Due to Hazardous Driving Conditions .......... 80-81  
Health Requirements .................................................................................... 82  
Health History Form ....................................................................................... 83  
Additional Health Requirement Information ................................................ 84  
Health Protection Policy ................................................................................ 84  
Drug and/or Alcohol Abuse Policy Procedures .......................................... 84-86  
Drug Permission Form .................................................................................. 87  

SECTION V: SON FACILITIES, RESOURCES, AND STUDENT ORGANIZATIONS .............................................................. 88  
Clinical Learning and Research Center (CLRC) .......................................... 88  
Guidelines for Use of the CLRC ................................................................. 89-90  
Clinical Learning Center .............................................................................. 91  
Computer Resources .................................................................................... 91  
Sigma Theta Tau ............................................................................................ 92  
Student Nurse Association ........................................................................... 93
Section I: The School of Nursing

Welcome

Welcome to the School of Nursing. We want you to have a rewarding and satisfying experience with us. This handbook contains information that is vital to your success as a nursing student. It serves as a supplement to the current Undergraduate Announcements. The Undergraduate Announcements is the major source of information about University academic policies and this Handbook is the major source of academic policies for the School of Nursing Undergraduate Program. These documents should be referred to whenever you have questions about policies, however, students should review the School of Nursing Undergraduate Handbook at the beginning of each academic year as it is updated annually. The faculty and staff will assume that you are familiar with this information, so please take a few minutes of your valuable time to study both the Announcements and the Handbook. Again, welcome to the School of Nursing and Clemson University, and best wishes in your studies.

The School of Nursing Overview

The School of Nursing is an integral part of Clemson University, a land grant, state supported institution of higher learning. The School is committed to the purposes of the university which are teaching, research and service to the people of South Carolina, the nation and the world. The goal of Clemson University School of Nursing is to prepare nurses for professional practice and leadership, and to advance nursing knowledge.

In a climate of rapid changes in the health care system, nursing is recognized historically and currently as a major health care provider in health promotion, health maintenance and rehabilitation. Nurses have more sustained contact with recipients of health care than any other health care professional. They are often the first responder to health care problems of the public. In addition to being the provider of direct care and the manager of health care by others, nurses are the advocates, teachers and counselors for health care recipients. Nurses are increasingly involved in complex decisions crucial to the life and safety of patients. They accept greater responsibility for care, which was previously assumed by other disciplines. As a result of these rapid changes in the health care system, the complexity of nursing practice has increased significantly. Thus, a broad and in-depth educational experience is needed to prepare the professional nurse of the future.

The School of Nursing contributes to the improvement of the health and quality of life of South Carolinians through its activities in teaching, research and service. Dr. Kathleen Valentine is the Chief Nursing Academic Officer and Director of the School of Nursing. Dr. Ann Wetsel is the Associate Director for the School of Nursing, Dr. Lucia Gonzales is the Associate Director for Research for the School of Nursing, Dr. John Whitcomb is the Director of Undergraduate Programs and Dr. Stephanie Davis is Director of the Graduate Programs.
The College of Behavioral, Social and Health Sciences is headed by Dr. Leslie Hossfeld, Dean. The College of Behavioral, Social and Health Sciences is composed of eight degree-granting units, Communication Studies, Political Science, Psychology, Sociology/Anthropology, Nursing, Parks Recreation and Tourism, Public Health Sciences and Youth Family and Community Studies.

Accreditation:
The Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing, the master’s degree program in nursing and Doctor of Nursing Practice program at Clemson University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Statement of Equal Opportunity

The School of Nursing follows the University policy in conducting its programs and activities involving admission and treatment of students, employment, teaching, research and public service; in a nondiscriminatory manner; with respect to race, color, religion, gender, national origin, age, handicap or status as a Vietnam era or disabled veteran of any war.
Clemson School of Nursing
Mission, Vision & Goals

The School of Nursing is an integral part of Clemson University, a land-grant, state-supported institution of higher learning. The School is committed to teaching, research, and service to the public of South Carolina, the nation and the world. The goal of the Clemson University School of Nursing is to prepare nurses for professional practice, leadership in health care, and to advance nursing knowledge.

Mission

The mission of Clemson University School of Nursing, as a scholarly center of learning, is to educate students at the baccalaureate, master’s, and doctoral levels to become healthcare professionals who advance scientific knowledge and evidence-based practice through research and outreach.

Vision

Clemson University School of Nursing will shape the future of nursing and healthcare through leadership, scholarship, and practice to optimize the health and quality-of-life for the people of South Carolina, the nation, and the global community.

Goals

- **Research**: The School of Nursing will contribute to the health innovation area of focus within the Clemson University research priority by increasing visibility of School of Nursing as scientists pursuing research.
- **Engagement**: The School of Nursing will be recognized as a leader for fostering connectivity, collaboration, and creativity between student, faculty, and alumni groups with the global, local, and interprofessional communities, both in and outside the classroom.
- **Academic Core**: The School of Nursing will cultivate and deliver academic excellence in nursing and healthcare genetics using sustainable, innovative, and interprofessional pedagogies to create a seamless transition from didactics to clinical practice.
- **Living**: The School of Nursing will enhance the living environment by leading health and wellness programs that nurture a climate of diversity, inclusion and respect.
### Curriculum Plan

<table>
<thead>
<tr>
<th>Fall - 16 (13,9)</th>
<th>Spring - 15 (11,12)</th>
<th>Summer -15 (9,18)</th>
<th>Fall - 16 (9,21)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3100</td>
<td>NURS 3200</td>
<td>NURS 4010</td>
<td>NURS 4030</td>
</tr>
<tr>
<td>Health Assessment</td>
<td>Pathophysiology for Health Care Professionals</td>
<td>Mental Health Nursing</td>
<td>NURS 3030</td>
</tr>
<tr>
<td>3 (2,3) (2 Lecture Hours, 3 Lab Hours)</td>
<td>3 (3,0)</td>
<td>5 (3,6)</td>
<td>5 (3,6)</td>
</tr>
<tr>
<td>NURS 3040</td>
<td>Pharmacotherapeutic Nursing Interventions</td>
<td>Nursing Care of Children</td>
<td>NURS 3050</td>
</tr>
<tr>
<td>3 (3,0)</td>
<td>4 (2,6)</td>
<td>5 (3,6)</td>
<td>5 (3,6)</td>
</tr>
<tr>
<td>NURS 3400</td>
<td>Medical-Surgical I</td>
<td></td>
<td>NURS 4100</td>
</tr>
<tr>
<td>3 (3,0)</td>
<td>Professionalism in Nursing</td>
<td></td>
<td>5 (3,6)</td>
</tr>
<tr>
<td>NURS 3120</td>
<td>3 (3,0)</td>
<td></td>
<td>5 (3,6)</td>
</tr>
<tr>
<td>Healthcare Genetics</td>
<td></td>
<td></td>
<td>Leadership Management</td>
</tr>
<tr>
<td>3 (3,0)</td>
<td></td>
<td></td>
<td>6 (3,9)</td>
</tr>
<tr>
<td>NURS 3200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical-Surgical II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 (3,12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 4030</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychosocial Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 (3,0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 3050</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerontology Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 (2,0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NURS 3230</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ASD/Baccalaureate Program Overview

The Baccalaureate Program in Nursing at Clemson University prepares professional nurses with the knowledge and skills to think critically, communicate effectively and to practice as nurse generalists. In collaboration and coordination with the interdisciplinary health team, the professional nurse provides nursing care to people of all ages in diverse settings and is accountable for practice. Baccalaureate nursing graduates will be prepared to assume leadership roles in health promotion and prevention and the management of care for individuals and groups. The Baccalaureate nursing program is based on nursing science with support from the biological and behavioral sciences as well as the humanities, and serves as a basis for further professional development and graduate study.

### ASD/Baccalaureate Program Objectives

Expectations of the baccalaureate nursing graduates are expressed in the outcome objectives of the curriculum. These are congruent with the mission, philosophy, organizing framework and professional standards. At the completion of the BS program, the graduate will:
1. Use communication skills to interact effectively and appropriately with individuals, families, groups in the community, and other members of the health care team.
2. Demonstrate personal and professional responsibility and accountability for personal nursing practice in accordance with the highest standards and codes of the profession.
3. Use critical thinking to provide community based professional nursing care for diverse populations across the life span in multiple settings.
4. Employ leadership and management skills and knowledge of health policy to enhance the quality of nursing care.
ASD/Bachelor of Science in Nursing Course Descriptions

Please see Undergraduate Announcements for pre/co-requisites

Nursing 3030: Med-Surg II: Nursing of Adults 7(3,12) Incorporates theoretical and empirical knowledge from the physical and Social sciences. Uses critical thinking to provide holistic, safe individualized nursing care to adults, including health promotion, maintenance, restoration and health teaching.

Nursing 3040: Pathophysiology for Health-Care Professionals 3(3,0) Focus is on disease mechanisms and recognition of the manifestations of these mechanisms in body systems. Discussion will also include pharmacologic and mechanical interventions commonly associated with specific disease processes and application to patient-care situations.

Nursing 3050: Psychosocial Nursing 3(3,0) Course uses a life span approach to examine psychosocial, developmental, family, and cultural factors that influence individuals from diverse populations and their families in the promotion, maintenance, and restoration of health. The use of the nursing process, critical thinking, therapeutic communication, and psychosocial nursing interventions is explored.

Nursing 3100: Health Assessment 3(2,3) Introduces concepts of health, wellness, and illness. Focuses on physical, psychosocial, and cultural assessment for the well adult client with variations across the life span. Includes interviewing techniques.

Nursing 3120: Foundations of Nursing 4(2, 6) Focus on therapeutic nursing interventions, including selected psychomotor skills, communication skills, and teaching/learning.

Nursing 3200: Professionalism in Nursing 3(3, 0) Application of critical thinking Skills in the professional nursing roles in multidisciplinary approaches to health care. Analysis of the historical development of modern nursing. Examination of issues of nursing care to diverse populations within context of ethical and professional standards.

Nursing 3230: Gerontontology Nursing 2(2, 0) Introduction of theories of aging. Focus on complex health care issues of aging and chronic care including promotion, maintenance and restoration of health of the elderly. Concepts from the sciences address physiological, psychological, and sociological issues of aging and chronic illness.

Nursing 3300, H3300: Research in Nursing 3(3,0) Focus on an introduction to conceptual frameworks, models, and theories related to nursing. Analysis of reported research in nursing and related disciplines. Ethical, moral, and legal issues are discussed in relation to nursing research.

Nursing 3330: Health Care Genetics 3(3, 0) Focuses on the new genetics and the implications for health care professionals. Discussion includes applications of the evolving genetics technology and services to changing life stages. Issues of ethics relevant to various genetic disorders are also addressed.

Nursing 3400: Pharmacotherapeutic Nursing Interventions 3(3, 0) Focus is on integration of nursing process with pharmacotherapeutics, administration, monitoring, and related client education. Includes major drug classifications, indications for use, side effects, interactions, routes of administration, usual dosages and contraindications.

Nursing 4010: Mental Health Nursing 5(3, 6) Application of theories and the nursing process to identify, implement, and evaluate nursing interventions for the care of clients with psychiatric disorders.

Nursing 4030: Med-Surg III: Complex Nursing of Adults 5(3, 6) Focus on the biological, psychological, philosophical, and socio-cultural influences on complex health problems related to acute and traumatic conditions. Emphasis on the concepts of circulation,
oxygenation, homeostasis, and compensation in acutely ill adults.

**Nursing 4100: Leadership, Management, and Nursing Care Practicum 6(3, 9)** Focus is the role of the professional nurse in practicing and managing nursing care. Theories and research related to clinical practice, leadership, power, management, organizations, regulation, ethics licensure preparation are discussed. Direct lab experiences are provided under preceptor supervision.

**Nursing 4110: Nursing Care of Children 5(3, 6)** Focuses on child health problems and health maintenance. Emphasis is placed on biological, pathophysiological, psychological, and sociocultural concepts related to nursing care of children with acute, critical, and chronic illnesses. Includes strategies for alleviation of illness, restoration of wellness, promotion and maintenance of health, growth and development.

**Nursing 4120: Nursing Care of Women and Their Families 5(3, 6)** Focus on health care of women and their families. Emphasis is placed on biological, psychological, and socio-cultural concepts. Identification of appropriate nursing strategies that enhance individual capacity to achieve or maintain wellness in the family, home, community, and hospital environment.

**Nursing 4140: Community Health Nursing and Health Promotion 5(3, 6)** Consideration of health promotion activities for family and community groups with emphasis on community assessment, screening and health teaching/counseling. Practice activities will be related to health promotion I population groups and nursing care of homebound clients. Laboratory settings include homes, schools, industries and other community organizations.

**Section III: Program Information: Policies and Procedures**

**Grading Policies for ASD/Undergraduate Nursing Courses**

The following policies have been implemented by the School of Nursing Faculty:

1. **Grade Scale:**
   - A = 90-100
   - B = 80-89
   - C = 75-79
   - D = 70-74
   - F = Below 70

2. Nursing course grades are determined by the numerical score earned in the classroom and Pass/Fail in the clinical laboratory. **In order to pass the course, a student must earn a minimum of 75 in the class and a pass (P) in the clinical laboratory.**

3. Rounding up: The School of Nursing requires that students achieve a minimum grade of 75 before any grade can be “rounded up.” For example, 74.9 does not round up to 75. After the student has achieved a minimum grade of 75, the choice to round up lies with the faculty member in charge of the course.

4. Regular and punctual attendance at all clinical labs is required. Unexcused absences from clinical labs will result in course failure (see attendance policy).

5. All final examinations in clinical nursing courses are cumulative and worth 30% of the course grade. Percentage of grade for final exams for nursing courses that do not have a clinical component are at the discretion of the faculty member responsible for the course.
Policies regarding Progression

1. A minimum grade of “C” or better is required in science and nursing courses.
2. A minimum grade point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. If the student’s nursing GPA drops below 2.5, the student is not eligible to continue in nursing.
3. A minimum grade point ratio of 2.5 is required for registration in each nursing course
4. Students may not exceed a maximum of two attempts, to complete successfully any NURS course. Students who are not successful on a second attempt are not eligible to continue in nursing.
   ****Students may repeat one nursing course only. Withdrawing with a W from the course or applying Academic Forgiveness counts as an attempt. Students who fail a second nursing course are not eligible to continue in nursing.
   ****Students must pass didactic and clinical components to pass all clinical courses.

Course Space Priority: Students whose progress through the curriculum is delayed for any reason, including course withdrawal, course failure, or medical withdrawal, must continue their progression within the program to which they were admitted as space allows within the successive clinical courses. In all cases, first-time enrollees will be given priority over students who are returning or repeating a course.

Validation of Prior Coursework: Students whose progression has been delayed for any reason will be required to demonstrate competency in all previously acquired nursing knowledge and clinical skills by successfully completing NURS 4990 Clinical Skills Development prior to returning to clinical.

Approved Feb. 2001
Reviewed Spring 2007
Reviewed Spring 2016

Textbook Policy

Students are strongly encouraged to keep their pathophysiology, health assessment, pharmacology, therapeutic nursing interventions, psychosocial nursing textbooks, and APA Manual as resources for future nursing courses.

Adopted by SON Faculty
May 5, 2004
Supplemental Testing Program

Clemson University

School of Nursing

Kaplan Nursing – Integrated Testing (IT) Program

Policy and Procedures

Background

The Kaplan Integrated Testing Program is comprised of a series of secure online tests designed to evaluate the knowledge of students in a basic nursing curriculum leading to RN licensure. The results enable nursing faculty to identify knowledge deficits in specific content areas, so that early interventions can be implemented in order to positively influence student outcomes. The School of Nursing requires that all pre-licensure baccalaureate students demonstrate content mastery in the discipline. The School of Nursing Pre-licensure Baccalaureate Program utilizes the Kaplan Integrated Testing Program and the Kaplan NCLEX-RN live review. Both of these resources were developed from the NCLEX-RN® Test Plan to assist students in achieving content mastery in the nursing discipline through formative and summative standardized testing. Formative testing occurs throughout the program at prescribed intervals. Summative testing occurs during the Senior 2 semester.

Purpose: To establish congruent policy and procedures related to Kaplan testing in Baccalaureate Nursing and Baccalaureate Nursing Completion tracks within the School of Nursing

Policy: The following documentation provides specific instructions, guidance and policy regarding Kaplan practice and tests within all tracks of the Baccalaureate Nursing Program at Clemson University. Mandatory participation by all Pre-licensure Nursing students is required for the Kaplan Integrated Testing Program and the NCLEX-RN Review course.

Section 1: Enrollment in Kaplan

The School of Nursing will enroll each student, upon admission, to the pre-licensure BSN Program in the Kaplan Integrated Testing and NCLEX-RN Review Program. Students will be given instructions during orientation and/or the first course in the nursing major on how to access the system and set up their individual account. Students will be held accountable for completing Kaplan assignments and tests that are scheduled throughout the pre-licensure program and are specified in this policy and/or in each course syllabus. Completion of these tests and assignments is a requirement for successful completion of each nursing course.
<table>
<thead>
<tr>
<th>EXAM</th>
<th>COURSE EXAM ADMINISTERED</th>
<th>Time (min)</th>
<th># of items</th>
<th>SCORE THRESHOLD (BENCHMARK) 50&lt;sup&gt;th&lt;/sup&gt; percentile</th>
<th>SCORE THRESHOLD (BENCHMARK) REPEAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaplan Online Nursing Admission Exam</td>
<td>Orientation</td>
<td>110</td>
<td>70</td>
<td>66%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Junior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Fundamentals A Exam</td>
<td>NURS 3120</td>
<td>90</td>
<td>75</td>
<td>66.6%</td>
<td>69%</td>
</tr>
<tr>
<td><strong>Junior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Med/Surg 1 A Exam</td>
<td>NURS 3030</td>
<td>108</td>
<td>90</td>
<td>54.4%</td>
<td></td>
</tr>
<tr>
<td><strong>Junior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan PEDS A Exam</td>
<td>NURS 4110</td>
<td>90</td>
<td>75</td>
<td>68%</td>
<td>79%</td>
</tr>
<tr>
<td><strong>Senior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan OB A Exam</td>
<td>NURS 4120</td>
<td>90</td>
<td>75</td>
<td>76%</td>
<td>81%</td>
</tr>
<tr>
<td><strong>Senior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Psychosocial A</td>
<td>NURS 4010</td>
<td>90</td>
<td>75</td>
<td>66.6%</td>
<td>73%</td>
</tr>
<tr>
<td><strong>Senior I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharm/Parenteral Therapies A Exam</td>
<td>NURS 4030</td>
<td>90</td>
<td>75</td>
<td>61%</td>
<td>68%</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan Medical Surgical Comprehensive A Exam</td>
<td>NURS 4030</td>
<td>90</td>
<td>75</td>
<td>73.3%</td>
<td>73.3%</td>
</tr>
<tr>
<td><strong>Senior II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaplan</td>
<td>NURS 4100</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Type</td>
<td>Examination Type</td>
<td>Duration (Minutes)</td>
<td>Grade</td>
<td>Score</td>
<td>Percentage</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------</td>
<td>-------------------</td>
<td>-------</td>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>Management/Professional Issues A Exam</td>
<td>Senior II</td>
<td>90</td>
<td>75</td>
<td>73.3%</td>
<td>79%</td>
</tr>
<tr>
<td>Kaplan NCLEX-RN Review</td>
<td>NCLEX-RN Review</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Kaplan Diagnostic Exam</td>
<td>NCLEX-RN Review</td>
<td>216</td>
<td>180</td>
<td>65%</td>
<td>N/A</td>
</tr>
<tr>
<td>Kaplan RN Practice Exam</td>
<td>NCLEX-RN Review</td>
<td>60</td>
<td>Untimed</td>
<td>N/A (Non-Normed)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Section II. Kaplan Preparation Requirements

The Focused Review Tests are unproctored practice tests that students access at any time during their enrollment in the Kaplan Integrated Testing Program. These tests review basic nursing content and provide topical retest opportunities. They may be paused, resumed, and taken multiple times. Traditional explanations are provided for all Focused Review Tests, as are remediation explanations. The explanations discuss why the correct answer is correct and why the distractors are important. The Focused Review Tests may be accessed on the Kaplan student homepage from any computer with internet access. All students will be required to complete the Focused Review Tests prior to taking the course specific proctored examination. Students should refer to the course syllabus for grading criteria/requirements related to the Kaplan Focused Review Tests. Kaplan focus tests will be available and assigned throughout the courses. Students are encouraged to utilize these resources to prepare for the proctored exams.

Practice and remediation is strongly encouraged for all students prior to taking the proctored examinations.

Kaplan Book(s): Each student has access to a hard copy version of the Kaplan “The Basics” book, which will be used as a resource during the first three semesters of the nursing program. During the fourth semester, students will receive access to the Kaplan “RN Course Book” which will be utilized as a resource for the NCLEX-RN live review course.
Completion of each Kaplan Exam is a course requirement.

**Pass:** Students who earn at least the minimum scores on the first attempt. **Students earning less than the minimum score** on the first attempt will be required to retest the proctored exam during final exams week. It is imperative that students review the course calendar and plan for scheduled standardized testing dates during this week.

**Section IV. Kaplan Incentive Bonus Points**

The goal of providing incentive bonus points is to enhance student performance on Kaplan Tests. A range of bonus points, up to a maximum of 3 will be awarded to students on the final exam, with a 75% course average and who score within the minimum benchmark. (See Table below).

<table>
<thead>
<tr>
<th>Test Scores</th>
<th>0 – 3 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>50th percentile or higher score</td>
<td>3 points</td>
</tr>
<tr>
<td>40 to 49th percentile score</td>
<td>2 point</td>
</tr>
<tr>
<td>Below 40th percentile</td>
<td>0 points</td>
</tr>
<tr>
<td>Access all remediation explanations for minimum of 60 sec each</td>
<td>1 points</td>
</tr>
</tbody>
</table>

**Section V. Kaplan Exam Retesting**

Course faculty will notify students earning less than the minimum score on the first attempt and may refer students to the Kaplan Coach.

Course faculty will encourage students who are retesting to review and remediate. However, it is the **student’s responsibility** to ensure the remediation requirements have been completed.
Course faculty will notify the Kaplan Coach and submit to the Kaplan Coach a final roster of students needing to retest prior to the scheduled retest date. The Kaplan Coach will be responsible for ensuring Kaplan exams/retests have been scheduled.

Section VI. Kaplan Exam Remediation Requirements

If a second proctored examination is required, remediation and review is mandatory. The remediation and review process should be student–driven. Students may be referred to the Kaplan Coach for an individualized remediation and review plan, using the tools in the Kaplan program. It is the student’s responsibility to follow-up with the Kaplan Coach. Working with the Kaplan Coach is not required. Students may retest, remediate and review without working with the Kaplan Coach. However, completing an individualized remediation and review plan is strongly encouraged.

If the minimum benchmark is achieved on the second attempt, the student will have successfully completed the course requirement.

If the second proctored examination is not attempted, the student will receive an “I” (Incomplete) grade in the nursing course in which the Kaplan proctored examination is administered. The course grade will remain as an “Incomplete” until successfully retaking the Kaplan proctored examination the following semester.

Section VII. Kaplan Testing Accommodations

Course faculty will notify the Kaplan Coach of students needing test accommodations. Once set to “ADA status” in the Kaplan system, students will have unlimited time for all Integrated exams. Extended time can be requested via the “View Rosters” page of the faculty site by locating your student’s name and clicking the “Grant Untimed” tests box. Kaplan will receive an email and notify course faculty/Kaplan Coach once ADA status has been set.

Students with testing accommodations will see the test time down to zero. A pop-up will appear telling the student to continue. The test will be untimed after the student clicks the “Ok” button on the pop-up window.

Section VIII. Utilization of Data for Curricular Improvement

Faculty in the courses with Kaplan testing throughout the Baccalaureate Degree Nursing Program will access aggregate reports of student performance for their respective courses. For exams with test content covered in multiple courses, faculty should share the report with other relevant course faculty. The data will then be used for course improvement. Aggregate reports will be available to nursing leadership and may be used as the basis for course and/or other curricular changes.
Academic Integrity Policy

“As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a ‘high seminary of learning.’ Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.”

Class Attendance Policy

1. Ordinarily, there are no excused absences from either class or clinical laboratories. However, it is recognized that students must be absent from time to time. Professional persons demonstrate reliability and dependability in these matters by:
   a. informing appropriate persons when and why they are going to be absent. b. initiating arrangements for makeup work (if appropriate) with faculty.
2. Clinical faculty will require that missed clinical laboratories be made up regardless of the reason for absence. The nature of the make-up lab will be determined by the lead teacher for the course.
3. Students should try to overcome minor indispositions that are not contagious and that do not result in decreased safety of the student’s performance in the clinical setting. However, they should not attend class or clinical laboratories if they are ill. For example, students who have colds, flu, or other contagious illnesses are not expected to attend class or clinical laboratories. They are expected to notify the appropriate faculty member and clinical agency in a timely manner.
4. Grave illness or death of close family members is a legitimate reason for absence. Attendance at wedding or other celebrations, except under extraordinary circumstances, are not.
5. Attendance at regularly scheduled University functions involving students' participation (e.g., out-of-town band concerts in which the student is a member) is an example of absence that must be negotiated between the student and the faculty member. See Anticipated Absence statement.
6. Attendance at state conventions or other professional meetings, thereby necessitating absence from class, may be approved based on students' grade point average, and with approval by the instructors whose classes are missed, and the Director of the School of Nursing. See Anticipated Absence statement
7. See Course Syllabi for attendance requirements for each course.

Anticipated Absences

Students who must miss class or clinical due to official functions must contact all affected lead teachers and clinical faculty in writing with official notification from the sponsoring department, including anticipated dates of the absences, within 1 week of the beginning of the semester. For each anticipated absence, the student must make an appointment, at least 2 weeks before the absence, with all affected faculty members to determine how best to make up any missed content. Failure to do so will result in absences being unexcused.
Policies Governing Student Behavior

The School of Nursing enforces two sets of guidelines governing student behavior when students are functioning in the role of student nurse. The first is the Code of Conduct which addresses general expectations for conduct in the classroom and clinical settings. The second is the Standards of Professional Practice, which more specifically addresses responsibility and accountability for students in the provision of nursing care.

Code of Conduct

Students of Clemson University School of Nursing are expected to demonstrate professional conduct in both the clinical and classroom settings. Students will demonstrate professional conduct by:

- Attending all class and clinical sessions. Orientation is considered clinical.
- Being prepared for and attentive during class and clinical.
- Arriving and leaving on time for class and clinical.
- Refraining from holding private conversations during class.
- Maintaining respectful, constructive verbal and non-verbal interactions with faculty, peers, and clinical agency personnel.
- Turning off cell phones during class and clinical. Students are not allowed to have cell phones on during class except with faculty permission during a family emergency, and then it must be on vibrate. Students are not allowed to have cell phones on during clinical. Any cell phone use during clinical, except for during approved breaks, is considered patient abandonment and will result in a U for the day.
- Turning off laptops and other electronic devices except for use in class-related activities.
- Refraining from signing in for another student for class attendance or any other activity for which signing in is required. Signing in for another student is considered academic dishonesty and will be referred to Academic Integrity Committee.
- Taking tests in the approved setting. Students must take Kaplan in a proctored environment and must sign a roster to document their presence. Failure to do so is considered academic dishonestly and will be referred to Academic Integrity Committee.
- Refraining from practicing invasive procedures without supervision. Students will not practice of any invasive procedure in an unsupervised setting. Such unsupervised practice is a violation of the Nurse Practice Act as well as School Policy and Code of Conduct and will result in dismissal from the program.
- Refraining from taking equipment without approval. Students will not take any equipment without authorization from any clinical practice. Taking equipment without approval is considered theft and will result in referral to the Board for Ethics and Community Standards for disciplinary action.
Peer to Peer File Sharing

In regards to the appropriate use of copyrighted materials, the use of peer-to-peer (P2P) file-sharing networks for the sole purpose of obtaining materials outside of the copyright owner's exclusive rights of reproduction and distribution is a violation of U.S. federal law and could be subject to disciplinary action by the University. According to the U.S. Copyright Office:

"Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights. Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law. Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, e-books, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware." This includes sale of instructional materials. No student shall sell or attempt to sell any information provided by any University member in any course of study offered at Clemson University (Clemson University Code of Conduct #15) –Added 8/25/16

Students who fail to meet the above expectations will receive a written reprimand specifying the problem behavior and expected behavior change. The faculty member will counsel the student to clarify expectations and obtain the student’s signature acknowledging the reprimand and expectations. If the problem behavior is related to a clinical experience, the student will receive an unsatisfactory for the clinical day. The reprimand will be noted on the student’s clinical evaluation tool and a copy of the reprimand will be maintained in the student’s file. A second written reprimand regarding any of the above behaviors will result in the student’s final grade being dropped by one letter grade. A third breach of the above code of conduct will result in the students being dropped from the course. If the student has inadequate withdrawal hours or if the date is past the drop date, the student will be awarded a D in the course.

Breach of the following expectations on even one occasion may result in failure of the course. Students are always expected to:

- Notify the clinical instructor and clinical agency at least 30 minutes prior to any clinical tardiness or absence. Sending word by a classmate, emailing, and/or leaving a message is not adequate. The student must speak to the instructor and the clinical unit and is responsible for having those phone numbers available when needed.
- Be truthful and honest. Cheating and/or providing false information to faculty
members or clinical personnel will not be tolerated and can result in dismissal from
the Nursing Program.

**Standards of Professional Practice**

Nursing students are expected to demonstrate responsibility and accountability according to
the Standards of Professional Practice. Practice may be considered unsafe and/or unprofessional when a student fails to use the nursing process effectively by engaging in one
or more of the following activities:
1. Failure to recognize the need for assistance when unprepared for nursing action.
2. Failure to take nursing action when such action is essential to the health and safety of the
client.
3. Failure to recognize the influence of own attitudes and behavior on care of clients.
4. Failure to assume responsibility for completing nursing actions.
5. Performing actions which are detrimental to the health and safety of the client.
6. Compromising patient confidentiality. No identifying patient information is to be recorded
on clinical paperwork or Personal Digital Devices. Clinical paperwork and Personal Digital
Devices are to be safeguarded at all times to prevent loss and access by unauthorized people.
7. Functioning outside the scope of student nurse practice.
8. Violating clinical agency policies or procedures.
9. Attending any clinical laboratory while under the influence of alcohol or drugs (please note
that any student violating this provision is also subject to the recommendation of the Drug
and/or Alcohol Abuse Policy Procedure in the Clemson SON Student Handbooks).
Students violating a Standard of Professional Practice will be counseled and may receive an
Unsatisfactory grade for the clinical, resulting in failure of the nursing course. Any student
committing a second violation of the Professional Practice in any nursing course for the
duration of the program may be immediately dismissed from the School of Nursing.

The School of Nursing has the authority to dismiss any student if he or she conveys
deliberate false information regarding nursing care.

Approved by Faculty 2/6/06

---

**Clemson University School of Nursing Social Media Policy**

Adapted from *White Paper: A Nurse’s Guide to the Use of Social Media; 2011, p. 3; National Council of State Boards of Nursing*

Awareness and caution are required to avoid inadvertently disclosing confidential or private
information about patients. All Clemson University School of Nursing students are expected
to comply with the following requirements related to the use of social media:

- First and foremost, nurses and nursing students must recognize that they have ethical
and legal obligations to maintain patient privacy and confidentiality at all times.

- Students are strictly prohibited from transmitting by way of any electronic media any
patient-related or facility related information and/or images. In addition, students are
restricted from transmitting any information that may be reasonably anticipated to
violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass
the patient.

- Do not share, post, or otherwise disseminate any information, including images, about
a patient or information gained in the nurse-patient relationship or within your clinical
facility with anyone.
• Do not identify patients by name or post or publish information that may lead to the identification of a patient. This includes any information about the patient: name, address, age, gender, diagnosis, room number, admission date, discharge date, date of birth or death, date of care, or anything else. **NO PATIENT OR FACILITY RELATED INFORMATION CAN BE POSTED ON SOCIAL MEDIA!!** Limiting access to postings through privacy settings is not sufficient to ensure privacy.

• Never refer to patients in a disparaging manner, even if the patient is not identified.

• Do not take photos or videos of patients on personal devices, including cell phones.

• Maintain professional boundaries in the use of electronic media. As with in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.

• Do not post any information regarding work related issues. Do not even post seemingly innocuous information such as “It was a busy day”. Such information could be used in a lawsuit to imply various things about the work environment.

• Promptly report any identified breach of confidentiality or privacy to your instructor and lead teacher.

• Be aware of and comply with facility policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.

• Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments. **DO NOT POST ANY INFORMATION WITH REFERENCE TO YOUR SPECIFIC CLINICAL EXPERIENCE.**

• Do not post content or otherwise speak about employer or facility.

• **Summary of CU SON Social Media Policy:** **Do not post any clinical, patient, or facility related information on any social media.** Doing so will result in disciplinary action, up to and including dismissal from the clinical, the SON and/or Clemson University.

**Policy for Use of Personal Digital Devices in the Clinical Area**

• Personal digital devices (PDD’s), including phones, tablets, laptops, or other digital devices, are to be used in the clinical areas only as approved in advance and directed by faculty. Their use is primarily to access clinical support applications that have been stored on the device. Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws and by the School of Nursing. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their PPD’s in the clinical or other settings.

• No personal health identifiers (PHI) can be entered into the device. All personal health identifiers must be removed from any patient data collected by students on PPD’s.
Students are fully responsible to ensure that they adhere to all HIPAA regulations at all times. This includes proper management of confidential client information.

- **All telephone and camera functions must be disabled during clinical** and lab sessions by placing devices in “Airplane” mode.

- All telephone and camera functions must be disabled during clinical and lab sessions by placing devices in “Airplane” mode.
- With the exception of instructor approved activities, ALL PHONES WILL REMAIN ON AIRPLANE MODE in the clinical area. Students must adhere to professional standards for all communications, including maintaining confidentiality, proper conduct of communication, and communicating appropriate material.
- Using the device for personal, non-school related functions is strictly prohibited. **Inappropriate use or violation of HIPAA guidelines may result in dismissal from the clinical, the School of Nursing and/or Clemson University.** Inappropriate use includes making or receiving personal calls while in the clinical area, sending or receiving personal texts while in the clinical area, accessing any non-clinical related web-sites while in the clinical area, taking pictures during clinical, or recording any PHI on the device.

- Students should only use the personal digital device in areas designated by the instructor in compliance with institutional policy
- Infection control precautions must be maintained when using personal devices in patient care areas (See Personal Digital Device Infection Control below).
- All students will sign the CU SON electronic compliance form indicating that they have read and understood these policies. This form will be placed in each student’s file.

**Personal Digital Device Infection Control**

- Wash hands before using handheld device.
- Do not handle device with contaminated gloves.
- Wipe down handheld device using solutions recommended by manufacturer and approved by the institution.
- Avoid placing device on surfaces that can possibly contaminate device, such as bedside tables or patients’ beds.
- **Avoid taking devices into isolation rooms.**
- Keep in mind the risk for transmission of organisms is not only to your patients, but also to yourself and your family and friends.

**Summary**

Protected Health Information (PHI) **cannot** be entered into the digital device. All patient related information is protected.
Phones must be in Airplane mode while in clinical.
Pictures cannot be taken in the clinical setting.
The usage of personal cell phone functions, including personal text messaging, personal calls, or accessing non-clinically related websites is prohibited during clinical hours.
Cleaning of digital device must comply with the clinical organization’s infection control policy and procedures. If the device becomes contaminated, it should be cleaned with the recommended disinfectant. If a patient is on isolation, ensure that appropriate infection control measures are maintained. Hand hygiene is the best method of preventing transmission of disease.
Inappropriate use of personal digital devices or violation of HIPAA guidelines may result in dismissal from the clinical, the School of Nursing and/or Clemson University.

Identity Precautions

It is important to remember that information posted on YouTube, Facebook, Myspace, Twitter, etc. is available to everyone in the world who has internet access, including Clemson University faculty and staff and your potential employers. Students are urged to consider all possible implications of such postings on these and other internet networks. The best postings adhere to appropriate internet etiquette and portray a positive image that you would not hesitate to present to a potential employer.

Guidelines for Expressing Student Concerns

Students’ concerns or complaints about the Accelerated Second Degree Undergraduate Program should be handled in a professional manner. Discussion of these issues should be based on facts and should be conducted using a collegial, problem solving approach. An attempt should be made to resolve the issue in a manner which is satisfactory, yet maintains the integrity of the Nursing program. If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed (See Undergraduate Announcements). Issues involving a course, such as the quality of instruction and fairness and equity in awarding grades should use the following procedures:

1. If the issue(s) concerns a single course, the student(s) should make an appointment with the lead teacher of the course and attempt to come to an amicable resolution.
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the Director of Undergraduate Programs, Dr. John Whitcomb (459 CU Nursing Building), 864-720-2066 jwhitco@clemson.edu
3. If the issue cannot be settled with the Director of Undergraduate Programs, an appointment should be made to discuss the issue with the Director of the School of Nursing, (510 Edwards Hall). If previous discussions do not resolve the issue, an appointment should be made with the Dean of Behavioral, Social, and Health Sciences, Dr. Leslie Hossfeld (116 Edwards Hall).

Issues involving the Undergraduate Program such as curriculum, sequencing and scheduling of courses should begin with step 2 above.

Advising

1. All ASD students will be informed of their faculty advisor upon entering the program.
2. Faculty advisors will contact their advisees by email near the registration time of each semester in order to set up a meeting time to discuss the student's progress.
3. Students are required to meet with their advisors at the arranged time in order to discuss their progress and classes they plan to take.
4. Any student not meeting with the advisor at the arranged time will not be provided with the advising number, and therefore will not be eligible to register for classes.
5. During advisement, students will be approved to take only courses for which they have had the specified pre-requisites. Students will not add courses for which they are not approved. **Students will not receive credit for courses taken out of sequence. Any student discovered taking a course out of sequence will be dropped from the course.**
6. In the event that a faculty advisor does not contact advisees or does not attend the arranged meetings, students should contact the Director of Undergraduate Programs.

Adopted by SON Faculty May 5, 2004
Reviewed by SON June 2019

Essential Functions for Nursing Students

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships; accurately calculate medication dosages. Assemble equipment in</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals/groups from various social, emotional, cultural, &amp;</td>
<td>Establish and maintain supportive relationships with patients and other health care providers.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction in verbal and written form.</td>
<td>Count aloud and document sponges, instruments, sharps,</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Ability to lift, position, push, or transfer patients. Move around in treatment areas; administer CPR. Push/pull or move/lift equipment/supplies (up to 25 pounds). Ability to reach, stoop, bend, kneel, and</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross &amp; fine motor abilities sufficient to provide safe &amp; effective care.</td>
<td>Calibrate and use equipment; position patients; assist patients in and out of bed. Use coordinated finger and hand movements.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health.</td>
<td>Hears monitor alarm, emergency signals, auscultatory sounds, cries for help, voices under protective garb.</td>
</tr>
<tr>
<td>Visual</td>
<td>Near/far visual acuity. Sufficient for assessment, &amp; implementation.</td>
<td>Observe patients’ responses; reads patients’ care plans, consents; gauges, labels, digital printouts, &amp;</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for assessment of physical health status.</td>
<td>Performs palpation (take a pulse &amp; perceive temperature) &amp;/or those related to therapeutic</td>
</tr>
<tr>
<td>Smell</td>
<td>Olfactory senses sufficient for maintaining patient safety</td>
<td>Distinguish smells that are contributory to assessing and/or maintaining patient’s health status, e.g. smell</td>
</tr>
<tr>
<td>Self-Care</td>
<td>Ability to present professional appearance, maintain own health and not place patients in jeopardy.</td>
<td>Implement universal precautions. Use good personal hygiene</td>
</tr>
<tr>
<td>Environment</td>
<td>Ability to work in various health care settings.</td>
<td>Work in environment with temperature changes, frequent contact with liquids, sufficient noise to cause distraction, and other hazards. Implement universal</td>
</tr>
</tbody>
</table>

Check list of Essential Functions I have reviewed and understand the minimum essential functions necessary for nursing. Demonstration of one or more of these core standards may be required. (*please specify)

I can meet these requirements. I do not meet these requirements. * I am capable of meeting these requirements with following accommodations: *

*Indicates awareness of applicant to make appointment with Accessibility Services at 656-6848 (voice/TTY) if accommodations are required to meet Essential Requirements of Nursing Students. I, the undersigned, do hereby testify that I have read and understand the Essential Functions for Nursing Students required for admission to Nursing and that the above statements, as indicated, are true.

Student’s Signature                  Date                  Telephone Number
Requesting Accommodations

The School of Nursing complies with federal ADA guidelines. Any student who requires accommodation should contact Clemson Student Accessibility Services (SAS) at Suite 239, Class of ’56 Academic Success Center Building by phone at 864-656-6848 or by email at studentaccess@lists.clemson.edu. If a nursing student or applicant believes that he or she cannot perform required activities satisfactorily without reasonable accommodation, then he or she should register with Clemson University’s Student Accessibility Services. It is the student’s responsibility to request the accommodation in a timely manner; the university does not provide for retroactive accommodations. Upon receipt of any request for accommodation, SAS will require the student to provide the appropriate and necessary documentation to confirm the disability. Once the disability is confirmed, SAS will determine the appropriate accommodations and either provide for or arrange such reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students. The student is responsible for maintaining contact with SAS and for working with faculty to plan appropriate learning experiences.

Approved by the SON faculty
October 21, 2002
Reviewed June 2019

Section IV: Policies regarding Clinical Requirements and Expectations

Clinical Laboratory Requirements

All nursing students are required by the School of Nursing and clinical agencies to meet specific requirements in order to enroll in nursing courses with a clinical lab. A student information form is provided for submission of documentation of having met these requirements. The form along with copies of all required documentation must be received by the Ms. Missy Gray at the Clemson University Nursing building, by the stated deadlines. If all documentation is not received by the deadline, the School of Nursing will drop those students from all nursing courses. All documents must be turned in together or they will not be accepted. Please note that faxed copies will not be accepted. Students who are dropped must submit all documentation before being added back to the courses during late registration. Reinstatement to courses will be dependent upon space availability. (Students dropped would be required to attend late registration). Students who do not comply with the stated requirements will not be allowed to enroll in or attend any clinical nursing labs. The following clinical laboratory requirements must be met before participating in clinical courses and documentation must be on file in the School of Nursing Office at the CU Nursing Building Greenville. From time to time, new requirements may be added and students may be required to complete and submit new forms or to complete such requirement on line as instructed. Submission dates may vary and students will be notified by the student services coordination of required deadlines.

Clinical Absences and Tardiness

Clinical absences are excused only in the case of personal illness documented by a health care provider or extreme extenuating circumstances. The student must notify the faculty member and the clinical agency at least 30 minutes prior to the expected starting time for the lab. Failure to do so may result in failure of the course. All clinical absences must be made up. Absence from ≥ 20% of clinical hours in a course will result in the student being unable to receive credit for the course. For courses with 15 weeks of clinical, a third absence will result in the student being unable to receive credit for the course. For courses with clinical schedules of less than
15 weeks, a second absence would result in course failure.

Tardiness is defined as appearance on the clinical unit at any time past the designated time. Students should begin to develop professional work habits; therefore, the policy states that if three tardies occur, the student may be unsuccessful in the course. The first incidence of tardiness will be documented and the student counseled. The second incidence of tardiness will be documented with referral to the Director of Undergraduate Programs and will result in a drop of one letter grade for the course. The third incidence may result in course failure.

**Helpful Suggestions for Completing Clinical Laboratory Requirements**

Clinical Requirements cannot expire during the semester, therefore, you must complete these between May 1st and July 1st. Packets should be turned into Ms. Melissa Gray mgray7@clemson.edu in the CU SON suite at the CU Nursing Building Greenville. Failure to turn in the requirements by July 1st will result in you being dropped from your clinical courses.

Please do not turn in original copies of documentation. Please turn in copies with your Student Information Sheet and keep the originals in a file in your possession.

Remember the deadlines and make certain you have turned in everything to avoid being dropped from your nursing courses. If dropped, the School of Nursing cannot guarantee students will be placed back into the original sections of the courses from which they were dropped. Please read the following information carefully:

**Clinical Laboratory Dress Code**

The dress, personal appearance, and hygiene of our students should project a professional impression on patients and the community. The following dress code applies in all clinical areas, except psychiatry and selected community experiences*.

**ASD STUDENTS**

1. Uniforms:
   A. All students will purchase the purple scrub top/smock embroidered with a Clemson tiger paw. These will be worn over white uniform slacks, below ankle length. Female students may select skirts with hems at least mid-knee length.
   B. Uniforms should be wrinkle-free.
   C. Uniforms should be washed after each clinical.

2. Identification badges are considered to be part of the official uniform and are required of students in all clinical areas. **Students arriving at clinical without required identification will be sent home and will receive an unsatisfactory for the day for ‘Failure to be prepared for clinical’**.

3. Wrist watches with a second hand, professional pins, such as Sigma Theta Tau or Chi Eta Phi pin and name pin are part of dress code. Wedding bands and one pair of small pierced earring studs may be worn (no other body piercings should be visible). Neck jewelry is not to be visible. When in Newborn Nursery, Labor and Delivery and Operating Room, watches and other jewelry shall be pinned to pocket of scrub attire, if needed.

4. Hair should be clean, well-groomed, off-the-face and shoulders, and should not fall in the face when leaning over to provide care for a patient or during other professional acts. No ribbons and yarn may be worn. Beards and/or mustache should be neatly trimmed.
5. White professional shoes are worn. White all-leather athletic shoes are acceptable.
6. Hose, socks, and underwear are to be white or flesh color without designs. No thong underwear is to be worn in the clinical setting. Hose should be without runs. Male students are to wear solid white socks.
7. Fingernails must be clean and not extend beyond fingertips. Clear nail polish may be worn. No artificial nails may be worn.
8. Make-up should be appropriate. No false eyelashes, perfume, or cologne should be worn.
9. No gum, drinks or food are allowed in clinical area.
10. White lab coats/jackets are the only addition to uniforms.
11. Students should refrain from smoking while wearing uniforms.
12. One pair pierced earrings (post only) in ears- other rings (nose, lip, tongue, etc) not permitted during clinical experience.
13. Visible tattoos or other decorative marks follow facility policy.
14. ONLY natural human hair colors for visible head/facial/body hair are allowed.
*In Psychiatry (N 4010), Community Health (N 4140), and Leadership/Management (N 4100), the clothing is to be in keeping with the policy of the institution.

Failure to follow these guidelines will result in an unexcused absence from clinical.
Adopted by SON Faculty, 12/2000
Reviewed June 2019

Guidelines for Evaluation of Student Clinical Performance

1. Students should expect to be provided with criteria for evaluation for each assignment which is to be graded.
2. Students should expect that faculty will collect and retain such evidence of student performance as is necessary for fair and accurate formative and summative evaluation.
3. Students should expect that faculty members will return clinical written work in such time to insure their use in the evaluation process.
4. Students or faculty members may request validation from another faculty member of student performance when in doubt about whether the student is unsafe.

Clinical Laboratory Transportation

Clinical laboratories for nursing courses are held in a variety of locations including area hospitals, health departments, child care centers, rehabilitation centers, schools and industries, as well as other settings. Students are required to provide their own transportation to and from clinical sites. Lack of transportation is not considered an acceptable reason for not attending clinical experiences.

Cancellation of Clinical Labs Due to Hazardous Driving Conditions

Clinical laboratories will be canceled when one of the following conditions exist:
Clemson SON follows the Pickens County school system in decisions concerning school/clinical closing. If Pickens County schools are closed due to hazardous driving conditions, clinical labs are cancelled without penalty to the students. Also, if schools in the county/area of the clinical facility are closed due to hazardous driving conditions, clinical labs are cancelled without penalty to the students. In any case when clinical is cancelled, students may be required to do a case study or make up the time.

If hazardous driving conditions result in delayed school openings in Pickens County or the
county/area where the clinical facility is located, faculty need to come at the new time. For example, if clinical is scheduled to start at 0645, a 2-hour delay would start at 0845. If schools are delayed due to "cold" or reasons other than hazardous driving conditions, clinical should not be delayed.

If a 2-hour delay is announced, lead teachers whose courses have 6-hour clinicals will determine the best course of action for the day by contacting the Director of Undergraduate Programs for continuity business plan. The lead teacher will notify affected clinical instructors whether to have students report at the new time or to plan to make up the lab.

Make-up options for missed clinicals include: (1) Making up the full clinical day later in the semester, the preferred option, if possible. (2) Implementing a useful alternate learning activity. Such an activity, if chosen, should include learning objectives, guided learning activity (e.g. Kaplan mid-fidelity simulations, case studies, etc.), and should roughly reflect the number of hours missed. Faculty who choose to use an alternate learning experience should identify the assignment early in the semester and have it ready for use as needed. (3) Scheduling a simulation in the Clinical Learning and Research Center/Skills Lab. This is an excellent option, but faculty must ensure that the lab is available and that scheduled time works for all students.

In the event that questionable weather, e.g. freezing precipitation, on the evening before a morning clinical might create hazardous driving conditions, but no announcement has been made about school closings, the faculty should set up a "calling tree" and/or send an e-mail to instruct students that they should not come if the roads are unsafe where they live, regardless of closing decisions. If a decision to close schools is made during the school day due to inclement weather creating hazardous driving conditions, students should be sent home as soon as that decision is made, due to safety considerations.

Faculty and students must always use their personal judgment when unforeseen weather conditions are encountered, and must keep safety first and foremost. Students and faculty should listen to one of the following stations to obtain information on weather conditions and school closings:

**TELEVISION**
- WYFF-TV (Greenville, Channel 4)
- WSPA-TV (Spartanburg, Channel 7)
- Channel 13
- Channel 21
- WMYI (Greenville, 102.5 FM)

**RADIO**
- WAHT (Clemson, 1560 AM)
- WSBF (Clemson, 88.1 FM) WL0S-TV (Asheville, WESC (Greenville, 92.5 FM) WHNS-TV (Asheville, WSSL (Greenville, 100.5 FM)
# Clemson University School of Nursing

## HEALTH REQUIREMENTS

<table>
<thead>
<tr>
<th>Acceptable required documentation includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Copy of vaccination or immunization record</td>
</tr>
<tr>
<td>• Copy of laboratory report</td>
</tr>
<tr>
<td>• Form signed by health care professional</td>
</tr>
</tbody>
</table>

Please return to health requirements to:

**Melissa Gray**

605 Grove Road, #465

Greenville, SC 29605

Ph: 864-720-2054

Fax: 864-720-2095

Email: mgray7@clemson.edu

### Submit ONCE

**Essential Functions for Nursing Students Form**

Must be completed fully and action taken as required.

**Drug/Alcohol Screening Permission Form**

**Acknowledgment of Policies & Expectations**

**Health History Form**

The enclosed forms must be completed fully and accurately and returned as a complete set.

**Hepatitis B**

Submit documentation of Hepatitis B immunization:

**Immunization** - Documentation of series of three shots

**Health Insurance**:

Must be current at all times while enrolled in nursing courses. Photocopied documentation required at start of program and if **there is a change of policy**.

**Td or Tdap (tetanus/diphtheria/Pertussis)**: Submit documentation of immunization. If last dose of Td (Tetanus/diphtheria) is greater than two years prior to the date you enter clinicals, Tdap is recommended.

**MMR** (Measles, Mumps, Rubella): Series of 2 doses of vaccine on or after first birthday.

**Varicella/Chicken Pox**:

Submit documentation of date of two-dose varicella immunization, or positive titer showing immunity. Report of having had the disease is no longer acceptable documentation.

**SLED Clearance**:

Copy of current background check by the SC State Law Enforcement Division. Must be updated every 2 years

### Submit Initially – UPDATES REQUIRED

- **PPD: (Tuberculosis Screening):**
  - The initial test must be a two-step PPD (two separate tests placed 1 to 3 weeks apart). One injection placed & read; then another injection placed & read within 3 weeks of the first one.
  
  After the submission of the two-step PPD, **you must submit documentation of a single PPD screening yearly thereafter**.
  
  If the PPD result is positive, or if completing INH, a Chest X-ray is required before entering the first Clinical experience.

The X-ray should be done no more than 3 months prior to the first clinical experience. Annual submission of the “Symptom Checklist” (available from Robin Metler) is required thereafter (see page 19).

**Annual Flu Immunization**:

Our clinical facilities require documentation of annual immunization against the flu. Submit documentation of having had the immunization (dated no earlier than August 1) to Ms. Gray by October 15th of each year.

**CPR Certification**: Documentation must be submitted before starting program.

- Each student must hold a valid CPR card this is current throughout the semester. This may require early recertification if the card expires during the semester.
  
  The **ONLY** acceptable CPR certification is as follows:

- **American Heart Association**— “BLS/CPR for Health Care Provider” (2-year certification)

- Course must include: 1 person/2 person, infant, child, choking & AED. “Community CPR” or Heart Saver CPR” are **NOT ACCEPTABLE**.

- No online CPR courses will be accepted without personal skills certification by licensed instructor.

**Professional Liability Insurance**: Submit certificate of insurance (policy face sheet) for student nurses of a current 1,000,000 per occurrence /6,000,000 aggregate liability policy before starting clinical (recommend 8/1 as start date) and **yearly thereafter**. Can be purchased at www.nso.com.
PLEASE KEEP COPIES OF ALL HEALTH INFORMATION FOR YOUR OWN RECORDS

CLEMSON UNIVERSITY
School of Nursing
PERSONAL HEALTH HISTORY

This health information will be kept confidential and handled only by appropriate personnel in the School of Nursing.

Part I: To be completed by student. Please print or type.

Name_________________________CUID#______________________Last 5 digits of SS# _____________
Address:__________________________________________________________________________
Home Phone:__________________________E-Mail Address:____________________Work Phone:__________
Emergency Contact:__________________________Relationship:________________________________________
Emergency Contact phone#: ____________________________
Emergency Contact address:________________________________________________________________

General Health Information

Date of last physical examination: _____________________________
Have you ever experienced adverse reactions (hyper-sensitivities, allergies, upset stomach, rash, hives, etc.) to any medications?
Med: ___________________________ Type reaction: __________________ Med: ___________________________ Type reaction: __________________

Please indicate existing conditions which might impair or affect your functioning in the health care setting or the safety of patients/clients.

___ Hearing or vision impairment  ___ Heart condition  ___ Diabetes
___ Seizure disorder/fainting spells  ___ Physical limitations  ___ Latex allergy
___ Acute infection  ___ Any chronic disease  ___ Other: Please specify ________________________________

Please list any drugs (Prescription and Over the Counter [OTC]) that you use.

Name of drug: ___________________________ Frequency of use: __________
Name of drug: ___________________________ Frequency of use: __________
Name of drug: ___________________________ Frequency of use: __________
Name of drug: ___________________________ Frequency of use: __________

Part II: TB screening. Original documentation, copy of original documentation or the following section completed and signed by health care professional.

TB Screening: PPD – one of the following is required:
1. If you have been receiving annual PPDs, with negative results, documentation is needed of last year’s result and a recent negative PPD valid through the semester.
2. Two step PPD: Series of two negative PPD (Second PPD one to three weeks after first PPD)
3. Chest x-ray no more than 3 months prior to beginning clinical if have positive PPD or are completing the INH medication.

Chest X-ray: Required for persons with a positive PPD who have not completed a full course of INH. (Name of agency, lab or physician’s office)

INH: If a course of INH treatment has been initiated, indicate below:

Date treatment started: _______________ Date of completed course of treatment: _______________

Screening Dates (Step 1 & 2)

Date Given: _______ Date Read: _______
Result: ___________________________
Signature: _________________________

Date Given: _______ Date Read: _______
Result: ___________________________
Signature: _________________________

Chest X-Ray Date: ___________________
**Additional Health Requirement Information**

- Completing your health requirements by the assigned due dates is a professional responsibility expected of all students. Failure to meet all health, certification, and documentation requirements by designated deadlines will prevent the student from beginning or continuing in the nursing program. The student may be dropped from all nursing courses. Reinstatement to nursing courses will depend on space available.

- Please make copies of all documentation required, keep originals in your files, and turn in copies of documentation as one complete packet. Faxed copies not accepted.

- Students are encouraged to report any physical or psychological changes that may impact their ability to progress in the nursing program to their faculty advisor.

- Immunizations prevent thousands of deaths each year and prevent countless disabilities. When receiving immunizations, care should be taken to read recommendations, contraindications and risks for each immunization. If an immunization is contraindicated due to allergy, disease or pregnancy, written verification of the vaccination contraindication must be submitted to the SON with signature of health care provider and student.

Meningococcal vaccine is recommended in addition to the required vaccines. Students should have one meningococcal vaccine in the dose and route specified by manufacturer.

**Health Protection Policy for Faculty and Students**

All students and faculty are expected to provide quality care to all clients whatever their diagnosis. Faculty and students must be aware of policies and procedures to reduce the risk of infection to self and others. Students will be taught current information regarding preventing the acquiring and transmitting of infections and will be provided laboratory simulation practice utilizing Standard Precautions. In the event that a nursing student is exposed to an infectious disease or injured at a clinical facility, the student should report immediately to the instructor and nurse manager then proceed to employee health or the emergency room as directed. Any incident must also be reported to the School of Nursing at 864-656-7622.

Students with special health concerns that may place them at risk during clinical experiences should discuss their situations with the Lead Teacher and if needed the Director of Undergraduate Programs prior to the beginning of the clinical experience. These students may be required to submit medical clearance with specific guidelines for their clinical experiences. Students who are unable to provide clinical care without undue risk may be required to delay taking clinical courses until they are safely able to do so.

**Student Policy Governing Use and/or Abuse of Drugs and/or Alcohol**

Use of substances which interfere with the judgment and/or motor coordination of students of the School of Nursing pose unacceptable risk for patients, the University, the faculty and health care agencies. Therefore, use of alcohol, use of illegal drugs and/or the misuse of legal
therapeutic drugs by nursing students while engaged in any portion of their educational experience is strictly prohibited. Furthermore, nursing students are strictly prohibited from being under the influence of alcohol or any drug while engaged in any portion of their formal educational experience. Faculty who suspect a violation of this policy are required to take action. The actions to be taken are spelled out in the procedures which follow. Students are required to read and acknowledge by signature that they understand this policy. As this policy refers to positive drug/alcohol screen procedures, the following definitions of positive will be used:
1. Screen results indicating use of an illegal drug;
2. Screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs;
3. Screen results indicating presence of alcohol in blood.

Drug Policy and Procedure Statement

The Joint Commission (TJC, 2004) requires that all staff, students and faculty meet standards relative to criminal background and freedom from drugs. In compliance with Joint Commission and clinical agency requirements, Clemson University School of Nursing requires drug testing (urine screens).

**Procedure for Drug Testing:** Prior to participation in clinical facilities, students will be required to follow the procedures established by the School of Nursing. **All costs associated with testing are the responsibility of the student.** Tests are conducted by a qualified laboratory, using established methods and procedures. Confidentiality of the student, as well as the integrity of the urine sample, will be protected. The procedure for collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, secureable urine containers, and chain of custody procedures. The urine sample will be screened for amphetamines, barbiturates, benzodiazepines, inhalants, cocaine, marijuana, methadone, methamphetamines, phenylcyclidines (PCP), opiates/morphine and tricyclic antidepressants. A drug test will be presumed positive if any of the drugs listed are found. Presumed positives will be confirmed by a second test from the original urine sample. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse by a college health officer. The School of Nursing will ensure confidentiality of results by making the information available only to the student and appropriate administrators.

**Refusal:** Refusal by a student to submit to testing will result in that student’s dismissal from the School of Nursing.

**Positive results:** Positive drug screens shall be reviewed by the ArcPoint Medical Officer (MD). If the student tests positive for one or more of the above drugs, and asserts that the positive test is a result of taking a drug prescribed to them by a health care provider, the ArcPoint Medical Officer (MD) will review, with the student, the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug. Additionally, the student will be required to contact the prescriber and/or pharmacy and authorize release of medical information to indicate the illness for which the drug was prescribed, the length of time the student will have to take the drug, and other relevant information.

**Reasonable Suspicion of Drug/Alcohol Use:** In addition to the pre-clinical screening process for substance abuse, for the protection of patients, faculty, staff, and students, the School of Nursing has the right to require a student to submit to testing for substance abuse at the
student’s expense when a faculty member has reasonable cause to believe that a student is under the influence of alcohol and other drugs including:
1. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug or alcohol, such as, but not limited to, slurred speech, impaired physical coordination, inappropriate comments or behaviors, pupillary changes, noticeable change in grooming habits or odor of alcohol or other drugs.
2. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance.
3. A report of drug use provided by credible sources.
4. Evidence of tampering with a drug test.
5. Information that the individual has caused or contributed to harm of self, visitors, other staff, or patient while under the influence of drugs.
6. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must excuse or remove the student from the educational or patient setting immediately and contact the School of Nursing Director in order to review the situation and authorize the faculty member to make arrangements for testing. The faculty member is to make arrangements to have the testing performed immediately. If a drug use/abuse incident occurs while on a clinical unit, the student will be responsible for obtaining transportation to the designated lab or other testing agency; the student will not be allowed to drive from the clinical facility. The student will be requested to sign an informed consent to be tested before the specimen is collected at the designated testing agency. The student’s failure to consent to the substance abuse test shall result in immediate dismissal from the School of Nursing. (See procedure for positive screens above).

Confidentiality: The ArcPoint Medical Officer (MD) will report all test results to the Director of the Undergraduate Programs. The results will be maintained in a file in the Director’s office. Confidentiality of test results will be maintained with only the Director, the appropriate university administrator, and the student having access to the results.

Readmission: In order to be considered for readmission, students who are dismissed from the nursing program due to a positive substance abuse screen must:
1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Prior to readmission, submit to an unannounced substance abuse screening at the student’s expense. A positive screen will result in ineligibility for readmission.
3. Submit to random drug tests as requested by the School of Nursing after readmission. A positive screen will result in permanent dismissal.

----------------------------------------
Understanding of Alcohol and Drug Policy & Permission for Drug Screening

I have read and understand the Alcohol and Drug policy, and agree to the drug screen guidelines. I hereby release the designated testing agency and its director, Clemson University, the School of Nursing and faculty from any claim in connection with the drug screening guidelines. I understand that in the event any legal action be taken as a result of the drug screening guidelines, confidentiality may no longer be maintained. I further understand that I will be subject to drug tests while enrolled in the School of Nursing. A positive drug test or refusal to submit to testing will result in dismissal from the School of Nursing.

Print Name

Signature Date ______________

Witness Name

Witness Date ______________

Approved by Faculty 9-19-05
Section V: School of Nursing Facilities, Resources, and Student Organizations

Clinical Learning & Research Center

Mission Statement
The Clinical Learning & Research Center (CLRC) will support current and anticipated instructional, research, and service programs of the College of Behavior, Social and Health Sciences. The primary focus of support is for the faculty, staff, and students of the School of Nursing and the Department of Public Health Sciences.

Contact: Kim Hill, CLRC Coordinator
203A Edwards Hall; 656-5477; KKamp@clemson.edu

Academic Year:

Hours
 Monday – Thursday  8am-6 pm
 Friday  8am-4:30pm

Summer Sessions
 Monday – Friday  8am-4:30pm
 Hours may vary

Services
The Learning Resource Center provides students with use of a computer lab equipped with sixteen computers, wireless internet access, photocopier, scanner, flip camera, comfortable study areas, and two study rooms with large flat-screen televisions, a DVD player, and VCR capabilities.

Book/Video/CD/DVD Collection
The LRC provides two primary collections for use in the instructional process by faculty and students.

a. Book collection – this collection is a nursing/health based collection and is available for a two-week checkout to faculty/students for use in the learning process.
b. Video/CD/DVD collection – this collection primarily serves as a faculty based resource for assigning students audiovisual tools to enhance the classroom/lab experience. The loan period for faculty is for duration of use. Resource lists of either collection will be provided and printed out upon request as needed.

Lost Items
Students will be responsible for the replacement cost, plus a $5.00 processing charge per item, of all lost items. Items not returned by the specified cutoff date each semester (this will
be posted) will be considered lost. The Financial Management Office will be sent a list of all delinquent students and the amount owed. Students will be billed by the University, and all bills must be paid at the Bursar’s Office. Students will be required to present their receipt from the Bursar’s Office to be reinstated to full borrowing privileges in the Learning Resource Center.

**Printing and Copying**

Printing from the Learning Resource Center computers to the laser printer is available for 10 cents per page. Photo copies can be made on the copier for 10 cents a page using cash or 5 cents per page using TigerStripe.

**Room Reservations**

The LRC maintains two flexible learning spaces and two small 3-5person study rooms for use by labs, classes, meetings, small group meetings, guest speakers, special events etc.

**Room 201 Edwards Hall (classroom)** must be booked with Kristen Lawson for student groups and study meetings.

**Literature Searches**

The CLRC Director’s office will provide literature searches as needed upon request.

**Scanning Services**

CLRC staff will assist and instruct students on how to scan graphics/documents.

**Guidelines for Use of Clinical Learning and Research Center**

In order to protect the carpet, furniture, equipment, and computers and to maintain an outstanding work space, management has created a set of rules which must be followed by every user. Staff members are authorized to enforce the rules.

- Food and drink are permitted in the LRC.
- Save your work on your own machines’ hard drives. Check your memory device regularly for viruses. A security program on the machines will not allow you to save to the hard drive or to change any computer settings.
- Network user spaces are accessible and CD/DVD drives and USB ports for memory sticks are available on each machine. The lab images refresh every evening.
- Respect other users and the staff at all times.
- Please keep voices low while in the LRC out of respect for fellow students who are studying, writing, and testing. Cell phones conversations should be conducted outside of the LRC.
- If you have a problem, consult the staff member on duty.
- Do not copy software from the machines. Software piracy is a crime.
- Computers and all other equipment are to be used for educational purposes only.
- Book Collection – Books are available for check-out. Books may be checked out for two weeks and are located in the floor storage unit. Reference books (in-house use only) cannot be checked out but can be used in the LRC and copied if desired and can be found in the open shelving units.
- Journals – Journal articles are for in house use and can be photocopied if desired.
• Videos – Videos are in house use only and/or for classroom use as related to class projects/assignments.

• Printing Policy – Copier printing is 10 cents per page using cash; 5 cents per pages using your TigerStripe card copies. Printouts sent to the laser printer are 10 cents per page. The LRC is not a DCIT lab and due to budget restrictions we must recover some costs as related to paper and ink cartridges.

• Music CDs may be brought into the lab but must be listened to through headphones.

• Do not place papers with staples, tape, or other objects that could scratch the glass in the scanners. Please do not set anything on top of the scanners.

• This lab is open, during indicated hours, to Faculty, Staff, and Students in the College of Behavioral, Social and Health Sciences.

• Repeated violation of these rules will result in the revoking of lab privileges.

The Clinical Learning & Research Center (CLRC) is closed for all University staff holidays.
Clinical Learning Center

Mission Statement
- To provide nursing students and faculty with a research oriented, state of the art, clinical practice environment.
- The CLC focus supports interdisciplinary teaching and learning of aspects of health care and advances evidenced-based scientific nursing knowledge.

Objectives
- To maintain a current state of the art environment that support clinical practice
- To support faculty by providing clinical simulation models, supplies and equipment for teaching and research activities
- To provide a positive learning environment for students supported by current clinical equipment, simulation resources, and supplies
- To maintain a clinical lab environment that simulates community healthcare facilities
- To provide learning opportunities for clinical simulation experiences utilizing SimMan, CathSim, and other simulation technology

Contact: Jean Ellen Zavertnik, DNP, RN, ACNS-BC, CNE; CLRC Director
Office: 444 Edwards Hall, 656-5485; cell 864.888.7943
Office: 363 CU Nursing Building,
864-720-2068
jzavert@clemson.edu

Hours: Office Hours: Varies per academic semester; See posted schedule
Lab Hours: Varies per academic semester; See posted schedule

Services:
- Tutor/Assist students with skill improvement
- Assist with lab set-up and break-down
- Order supplies
- Coordinate laundry pick-up/delivery
- Collaborate with faculty on organization/implementation of nursing skill sets

Computer Resources

UserIds’s and Passwords
Passwords must be a minimum eight characters and contain one letter, one number and one special character. Passwords are not case sensitive on computers using the authentication system. Passwords are set to automatically expire each year; the computer will prompt when it is time to change a password.

- Don’t share your UserID and password with anyone else.
- Don’t write your password down, or pick a password that is easy to guess.
Here are a few ways to pick a password that is hard to guess or crack:

- Combine words or letters and numbers. For example, substitute zeroes for Os, ones for Ls, and five for Ss, but avoid easily guessed passwords like MAY03.
- Combine or misspell words, like REDHAT, OLEDOG, or TAHDER (red hat spelled backward).
- Build your own acronym like WINEE (Why Is Nothing Ever Easy).
- Mix upper and lower case (and numbers) if your system is case sensitive, 01Ed0g for example (notice zeroes and one in place of letters).
- **Be careful how you use your University UserID and password.**
- For further information on Password Security go to: [http://www.clemson.edu/ccit/](http://www.clemson.edu/ccit/)

**Sigma Theta Tau, Gamma Mu Chapter**

Sigma Theta Tau is the international honor society of nursing with chapters at schools and colleges of nursing throughout the United States and several other countries. Gamma Mu Chapter was installed at Clemson University College of Nursing in the Spring of 1978. Its purposes are those of the international organization:

--to recognize superior achievements;
--to recognize the development of leadership qualities;
--to foster high professional standards;
--to encourage creative work;
--to strengthen commitment to the ideals and purposes of the profession.

Through the membership, Gamma Mu Chapter works to support the purposes of the society by engaging in activities which are of an educational or scientific nature and by cooperating with other chapters and the international council. At least two program meetings are held during the year, one of which consists of research presentations by nurses. Membership is an honor, designed to recognize and encourage superior scholarship and leadership. Selection is made from among students in baccalaureate or graduate programs in nursing and from among community nurse leaders with at least a bachelor's degree. Eligibility screening is carried out in January, and eligible candidates are notified directly by the Eligibility Committee. Upon acceptance and payment of the induction fee, new members are received into the Chapter each Spring.

Qualifications for Regular Membership:

A. Candidates shall have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of nursing.
B. Candidates shall be elected from students enrolled in:
   1. Bachelor and master’s programs which have been accredited by the nationally recognized accrediting body for professional nursing, and post-masters, doctoral and post-doctoral programs.
   2. Students who have completed at least one-half of the required nursing components of the bachelor’s curriculum or a minimum of one-fourth of nursing shall be eligible.
   3. Bachelor of Science Degree Program:
      Students shall have a grade average of at least 3.0 on a four-point scale or its equivalent, i.e., "B" or the second highest grade of the institution as indicated by the official record of grades. Exceptions maybe made at the discretion of the chapter's Eligibility and Membership...
Committee when a student has a qualifying grade average in the nursing major, has demonstrated consistent progress in academic achievement, and meets to a high level the other qualifications for membership. When grade averages are not available, the use of a reliable and valid measure, such as a rating tool, shall be used to determine scholastic achievement. The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class.

4. Programs of Graduate Study:
Programs of graduate study include Master's, Post Master’s, Doctoral, Post-Doctoral. Nurses matriculated for graduate study in nursing are eligible for membership if they have achieved a grade point average higher than the minimum requirement for graduation. When grade averages are not available, the use of reliable and valid measures, such as a rating tool, shall be used to determine scholastic achievement.

C. A community nurse with a bachelors or higher degree who has demonstrated marked achievement in the field of nursing shall be eligible for membership in any chapter.

South Carolina Student Nurses' Association at Clemson University

All students enrolled in the School of Nursing who have not yet completed a Bachelor of Science Degree in Nursing are eligible for membership in the Student Nurses' Association. This organization serves to promote career exploration through programs featuring speakers from various specialties in nursing. It also strives to keep students informed about a variety of issues currently affecting nursing by means of program meetings and participation in the state level organization, Student Nurses' Association of South Carolina. A number of students from Clemson University have held offices in the state SNA in recent years. Membership in SNA is voluntary and can be attained upon payment of a nominal membership fee. Forms may be obtained from the SNA faculty advisor or from any SNA member. The ASD program maintains its own chapter of CU SNA in collaboration with the traditional undergraduate program at the main CU campus.

Student Liaison Committee

Each fall, at least two students are elected by their classmates to serve on the Student Liaison Committee as representatives of their cohort. These students are responsible for providing feedback on issues and outcomes of the program to the SON/ASD leadership. It is important to elect representatives who will agree to serve for the duration of the program, and attend designated meetings in order for this process to take place.
Section VI: Senior Information
National Council Licensure Examination for Registered Nurses (NCLEX-RN)

All graduates of nursing programs are required to pass the NCLEX-RN in order to obtain a license to practice nursing and to use the title "R.N.". The examination is the same in each state and is offered on computer through various testing facilities in the state. Application materials are available online for each state board of nursing. Seniors should submit the required materials, which vary by state to Ms. Hillarie Brown for endorsement. Students seeking licensure outside South Carolina need to include the mailer with sufficient postage. Each Board of Nursing determines the applicant’s eligibility to take NCLEX. Applicants who have any misdemeanors or criminal records should seek consultation of the Board of Nursing several months before the application deadline. All graduate nurses are personally notified of their performance on the NCLEX-RN by the State Board of Nursing in the state where they took the examination. This information is reported as either "pass" or "fail." No individual scores are given to anyone. Successful candidates are listed as registered nurses on the state board website. South Carolina is a member of the RN Compact. Nurses with a compact license may practice in any compact state. Some states, such as Georgia for example, are not members of the compact so registered nurses must obtain a Georgia license to practice in that state. **NOTE: THE INDIVIDUAL STUDENT IS RESPONSIBLE FOR COMPLETING THE APPLICATION PROCESS AND MEETING ALL DEADLINES. Practicing without a valid license is a serious offense.**

**CU SON Pin Information**

Early in the senior II semester, applications for the CU SON pin will be available to those who chose to order one. The pin order is completed online and will be emailed to the students. It is the students’ responsibility to order the pin in a timely manner. At the time of graduation, the School of Nursing holds Professional Convocation to honor and welcome the graduates into the profession. Traditional and ASD baccalaureate graduates will receive the School pin at this time.

**CU SON Pin History**

The School of Nursing pin was designed by Dean Emerita Geraldine Labecki and the first graduating class of the Baccalaureate Degree Program in Nursing. This class consisted of three graduates who completed their course of study in 1972. GOLD -- Stands for worthiness
BLUE -- Stands for truth and constancy
THE SCROLL (BOOK) -- Symbolizes the search for knowledge on which nursing practice is based
THE SEAL -- Is the University Seal with the state's symbol, the palmetto, in the center.
An example of the CU SON pin can be seen in the elevator lobby on the 5th floor in an enclosed glass showcase.
School of Nursing Estimated Expenses

Clinical Requirements:
- PPD- Check with your doctor or clinic for cost
- CPR- Check with AHA or Red Cross for cost
- Malpractice Insurance - offered by NSO at NSO.com, check online for cost
- Hepatitis B- Check with your healthcare provider for cost
- Health and Accident Insurance - Check with your family's health insurance or student health insurance for cost
- SR&I background check $38
- Transportation to and from clinical sites

Approximate Graduating Student Expenses estimates

- NCLEX Exam Application Fee $200.00
- Licensure Fee (South Carolina) $97.00
- Criminal History Background Check (South Carolina) $54.25
- School of Nursing Pin (optional) $45.00 - $199.00
- University Ring (optional) $406.18-$1613.26
- Cap/Gown/Tassel $29.99+$6.00 shipping fee if ordered on time

*Please be aware that these are the current costs at the time this handbook was printed and they are subject to change.
Nursing Student Acknowledgement of Policies and Expectations

- I must **pass all nursing and other science courses with a minimum grade of “C”** or better for progression to the next level.
- I must maintain an **overall grade point ratio (GPR) and in my required nursing courses of 2.5 in both** or above to remain in the nursing curriculum. **If my overall GPR OR Nursing GPR falls below 2.5, I will no longer be eligible to continue in the nursing curriculum.**
- I must maintain **full time progress with a GPA 2.5** or above to guarantee my space in nursing courses. Otherwise, I am not guaranteed a place in the remaining upper division nursing courses. **If I am eligible to reenroll, I will be permitted to register in courses as space is available. (Students electing study abroad for a semester during freshman or sophomore year will remain in the full time cohort.)**
- I can **repeat the same nursing course one time only.** A grade of “w” counts as my fist attempt. Additionally, I can repeat only one nursing course. **Upon a second failure of the same course OR failure of a second nursing course, I will not be eligible to continue in the nursing program.**
- I must **pass the didactic and clinical** components to pass all clinical courses.
- A criminal background check is required before entering clinical courses and a negative result is expected. I understand that my clinical placement and/or licensure may be affected by information revealed through a criminal background check.
- I must submit to a **drug test** prior to any clinical. If I refuse to submit to drug testing, I will be dismissed from the School of Nursing. If I have a positive result on the drug test, I will be suspended from the School of Nursing. (See ASD Handbook for requirements for readmission after a positive drug screen).
- I must **satisfy all clinical requirements** prior to any clinical. **If I miss the deadline, I will be dropped from clinical courses. All documents should be submitted as a package.**
- I am required to participate in the **Kaplan Program. I must pass all required Kaplan tests in order to progress** to the next level of courses.
- I understand that if I have been counseled or disciplined for chemical, mental or physical impairment, while in school, or ever been convicted of a crime, I may be required to report it to the State Board of Nursing when applying for licensure.
- I understand that the Nursing Accelerated Second Degree Handbook contains information for which I am held accountable and that I must review the Handbook at the beginning of each academic year. I understand that the policies set forth in the Handbook are binding and that breach of these policies can have consequences ranging from a written warning to dismissal from the program. I have read and understand this School of Nursing Contract and I agree to abide by the terms therein.

_________________________  __________________________
Student’s Full Name (please print)       CU ID Number

_________________________  __________________________
Student Signature                        Date
TABLE OF CONTENTS

SECTION I: THE SCHOOL OF NURSING

The School of Nursing Welcome..................................................................................................................100
The School of Nursing Overview...............................................................................................................100
School of Nursing Mission, Vision, & Goals...............................................................................................101
Accreditation...........................................................................................................................................101
School of Nursing Organizational Chart..................................................................................................102
Statement of Equal Opportunity................................................................................................................103
ADA Guidelines and Requesting Accommodations................................................................................103
Important Contact Information................................................................................................................103
SON List of Faculty and Areas of Expertise...............................................................................................103

SECTION II: PURPOSE, OBJECTIVES & CURRICULUM INFORMATION

Bachelor of Science in Nursing Overview and Objectives........................................................................104
Pre-requisite Courses..................................................................................................................................105
Required CU Nursing Courses................................................................................................................106
Guidelines for Independent Study............................................................................................................107
RN-BS Curriculum Plan.............................................................................................................................108
Standard Curriculum Progression for Fall and Spring Entry..................................................................109
Course Descriptions....................................................................................................................................110
Grading Policies..........................................................................................................................................110
Progression Requirements.........................................................................................................................111
Transfer Credit Evaluation........................................................................................................................112
Residency Requirement..............................................................................................................................112
Clinical Course Requirements..................................................................................................................112
Recommended Technology Capabilities..................................................................................................112
Educational Recommendations................................................................................................................113
Distance Ed. Guidelines.............................................................................................................................113
Netiquette....................................................................................................................................................113
Canvas.........................................................................................................................................................113
Instructor Communication..........................................................................................................................114
Helpful Websites.........................................................................................................................................114

SECTION III: ADVISING, REGISTRATION, & POLICIES & PROCEDURES INFORMATION

Advising and Registration Policies and Procedures ..................................................................................114
Welcome to the Clemson University School of Nursing RN/BS Completion Program. We want you to have a challenging, rewarding and enriching educational experience with us. This handbook serves as a supplement to the current Undergraduate Announcements. The Undergraduate Announcements is the primary source of information about academic policies to which you should refer whenever you have questions. It is the student’s responsibility to be familiar with the content of both the Undergraduate Announcements and the RN/BS Completion Program Handbook. Again, welcome to the School of Nursing and Clemson University, and best wishes in your studies!

~Clemson University School of Nursing Faculty and Staff

The School of Nursing Overview

The School of Nursing is an integral part of Clemson University, a land grant, state supported institution of higher learning. The School is committed to the purposes of the university which are teaching, research and service to the people of South Carolina, the nation, and the world. The goal of Clemson University School of Nursing is to prepare nurses for professional practice and leadership, and to advance nursing knowledge.

In a climate of rapid change in the health care system, nurses are recognized as an integral, vital part of the health care team. Nurses have more personal contact with recipients of health care than any other health care professional. In addition to being a provider of direct care and a manager of health care provided by others, nurses are advocates, teachers and counselors for health care recipients. Nurses are increasingly involved in complex decisions crucial to the health and safety of patients. As a result of these rapid changes in the health care system, the complexity of nursing practice has increased significantly, thus a broad and in-depth educational experience is needed to prepare the professional nurse of the future.

The School of Nursing contributes to the improvement of the health and quality of life of South Carolinians through its activities in teaching, research and service. Dr. Kathleen Valentine is the Chief Nursing Academic Officer and Director of the School of Nursing. Dr. Ann Wetsel is the Associate Director for the School of Nursing, Dr. Lucia Gonzales is the Associate Director for Research for the School of Nursing, Dr. John Whitcomb is the Director of Undergraduate Programs and Dr. Stephanie Davis is Director of the Graduate Programs.

The College of Behavioral, Social and Health Sciences (CBSHS) is led by Dr. Leslie Hossfeld, Dean. The College of Behavioral, Social and Health Sciences is comprised of eight degree-granting units, Communication Studies, Political Science, Psychology, Sociology/Anthropology, Nursing, Parks Recreation and Tourism, Public Health Sciences, and Youth Family and Community Studies, and multiple non-degree granting units.
Clemson School of Nursing

Mission, Vision & Goals

Mission

The mission of Clemson University School of Nursing, as a scholarly center of learning, is to educate students at the baccalaureate, master’s, and doctoral levels to become healthcare professionals who advance scientific knowledge and evidence-based practice through research and outreach.

Vision

Clemson University School of Nursing will shape the future of nursing and healthcare through leadership, scholarship, and practice to optimize the health and quality-of-life for the people of South Carolina, the nation, and the global community.

Goals

- **Research**: The School of Nursing will contribute to the health innovation area of focus within the Clemson University research priority by increasing visibility of School of Nursing as scientists pursuing research.
- **Engagement**: The School of Nursing will be recognized as a leader for fostering connectivity, collaboration, and creativity between student, faculty, and alumni groups with the global, local, and interprofessional communities, both in and outside the classroom.
- **Academic Core**: The School of Nursing will cultivate and deliver academic excellence in nursing and healthcare genetics using sustainable, innovative, and interprofessional pedagogies to create a seamless transition from didactics to clinical practice.
- **Living**: The School of Nursing will enhance the living environment by leading health and wellness programs that nurture a climate of diversity, inclusion and respect.

Accreditation

The Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing, the master’s degree program in nursing and Doctor of Nursing Practice program at Clemson University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

The School of Nursing is recognized by the National Leagues for Nursing as a Center of Excellence in Nursing Education.
Statement of Equal Opportunity

The School of Nursing follows the University policy in conducting its programs and activities involving admission and treatment of students, employment, teaching, research and public service in a non-discriminatory manner. “Clemson University does not discriminate against any individual or group on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran’s status.”

ADA Guidelines/Requesting Accommodations

The School of Nursing complies with federal ADA guidelines. Any student who requires accommodation should contact Clemson Student Accessibility Services (SAS) at Suite 239, Class of ’56 Academic Success Center Building by phone at 864-656-6848 or by email at studentaccess@lists.clemson.edu. If a nursing student or applicant believes that he or she cannot perform required activities satisfactorily without reasonable accommodation, then he or she should register with Clemson University’s Student Accessibility Services. It is the student’s responsibility to request the accommodation in a timely manner; the university does not provide for retroactive accommodations. Upon receipt of any request for accommodation, SAS will require the student to provide the appropriate and necessary documentation to confirm the disability. Once the disability is confirmed, SAS will determine the appropriate accommodations and either provide for or arrange such reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students. The student is responsible for maintaining contact with SAS and for working with faculty to plan appropriate learning experiences.

Important Contact Information

Cynthia Mihalchick, Students Services Coordinator RN/BS Program 864-720-2056

Dr. John Whitcomb, Director Undergraduate Programs ..........864.720-2066 jwhitco@clemson.edu

Dr. Stephanie Davis, Director Graduate Programs................. 864.656.2588 stephad@clemson.edu

Dr. Margaret A. Wetsel, Associate Director, School of Nursing, 864.656.5527, mwetsel@clemson.edu

Dr. Kathleen Valentine, Chief Nursing Academic Officer and Director, School of Nursing, klvalen@clemson.edu 864.656.7622

Dr. Leslie Hossfeld, Dean, CBSHS, lhossfe@clemson.edu, 864.656.7640

Support Staff
Dr. Adam McFarlane, Lead Student Services Coordinator and Coordinator BS-A, 864-720-2081
armcfar@clemson.edu

Cynthia Mihalchick, Student Services Program Coordinator, RN/BS and ASD Programs, 864-720-2056
mihalch@clemson.edu

Additional Resources
Kim Hall: Learning Resource Center, Edwards Hall 864.656.5477, KKamp@clemson.edu

Jenessa McElfresh, Nursing Resource Librarian, Cooper Library 864.656.0694, jmcelfr@clemson.edu

Mike Namaranian, CU Bookstore, 864.656.2050, mnamar@clemson.edu
SECTION II: PURPOSE, OBJECTIVES

& CURRICULUM INFORMATION

Bachelor of Science Program Overview

The Baccalaureate Program in Nursing at Clemson University prepares professional nurses with the knowledge and skills to think critically, communicate effectively, and to practice as nurse generalists. In collaboration and coordination with the interdisciplinary health care team, the professional nurse provides nursing care to people of all ages in diverse settings and is accountable for practice. Baccalaureate nursing graduates will be prepared to assume leadership roles in management of acute and chronic health care problems of individuals and groups as well as health promotion and prevention. The Baccalaureate nursing program is based on nursing science with support from the biological and behavioral sciences as well as the humanities, and serves as a basis for further professional development and graduate study.

Baccalaureate Program Objectives

Expectations of the baccalaureate nursing graduates are expressed in the outcome objectives of the curriculum. These are congruent with the mission, philosophy, organizing framework and professional standards. At the completion of the BS program, the graduate will:

1. Use communication skills to interact effectively and appropriately with individuals, families, groups in the community, and other members of the health care team.
2. Demonstrate personal and professional responsibility and accountability for personal nursing practice in accordance with the highest standards and codes of the profession.
3. Use critical thinking to provide community based professional nursing care for diverse populations across the life span in multiple settings.
4. Employ leadership and management skills and knowledge of health policy to enhance the quality of nursing care.
## PREQUISITE COURSES FOR RN-BS PROGRAM 2019-2020

<table>
<thead>
<tr>
<th>Prerequisite Course</th>
<th>Credits</th>
<th>Equivalent Clemson Course Needed</th>
</tr>
</thead>
</table>
| Communication and Public Speaking          | 6       | English 1030 Accelerated Composition (3)  
COMM 1500 or COMM 2500 Public Speaking (3)                                                     |
| Mathematical Sciences                     | 3       | Math 2300 Elementary Statistical Inference (3)                                                    |
| Physical or Biological Sciences           | 20      | Biology 2220 Anatomy and Physiology I (4)  
Biology 2230 Anatomy and Physiology II (4)  
Microbiology 2050 (4)                                                                          |
| AND 2 of the following 4:                 |         |                                                                                                  |
| Biology 1040/1060 General Biology II (4)   |         | Biology 1030/1050 General Biology I (4)                                                           |
| Chemistry 1020 General Chemistry II (4)    |         | Chemistry 1010 General Chemistry I (4)                                                            |
| Cross Cultural Humanities                 | 3       | Cross Cultural Humanities (3) – select from list of approved credits in prerequisite listing       |
| Literature                                | 3       | English (3) – select from American, English, World Literature                                     |
| Social Science                            | 6       | Psychology 2010 General Psychology (3)                                                           |
| Sociology 2010 Introduction to Sociology  |         |                                                                                                  |
| Nutrition                                 | 3       | Nutrition 2030 Principles of Nutrition (3)                                                        |
| Computer Skills                           | 3       | CPSC Computer Science 1200 (3)                                                                   |
| Electives                                 | 15      | College transferable courses                                                                    |

**Total= 62 hours**

*Only courses in which a grade of “C” or better is earned are considered for transfer credit*
### REQUIRED CLEMSON UNIVERSITY SCHOOL OF NURSING
### BACCALAUREATE COURSES
### RN-BS COMPLETION PROGRAM

#### 32 Credit Hours Total

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 3330, Healthcare Genetics</td>
<td>3 (3,0)</td>
</tr>
<tr>
<td>Nursing 3300, Research in Nursing</td>
<td>3 (3,0)</td>
</tr>
<tr>
<td>Nursing 3070, Family Nursing in the Community</td>
<td>4 (3,2)</td>
</tr>
<tr>
<td>Nursing 3040, Pathophysiology for Health-Care Professionals</td>
<td>3 (3,0)</td>
</tr>
<tr>
<td>English 3150, Scientific Writing and Communication</td>
<td>3 (3,0)</td>
</tr>
<tr>
<td>Nursing 4060, Issues in Professionalism</td>
<td>3 (3,0)</td>
</tr>
<tr>
<td>Nursing 4250, Community Health Nursing</td>
<td>4 (3,2)</td>
</tr>
<tr>
<td>Nursing 4050, Leadership and Management in Nursing</td>
<td>3 (2,2)</td>
</tr>
<tr>
<td>Nursing 3190, Health Assessment for RNs</td>
<td>3 (3,0)</td>
</tr>
</tbody>
</table>

**Nursing Elective: Undergraduate or graduate level courses**

- The School of Nursing must approve course choices.
- Students must have a cumulative grade point average of 3.0 to be eligible to take graduate level courses.
- Graduate courses are only offered in class at the CU Nursing building.
- Independent study credit may be used to satisfy this requirement.
Guidelines for Independent Study

Independent Study: Nursing 4990: In-depth study in an area of special interest in Nursing. The student develops specific objectives and grading criteria with a faculty member who has expertise in the area of interest and submits to Director of SON for approval.

Exemption Credit for Nursing Courses (31 credits total)

After completion of NURS 4060: Issues in Professionalism with a B or better, students receive credit of 31 hours for course work completed during their nursing diploma or associate degree program. Credit is awarded for the following CU Nursing courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing 3030, Nursing of Adults</td>
<td>7</td>
</tr>
<tr>
<td>Nursing 3120, Therapeutic Nursing Interventions</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 4010, Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 4030, Complex Nursing of Adults</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 4110, Nursing Care of Children</td>
<td>5</td>
</tr>
<tr>
<td>Nursing 4120, Nursing Care of the Childbearing Family</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Number of hours needed to receive RN-BS: 125
# CURRICULUM PLAN

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1400 or CPSC 1200</td>
<td>CH 1020 or Biol 1040</td>
</tr>
<tr>
<td>STAT 2300(^1)</td>
<td>CH 1021 Lab or Biol 1060 Lab</td>
</tr>
<tr>
<td>Soc 2010, Intro to Sociology</td>
<td>Engl 1030, Accelerated Composition</td>
</tr>
<tr>
<td>CH 1010 or Biol 1030</td>
<td>Psyc 2010, Intro to Psychology</td>
</tr>
<tr>
<td>CH 1011 Lab or Biol 1050 Lab (0,3)</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Arts and Humanities (Non-Lit.) Req.(^2)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS = 125</strong></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Students may substitute STAT 3300 or 3090.

\(^2\) See General Education Requirement. Three of these credit hours must also satisfy the Cross-cultural Awareness requirement.

**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micr 2050, Intro to Microbiology or</td>
<td></td>
</tr>
<tr>
<td>Micr 3050 Gen Microbiology</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities (Literature) Req.(^2)</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS = 15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**JUNIOR YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 4060 Issues in Professionalism</td>
<td>Nurs 3030 Nurs Care of Adult(^4)</td>
</tr>
<tr>
<td>Nurs 3190 Hlth Assess for RNs</td>
<td>Nurs 4110 Nurs of Children(^4)</td>
</tr>
<tr>
<td>Nurs 3040 Pathophysiology</td>
<td>Nurs 3300 Research in Nursing</td>
</tr>
<tr>
<td>ENGL 3040 Business Writing or</td>
<td></td>
</tr>
<tr>
<td>ENGL 3150 Scientific Writing or</td>
<td></td>
</tr>
<tr>
<td>ENGL 3140 Technical Writing</td>
<td></td>
</tr>
<tr>
<td>NURS Requirement(^3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS = 15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SENIOR YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs (HCG) 3330 Healthcare Genetics</td>
<td>Nurs 4050 Leadership &amp; Management Nurs</td>
</tr>
<tr>
<td>Nurs 4030 Complex Nurs Adults(^4)</td>
<td>Nurs 4010 Mental Health Nurs(^4)</td>
</tr>
<tr>
<td>Nurs 3070 Family Nursing</td>
<td>Nurs 4250 Community Nurs</td>
</tr>
<tr>
<td>Nurs 4120 Nurs Women &amp; Fam(^4)</td>
<td>Nurs 3120 Therapeutic Nurs Interv(^4)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS = 16</strong></td>
<td></td>
</tr>
</tbody>
</table>

1. A minimum grade of C is required in the following courses to progress in the program: CH 1010, 1011, 1020, 1021, BIOL 1030, 1040, 1050, 1060, 2220, 2230, STAT 2300, NUTR 2030, 2050, and all courses with the NURS subject code.

2. A minimum grade-point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. The nursing GPA will include all courses with the NURS subject code.

3. NURS 3340, 4160.

4. The course is exempt if the student achieves a “B” or better in NURS 4060.

NOTES:
### RN/BS Curriculum Progression

**Subject to Change**

<table>
<thead>
<tr>
<th>Fall Start</th>
<th>Spring Start</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing 3040</td>
<td>Pathophysiology 3(3,0)</td>
</tr>
<tr>
<td>English 3150</td>
<td>Scientific Writing and Communication 3(3,0)</td>
</tr>
<tr>
<td>Nursing 4060</td>
<td>Issues in Professionalism 3(3,0)</td>
</tr>
<tr>
<td>Nursing 3070 7 weeks</td>
<td>Family Nursing in the Community 4(3,2)</td>
</tr>
<tr>
<td>Nursing 4250 7 weeks</td>
<td>Community Health Nursing 4(3,2)</td>
</tr>
<tr>
<td>Nursing 3330</td>
<td>Healthcare Genetics 3(3,0)</td>
</tr>
<tr>
<td>Nursing 3190</td>
<td>Health Assessment for RNs 3(3,0)</td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing 4050</td>
<td>Leadership and Management 3(2,2)</td>
</tr>
<tr>
<td>Nursing 3300</td>
<td>Research in Nursing 3(3,0)</td>
</tr>
<tr>
<td>Nursing Electives</td>
<td>Undergraduate and Graduate Options</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing 3070 7 weeks</td>
<td>Family Nursing in the Community 4(3,2)</td>
</tr>
<tr>
<td>Nursing 4250 7 weeks</td>
<td>Community Health Nursing 4(3,2)</td>
</tr>
<tr>
<td>Nursing 3330</td>
<td>Healthcare Genetics 3(3,0)</td>
</tr>
<tr>
<td>Nursing 3190</td>
<td>Health Assessment for RNs 3(3,0)</td>
</tr>
</tbody>
</table>

*Summer courses are only offered during the Summer semester.*

Graduate courses are offered in a hybrid format only and require in class attendance.

### Potential Graduate Courses for RN Students

- NURS 8010 Advanced Family and Community (3 credit hours - spring only course)
- NURS 8040 Knowledge Development in Nursing (2 credit hours – fall only course)
- NURS 8090 Pathophysiology (3 credit hours – fall and summer course)
- NURS 8270 Foundations of Nursing Education (3 credit hours – spring only course)
- NURS 8500 Nursing Informatics (3 credit hours – spring only course)

Not all courses are offered each academic year. Enrollment depends on space available. Additional information about the Masters in Nursing program can be found at [https://www.clemson.edu/cbshs/departments/nursing/academics/ms-nursing.html](https://www.clemson.edu/cbshs/departments/nursing/academics/ms-nursing.html).
School of Nursing Course Descriptions

NURS 3040 Pathophysiology for Health Care Professionals 3(3,0) Focuses on disease mechanisms and recognition of the manifestations of these mechanisms in body systems. Discussion also includes pharmacologic and mechanical interventions commonly associated with specific disease processes and application to patient-care situations. Preq: BIOSC 2230.

NURS 3070 Family Nursing in the Community 4(3,2) Bridge course for registered nurse students which focuses on nursing care of families across the lifespan in the context of the community. Major emphasis is on practice activities to assist individuals in achieving or maintaining wellness in the family, home, and community environments. Preq: Admission to RN-BS program.

NURS 3190 Health Assessment For RNs 3(3,0) Demonstrate health assessment of well or ill individuals. Emphasis is on data collection as a basis for critical thinking in nursing practice.

NURS 3300 Research in Nursing 3(3,0) Introduction to conceptual frameworks, models, and theories related to nursing. Analysis of reported research in nursing and related disciplines. Ethical, moral, and legal issues are discussed in relation to nursing research. Preq: NURS 3100, 3120, 3200 or admission to RN/BS program.

NURS 3330 Health Care Genetics 3(3,0) Focuses on the new genetics and the implications for health care professionals. Discussion includes applications of the evolving genetics technology and services to changing life stages. Issues of ethics relevant to various genetic disorders are also addressed. Preq: BIOSC 2230.

NURS 4050 Leadership and Management in Nursing 3(2,2) Focuses on the role of the professional nurse in managing nursing care. Theories and research related to leadership, power, management, organizations, regulation, and ethics are discussed. Directed laboratory experiences are provided. Preq: NURS 4010, 4110, 4120, or admission to RN/BS program.

NURS 4060 Issues in Professionalism 3(3,0) Analysis of the development of professional nursing. Consideration of educational issues, legal and economic issues, health policy, leadership, cultural variations, and the influence of values in ethical decisions and nursing practice. Preq: Admission to RN/BS program.

NURS 4250 Community Nursing 4(3,2) Consideration of health promotion activities for groups within the community with emphasis on community assessment, screening, and health teaching/counseling. Practice activities are related to health promotion in population groups and nursing care of homebound clients. Laboratory settings include homes, schools, industries, public health department, and other community agencies. Preq: Admission to RN-BS program.

NOTE: The ratio of clock to clinical credit hours is two to one (2:1) in the RN-BS program.

Grading Policies for Undergraduate Nursing Courses

The following policies have been implemented by the School of Nursing Faculty:

1. Grade Scale:
   - A = 90-100
   - B = 80-89
   - C = 75-79
   - D = 70-74
   - F = Below 70

2. Nursing course grades are determined by the numerical score earned in the classroom and Pass/Fail in the clinical laboratory. In order to pass the course, a student must earn a minimum of in the class and a Pass (P) in the clinical laboratory.

3. Rounding up: The School of Nursing requires that students achieve a minimum grade of 75 before any grade can be “rounded up.” For example, 74.9 does not round up to 75. After the student has achieved a minimum grade of 75, the choice to round up lies with the faculty member in charge of the course.
Progression Requirements
The following progression requirements apply to all undergraduate students in the School of Nursing:
A minimum grade of “C” is required for all nursing courses. Students may repeat a nursing course one time only.
Upon failure of the same course, or of a second nursing course, students will no longer be eligible to continue in the nursing program.
A minimum grade point ratio of 2.5 is required for registration in each clinical nursing course.
Transfer Credit Evaluation

When students are accepted into the RN-BS Program, they are responsible to ensure that all courses are officially evaluated for transfer. Students will receive a Transfer Credit Evaluation form from University Admissions when they are officially accepted.

For any course not listed on the Transfer Course Equivalency List (TCEL), a designated faculty member from the course’s home department must evaluate the course for transfer credit. In this case, the student will be required to provide a course description from the sending institution. The most efficient way to get courses evaluated is by attending a Transfer Orientation Session where all Department Heads are present.

When all courses are approved for transfer, the transfer evaluation will be reviewed by the RN-BS Student Program Coordinator. In the case where a course does not transfer, the student will be required to take the course to meet degree requirements.

All students must complete 32 credit hours of study at Clemson University in order to meet residency requirements.

Students are responsible for ensuring that all course work in their curriculum plan is completed for graduation.

Residency Requirement

Upper division nursing courses must be taken at Clemson University in order to meet the university’s Residency Requirement. These courses cannot be challenged on the basis of examination or work experience (Approved by School of Nursing Faculty April 26, 1996). Although many RN’s have years of experience that will support their knowledge base, these courses are designed to provide a theoretical and experiential framework for professional practice and will serve as a foundation for courses in the graduate program.

Clinical Course Requirement

Only Registered Nurses may enroll in clinical courses offered in the RN/BS Completion Program.

Recommended Technology Capabilities

- Windows or Macintosh operating system
- Internet access
- Highly recommended to have Cable modem or DSL
- Internet Explorer, Mozilla Firefox, or Safari
- Microsoft Office
- Macromedia Flash Player
- Web camera
- Microphone, headphone
- Computers are also available in the University Center library
Educational Recommendations from Faculty

RN/BS students are busy professional people who are juggling many things in their lives. However, to have a successful educational experience it is recommended that students plan to spend 2-3 hours of study time for each ONE hour of course credit. For example, if a student is taking 9 credit hours, it is expected that the student will spend 18-27 hours per week studying, reading, participating in discussion boards, taking online quizzes and working on papers and projects.

Distance Education Guidelines

The School of Nursing uses the Canvas Learning Management System to facilitate online education. Students are expected to actively participate in all online assignments to be successful in their courses. Canvas can be opened by

1. Opening the internet browser to Clemson at www.clemson.edu
2. Select the Student link
3. Select the Canvas menu option
4. Login with the Clemson University name and password
5. Click on the course at the welcome page
6. Enter the Canvas classroom

Instructors may require synchronized or asynchronous participation. Synchronous participation requires that students participate with each other and/or the instructor at the SAME TIME. Asynchronous participation requires that students participate at different times, but read and assimilate information from one another’s postings.

Instructors may require various levels of online participation. For example, one instructor may require students to log into Canvas 3 times per week while another instructor may require 4 times per week.

Netiquette

Remember when communicating electronically that the person at the other end cannot see your facial expression nor perceive other indicators of your intended emotional expression. Therefore, things can be taken out of context and the reader of the communication may misconstrue what the writer intended. A message may be seen as angry or judgmental when it was not intended to be that way. Please be mindful of all your communication using email and Canvas

Using all capital letters may be interpreted as shouting. Be sure that any use of humor can be interpreted as humor and that it is not offensive in any way. Keep critiques constructive. Do not be antagonistic. Do not plagiarize. Be professional at all times.

Canvas Course Setup

Instructors will use Canvas as they deem appropriate for each course. Each instructor will review the setup of his/her course and requirements for discussion boards, participation, deadlines for participation, etc. Please refer to each syllabus for guidelines.
Communication with Instructors

Please remember that instructors teach multiple courses in multiple programs, in multiple locations, and in multiple formats. Students and faculty should respond to electronic communications within 48 hours, excluding weekends and holidays. Make sure to include a subject in the subject line.

Phone calls to instructors should be made after other attempts to communicate with faculty have been unsuccessful or for emergencies. Adhere to hours provided in each course syllabus. Phone calls should be returned within 48 hours, excluding weekends and holidays also.

Helpful Websites

Clemson University  http://www.clemson.edu

Help with technology  http://www.clemson.edu/ccit or 864-656-3494

Library services  http://www.lib.clemson.edu

Registrar’s office  http://www.registrar.clemson.edu

Financial aid  http://www.clemson.edu/financial-aid/

CU Counseling and Psychological Services: https://www.clemson.edu/campus-life/student-health/caps/
CAPS Phone #’s: 864-656-2451 (business hours);
CAPS After Hours: 864-656-2222 (ask for the CAPS on-call counselor)

SECTION III: ADVISING, REGISTRATION, & POLICIES AND PROCEDURES INFORMATION

Advising and Registration
Students will be advised each semester by the Student Services Coordinator of the RN-BS Program or his/her designee. Courses specifically designed for the RN student are offered in an online format only. Approval to add or drop a course must be obtained from your advisor.

Email Forwarding
Students receive a clemson.edu email address as part of initial enrollment. This email is used to convey important information about coursework, etc. It is the student’s responsibility to regularly check this email and/or forward this email to a preferred home and/or work address. Directions for forwarding emails appear on the Clemson homepage at www.clemson.edu/ccit/.

Student Records and Confidentiality
Academic records for purposes of advising are maintained in the Office of Student Services. The School of Nursing will not release information to a third party without the written consent of the student.

Summer School
Completion of the RN/BS program within the 1 year time frame requires that the student enroll in a summer session. Most courses are offered both fall and spring semesters to facilitate progression of students in their
programs of study, however NURS 4050, NURS 3300, and RN/BS electives are offered in the summer only.

To facilitate the completion of required nursing electives, elective courses are offered during the summer sessions. Students not interested in taking graduate classes are encouraged to enroll in these summer course to complete their electives.

Guidelines for Expressing Student Concerns
Students’ concerns or complaints about the RN-BS Program should be handled in a professional manner. Discussion of these issues should be based on facts and should be conducted using a collegial, problem solving approach. An attempt should be made to resolve the issue in a manner which is satisfactory, yet maintains the integrity of the Nursing Program. If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed. (Please see Undergraduate Announcements).

Issues involving a course, such as quality of instruction and fairness and equity in awarding grades should use the following procedures:

1. If the issue(s) concerns a single course, the student should make an appointment with the Lead Faculty and attempt to come to an amicable resolution.
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the Director of Undergraduate Programs, Dr. John Whitcomb, 864-720-2066.
3. If the issue cannot be settled with the Director of Undergraduate Programs, an appointment should be made to discuss the issue with the Director of the School of Nursing, Dr. Kathleen Valentine.
4. If previous discussions do not resolve the issue, an appointment should be made with the Dean of CBSHS, Dr. Leslie Hossfeld.

Issues involving the RN/BS Program such as curriculum, sequencing and scheduling of courses should begin with step 2 above.

Academic Integrity Policy

Clemson University Academic Integrity Statement: As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a “high seminary of learning.” Fundamental to this vision is a mutual commitment to truthfulness, honor and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating or stealing in any form (http://www.clemson.edu/academics/integrity/).

The Academic Integrity policy states that plagiarism “includes the copying of language, structure or ideas of another and attributing the work to one’s own efforts” (Undergraduate Catalog). The definition of plagiarism does not differentiate between deliberately using someone else’s work without attribution or doing so unintentionally. Both are plagiarism!

Some common forms of plagiarism are:

- Directly reproducing or paraphrasing someone else’s work (published or unpublished), including insights and opinions, without attribution, regardless of length.
- Failing to clearly identify quoted material by using quotation marks (for short sections) or block text (for larger sections).
- Directly quoting your own text from previous projects or papers, without attribution. Plagiarism also includes using someone else’s ideas, art, figures, tables, maps, charts, diagrams, and so forth, even if you recreate or reformat the material.
An exception is made for material that is common knowledge. If information is readily available from general reference sources in the chosen field, or if the information appears undocumented in several sources, it may be common knowledge. Whether material is common knowledge is often a judgement call. If in doubt err on the side of caution and cite the source. Never copy text of any kind and use it as your own.

Peer to Peer File Sharing

In regards to the appropriate use of copyrighted materials, the use of peer-to-peer (P2P) file-sharing networks for the sole purpose of obtaining materials outside of the copyright owner’s exclusive rights of reproduction and distribution is a violation of U.S. federal law and could be subject to disciplinary action by the University. According to the U.S. Copyright Office:

"Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law.

Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, e-books, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware." This includes sale of instructional materials. No student shall sell or attempt to sell any information provided by any University member in any course of study offered at Clemson University (Clemson University Code of Conduct #15) –Added 8/25/16

Students who fail to meet the above expectations will receive a written reprimand specifying the problem behavior and expected behavior change. The faculty member will counsel the student to clarify expectations and obtain the student’s signature acknowledging the reprimand and expectations. If the problem behavior is related to a clinical experience, the student will receive an unsatisfactory for the clinical day. The reprimand will be noted on the student’s clinical evaluation tool and a copy of the reprimand will be maintained in the student’s file. A second written reprimand regarding any of the above behaviors will result in the student’s final grade being dropped by one letter grade. A third breach of the above code of conduct will result in the students being dropped from the course. If the student has inadequate withdrawal hours or if the date is past the drop date, the student will be awarded a D in the course.

Breach of the following expectations on even one occasion may result in failure of the course. Students are always expected to:

- Notify the clinical instructor and clinical agency at least 30 minutes prior to any clinical tardiness or absence. Sending word by a classmate, emailing, and/or leaving a message is not adequate. The student must speak to the instructor and the clinical unit and is responsible for having those phone numbers available when needed.
• Be truthful and honest. Cheating and/or providing false information to faculty members or clinical personnel will not be tolerated and can result in dismissal from the Nursing Program.

**Code of Conduct**

Students of Clemson University School of Nursing are expected to demonstrate professional conduct in both the clinical and classroom settings. Students will demonstrate professional conduct by:

- Participating in and completing all class and clinical activities.
- Meeting course deadlines.
- Completing all clinical experiences in a professional manner (dress, timeliness, communication, etc).
- Maintaining respectful, constructive verbal and non-verbal interactions with faculty, peers, and clinical agency personnel.

**Civility Statement**

Students of Clemson University RN/BS students are expected to demonstrate professional conduct in both the online classroom and the clinical settings. Students will demonstrate professional conduct by: Maintaining respectful, constructive verbal and non-verbal interactions and written communication with faculty, peers, and clinical agency personnel.

Students who fail to meet the above expectations will receive a written reprimand specifying the problem behavior and expected behavior change. The faculty member will clarify expectations and obtain the student’s acknowledgement of expectations. A copy of the reprimand will be maintained in the student’s file. A second written reprimand regarding any of the above behaviors will result in the student’s final grade being dropped by one letter grade. A third breach of the above code of conduct will result in the students being dropped from the course. If the student has inadequate withdrawal hours or if the date is past the drop date, the student will be awarded a D in the course.

Breach of the following expectation on even one occasion may result in failure of the course: Students are always expected to be truthful and honest. Cheating and/or providing false information to faculty members or clinical personnel will not be tolerated and can result in dismissal from the Nursing Program.

*Approved by the SON faculty October 21, 2012*
Awareness and caution are required to avoid inadvertently disclosing confidential or private information about patients. All Clemson University School of Nursing students are expected to comply with the following requirements related to the use of social media.

- First and foremost, nurses and nursing students must recognize that they have ethical and legal obligations to maintain patient privacy and confidentiality at all times.
- Students are strictly prohibited from transmitting by way of any electronic media any patient-related or facility-related information and/or images. In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship or within your clinical facility with anyone.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. This includes any information about the patient: name, address, age, gender, diagnosis, room number, admission date, discharge date, date of birth or death, date of care, or anything else. **NO PATIENT OR FACILITY RELATED INFORMATION CAN BE POSTED ON SOCIAL MEDIA!!** Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Never refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Maintain professional boundaries in the use of electronic media. As with in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Do not post any information regarding work-related issues. Do not even post seemingly innocuous information such as “It was a busy day”. Such information could be used in a lawsuit to imply various things about the work environment.
- Promptly report any identified breach of confidentiality or privacy to your instructor and lead teacher.
- Be aware of and comply with facility policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments. DO NOT POST ANY INFORMATION WITH REFERENCE TO YOUR SPECIFIC CLINICAL EXPERIENCE.
- Do not post content or otherwise speak about employer or facility.

Summary of CU SON Social Media Policy: Do not post any clinical, patient, or facility-related information on any social media: DOING SO WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL FROM THE CLINICAL, THE SCHOOL OF NURSING AND/OR CLEMSON UNIVERSITY.
Clinical Laboratory Requirements

All nursing students are required by the School of Nursing and clinical agencies to meet specific requirements in order to enroll in nursing courses with a clinical lab. A student information form is provided for submission of documentation of having met these requirements. The form along with copies of all required documentation must be received by the School of Nursing Office at the CU Nursing Building Greenville by the stated deadlines. If all documentation is not received by the deadline, the School of Nursing will drop those students from all nursing courses. Students who are dropped must submit all documentation before being added back to the courses during late registration. Students who do not comply with the stated requirements will not be allowed to enroll in or attend any clinical nursing labs.

From time to time, new requirements may be added and student may be required to complete and submit new forms or to complete such requirements on line as instructed. Submission dates may vary and students will be notified by the student services coordinator of required deadlines.

Please note that Redfern Health Center requires separate documentation, even for online students. Please contact Redfern for their requirements. Providing documents to Redfern does not meet the requirements for Nursing. You must submit the required documentation to the RN-BS Clinical Coordinator.

Helpful Suggestions for Completing Clinical Laboratory Requirements:

- Please do not turn in original copies of documentation. Please turn in copies with your Student Information Sheet and keep the originals in a file in your possession.
- Remember the deadlines and make certain you have turned in everything to avoid being dropped from your nursing courses.
Clemson University School of Nursing Health Requirements Checklist

- PLEASE NOTE THAT REDFERN HEALTH CENTER ON CAMPUS REQUIRES SEPARATE DOCUMENTATION.

### Acceptable required documentation includes:
- Copy of vaccination or immunization record
- Copy of laboratory report
- Form signed by health care professional

### Submit ONCE

- Acknowledgement of Policies & Expectations Form
- Student Information Form
- Alcohol/Drug Policy/Drug Screening Form
- Arcpoint Form: Take form to Arcpoint when you go for your drug screen and they will send results to School of Nursing.
- Hepatitis B: Submit documentation of Hepatitis B immunization or titer indicating immunity.
- Immunization – Documentation of series of 3 shots
  - Titer – If you had HBV immunization more than 5 years before the date you enter clinical, a titer is strongly urged. If the titer is negative, the student should have a booster.
- Health Insurance: Must be current at all times while enrolled in nursing courses. Photocopied documentation required at start of program and if there is a change in policy, you must resubmit.
- Td or Tdap (Tetanus/Diphtheria/Pertussis): Submit documentation of immunization. If the last dose of Td (Tetanus/diphtheria) is greater than two years prior to the date you enter clinical, Tdap is recommended.
- MMR (Measles, Mumps, Rubella): Series of 2 doses of vaccine on or after first birthday.
- Varicella/Chicken Pox: Submit documentation of date of two-dose varicella immunization, or positive titer showing immunity. Report of having had the disease is not acceptable documentation.
- HIPAA Compliance/Bloodborne Pathogen Training: Documentation from employer.
- Federal Background Check: [www.srandi.com](http://www.srandi.com)

### Submit Initially UPDATES REQUIRED

- PPD (Tuberculosis screening): Initial test must be a two-step
- PPD (two injections placed 1 to 3 weeks apart) unless the student has documentation of yearly PPD screenings.
  - Thereafter, students submit documentation of single PPD screening yearly
  - If PPD is positive, or if completing INH, a Chest X-ray is required before entering the first clinical Experience. The x-ray should be done no more than 3 months prior to the first clinical experience. Annual submission of the “Symptom Checklist”.
- Annual Flu Immunization: Our clinical facilities are now requiring documentation of the annual immunization against the flu. Submit documentation yearly by October 1st.
- CPR Certification: Photocopied documentation must be submitted before starting program. Each student must hold a valid CPR card that is current throughout the semester. This may require early recertification if the card expires during the semester. **THE ONLY ACCEPTABLE CPR CERTIFICATION IS AHA - HEALTH CARE PROVIDER**
  - (2 year certification). Course must include: 1 person/2 person, infant, child, choking & AED. “Community CPR” or “Heart Saver CPR” are not acceptable. No online CPR courses will be accepted without personal skills certification by licensed instructor.
- Liability Insurance: Submit documentation (i.e. policy face sheet) stating coverage of a current $1 million per occurrence and $6 million aggregate, and policy effective dates. Update yearly thereafter. [www.proliability.com](http://www.proliability.com) or [www.NSO.com](http://www.NSO.com) are normally used by students.
- RN License: Copy of current SC nursing license. Submit renewal every 2 years in April.

Please return all health requirements to:

- Melissa Gray 605 Grove Road, #465 Greenville, SC 29605 Ph: 864-720-2054
- Fax: 864-720-2095
- Email: mgray7@clemson.edu
STUDENT INFORMATION FORM
Compliance with RN-BS Clinical Requirements

Name: ___________________________________________________ XID# __________________________

Address: __________________________________________________________________________________

Home Phone: _________________________ Clemson email: ____________________________@clemson.edu

Work Phone: _________________________ Personal email: ______________________________________

Emergency Contact: _________________________________________________________________________

Relationship:_________________________  Telephone of Emergency Contact: _________________________

Address of Emergency Contact:_______________________________________________________________

___ Acknowledgement of Policies Form
___ Alcohol/Drug Screening Form
___ Hepatitis B Injections (series of 3) or titer
___ Health Insurance
___ Td or Tdap (Tetanus/Diphtheria/Pertussis)
___ MMR (series of two)
___ Varicella/Chicken Pox (HO not acceptable, titer needed)
___ Federal Background check
___ Ten-panel drug screen (arcpoint $20)

I have provided the above information to the best of my knowledge and belief. I have been advised and
agree to hold in confidence all patient related information of which I become knowledgeable, either
directly or indirectly as a result of my learning experience within the hospital or agency that I have been
assigned.

Signature: ________________________________  Date: __________________________

121
ABUSE OF DRUGS AND/OR ALCOHOL POLICY

I have read and understand the School of Nursing policy and procedures governing use and/or abuse of drugs and/or alcohol and am aware of the penalties which may result from behavior described by this policy.

Signature: ____________________________ Date: _______________________

SCHOOL OF NURSING HANDBOOK

I have read the student handbook and understand the School of Nursing policies.

Signature: ____________________________ Date: _______________________

122
Nursing Student Acknowledgement of Policies and Expectations

- I must **pass all science and nursing courses with a minimum grade of “C”** or better for progression to the next level.
- I must maintain an **overall grade point ratio (GPR) of 2.5** or above to remain in the nursing curriculum. If my overall GPR falls below 2.5, I will no longer be eligible to continue in the nursing curriculum.
- I must maintain a **2.5 GPR in my required nursing courses** to be eligible to continue in the nursing program. If my Nursing GPR falls below 2.5, I will no longer be eligible to continue in the nursing program.
- I can **repeat the same nursing course one time only**. A grade of “w” counts as my first attempt. Additionally, I can **repeat only one nursing course**. Upon a **second failure of the same course OR failure of a second nursing course**, I will not be eligible to continue in the nursing program.
- I must **pass the didactic and clinical components** to pass all clinical courses.
- A criminal background check is required before entering clinical courses and a negative result is expected. I understand that my clinical placement and/or licensure may be affected by information revealed through a criminal background check. Access by visiting [www.sled.sc.gov](http://www.sled.sc.gov)
- I must **satisfy all clinical requirements** prior to attending any clinical course. **If all documentation is not received by the deadline and kept current throughout the semester**, The School of Nursing will **drop me from all nursing courses for which I have not submitted documentation**.
- I understand that the Nursing RN-BS Undergraduate Handbook contains information for which I am held accountable and that I must review the Handbook at the beginning of each academic year.
- I understand that the policies set forth in the Handbook are binding and that breach of these policies can have consequences ranging from a written warning to dismissal from the program.

I have read and understand this School of Nursing Contract and I agree to abide by the terms therein.

____________________________________  _________________________
Student’s Full Name (please print)  CUID Number

____________________________________  _________________________
Student Signature  Date
Additional Health Requirement Information

- Completing your health requirements by the assigned due dates is a professional responsibility expected of all students. Failure to meet all health, certification, and documentation requirements by the designated deadlines will prevent the student from beginning or continuing in the nursing program. The student may be dropped from all nursing courses. Reinstatement to nursing courses will depend on space availability.

- Please make copies of all documentation required, keep originals in your files, and turn in copies of documentation to the CU Nursing Building Greenville Melissa Gray.

- Students are encouraged to report any physical or psychological changes that may impact their ability to progress in the nursing program to their faculty advisor.

- Immunizations prevent thousands of deaths each year and prevent countless disabilities. When receiving immunizations, care should be taken to read recommendations, contraindications and risks for each immunization. If an immunization is contraindicated due to allergy, disease or pregnancy, written verification of the vaccination contraindication must be submitted to the SON with signature of health care provider and student.

- Meningococcal vaccine is recommended in addition to the required vaccines. Students should have one meningococcal vaccine in the dose and route specified by manufacturer.

Health Protection Policy for Faculty and Students

All students and faculty are expected to provide quality care to all clients whatever their diagnosis. Faculty and students must be aware of policies and procedures to reduce the risk of infection to self and others.

Students with special health concerns that may place them at risk during clinical experiences should discuss their situations with the Lead Teacher for the clinical course prior to the beginning of the clinical experience. These students may be required to submit medical clearance with specific guidelines for their clinical experiences. Students who are unable to provide clinical care without undue risk may be required to delay taking clinical courses until they are safely able to do so.
Student Policy Governing Use and/or Abuse of Drugs and/or Alcohol

Use of substances which interfere with the judgment and/or motor coordination of students of the School of Nursing pose unacceptable risks for patients, the University, the faculty and health care agencies. Therefore, use of alcohol, use of illegal drugs and/or the misuse of legal therapeutic drugs by nursing students while engaged in any portion of their educational experience are strictly prohibited. Furthermore, nursing students are strictly prohibited from being under the influence of alcohol or any drug while engaged in any portion of their formal educational experience.

Any faculty member who suspects a student in violation of this policy is required to take action. The actions to be taken are spelled out in the procedures which follow. Students are required to read and acknowledge by signature that they understand this policy. Parents or guardians of students will be informed of the policy.

As this policy refers to positive drug/alcohol screen procedures, the following definitions of positive will be used:

- Screen results indicating use of an illegal drug;
- Screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs;
- Screen results indicating presence of alcohol in blood.

Any one or more of the following behaviors may constitute evidence that a student is under the influence of alcohol or drugs;

- Observable lack of motor coordination without reasonable explanation. Such behavior must be described objectively by the person making such observation;
- Incoherent speech without reasonable explanation;
- Inappropriate decision-making behavior without reasonable explanation. This behavior must be described objectively by persons making such observations and must clearly be inappropriate based upon reasonable expectations of students at the same academic level.
- Odor of alcohol detected from a maximum distance of the feet on breath of student.
Drug and/or Alcohol Abuse Policy Procedure

1. If the clinical agency reports suspicion that a School of Nursing student has violated any provision of this policy, the faculty member in charge will make arrangements for the student to leave the clinical area immediately. In all cases, the student may not participate in any clinical laboratory experience until an appropriate plan of action has been identified.

2. Subsequent to an immediate preliminary investigation by the Director or designee, the incident will be reported to the Dean, CBSHS. After review by the Dean, one of the following actions will be taken:
   a. The student will be allowed to continue attendance at clinical laboratories without penalty and no further investigation will take place.
   b. A faculty/administrative committee will be appointed to investigate the incident, and the student will be asked to submit to an immediate drug/alcohol screen.

3. If the student is asked and agrees to submit to a drug/alcohol screen and the test results are negative; the student will be allowed to resume the clinical laboratory experience without penalty. The Dean will notify the faculty/administrative committee that the matter has been resolved, and no further action is required.

4. If the student is asked and refuses to submit to a drug/alcohol screen, or if the student submits to the screen and the results are positive (on a second retesting after an initial positive), this information will be given to the faculty/administrative committee conducting the investigation.

5. After its investigation, the faculty/administrative committee will consult with and make a recommendation for a plan of action to the Dean. The plan of action ultimately decided upon may include, but is not limited to, one or more of the following:
   a. The student may be allowed to resume participation in clinical laboratory experiences.
   b. The student may be required to enroll and successfully complete and approved in-patient and/or out-patient substance abuse program.
   c. The student may be required to repeat any nursing course when a significant portion of the clinical laboratory experience has been missed.
d. The student may receive a failing grade in any nursing course in which a significant portion of the clinical laboratory experience has been missed.

e. The student may be barred from further participation in clinical laboratory experiences.

The ultimate decision on a plan of action to be followed will rest with the Dean. Students are reminded that participation in clinical laboratories is necessary to pass clinical nursing courses and two successive failures of a nursing course will bar a student from repeating the course.

All students in nursing will be expected to abide by the policy. Notification of failure to adhere to the policy will be made to the State Board of Nursing for the state in which the student is licensed to practice nursing, if appropriate. All information related to these procedures will be held in confidence and released only in those instances required by University, School of Nursing and/or appropriate State Board of Nursing policy.

Reviewed 5/21/10

See also University Student Handbook for University policy on drug use.
Understanding of Alcohol/Drug Policy & Permission for Drug Screening

I have and understand the Alcohol and Drug Policy and agree to the drug screen guidelines. I hereby release the designated testing agency and its director, Clemson University, the School of Nursing and faculty from any claim in connection with the drug screening guidelines. I understand that in the event any legal action is taken as a result of the drug screening guidelines, confidentiality may no longer be maintained. I further understand that I will be subject to drug tests while enrolled in the School of Nursing. A positive drug screen or refusal to submit to testing will result in dismissal from the School of Nursing.

Print Name

______________________________________________________________

Signature

______________________________________________________________

Signature Date

______________________________________________________________

*Witness Name Printed

______________________________________________________________

Witness Signature

______________________________________________________________

Signature Date

Approved by faculty 9/19/14
Clinical Laboratory Dress Code

The dress, personal appearance and hygiene of our students create an impression, either favorable or otherwise, on patients and the community.

The policy specific to clinical laboratory dress code was developed for the purpose of easy identification of students in the clinical area. The following dress code applies in all clinical areas except psychiatry* (i.e., medical, surgical, obstetrics, pediatrics, community health).

Clinical Dress Code for RN Students:

Students should dress professionally and wear professional white lab coats with the Clemson student identification card displayed as required by the clinical agency. Students are not to wear colognes, perfumes, lotions, or other strong scents to clinical sites. You may be asked to leave for any violations of the dress code.

Students should report to course lead faculty any clinical site that does not provide an effective, hands on, interactive learning experience which includes, assessment, diagnosis, and clinical management of patients.

Statement of Unsafe Clinical Practice

Practice may be considered unsafe when a student fails to use the nursing process effectively by engaging in one or more of the following activities:

1. Failure to recognize the need for assistance when unprepared for nursing action.
2. Failure to take nursing action when such action is essential to the health and safety of the client.
3. Attending clinical laboratory while under the influence of alcohol or drugs.
4. Failure to recognize the influence of own attitudes and behavior on care of clients.
5. Lying or deliberately giving inaccurate information regarding nursing care.
6. Performing nursing activities which are detrimental to the health and safety of the client.
7. Failure to assume responsibility for completing nursing actions.

Reviewed 5/21/11
Guidelines for Evaluation of Student Clinical Performance

1. Students should expect to be provided with criteria for evaluation for each assignment which is to be graded.

2. Students should expect that faculty will collect and retain such evidence of student performance as is necessary for fair and accurate formative and summative evaluation.

3. Students should expect that faculty members will return clinical written work in such time to insure their use in the evaluation process.
The Clinical Learning and Research Center (CLRC) will support current and anticipated instructional, research, and service programs of the College of Behavioral, Social, and Health Sciences. The primary focus of support is for the faculty, staff, and students of the School of Nursing and the Department of Public Health Services. For information, contact Kim Hill at KKamp@clemson.edu or 864-656-5477. The fax number is 864-656-5476.
Sigma Theta Tau International, Gamma Mu Chapter

Sigma Theta Tau is the international honor society of nursing with chapters at schools and colleges of nursing throughout the United States and world. Gamma Mu Chapter was installed at Clemson University in the Spring of 1978. Its purposes are those of the international organization:

- to recognize superior achievements
- to recognize the development of leadership qualities
- to foster high professional standards
- to encourage creative work
- to strengthen commitment to the ideals and purposes of the profession

Through the membership, Gamma Mu Chapter works to support the purposes of the society by engaging in activities which are of an educational or scientific nature and by cooperating with other chapters and the international council. At least two program meetings are held during the year, one of which consists of research presentations by nurses. Membership is an honor, designed to recognize and encourage superior scholarship and leadership. Selection is made from among students in baccalaureate or graduate programs in nursing and from among community nurse leaders with at least a bachelor's degree. Eligibility screening is carried out in January, and eligible candidates are notified directly by the Eligibility Committee. Upon acceptance and payment of the induction fee, new members are received into the Chapter each Spring.

Qualifications for Regular Membership:

1. Candidates shall have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of nursing.

2. Candidates shall be elected from students enrolled in:
   a. Bachelor and Master’s programs which have been accredited by the nationally recognized accrediting body for professional nursing, and postmaster’s, doctoral and post-doctoral programs.
   b. Students who have completed at least one-half of the required nursing components of the bachelor's curriculum or a minimum of one-fourth of nursing shall be eligible.
c. Bachelor of Science Degree Program:

Students shall have a grade average of at least 3.0 on a four point scale or its equivalent, i.e., "B" or the second highest grade of the institution as indicated by the official record of grades. Exceptions maybe made at the discretion of the chapter's Eligibility and Membership Committee when a student has a qualifying grade average in the nursing major, has demonstrated consistent progress in academic achievement, and meets to a high level the other qualifications for membership. When grade averages are not available, the use of a reliable and valid measure, such as a rating tool, shall be used to determine scholastic achievement. The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class.

d. Programs of Graduate Study: Programs of graduate study include Master's, Postmaster's, Doctoral and Post-Doctoral. Nurses matriculated for graduate study in nursing are eligible for membership if they have achieved a grade point average higher than the minimum requirement for graduation. When grade averages are not available, the use of reliable and valid measures, such as a rating tool, shall be used to determine scholastic achievement.

3. A nurse with a bachelor's or higher degree who has demonstrated marked achievement in the field of nursing shall be eligible for membership in any chapter.

SECTION V: GRADUATION INFORMATION

Pins for Professional Convocation

Early in the semester of your graduation, applications for the school pin become available online for each of the candidates for graduation. Pins are an optional purchase and are given out at the convocation ceremony prior to graduation if the student chooses to attend. It is the student's responsibility to submit the application online prior to the order deadlines in order for pins to be guaranteed prior to graduation.

The School of Nursing will assist past graduates in reordering pins if they should need to do so. Students can contact the School of Nursing Suite at the University Center of Greenville in order to find out when the next order date will be so that an application can be made online. A call is made to the transcript office at Clemson University to verify that the student did indeed graduate.
Estimated Graduating Student Expenses

Graduation information can be found through the **Registrar’s Office**:

[https://www.registrar.clemson.edu/html/graduation.htm](https://www.registrar.clemson.edu/html/graduation.htm)

and through the **University Bookstore**:


- School of Nursing Pin (optional) $59.00 - $269.00
- University Ring (optional) $441.05 – 1,836.45
- Diploma Frames (optional) $150.00 & up
- Cap, Gown & Tassel $50.00 (includes handling fee)
SCHOOL OF NURSING
College of Behavioral, Social, and Health Sciences

TRANSFER/CHANGE OF MAJOR
HANDBOOK
2019- 2020

Same Guidelines/Requirements listed in BS-T previously mentioned apply
### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1030, General Biology I</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Biol 1050, General Biology I Lab</td>
<td>(0,3)</td>
</tr>
<tr>
<td>Comm 1500 or Comm 2500</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Soc 2010, Intro to Sociology</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Arts and Humanities (Non-Literature) Req³</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 2220, Hum Anat. and Phys I</td>
<td>(3,3)</td>
</tr>
<tr>
<td>Micr 2050, Intro to Microbiology</td>
<td>(3,3)</td>
</tr>
<tr>
<td>Micr 3050, General Microbiology</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities (Literature) Req.³</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Elective (not required for major)</td>
<td>4</td>
</tr>
</tbody>
</table>

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 3100, Health Assessment</td>
<td>(2,3)</td>
</tr>
<tr>
<td>Nurs 1400, Computer Appl. In Health Care</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Nutrition 2050 Nutr. for Nursing Prof.</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Nurs 3200, Professionalism in Nursing</td>
<td>(2,0)</td>
</tr>
<tr>
<td>Nurs 3110, Health Promotion Across Lifespan</td>
<td>(2,0)</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
</tr>
</tbody>
</table>

### SENIOR YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 3030, Med. Surg. II: Nurs of Adults</td>
<td>(3,12)</td>
</tr>
<tr>
<td>Nurs 3050, Psychosocial Nurs</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Nurs 3330, Health Care Genetics</td>
<td>(3,0)</td>
</tr>
<tr>
<td>Nurs 3300, Research in Nurs</td>
<td>(3,0)</td>
</tr>
</tbody>
</table>

**Fall Semester/Extra Semester**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 4030, Med. Surg. III: Complex Nurs Adults</td>
<td>(3,6)</td>
</tr>
<tr>
<td>Nurs 4150, Community Hlth Nurs</td>
<td>(2,6)</td>
</tr>
<tr>
<td>Nurs 4100, Leadership Mgmt. &amp; Nursing Care Pract.</td>
<td>(3,12)</td>
</tr>
</tbody>
</table>

**TOTAL HOURS = 124**

1. Students scoring 65 or below on the CMPT will be required to take designated prerequisite course (MATH 1010) for CH 1010 during this semester.
3. See General Education Requirements
4. If this requirement is satisfied by another course in the curriculum, elective hours may be substituted.
NOTES:

1. A minimum grade of a C is required in the following courses for progression to junior year clinical courses: BIOL 1030/1050, BIOL 2220, 2230, CH 1010, MICR 2050 or 3050, MATH 1010 (if needed), STAT 2300, NUTR 2050.

2. A minimum grade of C is required in all nursing courses.

3. To progress to junior-level nursing courses, students must have a minimum grade-point ratio of 2.5 and may not have received more than two final course grades of less than a C in the last five years.

4. A minimum grade-point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. Only courses required for the Nursing curriculum, including the allotted three elective credit hours, will be used to calculate this grade-point ratio.

5. Students may repeat only one nursing course. Further, students may repeat that nursing course one time only. Withdrawing (“w”) from the course or using academic forgiveness counts as an attempt. Students who are unsuccessful on the second attempt in a nursing course will be counseled to select another major and will not be permitted to continue in the Nursing program.

6. Students must pass didactic and clinical components to pass all clinical courses.

Revised June 2017
# CURRICULUM PLAN CHANGE OF MAJOR FRESHMAN 2019-2020

## Bachelor of Science

SCHOOL OF NURSING - 510 ROBERT C. EDWARDS HALL - CLEMSON, SOUTH CAROLINA 29634-0743 - (864) 656-7622

http://www.clemson.edu/nursing/

## FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 1030, General Biology I</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>Biol 1050, General Biology Lab</td>
<td>(0,3) 1</td>
</tr>
<tr>
<td>Comm 1500 or Comm 2500</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>Soc 2010, Intro to Sociology</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>Arts and Humanities (Non-Literature) Req</td>
<td>3</td>
</tr>
<tr>
<td>Course work for alternate path/major</td>
<td>3 16</td>
</tr>
</tbody>
</table>

## SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biol 2220, Hum Anat. and Phys I</td>
<td>(3,3) 4</td>
</tr>
<tr>
<td>Micr 2050, Intro to Microbiology</td>
<td>(3,3) 4</td>
</tr>
<tr>
<td>Nutrition 2050 Nutr. for Nursing Prof.</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>Nurs 1400, Computer Appl. In Health Care</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## JUNIOR YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 3230, Gerontology Nurs.</td>
<td>(2,0) 2</td>
</tr>
<tr>
<td>Nurs 3120, Med. Surg. I: Ther Nurs Intern</td>
<td>(2,6) 4</td>
</tr>
<tr>
<td>Nurs 3400 Pharmacotherapeutic Nurs</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>Nurs 3040, Pathophysiology</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>Engl 3150 Scientific Writing or Engl 3140 Tech</td>
<td>(3,0) 3</td>
</tr>
<tr>
<td>or Engl 3040 Business</td>
<td>(3,0) 3</td>
</tr>
</tbody>
</table>

## SENIOR YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 4010, Mental Health Nurs</td>
<td>(3,6) 5</td>
</tr>
<tr>
<td>Nurs 4110, Nurs of Children</td>
<td>(3,6) 5</td>
</tr>
<tr>
<td>Nurs 4120, Nurs Women &amp; Fam</td>
<td>(3,6) 5</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**TOTAL HOURS = 124**

1. Students scoring 65 or below on the CMPT will be required to take designated prerequisite course (MATH 1010) for CH 1010 during this semester.
2. See General Education Requirements
3. If this requirement is satisfied by another course in the curriculum, elective hours may be substituted

### NOTES:

*Courses with an asterisk are acceptable to substitute for any courses in the first semester that freshmen may have credit for coming into Clemson. Note that you must meet all pre-requisite and co-requisite enrollment requirements per iROAR and the Catalog.*

1. A minimum grade of a C is required in the following courses for progression to junior year clinical courses: BIOL 1030/1050, BIOL 2220, 2230, CH 1010, MICR 2050 or 3050, MATH 1010 (if needed), STAT 2300, NUTR 2050.
2. A minimum grade of C is required in all nursing courses.
3. To progress to junior-level nursing courses, students must have a minimum grade-point ratio of 2.5 and may not have received more than two final course grades of less than a C in the last five years.
4. A minimum grade-point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. Only courses required for the Nursing curriculum, including the allotted three elective credit hours, will be used to calculate this grade-point ratio.
5. Students may repeat only one nursing course. Further, students may repeat that nursing course one time only. Withdrawing
(“w”) from the course or using academic forgiveness counts as an attempt. Students who are unsuccessful on the second attempt in a nursing course will be counseled to select another major and will not be permitted to continue in the Nursing program.

6. Students must pass didactic and clinical components to pass all clinical courses.

Revised June 2018