

**FLORIDA A&M UNIVERSITY**  
**School of Nursing**



**RN-BSN**  
**STUDENT HANDBOOK**  
**2023 – 2024**



## **RN-BSN Program**

Dear Registered Nurse:

Welcome to the RN to BSN program and Florida A&M University! We are proud that you decided to obtain your RN to BSN and become part of the Nursing FAMUly. In order to assist into the role as an RN to BSN Nursing Student we have prepared this *RN-BSN Student Handbook* to use as a reference throughout the program.

This handbook will provide you with information about policies and activities that apply specifically to this program and supplements information provided in the FAMU undergraduate traditional BSN Student Handbook. In addition to this handbook, all nursing students are subject to the current rules and regulations set forth by Florida A&M University. It is our hope that the information in this handbook will enable you to successfully navigate the RN to BSN Program.

We wish you success as you begin your nursing studies with us.

Sincerely,

Robin Butler, PhD, MSN, RN  
RN to BSN Program Director  
Faculty  
Florida Agricultural and Mechanical University (FAMU)

**FAMU  
RN-BSN STUDENT HANDBOOK**

<b>Chapter</b>	<b>Sub-Chapter</b>	<b>Table of Contents</b>	<b>Page</b>
<b>1</b>		<b>Overview of the School of Nursing</b>	<b>5</b>
	1.1	Administration and Staff	5
	1.2	Handbook Overview	6
	1.3	Policy Changes	6
	1.4	Accreditation Commission for Education in Nursing (ACEN)	6
	1.5	Florida A&M University Non-Discrimination Policy Statement	7
<b>2</b>		<b>School of Nursing</b>	<b>10</b>
	2.1	History	10
	2.2	Mission Statement	10
	2.3	Core Values	11
	2.4	Philosophy	11
	2.5	Vision	11
<b>3</b>		<b>Curriculum</b>	<b>12</b>
	3.1	RN-BSN Program Student Learning Outcomes	12
	3.2	RN-BSN Curriculum Plan	13
	3.3	Progression, Retention, and Graduation	15
<b>4</b>		<b>Undergraduate Grievance Policy</b>	<b>16</b>
	4.1	School of Nursing RN-BSN Grievance Policy	16
	4.2	The Academic Review Process	16
<b>5</b>		<b>Course Evaluation</b>	<b>19</b>
	5.1	Guiding Principles	19
	5.2	Class Attendance	20
	5.3	Student Conduct During Examinations	20
	5.4	Academic Integrity and Plagiarism	20
<b>6</b>		<b>The Grading System</b>	<b>22</b>
	6.1	FAMU School of Nursing Grading Scale	22
<b>7</b>		<b>Written Papers</b>	<b>22</b>
	7.1	Significant Error Policy	22
<b>8</b>		<b>Quiz/Examinations</b>	<b>24</b>
	8.1	Test-Retest Policy	24
	8.2	The Center for Disability Access and Resources (CeDAR)	24
<b>9</b>		<b>Social Media Policy</b>	<b>24</b>
<b>10</b>		<b>Behavioral Expectations/Online Etiquette</b>	<b>25</b>
<b>11</b>		<b>General Guidelines for Clubs and Organizations</b>	<b>26</b>
	11.1	Student Organizations	26
	11.2	Student Nursing Association	26
	11.3	Rho Kappa Chapter of Sigma Theta Tau Honor Nursing Society	27
	11.4	Chi Phi Beta Chapter of Chi Eta Phi	27

<b>12</b>		<b>Florida A&amp;M University Policies</b>	28
	12.1	Policy Statement on Non-Discrimination	28
	12.2	Grade Change Policy	28
	12.3	Assignment of Grades	28
<b>13</b>		<b>Computer Requirements for Canvas</b>	29
<b>14</b>		<b>Acknowledgments and Signature Pages</b>	31
	14.1	Acknowledgment of the Receipt of the School of Nursing Student Handbook	31
<b>15</b>		<b>General Photography Release</b>	32
<b>16</b>		<b>COVID-19 University Guidance and School of Nursing COVID-19 Statement</b>	32

# **1 OVERVIEW OF THE SCHOOL OF NURSING:**

## **1.1 ADMINISTRATION & STAFF:**

<b>ADMINISTRATION</b>	<b>EXTENSION</b>	<b>E-MAIL ADDRESS</b>
Lisa Gardner DNP, MSN, APRN, FNP-C <b>Interim Dean and Professor</b>	850-599-3017	<a href="mailto:lisa.gardner@famuedu">lisa.gardner@famuedu</a>
Carswella Phillips DNP, MSN, APRN, AGPCNP-BC, CNE <b>Interim Associate Dean of Graduate Programs Professor</b>	850-599-3273	<a href="mailto:carswella.phillips@famuedu">carswella.phillips@famuedu</a>
Robin Butler, PhD, MSN, RN <b>Interim Associate Dean of Undergraduate Programs Professor</b>	850-599-3048	<a href="mailto:robin.butler@famuedu">robin.butler@famuedu</a>
Robin Butler, PhD, MSN, RN <b>RN-BSN Program Director Assistant Professor</b>	850-599-3048	<a href="mailto:robin.butler@famuedu">robin.butler@famuedu</a>
Yvette Tellis M. Ed <b>Director of Student Affairs</b>	850-412-7067	<a href="mailto:yvette.tellis@famuedu">yvette.tellis@famuedu</a>
Ms. Ta-Tanisha Adams, MBA <b>Program Student Advisor</b>	(850) 599-8740	<a href="mailto:tatanisha.adams@famuedu">tatanisha.adams@famuedu</a>
Wonda R. Martin, M.Ed. <b>Director of Academic Operations</b>	(850) 561-2969	<a href="mailto:wonda.martin@famuedu">wonda.martin@famuedu</a>
<b>STAFF</b>		
Tarolyn Waymon, BS <b>Program Assistant RN to BSN</b>	850-599-3004	<a href="mailto:tarolyn.waymon@famuedu">tarolyn.waymon@famuedu</a>

## **1.2 HANDBOOK OVERVIEW**

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

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

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

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

## **1.3 POLICY CHANGES**

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

## **1.4 Accreditation Commission for Education in Nursing**

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

3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
(404) 975-5020  
[www.acenursing.org](http://www.acenursing.org)

## **1.5 Florida A&M University Non-Discriminatory Policy Statement**



# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307

TELEPHONE: (850) 599-3076  
FAX: (850) 561-2997  
TDD: (850) 561-2998

EQUAL OPPORTUNITY PROGRAMS

## FLORIDA A&M UNIVERSITY NON-DISCRIMINATION POLICY STATEMENT

It is the policy of Florida A & M University that each member of the University community is permitted to work or attend class in an environment free from any form of discrimination including race, religion, color, age, disability, sex, sexual harassment, sexual orientation, gender identity, gender expression, marital status, national origin, and veteran status as prohibited by state and federal statutes. This commitment applies to all areas affecting students, employees, applicants for admission and applicants for employment. It is also relevant to the University's selection of contractors, suppliers of goods and services, and any employment conditions and practices.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs. Please also see University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures, and University Regulation 10.112 Consensual Relationships.

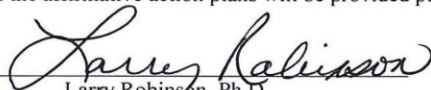
All Affirmative Action Plans/Programs are available for review at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8 a.m. – 5 p.m.). Please contact the following office regarding any information listed in this statement:

### Office of Equal Opportunity Programs

674 Gamble Street  
Tallahassee, FL 32307  
(850) 599-3076; TDD (850) 561-2998

Copies of the affirmative action plans will be provided pursuant to Chapter 119 of the Florida Statutes.

Signed: \_\_\_\_\_

  
Larry Robinson, Ph.D.  
Florida A&M University

Revised August 11, 2017

FAMU IS AN EQUAL OPPORTUNITY/EQUAL ACCESS UNIVERSITY



# **THE UNIVERSITY**

## **THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY**

### **MISSION STATEMENT**

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

### **VISION STATEMENT**

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY (FAMU) will be recognized as a leading national public university that is internationally renowned for its competitive graduates, transformative research, and innovation.

### **CORE VALUES**

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

**• ACCOUNTABILITY • INCLUSION • INNOVATION • INTEGRITY •**

## **2.0 SCHOOL OF NURSING**

### **2.1 History**

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

The baccalaureate program is an upper division (junior and senior year) five semester program for generic students. The fast track for RN-BSN students can be completed in three semesters.

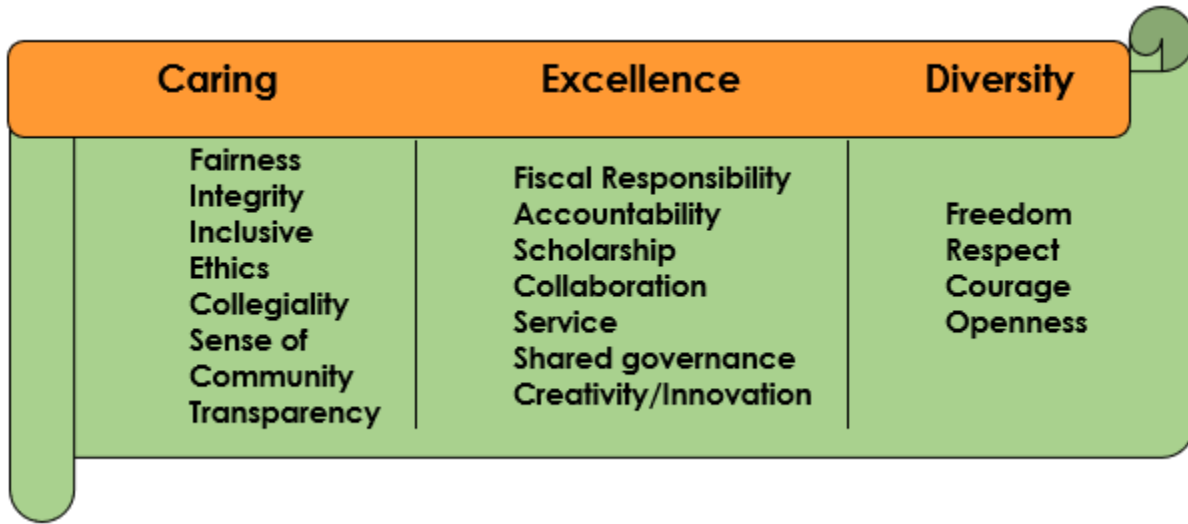
The Master of Science in Nursing and Post-Masters Certificate programs, with a specialty focus in Adult/Gerontology Nurse Practitioner preparation, was approved by the State University System Board of Regents in 1997 and admitted its first class in 1998. The Master of Science in Nursing program received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

### **2.2 School of Nursing Mission Statement**

The mission of the Florida Agricultural and Mechanical University School of Nursing is congruent with the mission of the Florida Agricultural and Mechanical University: Our mission is to create a student-centered environment that emphasizes excellence through integrity, honesty, innovation, and accountability, while providing an enriched academic, intellectual,

moral, cultural, ethical, and technological socialization to the discipline of nursing. We are committed to the development of highly qualified and caring nurses who can apply high quality, culturally competent and evidence-based healthcare to diverse populations within local, national, and global communities.

### 2.3 School of Nursing Core Values



### 2.4 School of Nursing Philosophy

The Florida Agricultural & Mechanical University School of Nursing views nursing as a caring art and science. We place great value on **integrity, honesty, and accountability** in providing **interdisciplinary, evidenced-based, humanistic healthcare**. Our curriculum is the foundation for preparing the next generation of nursing clinicians, educators, scientists, and leaders to **deliver excellence in practice, scholarship, and research**.

### 2.5 School of Nursing Vision

The Florida Agricultural & Mechanical University School of Nursing will be recognize by local, state, national, and worldwide communities as a preeminent nursing program that is committed to teaching with excellence and caring; excellence in scholarship; and immersion in professional service, graduating transformational students prepared to provide safe, quality, evidence-based

care in the ever-changing landscape of healthcare and solve complex issues impacting of individuals, families, communities, and the global society.

## 3.0 CURRICULUM

### 3.1 RN-BSN PROGRAM STUDENT LEARNING OUTCOMES

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

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

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

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

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

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

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

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

### 3.2 RN-BSN CURRICULUM PLAN

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

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

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

Students who elect to enroll in an elective Graduate course will be awarded dual credits in the RN-BSN and FAMU Graduate Program. *Students will be charged the graduate credit hour rate fee for graduate courses.*

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

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



### Diploma and Associate degree Nursing Courses

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

### 3.3 PROGRESSION, RETENTION, AND GRADUATION

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

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

- A nursing student may order the school's pin during the last semester. The pin is awarded after the successful completion of the nursing program.

## 4.0 UNDERGRADUATE GRIEVANCE POLICY

### 4.1 School of Nursing RN-BSN Grievance Policy

#### 4.2 The Academic Review Process

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

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

#### **Purpose**

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

#### **Procedure**

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

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

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

#### **Step I.**

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

appeal and the academic evaluation by faculty will stand. Business days are defined as a day of business operation by the University.

**Step II.**

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

**Step III.**

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

**Step IV.**

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

**Step V.**

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

**Step VI.**

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

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

**Step VII.**

**1. Academic Review Committee (ARC) Process**

- a. The ARC will deliberate and determine if the student's academic efforts were fairly, reasonably, and equitably evaluated by the faculty. The review process is based on the student's written request, the course faculty's written response, and other appropriate documentation. The committee may request papers or additional documentation as needed.
- b. After a review of the documents, the ARC will make one of three decisions, namely:
  - i. The student's academic effort were fairly, reasonably and equitably evaluated by the faculty and the decision of the faculty should be upheld;
  - ii. The student's academic efforts were not fairly, reasonably and equitably evaluated and the decision of the faculty should be altered; or

- iii. An informal hearing should be conducted by the hearing board in accordance with Step VIII before a decision can be reached on upholding or altering the decision of the faculty.
- c. The committee must decide within five (5) business days of convening the first meeting of the committee.
- d. Any decision of the committee must be by a majority of the committee.

## **2. Hearing Board (if necessary)**

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

### **Step VIII.**

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

### **STEP IX.**

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

### **STEP X.**

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

### **Formation of the Academic Review Committee and Hearing Board**

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

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

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

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

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

*Revised and Approved for RN-BSN: 12/2021*

## **5.0 COURSE EVALUATION**

### **5.1 Guiding Principles**

Absolute integrity is expected of every Florida A&M University student in all academic undertakings. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal

coursework situations, but in all University relationships and interactions connected to the educational process, including the use of university resources. While both students and faculty of FAMU assume the responsibility of maintaining and furthering these values, this document is concerned specifically with the conduct of students.

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

Student responsibilities for maintaining the Student Code of Conduct, as well as violations of the Student Code of Conduct are outlined in the University's Student Handbook, The FANG.

## **5.2 Class Attendance**

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

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

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

## **5.3 Student Conduct During Examinations**

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

## **5.4 Academic Integrity and Plagiarism**

**Policy Statement and Purpose:** The academic honesty policy shall be adhered to by all Florida A&M University students and applies to all academic work, both inside and outside of class

and online. The School of Nursing's Academic Honesty Policy is based on the shared core values stated in the University and School's Values Statements. Each member of the School of Nursing community, whether student, faculty or staff, holds himself or herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability. Each student is obligated to adhere to the highest standards of academic ethics and professional conduct in their academic endeavors

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

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

#### [2.012 Student Code of Conduct](#)

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

Policy Violations - Academic misconduct is prohibited by this Policy.

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

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

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

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

## 6.0 THE GRADING SYSTEM

### 6.1 FAMU School of Nursing Grading Scale

The School of Nursing implemented the following grading scale. Grades including the final grade will not be rounded up.

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

Non-Passing Grades in the School of Nursing are:

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

## 7.0 Written Papers

### Assignment Expectations

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

Each paper submitted by students must follow the current American Psychological Association Publication Manual 7<sup>th</sup> edition. All assignments must be submitted via the Canvas platform.

### 7.1 Significant Error Policy

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

Errors include the following:

- Misspelled words



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

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

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

### **Resources and Suggestions:**

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

## **8.0 QUIZ/EXAMINATIONS**

### **8.1 Test-Retest Policy**

1. Quizzes and Examinations are to be taken on the scheduled date(s) scheduled.
2. An official excuse from Student Affairs may be required to make up a missed exam. Students are to submit appropriate documentation (i.e., healthcare provider note, etc.) to Student Affairs to obtain an official excuse to provide to their professor.
3. You must schedule a make-up quiz/test **within two business days** following the receipt of excuse.
4. It is the student's responsibility to notify faculty **at least 24 hours** prior to the scheduled quiz/exam (with the exception of emergencies).
5. A different quiz/exam than the one administered on the scheduled date(s) may be given. The content will be the same, but the test may be different.

## **8.2 THE CENTER FOR DISABILITY ACCESS AND RESOURCES (CeDAR)**

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

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

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

<https://www.famu.edu/students/student-resources/center-for-disability-access-and-resources/index.php>

## **9.0 Social Media Policy**

### **Expectations**

FAMU SON requires nursing students to follow the policies coinciding with the American Nurses Association's position on social media for nurses. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or social media.

We expect students to represent the university and SON in a fair, accurate, and legal manner while protecting the brand and reputation of the institution in our community. When publishing

information on social media sites, please remain cognizant that information may be public for viewing and can be traced back to an individual. Since social media typically enables two-way communications with an audience, students have less control over the materials posted and how others use it.

## Reference

Please review the Social Media Policy from the National Council of State Boards of Nursing. [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

## ***NON-COMPLIANCE***

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

## **10.0 Behavioral Expectations/Online Etiquette**

1. **Respect others and their opinions.** In online learning, students from very different backgrounds come together to learn. It is important to respect their feelings and opinions even when they are quite different from your own.
2. **Watch your language and tone carefully.** When you are communicating online, you have to rely solely on words to get your point across. The other person cannot see your facial expression or hear your tone of voice, so things like sarcasm and humor often don't come across very well. That's why it's important to take your time, choose your words carefully, and be as straightforward as you can.
3. **Consider people's privacy.** Always ask for permission before you forward someone's email messages to somebody else, and if you do reuse somebody else's words (with their permission), make sure to acknowledge them appropriately. Keep in mind that all private email mail is considered copyrighted by the original author.
4. **Avoid inappropriate material.** It's tempting to forward messages you find clever or links to websites you find entertaining to classmates. If they are not directly relevant to the course, please don't do this, especially if the material is sexually suggestive, politically sensitive, or otherwise "edgy." Same goes for frivolous "joke" emails and chain messages. This is not the place for it.
5. **Be forgiving.** If someone writes something that you find offensive, mention it directly to the instructor. He or she is best equipped to address the situation. Remember that the person contributing to the discussion might be new to this form of communication. What you find offensive may have been unintended.

6. **Be concise.** When you are contributing to a discussion, be as brief as you can to get your point across. Adding a lot of unnecessary words just makes your message less clear. Try to stick to the point and not go off on irrelevant tangents.
7. **Read first, write later.** Don't add your comments to a discussion before reading the comments that are already there. And if you are responding to a previous comment, always make clear which comment you are responding to.
8. **DON'T TYPE IN ALL CAPS OR USE EXCESSIVE PUNCTUATION!!!!!!** Most people find this annoying, and you may not be communicating your thoughts effectively.
9. **Think before you hit the send button.** Learning to be your own editor is a difficult and important skill. Think carefully about the content of your message before you send or post it. Once you push the button, there is no taking it back. Grammar and spelling errors reflect badly on you, and misspelled words or poorly constructed sentences can make it hard to decipher your meaning accurately.

## **11.0 GENERAL GUIDELINES FOR CLUBS AND ORGANIZATIONS**

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

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

### **11.1 Student Organizations**

#### **11.2 Student Nursing Association**

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

The purpose of SNA’s is to:

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

Membership Eligibility:

- Membership in NSNA is a requirement to be an active member in SNA at FAMU. Membership fees to NSNA must be paid in addition to local dues assessed by the FAMU SNA Chapter.

- Active members:
- Students enrolled in the upper division BSN programs leading to licensure as a registered nurse.
- Students enrolled in the RN-BSN program leading to a baccalaureate degree with a major in nursing.
- Active members shall have all the privileges of membership.
- Associate members:
- Pre-Nursing students, enrolled at FAMU with designated Pre-Nursing major
- Associate members shall have all privileges of membership, except the right to hold an office.

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

### **11.3 Rho Kappa Chapter of Sigma Theta Tau Honor Nursing Society**

The purposes of the Honor Society of Nursing are to:

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

#### Membership Eligibility:

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

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

### **11.4 Chi Phi Beta Chapter of Chi Eta Phi**

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

#### Membership Eligibility:

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

## **12.0 FLORIDA A&M UNIVERSITY POLICIES**

### **12.1 Policy Statement on Non-Discrimination**

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

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

### **12.2 Grade Change Policy**

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

### **12.3 Assignment of Grades**

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

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

## 13.0 Computer Requirements for Canvas

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

### **Required Technology**

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

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

### **Course Structure**

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

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

### **FAMU Canvas Access**

To access this course on FAMU Canvas you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari, and Google Chrome). To ensure that you are

using a supported browser and have required plug-ins please run the “Check Browser” from your Canvas course.

### **Technical Assistance**

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

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

### **14.0 Acknowledgement of the Receipt of the School of Nursing RN-BSN Student Handbook**

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

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## **15.0 GENERAL PHOTOGRAPHY RELEASE**

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

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

I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Florida A&M University and the School of Nursing, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation.

### **Authorization**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## **16.0 COVID-19 – University Guidance/School of Nursing**

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

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

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