# Howard University

College of Nursing and Allied Health Sciences

Division of Nursing





Undergraduate Student Handbook 2013-2015

Promoting a Culture of Excellence:

Nursing Leadership for America and the Global Community

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#### I. INTRODUCTION

The *Undergraduate Student Handbook* provides information related to Howard University Division of Nursing policies, procedures, resources and other relevant issues of concern to student academic life. It serves as a companion to the *Howard University Student Handbook* 2013-2014 that is accessible at <a href="http://www.howard.edu/students/hbook/H-book.pdf">http://www.howard.edu/students/hbook/H-book.pdf</a>

The *Undergraduate Student Handbook* is reviewed annually and an electronic copy is available to all students through a link <a href="http://www.cpnahs.howard.edu/Nursing/index.htm">http://www.cpnahs.howard.edu/Nursing/index.htm</a> on the Division of Nursing website. Therefore, students are responsible for accessing the handbook and using it as a resource to answer questions and to guide compliance with academic and non-academic policies and procedures. Each student must sign the Student Handbook Signature Page that is located in the appendix of the handbook and in the Undergraduate Program Office. This signed form, which will be kept in the student's academic file in the Undergraduate Program Office, verifies that the student has read and understands the policies.

Policies and procedures, however, are subject to change during the academic year. Changes in policies will be distributed by the Undergraduate Program Chairperson and/or Office of Student Affairs. Distribution of changes will include electronic posting on Blackboard <a href="http://howard.blackboard.com/">http://howard.blackboard.com/</a> by the Program Chairperson and/or Office of Student Affairs. In addition, hard copies of changes in policies will be available in the Office of the Program Chairperson and Office of Student Affairs. For any questions related to content of the Howard University Student H-Book or the Division of Nursing Undergraduate Student Handbook, contact the Office of Student Affairs or the Chairperson of the Undergraduate Program.

#### **II. MISSION STATEMENTS**

# **Howard University**

Howard University, a culturally diverse, comprehensive, research intensive, and historically Black private university, provides an educational experience of exceptional quality at the undergraduate, graduate, and professional levels to students of high academic standing and potential, with particular emphasis upon educational opportunities for Black students. Moreover, the University is dedicated to attracting and sustaining a cadre of faculty who are, through their teaching, research and service, committed to the development of distinguished, historically aware, and compassionate graduates, and to the discovery of solutions to human problems in the United States and throughout the world. With an abiding interest in both domestic and international affairs, the University is committed to continuing to produce leaders for America and the global community.

#### **College of Nursing and Allied Health Sciences**

The mission of the College of Nursing and Allied Health Sciences (hereafter referred to as the College) is to provide exemplary education and academic experiences in health care and affairs to a diverse population of students with high scholarship and leadership potential. In the College's mission, particular emphasis is placed on the University's historical commitment to provide educational opportunities to African American students and other underserved populations.

The College provides an intellectually challenging environment, which fosters the development of competent and compassionate graduates endowed with a strong sense of the University's core values of excellence, leadership, service and truth. As scholars and leaders, graduates of the College are empowered to address health care problems and issues affecting health care systems in the United States and the global community with particular focus on the needs of underserved communities. The College's commitment to this mission is assured by the recruitment and retention of a diverse cadre of highly qualified faculty and staff who are dedicated to teaching, research, professional practice and service.

#### **Division of Nursing**

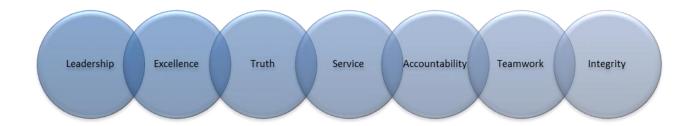
The mission of Howard University Division of Nursing is to provide exceptional quality undergraduate and graduate nursing education within an urban setting that prepares students for nursing practice as a generalist or advanced practice nurse within diverse local, national and international health care settings. Emphasis is placed on educating students from underrepresented groups and promoting the development of students for leadership roles in nursing service, education, and research within the global community. The faculty engages in leadership roles in the practice of nursing in service, education and research.

#### III. NURSING PROGRAM

#### Vision

The Division of Nursing will be a unique nationally and internationally recognized center of excellence in education for preparing underrepresented students for leadership in public policy, service, research, and education.

#### **Core Values**



#### **Philosophy**

The Division of Nursing seeks to assure quality health care for all recipients of nursing care. The faculty promotes excellence in the profession of nursing through its teaching, research, scholarly endeavors, and service to the community.

The faculty believes that a **person**, by uniquely integrating physical, intellectual, psychosocial, spiritual, cultural, and environmental components, develops perceptions about life and health through a variety of interpersonal relationships.

We believe that the family contributes to the development of strong communities by nurturing and socializing its members. The **environment** is comprised of physical, biological, chemical, and social forces that influence a person internally and externally.

**Health** is a state of physical, mental, spiritual, and social well-being. We believe in promoting, maintaining, and restoring optimal health and/or in providing for comfort and a peaceful death. Illness occurs when there are disturbances in growth, development, function, or adjustment to forces within a person's internal and external environments.

**Education** is an interactive, goal-oriented process between the teacher and the learner involving multi-sensory approaches which result in changes in cognitive, psychomotor, and affective behaviors. Education is most meaningful when it relates to personal goals, and embraces cultural differences and practices. Principles of adult learning are an integral part of the educational process. The faculty promotes the pursuit of lifelong learning.

**Nursing** is an art and a science that provides the necessary knowledge, skills, and support to promote and restore health for individuals, families and communities. Caring is the foundation of nursing. The profession has the responsibility to generate and refine the knowledge of the discipline through ongoing scientific inquiry. The practice of nursing is carried out independently and collaboratively with other disciplines to facilitate optimal well-being across the lifespan. Effective communication is essential to the practice of nursing. We believe that the nursing profession must continue to provide leadership in health care for the global community.

# **Bachelor of Science in Nursing Program Outcomes**

The graduate of the baccalaureate program at Howard University Division of Nursing will:

- 1. Synthesize knowledge from liberal arts, sciences, and humanities, and nursing discipline in critical thinking and decision-making for the implementation, management and evaluation of safe, holistic care for individuals, families, and communities.
- 2. Practice professional nursing within ethical, legal, and professional standards of practice.
- 3. Provide culturally competent care across the life span in partnership with the inter-professional health care team.
- 4. Demonstrate communication skills essential to the role of the nurse as provider, designer, manager, coordinator of care, and member of the profession.
- 5. Collaborate with colleagues and other members of the inter-professional health team to promote health and well-being of individuals, families, and communities.
- 6. Engage in professional role behaviors that serve to improve nursing and health care delivery systems and address the changing needs of a multicultural society.
- 7. Apply leadership and management skills to provide quality, cost-effective nursing in a variety of settings.
- 8. Engage in critical inquiry and incorporate evidence-based research in the practice of professional nursing.

Adopted by Faculty November 21, 2008

#### **Bachelor of Science in Nursing Program Tracks**

There are (3) three program tracks of study at the baccalaureate level – Basic, LPN to BSN, and RN to BSN, each offered to a different type of entering student. The basic track (lower and upper division) is offered for high school graduates and transfer students. College graduates with a non-nursing degree who have completed the required prerequisite courses and transfer students who have completed the required prerequisite courses enter the Basic Track (upper division).

The LPN to BSN and RN to BSN tracks offer a mechanism for licensed practical nurses (LPNs) and Associate Degree or Diploma registered nurses (RNs) to pursue a bachelor of science in nursing degree.

The curriculum consists of 120 credit hours that are distributed among the natural sciences, social sciences, general education requirements, and nursing courses. Clinical experiences are obtained in a variety of health centers, hospitals, and community health agencies in the District of Columbia, Maryland and Virginia tri-state area.

#### **Basic Track**

The Basic Track Program of Study is offered for high school graduates and transfer students. It is sequenced over four academic years with the concentration of courses for the nursing major at the junior and senior levels (upper division). The first two years require completion of the liberal education, which provides a foundation in the natural and physical sciences, psychosocial sciences, humanities, and fine arts. A foundation in liberal education provides the requisite knowledge for the development of critical thinking and decision-making for nursing practice.

Transfer students who have completed the foundational liberal education requirements and have a minimum cumulative grade point average of a 2.8 may apply for admission to the Upper Division program of study. The Upper Division program of study begins the **SUMMER** preceding the junior year and continues for two (2) consecutive academic years.

# **RN to BSN Track**

The RN to BSN Track is an online program of study for the RN with an associate degree or diploma in nursing to pursue study for a Bachelor of Science in Nursing Degree. The RN must possess a valid RN license for practicing in the United States. The RN can complete the degree requirements in one (1) summer and one academic year of full-time study, a total of 12 months of full-time study. A part-time plan of study is also available.

#### LPN to BSN Track

The LPN to BSN Track is a program of study for Licensed Practical Nurses (LPNs) to obtain a Bachelor of Science Degree in Nursing; The LPN must possess a valid LPN license for practicing in the United States. All prerequisite courses must be completed prior to enrolling in nursing courses.

Please visit our web site, at <a href="http://www.cpnahs.howard.edu/Nursing/programs.html">http://www.cpnahs.howard.edu/Nursing/programs.html</a> and click on the program to find out more about admission requirements and the plan of study for each track offered.

Organization an	Organization and Administrative Structure		
Associate Dean Mary H. Hill, DSN, RN	The associate dean serves as the chief executive officer of the Division of Nursing and is accountable to the Dean of the College of Nursing, and Allied Health Sciences for the academic and fiscal management of the Division of Nursing Undergraduate and Graduate Programs and strategic and operational outcomes of the Division of Nursing.		
Chairperson of the Undergraduate Program Melissa L. Weir, MS, BSN, RN (Interim Chair)	The chairperson of the undergraduate program is accountable to the Associate Dean for the strategic and operational outcomes of the Undergraduate Program.		
Chairperson of the Graduate Program Tammi Damas, PhD, MBA, RN, WHNP-BC	The chairperson of the graduate program is accountable to the Associate Dean for the strategic and operational outcomes of the Graduate Program.		
Director of Student Affairs Suzy Guerrier-Adams, MSN (Interim Director)	This individual is accountable for facilitating activities and functions related to student life, from admission through graduation. This includes developing and implementing activities to enhance recruitment and retention of students and maintaining a database of student enrollment.		
Coordinator of Clinical Affairs Souzan Hawala-Druy, BSN, MPH	This individual is accountable to the Associate Dean and is responsible for the coordination of clinical sites and standardized testing for the Division of Nursing.		
Coordinator of Learning Resource Laboratory (LRC) Ellen Spratley-Edwards, MSN, RN	This individual provides support to faculty and students through coordinating laboratory learning experiences and availing resources for learning experiences.		
Faculty	Faculty, full-time and part-time, participate in the governance of the Division of Nursing through the Faculty Organization Meetings and membership on committees and Ad-hoc task forces of the DON, College and/or University.		
Staff	The role of the staff is to provide support for students and faculty.		
Students	Students participate in governance through service on the College and Division of Nursing Executive Committee, the Division of Nursing Program Committees (Curriculum and Admission), Research Committee, Student Affairs Committee, Outcomes Assessment Committee and the student government. Students may also be invited to participate on Ad-hoc committees or task-forces by the Associate Dean or Program Chairperson.		

#### IV. **ACADEMIC INTEGRITY AND ETHICS**

#### Α. **Academic Integrity**

"As part of Howard's community of scholars, you are expected to hold the pursuit of learning and the search for truth in the highest regard while displaying unquestionable integrity and honesty. There is no place for academic dishonesty, regardless of any seeming advantage or gain that may accrue from such dishonesty. Student will be disciplined for any intentional act of dishonesty in the fulfillment of academic course or program requirements and for intentionally representing as one's own, any ideas, writing and work of another without acknowledging that author."

Source: http://www.howard.edu/policy/academic/student-conduct.htm

#### B. **Academic Code of Student Conduct**

"Howard University is a community of scholars composed of faculty and students both whom must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the university may be disciplined for the academic infractions defined below."

Source: http://www.howard.edu/policy/academic/student-conduct.htm

#### C. **Definitions of Academic Infractions**

Academic cheating - any intentional act (s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual (s), organization, or document or other aid not specifically and expressly authorized by the instructor or department involved. (Note: this infraction assumes that with the exception of authorized group assignments all work shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid.)

Plagiarism - to take and pass off intentionally as one's own the ideas, writings, etc., of another, without attribution (without acknowledging the author).

Copyright Infringement - Copyright infringement occurs when copyrighted work is reproduced, distributed, performed, publicly displaced, or made into a derivative work without the permission of the copyright owner.

#### D. **Guidelines for Written Work**

The Division of Nursing requires that students use the latest edition of the *Publication Manual of* the American Psychological Association as a reference for the writing style for written work.

#### E. Administration of the Code

This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code. The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate.

Any student accused of an infraction of this Code shall have the right to a limited hearing. For details see: http://www.howard.edu/policy/academic/codeofconduct.htm

#### F. Academic Dishonesty in the Nursing Program

Students enrolled in the Nursing Programs at Howard University are preparing for roles as a beginning professional nurse or advanced practice nurse for professional nursing practice. The practice of nursing is guided by standards of practice and the *American Nurses Association Code of Ethics* that provide guidelines for accountability for honesty and integrity as a professional nurse. Students enrolled in a professional nursing program of study are held to these standards which require accountability throughout all facets of professional life. There is no tolerance for academic dishonesty in the education of professional nurses. Academic dishonesty, as defined by the University and the Division of Nursing, involves any act of cheating or plagiarism.

**Cheating** is further defined as actions that include, but are not limited to, the following:

- Copying from another student's examination paper or other exam instrument (e.g. computer)
- Allowing another student to copy from an examination paper or other examinstrument
- Unauthorized use of books, notes, electronic devices, or other materials to complete an examination quiz, project or other academic assignment
- Unauthorized collaboration with others on a text, quiz, assignment, or other academic project; Using or processing unauthorized or concealed materials (e.g. notes, formula lists, cheat sheets, web sites) during an examination
- Receiving communications (e.g., but not limited to notes, text messages, phone messages, computer-based messages, non-verbal signs) during examinations
- Disclosing examination questions or topics to other students; receiving information about examination questions or topics from other students
- Submission or use of falsified data
- Theft of or unauthorized access to an examination
- Submission of the same work for credit in more than one course, without obtaining permission of all faculty members beforehand.

Source: Drexel University College of Nursing and Health Professions BSN Student Handbook 2009-2010 by permission

#### G. **Advisement**

#### 1. Faculty Advisor Advisement

Each student enrolled in the undergraduate nursing program will be assigned to a nursing faculty advisor throughout the program. All academic matters (e.g. advisement, registration, change of program, etc.) must be approved by the faculty advisor. In addition to being posted on bulletin boards in the Division of Nursing, the Faculty Advisor/Advisee List will also be posted in the Office of Student Affairs and on the Division of Nursing website: http://www.cpnahs.howard.edu/Nursing.

#### 2. Assigned Faculty Advisor's Responsibilities

The primary role of the assigned faculty advisor is to:

- a. Assist the student with academic concerns, planning the program of study and assuring that graduation requirements are met.
- b. Have reasonable office hours of availability throughout the academic semester
- c. Be knowledgeable about educational program requirements, curriculum, professional and career opportunities.
- d. Be knowledgeable about academic requirements, institutional policies and procedures to ensure academic success
- e. Seek information and refer students to appropriate campus resources as needed

#### 3. Advisee's Responsibilities:

- a. All students **must** schedule an appointment with their faculty advisor prior to participating in the general registration in order to plan course enrollment and to receive a registration pin number when needed.
- b. Course registration and changes associated with registration are processed via Bison Web during the published general registration period. Signed override cards should be turned in to the Office of Student Affairs. Please consult the University calendar (available online) for important deadlines.
- c. Students who fail to register during the general registration will incur a LATE REGISTRATION FEE.
- d. A student must contact the assigned faculty advisor in case of any academic difficulty, interruption in program, or potential change in academic status.
- e. A student/advisee must provide the faculty advisor with feedback and Follow-up on faculty advisor's recommendations.

#### 4. Course Coordinator's Advisement Responsibilities

A Course Coordinator is responsible for monitoring the progress of each student enrolled in the course and notifying in writing the student, assigned faculty advisor, and the program chair of unsatisfactory progression in the course.

#### 5. Class Faculty Advisor Responsibilities

Each class (freshman, sophomore, junior and senior) is assigned a full-time faculty member who will serve as the class advisor to provide a link between the class and the administration of the Division of Nursing. The roles of the class faculty advisor are as follows:

- a. Communicate information to the class regarding the Division of Nursing, the College of Nursing, and Allied Health Sciences (CNAHS) and University policies and procedures
- b. Serve as a role model for students
- c. Promote leadership development, personal growth and professionalism of the class
- d. Encourage the class to engage in activities for fulfillment of the role of a committed citizenry through participation in community organizations, community service activities/partnerships and social activities of the Division of Nursing
- e. Encourage students to join the National Student Nurses Association (NSNA)
- f. Acquaint the class with the role of the NSNA regarding professional, civic and legislative responsibilities as well as the functions of professional nursing organizations
- g. Assist the students in planning and organizing class activities
- h. Attend all regular and special call meetings of the class (when not in class conflict) in order to stay informed and be available for consultation and/or introduce ideas and suggestions
- Submit an end of semester report to the Program Chairperson and Associate Dean of each semester's activities. Include in the report any pictures or news articles that depict the class fulfilling its role as a committed citizenry
- j. Promote school spirit as a vital aspect of the Division, CNAHS, and University in mission fulfillment.

#### H. Americans with Disabilities Act (ADA)

In compliance with the ADA, Howard University is committed to providing disabled students with reasonable accommodations. Specific guidelines for the acquisition of accommodations are located at <a href="http://www.howard.edu/specialstudentservices/DisabledStudents.htm#accomodation">http://www.howard.edu/specialstudentservices/DisabledStudents.htm#accomodation</a>. In accordance with this policy, students in need of accommodations due to a disability should contact the Office of the Dean for Special Student Services for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester. Upon notification of a student who requires ADA accommodations, a copy of the information is sent to the program office and the office of the Associate Dean for ensuring compliance and filing.

\*Core Performance Standards for Admission and Progression

Issue	Standard	Examples of necessary activities (not all-inclusive)
Critical thinking	Critical-thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, work spaces and treatment areas; administer cardiopulmonary procedures
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Hear monitor alarm, emergency signals, auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention (such as insertion of a catheter)

Source: Southern Region Education Board Council on Collegiate Education for Nurses, 2004

To guide compliance with the ADA, the core performance standards were developed for nursing education programs using the definition of nursing as a practice discipline with cognitive, sensory, affective and psychomotor performance requirements.

#### I. **Attendance and Tardiness**

Attendance at all classes, laboratory, and clinical experiences is mandatory and records of attendance will be maintained. If a student has an extenuating circumstance and is absent from class, a valid excuse, such as a provider's notice of care or a funeral program must be provided to the course coordinator. Absence in excess of five percent (more than 2 unexcused absences) will warrant Executive Council review and warning and may result in failure in the course. If a student is absent from clinical, the faculty is not obligated to arrange clinical makeup. Clinical absence due to lack of current health clearance and/or CPR training will count as an unexcused clinical absence and cannot be made up. Unexcused missed clinical days can result in course failure.

Each student is expected to arrive in class or on the assigned clinical unit 10 minutes before the expected starting time. A faculty member has the authority to deny the student entry into the classroom or to engage in clinical practice if the student reports after the scheduled starting time of the class or clinical.

In the event of inclement weather, the Division of Nursing will respond in accordance with the University's decision. However, due to the requirements of regulatory and accrediting agencies for the Division of Nursing, alternative methods, including the use of technology, could be utilized to meet learning outcomes during inclement weather.

#### J. **Cell Phone Usage**

The use of cell phones, including texting messaging, is not allowed during class and/or clinical laboratory experiences, unless permitted by the instructor.

#### K. **Clinical Course Requirements**

#### 1. Clinical Clearance

In order to comply with the Clinical Practice requirements of Howard University Division of Nursing, each junior and senior nursing student must complete the following requirements prior to participating in any clinical experience. Compliance in meeting the clinical clearance requirements must be submitted to the Coordinator of Clinical Affairs, no later than July 15. Additional requirements based on the assigned clinical agency may also be required.

#### 2. Health Requirements

Each junior and senior student must submit to the Clinical Coordinator evidence of medical clearance prior to participating in any clinical rotation experience. Students must complete the Health Clearance, which includes, but is not limited to, the physical examination, blood titers (proof of immunity for MMR, Hepatitis B, and Varicella), annual Tuberculosis Screening (Chest X-Ray for positive PPD), tetanus, and an up-to date immunizations records. Students may also be required to complete and submit a drug screening.

#### 3. CPR Training

Each junior and senior student must complete a basic health care provider CPR training Course and provide evidence of completion. The only acceptable CPR training is the Basic Life Support (BLS) Healthcare Provider training through the American Heart Association. The CPR training must be valid for the academic year.

#### 4. Criminal Background Check

Junior and senior nursing students are required to complete a criminal background check. The criminal background check must be obtained from the assigned investigation company and is at the student's expense.

In the event of a positive criminal background report, the student will be contacted by the Coordinator of Clinical Affairs to discuss program implications for clinical practice assignments. At this time, it is the student's responsibility to contact the State Board of Nursing regarding to the effect the positive criminal background report could have on the nursing licensure application process for the particular state.

#### 5. Drug Screening

A student with a positive drug screen for illegal substances will be disciplined in accordance with the *H-Book and Division of Nursing Undergraduate Student Handbook*. In this case, a student may be unable to complete the undergraduate program as clinical sites may be unwilling to allow the student a placement.

# 6. HIPAA - Health Insurance Portability and Accountability Act and OSHA - Occupational Safety and Health Administration Training

All students are required to complete HIPAA & OSHA training every two (2) years or when changes in regulations occur. Only Howard University Hospital HIPAA & OSHA training will be accepted. The dates and times of the training sessions will be communicated to students electronically via the Division of Nursing website, via email and via course Blackboard sites. Upon completion of the HIPAA and OSHA training, students must submit a copy of the completion of the training to the Coordinator of Clinical Affairs.

#### V. STUDENT POLICIES

# A. Code of Conduct for Professional Nursing Students

The purpose of the Code of Conduct for Professional Nursing Students is to provide students and faculty of the Division of Nursing with guidelines for professional conduct in the classroom, clinical setting, online and during other communication. This document gives notice of the minimum standard of conduct that is expected of students enrolled in the Division of Nursing. This document explicates the civil, ethical and respectful behavior required of all nursing professionals.

#### **Definition of Terms:**

**Civility** – courtesy, politeness and good manners. Civility is the awareness and recognition of others in all interactions and demonstration of a high level of respect and consideration. In civility we recognize that no action is without consequence to others or ourselves. We need to anticipate what these consequences will be and, therefore, choose to act in a responsible and caring way.

Incivility – acts of rudeness, disrespect, and other breaches of common rules of courtesy. These acts of incivility range from disrespectful verbal and non-verbal behaviors to physical threats to another's well-being. Incivility is a lack of awareness and recognition (intended or unintended) of others in our interactions when we fail to give them a high level of respect and consideration. Incivility usually results when one does not anticipate how actions will affect others.

Reference: American Nurses Association. (2001) Code of Ethics for Nurses. Silver Spring, MD: American Nurses Publishing.

#### B. Responsibilities

#### 1. Classroom Conduct

Students enrolled in the Division of Nursing are pursuing study for professional practice. Nursing practice is guided by the *ANA Code of Ethics* and the *ANA Standards of Nursing Practice* which emphasize respect for others. Students enrolled in a professional nursing education program are held to these standards. All communication with faculty, staff and other students should always be respectful.

Expected behaviors that support the teaching/learning environment are:

- a. Call the Course Coordinator, or designee, prior to class and leave a voice message or e-mail in the event of tardiness or absence.
- b. Students should not engage in conversation when faculty members or classmates are speaking during the class.
- c. Electronic devices shall not be used without the expressed permission and consent of the instructor.
- d. Always address the faulty member by his or her title.
- e. Arrive to class on time.

Behaviors considered disruptive, unruly, or that interfere with the ability of the teaching/learning process include:

- a. Inattentiveness in class
- b. Absenteeism or arriving late, leaving early
- c. Yelling at a professor in the classroom or in clinical setting
- d. Dishonesty/lack of integrity
- e. Disrespectful retorts
- f. Threats to well-being
- g. Intimidating behavior
- h. Persistent argumentation, refusal to comply with a direct request
- i. Offensive behavior or gestures. (e.g. eye rolling, groaning, or use of inappropriate gestures, etc.).
- j. Attire that may be perceived as offensive to other students or faculty.

Source: Drexel University College of Nursing and Health Professions BSN Student Handbook 2008-2009 with permission.

Students who are disruptive or demonstrate incivility will be asked to leave the classroom. (Note: The course faculty will document the incident via memo and forward a copy to the student, academic faculty advisor, program chairperson and the associate dean).

#### C. Online Conduct

Online conduct must meet the same requirements as classroom conduct. Courtesy, politeness and good manners are to be used when students and faculty are involved in online education and/or communication.

Any nursing student, who violates expected behaviors or engages in disruptive behavior, as identified above, will be referred to the Associate Dean for follow-up and review by the Executive Committee of the Division of Nursing The Executive Committee will make a recommendation for further follow-up in accordance with the policies in the Howard University *Student Handbook 2013-2014* for the administration of the Academic Code of Student Conduct. See <a href="http://www.howard.edu/students/hbook/H-Book.pdf">http://www.howard.edu/students/hbook/H-Book.pdf</a> for details.

February 2, 2009; Revised 7/09

#### D. <u>Dress Code Policy</u>

The Dress Code Guidelines have been developed by Howard University Division of Nursing to help students make the transition to a health care professional. It is important that students present themselves and be perceived by others as a professional nursing student. Students are required to dress in casual, professional, clothing as they represent the Division of Nursing and the Nursing profession.

#### E. Classroom Attire

Students enrolled in the Howard University Division of Nursing are expected to dress appropriately. Casual professional clothing is acceptable during non-clinical and classroom time.

#### F. Clinical Attire

Students are required to be in a full, clean, ironed uniform for clinical experiences. The uniform for females consists of a standard white uniform, white hose, white shoes and name pin. The uniform for males consists of white pants, tunic, white shoes and name pin. In specialty areas the student will wear the appropriate uniform for that area as designated by the faculty. Students are required to wear a Howard University patch affixed to the left shoulder of the uniform top. It is the student's responsibility to obtain the designated uniform. Information about the uniform requirement and appropriate attire for the clinical setting will be provided in the first clinical course.

Any student who is in the clinical area for any Division of Nursing related purpose (example, picking up a clinical assignment, participating in clinical) is required to wear a full-length white laboratory coat over casual professional attire. No jeans, shorts, or sandals are to be worn in any clinical area when in the student role. The midriff is to be completely covered. Students must wear a name pin above the left side of the chest and have a current Howard University Student I.D. Card in their possession.

When in the clinical area, all students must wear a small wristwatch with a sweep secondhand, and come prepared with the necessary diagnostic tools and equipment. Only **one** pair of petite pearl, gold or silver stud earrings (no larger than 1 mm in diameter) is permitted in the clinical area. Visible body piercings or tattoos are unacceptable. Visible tattoos must be covered at all times. Students will be sent home from the clinical site if tattoos are visible. Appropriate shoes for the clinical area must be closed (fully covering the feet, no clogs or sandals), white, and clean. Tennis shoes are not permitted in the clinical area.

Hair is to be worn off the collar. Make-up should be appropriate for daytime wear. Nails are to be short, clean and unpolished. Nail enhancements (such as acrylic nails) are not to be worn in the clinical site. Only wedding bands are permitted. Jewelry with stones and prongs and long nails pose a safety risk to the clients. Make-up and fragrances should be conservative.

Failure to follow the above dress code will result in the following:

- 1<sup>st</sup> Offense student will be dismissed from the learning activity in which they were scheduled to participate and will be sent to the undergraduate chairperson. This will result in an unexcused absence.
- 2<sup>nd</sup> Offense student will be sent to the undergraduate chairperson, which will result in an unexcused absence.
- 3<sup>rd</sup> Offense student will be sent to the undergraduate chairperson, a formal letter of reprimand will be placed in the student's file, and the student will be sent home with an unexcused absence. In addition, the student will have a meeting scheduled with the associate dean of Howard University Division of Nursing to discuss continued disregard for the policy.

#### G. Skills Laboratory Attire:

Students engaging in clinical laboratory experience are required to dress appropriately and wear a lab coat. The lab coat will include the official patch for the Division of Nursing.

#### H. Early Intervention Program

The purpose of the Early Intervention Program is to facilitate students' academic success in specific courses. Mandatory attendance is required for all students meeting the criteria outlined below.

The procedure for this program is as follows:

- 1. Determinant of the need for early intervention will be based on an assessment of the student's performance early in the course.
- 2. If a student makes a grade of 79 (based on a 100%) or less on the first course examination, the student is required to attend the Early Intervention Program for the course.
- 3. Any student whose subsequent examination grade average drops to 79 or less is required to attend the Early Intervention Program.
- 4. The Course Coordinator will notify, in writing, each student who will be required to attend the Early Intervention Program designed for the specific course and forward a copy of the notification to the Chairperson of the Program.
- 5. Although the Early Intervention Program is required, based upon an assessment of a student's performance on course examinations, the program is open to all students.
- 6. Dates, times and room assigned for the Early Intervention Program will be posted by the Course Coordinator.

Effective Spring Semester 2009; Revised 7/09

#### VI. ACADEMIC PROGRESSION

#### A. <u>Grading</u>

#### **Grading Scale:**

The following grading scale is used for the Division of Nursing for all nursing courses (e.g. NURS). This grading scale differs from that of Howard University.

Grade	Range	Quality Points
А	91.0 – 100	4 Excellent
В	82.0 – 90.9	3 Good
С	75.0 – 81.9	2 Fair
D	66.0 – 74.9	1 Failure in Nursing
F	Below 66	0
I	Incomplete	0
W	Withdrawal	0
UW	Unofficial Withdrawal	0
S	Satisfactory	0
U	Unsatisfactory	

#### B. Incomplete Grades:

Incomplete grades are given to students in accordance with the policy of the University. All incomplete grades carry an alternate grade (e.g. I/B, IC, I/D, I/F). Students who receive an incomplete grade have until the end of the next semester in which they are enrolled in the University to remove the alternate grade. To remove the alternate grade, the student must complete the required course assignment within the specified time period. The student has responsibility for initiating the contact with the professor who taught the course and/or the Program Chairperson. If the incomplete grade is not removed by the last day of the semester in which the student is next in residence at Howard University, the alternate grade will become the permanent grade.

The Course Coordinator will complete an *Incomplete Grade Processing Form* at the time the incomplete grade is recorded and the student will be required to sign the form. This form documents the specific requirements the student must meet to remove the incomplete grade and the timeframe. A copy of the completed form will be given to the student and course coordinator and filed in the student's academic record in the Program Office.

At the time a student meets the course requirements and the incomplete grade is removed, the Course Coordinator initiates a *Special Grade Report Form* and submits it through the Program Chairperson and Associate Dean to the Office of Enrollment Management/Records.

#### C. Examinations

#### 1. Standardized Examinations:

Students in the Basic and LPN to BSN tracks of the baccalaureate program will be required to take nationally-normed content mastery examinations throughout the curriculum. The purposes of these content specific assessment tests are to (a) determine comprehension of the required knowledge in specific content areas, (b) guide performance improvement in specific content areas, and (c) assess readiness for NCLEX-RN. Students who fail to achieve a predetermined required score on any content specific examination will be required to remediate. After mandatory remediation, students who do not achieve the predetermined required score on retake of the content mastery examination will not receive a specified percent of the course grade from performance on the content mastery examination. In the last semester of the curriculum, students will be required to take a comprehensive exit exam and achieve a predetermined target score in order to be eligible for graduation.

The faculty of the Division of Nursing reserves the right to select and administer an alternate Comprehensive Nursing Exam annually.

A 100% participation in standardized examinations throughout the program of study and achieving the predetermined required target scores is a requirement for graduation and the awarding of the Bachelor of Science in Nursing Degree.

#### 2. Content Mastery Practice Examinations:

- a. Students must complete the content mastery practice examinations during the content specified course and achieve a score of 90%.
- b. Students must complete the Practice Exam with a score of at least 90% to the course coordinator prior to taking the Content Mastery Proctored Examination.

#### 3. Proctored Content Mastery Examinations:

Students in the Basic and LPN to BSN tracks are required to take ATI Proctored Content Mastery Exams as a part of the course requirements in selected courses. A student must score at the Level 2 cut score. Students who reach the Level 2 cut score on the first write will receive five percent (5%) toward the course grade (e.g. converts to points) based upon 100%. If a student is not successful on the Proctored Content Mastery Exams on the first-write, the student must remediate and will be permitted to take a second-write. Students who reach the Level 2 cut score on the second write will receive two and one-half percent (2.5%) toward the course grade (converts to points) based on 100%. A student who fails to reach the Level 2 cut score on the second write will not receive a percentage of the final course grade from the Proctored Content Mastery Examination

# 4. Comprehensive RN Predictor Examination:

A Comprehensive Examination is administered to all Basic Track and LPN to BSN students in the last semester of the program. This exam is a course requirement during the last semester of the program of study. If a student is unsuccessful in achieving the target score set by the Division of Nursing on the first-write of the Comprehensive Exam, the student is required to remediate and will be allowed to retake the Comprehensive Exam two (2) additional times during the last semester of the program of study. If a student is unsuccessful after three (3) attempts on the Comprehensive Examination, the student will receive a grade of "F" for the course. A student must successfully complete the comprehensive nursing course to meet the requirements for graduation.

#### 5. Medication Administration Competency Test (MACT):

Beginning the fall semester of the junior year, nursing students are required to successfully complete the Medication Administration Competency Test (MACT).

- a. The MACT will be administered prior to assigned clinical practice.
- b. The student must achieve a passing score of 90 percent (90%) or greater on the MACT.
- c. If the student is unsuccessful on the first attempt, the student will have two (2) additional opportunities to take the test after remediation.
- d. Students who are unsuccessful after the 3rd attempt will not be able to begin clinical practice. Non-attendance at scheduled clinical practice hours because of unsuccessful attempts on the MACT will be documented as an unexcused absence.

# D. <u>Test Items Framework, Administration and Grading</u>:

#### 1. Test Framework

The framework for developing test items is consistent with the NCLEX-RN Test Plan and taxonomy, NCLEX-RN content areas, integrated processes and client needs. This framework will be used for test items related to specific topics taught in a course. Students may access information about the NCLEX-RN Test Plan by navigating through the National Council of State Boards of Nursing Website at <a href="http://www.ncsbn.org/index.htm">http://www.ncsbn.org/index.htm</a>

#### 2. Test Administration

- a. If a student is 15 minutes late for an exam, the student will not be permitted to take the exam at that time and will report to the Undergraduate Program Office. Additional testing time will not be provided in the event of any tardiness.
- b. Students will be seated in every other seat on every other row of the testing room, if possible, or as directed by the proctors.
- c. Test directions should include statements, as appropriate, about:
  - 1) How much time is available to take the exam
  - 2) How to record answers
  - 3) Whether to show work on problems
  - 4) Point totals on different items
  - 5) Giving students notice when there are 10 minutes remaining for the test
  - 6) Students refraining from talking in the corridor outside the testing room as a consideration to students still testing

#### 3. Test Grading

- a. Grades will be finalized and released within five (5) working days of test administration for computer scored tests. Any delay beyond five (5) working days would be due to technology support.
- b. The standard policy for all courses will be that test grades and (other grades) will be reported out to two decimals points until the end of the course.
- c. At the end of the course, the final grade will be determined by rounding up to the next whole number only if the grade average is 0.50 or higher.
- d. Giving students additional points for any evaluation outcome method is prohibited.
- e. Course Coordinators will release grades for posting on Blackboard.
- f. Final Grades will only be released by posting on Bison Web.

October 15, 2008; Revised 7/09

#### E. Course Load and Change of Program

Normal Load – A normal course load in the Division of Nursing is 15-17 hours for undergraduate students. The maximum number of hours a student may enroll is 18 hours in a semester.

Full-time Students – Full-time students are those who register for and complete a minimum of 12 semester hours per semester.

Part-time Students – Part-time students are those who register for and complete less than 12 semester hours per semester.

Change of Program - If a student needs to make changes in a program after registering, the student may do so during General Registration and during the change of program period at the beginning of each semester. During this period, the student may add and drop courses with their advisor's approval. For more details regarding the change of program see <a href="http://www.howard.edu/students/hbook/H-book.pdf">http://www.howard.edu/students/hbook/H-book.pdf</a>

#### F. Progression, Retention, Probation, Suspension and Dismissal

Effective August 2009, first time in college nursing students must follow the plan of study for the Basic Track for the Bachelor of Science in Nursing. A science course (e.g. Biology, Anatomy and Physiology, Chemistry I, and Microbiology) may be repeated only once. If a student receives a grade of "D" or "F" in the same science course twice, or if the student receives a grade of "D" or "F" in two different science courses, the student will be dismissed from the nursing program. Effective Fall Semester 2009, the Division of Nursing will not accept transfer of any courses for students enrolled in the Basic Track.

#### 1. Progression

Students are required to achieve a grade of "C "or better in **all** courses required for consideration for progression to the junior level, with the exception of physical education and elective courses. In addition, a student must have a 2.5 cumulative grade point average on a 4.0 scale and have completed all prerequisites courses in order to progress to the junior level nursing courses. May 30<sup>th</sup> is the deadline for submitting official transcripts of prerequisite courses required for progression to the junior level. Any student registered for nursing courses without the necessary prerequisites, will be administratively withdrawn from the course. In order to enroll in a nursing course, a student must be officially classified as a nursing student. Further, a student enrolled in a clinical nursing course for credit may not subsequently change the credit status to audit.

#### 2. Retention

For retention in the nursing program a student must:

- a. Comply with the Code of Conduct for Howard University and the Division of Nursing Code of Conduct for Professional Nursing Students.
- b. Maintain a cumulative GPA of 2.5 on a 4.0 scale.
- c. Comply with all course requirements.

#### 3. Academic Probation

A student enrolled in the upper division undergraduate nursing program, a professional program of study, whose cumulative grade point average is less than 2.5 at the end of the first semester or any subsequent semester, will incur academic probation. Probationary status will be removed when the student achieves a cumulative grade point average of 2.5.

- a. Students on probation must adhere to the following conditions for continued enrollment.
  - Enroll in a maximum 13 credit hours if full-time and seven credit hours if part-time.
  - 2) Establish and maintain contact with their assigned faculty advisor for academic advising, counseling, assistance and referral to support services at least once per month.
- b. Probationary status for a nursing student will be removed when the student has achieved a cumulative grade point average of at least 2.5.
- c. Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.
- d. Any student who voluntary withdraws from the University while on academic probation will be subject to stipulations as a condition for readmission.

#### 4. Academic Suspension

- a. Official Notification of Suspension will be sent in writing from the Office of Enrollment Management.
- b. See <a href="http://www.howard.edu/students/hbook/H-book.pdf">http://www.howard.edu/students/hbook/H-book.pdf</a>

#### 5. Dismissal from the Division of Nursing

- a. Failure to comply with the Code of Conduct for Howard University and/or the Division of Nursing Code of Conduct for Professional Nursing Students.
- b. Failure to maintain a cumulative GPA of 2.5 on a 4.0 scale during a probationary period and any subsequent semester
- c. If a student receives a grade of D or F in any two courses, science or nursing, in the BSN plan of study enrolled, the student will be dismissed from the program.
- d. A student is allowed only one failure or withdrawal from a nursing course. The student will be dismissed from the nursing program upon failure or withdrawal from a second nursing course.

#### G. Readmission

Conditions under which a nursing student dismissed from the undergraduate or nursing program can be considered for readmission are as follows:

- 1. A nursing student dismissed from the Basic, LPN to BSN, or RN to BSN Track of the Bachelor of Science in Nursing (BSN) Degree Program, is not eligible for readmission to the undergraduate nursing program.
- 2. A nursing student who has been dismissed from the BSN Program and receives a BSN from another university may be considered for admission to the graduate nursing program.
- 3. Any nursing student who has not been enrolled in nursing courses for two (2) consecutive semesters, and has not been dismissed from the program, must apply for consideration for readmission to the undergraduate nursing program.

#### H. Registration

For registration procedures see http://www.howard.edu/students/hbook/H-book.pdf

#### I. <u>Consortium Participation</u>

Through the Consortium of Universities of the Washington Metropolitan Area (CUWMA) qualified junior and senior undergraduate students and graduate students are offered the opportunity to enroll at other institutions for courses not available on the campus of Howard University during the given semester or year. The CUWMA universities include American University, Catholic University of America, Gallaudet University, Georgetown University, George Mason University, George Washington University, Marymount University, Southeastern University, Trinity College, University of the District of Columbia and University of Maryland-College Park. Effective Fall 2009 the Division of Nursing will not accept the transfer of any course for students enrolled in the basic track.

The Regulations for the Consortium are published in the *Student Reference Manual and Directory of Classes* each semester. Application forms for the Consortium are available in the Office of Records and Articulation in Suite 105 "A" Bldg. during the registration period each semester. For more information, please visit <a href="http://www.consortium.org">http://www.consortium.org</a>

To participate in the consortium a Howard University nursing student must meet the following requirements:

- Be a fully-admitted degree-seeking student.
- Be actively enrolled in courses at Howard University at the same time that the consortium course is being taken and carry as many hours at Howard as at the other consortium institution.
- Be in good academic standing.
- Obtain approval to participate in the Consortium, including approval of the Academic Advisor and Program Chairperson.
- Must obtain a grade of "C" or better in order to receive transfer credit.

#### J. Residence Requirement

Students are required to take the last 30 credit hours of undergraduate study in residence at the University in the school or college in which the degree is awarded.

#### K. Transfer

#### 1. Transfer of Credits

The Office of Student Affairs will receive transcripts of prior coursework. The Admission Committee will review applications and supporting documents for transfer and make a recommendation for admission in accordance with the guidelines of the University and the Division of Nursing. Only courses that have been taken at a recognized accredited institution and with a grade of "C" or better will be considered for transfer credits. Students may be required to submit course descriptions or course syllabi to the Director of Student Affairs for review by the Admission Committee and or appropriate department chairperson.

Science courses taken within the last five years with an earned grade of C or better will be considered, with the exception of "Pass/Fail" grade or "S" for satisfactory grade. Any course taken longer than five (5) years prior to enrollment will be reviewed by the Admission Committee on an individual basis. No course will be accepted for credit using CLEP or other commercial examinations for students enrolled in the Basic Track.

#### 2. Transcripts

All transcripts must be sent to the Division of Nursing after a student has been admitted into the program. Students must direct the forwarding institution to send transcripts to:

Office of Student Affairs Division of Nursing Howard University 516 Bryant Street, NW, Annex I Room 117 Washington, DC 20059

#### 3. Intra-University Transfer (IUT)

Students desiring to transfer into or out of the Division of Nursing should obtain the IUT form from the Division of Nursing Office of Student Affairs. The IUT form should be completed and submitted with attachments that include a Howard University unofficial transcript along with official transcripts of courses completed outside of Howard and SAT or ACT scores. The deadline to file a complete application is November 1<sup>st</sup>. The Division of Nursing requires a **2.8** minimum Cumulative Grade Point Average to be eligible for consideration for transfer.

Although IUT students may be accepted into the Division of Nursing, this acceptance does not necessarily indicate that a student will be eligible to enroll in nursing courses (courses with a NURS abbreviation). Students eligible to enroll in nursing courses **must** have successfully completed all prerequisite courses.

# 4. International Students/Transcript Evaluations for Admission and Advanced Standing:

Foreign-educated applicants are required to have a transcript evaluation completed by an official evaluation service such as the WES. Contact WES at (202) 331-2925 or <a href="www.wes.org">www.wes.org</a>, for procedural information. CGFNS evaluations may be acceptable in some instances for foreign educated Registered Nurses. Courses recognized through transfer, validation, or escrows are awarded credits only. Grades do not transfer. Courses accepted for transfer/validation have no impact on the grade point average.

#### L. Withdrawal

#### 1. Withdrawal from a Course

A student may withdraw from a course up to 12 weeks after the first day of instruction and receive a grade of "W" (withdrawn), which has no grade point value. A *Change of Program Form* must be used for all additions, drops, withdrawals, section changes or course enrollment status changes. Students who fail to officially withdraw after the designated withdrawal time identified by the University will receive a UW from the instructor. Students may receive a failing grade for courses in which they discontinue attendance without officially withdrawing. Please review your academic registration and officially withdraw from any course(s) you are not attending.

Source: Howard University Student Handbook 2013-2014

#### 2. Total Withdrawal Policy

A student may withdraw from the University at any time prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed *Total Withdrawal Request Form* with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed *Total Withdrawal Request Form* may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University's Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a *Total Withdrawal Reguest Form*.

The Financial Aid Office will generate a report of all Title IV recipients who have a grade of UW. This report will be used to calculate the amount of financial aid the student is ineligible to receive. This mandatory reporting is required by the Department of Education for all institutions of higher education receiving Title IV funding.

http://www.howard.edu/policy/academic/withdrawal.htm

Students considering a total withdrawal should note the following:

- a. **The effective date of the withdrawal** will be the date on which Enrollment Management Records receives the completed Total Withdrawal Request Form.
- b. By registering for courses, **students accept financial responsibility for payment** for those courses and for any other charges incurred while they are enrolled.
- c. **Financial aid may be adjusted or canceled** as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- d. Once the withdrawal has been completed, **students will receive a grade of "W"** for each course.
- e. Students who reside in University housing are required to **check out of their residence hall within 24 hours** of completing the total withdrawal process.
- f. Completing a total withdrawal from the University requires that **students surrender all University property**, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- g. Students who complete a total withdrawal from the University **must reapply for admission** to the University by published application deadlines.

The withdrawal form must be signed by the Program Chairperson, and the Dean of the College, afterwards the student should proceed as follows to the offices that correspond with their student status:

- a. Veterans, students with disabilities, and students who have judicial stipulations should report to the Office of Special Student Services, Suite 725, Howard Center
- b. **International students** must report to the Office of International Student Services, Rm. 119, Blackburn Center
- c. **Students who reside in University housing** must report to the Office of Residence Life, Tubman Quadrangle
- d. **ALL Students who receive any type of aid** (including scholarships from outside the university, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, Rm. 205 Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment
- e. **All students** must report to the Office of Student Financial Services, Rm. 218, Administration Building to discuss the status of and adjustments to their account
- f. **All students** must report to Enrolment Management (EM)/Records, Rm. 105 Administration Building to submit the completed Total Withdrawal Request form and surrender the student photo ID card.

http://www.howard.edu/enrollment/withdrawal.htm

Student who leave the university and fail to officially withdraw from all course work may receive a grade of "F" for each course enrolled.

#### M. Graduation

#### 1. Certification

The faculty of the Division of Nursing certifies by vote that each candidate for the Bachelor of Science in Nursing Degree has met all academic requirements for BSN graduation. Payment of all fees and the settlement of all other financial obligations with Howard University are required in order to receive the Bachelor of Science in Nursing Degree.

#### 2. Commencement

Commencement is held the second Saturday in May. Attendance at commencement is required for students who complete the degree requirement at the end of the spring semester. Students who complete the degree requirements in the fall semester or summer semester may participate in the spring commencement.

#### 3. Diploma Application and Caps and Gown Measurements

Prospective graduates receive communication from the university registrar's office regarding the dates that diploma applications and cap and gown measurements are due. Prospective graduates are expected to complete and submit the application and measurements in a timely.

#### 4. Grade Point Average

A 2.5 cumulative grade point average is required to graduate with a BSN degree.

Honors - Honors at commencement will be awarded as follows:

- Cum laude (3.2 to 3.49 cumulative grade point average)
- Magna cum laude (3.5 to 3.79 cumulative grade point average)
- Summa cum laude (3.8 or greater cumulative grade point average)

Students are **ineligible** to graduate with honors if they (a) have not carried at least 12 semester credit hours each semester enrolled, with the exception of the last semester in residence and (b) did not complete the last half of the work required for their degree in residence at Howard. In addition, the better of two grades earned for a repeated course contributes to the cumulative GPA; however, both grades are considered for the purpose of evaluating Honors at commencement.

#### N. Licensure Application

A recent nursing student graduate must complete an application for licensure and forward it to the Chairperson of the Undergraduate Program for review and validation. Each applicant must also submit with the application an original document that verifies satisfactory completion of a NCLEX-RN Review Course after completion of the BSN program requirements at Howard University. Satisfactory completion of a NCLEX-RN Review Course will be evidenced by the student presenting original documentation of a NCLEX-RN Review Course post assessment that documents 95 percent probability of passing the NCLEX-RN. A board of nursing, in its discretion, may refuse to accept the application of any individual who has been convicted of a criminal offense.

In keeping with the regulations of the DC Board of Nursing, if a BSN graduate delays taking the NCLEX-RN or is unsuccessful on the NCLEX-RN for three (3) years after graduating from the Division of Nursing, the student will be required to complete a nursing program of study before the Division of Nursing will validate the application for NCLEX-RN for any state. Also, the graduate must meet the application requirements regarding the NCLEX-RN Review Course in the preceding paragraph under Section V, Licensure Application.

#### VII. STUDENT RIGHTS AND RESPONSIBILITIES

#### A. <u>Academic Grievance Process</u>

The Division of Nursing defines an academic grievance as a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. Please note that grades may not be grieved.

Before seeking the formal process to resolve the issue, the student must engage in the informal process for resolution.

#### **Informal Process**

- 1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the course faculty. The student must schedule an appointment with the involved faculty within 3 working days of identifying the academic issue which is being grieved. After the meeting takes place, the course faculty shall prepare a summary of the points discussed during the meeting, outcome of the meeting and place the summary in the student's file and forward a copy to the student, course coordinator, program chairperson, and the associate dean.
- 2. If the student is unable to resolve the dispute with the course faculty, the student should schedule an appointment with the course coordinator for intervention within 5 working days of identifying the academic issue which is being grieved. After the meeting takes place, the course coordinator shall prepare a summary of the points discussed during the meeting, outcome of the meeting and place this summary in the student's file and forward a copy to the student, program chairperson, and associate dean.
- 3. If the student is unable to resolve the dispute with the course coordinator then the student is advised to seek the intervention of the program chairperson within 10 working days of identifying the academic issue which is being grieved. After the meeting takes place, the program chairperson shall prepare a summary of the points discussed during the meeting and the outcome of the meeting and place this summary in the student's file and forward a copy to the student, program chairperson, and associate dean.
- 4. If the student is unable to resolve the dispute at the level of the program chairperson, then the student is advised to file a written statement with the associate dean within 2 working days of receipt of the meeting summary from the program chairperson.
- 5. The associate dean will arrange a meeting within 3 working days with the involved parties to attempt to determine the cause of the continued dissatisfaction and alternatives for the student. The student will not attend this meeting. Within 2 working days following this meeting, the associate dean will notify the student in writing of the results of the meeting.
- 6. All disputes which are not resolved at the Associate Dean level are then brought to the Dean of the College, whereupon the Dean or the designee will seek to reach an informal resolution through mediation between parties.
- 7. If the mediation at the Dean's level fails, then the student's grievance is consigned to the committee designated by the College to address student grievances, herein referred to as the Student Grievance Committee.

#### **Formal Process**

- 1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his/her designee.
- 2. A student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
- 3. The second party to the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee.
- 4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case (s).
- 5. After the date has been set, each party to the dispute is sent a certified letter which informs him/ her of the charges and date of the meeting as well as a statement requesting his/ her presence.
- 6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
- 7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
- 8. The committee's decision is sent to the Dean of the College in the form of a recommendation.
- 9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

Reference: Academic Grievance Procedure http://www.howard.edu/policy/academic/student-grievance.htm

B. <u>Sexual Harassment Policy</u> – <a href="http://www.howard.edu/students/hbook/H-book.pdf">http://www.howard.edu/students/hbook/H-book.pdf</a>

#### VIII. COMMUNICATION

The Division of Nursing values accurate and prompt communication between students and faculty and administrators. Therefore, several methods are in place to communicate information in a timely manner.

- A. Electronic Communication (e.g.; e-mail, Blackboard, telephone or voicemail, and a suggestion box). Suggestions are reviewed by the Associate Dean.
  - 1. Each student is issued a Howard University email address.
  - 2. Each student is required to use the Howard University e-mail address for correspondence regarding the business of Howard University as a whole, the College of Nursing and Allied Health Science, and the Division of Nursing.
  - 3. Each course will use Blackboard for posting course information, general announcements and other materials for students.
  - 4. Each student has the responsibility for checking various methods of electronic communication daily, including Blackboard http://howard.blackboard.com/

#### B. Basic E-mail Guidelines

- 1. Mail on the Internet is not secure. Never include anything in an e-mail message that you would not want printed in the newspaper.
- 2. Be cognizant of the size of the e-mail messages and attachments that you send. The recipient's Internet Service Provider (ISP) may have limits regarding the size of attachments or mailbox quotas.
- 3. Do not request a "read receipt" for every e-mail message that you send. Instead, save this for communication that is time-sensitive and/or requires a fast response
- 4. Do not type in ALL CAPS. This denotes screaming or yelling. Instead, use **bold** type or underline if you feel the need to emphasize your point.
- 5. Do not type in all lower case as this is seen as overly informal and unprofessional.
- 6. Remember that the recipient is a person with feelings. Since they cannot see your non-verbal cues in an e-mail message you should try to be cautious about how your messages are worded. When in doubt, ask a co-worker or friend to read it and tell you how they interpret its tone before you send it.
- 7. Be to the point without rudeness or being abrupt. It's a good idea to start a message with a "Hello" or "Hi".
- C. Other Methods of Communication (Bulletin Board, handwritten notes and faceto-face conference).

For additional information regarding communication at Howard University, access the Social Media Policv at

http://www.howard.edu/secretary/policy/documents/Series700SocialMediaPolicy.pdf

#### D. Permission to Record

A student must obtain the permission of the faculty to videotape, audio record or copy facultydeveloped materials before engaging in the activity.

#### IX. FACILITIES AND SERVICES

#### A. Center for Academic Reinforcement (CAR)

The CAR provides remediation in Math and English as well as free tutoring in many subjects. Call for an appointment at 806-7634.

#### B. Financial Aid

Students apply for financial aid through the Financial Aid Office located in the Administration Building, 2<sup>nd</sup> floor. Eligibility is determined through the use of a need analysis. Students should have the Financial Aid Federal Student Aid (FAFSA) form on file in the Financial Aid Office by the deadlines established by the University. The priority deadline is February 15. Completion of a financial aid form does not ensure that funds are available or will be awarded.

Students requesting financial aid from the Division of Nursing must obtain an "in-house" form from the Office of Student Affairs (OSA), Room 119, by mid-April of each year. This form should be completed and returned to the OSA by the date indicated on the form. Completion of the "in-house" form, however, is NOT a part of the University's financial aid application process. Therefore, students should proceed to file forms as required by the University (such as the FAFSA).

The Division of Nursing also provides emergency loans (not to exceed \$500). These loans must be repaid by the end of the semester in which the loan is granted. Information regarding Division of Nursing scholarships is posted on the bulletin boards and the Office of Student Affairs Web page.

#### C. Health Sciences Library

The Louis Stokes Health Sciences Library is on "W" Street adjacent to the Division of Nursing. The hours of operation are posted at the Louise Stokes Health Sciences Library website and can be accessed at <a href="http://hsl.howard.edu/">http://hsl.howard.edu/</a> A current Howard University ID must be presented to enter the building.

#### D. I-Lab and Computer Lab

For information about admission to the lab and use of computers, see <a href="http://www.howard.edu/technology/policies/lab\_policy.html">http://www.howard.edu/technology/policies/lab\_policy.html</a> Also, for technology information refer to <a href="http://www.howard.edu/technology/">http://www.howard.edu/technology/</a>

#### E. Learning Resource Center

The Learning Resource Center (LRC) is located on the second floor in Annex I, just beyond the Student Lounge. It houses a variety of resources for students, faculty and staff. LRC personnel consist of a Coordinator. It has been designed to accommodate the students and faculty of the Division in an effort to promote experiential learning.

#### **Hours:**

- The hours of operations are 8:30 a.m. to 5:00 p.m., Monday through Friday.
- Access to the LRC before or after hours must be scheduled through the Coordinator of the LRC.

#### F. University Student Services

A complete listing of University Student Services can be found in the current *Howard University Student Handbook*. Students requiring special services such as ADA accommodations are urged to contact Special Student Services, 202-238-2420, Suite 725, Howard University Center, 2225 George Avenue, NW.

#### **G.** University Counseling Services

The University Counseling Services are available to all <u>currently</u> enrolled full-time Howard university students at no cost. A range of professional services for student wanting help with psychological issues, personal concerns, interpersonal issues and crisis are available. The Center is located in the C.B. Powell Building at 6<sup>th</sup> and Bryant Streets, NW. Counselors can be reached at 202.806.6870 Monday-Friday 8:00 a.m. – 6:00 p.m. Referrals to on-campus and off-campus support sources may be decided if clinical needs are beyond what can be provided at the Counseling Center. Emergency numbers are 202.345.709 and 202.714.7471.

#### H. Office of Student Affairs (OSA)

The Office of Student Affairs (OSA) is located in Annex I, Rooms 116-121. The OSA is primarily responsible for acting in a student advocacy role. Additionally, this office is responsible for facilitating activities and functions related to student life, from admission through graduation. It is responsible for developing and implementing activities to enhance student recruitment and retention; and, also serves as a repository for a variety of data and records, official and non-official. Requests for letters of reference and status verification must be submitted by students in writing to the Director of Student Affairs.

The Office of Student Affairs also serves as a resource to the student organizations within the Division of Nursing and the University and coordinates communication of selected information to students.

#### Χ. **GENERAL INFORMATION**

#### A. Address/Name Change

It is the responsibility of the student to inform Enrollment Management/Office of Records and Articulation of a change in name or address. The student must also inform the Office of Student Affairs (OSA) in the Division of Nursing and ensure that a current address and phone number are on file in the OSA in the event that it becomes necessary to contact a student.

#### B. Emergency Response Plan: Division of Nursing

Students in the Division of Nursing will become familiar with the Emergency Response Plan: Division of Nursing and will be required to participate in emergency response drills. The Emergency Response Plan will be provided each student during orientation.

In the event the nursing building, Annex I, has to be evacuated, all personnel are to use the nearest stairwell exit to their office or classroom. In the event that the nearby exit is blocked individuals should proceed to the next nearby exit. The primary assembly point is the Annex 1 Parking Lot, unless deemed unsafe. The secondary emergency assembly point is the lawn between the College of Nursing and Allied Health Sciences and the Louis Stokes Health Science Library, unless deemed unsafe.

To review the Emergency Response Plan for the University, see Classroom Evacuation procedures at http://www.pfm.howard.edu/environmental/classroom evac.htm

#### C. Incident and/or Accident Report

1. An incident report is to be completed when a student sustains an injury in the classroom and/or clinical settings.

#### On Campus:

- a. For incidents on the campus of Howard University, the student must complete the Howard University Incident Report Form (Appendix E).
- The course faculty and/or Program Chairperson must be notified and ensure completion of the incident report, appropriate signatures and appropriate notification follow-up. The incident report is submitted by the faculty to the program chairperson.
- c. Students who require medical care should report to the Student Health Center, Medical Arts Building, 2139 Georgia Avenue & W St. NW, Suite 201, Second Floor between 9:00 - 4:00 p.m. for evaluation Monday - Friday. Incidents that occur after the close of the Student Health Center may be followed-up through the Urgent Care Center or Howard University Hospital Emergency Room.
- d. The instructor ensures that a copy of the incident report is forwarded to the program Chairperson for the files.

#### Off Campus:

- a. DON instructor ensures that the student, instructor and/or affiliating staff completes the incident report in accordance with the clinical agency's policies.
- b. The instructor ensures that a copy of the incident report is forwarded to the program chairperson for the files.
- c. The instructor ensures that the student receives appropriate follow up care in accordance with the policy of the clinical agency and/or the Division of Nursing.

See H-Book at - http://www.howard.edu/students/hbook/H-book.pdf

#### D. Safe and Drug Free Campus

See H-Book, Alcoholic Beverages Regulations and Guidelines at http://www.howard.edu/students/hbook/H-book.pdf

See H-Book, Narcotics Regulations and Guidelines, at http://www.howard.edu/students/hbook/H-book.pdf

#### E. Safety

The campus is equipped with a blue light safety system to make accessible a call box located at various points on the campus. A call light is located across the street from Annex I and at the back entrance door to Annex I.

Students are encouraged to not walk alone after dark and use the HU Shuttle for transportation to areas on the campus after dark.

#### F. Smoking

The Division of Nursing is a smoke-free environment.

#### G. Student Governance and Professional Organizations

Chi Eta Phi Nursing Sorority
DC Student Nurses Association
National Student Nurses Association (NSNA)
DC Black Nurses Association
National Black Nurses Association (NBNA)
Howard University Division of Nursing Alumni Association
Sigma Theta Tau International Honor Society of Nursing, Gamma Beta Chapter

#### H. Student Lounge

The student lounge is located in room 222 in the Division of Nursing. It contains table, chairs, a microwave oven and a refrigerator. Each student has responsibility for cleaning up after use of the microwave oven. Guidelines for use and maintenance of the microwave oven and refrigerator are as follows:

- 1. Each student that uses the microwave oven is responsible for cleaning up after his/her use.
- 2. Failure to keep the microwave oven clean after daily use will result in removal of the microwave from the student lounge.
- 3. Each student must remove any leftover food from the refrigerator daily.

#### I. <u>Transportation</u>

Students are responsible for providing their own transportation to clinical sites and for releasing the University and the affiliating institutions from liability for any accidents in which they are involved while commuting to and from the clinical sites.

#### XI. SPECIAL EVENTS

#### A. Assemblies

Division of Nursing – fall semester of each year College of Nursing and Allied Health Sciences – fall semester of each year.

#### **B.** Commencement

Commencement is held the 2<sup>nd</sup> Saturday in May of each year. All prospective graduates are required to attend.

#### C. Convocation

Two university-wide convocations are held annually and students are encouraged to attend. Classes are suspended from 10:00 a.m. – 1:00 p.m. for convocation.

- Opening Convocation in September
- Charter Day Convocation in March

#### D. Honors Day

The College of Nursing and Allied Health Sciences holds an Annual Awards Ceremony for recognition of students and faculty in the spring semester. This ceremony is traditionally held in May.

# E. Pinning Ceremony

The Associate Dean and faculty of Howard University Division of Nursing sponsor a pinning ceremony for all BSN prospective graduates. The ceremony is held in May at 6:00 p.m. the Friday before commencement.

A pinning ceremony committee is appointed by the Associate Dean and is responsible for planning the ceremony activities and making recommendations to the Associate Dean for review and approval. The committee's membership includes representation from the graduating class, class faculty advisor, undergraduate chairperson, and the director of student affairs.

#### APPENDIX I

# **Division of Nursing 12 Points**

**Achievement** The desire to achieve something of significance, attains recognition, and

be a success

Altruism The tendency to treat others with kindness; to be generous and

show affection; to help those in trouble and to sympathize with those who

are in need or sick

Congeniality The tendency to get along well with others; the tendency to be

tolerant and understanding; the tendency not to be vengeful; to refrain

from becoming angry and to avoid blaming others when things go wrong

Dedication Self-sacrificing devotion

A state of being worthy, honored, or esteemed. To carry oneself with Dignity

distinction

**Empathy** The capacity for feeling what another is experiencing

Humanism The capacity to embrace that which asserts dignity and worth of man and

the capacity for self-realization through reason

Loyalty Faithful to the cause, ideal, and image of the profession

**Orderliness** The desire to plan and organize details; to be systematic and to

keep things neat and orderly

Perseverance To persist in an undertaking in spite of counter influences,

opposition, or discouragement

Pride Justifiable self-respect and delight arising from the accomplishment

of some act

Respectfulness To consider worthy of high regard

#### **APPENDIX II**

# Howard University College of Nursing and Allied Health Sciences Division of Nursing

#### STUDENT ADVISEMENT FORM

Studen	t's Name:	Date
Course	# and Title	
Teleph	one #	_E-mail
Detaile	d Description of the Issue:	
Recom	mendations (specify behavioral outco	ome and timeframe for achievement):
Studen	t's Comments:	
Studen	t Signature	Date
Faculty	Signature	Date
cc:	Student Faculty Adviser Chairperson of Program	

7/09, revised 08/12

#### **APPENDIX III**

# **Howard University** College of Nursing and Allied Health Sciences **Division of Nursing**

#### **INCOMPLETE GRADE PROCESSING FORM**

Student Name	ID#
Course Name	Course #
Semester Year Midterm deficiency re	eported?YesNo
Reason for incomplete grade	
Student has completed approximately % of tot	al course requirements and is currently earning a grade of
Coursework <b>COMPLETED</b> as of//	Coursework <b>TO BE COMPLETED</b> by//
	the grade that will stand if the incomplete grade is not removed by
·	hich the student is next in residence at Howard University.
Student's Signature	Date
Course Coordinator's Signature	Date
FOR OFFICE USE ONLY: DO NOT WRITE BELOT	W THIS LINE
Conditions for removal completed as of//	and reviewed by
Special Grade Report #	reporting final grade of submitted on//
Comments:	

Academic File Program Office - Original Cc:

Student - Copy
Course Coordinator - Copy Revised 7/09, 08/12

Note: Submit a copy of this completed form with the Special Grade Report.

#### **APPENDIX IV**

# **Howard University College of Nursing and Allied Health Sciences Division of Nursing**

#### STUDENT HANDBOOK SIGNATURE PAGE

I have received a copy of the Division of Nursing Undergraduate Student Handbook 2013-2015. I acknowledge I am responsible and accountable for all policies and requirements stated in the Handbook.

Student: Print Name:	Date:	
	<del></del>	
Student's Signature:	Date:	

# **APPENDIX V**

www.howard.edu/library/services/forms/Incident.pdf