Dear Student,

Welcome to the Department of Nursing. You have chosen a school that strives to provide a quality academic program within a Christian community. On behalf of John Brown University, we look forward to helping you achieve your educational goal as a professional nurse and assisting in your development as a Christian servant of God.

This *Guidebook for Nursing Students* has been developed to provide you with information about the mission, outcomes, policies and procedures pertinent to applicants and students of the Bachelor of Science in Nursing (BSN) Program. Its purpose is to assist you in the understanding of the policies and guidelines that are specific to the Department of Nursing. It is a supplement to the information provided in both the John Brown University *Undergraduate Catalog* and *Student Handbook*.

This guide is not considered a contractual agreement. The faculty and administration of the Department of Nursing reserve the right to change policies and procedures in this document at any time. If this occurs, students will be notified of changes in a timely fashion. Students who enter the nursing major will be held to the policies that were in place during the year they were admitted to the nursing major. If the new policy is to the student’s advantage, the new policy can be applied to the student even if they were admitted to the major in a prior year. The Department of Nursing views baccalaureate education in nursing as a collaborative venture. Please do your part to ensure success by assuming responsibility for reading and using this guide and the documents to which it refers.

We all appreciate the confidence you have placed in us by selecting John Brown University. We offer you our support, encouragement and commendation as you begin the journey to becoming a professional nurse.

“Christ Over All”,

The Administration, Faculty and Staff of the Department of Nursing
GUIDEBOOK
FOR NURSING STUDENTS

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Introduction to John Brown University Department of Nursing

The Department of Nursing offers a four-year, full-time Traditional Undergraduate tract (TUG) to prepare baccalaureate nurses for the challenges and rewards of professional nursing. Transfer students are welcome to apply as well, and transcripts will be evaluated accordingly by JBU’s Undergraduate Admissions office and the Registrar’s office.

The Bachelor of Science in Nursing (BSN) degree prepares graduates as nurse generalists who, upon passing the licensing exam, are eligible to enter the nursing profession and work in a variety of fields or roles. Graduates who aspire to enter graduate programs will also be well prepared for their continued studies.

1. Overview of the Department of Nursing

The Mission of John Brown University

John Brown University provides Christ-centered education that prepares people to honor God and serve others by developing their intellectual, spiritual, and professional lives.

College of Education and Human Services Mission Statement

The mission of the College of Education and Human Services is to equip servant leaders in the pursuit of scientific understanding and service in the helping fields to obey the great commandments of loving God and loving people.

Department of Nursing Mission Statement

The mission of the nursing program is to educate students in a Christ-centered community, providing the academic, spiritual, and professional principles necessary to positively impact the health of society. The Department of Nursing is dedicated to the enhancement of the health and well-being of society through the preparation of professional nurses who are competent in addressing the evolving health care needs within society and an ever-changing world. The Bachelor of Science in nursing degree builds on the liberal arts tradition of the University to prepare nurse generalists who are able to provide safe and effective nursing care and lead throughout the spectrum of healthcare settings and populations, and who integrate the spirit of inquiry and application of evidence-based practices to advance the profession.

Department of Nursing Philosophy

Faculty within the Department of Nursing believe that:

- Excellence in nursing education is achieved through dedicated Christian faculty and their ongoing commitment to teaching and student success, service to all mankind, and the promotion and expansion of nursing knowledge and practice.
- Nursing is a professional discipline focused on providing patient-centered care to meet the healthcare needs of a diverse and dynamic society. Holistic health encompasses the biophysical, emotional, intellectual, social and spiritual well-being bound within the context of personal values, environment, and culture. Professional nursing views all humans with inherent dignity and worth, who have the right and responsibility to actively participate in decisions that affect their health.
- Professional nursing expresses itself as both an art and science. Nursing is a scientific and caring profession which utilizes evidence-based practice to optimize health, reduce risk, improve patient outcomes and promote wellness of individuals, families, groups, communities and populations.
Professional nursing is grounded in general education. Development of the nurse’s professional identity requires the acquisition of knowledge, skills, values and attitudes within nursing and related fields of study.

Professional nursing requires a commitment to lifelong learning through scholarly inquiry and study, self-reflection, and clinical and professional experiences. To foster this commitment, our faculty expect students to engage in active, collaborative partnership in the learning process.

Constructivist learning theory is used to provide an active, meaningful learning environment while implementing a concept-based curriculum.

Faculty serve as role models, not only professionally but spiritually. Nursing education is provided in an environment that fosters cognitive, moral and spiritual development in individuals & society.

Student Learning Outcomes

The baccalaureate program, in keeping with the overall goals of the university, has identified and is committed to the following student learning outcomes. These outcomes reflect the expected characteristics and qualities of all nursing graduates at John Brown University. Outcomes are grounded in the university and program’s mission and core beliefs, and are also based upon the latest standards for nursing education and the nurse generalist as stated by professional organizations, including, but not limited to

- Arkansas State Board of Nursing
- *Competencies for Graduates of Baccalaureate Programs*. National League for Nursing, 2010
- American Nurses’ Association
- The Competencies from Quality and Safety Education for Nurses, 2005-2014

The Department of Nursing develops graduates who:

1. Integrate personal spiritual beliefs and values that honor God into the practical ministry of nursing, treating others with mercy and dignity, and demonstrating holistic principles that impact professional practice decisions.
2. Integrate the foundational knowledge derived from a liberal education into nursing practice.
3. Practice with knowledge, skills and attitudes to provide safe, evidence-based, patient-centered care to assist individuals, families, communities and populations to continually progress toward fulfillment of their human capacities.
4. Demonstrate communication, teamwork and collaboration among inter-professional healthcare disciplines to promote optimal patient outcomes.
5. Demonstrate appropriate uses of patient care technologies and information management.
6. Apply clinical reasoning and judgments in decision-making considering the complex environments for safe nursing practice.
7. Engage in quality improvement activities to improve patient outcomes.
8. As a nurse generalist, incorporate leadership, management, legal and ethical guidelines while applying professional standards of nursing practice.

2. Approval and Accreditation

John Brown University is approved by the Arkansas State Department of Education and is accredited by the [Higher Learning Commission](https://www.hlc.org), 230 South LaSalle Street, Suite 7-500, Chicago, Ill. 60604. The next review of the university is scheduled for 2022.
The undergraduate nursing program has received initial approval by the Arkansas State Board of Nursing (ASBN), 1123 S. University, Suite 800, University Tower bldg., Little Rock, AR 72204, 501.686.2700 (www.arsbn.org) and is seeking accreditation by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW Suite 530, Washington, DC 20036, 202.887.6791.

3. Program of Study and Curriculum

Requirements for fulfillment of the BSN degree

The requirements for the BSN degree are found below, and can also be found in the Undergraduate Catalog within the College of Education and Human Services under Nursing or on-line at Department of Nursing. A suggested four-year plan of study is also available on the website, and students will discuss and review this with their assigned adviser.

Graduation Requirements for the BSN:
1. Satisfactory completion of all required coursework with a minimum, cumulative GPA of 2.5 and all NUR courses must have a grade of 2.0/C or better.
2. Submission of a portfolio, including exemplars of work and progress, which demonstrate evidence of growth and development as a student nurse and readiness to enter professional practice.
3. Completion of a standardized exam (the HESI Exit Exam®) with a score of 900 or better.
4. Evidence of meeting the eligibility requirements for the NCLEX-RN application and state board licensure processes.

Entrance and Exit Assessments

According to university policy, all students, including transfer students, are required to participate in appropriate assessment activities as part of their degree requirements. These include, but are not limited to, the Cooperative Institutional Research Program (CIRP), a freshman survey used nationwide, and the Student Relationship Assessment (SRA). Students are re-tested as seniors with an Exit Assessment and the results are used as the basis of a longitudinal study. Additionally, students who major in nursing are required to submit a portfolio and achieve a passing score on a standardized exam (NCLEX-RN® readiness/predictor) as part of the BSN degree requirements.

Professional Licensure Eligibility

After fulfilling all degree requirements, graduates are eligible to apply for the national licensure examination (NCLEX- RN®) in any state and U.S. territory. Test development and oversight of the licensing exam is coordinated through the National Council of State Boards of Nursing, and successful passage enables a graduate to practice anywhere in the United States and U.S. territories. Final application approval through the nursing program rests with the director of nursing. Final approval to be eligible to take the NCLEX-RN® rests with the Arkansas State Board of Nursing (or a like counterpart in the state in which a graduate seeks to pursue initial licensure).

Persons convicted of a crime may be ineligible to take the NCLEX-RN®. Felony and/or FBI background checks and fingerprinting are required in the senior year as part of the nursing licensure application process. Students with concerns regarding eligibility are highly encouraged to contact the state board of nursing prior to making application to the nursing major. For the state of Arkansas, the standards to apply for licensure are outlined in ACA 2 17-87-312. Background testing and drug screening is also part of the admission process into the upper division nursing courses. For more information refer to Criminal Background Check and Drug Testing policy located in Section 7 in this guidebook.
**Nursing Fees and Incidental Expenses**

In addition to general tuition and fees, special fees are associated with the following courses: NUR 3124, NUR 3228, NUR 3338, NUR 4108, and NUR 4110. The amounts of these special course fees vary and can be found on-line at [http://www.jbu.edu/financial_aid/costs/](http://www.jbu.edu/financial_aid/costs/). Click on “Miscellaneous fees you may incur”. Fee amounts can also be viewed on the listing of course schedules from the Registrar’s Office at [http://www.jbu.edu/registrar/course_schedules/](http://www.jbu.edu/registrar/course_schedules/).

Beyond fees administered by the University, students majoring in nursing incur other required and incidental expenses for which students are personally responsible. Examples of these include textbooks, standardized test(s), health-related expenses, NCLEX-RN® licensure application fees, health insurance, uniforms, equipment, computer devices and transportation expenses. Each student must carry individual liability insurance, but this expense is covered by usual tuition and fees and is provided by the school. The table below lists approximate costs of these expenses.

<table>
<thead>
<tr>
<th>Year</th>
<th>Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Sophomore</td>
<td>Health fees for immunizations and vaccinations (varies depending upon need and insurance)</td>
<td>$40-500</td>
</tr>
<tr>
<td></td>
<td>Criminal Background Check</td>
<td>$60</td>
</tr>
<tr>
<td></td>
<td>Drug Screening</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Cardiopulmonary resuscitation class (depends upon where it is taken)</td>
<td>$20-60</td>
</tr>
<tr>
<td>Junior</td>
<td>Uniforms, lab coat, name badge, insignia</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Stethoscope (price varies depending upon type)</td>
<td>$40-150</td>
</tr>
<tr>
<td></td>
<td>Equipment, required (watch with second hand, bandage scissors, penlight)</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Equipment, optional (blood pressure cuff, vision card, reflex hammer, gait belt, tuning fork, small clamp)</td>
<td>$120</td>
</tr>
<tr>
<td></td>
<td>E-books (for entire program)</td>
<td>$1200</td>
</tr>
<tr>
<td>Senior</td>
<td>Standardized Exit Exam</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>Licensure application and fees (varies by state)</td>
<td>$275-400</td>
</tr>
</tbody>
</table>

*Refer to Admission Policy for further detail

Costs listed are approximate and subject to change.
4. Department of Nursing Organization Structure

Position within JBU

The Department of Nursing is part of the College of Education and Human Services. Organization charts for the department can be viewed using the following links: University Organizational Chart and the Department of Nursing Organizational Chart.

Committee Structure
Currently being developed.

Student Membership and Participation
Currently being developed.

5. Admission and Progression Policies

John Brown University and the Department of Nursing are accountable to the public for the quality of professional nurses who graduate from the Bachelor of Science in Nursing Program. As a profession, nursing is legally and ethically accountable to the society for the integrity and outcomes of its practice. Nurses should have high moral character—worthy of the public’s trust. Therefore, John Brown University and the Department of Nursing have the right and responsibility to establish standards of admission, progression, dismissal and graduation in accordance with its philosophy and program objectives in order to protect the integrity of the university and the educational program.

Admission into nursing is a two-step process. The first step is acceptance to John Brown University and meeting the general admission requirements. Freshman or transfer students may declare nursing as their intended major and may pursue coursework towards the Core and a few select nursing courses. Students who do not meet JBU’s general admission criteria or specified pre-requisite standardized scores (ACT or SAT) for the required courses within the program of study may have a modified program of study that includes additional pre-requisite courses, as needed. The second application step is prior to taking any upper division nursing courses see Conditional Admission in the Nursing Major section below.

Advising, Pre-nursing and Nursing

All undergraduate students are assigned an academic adviser in connection to their chosen major. Students who declare nursing as their intended major will be assigned a faculty member from within the Department of Nursing. Upon full acceptance into the nursing major (junior year), students may be reassigned to another faculty member/adviser within the nursing department depending upon the number of students enrolled and faculty workloads.

Conditional Admission into the Nursing Major

Students who wish to be admitted into the upper division nursing courses must submit a separate nursing application to the Department of Nursing. The on-line application is due by March 1. There is no additional application fee. The Department of Nursing at JBU accepts students into the nursing major (upper division courses) once a year, and students will receive notification of acceptance status no later than April 15th.
Conditional admission requirements for the nursing major (upper division courses) are as follows:

1. Will have completed all of the courses outlined in the program of study for the freshman and sophomore years with a minimum GPA of 2.8 prior to beginning upper division coursework.
2. Achieve a combined GPA of 2.5 or better in the following courses:
   a. BIO 1124: Cell Biology (with lab)
   b. CHM 1014: Fundamentals of Chemistry (with lab)
   c. MTH 2003: Introduction to Statistics
   d. NUR 2113: Concepts of Professional Nursing
   e. *BIO 2514: Anatomy & Physiology I (with lab)
   f. *BIO 2524: Anatomy & Physiology II (with lab)
   g. BIO 3334: Microbiology (with lab)

   *Must earn a grade of “B” or higher in the designated courses

3. Students transferring from another nursing program must also provide a letter of good standing, indicating they are eligible to return to that program.

**Full Admission into the Nursing Major**

Once conditional acceptance has been granted, full admission is contingent upon successfully completing the following:

1. All pre-requisite course work (freshman and sophomore levels) must be completed during the spring or summer semesters and the minimum GPAs as outlined in the conditional admission section must be maintained. If summer courses are taken at another academic institution, all official transcripts must be submitted directly to the Registrar’s Office and evaluated, prior to lifting the conditional admission status.
2. Must submit to the administrative assistant in the department of nursing proof of the following immunizations:
   a. Hepatitis B: 3 injection series of vaccines or the titer
   b. Negative Tuberculosis Skin Test or an equivalent, such as a chest x-ray or TB Gold test.
   c. Varicella (chicken pox): 2 injection series
   d. Measles, mumps and rubella: 2 injection series
   e. Tetanus-diphtheria (Tdap): Routine booster every 10 years
   f. Influenza: Needs to be updated annually
   g. Any other immunization required by the clinical agency
3. Must submit to the nursing office proof of Cardiopulmonary Resuscitation (CPR) for Health Care Providers certification—issued by the American Heart Association, which includes the Basic Certified Life Support and Automated Emergency Defibrillation (BCLS & AED).
4. Must submit proof of individual, current health insurance coverage, which is renewed or updated annually.
5. A criminal background check is required. An unsatisfactory criminal background check MAY lead to denial of full admission into the nursing major and MAY prevent students from obtaining a license to practice professional nursing. For further information, refer to Section 7 below or visit the Arkansas State Board of Nursing website for the following documents:
   ✓ Arkansas State Board of Nursing (ASBN) Licensure
   ✓ Criminal Background Information
   ✓ Subchapter 3 - Licensing (see section 17-87-312).
6. A negative drug screen is required within four weeks of beginning the upper division clinical nursing courses.
Continued Progression

The student must earn a “C” (2.0 GPA scale; 73% per syllabi) or better in all upper division NUR courses in order to continue progression in the program of study. A grade of “C” is considered the minimum passing grade.

If a student receives a D or F in a course, the course may be retaken; but the student must pass the course on the second attempt. A Student may only repeat 2 courses within the nursing major. If a student receives a D, or F in a third course, the student will be administratively withdrawn from the program and advised regarding other possible academic options or programs of study.

Students withdrawing from coursework should refer to the Undergraduate Catalog for specific policies and further detail on withdrawal policy and the maximum course load. Students receiving a W, WP, or WF will require special permission from the Department of Nursing and the Registrar’s Office in order to continue enrollment in the nursing program.

Transfer Students and Transfer Credits

Students who have completed course work and received college credit at other institutions are welcome to apply and transfer to JBU and are eligible to apply to the nursing major. Transfer students are subject to the policies of Admissions and the Registrar Office. Refer to http://www.jbu.edu/admissions/transfers/ and http://www.jbu.edu/registrar/transfer/.

Credit which has been earned at another institution, including nursing credit, will be reviewed by both the registrar and the appropriate college or division faculty; and the applicability to courses in the chosen degree program will be determined. Each course accepted for transfer must have a minimum grade of “C”. All work completed at previous institutions will be posted as “CR” on the student's JBU transcript. Thus, only JBU course work will apply toward the student's grade point average.

Currently enrolled students planning to take summer courses or correspondence work at other institutions must receive prior written approval from their major adviser and the registrar. Official course descriptions of proposed work are required.

English as a Second Language (ESL) Students

ESL students are also welcome to apply to the nursing program. The Department of Nursing does not discriminate against those who speak English as a second language. The TOEFL (Test of English as a Foreign Language) scores required for admission into the nursing program are the same as the requirements for admission to John Brown University and can be found here.

Re-admission to the Nursing Major

Students who are not continuously enrolled at JBU for one or more semesters are required to make application for readmission to the University. This process involves completion of an abbreviated application; however, the original application fee will be waived. Then, the appropriate offices will deem if the student is in good standing and eligible for readmission. If students have taken a medical leave of absence, reapplying is not necessary.

Students who withdraw from the upper division nursing courses because of academic, personal, economic, or other reasons are required to request permission, in writing, to re-enroll in upper division nursing courses. Requests for re-admission will be directed to the Director of Nursing. In considering these
requests, the nursing faculty and/or program director evaluates the previous academic record of the student, reasons for withdrawal, and the student's rationale for requesting reentry. Students wishing to be re-admitted who left without being in good standing (i.e. on disciplinary probation or dismissal, low GPAs, etc.) must petition the Director and faculty for approval to be re-admitted. In the petition letter, the student will need to address the reason for leaving and give new evidence of work done to support a re-admit decision. Admission is not guaranteed and eligible students are re-admitted based on record review and space available. See JBU’s catalog under current probation for additional information.

If a student is dismissed from John Brown University, he/she is not eligible to apply for readmission for at least the balance of the semester. Dismissal could cause potential loss of financial aid eligibility for ensuing terms of enrollment.

6. Student Services

JBU offers a multitude of student services; just a few are listed and briefly described here. For more information, students should refer to the JBU website for Student Services.

Computer Labs and Centers

ITS is committed to serving the academic and administrative computing needs of the University. As part of this mission, ITS operates the Help Desk, Media Lab and campus computer labs. Access at Computer Labs and Centers.

Counseling Services

The JBU Student Counseling Center exists to serve students in their effort to understand themselves honestly, to understand God deeply, and to live in their community with integrity. Individual and group counseling and psycho-educational and support services are provided to students at no cost. Information on how to schedule an appointment, supportive services and resources and staff profiles may be accessed at JBU’s student Counseling Center or by calling the administrative assistant at (479) 524-7251.

The Student Counseling Center is located at 100 S. Holly Street
- Director of Student Counseling, 479-524-7234
- Administrative Assistant, 524-7231

Financial Aid

Students needing or desiring to obtain financial aid are referred to the Admissions and Financial Aid offices for further information. These offices provide information concerning financial aid and would be happy to speak to and assist students. Financial aid offices and personnel can be reached at 1-479-524-7427 and access at Financial Aid.

Admissions
- Associate VP for Admissions and Financial Aid: 524-7424
- Assistant Director: 524-7247
- Professional Judgments, Verifications and Work Study: 524-7124
- Graduate and Degree Completion Financial Aid Officer: 524-7151
- Enrollment Counselor, Document Tracking: 524-7102
- Loan Officer: 524-7162
Fitness Center

Walton Lifetime Health Complex

Times are subject to change – a typical week’s schedule:
  Track, Racquetball/Basketball Courts, and Fitness Center
  Monday through Saturday 5:00 a.m. to 12:00 midnight
  Sunday 1:00 p.m. to 12:00 midnight
  Pool - Monday through Friday
  • 6:00 a.m. to 7:30 a.m.
  • 12:00 p.m. to 1:30 p.m.
  • 6:30 p.m. to 9:30 p.m.
  Saturday and Sunday 2:00 p.m. to 4:00 p.m.

Health Services

The mission of Health Services is to promote lifelong physical well-being while encouraging personal responsibility and good stewardship. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. (except during chapel and lunch). The nurse is available to see students and help them evaluate their needs. It is not intended to replace students’ primary physician, but rather to serve as an alternate health care provider at times when college life may be “hazardous to your health”. We want to help you understand these hazards, how to prevent them, and how to take responsibility for your health. Students needing medical attention are referred to the appropriate care provider. JBU works with Community Physician’s Group to provide medical care for students. Emergencies can be handled through the local Urgent Care Clinic or the Emergency Department at the local hospital, both which are within a five minute drive.

Walker Student Center, Room 158
Rhonda Hostler, RN: 524-7320, rhostler@jbu.edu

Health Services

One of the appropriate referrals may be to the on-site health care clinic located on the north side of the Health Education Building. This clinic, operated by Community Physician’s Group, is staffed with either an MD, DO, PA, or NP approximately 20 hours a week, including some evening and weekend hours. Students may utilize this clinic as a convenient option for their health care needs, as the clinic accepts most insurance companies; but of course, students are welcome to visit the provider of their choice.

Insurance

Student Health Insurance
Students are expected to have medical insurance coverage. All medical expenses incurred will be the individual student’s responsibility. This includes not only expenses initiated by the student, but also those initiated by university personnel responding to an emergency on the student’s behalf. For more information, refer to medical and immunization record form in the nurse’s office.

However, John Brown University partners with Academic Health Plans to provide health insurance to students who do not have personal health insurance. According to JBU policy, all students enrolled for nine (9) or more credit hours are required to purchase this Student Health Insurance Plan unless proof of comparable coverage is furnished. The premium for coverage is added to tuition billing.
Professional Liability Insurance
The university will provide nursing students with professional liability insurance at no cost to the student. Under this program, students are covered only for malpractice related to their normal curriculum, studies and assignments 24 hours a day. Coverage under the insurance policy terminates on the date of graduation.

Library

The John Brown University Library is the central location for library resources supporting the research needs of the university community. The library holds over 120,000 items in its collections (including 6,000 periodical titles and 11,000 e-books) and offers a variety of services, such as individual and group instruction sessions, and efficient interlibrary loan. Current library hours can found at JBU’s library webpage.

Office of Disability Services

Students with a documented disability may qualify for reasonable accommodations. However, students must be registered with this office to receive any accommodations. For further information or to discuss your individual situation access the Office of Disability Services or call the Director of Disability Services to schedule an appointment at 479-524-7400.

Notary Public Service

Notary Public services are available to all students free of charge. Contact the Department of Nursing's Administrative Assistant at 524-1646 for assistance and a list of JBU current staff members that serve as a notary public.

Student Organizations

Along with activities to attend, there are a number of organizations and clubs that students can join.

To get involved in one of the groups, contact the Coordinator of Student Activities at 524-7475. To see the full list go to Student Organizations.

Student Support Services

Housed in Student Support Services is the Office of Disability Services, the Office of Academic Assistance, Testing Services and the TRIO program. Student Support Services TRIO program includes instruction in study skills, group and individual tutoring, assistance with reading comprehension and efficiency, academic counseling, cultural events, academic workshops, and referrals to other campus services are all a part of this program. Student Support Services TRIO Program is a federal grant-funded program designed to give academic support to students who have are first generation students, have a documented disability or who meet income qualifications for the program. If you believe you might qualify for this program fill out an application at SSS TRIO program application.

Office Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday
Phone Number: 479-524-7471
Email: kireland@jbu.edu
Location: LRC 148
7. General Information, Policies and Procedures

Address, Phone Number, & E-mail

It is important for University officials to be able to locate and send official correspondence to students. At the time of (pre)registration every semester, students will be notified via Eaglenet of the need to verify and/or update their contact information. At other times of the year, verification and/or changes can be made through the Academic Planning tab. Accurate contact information is essential in order that schedules, official correspondence, scholarship notification and emergency messages will not be delayed or lost. Failure to receive University notices because of incorrect contact information provided by the student will not relieve the student of responsibility for responding to the notice appropriately. It is the student's responsibility to keep the nursing program informed of current contact information including:

- Local address
- Home (or permanent) address, if different
- Telephone number(s)
- E-mail address (your JBU e-mail address will be the only e-mail address that the nursing program will use to communicate with students.)
- Emergency contact information

Identification Cards (ID Badges)

All students are required to have an official JBU photo I.D. badge as a means of identification. The badge will be used as a means of accessing selected areas of the building such as simulation or practice laboratories. In accordance with the JBU policy, there is a $20 charge for replacement badges. For more information regarding the JBU ID card, please refer to ID cards on Campus Safety homepage. This name badge is to be worn at all times during clinical experiences.

Computer Requirement for e-textbooks

All students involved in the nursing degree program must have a laptop computer or similar device and designated software. This device will be used in both the classroom and clinical settings.

Because the nursing program will be using only e-textbooks, each student must have a portable device that will support the e-textbook. The program that comes with your e-textbook is called Pageburst. When you purchase your e-textbooks you'll need to choose one of the follow platforms to support Pageburst. View a comparison chart at http://pageburst.elsevier.com/objects/evolve/F2/book_pages/pageburst/more-about-it/.

Your portable devices must have the following technical requirements to support the e-textbook software and on one of these two platforms:

<table>
<thead>
<tr>
<th>Pageburst on VitalSource</th>
<th>Operating Systems</th>
<th>Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome 32-33</td>
<td>Windows 7/8/8.1 32/64 Bit</td>
<td>Android 2.2 - 4.4 (Application)</td>
</tr>
<tr>
<td>Firefox 27-28</td>
<td>Microsoft .Net 4.5</td>
<td>Kindle Fire 1, 2, HD, HDX</td>
</tr>
<tr>
<td>Internet Explorer 9-11</td>
<td>DirectX 10 graphics card</td>
<td>iOS 6.0+</td>
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Criminal Background Check and Drug Testing

Clinical agencies require criminal background checks (CBC) and drug screens as a condition for clinical placement. Students are required to have a negative drug screening and CBC completed PRIOR TO full acceptance into the nursing major, and satisfactory results must be obtained PRIOR TO beginning any clinical rotations. Fees connected with drug screening are the responsibility of the student. Additional drug screenings may be required if requested by the clinical agencies.

Background checks and drug screens are conducted by PreCheck, a company specializing in employment qualifications for healthcare workers and students. Information and instructions are included in the student welcome packet. Results of the CBC and drug screen are reported to the Director and any healthcare facility in which the student is scheduled for clinical experiences. The healthcare facility may restrict the entrance of a student to their facility based on these results. An unsatisfactory background check,

- may result in denial of full admission to the nursing program
- may impede or halt the student’s progression in the program
- may results in the student being reassigned to another clinical agency (space available) or being asked to withdraw from the course if other clinical sites are not available

A positive drug screen will result in denial of admission to the upper division nursing courses or dismissal from the nursing program. Results of a positive drug screen will also be reported to the Office of Student Development and the Dean of Students. Refer to the Community Covenant for further details. A student found guilty of noncompliance with the policy on alcohol and other drugs is subject to sanctions commensurate with the offenses. Sanctions that may be imposed against a student are found in the Community Covenant. Readmission to the nursing program is not guaranteed, but those students who are readmitted will be subject to random drug screening performed at the student’s expense. A second positive drug screen will render the student ineligible to continue or be re-enrolled in the program.

Students will also be required to have a second background check as part of the application process for the National Council Licensure Examination-Registered Nurse (NCLEX-RN). The CBC used for the program cannot be used for the licensure application.

Dress Code

The purpose of the dress code for the Department of Nursing is to promote a professional appearance and school identity. Personal appearance of the nursing student should always present the individual in a professional light, in a way that fosters respect from all health care professionals and colleagues, and reflects well on John Brown University and all affiliated medical institutions. All clothing and uniforms are to be kept in optimal condition. They must be kept, clean, neat and wrinkle free at all times. Any stains, tears, rips, wearing or fading, and fraying of the students’ uniforms is not permitted. If a faculty member determines a uniform has not been well-kept, the student may be asked to purchase another.
The Department of Nursing has made every attempt to create a dress code policy that complies with all medical institutions with whom the program may partner. However, if any discrepancies arise, the policy of the institution where clinicals are being performed must be adhered to by the student. All exemptions to dress code for religious beliefs must be submitted in writing to the Director of Department of Nursing or a designated delegate before the beginning of the semester. Any request for exemptions not received prior to the two weeks before the start of the semester will be denied.

**Clinical Uniform**

- **Lab Coat**

  A lab coat will be necessary during all clinical settings and may be taken off at certain times. Each student must purchase one, all-white lab coat. The choice of style has been left up to the personal preference of the student (e.g. sleeve length, collar or no collar, etc.). However, it is required that the sleeves not be tight or fitted at the wrists, and the length of the lab coat must fall between the fullest part of the hip and the top of the knees.

- **Uniform for Clinical Settings**

  The chosen uniform required for all clinical settings is any style of Cherokee® brand Royal Blue scrub top and scrub bottom (except those styles that have been strictly omitted). This is the ONLY brand and color that is acceptable. Each student is to purchase, at a minimum, two sets of the uniform style of their choice. The uniform should be well-fitted, and of proper length for each student. The uniform must be one solid color; no contrasting colors for binding or hemming will be permitted. Students will receive a list of prohibited uniform styles during their second year.

  Layering shirts may be worn under the uniform if the neckline matches that of the scrub top. The sleeves must also be tight to one’s arms. Shirts worn under the uniform are to be solid white, black, or grey in color. It is not acceptable to wear outside jackets, sweaters, coats, or vests over the uniform while in clinical settings.

- **Shoes**

  For all clinical settings, shoes must have a low, closed heel and toe with a nonskid sole as this complies with safety and health standards. Any all-black leather, or other man-made materials, are acceptable. Tennis shoes, cotton, or mesh materials are not acceptable. Shoestrings are permitted but must be all black as well. Students must wear black crew or knee high socks with uniforms. Shoes are to be kept clean at all times as this promotes a professional image.

- **I.D. Badge**

  The student’s ID badge is to be worn above the waist in clear view during all clinical settings.

**Professional or Business Attire**

- **Business attire** may be appropriate at certain times. Students are expected to use proper judgment. Only clothing that is appropriate and suitable is permitted. It must uphold the professional image and reflect very well on the Department of Nursing and all medical institutions associated with our Nursing Program.
Personal Appearance

- **Tattoos**
  - Students should refrain from getting a visible tattoo during their time in the nursing program.
  - Distractive or offensive visible tattoos must be covered corresponding to the agency dress code policy.

- **Jewelry**
  - Earrings are limited to one earring in each lobe. The stud earring cannot be larger than 5 mm in diameter. Gages, hoops, and dangles are not allowed.
  - No facial jewelry is permitted in the clinical setting.
  - No visible body piercings are permitted, including tongue piercings.
  - Wedding or engagement rings/bands may be worn. Rings that have a high likelihood of puncturing gloves should not be worn. Neither the university nor the agency assumes responsibility if a ring or setting is lost.
  - Nursing students will be allowed one small, durable watch with a sweeping second hand.
  - MEN: Other than a wedding ring and watch, all other jewelry is prohibited for the male student.

- **Hygiene**
  - Students should be mindful to maintain pristine personal hygiene at all times. This is a sanitation and infection control issue. A clean scent and appearance also contributes to the professional image. Odors such as smoke, alcohol, or strong detergents and perfumes/colognes are not allowed.
  - Students are required to wear antiperspirant and deodorant. Light/non-offensive perfume or lotion is optional, but one is to be very mindful of surrounding co-workers and patients.
  - If the scent that the student is wearing is found to be offensive (or too heavy) they will be asked to wash, change their uniform, or may be sent home.

- **Hair**
  - Hair should be kept clean, neat and tidy at all times.
  - Hair is to be kept up and off of the face and shoulders, off of the work area, and off of the patient during all lab and clinical settings.
  - Unconventional color or highlights are not permitted.
  - MEN: If men choose to have facial hair it should be kept clean, neat and trimmed at all times; as well as kept no longer than ¾” and of a natural color.

- **Makeup**
  - Makeup should be kept natural and conservative.
  - Neutral and non-distractive colors on the face only.

- **Nails**
  - Nails are to be well kept, clean and groomed at all times.
For infection control purposes, fingernails may not extend beyond the fingertip and must be well manicured. Artificial extensions and polish are prohibited.

Employment

The ability to handle combined responsibilities of college and employment is highly individualistic; therefore, there is no policy limiting the number of hours a traditional BSN student enrolled full-time may be employed outside of the university. Students are strongly advised that work hours should not exceed twenty hours per week, especially during the upper division major coursework. Students employed by the university as work-study are limited to working 7.5 hours per week. Additionally, students who fail to meet the academic standards in the nursing program due to employment will receive no special consideration regardless of financial need. Therefore, students who feel they have to work to pay school expenses should make this need known to the academic adviser and the student financial aid office before they are in academic jeopardy.

Students employed by clinical agencies should be aware that neither the University nor the Department of Nursing assumes any responsibility for their activities as employees of an agency.

Hazardous Weather

Information regarding closure/delay of ON CAMPUS activities is sent via voice message, text message or email to all students registered on the university’s Crisis Alert System (CAS). Students are highly encouraged to register for this notification service. For learning experiences scheduled OFF campus, students will need to refer to the course syllabus, course materials, or special instructions from the clinical faculty.

Parking

Because nursing students will need access to reliable transportation for clinical experiences, all students need to be familiar with the JBU policies regarding vehicle registration and campus parking. Please refer to campus safety, parking and traffic website for further details.

Additionally, some clinical agencies will require students to display a parking decal and/or park in designated areas while participating in clinical experiences. Instructions regarding specific agencies will be given to students during clinical orientation as needed.

Professional Responsibility, Conduct, and Code of Ethics

Throughout the entire course of study in the School of Nursing, students are reminded that they are studying to become a member of an honored profession and of the responsibility that such membership entails. The ethical standards of conduct of the professional nurse as a member of a service profession in a self-governing society are stressed in a manner consistent with the purposes of a Christian university. Within the academic and clinical settings, professional nursing students must:

1. Actively promote the highest level of moral and ethical principles and accept responsibility and accountability for their actions.
2. Treat others with respect and promote an environment that respects human rights, values, cultural and spiritual beliefs.
4. Communicate the care for clients in a truthful, timely and accurate manner.
5. Uphold all academic and clinical institutional policies related to academic and clinical performance, reserving the right to appeal by using the procedure in the Student Handbook outlined under Academic Grievance process.

Refund Policy

Students withdrawing from the university are entitled to a refund as outlined in the Undergraduate Catalog - Adjustment of Accounts.

Social Media

Use of Social Networking Sites

John Brown University recognizes that social networking websites and Applications such as Facebook, Twitter, etc. are important and timely means of communication. Students who use these websites and applications must be aware of the critical importance of privatizing these websites and applications so that only trustworthy “friends” have access to the sites. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to probation to dismissal from the University.

The following actions are strictly forbidden:

- Students may not report the personal health information of patients. Removal of an individual’s name does not constitute proper de-identification of protected health information. Furthermore, inclusion of data such as age, gender, race or date of evaluation may still allow the reader to recognize the identity of a specific individual.
- Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to: course grades, narratives evaluations, examination scores, adverse academic actions or financial aid information.
- In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for John Brown University or the Department of Nursing.
- Students may not represent themselves as another person.
- Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments.

In addition to the absolute prohibitions outlined above, the following actions are strongly discouraged as these are considered unprofessional and reflect poorly on the individual, the healthcare profession, program, department, college and John Brown University’s Department of Nursing:

- Display of vulgar language.
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or disability.
- Presentations of photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual misconduct.
The following actions are strongly encouraged:

- Students should use privacy settings to limit the unknown or unwanted access to the student’s profile or application
- When listing an email address on a social networking site, students should use a personal email address (not a jbu.edu address) as the primary means of identification
- When using these social networking sites, students are strongly encouraged to present themselves in mature, responsible, and professional manners. Discourse should always be civil and respectful. No privatization measure is perfect and undesignated persons may still gain access to the site. Once an item is posted on a networking site, it may not be easily removed. Future employers (e.g., residency or fellowship program directors, representatives of employers) may review these sites when considering potential candidates for employment

**Student Representation on Committees**

Serving as a student representative on a departmental, college or university committee is an extremely important role and carries with it certain responsibilities. The following are some guidelines that will help the student representative function with efficiency and effectiveness as they assume this role and represent their peers. The representative will:

- Attend each meeting, and if unable to attend make arrangements for elected alternate to attend. Inform the committee chairman if unable to attend and identify the alternate representative.
- Read committee bylaws, if applicable, paying particular attention to the specific functions of the committee.
- Represent the concerns of the student body related to the areas of responsibility of the committee in an unbiased, objective manner.

Recognize that the committee may not be a decision-making body, but advisory in nature, which makes recommendations to be acted on by the faculty as a whole. It is important when eliciting student input and reporting deliberations that items discussed in the meeting be presented to the student body in this context.

**Student Rights and Responsibilities**

Nursing students have the right to an educational environment that fosters and nurtures both personal and professional development. The *Guidebook for Nursing Students* contains standards of academic achievement and conduct. Students are responsible for meeting these standards and have the right to be informed about these standards, the means of assessment and the appeal process. Students are invited to participate in the formation and evaluation of academic and conduct standards through participation in the Department of Nursing committee processes. Students are free to present reasoned dissent and opinions that differ from those offered in any course; they are entitled to use the University appeal process throughout the academic program. No student is treated differently on the basis of age, religion, creed, national origin, handicapping condition, marital status, race or gender.

John Brown University has a list of expectations or responsibilities for all students that can be found on page 24 in JBU’s student handbook.
John Brown University describes students’ rights related to education records that can be found on page 46 in JBU’s student handbook.

Substance Abuse

John Brown University prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage at any time. In other words, as part of Student Life, all students must sign and adhere to the Community Covenant. Students should refer to page 56 in the student handbook Statement for the Prevention of Drug & Alcohol Abuse for further details.

Students found guilty of noncompliance with this policy are subject to sanctions commensurate with the offenses and may be subject to disciplinary action according to the above statement. Furthermore, as a student in the nursing program, students must submit to urine drug tests upon enrollment and may be subject to additional testing. (Refer to Criminal Background Checks and Drug Screening policy.) A student with a positive drug/alcohol screening may be prohibited from attending clinical.

Transportation Requirements

All students in the upper division nursing courses must have their own reliable vehicle. Students are responsible for their own transportation to and from all health facilities where learning experiences are provided and are responsible for all costs associated with owning and operating the vehicle.

University and Department Correspondence

The University, Department of Nursing, faculty, and staff will send official correspondence to a student via e-mail using the student’s e-mail address assigned by the University. JBU e-mails will be used by administration, faculty, and staff to communicate pertinent information to students. Each student is personally responsible for checking his or her e-mail at least daily for receipt of official University correspondence. It is expected that Internet course accounts required by many courses will be accessed by all students at least twice a week during the semester. Students will be held responsible for information distributed in this manner.

Additionally, there are flat-screen televisions located in various buildings across campus, including the Health Education Building, used to display important and necessary information for students’ benefit. Information relating to student activities, deadlines, upcoming events and general information will be posted there.

8. Academic Policies and Procedures

Attendance, Clinical

As per the John Brown University general attendance policy, students should make every effort to attend all clinical experiences, including laboratory and simulation experiences. However, if the student has to be absent, they are expected to inform their clinical instructor before the scheduled start time. There will be no distinction made between excused and unexcused absences in regards to clinical hours. All clinical hours and simulation labs missed within the allotted ten percent must be made up. If the student fails to attend more than ten percent of the scheduled clinical hours or simulation lab time during a semester, it will
be determined that the student can no longer meet the learning objectives the course. The student will then be administratively withdrawn from the course, placing his/her position within the program in jeopardy. During weeks of laboratory or simulation experiences, there are make-up hours built into the weekly schedule. These hours are intended as “open” practice time, required repetition of unsatisfactory performance, or make-up due to absence. However, absences during regularly scheduled lab hours. There is an additional day built into each semester (during final exam week) that gives the student an opportunity to make up missed clinical time. Furthermore, all extraordinary circumstances of absence will be left up to the discretion of the director or assigned faculty member.

Tardies will be treated as absences; therefore, if a student is tardy for a clinical experience, it is considered an absence for the entire time period/day.

**Participation in Clinical Following Serious Illness, Injury or Hospitalization**
Students under the care of a health care provider during pregnancy or following serious illness, injury or hospitalization must furnish a written release from the provider stating that he/she may fully participate in clinical activities **with no restrictions**.

**Attendance, Class**
Attendance of all class sessions is important. If you need to miss class for any reason, notify your instructor. Some absences may be excused (see the university catalog). It is your responsibility to check with your instructor about any missed assignments. Faculty members are not obligated or expected to let you make up work due to unexcused absences. Also, failure to attend classes for two consecutive weeks may result in disenrollment from the university. Instructors differ in their class attendance policies, and students are to refer to course syllabi for specific details.

**Grading and Testing**
In accordance with the current JBU catalog, the following grading system is used to maintain internal consistency in computing GPAs. The Department of Nursing uses the following grading scale (%) to determine letter grade in the class. The progression and graduation policies within the Department of Nursing require a “C” or better in all upper division NUR courses.

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.9</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.9</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.9</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>60-66.9</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
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For further detail regarding the university’s grading system or procedures, please refer to the catalog at [JBU’s grading system](#).

Grades in NUR courses are calculated using a “weighted” system. This is done because courses with both a didactic and clinical portion will have both portions graded separately, although only one final
course grade will be issued. A weighted system calculates grade items as a percentage of a final grade worth 100%. The maximum points assigned to individual grade items vary, and their contribution towards the category they belong to and the final grade is the percentage value (weight) assigned to them. Each course syllabus will identify categories of assignments and define their value or contribution towards the final grade. Students will be required to pass both the didactic and clinical portion of the course with a minimum grade of 73.

**Medication Administration Exams:** Students will be given a medication administration exam each semester they engage in clinical activities. The level of difficulty and type of material are congruent to the level of the student learner. Students will be required to pass this exam with 100% proficiency. Two attempts will be given each semester prior to the beginning of clinical rotations. Because this is a safety and quality issue, students who do not pass this examination with 100% proficiency (in two attempts) will be administratively withdrawn from the course.

**Standardized Testing:** The HESI Exit Exam will be administered to students during the middle of their senior year. The HESI Exit Exam is designed to test a student’s understanding of the entire nursing curriculum and is used to evaluate a student’s readiness for the NCLEX-RN® exam. The exam is developed by Elsevier and is intended to match the latest NCLEX test plan. Currently, benchmark scores are set at 900 and above. Students and assigned faculty will use individual student results to identify strengths and weaknesses and to develop a customized study plan that will be implemented during NUR 4110. Students not meeting the benchmark score will be required repeat the test (at their expense) during NUR 4110.

**Grievance & Appeal Policies**

For all grievances, students should follow the procedure as outlined on page 47 in JBU’s student handbook and in the Undergraduate Catalog. Although the procedure is briefly outlined here, students should refer to the full description of the procedures for both grievances and appeals.

**Academic Process**
Students should discuss the issue with the faculty member first. If talking fails to bring resolution, the student may meet with the appropriate department head or dean and present a written statement of the problem and desired resolution; further meetings between all parties may be convened. Unsatisfactory resolution are appealed to the Vice President for Academic Affairs.

**Non-academic Process**
Grievances that are not academic in nature are submitted in writing to the Dean of Students. If satisfactory resolution is not received, appeals are made to the Vice President for Student Development for a hearing before the Judicial Board. The Judicial Board is not involved in academic issues, other than those related to academic dishonesty.