FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING

UNDERGRADUATE
STUDENT HANDBOOK
2014-2015

COLLEGE OF NURSING
MISSION STATEMENT

TO DEVELOP NURSING LEADERS FOR PROFESSIONAL

PRACTICE AND RESEARCH IN DIVERSE SETTINGS

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HISTORY AND MILESTONES OF
FSU COLLEGE OF NURSING

1949	Ms. Vivian M. Duxbury appointed as Dean.
1950	First class of BSN students admitted.
1951	RNs from diploma programs admitted to BSN Program.
1951	First male student admitted.
1952	NLN accreditation awarded.
1972	Dr. Shirley Martin appointed as Dean
1975	Self-paced and time variable format introduced for RN students.
1975	New four-story building completed.
1976	Dr. Emilie D. Henning appointed as Dean.
1984	Dr. Evelyn T. Singer appointed as Dean.
1985	Four students admitted to MSN program.
1985	Funding obtained from the Division of Nursing, Department of Health and Human Services to begin MSN degree program.
1987	Graduate Program accredited by NLN.
1998	New RN-to-BSN web-based curriculum implemented for students living in Ft. Myers, St. Petersburg, Lake City, and Mariana.
1999	Nurse educator track added to MSN program.
2000	School of Nursing Building name Vivian M. Duxbury Hall.
2001	Dr. Katherine P. Mason appointed as Dean.
2001	New community-based undergraduate curriculum implemented.
2003	Online RN-BSN program offered statewide.
2004	CCNE accreditation awarded.
2004	Graduate core nursing courses offered online
2005	Family Nurse Practitioner curriculum revised.
2005	Grant received from Florida Department of Education to expand graduate education via interactive television to six sites: Pensacola, Fort Walton, Panama City, Mariana, Madison
2005	Graduate nursing education courses offered online.
2006	School of Nursing becomes College of Nursing.
2007	Nurse Practitioner course offered online.
2007	Dr. Lisa Ann Plowfield appointed as Dean.
2008	FSU Board of Trustees approves Doctor of Nursing Practice degree program.
2009	Curriculum Revisions to Undergraduate BSN Program.
2009	Students admitted to the Doctor of Nursing Practice Degree Program.
2011	Students admitted to the Accelerated BSN program.
2010	Dr. Dianne Speake appointed as Interim Dean
2013	Dr. Judith McFedridge-Durdle appointed Dean

BSN Program
Curriculum

STATEMENT OF BELIEFS

Given the mission of the University and College, the faculty of the College is guided by a set of beliefs held by the faculty in relation to:

nursing's phenomenon of concern as human beings within the context of health;

nursing as an evidence-based profession; and

nursing education as a life-long process.

The beliefs that guide the nursing education programs and the discipline of nursing at Florida State University are:

The foundation of nursing is based upon broad preparation in liberal studies, socialization into the core values of the profession, and preparation in the knowledge and skills requisite to practice at the baccalaureate and graduate levels.

Nursing knowledge is built on nursing practice, theory and research. In addition, nursing derives knowledge from other disciplines, adapting and applying this knowledge as appropriate to professional practice.

Nurses being a unique blend of knowledge, judgment, skills and caring to the health care team. Professional nursing requires strong critical reasoning, clinical judgment, and communication and assessment skills and a commitment to life-long learning. (AACN Baccalaureate Essentials, 2008)

Nurses must process the knowledge and skills needed to provide safe, culturally competent and high quality care in an environment of increasing diversity and globalization. (AACN Baccalaureate Essentials, 2008)

Nursing practice is comprised of approaches gained through scientific inquiry designed to broaden the evidence base of the profession. These approaches are designed to explain and facilitate the phenomenon of human existence in the context of health.

Baccalaureate education, the minimal requirement for entry into professional nursing practice, prepares the generalist and is the foundation for graduate nursing education. (AACN Baccalaureate Essentials, 2008)

The fundamental aspects of generalist nursing practice are: direct care of the sick in and across all environments, health promotion and prevention of illness, and population-based health care. (AACN Baccalaureate Essentials, 2008)

Graduate nursing education prepares nurses for role enhancement and advanced professional practice.

Nursing must educate future professionals to deliver patient-centered care as members of an interprofessional team, emphasizing evidence-based practice, quality improvement approaches and informatics (IOM, 2003) (AACN Baccalaureate Essentials, 2008)

UNDERGRADUATE PROGRAM OUTCOMES

`The graduate of the FSU College of Nursing undergraduate program is a reflective practitioner who is able to:

1. Integrate knowledge, skills and values from liberal studies with nursing science to provide safe, effective nursing care.

2. Assume basic organizational and leadership roles in the provision of high quality nursing care.

3. Demonstrate beginning scholarship and analytical methods for evidence based nursing practice.

4. Use information management and patient care technology to improve care delivery.

5. Demonstrate understanding of the impact of health care policy, finance and regulatory environments on patient care and nursing practice.

6. Use interprofessional communication and collaboration skills to optimize patient health outcomes.

7. Incorporate prevention of illness and population health strategies for optimizing health-related outcomes.

8. Demonstrate professionalism; and

9. Provide compassionate nursing care guided by a scientific base of knowledge.

PROFESSIONAL VALUES FOR BACCALAUREATE NURSING EDUCATION

Baccalaureate education for professional nursing should facilitate the development of professional values and value-based behaviors. Values are beliefs or ideals to which an individual is committed and which are reflected in patterns of behavior. Professional values are the foundation for practice; they guide interactions with patients, colleagues, other professionals, and the public. Values provide the framework for commitment to patient welfare, fundamental to professional nursing practice.

Caring is a concept central to the practice of professional nursing. There are a variety of definitions and applications of caring; some are very broad; others are specific and specialized. Caring, as used here, encompasses the nurse's empathy for and connection with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, appropriate care.

The values and sample professional behaviors listed below epitomize the caring, professional nurse. Nurses, guided by these values, demonstrate ethical behaviors in the provision of safe, humanistic health care. The sample behaviors are not mutually exclusive and may result from

more than one value. Conversely, the value labels provided are intended to encapsulate a core set of values and behaviors that can be elaborated in a variety of ways.

Altruism is a concern for the welfare and well being of others. In professional practice, altruism is reflected by the nurse's concern for the welfare of patients, other nurses, and other health care providers. Sample professional behaviors include:

- Demonstrates understanding of cultures, beliefs, and perspectives of others;
- Advocates for patients, particularly the most vulnerable;
- Takes risks on behalf of patients and colleagues; and
- Mentors other professionals.

Autonomy is the right to self-determination. Professional practice reflects autonomy when the nurse respects patients' rights to make decisions about their health care. Sample professional behaviors include:

- Plans care in partnership with patients;
- Honors the right of patients and families to make decisions about health Care, and;
- Provides information so patients can make informed choices.

Human Dignity is respect for the inherent worth and uniqueness of individuals and populations. In professional practice, human dignity is reflected when the nurse values and respects all patients and colleagues. Sample professional behaviors include:

- Provides culturally competent and sensitive care;
- Protects the patient's privacy;
- Preserves the confidentiality of patients and health care providers; and
- Designs care with sensitivity to individual patient needs.

Integrity is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted within the profession. Sample professional behaviors include:

- Provides honest information to patients and the public;
- Documents care accurately and honestly
- Seeks to remedy errors made by self or others; and
- Demonstrates accountability for own actions.

Social Justice is upholding moral, legal, and humanistic principles. This value is reflected in professional practice when the nurse works to assure equal treatment under the law and equal access to quality health care. Sample professional behaviors include:

- Supports fairness and non-discrimination in the delivery of care;
- Promotes universal access to health care; and
- Encourages legislation and policy consistent with the advancement of nursing care and health care.

Educational efforts and the process of socialization into the profession must build upon, and as appropriate, modify values and behavior patterns developed early in life. Values are difficult to teach as part of professional education. Nevertheless, faculty must design learning opportunities that support empathic, sensitive, and compassionate care for individuals, groups, and communities; that promote and reward honesty and accountability; that make students aware of social and ethical issues; and that nurture students' awareness of their own value systems, as well as those of others.

Ref: The Essentials of Baccalaureate Education. American Association of Colleges of Nursing 2008.
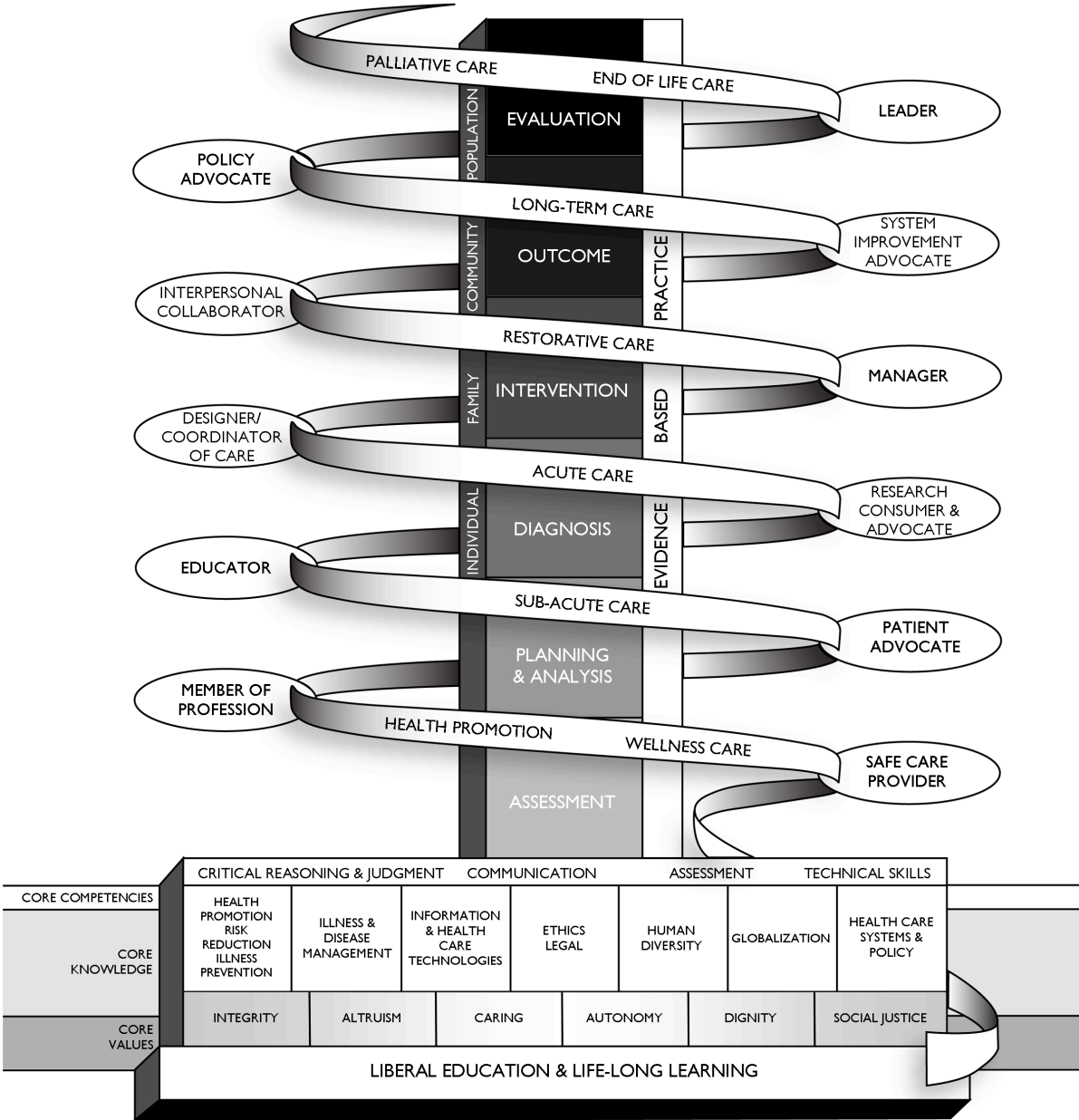
UNDERGRADUATE CONCEPTUAL FRAMEWORK

The conceptual framework of the undergraduate program consists of three major parts: a four tier base depicting the foundation upon which rests a three faceted column encircled by ascending bands containing tags.

The bottom tier depicts the liberal education requirements for enter in the undergraduate program and a commitment to life-long learning. The next tier represents the core values expected of all students and graduates. The third tier represents the focus of the undergraduate program upon which learning outcomes are measured. The fourth, and final tier of the base, represents the core competencies of critical reasoning and judgment, communication, assessment, and technical skills.

Upon this base rests the three-faceted column. The facet on the front depicts the steps of the nursing process which guides nursing practice. The left facet illustrates the faculty's belief that graduates are prepared to care for individuals, families, communities, and populations. The right facet emphasizes the importance of evidence-based practice in nursing.

The bands, or streamers, encircling the obelisk, represent the belief that students and graduates are prepared to provide nursing care in diverse settings. Eleven tags are attached to the bands encircling the column. They depict the major expected roles students will evidence as they move from student to graduate.

UNDERGRADUATE CURRICULUM CONCEPTUAL MODEL

	PALLIATIVE CARE	END OF LIFE CARE	
LEADER			
	EVALUATION		
POLICY ADVOCATE			
	LONG-TERM CARE		SYSTEM IMPROVEMENT ADVOCATE
	OUTCOME		
INTERPERSONAL COLLABORATOR			
	RESTORATIVE CARE		MANAGER
	INTERVENTION		
DESIGNER/ COORDINATOR OF CARE			
	ACUTE CARE		RESEARCH CONSUMER & ADVOCATE
	DIAGNOSIS		
EDUCATOR			
	SUB-ACUTE CARE		PATIENT ADVOCATE
	PLANNING & ANALYSIS		
MEMBER OF PROFESSION			
	HEALTH PROMOTION	WELLNESS CARE	SAFE CARE PROVIDER
	ASSESSMENT		

POPULATION · COMMUNITY · FAMILY · INDIVIDUAL

PRACTICE · BASED · EVIDENCE

	CRITICAL REASONING & JUDGMENT		COMMUNICATION		ASSESSMENT		TECHNICAL SKILLS
CORE COMPETENCIES							
CORE KNOWLEDGE	HEALTH PROMOTION RISK REDUCTION ILLNESS PREVENTION	ILLNESS & DISEASE MANAGEMENT	INFORMATION & HEALTH CARE TECHNOLOGIES	ETHICS LEGAL	HUMAN DIVERSITY	GLOBALIZATION	HEALTH CARE SYSTEMS & POLICY
CORE VALUES	INTEGRITY	ALTRUISM	CARING	AUTONOMY	DIGNITY	SOCIAL JUSTICE	

LIBERAL EDUCATION & LIFE-LONG LEARNING

The Florida State University
College of Nursing

Nursing Academic Map - Traditional BSN Program
Effective through fall 2015

This nursing academic map is designed to guide you from your first semester to graduation in four years. To graduate on time, you must complete the milestones by the end of each semester. The nursing major is a limited access major, which means that admission is competitive. Following this map, you will apply for admission to the College of Nursing during the spring semester of your sophomore year. Students will receive a warning if their grade point average is below a 2.8 at the end of the Fall semester (freshman year), below a 3.0 at the end of the Spring semester (freshman year), and/or a 3.0 at the end of the Fall semester (sophomore year). The minimum GPA required to apply for admission is a 3.0 overall GPA and a 3.0 science prerequisite GPA. Students must pass all nursing prerequisites and major courses with a grade of "C" or better. A grade of "C" ranges from 75-79 in the College of Nursing.

FRESHMAN YEAR: Fall Semester

COURSE	COURSE NUMBER	HOURS	MILESTONES
College Algebra	MAC 1105	3	Complete MAC 1105, CLEP or AP Credit
English Composition	ENC 1101	3	Complete ENC 1101, CLEP or AP Credit
History (Multicultural, Gordon Rule)	(y, w)	3	Overall GPA > 2.8
Introduction to Sociology	SYG 1000	3	
Humanities (Multicultural, Gordon Rule)	(x, w)	3	

Total Semester Hours: 15

COURSE	COURSE NUMBER	HOURS	MILESTONES
Second English	ENC 1102	3	Complete ENC 1102 or other second English
Applied Statistics	STA 2023	3	Complete CHM 1032 with C or better
General Psychology	PSY 2012	3	Complete BSC 2010 and Lab
General Chemistry	CHM 1045	3	Overall GPA > 3.0
Biological Science I	BSC 2010	3	
Biological Science I Laboratory	BSC 2010L	1	

FRESHMAN YEAR: Spring Semester

Total Semester Hours: 16

COURSE	COURSE NUMBER	HOURS	MILESTONES
Anatomy and Physiology I	BSC 2085	3	Complete BSC 2085 and Lab with C or better
Anatomy and Physiology I Laboratory	BSC 2085L	1	Complete HUN 1201 with C or better
Human Nutrition	HUN 1201	3	Science Prerequisite GPA > 3.0
Humanities (Literature, Gordon Rule)	(*, w)	3	Overall GPA > 3.0
Life Span Development	FAD 3220	3	Apply for admission by February 1
Elective (if needed to reach 60 credits)	(any)	3	

SOPHOMORE YEAR: Fall Semester

Total Semester Hours: 16

COURSE	COURSE NUMBER	HOURS	MILESTONES
Anatomy and Physiology II	BSC 2086	3	Complete all nursing prerequisites
Anatomy and Physiology II Laboratory	BSC 2086L	1	Passed CLAST
Microbiology	MCB 2004	3	Science Prerequisite GPA > 3.0
Microbiology Laboratory	MCB 2004L	1	Overall GPA > 3.0
Humanities (Gordon Rule)	(w)	3	
Oral Competency	SPC 1017 or 2608	3	

SOPHOMORE YEAR: Spring Semester

Total Semester Hours: 14

w   Courses that satisfy the Gordon Rule requirement
y   Courses that satisfy the diversity in western culture portion of the multicultural requirement
x   Courses that satisfy the cross-cultural portion of the multicultural requirement
*   Literature course

BSN PROGRAM
FSU College of Nursing Academic Map – Traditional BSN Program

JUNIOR YEAR: Fall Semester

COURSE	COURSE #	HOURS	MILESTONES
Foundations of Nursing Practice	NUR 3056	3	Complete all semester courses
Foundations of Nursing Practice Lab	NUR 3056L	2	Achieve C or better in required courses
Health Assessment, Wellness & Prevention Across the Life Span	NUR 3065	3	
Health Assessment, Wellness & Prevention Across the Life Span Lab	NUR 3065L	1	
Pathophysiological Concepts in Nursing	NUR 3125	4	
Pharmacological Concepts in Nursing	NUR 3145	2	

Total Semester Hours: 15

JUNIOR YEAR: Spring Semester

COURSE	COURSE #	HOURS	MILESTONES
Nursing Care of Adults with Acute/Chronic Health Disorders	NUR 3225	3	Complete all semester courses
Nursing Care of Adults with Acute/Chronic Health Disorders Lab	NUR 3225L	3	Achieve C or better in required courses
Nursing Care of Vulnerable Populations	NUR 3678	4	Complete mid-curricular comprehensive exam satisfactorily
Nursing Care of Vulnerable Populations Lab	NUR 33678L	3	
Professional Perspectives in Nursing	NUR 3816	2	

Total Semester Hours: 15

SENIOR YEAR: Fall Semester

COURSE	COURSE #	HOURS	MILESTONES
Nursing Care of Women, Children and Families	NUR 4445	4	Complete all semester courses
Nursing Care of Women, Children and Families Lab	NUR 4555L	2	Achieve C or better in required courses
Nursing Care of Adults and Populations with Complex Health Disorders	NUR 4766	4	Apply for graduation 1st two weeks of next semester
Nursing Care of Adults and Populations with Complex Health Disorders Lab	NUR 4766L	3	
Evidence Based Nursing	NUR 4169	2	

Total Semester Hours: 15

SENIOR YEAR: Spring Semester

COURSE	COURSE #	HOURS	MILESTONES
Transition to Nursing Practice	NUR 4828	2	Complete all semester courses
Nursing Leadership in Systems of Care	NUR 4888	2	Achieve C or better in required courses
Nursing Leadership in Systems of Care Lab	NUR 4888L	2	Graduate with BSN
Professional Nursing Internship	NUR 4945	6	
Nursing Elective	NUR 3XXX	3	

BSN PROGRAM
FSU College of Nursing Academic Map – Accelerated BSN Program

Fall Semester

COURSE	COURSE #	HOURS	MILESTONES
Foundations of Nursing Practice	NUR 3056	3	Complete all semester courses
Foundations of Nursing Practice Lab	NUR 3056L	2	Achieve C or better in required courses
Health Assessment, Wellness & Prevention Across the Life Span	NUR 3065	3	
Health Assessment, Wellness & Prevention Across the Life Span Lab	NUR 3065L	1	
Pharmacological Concepts in Nursing	NUR 3145	2	
Nursing Care of Vulnerable Populations	NUR 3678	4	
Nursing Care of Vulnerable Populations Lab	NUR 3678L	3	

Total Semester Hours: 18

Spring Semester

COURSE	COURSE #	HOURS	MILESTONES
Nursing Care of Adults with Acute/Chronic Health Disorders	NUR 3225	3	Complete all semester courses
Nursing Care of Adults with Acute/Chronic Health Disorders Lab	NUR 3225L	3	Achieve C or better in required courses
Nursing Care of Women, Children and Families	NUR 4445	4	Complete mid-curricular comprehensive exam satisfactorily
Nursing Care of Women, Children and Families Lab	NUR 4555L	2	Apply for graduation 1st two weeks of next semester
Professional Perspectives in Nursing	NUR 3816	2	
Evidence Based Nursing	NUR 4169	2	
Transition to Nursing Practice	NUR 4828	2	

Total Semester Hours: 18

Summer Semester

COURSE	COURSE #	HOURS	MILESTONES
Nursing Care of Adults and Populations with Complex Health Disorders	NUR 4766	4	Complete all semester courses
Nursing Care of Adults and Populations with Complex Health Disorders Lab	NUR 4766L	3	Achieve C or better in required courses
Nursing Leadership in Systems of Care	NUR 4888	2	
Nursing Leadership in Systems of Care Lab	NUR 4888L	2	
Professional Nursing Internship	NUR 4945	6	

Total Semester Hours: 17

Nursing Electives – BSN Program

Course		Semester Hours
NUR 3655	Multicultural Factors and Health	3
NUR 3195	The Individual, Death, and the Family	2
NUR 3495	Women's Health Issues: Concerns throughout the Life Cycle	3
NUR 4642	Substance Abuse and the Effects on Health, Family, and Profession	3
NUR 4826	Contemporary Clinical Ethics in Health Care	3
NUR 3076	Communication in Health	3

The BSN Traditional Undergraduate Curriculum requires one nursing elective. (3 credit hours). ABSN students are not required to complete a nursing elective.

HOW TO KEEP INFORMED
There are bulletin areas designated for student notices. These are located in the Student Lounge on the third floor, in the student computer lab areas on the first and third floors and in the lobby of the first and second floors. The nursing website is an additional source of information.

INFORMATION RELATED TO ENROLLMENT
Students are responsible for adherence to all policies related to actual and designated deadlines in the Academic Calendar published in the annual issue of the *FSU Bulletin* and the *Registration Guide* each semester. These activities include pre-registration, registration, drop/add, and application for graduation. A graduation check should be requested from the Registrar's Office two terms before graduation.

Time schedules distributed by the College of Nursing take precedence over the printed schedule in the University Schedule of Classes.

Transportation/Clinical Experiences – Nursing majors are responsible for transportation expenses related to clinical experiences. It is strongly recommended that each student have a car. Clinical experiences are arranged to provide the best educational opportunity and may involve overnight stay at the student's expense.

The Multicultural Requirement
Multicultural courses include cross-cultural studies (those courses marked with an "x") and diversity in Western experience (those courses marked with a "y"). All students who enter the University with fewer than sixty (60) semester hours must complete at least one "x" and one "y" course. Students transferring to the University with sixty (60) credits or more must complete one multicultural course from either designation. NUR 3655, Multicultural Factors and Health, satisfies the "y" portion of the multicultural requirement.

Oral Communication Competency
A student will satisfy the requirement for competency in oral communication either by petitioning to have prior demonstration of oral communication competency accepted in place of an approved Florida State University course, or by earning a grade of "C–" or better in a course which has been approved by the Undergraduate Policy Committee for oral communication

competency credit. NUR 3076, Communication in Health Care, and NUR 4642, Substance Abuse, satisfy the oral communication competency requirement.

Graduation

The University policy is that a 2.0 or better grade point average is required for graduation. The College of Nursing policies are:

1. A student is granted a Bachelor of Science in Nursing degree upon satisfactory completion of Liberal Studies, prerequisite and elective courses and the prescribed courses in nursing.
2. Eligibility for graduation from the nursing program requires a grade of 75% or better in all nursing courses.
3. See the *Undergraduate General Bulletin* for the graduation requirements for a baccalaureate degree.

Graduation Checks

All undergraduate students must request a graduation check from the Office of the University Registrar and from the College of Nursing at the time the student has earned one hundred (100) semester hours of credit or at least **two terms** prior to the planned graduation date. The Office of the Registrar will check Liberal Studies and other university requirements needed for graduation and the College of Nursing will check nursing prerequisite and major requirements.

If a graduation check has not been requested by the time the student reaches one hundred (100) semester hours, a stop will be placed on the student's future registration.

Application for Graduation

Application for a degree must be made to the Office of the University Registrar by the date stated in the academic calendar in the *FSU General Bulletin,* usually at the beginning of the term in which the student expects to graduate. A student is granted a Bachelor of Science in Nursing degree upon satisfactory completion of the Liberal Studies requirements, nursing prerequisites, prescribed nursing and elective courses, a grade point average of 2.0 or better, and other university requirements for the baccalaureate degree as outlined in the Bulletin.

Students planning to obtain a Registered Nurse's license in other states must notify the academic coordinator in the College of Nursing at least two weeks prior to graduation. Their names will be forwarded to the Office of the Registrar with a request to hand-post the degree statement to their transcripts. In order to have official transcripts sent to other states, students must file a transcript request with the Office of the Registrar, on which they must indicate "HOLD FOR DEGREE STATEMENT".

Deans List

Students who maintain a 3.5 or above grade point average (G.P.A.) in a particular term are placed on the Dean's List. A student who maintains a cumulative G.P.A. of a 3.5 or above is eligible for graduation with honors as defined in the *FSU General Bulletin*. (http://Registrar.fsu.edu/bulletin)

HOW TO OBTAIN LICENSURE AS A REGISTERED NURSE IN FLORIDA

Licensure to practice professional nursing in the State of Florida is issued following successful completion of a state-approved program in nursing and the N-CLEX Examination. Application is made at the end of the final term of study. The student is responsible for completing the application and adhering to published deadlines. Any applicant who has been convicted of a

felony/criminal act is subject to review by the Board of Nursing and may not be permitted to take the licensing examination. If you intend to seek licensure in another state, contact the Board of Nursing in that state. Licensure in other states is based on the specific requirements of that state. It is the student's responsibility to have transcripts sent to the Board of Nursing in states other than Florida. The **Florida Board of Nursing does not require a transcript to be submitted with the application.** Once one is licensed in Florida, licensure by endorsement (application) is possible in most other states.

A national comprehensive examination is offered and licensure will require obtaining a passing score on the entire examination. Upon successful completion of the licensing examination, the graduate may legally use the title--Registered Nurse and initials "R.N.".

College of Nursing
Student Policies

Student Policies (student policies are located at http://nurseapps.fsu.edu/policy.html)

Note: S = Polices for undergraduate and graduate students; U = policies for undergraduate students; M= policies for graduate students

Policy Number	Policy Name
S-1	Admission – updated fall 14
S-2	Criminal Background Check Attachment #1: Oath and Affirmation
S-3	Academic Accommodations for Students with Disabilities
S-4	Clinical Clearance Attachment #1: Required Immunization/Screening Tests Attachment #2: Tuberculosis Symptom Questionnaire
S-5	Substance Abuse
S-7	Directed Individual Study Attachment #1: Proposal for D.I.S.
S-8	Assignment of Incomplete Grade
S-9	Clinical Preceptors Attachment #1: Clinical Preceptor Request Form Attachment #2: Graduate Preceptor Request Form
S-10	Student Academic Honesty Attachment #1: Violation of Honor Code Flow Chart
S-11	Grade Appeals Attachment #1: Grade Appeals Flow Chart
S-12	Student Grievance Attachment #1: Grievance Procedure Flow Chart
S-13	Removal of Students From Clinical Setting – updated fall 2014 Attachment #1: Professional Critical Behaviors Attachment #2: Removal from Clinical Experience
S-14	Dismissal of Students from Nursing Major for Reasons Other than Poor Grades Attachment #1: Professional Critical Behaviors Attachment #2: Removal from Nursing Major for Reason Other than Poor Grades

Policy Number	Policy Name
U-1	Grading Policies
U-2	Honors in the Nursing Major
U-4	Clinical Priority Attachment #1: Clinical Priority Request
U-5	Attire for Clinical Laboratory Experiences Attachment #1: Dress Code Attachment #2: Guidelines for Community Health Nursing Experiences
U-6	Blood Borne Pathogen Exposure Control Plan for Nursing Students Attachment #1: Blood Borne Pathogen Exposure Control Plan Checklist
U-7	Medication Administration Attachment #1: Medication Administration EMAR System
U-8	Drug Math – updated fall 2014 Attachment #1: Drug Math Objectives by Term
U-9	Midcurricular Clinical Evaluation – updated fall 2014
U-10	Academic Testing Program – updated fall 2014
U-11	Student Attendance at SNA Conventions Attachment #1: Professional Meeting Clearance Form Attachment #2: Convention Report
U-12	Progression in Undergraduate Program Attachment #1: Petition of Out-of-Sequence Progress Attachment #2: Recommendations, Requirements, Academic Alternatives
U-13	Readmission to Undergraduate Program – updated Fall 2014
U-14	Late Drop – updated fall 2014
U-15	Professional Critical Behaviors – new policy fall 2014

STANDARDIZED TESTING PROGRAM

Standardized tests are used by faculty throughout the nursing program.

All of the standardized exams will be administered via computer at designated times. Further information regarding testing dates and times will be discussed the first week of classes.

At the conclusion of the spring semester (for traditional and ABSN students) students must achieve a benchmark score on a mid-curricular exam. Failure to achieve the benchmark score will result in mandatory enrollment in the Synthesis of Nursing Knowledge course. At the conclusion of the course, the student will retest on a mid-curricular exam. Successful completion of the course will determine progression in the program.

College of Nursing
Academic Honesty Policy

Academic Honesty Policy   The legal foundation for the coordinated efforts of faculty and students to uphold academic integrity and combat academic dishonesty is provided in the Academic Honor System (FAC 6C2-3.005), which can be found in the *Florida State University Student Handbook*. The specific authority for FAC 6C-3.005, "Academic Honor System," is provided for in 240.227(1), 240.202(1), and 240.261(2) FS; and Florida Board of Education rule 6C-6.0105 "Student Discipline."

The Academic Honor Policy and the *Florida State University Student Handbook* can be found at the following site: http://deanofstudents.fsu.edu.

Students are expected to uphold the Academic Honor Policy published in *The Florida State University Bulletin* and the *Student Handbook.* The Academic Honor System of the Florida State University is based on the premise that each student has the responsibility (1) to uphold the highest standard of academic integrity in the student's own work, (2) to refuse to tolerate violations of academic integrity in the University community and (3) to foster a high sense of integrity and social responsibility on the part of the University Community.

Examples of Academic Honor Violations include but are not limited to the following:

1. **PLAGIARISM**. Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source).
   Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source.
2. **CHEATING**. Improper application of any information or material that is used in evaluating academic work.
   Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
3. **UNAUTHORIZED GROUP WORK**. Unauthorized collaborating with others.
   Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION**. Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.
   Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
5. **MULTIPLE SUBMISSION**. Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing

academic work into new assignments clear to the student in writing by the time assignments are given.

Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. **ABUSE OF ACADEMIC MATERIALS**. Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.

   Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. **COMPLICITY IN ACADEMIC DISHONESTY**. Intentionally helping another to commit an act of academic dishonesty.

   Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. **ATTEMPTING** to commit any offense as outlined above.

Student Responsibility

1. Each student shall be responsible for abiding by the Academic Honor Policy at all times. If required by an instructor, at the conclusion of each examination or submission of an assignment, each student shall sign a pledge that the student has neither given nor received aid from any unauthorized source during the examination or in preparing the assignment.

2. Any student who violates the Academic Policy is expected to report the violation to the instructor and/or the University judicial officer.

3. If a student observes cheating during an examination, the student should consult with the instructor of the course as soon as reasonable so that the cheating may be stopped. If a student otherwise observes or learns of another student's violation of the Academic Honor Policy, the student shall either: a) ask the student to report the violation to the instructor of the course and/or the University judicial officer or b) report the violation to the instructor of the course and the University judicial officer. In the event that a student asks another student to report himself/herself and such student does not do so, then the student shall report, as soon as practicable, the violation to the instructor of the course and/or the University judicial officer. The student should provide the name of such student or students involved, if known, and furnish such evidence as is available to support the charge.

Academic Penalties

In the FSU College of Nursing, students violating the Academic Honor Policy in any assignment, test, etc will receive a minimum penalty of a grade of zero (0) for the assignment in question, will be reported to the Dean and the University Judicial Officer, and may receive an "F" for the course at the option of the instructor.

Plagiarism Prevention

FSU now has a site-wide license to Safe Assign for detecting plagiarism. This service scans materials to see if content has been copied from papers available on the internet or other papers in the database. All required papers may be subject to submission for textual similarity review to Safe Assign for the detection of plagiarism and may be entered into the database.

While there are a variety of reasons for plagiarism, every instance of plagiarism may not be deliberate. Most cases of plagiarism can be avoided by citing sources, acknowledging that the material and/or the essential idea has been borrowed, and providing the information necessary to locate that source.

The resources below include checklists, guidelines, examples, and explanations in how to research and write papers without risk of plagiarism. These resources are concise in content and presentation and should be valuable to the beginner and the experienced student alike.

- Citation Style for Research Papers (top menu includes APA, Turabian, MLA, Chicago, ALA) http://www.liunet.edu/cwis/cwp/library/workshop/citation.htm

- Handouts and Online Resources for Students (short, easy-to-understand guidelines and examples—requires Adobe Acrobat to view) http://www.library.ualberta.ca/guides/plagiarism/handouts/index.cfm

- IPL Teen Space: A+ Research and Writing (useful for teens and college students, a list of steps, processes, and tips) http://www.ipl.org/div/aplus/stepfirst.htm

- Information Literacy Tutorials (multimedia, interactive tutorial—requires Authorware plugin to view) http://www.library.dal.ca/How/Libcasts/

- Evaluating Electronic Resources: Beware of Geeks Bearing Gifts http://www.liunet.edu/cwis/cwp/library/liblink/link0501.htm#eval

- Writing Research Papers: A Step-by-Step Procedure (a 1-page checklist) http://owl.english.purdue.edu/handouts/research/r_ressteps.html

FSU College of Nursing
Academic Honor Policy

The College of Nursing expects students to uphold the Florida State University Academic Honor Policy which outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://dof.fsu.edu/honorpolicy.htm.)

In addition, the following apply in the College of Nursing: the CON Academic Honesty Policy (S -10), the CON Professional Critical Behaviors Policy (S -13 Attachment 1), and the CON Substance Abuse Policy (S - 5). Each policy can be found on the College of Nursing website at: http://nurseapps.fsu.edu/policy.html

I have read the Academic Honor Policy of the Florida State University, the College of Nursing policies on Academic Honesty, Plagiarism, Substance Abuse, and Professional Critical Behaviors and understand the statements provided above.

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.

Student Signature_____Date _____

Print student name _____

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA Privacy Act

Effective April 14, 2003 HIPAA Standards protecting patient privacy came into effect. These are the first federal privacy standards in the US and they have far reaching implications for all individuals.

Patient protection includes:

1. Access to medical records: health care providers must provide access to records with 30 days of a request for these records
2. Notification of privacy practices is given. Patients may designate persons with whom their care may be discussed.
3. New restrictions and limits on the use of patient information for marketing purposes.
4. State laws are strengthened.
5. Confidentiality in all areas.
6. Complaints may be filed with Health and Human Services Office for Civil Rights if a consumer feels his privacy was violated.

Health plans and providers must comply by:

1. Having written processes for ensuring privacy
2. Training for employees
3. Disclose information in special circumstances. These circumstances may include; emergencies; identifying a deceased's body or the cause of death; public health needs; research that has been approved by and Institutional Review board; judicial proceedings; law enforcement; activities related to the national defense and security.

Facts for nursing students:

1. Professional standards and code of conduct developed by the American Nurses Association are recognized as binding rules.
2. HIPPA rules apply to all medical records and to nursing students.
3. Providers of health care (nursing students) are allowed access to the full medical record for the purpose of treatment.
4. Nursing students must maintain confidentiality in all matters of health care.
5. Do not release any health-related information about your patient to any person not involved in direct care.
6. Remove all identifying information from personal notes or assignments. This includes: address, birth date, name, insurance information, gender, etc.
7. Never copy a medical record.
8. Do not fax client information at any time.
9. Be sure the environment is private when discussing a patient's medical information for educational purposes.
10. Violations of HIPAA standards may result in penalties.

Harkreader, H. & Hogan, M.A. (2004) *Fundamentals of Nursing: Caring and Clinical Judgment.* (2nd ed.) Sauders: St. Louis.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA)
Information as listed in the 2008-2009 FSU Undergraduate General Bulletin

Notification of Students' Rights under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, DC 20202-4605

Students have the right to obtain a copy of The Florida State University's student record policy. You can obtain a copy of the policy from the Office of the University Registrar, A3900 University Center, Florida State University, Tallahassee, Florida 32306-2480.

Release of Student Information
The disclosure or publication of student information is governed by the policies of The Florida State University and the State of Education within the framework of state and federal laws, including the Family Educational Rights and Privacy Act of 1974.

The written consent of the student is required for the disclosure or publication of any information that is 1) personally identifiable of the student; and 2) a part of the educational record. Certain exceptions to that generality, both in types of information that can be disclosed and in access to that information, are allowed within the regulations of the Family Educational Rights and Privacy Act, as described in the following paragraphs:

A. Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of information in the educational record to (or for):

1. Officials of the University with a legitimate educational interest. A school official is defined as a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility;
2. Certain government agencies;
3. Accrediting organizations;
4. Certain financial aid matters;
5. Certain research circumstances;
6. Health and safety emergencies;
7. A Court pursuant to order or subpoena, so long as the student is notified in advance of the University's compliance; and
8. As otherwise provided by law.

B. Subject to statutory conditions and limitations, prior consent of the student is not required for disclosure of certain types of information for:

1. Portions of the educational record for which the student has signed a waiver;
2. Portions of the educational record which are exempted by law including records of law enforcement agencies of the University; employment records of the student within the University; personal records of instructional, supervisory, or administrative personnel; and alumni records related to that student; and
3. Records transmitted to another school or school system in which the student seeks or intends to enroll, since the University generally forwards these on request.

Note: More specific information regarding such exempted information can be obtained by contacting the Office of the University Registrar, A3900 University Center. For the complete text of the applicable statutes refer to Section 1006.52, Florida Statutes, 20 U.S.C. 1232g, and 34

C.F.R. 99.1, et seq. or write the U.S. Department of Education at 600 Independence Ave., S.W., Washington, D.C. 20202.

    C. Prior consent of the student is not required for disclosure of portions of the educational record defined by the institution as "Directory Information," which may be released via official media of the University:

1. Name, date, and place of birth;
2. Local address;
3. Permanent address;
4. Telephone number (if listed);
5. Classification;
6. Major field of study;
7. Participation in official University activities and sports;
8. Weight and height of members of athletic teams;
9. Dates of attendance at the University;
10. Degrees, honors, and awards received;
11. The most recently attended educational institution; and,
12. Digitized photo (Florida State University Card).

IMPORTANT: The information above, designated by the University as "Directory Information," may be released or published by the University without prior written consent of the student unless exception is made in writing by the student.

Traditional and Accelerated BSN Programs
The Clinical Experience

Florida State University
College of Nursing

TITLE: Required **PROFESSIONAL BEHAVIORS**

POLICY: Since each nursing student represents the College of Nursing (CON),
                    the university and the nursing profession, the faculty believes the
                    communication skills, professional dress, conflict resolution, safe
                    provision of care and adherence to policy and procedure deemed to
                    be critical for all nursing students in each learning environment
                    throughout the program of study.

RATIONALE: Any student's participation in didactic or clinical experiences
                    requires that she/he meet the academic and professional standards of
                    behavior that ensure patient comfort and safety.

Exhibit professional nursing behaviors including, but not limited to the following:

1. Dress in accordance with CON requirements at all times when representing the
   College of Nursing such as adhering to the dress code In the classroom, clinical or
   community setting.
2. Communicate using language and terms that demonstrate respect for others
   including addressing them by proper name and title.
3. Demonstrate ethical behavior including maintaining confidentiality.
4. Resolve conflicts by following defined lines of communication/chain of command.
5. Deliver safe, effective nursing care using sound judgment according to professional
   standards of practice.
6. Adhere to the polices and protocols of the College of Nursing, affiliating agencies, the
   Florida Nurse Practice Act and the legal mandates of society.

An unsatisfactory in one or more will result in disciplinary action. This can include, but is not
limited to the (a) failing the course regardless of grades in other course requirements; and/or (b)
expulsion from the nursing program.

Guidelines for Clinical Laboratory Experiences

Students are to be properly attired for clinical laboratory experiences. If not, action may be taken at the discretion of the faculty member. Students order their uniforms prior to entering the Nursing Major to assure receipt prior to clinical laboratory experiences. Students who participate in clinical laboratory learning experiences must wear the appropriate uniform.

A student who becomes ill or suffers injury in a clinical agency should notify the instructor. If at a hospital, the Emergency Room should be consulted. At other agencies, the student is responsible for obtaining appropriate care. (Instructors will advise in these agencies.) The student assumes financial responsibility for treatment of illness/injury.

Generally, all courses will be offered at the stated hours found on the schedule of classes. Any requested changes are made only after approval of the Dean. This is done to allow nursing students to take other nursing electives or courses in other departments if they so desire. College and clinical laboratory experiences are scheduled at hours consistent with the availability of instructors, students and agencies. Any changes must be made in the form of written requests to the Undergraduate Program Coordinator so conflicts do not occur.

Promptness of arrival in the clinical laboratory is a professional expectation. Students who are unable to meet clinical laboratory assignments should notify the appropriate agency and respective clinical faculty. Course syllabi give specific directions. The number of absences from clinical laboratory experiences and the requirements for makeup are at the discretion of the instructor.

Clinical Experiences Outside Tallahassee
Students may have scheduled clinical experiences outside the Tallahassee area, either during the week, or on weekends. If the agency is located far enough away to require overnight accommodations, the cost of these arrangements is the responsibility of the student, as is the travel to and from the agency.

FSU College of Nursing – Traditional and Accelerated BSN Program

Dress Code
It is a professional expectation of students that they take pride in their personal appearance as a professional representative of the Florida State University College of Nursing, baccalaureate education, and the nursing profession as a whole. Therefore the following guidelines have been established to portray a professional image.

Clinical hours - community sites: (home visits, community sites and mental health clinical)
(The goal is to be covered as you are in your scrubs.)
Appropriate attire:
1. Female: Black or tan slacks or knee length skirt and FSU College of Nursing polo shirt
2. Male: Black or tan slacks and FSU College of Nursing polo shirt
3. Closed toe and heel, low-heeled shoes and socks or hose.
4. A neat and controlled hairstyle that is appropriately arranged off the face and collar.
5. Name pin and FSU ID, and agency badge if required.

Clinical hours – acute care sites (acute care facilities where uniforms are required)
Appropriate attire:
1. Garnet scrubs with garnet scrubs jacket
2. FSU College of Nursing Name Pin and FSU ID. Agency badge when required
3. Plain white leather nurse's shoes (clean white shoelaces).
4. White lab coat

Clinical hours – simulation and skills labs
Appropriate attire:
1. Garnet scrubs, garnet scrubs jacket
2. A plain white round-necked tee shirt or turtleneck may be worn under the standard FSU garnet scrubs.
3. Plain white leather nurse's shoes (clean white shoelaces).

Uniform items:

- Garnet FSU College of Nursing scrubs
- Garnet FSU College of Nursing scrub jacket
- Garnet FSU College of Nursing polo shirt
- White lab coat with FSU College of Nursing patch
- White nursing shoes (with white shoelaces)
- Plain white socks and/or white hose
- FSU College of Nursing pin and FSU ID; facility badge if issued
- Watch with second hand
- Bandage scissors
- Stethoscope
- Sphygmomanometer
- Black pen
- Clipboard

Jewelry limited to:

- Watch with second hand
- Plain wedding band without stones
- One pair plain stud earrings

Basic Grooming:

- Hair off collar, fastened firmly to the head without ornamentation
- Clean shaven or mustache and/or beard neatly trimmed
- Nails no longer than the end of the finger
- Deodorant and bathing daily; clean uniform each day

Unacceptable items at any time in any professional setting:

- Jeans
- Shorts
- Skirts above the knee or below the calf
- Strapless, tank or camisole tops
- Sleeveless tops
- Tight fitting clothing
- Clothing with glitter or rhinestones
- Athletic shoes
- Sandals or boots
- Open toed or open heeled shoes
- Visible body piercing
- Visible tattoos
- Acrylic nails or nail polish
- Cologne or perfume
- Gum

FSU College of Nursing - Expectations for Clinical Lab

Students are to be on the unit only for the assigned clinical hours so that overlap does not occur with other nursing programs.

Students are to be on the unit for the assigned time so as to meet the mandated clinical hours for the course.

Patient assignments will be commensurate with the level of the course and with the clinical lab expectation set forth by the faculty and articulated in the lab course syllabi.

Students will provide coverage for each other for the assigned patients during the lunch hour. Breaks (if any) and lunch will be staggered.

Students will not make or receive personal telephone calls while in the clinical setting. Texting is prohibited while in the clinical unit.

Students will give complete verbal report to the appropriate staff nurse when leaving the unit for the day.

Students will receive feedback from the faculty on a weekly basis.

Students will have a midterm and final clinical evaluation. Clinical evaluation tools are placed in the student's permanent file.

Student Committee Representation

STUDENT LEADERSHIP COMMITTEE

The purpose of this student-oriented committee is to communicate and disseminate information among students and faculty. The intent is to work toward and improve upon the learning goals and objectives defined within the philosophical framework of Florida State University College of Nursing. The Student Advisory Committee is composed of the president of each class (or a representative), President of the Graduate Nurse's Association, a registered nurse student, a representative from the Student Nurses' Association, and the Fellowship of Christian Nurses. We believe the student holds the primary responsibility for maintaining professionalism and obtaining his/her education. The functions of this Committee shall be carried out by all members and shall include the following:

a) Formally involve student leaders in administrative functions of the College.
b) Solicit student assistance in the development of a strategic plan for the College.
c) Seek student active participation in the performance processes of the College.
d) Provide an avenue of communication and shared governance between the Dean and student leaders.
e) Provide a forum for communication across programs and among classes within the college.

STANDING COMMITTEES WITH STUDENT REPRESENTATION
(from Bylaws of the Faculty of the College of Nursing)

Article VII - Standing Committees

Section 2 (5) Student Members
Student representatives shall serve as advisory on each of the following committees as non voting members:

    (a) Admission and Graduation
    (b) Curriculum
    (c) Program Evaluation

(1) Election of student representatives to Standing Committees shall follow the mechanism outlined in the *Undergraduate Student Handbook*, College of Nursing.

(2) An alternate for each student to serve in the absence of the regular representative shall be elected by the same mechanism.

Section 3 Provisions Concerning Specific Standing Committees

A. Committee on Admissions and Graduation
1.   The Committee shall elect a Chair, who is a voting member of the Committee.

2.   The Chair shall schedule meetings of the total Committee at least twice a year.

3.   Membership:
   a. There shall be a least five faculty members on the committee.
   b. At least two of these faculty shall have a teaching assignment in the undergraduate curriculum and at least two shall have a teaching assignment in the graduate curriculum.
   c. There shall be two non-voting student members.
   d. The Academic Counselor shall be a non-voting ex-officio member.

4.   The functions of the Committee shall be to:
   a. review and present recommendations to faculty about policies for admission and graduation of graduate and undergraduate students.
   b. review and select students for admission or readmission to the undergraduate and graduate program(s) on all campuses.
   c. submit the names of candidates for degrees to the faculty for approval at a faculty meeting prior to the end of the term.

B.   Curriculum Committee
1.   The committee shall elect a chair who is a voting member of the committee.

2.   The Chair shall schedule meetings of the total committee at least twice per year.

3.   Membership:
   a.   There shall be a least six faculty members on the committee.
   b.   There shall be one faculty member from the undergraduate program and one with graduate teaching responsibilities.
   c.   There shall be two student members, one undergraduate and one graduate who are non-voting members.

4.   The function of the Committee shall be to:
   a.   Review and evaluate the undergraduate and graduate curriculum.
   b.   Formulate and present to faculty recommendations for modifications of the graduate and undergraduate curriculum.
   c.   Review and present revised or new course syllabi for faculty consideration.

C. Program Evaluation Committee

1. The committee shall elect a Chair, who is a voting member of the committee.

2. The Chair shall schedule meetings of the total committee at least twice per year.

3. Membership:
    a. There shall be at least three faculty members to include one from the curriculum committee, one from the Promotion and Tenure Committee.
    b. There shall be one non-voting undergraduate student, one non-voting graduate student, and one voting community member.

4. The functions of the committee shall be to:
    a. Develop and coordinate an overall plan of evaluation for the College of Nursing in terms of the established mission, standards, and current health care trends.
    b. Report these findings to the faculty for approval.
    c. Collect evaluation data and make recommendations to appropriate committees and/or administration.

Election Procedures

1. Beginning with the first semester junior year, the students enrolled in each semester will be requested to nominate one class member as a nominee for each committee (Committee on Admissions and Graduation, Curriculum Committee, and Program Evaluation Committee). Nominations will be accepted from the class in each semester and the registered nurse students as a separate class.

2. These nominations will be requested prior to mid-term of each Fall Semester.

3. Nominations will be submitted to the Dean of Undergraduate Programs where a ballot will be prepared.

4. Campaigning is allowed at the discretion of each nominee.

5. During a designated period, each student will be provided one ballot for voting. Ballots will be distributed once and additional ballots will not be distributed.

6. Completed ballots are to be returned to the Dean of Undergraduate Programs.

7. Ballots will be tabulated by the Dean of Undergraduate Programs.

8. The results will be posted on major bulletin boards in the College of Nursing Building. The students with the highest number of votes will be elected as the representatives and two students with the next highest number of votes will be elected as the alternates.

9. The chairpersons of the committees (Admissions and Graduation, Curriculum, and Program Evaluation) are to notify the student representatives and alternates of Committee meeting dates and times. They are encouraged to hold such meetings when students are not engaged in academic classes or laboratory sessions.

10.   Students will serve until the next election. They may serve for two consecutive terms.

Student Organizations

STUDENT ORGANIZATIONS

Nursing Student Association - District #4
Philosophy--"We, the members of the Florida Nursing Students Association believe that during our preparatory years as nursing students we play a significant role in serving mankind by rendering the best possible care within our realm to all patients, irrespective of race, creed, or status. We believe it is the right of every individual to receive such service based on spiritual, emotional, and physical needs identified and to aid in the development of the whole person. We believe in the promotion and participation in community affairs and activities toward improved health care and the resolution of related social issues. We believe in the promotion of educational and professional enrichment opportunities for nursing students and the community at large. We believe that through the assumption of such professional duties, we are a collaborative body within the health care system and are instrumental in promoting curative, preventative and rehabilitative aspects of nursing as well as supporting health practices with the family and community." (Adopted Fall1983).

Monthly meetings of District #4 are often supplemented with programs of student interest. NSA directs several health-oriented projects in the community as well as individual money-making projects for the organization itself. NSA sponsors an orientation program to help orient the new nursing students to the College.

The executive board of NSA is composed of students who are elected annually by the membership.

Membership entitles the student to the official magazine, Imprint, reduced insurance rates, reduced AJN and Nursing Outlook magazine rates, convention activities, and eligibility for scholarships.

Minority Student Nurses Association (MSNA)
The Minority Student Nurses Association (MSNA) is organized and run by nursing students. The goal is to support the needs of minority students in the nursing program, either graduate or undergraduate program, graduates of FSU College of Nursing and those who desire to enter the nursing program.

Meetings are held twice a month to plan fundraisers, attend community-based events, and talk about issues that involve the nursing student body. Another goal is to provide opportunities for student leadership; community involvement and service; and to function as role models in the public schools. Nursing and Pre Nursing students from all levels are welcome to be part of this organization.

Nurses Christian Fellowship

The Nurses Christian Fellowship facilitates the sharing of ideas and resources, promotes Christian values and principles in nursing, and provides spiritual and professional resources for individuals and groups.

Nurses at FSU have been meeting together for prayer, Bible study, fellowship, and support for about 10 years. There are speakers who discuss many subjects such as dealing with stress, healing for damaged emotions, and the power of prayer. Nurses share opportunities for mission trips, as well as outcomes of these trips. The Nurses Christian Fellowship is affiliated with the International Nurses Christian Fellowship group. At FSU this group serves to encourage students in the challenges of nursing college.

Sigma Theta Tau

Sigma Theta Tau, the International Honor Society of Nursing, was founded in 1922 by six students at the Indiana University Training School for Nurses. The purposes of Sigma Theta Tau are to: (1) recognize superior achievement; (2) recognize the development of leadership qualities; (3) foster high professional standards; (4) encourage creative work; and (5) strengthen commitment to the ideals and purposes of the profession.

From a beginning of six members and one chapter in 1922, the organization has grown to more than 150,000 members and 424 chapters. Sigma Theta Tau is a member of the Association of College Honor Societies and is professional rather than social in its purposes. Chapters exist in colleges and universities which grant baccalaureate or higher degrees in nursing.

Membership in Sigma Theta Tau and its constituent chapters in colleges and universities is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs who demonstrate excellence in leadership positions in nursing are also eligible for membership consideration.

The Beta Pi Chapter at The Florida State University College of Nursing was chartered in spring 1974 and has inducted over 1400 members into the organization. Interesting programs that incorporate the national objectives are offered and available to all interested persons. Notices of meetings and programs are posted in the College of Nursing on the various bulletin boards and sent to members of the organization by mail. The national society publishes a professional journal, Journal of Nursing Scholarship, four times a year and a newsletter entitled Excellence, four times a year.

Academic grades and professional performance in clinical nursing are criteria used for eligibility. Study and progressive application of nursing theory can result in an invitation to join the Beta Pi Chapter.

Alumni Association

The College of Nursing Alumni Association was organized in 1977 to: (1) provide an opportunity to maintain a life-long association with the College; (2) provide a framework for alumni with a common interest to meet formally or informally for educational, professional, and other alumni-oriented purposes; (3) provide an advisory service to the College of Nursing and it alumni; and, (4) stimulate continued interest in and financial support for the College of Nursing.

The leadership of the College of Nursing Alumni Association encourages alumni to participate in the recruitment of qualified students to the nursing program, to support the development of a scholarship fund, to assist in the beautification of the nursing building and to promote interest in The Florida State University in their local areas.

The Alumni Association has an annual get-together during Homecoming weekend with recognition anniversaries of certain classes.

Any College of Nursing alumnus or friend who is interested in the College of Nursing is eligible for membership in this Association. Contact The Florida State University Office of Alumni Affairs for more information at 644-2761. Join when you graduate to keep in touch with Florida State.

College of Nursing
Class Officers Guidelines

CLASS OFFICER GUIDELINES

These class officer guidelines are to assist class officers in meeting the needs of the students. They are only to help define the roles in a general perspective. They are not mandated and students should feel free to be flexible with their leadership. Officers are elected initially in the first semester of the Nursing Program. These officers may serve throughout the program or elections may be held again at a time selected by the class. A Nursing Student Association Executive Board member will run elections.

President

Preside over all class meetings and functions.
Inform class advisor of pertinent information.
Speak at pinning convocation.
Assist all class officers.
Co-sign checks with treasurer.
Conduct class votes in a democratic manner (majority   rule).
Notify Advisor of class meetings.
Represent Class at Dean's Student Leadership Council Meetings.

Vice-President

Assist president and other officers with all tasks.
Assist president in initiating new ideas.

Treasurer

Open class bank account with President.
Keep records and assist in planning of any fundraising activities.
Record class expenditures.

Secretary

Coordinate class calendar. (Bulletin board)
Record minutes for all class meetings.
Record phone numbers and addresses of all class members.
Prepare and distribute class reminders and newsletters (for example: dates of graduation check, graduation registration, cap and gown.)
Take orders for and distribute graduation invitations.
Invite faculty to special events.

Historian

Collect pictures throughout the program
Keep record of special class activities (example: picnics, fund raising events, etc.).
Assist secretary in completing calendar.

Class Meetings (are held to make decisions about:)
        Class wants and needs.
        Nursing college pictures.
        Graduation convocation.
        Class parties.

The Dean of Undergraduate Programs will serve as advisor to class officers.

College of Nursing
Student Resources

RESOURCES AND FACILITIES FOR STUDENT USE
The student handbook is designed to provide nursing students with information about the College of Nursing that is not readily available from other sources on campus. Nursing students are encouraged to read The Florida State University Bulletin and FSU Student Handbook for general information about the campus and University policies.

Information about campus activities and programs may be obtained through University Information. Information about students currently enrolled and living on campus is available through Directory Information.

Nursing students having questions not answered in the handbook or sources above can direct their questions to the Nursing Student's Association (NSA), the Academic Advisor, the Assistant Dean, the Dean, or individual faculty members.

FSU Libraries

All nursing students are encouraged to use the Dirac Science Library and Strozier Library for study and checking out of books and journals. Orientation sessions are held at the beginning of each term. Contact either library for specific information.

Simulation and Skills Laboratory
The Nursing Simulation and Skills Laboratory has complete simulated patient units. There are sinks, counter space, and seating for students. Training mannequins, models, equipment, and supplies can be set up to simulate clinical situations. A full-time Lab Director is available to facilitate the teaching-learning process and to encourage optimal use of the Nursing Skills Laboratory.

Student Lounge
A Student Lounge is located on the third floor and is available for student use. A kitchenette, including a refrigerator, stove, and microwave, as well as vending machines are provided. A conference table area and relaxation area are also available. In addition, a kitchenette for students is available in Suite 104.

Use of Classrooms and Conference Rooms
Students wishing to use a classroom or conference room should submit a written request to the College of Nursing Office at least two weeks in advance.

Academic Advisement
The College of Nursing provides Academic Coordinators to guide students in the selection and sequencing of required and elective courses during their program of studies. Appointments are made by calling: 644-3296. The Academic Advisor is available at pre-registration and registration periods to advise you of general and special course offerings. Be a wise student and confer with the Advisor!

What is SPOT?
SPOT is the Student Perception of Teaching. It is the evaluation form that students complete at the end of a course for evaluation of teaching. These forms are required for Fall, Spring and Summer Semesters. Students are urged to take this system seriously. This is your opportunity to participate in communicating with faculty in relation to the quality of teaching in the University.

Exit Survey
During the last semester in the nursing program, graduating students are given the opportunity to evaluate the nursing program. Evaluation forms are distributed at the end of the semester.

Financial Aid
Application should be made to the University Financial Aid Office. Financial aid is generally based on need. Funds are available in the form of a loan, a grant, scholarship, or a work opportunity within the Work Study Program. Applications must be filed according to the published deadlines.

 For more information, contact the Financial Aid Office (http://www.sfs.fssu.edu) and the brochure, Financial Aid for Students in Florida. For private nursing scholarships and loans, contact the Dean or the Academic Advisor in the College of Nursing.

There are annual scholarships awarded by the Department of Health and Human Services to students in the health professions, including nursing, providing Congress appropriates the funds.

Other scholarship assistance is available through enrollment in ROTC or a commitment to military service upon graduation. For further details, confer with the officers in ROTC, Military Science Building, next to the College of Nursing.

College of Nursing Scholarships
The Florida State University College of Nursing has a variety of scholarships for worthy students in the nursing major. Announcements concerning scholarship availability and application process are posted in the Nursing Building. The College of Nursing screens applicants according to the criteria established by the College of Nursing and/or donor and forwards the candidate's name to the Financial Aid Office for awarding of the monies. Recipients will be notified of the award(s) by the Office of Financial Aid. (http://nursing.fsu.edu/Scholarships-and-Financial-Aid)

The criteria for a College of Nursing Scholarship are as follows;

The student must:

1. be a Florida resident.
2. be a Term II student or above.
3. be most worthy.
4. meet criteria for specific scholarship.
5. be a full-time student enrolled in 12 or more semester hours.

ServScript Information

FSU recognizes the importance of community service within a liberal arts education by encouraging its reporting on academic transcripts.

Through the ServScript program at Florida State University, you can record your hours in service to the community on your official FSU transcript. Your transcript is a permanent records of your academic achievements and a direct reflection of your college career to potential employers and graduate and professional schools. At the conclusion of each semester for which you qualify for Service Learning Hours and complete the required online forms, the following statement will be posted to your transcript immediately following your grades based on the actual number of hours completed and correctly reported to the Center for Leadership and Civic education.

Students who meet the guidelines and deadlines can participate in the ServScript Program. For a complete description of the guidelines, criteria, and deadlines, please see http://thecenter.fsu.edu/servscript.html .Courses offered through the Traditional and Accelerated BSN program that meet service learning criteria are as follows:

NUR 3678L Nursing Care of Vulnerable Populations (90 service learning hours allowed)
NUR 3225L Nursing Care of the Adult with Acute and Chronic Health Disorders (90 service learning hours allowed)
NUR 4555L Nursing Care of Women, Children and Families (90 service learning hours allowed)
NUR 4766L Nursing Care of Adults and Populations with Complex Health Disorders (90 service learning hours allowed)
NUR 4945L Professional Nursing Internship (200 service learning hours allowed)

Any questions regarding the ServScript Program can be directed to the Center for Leadership and Civic Education at 850-644-3342 or servscript@admin.fsu.edu

Frequently Used
Telephone Numbers

Frequently Used Telephone Numbers

Dean's Office	644-6846
Dean of Undergraduate Programs	645-4905
Academic Advisors	644-5638
FSU Directory Assistance	644-2525

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