



**ELON**  
UNIVERSITY

DEPARTMENT OF  
**Nursing**

# **Undergraduate Student Handbook**

## **2024-2025**



762 East Haggard Avenue Elon, NC 27244

336-278-6403

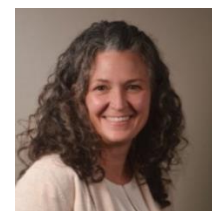
**This Nursing Student Handbook is updated annually and may be updated at other times. The policies in this Handbook apply to all students in the Nursing Program and supersede all previous policies applicable to students in this program. In addition, new or revised policies may be applied after providing students with advance notification. The Elon Academic Catalog, Elon Student Handbook, and external mandatory reporting bodies (e.g., NC BON & CNEA) requirements supersede any conflicting policies listed in this Handbook. The online version of this document shall be the official version.**

## Table of Contents

<i>Letter from the Program Director</i>	5
<i>History and Overview:</i>	6
<i>Philosophy:</i>	6
<i>Purpose:</i>	6
<i>Mission:</i>	7
<i>Vision:</i>	7
<i>Values:</i>	7
<i>Approval and Accreditation:</i>	7
<i>BSN Statement of Purpose</i>	8
<i>BSN Curriculum Framework</i>	8
<b>TRADITIONAL BACHELOR OF SCIENCE IN NURSING CURRICULUM GUIDE</b>	10
<b>ACCELERATED BACHELOR OF SCIENCE IN NURSING (ABSIN) CURRICULUM GUIDE</b>	12
<i>Department of Nursing Organizational Chart 2023-2024</i>	14
<i>Elon University’s Honor Code and Code of Student Conduct</i>	15
<i>Relationship Between University-Wide and Nursing Specific Policies</i>	15
<i>Nursing Student Organizations</i>	16
<i>Elon Resources</i>	17
Barnes & Noble at Elon University .....	17
Center for Access and Success .....	17
CREDE .....	17
Belk Library .....	17
Information Technology Services .....	18
E-Alert.....	18
Mail Services .....	18
Student Financial Services .....	18
Student Health and Wellness.....	18
Title IX and Sexual Misconduct.....	19
Disabilities Resources.....	19
<i>DON Ceremonies</i>	20
White Coat Ceremony .....	20
Pinning Ceremony.....	20
Commencement .....	20

Awards.....	20
<b>Academic Policies</b>	<b>21</b>
<b>Student Contact and Communication Information</b>	<b>22</b>
<b>Confidentiality</b>	<b>23</b>
<b>Consent to Touch</b>	<b>24</b>
Procedure:	24
<b>Client and Family Photography</b>	<b>25</b>
<b>Social Media</b>	<b>26</b>
<b>Lines of Authority for Students</b>	<b>28</b>
<b>DON Student and Faculty Forum</b>	<b>29</b>
<b>Class/Clinical Attendance</b>	<b>30</b>
<b>Inclement Weather</b>	<b>32</b>
<b>Health Insurance Requirement</b>	<b>33</b>
<b>Student Medical Forms</b>	<b>34</b>
<b>Student Parking (Campus &amp; Clinical Sites)</b>	<b>35</b>
<b>Computer-based Testing Policy and Procedure for Course Exams</b>	<b>36</b>
<b>Exam Security / Testing Procedures</b>	<b>37</b>
<b>ATI Testing (Testing and Remediation Program)</b>	<b>38</b>
<b>NCLEX-RN® and Licensure</b>	<b>40</b>
<b>Technical Standards</b>	<b>41</b>
<b>Pre-licensure Course Grades and Grading Scale</b>	<b>47</b>
<b>Grading Courses with a Clinical Component</b>	<b>48</b>
<b>Progression in the Major</b>	<b>49</b>
Progression in the Major - Letter of Intent Form.....	51
<b>Dropping or Withdrawing from a Nursing Course</b>	<b>52</b>
<b>Transfer into Nursing Program</b>	<b>53</b>
<b>Program Reenrollment after a Leave of Absence</b>	<b>54</b>
<b>Readmission to the Program</b>	<b>55</b>
<b>Dismissal from the Program – Academic Reasons</b>	<b>56</b>
<b>Clinical Requirements and Deadlines</b>	<b>57</b>
<b>CastleBranch</b>	<b>59</b>
<b>CPR Certification</b>	<b>60</b>
<b>Criminal Background Check</b>	<b>61</b>

<b><i>Drug Screen</i></b> .....	<b>62</b>
<b><i>Latex Sensitivities</i></b> .....	<b>63</b>
<b><i>Substance Abuse</i></b> .....	<b>64</b>
<b><i>Tuberculosis Screening</i></b> .....	<b>65</b>
<b><i>Dress Code for Experiential Learning – Clinical, Lab, Simulation</i></b> .....	<b>66</b>
<b><i>Transportation to and from Clinical Sites</i></b> .....	<b>68</b>
<b><i>Retention of Compliance Files</i></b> .....	<b>69</b>
<b><i>Agency Orientation, Agency Policy, and Procedure Documents</i></b> .....	<b>70</b>
<b><i>Infectious / Communicable Disease or Injury</i></b> .....	<b>71</b>
<b><i>Student Practice Event Policy</i></b> .....	<b>73</b>
<b><i>Student Practice Event Form</i></b> .....	<b>75</b>
<b><i>Unsafe Practice</i></b> .....	<b>77</b>
<b><i>Temporary Removal from Class, Lab, Simulation or Clinical</i></b> .....	<b>79</b>
<b><i>Disciplinary Procedure for Violations of Program Standards</i></b> .....	<b>80</b>
<b><i>Dismissal from the Program – Clinical or Professional Reasons</i></b> .....	<b>83</b>
<b><i>DON Appeal of Dismissal</i></b> .....	<b>84</b>
<b><i>Appeals of Decisions Related to Nursing Program Standards</i></b> .....	<b>85</b>
<b><i>Appeal of Dismissal</i></b> .....	<b>88</b>
<b><i>Formal Complaint</i></b> .....	<b>89</b>
<b><i>DON STUDENT FORMS AND APPENDICES</i></b> .....	<b>91</b>
<b><i>Acknowledgement of the DON Student Handbook</i></b> .....	<b>92</b>
<b><i>CRIMINAL BACKGROUND/DRUG SCREEN POLICY</i></b> .....	<b>94</b>
<b><i>Hepatitis B Vaccine Declination Form</i></b> .....	<b>93</b>



## Letter from the Program Director

Hello Phoenix,

On behalf of the Department of Nursing, I am happy to welcome you to Elon University, the School of Health Sciences, and our nursing family. Though your reasons for pursuing a nursing degree are unique, your decision to embark on your nursing journey at Elon demonstrates your belief and commitment to lifelong learning, social justice, and inclusive excellence.

You are joining a nursing team that values diverse perspectives, empathy, honesty, and integrity. It is through collaboratively upholding these values that we create transformative learning experiences that foster personal growth and compassion within all of us. Our program actively engages students through creative experiential learning, simulation opportunities, reflective practice, and clinical experiences that expose our students to a vast array of healthcare settings and populations. Completing a Bachelor of Science in Nursing at Elon will prepare you to be innovative nursing leaders equipped to provide safe quality care, advocate for your clients, promote health equity, and have a positive impact on local and global communities.

This handbook was created to inform students of their rights and responsibilities while a member of the Department of Nursing at Elon University. It is here that students will find a description of academic standards, policies, procedures, and department forms. The Department of Nursing will uphold policies and procedures in this handbook, and we retain the right to change policies and procedures as needed to maintain the welfare and integrity of our students and nursing program. The chair and faculty acknowledge their responsibility and commitment to informing students of any necessary changes. Students will be notified of changes before the date of implementation.

We are honored that you have chosen the Elon University Department of Nursing. As you progress along your journey from nursing student to practicing nurse, know that we are here to support you, and we are rooting for your success every step of the way. Embrace the opportunities that you have on this journey to LEARN, THRIVE, CONNECT AND RISE.

We are so happy that you are here!

**Cathy Quay**

## **History and Overview:**

Elon University Department of Nursing (DON) received initial approval from the North Carolina Board of Nursing (NCBON) for the establishment of the traditional and accelerated Bachelor of Science in Nursing programs in January 2021. The first cohort of Traditional and ABSN students were admitted in the Fall of 2021.

The Department of Nursing is housed within the School of Health Sciences (SHS) and enjoys interprofessional collaboration with the Department of Physical Therapy Education and the Department of Physician Assistant Studies. Two ancillary programs within the Program, the Client and Standardized Patient Program and Anatomical Gift Program (AGP), serve to enrich curricular and research opportunities for nursing faculty and students.

The Bachelor of Science in Nursing at Elon University is designed as a prelicensure program which provides students with the knowledge, skills, experiences, and global thinking to succeed and thrive in today's ever-changing healthcare landscape. Students will demonstrate mastery of all aspects of the nursing process; communicate therapeutically to clients, their families within the healthcare setting; and provide safe, culturally appropriate, and sensitive care while adhering to the policies and procedures of the nursing profession and the healthcare system. This program provides students with a foundational knowledge base, enabling client-centered care across the lifespan and the health-wellness-illness continuum. Didactic coursework and clinical rotations challenge students to raise the bar of the nursing profession.

The Department of Nursing is seeking National League for Nursing (NLN) Commission for Nursing Education Accreditation (CNEA). We will have a site visit in September 2024 to obtain this accreditation. The department received formal approval from the NC Board of Nursing on May 18, 2023.

## **Philosophy:**

Elon University's distinctive reputation for high impact practices, our commitment to inclusive excellence, and our rich liberal arts foundation will help us prepare nurses that will have an impact in their practice and in their community. Elon nurses are committed to the reduction of health disparities rooted in intercultural humility, racial and gender equity, and religious literacy, attending to each client they serve with care and respect for their individual history and immediate needs. Elon nurses are dedicated to evidence-based practice, pursuing efficacious and cost-effective interventions that will positively impact the future of healthcare.

## **Purpose:**

The Bachelor of Science in Nursing at Elon University prepares nurses who are committed to local and global health equity, demonstrating the ability to think broadly, critically, and creatively to optimize client-centered care. Students experience a progressive nursing curriculum including focus on community-based, population health; reduction of health disparities; and health informatics to optimize outcomes.

Coursework is closely aligned with clinical experiences in multiple settings, including the opportunity for hands-on learning in diverse and international settings. Graduates will guide the transformation of healthcare towards a value-based model centered in communities. Agile in population-level data and fiscally minded, Elon nurses will optimize healthcare quality and outcomes.

**Mission:**

The mission of Elon University Department of Nursing (DON) is transforming the health of local and global communities through excellence in nursing education.

**Vision:**

Through excellence in teaching, we will empower future nurses to integrate knowledge into professional practice and provide holistic, client-centered care.

**Values:**

- We uphold the Elon Core Values of honesty, integrity, responsibility, and respect.
- We value collaborative engaged learning in an inclusive environment, to prepare students for professional nursing practice.
- We instill in our students the values of caring and ethical practices within the diverse communities that we serve.

**Approval and Accreditation:**

The baccalaureate degree in nursing at Elon University Department of Nursing is seeking accreditation by the NLN Commission for Nursing Education Accreditation (CNEA), The Watergate, 2600 Virginia Avenue, NW, Eighth Floor, Washington, DC 20037. A formal site visit for accreditation will occur in September 2024.

The Bachelor's Degree in Nursing program at Elon University holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909- 2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

The pre-licensure tracks of the BSN program are approved by the North Carolina Board of Nursing.

Elon University is accredited by the Commission on Colleges of the Southern Association of Colleges and Programs to award bachelors, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404 679-4500 for questions about the accreditation of Elon University.

## **BSN Statement of Purpose**

The Bachelor of Science in Nursing Program at Elon University prepares individuals to assume entry level, generalist professional nursing positions. The program creates an atmosphere in which the individual can develop knowledge, skills, and attitudes consistent with values-based practice and evidence-based care. A positive, supportive educational environment is provided to sustain and promote lifelong learning. The program provides the necessary background commensurate with pursuit of graduate nursing education.

## **End of Program Student Learning Outcomes (EPSLO)**

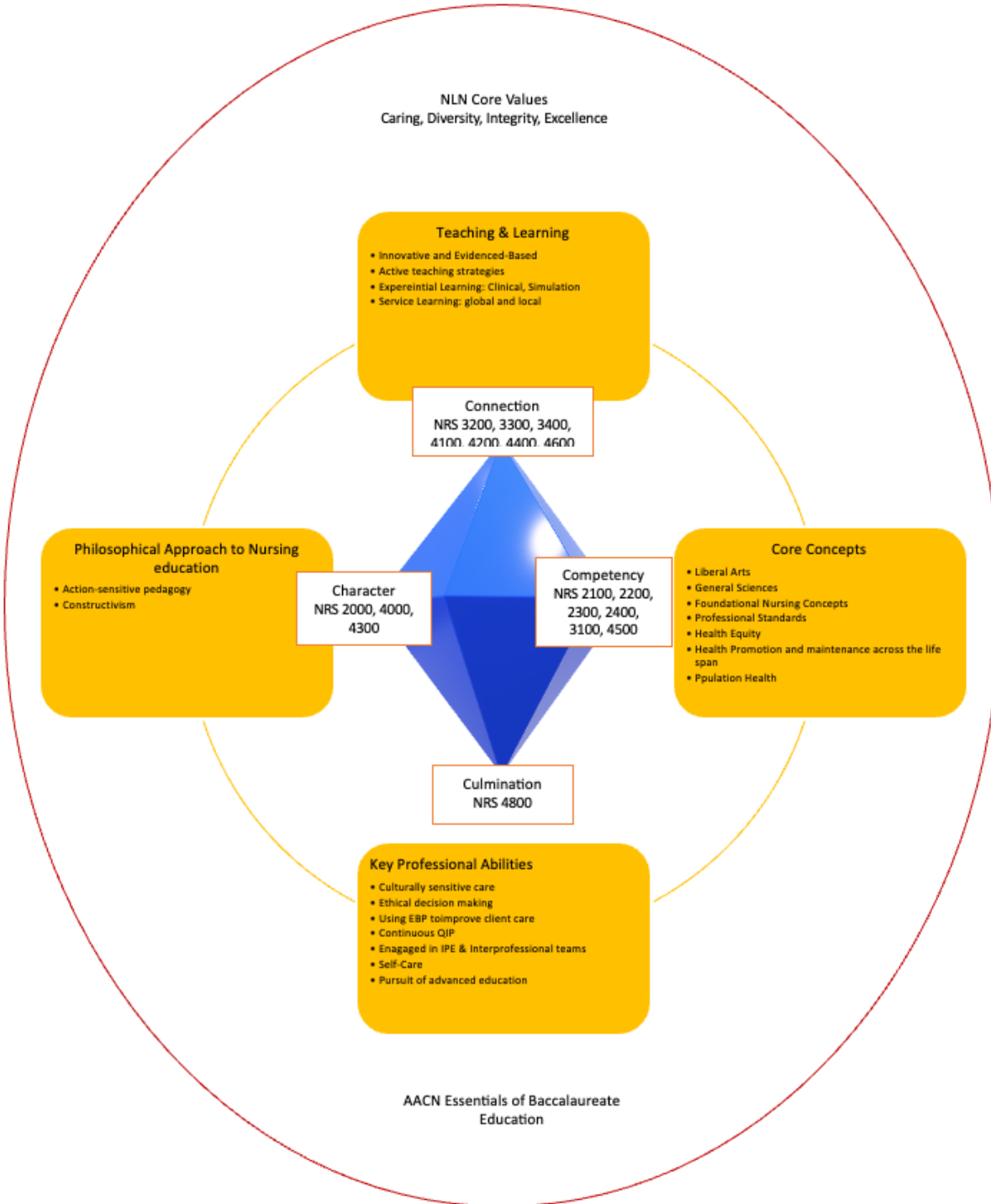
1. Use the nursing process to provide ethical, culturally sensitive and compassionate client centered care to diverse populations in various settings.
2. Promote safety by utilizing evidence-based practice and quality improvement to deliver safe and effective care.
3. Collaborate with clients, nursing and interprofessional teams to provide quality holistic care.
4. Integrate informatics and technology to promote the art and science of quality nursing care.
5. Expand knowledge of self-care and lifelong learning to enhance personal wellbeing and professional growth.

## **BSN Curriculum Framework**

The action-sensitive pedagogy philosophical approach to nursing education combined with constructivism, creates holistic thinking, caring, and political advocacy through patterns of knowing, curiosity, diversity, and mentoring. Combined with a constructivist approach to nursing education, the department creates a learning environment designed to connect knowledge and learning and foster new understandings of concepts between and among students, teachers, clients, and community. A learning community for both students and faculty is fostered through innovative teaching practices. The curriculum progresses from simple to complex, mirroring Benner's novice to expert concept. The curriculum is built on a foundation of professional standards revised and updated to reflect societal and health care trends. The DON uses the American Association of Colleges of Nursing (AACN) the Essentials of Baccalaureate Education for Professional Nursing Practice, 2021 and the National League for Nursing (NLN) Hallmarks of Excellence in Nursing Education Model. The curriculum is designed to provide students with a foundational knowledge base, enabling client-centered care across the lifespan and the health-wellness-illness continuum. Didactic coursework and clinical rotations will challenge them to raise the bar of the nursing profession for innovative care. The curriculum is designed to create nurses who will be committed to the reduction of health disparities through practice rooted in intercultural humility, racial and gender equity, and religious literacy, while attending to each client they serve with care and respect for their individual history and immediate needs.



## The 4 C's of an Elon Nursing Degree



## TRADITIONAL BACHELOR OF SCIENCE IN NURSING CURRICULUM GUIDE

YEAR ONE					
Fall	Hrs	Winter	Hrs	Spring	Hrs
CORE: ENG 1100 - Writing	4	CORE: Expression (Literature, fine arts or philosophy)	4	CORE: COR 1100 – Global Experience	4
CORE: STS 1100 or 2120 - Stats	4			CORE: World Language 1010/1020	4
CORE: BIO 1112/1113 - Intro to Cell Bio	4			BIO 2312/2313 - Human Anatomy/Lab	4
CORE: Society PSY 1000 – Intro to Psychology	4			CORE: Expression (Literature, fine arts or philosophy)	4
ELN 1010 – First Year Advising/Nursing at Elon	1				
<i>Total</i>	<i>17</i>	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>16</i>
YEAR TWO					
Fall		Winter		Spring	
BIO 2412/22413 - Human Physiology/Lab	4	CORE: Adv Studies (3000-4000 level course outside Nursing)	4	NRS 3501 - Essential Conversations in Healthcare	2
CORE: Society (Course in economics, geography, political science, psychology, human service studies or sociology/anthropology)	4			PSY 2100 – Lifespan Development	4
CORE: Civilization	4			WHE 3240 - Nutrition	4
NRS 2700 - Healthcare Relationships I: Disparity, Diversity, Equity and Inclusion	4			BIO 2122 – Microbiology for Healthcare	4
	16			CORE: Civilization (Art History, History, Religious Studies, World Language)	4
<i>Total</i>	<i>16</i>	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>14-18</i>
YEAR THREE					
Fall		Winter		Spring	
NRS 2701 - Foundations of Nursing	6	CORE: Adv Studies (3000-4000 level course outside Nursing)	4	NRS 3701 - Nursing Management of Adults I	6
NRS 2710 - Assessment of Health and Wellness for Nursing Practice	6			NRS 3710 - Gerontological Nursing	2
NRS 2702 - Principles of Physiology and Pathophysiology for Nursing Practice	3			NRS 3720 - Multiple Perspectives in Mental Health	4
NRS 2703 - Pharmacology for Nursing Practice	3			NRS 4702 - Population and Community Health	4
<i>Total</i>	<i>16</i>	<i>Total</i>	<i>4</i>	<i>Total</i>	<i>16</i>

YEAR FOUR					
Fall		Winter		Spring	
NRS 3700 - Family-Centered Nursing Care for Infants, Children and Adolescents	4	NRS 4703 - Healthcare Relationships II: Disparity, Diversity, Equity and Inclusion	4	NRS 4701 - Evidence-Based Nursing Practice	4
NRS 4700 - Preparatory Seminar: Healthcare Relationships II	1			NRS 4708 - Pathways to Practice	4
NRS 4704 - Reproductive Health	4			CORE: Elon Core Capstone	4
NRS 4705 - Nursing Management of Adults II: Complex Health Conditions	6				
<i>Total</i>	15	<i>Total</i>	4	<i>Total</i>	14

Blue: Nursing Courses

Green: Prerequisites

Yellow: Elon Core Courses

## ACCELERATED BACHELOR OF SCIENCE IN NURSING (ABSN) CURRICULUM GUIDE

Fall I	C r e d i t H o u r s	C l i n i c a l H o u r s
NRS 2100: Foundations of Nursing	6	4 0
NRS 2200: Assessment of Health and Wellness for Nursing Practice	4	4 0
NRS 2300: Principles of Physiology and Pathophysiology for Nursing Practice	3	
NRS 2400: Pharmacology for Nursing Practice	3	
<b>TOTAL</b>	<b>16</b>	<b>8 0</b>

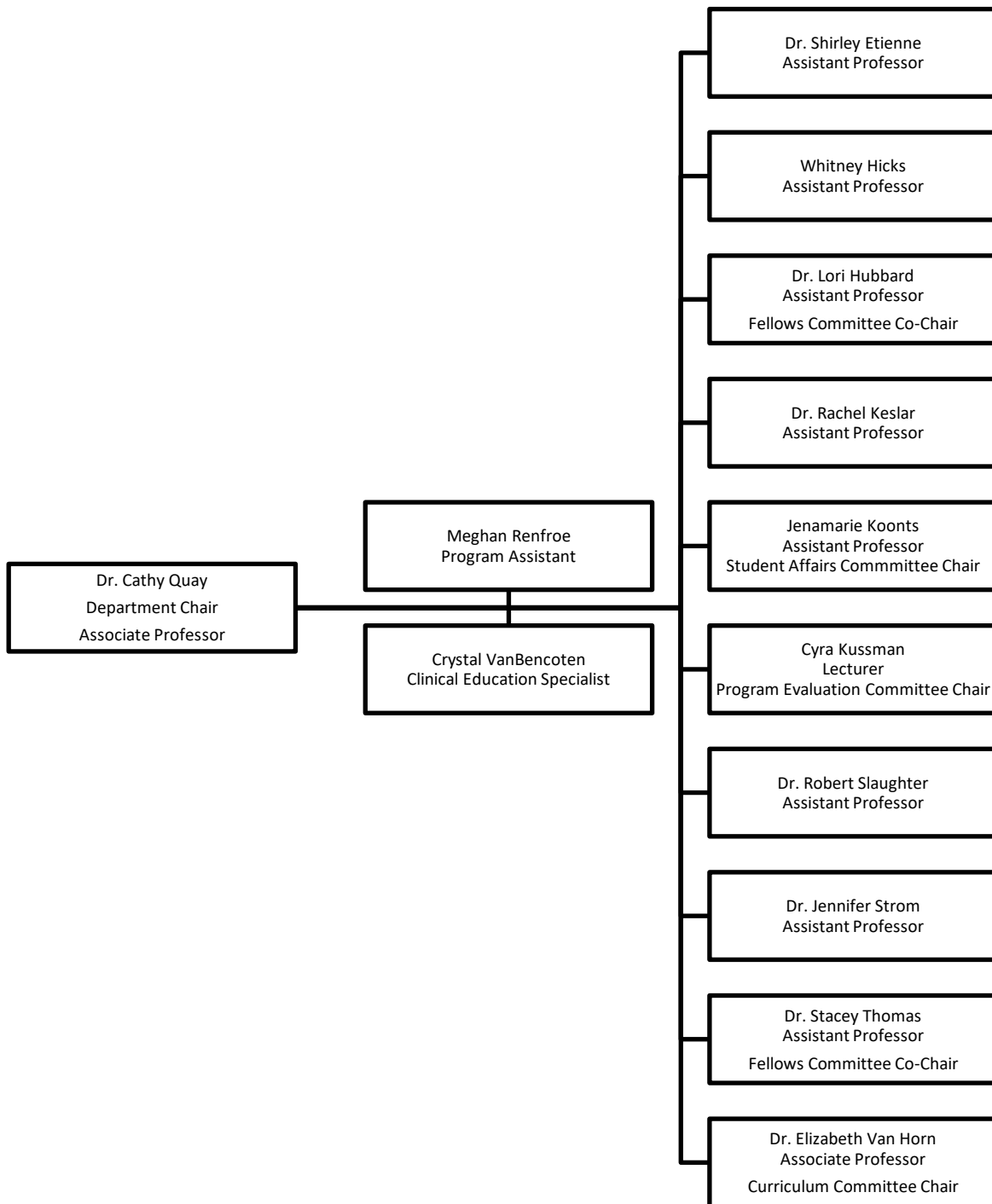
Winter Term I	C r e d i t H o u r s	C l i n i c a l H o u r s
NRS 2000: Healthcare Relationships I: Disparity, Diversity, Equity and Inclusion (40 Hours of Service Learning Required)	4	
<b>TOTAL</b>	<b>4</b>	

Spring I	C r e d i t H o u r s	C l i n i c a l H o u r s
NRS 3100: Nursing Management of Adults I	6	8 0
NRS 3200: Family-Centered Nursing Care for Infants, Children and Adolescents	4	4 0
NRS 3300: Gerontological Nursing	2	
NRS 3400: Multiple Perspectives in Mental Health	4	4 0
NRS 4000: Preparatory Seminar: Healthcare Relationships II	1	
<b>TOTAL</b>	<b>17</b>	<b>1 6 0</b>

Summer I	Credit Hours	Clinical Hours
NRS 4100: Evidence-Based Nursing Practice	4	
NRS 4200: Population and Community Health	4	40
NRS 4300: Healthcare Relationships II: Disparity, Diversity, Equity and Inclusion (56 Hours of Service Learning Required)	4	
<b>TOTAL</b>	12	40

Fall II	Credit Hours	Clinical Hours
NRS 4400: Reproductive Health	4	40
NRS 4500: Nursing Management of Adults II: Complex Health Conditions	6	80
NRS 4600: Crucial Conversations in Healthcare	2	20
NRS 4800: Pathways to Practice	4	120
<b>TOTAL</b>	16	260
<b>CURRICULUM TOTAL</b>	65	540

### Department of Nursing Organizational Chart 2023-2024



## **Elon University's Honor Code and Code of Student Conduct Relationship Between University-Wide and Nursing Specific Policies**

Elon University recognizes and affirms the importance of character development and personal responsibility as essential elements of an Elon education. Students are expected to uphold the four values listed below for themselves and others in their decisions and day-to-day interactions. Conduct affirming these four values should be followed in all settings, including in and out of the classroom, on- and off-campus, and in all domestic and international sites during study abroad or course-related study experiences. Upon graduation, students are expected to have demonstrated their commitment to academic excellence and honor.

Every member of Elon University has the right to live and learn in an atmosphere of trust and support. Responsibility for maintaining these values in our community rests with each individual member. Values that promote this atmosphere include:

**HONESTY:** Be truthful in your academic work and in your relationships.

**INTEGRITY:** Be trustworthy, fair, and ethical.

**RESPONSIBILITY:** Be accountable for your actions and your learning.

**RESPECT:** Be civil. Value the dignity of each person. Honor the physical and intellectual property of others.

### Elon's Honor Pledge

“On my honor, I will uphold the values of Elon University: honesty, integrity, responsibility, and respect.”

The honor pledge is an abbreviated form of the honor code. By accepting admission to Elon University, all students indicate their willingness to subscribe to and be governed by the Honor Code and the Student Code of Conduct, which reflect the values of the Elon community. When students join the Elon Community, they sign the honor pledge to affirm their intent to adhere to these values and to conduct themselves in accordance with these rules. Students may be asked to affirm their commitment to these values by signing the Honor Pledge on papers, tests, assignments, and other documents when requested. The honor code is printed on signs in classrooms and residence halls throughout campus.

The Honor Code Handbook outlines the University process and procedures for both community and academic violations. A complete copy of the Honor Code Handbook is available at:

<https://www.elon.edu/u/student-conduct/honor-code/>

Students in Elon's Nursing Program are students of Elon University and, as such, are subject at all times to Elon's Honor Code and Code of Student Conduct, as well as the university-wide Title IX and Sexual Misconduct Policy (see information in this Handbook). In addition, Elon's Nursing Program is a professional prelicensure program. To retain the Program's accreditation and professional standing, Nursing students must meet certain standards beyond those required of other Elon undergraduates (e.g., the standards set forth in Elon's Honor Code and Code of Student Conduct). If conduct arises that may violate both University-wide policies and policies and standards specific to the Nursing Program, the appropriate administrators will determine which procedures shall be followed and in which order. The decision of administrators as to what process applies is final and is not subject to appeal.

## Nursing Student Organizations

### Club Nursing

Club Nursing is dedicated to educating and mentoring students who are interested in nursing or have declared their major as nursing. This club was founded to encourage involvement in the Department of Nursing, School of Health Sciences, Elon University, and the overall Elon community. This club serves as a safe space for students to grow as individuals, college students and future nursing professionals.

### NSNA

The National Student Nurses' Association (NSNA) mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. The nursing student affairs committee is working with the student government association (SGS) to establish a local chapter of NSNA here at the university.

<https://www.nсна.org/about-nsna.html>



## Elon Resources

The following are examples of resources available to students at Elon University Department of Nursing. For additional resources, please check Elon's website (<https://www.elon.edu/>) or ask your academic advisor.

### Barnes & Noble at Elon University

Barnes & Noble at Elon University is an Elon student's source for textbooks, Program supplies, Elon apparel, novelties, and gift items. The bookstore stocks required textbooks and class materials. For students' convenience, the bookstore has an active online ordering system.

(<https://elon.bncollege.com/>)

### Center for Access and Success

The value of community and our concern for the common good underpin our decision to create **The Center for Access and Success at Elon University**. The purpose of The Center is to help students from all backgrounds to have access to and succeed in higher education. We serve individuals in our Elon University community and our surrounding communities from pre-K to adults through our current initiatives: *It Takes a Village Project*, *Elon Academy*, *Odyssey Program*, and *First-Generation Student Support Services*.

(<https://www.elon.edu/u/academics/access-and-success/>)

### CREDE

The Center for Race, Ethnicity, & Diversity Education

#### Mission:

To advance the conversation on student diversity education campus-wide and to develop intercultural competence while providing race and ethnicity related advocacy, services, and programs to faculty, staff, and students, particularly those from underrepresented and historically marginalized communities.

#### Vision:

To become a premier contributor to creating a campus where all members exercise inclusion and individuals flourish.

#### Goals:

- To create an inclusive campus environment for underrepresented and historically marginalized racial and ethnic students, faculty, and staff.
- To foster in students a deeper understanding of and pride in their respective identities and appreciation and respect for other identities.
- To serve as the central diversity education resource for cultivating, in all Elon students, greater activism toward inclusion and social justice on campus and beyond.
- To provide faculty and staff with resources to perform their roles in a sound intercultural manner.

### Belk Library

The Carol Grotnes Belk Library advances the culture of engaged intellectual inquiry at Elon University. Our commitment to innovative service and dynamic partnerships enables our diverse community of learners to excel in their lifelong scholarship and artistic pursuits. We provide expertise, collections, and spaces to meet and anticipate the evolving information.

(<https://www.elon.edu/u/library/about/>)

### **Information Technology Services**

Information Technology (IT) works collaboratively with the Elon community to provide technology, leadership, and support on campus. Each day, our department works to develop and enhance the technology experience for students, staff, and faculty members of Elon University. We are committed to meeting the needs of all university members and exceeding expectations whenever possible. (<https://www.elon.edu/u/fa/technology/>)

### **E-Alert**

Elon University's E-Alert notification system enables officials to send urgent news to your cell phone. Elon can text your cell phone and email you timely information about emergencies, class cancellations and important weather updates.

To receive these emergency messages, you must include your cell phone number in your OnTrack user profile (see directions in link below). The E-Alert service is free. Depending on your personal cell phone plan, text messaging rates may apply. (<https://www.elon.edu/u/fa/police/e-alert-rave/>)

### **Mail Services**

Mail Services is the distribution hub for all incoming and outgoing mail, as well as inter- campus mail. As an official USPS unit, we offer many of the services you have come to expect from USPS such as Express Mail, Priority Mail, Certified Mail, and Insured Mail. (<https://www.elon.edu/u/fa/auxiliary-services/mail-services/>). Acceptable payment methods include cash and Phoenix cash.

### **Student Financial Services**

All students who have filed a FAFSA are eligible to have their FAFSA examined for changes to their account for loss of family income due to the COVID-19 pandemic, according to an additional provision of the HEERF III legislation. The 2022 FAFSA is based on 2020 income and asset information, which predates the onset of COVID-19. If you or your family have had a change of financial circumstances that has affected your financial situation, please contact the Office of Financial Aid at [finaid@elon.edu](mailto:finaid@elon.edu), so we may determine if more information is needed that would make you eligible for adjustments to your FAFSA. Adjustments to your FAFSA create eligibility for new or increased federal and/or state need- based aid. Elon does not have institutional funding to make any increases to your financial aid. (<https://www.elon.edu/u/admissions/undergraduate/financial-aid/tuition-and-aid/>)

### **Student Health and Wellness**

Elon University is committed to fostering an institutional culture of holistic wellness where everyone can transform their mind, body, and spirit. By providing access to resources, educational tools, and support, we will empower each member of our community to cultivate personal wellness values that will last throughout and beyond their time at Elon.

Dimensions of Wellbeing: Holistic wellness is defined as a process of striving for one's full potential across six dimensions of well-being, based on the Gallup Well-Being Index with emotional well-being added as a sixth dimension:

- Community well-being
- Emotional well-being
- Financial well-being
- Physical well-being
- Purpose well-being
- Social well-being

<https://www.elon.edu/u/health-wellness/>

### **Title IX and Sexual Misconduct**

Elon University strives to provide a safe environment for the campus community and support the institution's educational mission at all times. Consistent with the University's Notice of Non-Discrimination, Elon University does not tolerate acts of sexual harassment, interpersonal violence, sexual misconduct, and sex and/or gender based discrimination. All members of our community are expected to conduct themselves in a manner that reflects personal integrity and a respect for others.

### **Disabilities Resources**

Elon University is committed to the principle of equal opportunity. One of the ways we express our commitment is by providing reasonable accommodations to otherwise qualified students with documented disabilities as they face the challenges of university life. Faculty, staff, administrators, and students work together to find approaches and reasonable accommodations that enable students to benefit from the variety of programs and activities on campus.

The mission of Elon's Office of Disabilities Resources is to support a diverse population of students with disabilities, providing them with appropriate and equal access to the University's curricula, buildings, programs, and other services.

To accomplish our mission, we:

- Work with students on a case-by-case basis, determining appropriate services and reasonable accommodations.
- Work with faculty to ensure their understanding and implementation of student accommodations that are reasonable and necessary to fulfill the essential program requirements described in this Handbook.
- Work to connect students and faculty with appropriate resources.
- Work with University partners to increase awareness and provide equal access for all Elon students, faculty, and staff.

### **Location and Contact Information**

Disabilities Resources is in Belk Library 226.

#### **Contact:**

Phone: (336) 278-6568

Email: [disabilities@elon.edu](mailto:disabilities@elon.edu)

## DON Ceremonies

### White Coat Ceremony

The White Coat Ceremony is an iconic ritual that emphasizes compassionate, collaborative, scientifically excellent care from the very first day of training in the healthcare professions. The Gold Foundation established this tradition in 1993 at Columbia University to highlight the importance of humanism in all patient care. For 30 years, the Foundation has seeded White Coat Ceremonies at medical Programs and, starting in 2014, White Coat/Oath and Pledge Ceremonies at nursing Programs, around the globe. The White Coat Ceremony for both traditional BSN and ABSN students is held each fall. Attendance is required for those cohorts participating.

### Pinning Ceremony

New nurses receiving their program pins is a time-honored tradition which signifies a rite of passage into the nursing profession. The pin is a symbolic representation of the program and of the Elon Department of Nursing.

This ceremony is held twice a year for graduating students. Attendance is required for those cohorts participating.

### Commencement

Commencement is held twice a year for our nursing students. ABSN students graduate in December and are a part of the School of Health Sciences graduation. BSN students graduate in May during the Diploma ceremony for the Dr. Jo Watts Williams School of Education and Elon College, The College of Arts and Sciences. Additional details on all the commencement ceremonies may be found at

<https://www.elon.edu/u/academics/commencement/>.

### Awards

The DON faculty in collaboration with Student Affairs committee will establish the criteria for recognition. Awards may include recognition of outstanding achievements for academic, clinical, and research excellence.



# Academic Policies

Students are responsible for knowing and adhering to the policies as described below.

<b>Contents</b>	<b>Page</b>
<b>General Policies</b>	<b>23</b>
<b>Progression in the Nursing Program</b>	<b>42</b>
<b>Clinical Setting Policies</b>	<b>58</b>
<b>Exposure, Injury and Event Reporting</b>	<b>72</b>
<b>Disciplinary Policies</b>	<b>81</b>
<b>Appeals and Formal Complaints</b>	<b>87</b>
<b>DON Student Forms and Appendices</b>	<b>93</b>

### Student Contact and Communication Information

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Before the first day of each semester and upon any changes, students will ensure that the University and DON have accurate contact information. This includes phone number(s), emergency contact information, and local and permanent mailing addresses.

Email is the regular means of communication for Elon faculty and staff to communicate with students. Students are expected to check their Elon email accounts regularly and will be responsible for communications sent to their Elon email addresses. Students wishing to contact faculty members or staff should communicate through their Elon email; faculty and staff will not respond to non-Elon email addresses. Any reference to “written notice” may be satisfied by email communication.

#### Procedure:

The student must maintain current and accurate contact information and addresses through OnTrack and with lead course faculty members.

Upon graduation, students are requested to provide an alternate email for alumni communication purposes.

### Confidentiality

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Nursing students have access to data of a sensitive nature. Students are expected to abide by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

Misuse of health information includes but is not limited to the following:

- Accessing medical record information about any client by someone not assigned to care for them.
- Discussing a particular client's case in an inappropriate location, such as in a public location or on social media. This includes photos and videos from clinical site locations and/or anytime wearing Elon uniforms or badges.
- Removing confidential data from the clinical site in any format, such as any portion of the medical record or chart, daily worksheets, care plans, or report documents.

Misuse of educational information includes but is not limited to:

- Recording or videotaping an educational experience without permission.
- Disclosing any information regarding the performance of peers in all educational settings.

Students must regard their Elon ID badge and/or agency identification badge and technology password as equivalent to a personal signature (identification) and it should be protected as such. Lending or using an ID badge or password belonging to someone else is prohibited.

Any student who witnesses or suspects a breach of any confidentiality policy is expected to report the incident to his/her instructor or academic advisor.

Students who violate the confidentiality policy will be subject to discipline up to and including dismissal from the program and criminal charges for any additional consequences related to a HIPAA violation.

#### Procedure:

Students sign the Elon Department of Nursing Confidentiality Agreement located in the CastleBranch compliance material before matriculation into the program. Students who do not sign the confidentiality agreement will not participate in clinical experiences.

If warranted, students will receive a copy of a clinical agency's policy on confidentiality and will be required to sign a copy of the agency's confidentiality agreement. This form will be retained as per the clinical agency's direction. Students are required to follow the more restrictive policy.

### Consent to Touch

**Date Effective:** 8/22

**Date Reviewed:** 5/24

**Date Revised:** 6/24

### Policy

Participation in hands-on laboratory activities is an essential component of health sciences education. In this program, you will be expected to participate in lab activities that involve touching and/or being touched by classmates, clients, and instructors. This touch should always be professional in nature and should follow the same principles of respect and sensitive practice applicable to in-patient care.

### Procedure:

1. Explain any requested disrobing and intended physical contact.
2. Obtain verbal consent before proceeding.
3. If any student has questions about physical interactions related to educational activities in your program, please contact the course instructor or program director.



### Client and Family Photography

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

**Policy:**

Photographing a client or their family members without written permission is a violation of HIPAA and DON policy. No faculty or student may photograph anyone in any facility by any means when working or studying under the auspices of the Elon Department of Nursing.

**Procedure:**

Students who violate this policy will be subject to disciplinary action up to and including dismissal from the nursing program and any additional consequences related to a HIPAA violation.

### Social Media

**Date Effective:** 8/21

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

If an online presence is established by a student, DON expects the student to maintain an ethical and professional digital citizenship aligning with the Elon Honor Code and all policies outlined in the current version of DON Student Handbook. The posting of certain content, or participating in a post, can violate federal privacy laws, and DON policies, placing the student at risk of disciplinary action up to and including immediate dismissal from the DON. It is the intent of the DON to embrace the use of social media by students while following the letter and spirit of all applicable laws, and ensuring the reputation of Elon and the DON are maintained.

#### Procedure:

Students shall not:

- Participate in unacceptable online behaviors including cyberbullying, defamation, harassment, offensive content, aggressive behavior, or illegal activities.
- Write or post anything (text, video, and/or photographs) related to a clinical facility.
- Engage in any disclosures (inadvertent or not) or the perception of disclosures in relation to any information protected by the Health Insurance Portability and Accountability Act (HIPAA).
- Share confidential information in any fashion; client privacy must be maintained. Offenses most pertinent to this discussion are those concerning the release of identifiable client demographics or any combination of identifiable facts that may jeopardize client's confidentiality; photography and/or video of any kind from the clinical setting; and release of any client information to any outlet.
- Partake in the "friending" of clients or DON faculty on social media websites. Students in client care roles should not initiate or accept friend requests (or the like) except in unusual circumstances such as the situation where there is an established relationship prior to the date of treatment.
- Comply with HIPAA regulations while on social networking sites. Violators are subject to the same prosecution as with any other HIPAA violations.
- Ensure that your social media activity does not interfere with your commitments while in class or in a clinical setting.
- Clearly indicate that you are speaking for yourself and not on behalf of Elon or the DON. In circumstances where your connection to Elon and/or DON is apparent, you should include a disclaimer such as: "The views expressed on this [blog; page; website] are my own and do not reflect the views of Elon University Department of Nursing or the Elon Department of Nursing."

Students shall:

- Assume that everything you post, exchange, or receive on a social media site is public information even if you use privacy settings (determining who can view your page or profile, for instance).
- Assume that your professional life and your personal life will merge online regardless of your effort in separating them.
- Think before posting anything to a social media site. Using social media sites means that you (and the content you exchange) are subject to the online organization's terms of service. There may be legal implications and your interactions could be subpoenaed by a third-party. The social media organization has access to and final control over everything previously disclosed on or through their service. Content may sometimes be handed over to law enforcement without the knowledge and notification of the user.

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### Lines of Authority for Students

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 8/22**

#### Policy:

Students shall follow the lines of authority as delineated in the organizational chart for the Elon Department of Nursing.

#### Procedure:

Concerns should be addressed with the person who is directly involved, and then the issue will move up the chain of command, as appropriate.

For students, the appropriate chain of command is as follows:

1. The Course Faculty member
2. The Program Director
3. The Dean of the SHS

In case of clinical concern, students should contact:

1. Clinical Instructor
2. Course Lead
3. The Program Director

## DON Student and Faculty Forum

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

**Policy:**

Students in the DON have a variety of avenues to provide feedback to the faculty and administration of the DON.

At the end of each course, students are encouraged to complete course, faculty, and clinical evaluations, which are subsequently reviewed by committees within the DON.

DON Student and Faculty Forums are held in many ways: Town Hall Meetings, community get togethers, individual course reflections, etc. These aim to provide a space where faculty and students discuss topics of interest to both parties. The forums provide the opportunity for in-depth discussion while promoting student participation in the governance process.

**Procedure:**

1. The Program Director will select student representatives each academic year for established committees.

	<b>Students</b>	<b>Faculty</b>
BSN/ABS N	One selected representative from each ABSN/BSN cohort	Program Director and the Chairs of the Curriculum Committee, Student Affairs, and Program Evaluation Committee

2. The Committee Chairs may use various methods to gain student feedback including meetings, forums, and surveys.
3. Minutes of meetings will be recorded. Notes will be compiled for alternate methods for communication.
4. Outcomes of the forums will be summarized and reported to the faculty in department meetings.
5. Outcomes, including any changes to curriculum, policy, or services will be recorded in the DON Systematic Plan Program Evaluation.
6. Outcomes will be communicated to students by email, monthly newsletter, and course shell announcements.

### Class/Clinical Attendance

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

### Class/Lab/Clinical Attendance

#### **Purpose:**

Student attendance in the nursing program is critical to student success. The instructional work of the program is designed for regular attendance and participation. The North Carolina Board of Nursing (NCBON) has time requirements for class, laboratory, simulation, and clinical experiences that each student must complete to meet graduation requirements and to be eligible to sit for the National Council Licensure Examination (NCLEX) for registered nurses. The purpose of this policy is to establish and communicate expectations for class and clinical experience attendance and the potential consequences for students' absences, tardies, or leaving early from clinical.

#### **Class and Lab Attendance Policy:**

Students are expected to attend all scheduled classes and labs to derive maximum benefit from their courses. The university strictly and fairly enforces policies governing classes, and students are accountable and responsible for complying with attendance regulations. Each department has established its own attendance policy which is supported by the university. If unwarranted absences occur, the Provost/Vice President for Academic Affairs may suspend the student from the class or from the university. Students who miss more than (2) class sessions are subject to disciplinary action by the program director. Students who arrive to class or lab after the designated start time are considered tardy. Two (2) tardies equal one (1) absence. Students who arrive late or leave early are considered tardy for the day. Excessive absences may result in an unsuccessful completion of the course. Students who miss lab will be required to attend open lab to make up missed time within two weeks of absence.

#### **Procedure for Class and Lab Attendance:**

1. Students should refer to the syllabus for attendance requirements specific to the course.
2. Students are expected to notify the course instructor by email if they will be absent, tardy, or need to leave early.
3. Students who arrive to class or lab after the designated start time are considered tardy per faculty discretion.
4. Students are accountable and responsible for completing any missed assignments for the class and for attending open lab to makeup missed content due to absences.
5. Students who do not attend open lab within two weeks of lab absence will no longer be able to attend clinical. This will be considered a clinical absence.
6. **Students should refer to the syllabus for attendance requirements specific to the course.**

**Clinical Attendance Policy:**

Attendance for all scheduled clinical experiences, including but not limited to simulation, observation, and IPE Simulation Center simulations, is **required** for all students. The student is responsible for notifying the clinical instructor of any planned or unplanned absences from clinical prior to the clinical day when possible and as soon as possible for unplanned absences. Students who miss **two (2) scheduled clinical days for a specific course** (illness and extenuating circumstances will be considered on a case-by-case basis) will fail the clinical and the course. Students who miss more than **two (2) scheduled** clinical days across all clinical courses in total per semester are at risk of not progressing in the nursing major. If a clinical experience must be missed, students will be **required** to make up the missed time to meet the required clinical hours needed to complete the course requirements.

Students are not permitted to switch assigned clinical days. **Accommodations for class absences do not apply to clinical.**

**Procedure for Clinical Attendance:**

1. Students will notify clinical instructor as soon as possible of clinical absence.
2. The day for a makeup clinical will be determined and scheduled by the Clinical Education Specialist based on unavailability and instructor availability. Students will be notified of scheduled makeup via email.
3. A makeup clinical day could be scheduled for **any day of the week** that does not conflict with the student's other courses or clinicals.
4. Course instructors in collaboration with the clinical team may assign additional clinical makeup assignments as needed.
5. Students who do not complete the makeup clinical within the designated time frame, will not pass clinical and will not pass the course.

### **Inclement Weather**

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### **Policy:**

The DON will normally abide by the university's decision to cancel or delay classes due to inclement weather. Clinical faculty may cancel or delay clinical if travel conditions are or may become hazardous during the scheduled clinical time. This includes any course or clinical experience related to the Department of Nursing.

#### **Procedure:**

Students, faculty, and staff are notified of changes in the university class schedule by E-Alert. All classes and clinicals will be cancelled in the event the university is closed.

The clinical faculty member is responsible for notifying the clinical unit if clinical is cancelled, including when the university is closed.

If the students are in the clinical setting when the announcement is made that the university is closed (or closing), students shall bring their clinical work to a close and will be dismissed by their clinical instructor as close to the university announced time as is possible.

If the clinical faculty is unable to safely travel to the clinical site, the faculty member's section may not participate in clinical. Students will be notified if the time is made up on an open clinical day. Clinical faculty must pre-arrange a method to contact all students in their clinical group.

Decisions to cancel or delay clinical will normally be made, and students notified at least one and a half hours before the scheduled start time for clinical.

The clinical faculty member is responsible for notifying the Clinical Education Specialist (CES) that their clinical experience is cancelled or delayed. The initial notification may be by phone or text, but the faculty is responsible for sending an official notification to the CES via email.

At times, classes will be held when road and weather conditions may vary across the area. The decision to travel to campus or clinical sites during inclement weather rests with the students and faculty members. Students are responsible for academic work and clinical days missed, if they elect not to attend due to weather.

Students are responsible for notifying their clinical faculty if they feel they are unable to safely travel to the clinical site and must miss clinical. In this case, students are aware that this will result in a clinical absence.



### Health Insurance Requirement

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

**All full-time students (undergraduate, graduate and law) must maintain adequate medical insurance during their enrollment at Elon University as explained in the Student Health Insurance**

**Requirement.** Part-time students are exempt from this requirement. Having adequate insurance to cover medical emergencies and routine visits is an important aspect of the health and wellbeing of Elon students. Students may fulfill the requirement in several ways:

- Coverage as the primary subscriber on an employer plan
- Coverage as a qualified dependent on a parent/guardian/partner employer plan
- Coverage through a plan in the United States health insurance marketplace
- Enrollment in the Student Blue Plan for Elon students through Blue Cross Blue Shield of North Carolina

#### Procedure:

All students enrolled in a pre-licensure nursing program will be charged health insurance each semester. If students have comparable coverage, they may wish to waive this coverage. To decline participation in and to remove charges from a student account for this insurance, students must complete an opt-out verification on-line with the University's insurance provider the first academic term of every academic year the student is enrolled.

For more information about the required insurance requirements, visit the following website: [Student Health Insurance Requirement](#)

### Student Medical Forms

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Evidence of physical and emotional health that will enable the applicant to provide safe nursing care to the public is required for admission to, progression within, and graduation from the nursing program. Student medical forms are provided by Elon University Student Health and must be completed by a physician, physician assistant, or nurse practitioner. Students must also adhere to all CastleBranch requirements, Clinical Requirements and Deadlines, and Technical Standards.

State law requires all students entering college in the state of North Carolina to meet certain immunization requirements. The clinical agencies used for student practice may request additional immunizations as noted in the student medical forms. All immunization and tuberculosis compliance must remain up to date during enrollment. If these requirements are not met, students shall not attend clinical or complete any practicum hours.

#### Procedure:

Students shall submit the required material as specified in the policy.

Refer to the **Clinical Requirements and Deadline policy** for further instruction.

### Student Parking (Campus & Clinical Sites)

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 8/22**

#### Policy:

Students shall follow the Elon and clinical agency current parking regulations and display the proper vehicle permit or hangtag while parking on campus or at clinical facilities.

#### Procedure:

- Students at clinical sites will be directed to student parking locations by their clinical faculty member.
- Students may request a security escort to and from parking locations.
- Students are responsible for any fees associated with parking.

### Computer-based Testing Policy and Procedure for Course Exams

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### **Policy:**

The following guidelines will be followed across programs to promote an equitable and effective online testing environment. Students with testing accommodations, please refer to the [KLC Disabilities Resources](#).

#### **Procedure:**

Students are testing under the Elon University Honor Code, and online testing occurs in a password-protected environment on the Elon University campus or at an instructor-approved location on a case-by-case basis prior to the exam administration.

#### **Students will:**

Review all course-specific instructions related to online exams, including dates and times when the exam(s) are available.

Contact technical support immediately if there is a problem while taking the exam.

Work independently without textbooks, notebooks, or audio, visual, or written input from others, unless advised otherwise.

Discuss any potential issues that impact testing with their instructor. Comply with instructions for proctoring.

#### **Students may not:**

Take screenshots to compromise test integrity. Access online resources during testing.

Print out or email any exam content.

Discuss the content of an exam with another student until all students have taken the exam

#### **Exams will:**

Have date and time limitations for availability.

Close at the end of the time limit indicated whether the student has answered every question or not. Be submitted once unless multiple attempts are permitted.

### Exam Security / Testing Procedures

**Date Effective:** 8/22

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

To foster a positive and supportive educational environment which sustains and promotes lifelong learning, the following guidelines will be followed during the proctoring of on campus quizzes and exams within the ABSN/BSN program. Additional measures may be implemented at the discretion of the faculty member/proctor. Students receiving testing accommodations shall follow the same guidelines regarding their accommodation and testing policies of Student Accessibility Services.

Note: Exam security is under the discretion of the testing proctor or faculty.

#### Procedure:

The following guidelines are in effect for test security in a class or laboratory environment:

- All personal belongings will be brought to the classroom's designated area before the exam/quiz is distributed.
- All electronic devices, including wearable technology, must be turned off or put in sleep mode prior to the exam/quiz being distributed. Cell phones must be placed on airplane mode, turned off, and stowed in the space designated for personal items.
- If earplugs are to be used, only foam ear plugs are permitted.
- No headgear, hat or cap may be worn which obstructs the proctor's view of the student's face. If a student chooses to wear a baseball cap, it must be worn backwards so that the bill does not obscure the student's face.  
Religious head coverings are permitted.
- Food is not permitted.
- Students should use the restroom prior to the beginning of the exam/quiz. A student should not plan to leave the room or lab until their exam/quiz is submitted to the proctor.
- Students may not use personal calculators. If a calculator is needed for the exam, the testing platform will provide a calculator for student use.
- Seating arrangements during the exam may be assigned at the discretion of the proctor.
- The proctor is not permitted to interpret questions or explain words for students.
- Students who arrive after the exam starts will not be provided with extra time to complete it.
- Students who arrive late will not be able to start the exam if another student in the room has already completed the exam.
- Students should be prepared to show ID at the beginning of the exam if asked.

Students requiring assistance from Disability Resources must register for accommodations through the [Accommodate Portal](#) on the Disability Resources website. Students are responsible for scheduling testing dates and times through Disability Resources.

### ATI Testing (Testing and Remediation Program)

**Date Effective:** 8/21

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

Proctored Assessment Technologies Institute® (ATI) Examinations

Proctored ATI content-specific course examinations will be given in the areas of 1) fundamentals of nursing, 2) pharmacology, 3) medical/surgical nursing 4) maternal/ newborn nursing, 5) nursing care of children, 6) mental health, 7) community health, and 8) health assessment.

The proctored ATI content-specific course exam grades will account for 6% of the final grade for the course in which it is administered. These exams compare the student's understanding of the content to national samples. The grades for the ATI content-specific course exam will be based on proficiency levels:

- Proficiency Level 3 –ATI exam grade 100%
- Proficiency Level 2 –ATI exam grade 86%
- Proficiency Level 1 - ATI exam grade 77%
- Below Proficiency Level 1 - ATI exam grade 70%

#### Procedure:

Referenced Proficiency Levels provided by ATI. The Criterion Referenced Proficiency Levels are as follows:

#### The student meeting the criterion established for Level 3 is:

- Very likely to exceed NCLEX standards in this content area.
- Demonstrates a higher-than-expected level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
- Exceeds most expectations for performance in this content area.
- Demonstrates achievement of a level of competence needed for professional nursing practice in this content area that exceeds most expectations.
- Meets benchmark and does not require additional academic support in the content area.

#### The student meeting the criterion established for Level 2 is:

- Fairly certain to meet NCLEX standards in this content area.
- Demonstrates a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
- Exceeds minimum expectations for performance in this content area.
- Demonstrates achievement of a satisfactory level of competence needed for professional nursing practice in this content area.
- Meets benchmark and does not require additional academic support in the content area.

The student meeting the criterion established for Level 1 is:

- Is likely to just meet NCLEX standards in this content area.
- Demonstrates the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
- Meets the absolute minimum expectations for performance in this content area.
- Demonstrates achievement of a minimum level of competence needed for professional nursing practice in this content area.
- Does not meet benchmark and requires mandatory academic support in the content area.

### Standardized Practice Testing and Remediation with ATI

DON follows ATI best practices for practice exam and remediation. The practice exams total 4% of the final grade, 2% for practice A and 2% for practice B, respectively.

Practice Exam A will be taken mid-way through the semester and Practice Exam B will be taken at the end of the semester. Students will complete the practice exam and a focused remediation for any topic that scored less than 70<sup>th</sup> percentile. Proof of remediation will be required. See course syllabi for more details.

Students must complete remediation and upload proof. If a student fails to complete required remediation, the score will result in a 0.

### Standardized Proctored Testing and Remediation with ATI

The ATI Proctored Exam is an in-person, live exam, where everyone must complete focused remediation. See information below for required times of remediation.

- Level 3 – minimum 1 hour of focused remediation
- Level 2 – minimum 2 hours of focused remediation
- Level 1 – minimum of 3 hours focused remediation
- Less than Level 1 – minimum of 4 hours of focused remediation

Every student has the option to retake the proctored exam after the focused remediation if they score a Level 2 or less. The retake does not require additional focused review remediation after. If a student retakes the exam, the grade recorded in the gradebook will be the higher of the two exam scores.

See below for grading:

- Level 3 – 100%
- Level 2 – 86%
- Level 1 – 77%
- Less than a Level 1 – 70%

Remediation is mandatory for the first take. If a student fails to complete the necessary remediation, the score will be 0%.

If a student elects to retake the exams, it will be at the faculty's convenience.

### NCLEX-RN® and Licensure

**Date Effective:** 8/21

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

Instructions to take the NCLEX-RN® examination, requirements for licensure and the level of license eligibility are determined by individual states. Individual State Boards of Nursing or the designated state agency approve or deny licensure within their jurisdiction.

Verification of program completion shall be made after a student successfully completes all academic degree requirements and the degree is officially awarded by the Registrar's Office. In addition, any financial obligation to the University must be settled before verification is provided.

#### Procedure:

Students testing in North Carolina must complete the North Carolina online registration process by the last day of class of the student's final semester as indicated on the Academic Calendar.

Students testing in a state other than North Carolina shall contact the state in which they desire to be licensed to obtain the required verification forms. The student shall complete their portion of the form. All forms must be submitted to the DON Director by the last class day of the student's final semester as designated on the academic calendar. If the state requires transcripts the student is responsible for obtaining them through the Registrar's Office. The program director has 30 days from graduation to clear student for testing.

Students who change their name during or following enrollment in a pre- licensure program must inform the Director of the DON via email by the last day of class as indicated on the academic calendar. The information shall include their name during enrollment and the name on their NCLEX-RN application.

Detailed information on the NCLEX-RN testing process and how pass/fail decisions are available on the National Council of State Boards of Nursing website at [www.ncsbn.org](http://www.ncsbn.org)



### Technical Standards

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

The Bachelor of Science in Nursing degree is an undifferentiated degree attesting to general knowledge in, and the basic skills required for, practicing the full scope of nursing. The Department of Nursing strives to educate students to become competent and compassionate nurses capable of meeting all requirements for licensure and post-graduate work in nursing. In addition to classroom learning, clinical learning occurs throughout the program and involves considerations, including patient safety and clinical facilities, which are not present in the classroom. Essential abilities and characteristics required for completing this degree are certain minimum motor, sensory/observational, communication, cognitive, and professional/behavioral competencies. Therefore, the faculty has determined that certain technical standards are requisite for admission, progression, and graduation from the nursing program.

#### Standards

To acquire the knowledge and skills to function in the field of nursing, individuals must have the following essential abilities and skills:

#### Motor

**The student must have sufficient motor function to execute movements required to provide general care and treatment to clients in all health care settings.** The student must possess the motor skills necessary for assessment and therapeutic procedures such as inspection, palpation, percussion, auscultation, and other diagnostic maneuvers and procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional uses of the senses of touch, vision, and hearing. The student must also be able to perform basic life support (including cardiopulmonary resuscitation), transfer and position clients, and position and re- position themselves around clients. The student must also be able to operate equipment typically found in the health care environment (IV pumps, cardiac monitor, and electric and manual blood pressure equipment, safe patient handling equipment, etc.).

#### Sensory/Observation

**The student must be able to acquire information presented through demonstration and experience in the basic and nursing sciences.** The student must be able to observe the client accurately, at a distance and close at hand, and observe verbal and non-verbal communications when performing nursing assessments and interventions or administering medications. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination including information that may be derived from visual inspection and images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel, and lung sounds, etc.).

### Communication

**The student must communicate effectively and sensitively with other students, faculty, staff, clients, family, and other professionals.** The student must be able to express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback in both the classroom and clinical settings. The student must be able to convey and exchange information to obtain a health history, identify problems presented, explain alternative solutions, maintain accurate records, and give directions during and post-treatment. The student must be able to effectively communicate in the English language with the ability to retrieve and record information from various sources including computerized data bases. The student must also be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team and exercise judgment to seek support and consultation in a timely and effective manner.

### Cognitive

**The student must be able to measure, calculate, reason, prioritize, analyze, integrate, synthesize information, and act with integrity and sound judgment. The student must sustain attention and memory to maintain client safety.** The student must be able to read and comprehend extensive written materials. The student must also be able to evaluate and apply information and engage in critical thinking in the classroom, lab, and clinical setting within the time constraints unique to each setting.

### Professional Conduct/behavior

**The student must be able to exercise sound professional judgment and practice nursing ethically.** In addition to adhering to the Elon honor code, the student must abide by professional standards of practice. They must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. The student must be able to engage in client care delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised clients, and vulnerable populations. The student must be able to maintain mature, sensitive, and effective relationships with clients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations. They must be able to function effectively under stress, adapt to an environment that may change rapidly without warning and/or in unpredictable ways, and function cooperatively and efficiently in the face of uncertainties inherent in clinical practice. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. They must know how their own values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. The student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments.

### Reasonable Accommodations for Qualified Individuals with Disabilities

Elon University, the School of Health Sciences and the Department of Nursing are committed to the principle of equal opportunity and providing educational opportunities to otherwise qualified individuals with disabilities. A “qualified individual” with a disability is one who, with or without reasonable accommodations, meets the academic requirements and these Technical Standards. Students wishing to request reasonable accommodations should contact <https://www.elon.edu/u/academics/koenigsberger-learning-center/disabilities-resources/>. to initiate the process.

### Consequences of Inability to Meet Technical Standards

The technical standards set forth in this policy are required for admission, progression, and graduation from the nursing program. A nursing student who is not able to satisfy the Technical Standards, with or without reasonable accommodation, will be subject to dismissal from the program.

### References

- American Nurses Association, Inc. (2015). *Code of Ethics for Nurses*. Retrieved from:  
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>
- American Nurses Association, Inc. (2015). *Nursing Scope and Standards of Practice* (3rd Ed.). Retrieved from:  
<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards>
- HIPAA Administrative Simplification 45 C.F.R., Parts 160, 162 and 164 (2009). Retrieved from:  
<http://www.hhs.gov/ocr/privacy/hipaa/administrative/privacyrule>
- Southern Regional Education Board (2014). *The Americans with Disabilities Act: Implications for Nursing Education*. Retrieved from: <http://www.sreb.org/publication/americans-disabilities-act>

Core Performance	Standard	Examples of Necessary Activity (not all-inclusive)
General Abilities	The student must be able to observe a client accurately at a distance and at close range. In addition, a student must be able to respond promptly to urgent situations that may occur during clinical practice activities	<ul style="list-style-type: none"> <li>• Possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement.</li> <li>• Possess functional use (with or without use of adaptive device) of the senses of vision, touch, hearing, taste and smell so that data received by the senses can be integrated, analyzed, and synthesized in a consistent and accurate manner.</li> </ul>
Motor Abilities	The student must be able to demonstrate manual dexterity, gross, and fine motor abilities sufficient to provide safe and effective nursing care in the clinical setting.	<ul style="list-style-type: none"> <li>• Execute movements (pushing, pulling, extending, rotating, bending, etc.) to provide general and emergency care (for example but not limited to, the ability to perform CPR) in a timely manner, including the ability to maneuver small spaces and from room to room.</li> <li>• Physically endure assigned periods of clinical practice</li> <li>• Able to calibrate, operate, and maintain equipment.</li> <li>• Able to use sterile techniques, universal precautions, and personal protective equipment.</li> <li>• Possess the tactile ability sufficient to perceive changes and differentiate between structures, textures, and temperatures.</li> </ul>
Sensory Abilities	Observation necessitates the functional use of all the senses. The student is expected to demonstrate sufficient abilities to allow the student to gather data from: the client, written reference materials, oral presentations, demonstrations, and observations of a client in the healthcare setting.	<ul style="list-style-type: none"> <li>• Demonstrate sufficient capacity to perform health assessment and interventions; obtain diagnostic specimens and information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition.</li> <li>• Be able to assess and intervene safely on the client's behalf.</li> </ul>

<p>Communication</p>	<p>The student must be able to effectively communicate and receive communication, both verbally and non-verbally and to respond. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language.</p>	<ul style="list-style-type: none"> <li>• Elicit information, describe changes in condition, including mood, activity, and posture, and perceive nonverbal communications and communicate effectively and sensitively with patients.</li> <li>• Communication includes written and oral communication to clients, families, and members of the health care team.</li> </ul>
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Cognitive	The student must be able to learn, critically think, analyze, and solve problems sufficient for safe clinical judgment and a trusting relationship in the classroom and clinical setting.	<ul style="list-style-type: none"> <li>• Gather complete data, develop a plan of action, establish priorities, monitor treatment plan, and identify safe alternatives in complex situations.</li> <li>• Make decisions under varying degrees of stress.</li> <li>• Ability to read, comprehend, and communicate detailed information in the English language.</li> </ul>
Professional Conduct/Behavior	The student must demonstrate professional behavior and refrain from actions that violate university, program, and agency policies. Additionally, students must conduct themselves consistent with the state board of nursing, the ANA Nurse Practice Act, and the ANA Code of Ethics for Nurses.	<ul style="list-style-type: none"> <li>• Practice in a safe and competent manner.</li> <li>• Respect the dignity, culture, ethnicity, values, and beliefs of people receiving care and treatment, and of their colleagues.</li> <li>• Treat personal information obtained in a professional capacity as private and confidential in accordance with HIPAA and Elon/DON policies.</li> <li>• Provide impartial, honest, and accurate information in relation to nursing care and health care products.</li> <li>• Support the health, well-being, and informed decision-making of people requiring or receiving care.</li> <li>• Promote and preserve the trust and privilege inherent in the relationship between nurses and people receiving care.</li> <li>• Maintain and build on the community's trust and confidence in the nursing profession.</li> <li>• Practice nursing reflectively and ethically.</li> <li>• Relate to clients, colleagues, faculty, and other health care professionals with integrity, honesty and without discrimination, prejudice, or intolerance.</li> <li>• Maintain sensitive, harmonious, and effective relationships with patients, faculty, colleagues, and other health care providers.</li> </ul>

### Pre-licensure Course Grades and Grading Scale

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Official course grades are available to students via the OnTrack portal at the end of each term. Course grades and any portion of the grade (i.e., exam grades) will not be communicated by telephone or email.

#### Procedure:

All courses in the BSN program use the following system of grades:

Grade	Equivalency
A	93-100 %
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
F	62% and below

**\*\*Rounding: Course grades are not rounded until the final course grade is calculated.** Final course grades of 0.50 or greater will be rounded up to the next whole numeric value. Students must earn 80.0% or higher to progress in their nursing prefixed courses. Students earning less than 80.0% will not successfully complete the course.

*Therefore, a 79.50 is the minimum grade needed to pass this course, as this is rounded to an 80.0.* Exam and quiz scores **will not be rounded** and will be entered in the grade book to the nearest hundredth of a percent.

### Grading Courses with a Clinical Component

**Date Effective:** 8/22

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

Elon Department of Nursing uses a competency-based model of clinical evaluation. DON adopts Benner's Novice to Expert student performance in NRS courses that are leveled to represent the appropriate competency level for each course. Therefore, in foundational and specialty clinical courses requiring 50 clinical hours or less, a midterm clinical competency evaluation is not reasonable, and only a final clinical competency evaluation will be completed. Students will receive frequent verbal feedback from clinical faculty and clinical faculty will provide written feedback via student incident reporting for any performance that falls outside of the expected clinical, professional, and critical safety behaviors outlined in the clinical and course objectives.

As students progress through the course and gain experience, expectations for student performance increase in rigor. For clinical courses requiring 80 hours or more of clinical, students will receive a midterm and final clinical competency evaluation.



### Progression in the Major

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Standards for academic progression through the nursing major are consistent with but may be higher than the Elon University academic regulations (see Academic Catalog).

Students enrolled in prerequisite courses must successfully complete the course with a C or higher in class and lab. All prerequisite courses must be successfully passed with a grade of C or higher before any NRS course with a clinical component can be taken. All courses required in the nursing curriculum (NRS Prefix) must be successfully completed with a B- or higher. Students who earn a grade of less than B- may repeat one course only. Students who do not successfully pass a NRS course must retake the course and successfully pass it **BEFORE** they are permitted to progress in the nursing program. Students who earn a grade less than a B- in two or more nursing courses are not able to progress in the program.

Course prerequisites/co-requisites must be met as outlined in the university catalog. Deviations from the identified sequence for any reason must be approved by the Chair/Program Director.

To successfully graduate from the nursing program, students must maintain a B- average or better. Students that have a semester GPA under 3.0 will be placed on academic probation. If after being placed on academic probation, a student continues to maintain a GPA less than 3.0 may be dismissed from the program.

#### Procedure:

BSN students who are dismissed from the major and the DON may remain a student in the university.

**Students repeating an NRS course must successfully complete it on the second attempt. Only after the successful completion of the course (earned final grade of B- or higher) may the student progress in the major.** The student is responsible for all tuition, fees, and financial aid ramifications for repeating the course.

Failure to Progress in the Major Flowchart.

**The student receives official notification of their academic status.** The student will receive a notification letter via email indicating their academic status in the nursing program. If appropriate, a Letter of Intent will be included.

**Student’s Academic Status**

C or below in <b>ONE NRS</b> course attempt	C or below in <b>TWO</b> or more NRS course attempts
<p>The student can repeat the course. The student must sign and return the <b>Letter of Intent</b> by the designated deadline.</p> <p>If the student does not submit a signed copy of the <b>Letter of Intent</b> by the designated deadline, they forfeit the option to repeat a course and are dismissed from the nursing program.</p> <p>Students that choose to repeat a course may check with their advisor to determine if other non-nursing graduation requirements can be completed.</p> <p>If the student submits a signed <b>Letter of Intent</b> by the deadline, students will register into the appropriate nursing course section that they are repeating.</p>	<p>The student is dismissed from the nursing program and counseled about other majors at Elon.</p> <p>The following majors are often of interest to these students due to the similarities to the nursing curriculum.</p> <ul style="list-style-type: none"> <li>• Human Services Studies</li> <li>• Psychology</li> <li>• Biology</li> <li>• Health Communications</li> </ul> <p>It is the student’s responsibility to register for courses in their new major process. A <b>Change of Major</b> form must be filed by the student with the Registrar’s Office. For advising assistance related to a change of major please visit <a href="https://elonuniversity.sharepoint.com/sites/administrative/academicaffairs/advising/SitePages/majorDeclaration.aspx?IsDlg=1">https://elonuniversity.sharepoint.com/sites/administrative/academicaffairs/advising/SitePages/majorDeclaration.aspx?IsDlg=1</a></p> <p>The student will be administratively removed from all nursing courses.</p>

## Progression in the Nursing Program

### Progression in the Major - Letter of Intent Form

By signing below, I understand I have not met the requirements to progress in the nursing program. I also understand my options as a student and acknowledge assistance has been offered to help me with the following decision.

I have selected the following option (check one box below):

- Continue in the nursing program and repeat the nursing course for which I earned a grade of C or below.
- Remain a student at Elon University and change to a different major. Please complete a Change of Major form and turn it in to the Registrar's Office
- Leave Elon University. Please see the Registrar's Office.

If you select to continue in the nursing program, please initial here, indicating the following:

1. I have read DON Student Handbook policy "Progression in the Major/Failure to Progress."
2. I acknowledge that I have been advised to speak with my counselor in Student Financial Services.
3. I acknowledge that earning another grade of C or below will result in my dismissal from the nursing program.

Student's Name: \_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Student's Signature Date

### Dropping or Withdrawing from a Nursing Course

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Any student who drops or withdraws from any required course within the nursing curriculum will be out of sequence in the curriculum plan. Pre-licensure students who drop courses or withdraw during the first semester must reapply to the program through competitive admission.

Students originally admitted as Direct Admit no longer have the Direct Admit status. Reenrollment is on a space available basis and is not guaranteed.

#### Procedure:

Students considering dropping or withdrawing from a course are encouraged to discuss the decision with their academic advisor.

Dropping or withdrawing from a course requires dropping or withdrawing from co-requisite courses.

Dropping or withdrawing from a course results in the student being out of sequence with the curriculum course plan, will delay progression and exit/graduation from the program.

Prior to dropping or withdrawing from a course, students should consult the DON policy “Program Reenrollment.”

Because dropping or withdrawing from a course may result in accounting or financial aid adjustments, students should consult their Student Financial Services Counselor.

### Transfer into Nursing Program

**Date Effective: 8/23**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Students wishing to transfer into the nursing program from within or outside of the university may be permitted to do so in accordance with the procedures set forth in this policy.

#### Procedure:

1. Student must notify the DON office of admissions of the intent to transfer.
2. Student must discuss transfer with **advisor** and nursing department chair.
3. Student must meet all the following criteria:
  - a. SAT minimum score of 1100 **OR** ACT minimum score of 22 **OR**
  - b. TEAS score of 65
  - c. Cumulative GPA of 3.0
  - d. Grade of C or higher in all prerequisite courses
4. Student must meet all clinical requirements as outlined in Policy Number 4.
5. Application Deadlines
  - a. Fall semester start – application due by 6/1
  - b. Spring semester start – application due by 11/1

### Program Reenrollment after a Leave of Absence

**Date Effective:** 8/21

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

Students who have taken a leave of absence, dropped a course, or withdrawn from a course are categorized as “out of sequence” with their admission course plan.

Undergraduate students who become out of sequence must reenroll within one semester. Students who are not reenrolled within the designated deadline will be administratively dismissed from the program.

To assist students with reenrollment and success in the nursing program, DON reserves the right to review and place requirements on reenrollment into a nursing program. All requirements must be completed according to program deadlines. Reenrollment to the BSN program in the next semester is on a space available basis and is not guaranteed.

#### Procedure:

Students must complete requirements for reenrollment by the stated deadline. All clinical agency compliance requirements shall be up to date and compliant in CastleBranch according to program deadlines.

If the student is accepted for reenrollment, the student will be notified by the Program Director

If the student has not met the requirements of reenrollment according to program deadlines, the student will be administratively dismissed from the program.

### Readmission to the Program

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

A former Elon BSN student may request readmission to the BSN program after a separation for reasons that include, but are not limited to the following situations:

- Previous failure to progress
- Failure to return from a leave of absence within specified time frame
- Withdrawal from the university

#### Procedure:

A former Elon BSN student applies for readmission to the BSN program via the established process and review.

If the student is offered readmission, the nursing courses completed at Elon will be evaluated.

- Students must have an earned grade of B- or higher.
- If it has been less than 2 years since program separation, course credit may be offered for prior successful nursing courses. The Program Director will review on a case-by-case basis. Students may need to demonstrate proficiency in prior course material.

### Dismissal from the Program – Academic Reasons

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Students who earn a grade of B – (<80%) or below in two or more nursing course attempts at any time during their enrollment in upper division coursework are dismissed from the program. Dismissal will occur regardless of if the grades are earned in the same or different semesters. Refer to **Progression in the Major policy** for more information.

#### Procedure:

Students are notified of their official grades via OnTrack. Students will be administratively removed from nursing courses. Students have the right to appeal. Refer to policies in the Appeals and Formal Complaints section.



### Clinical Requirements and Deadlines

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Students are responsible for maintaining continuous compliance, including requirements that need updates or renewal. Students must follow all requirements to participate in clinical experiences. Clinical experiences include Nursing Simulation Center clinical days and off-campus clinical agency experiences.

Students who are not in compliance with any element, including renewal or updates of previously submitted items (tuberculosis screening, CPR, immunizations, fit testing, etc.) policy documents, or required hospital orientation and training, may not participate in clinical experiences and will receive a grade of unsatisfactory for each missed experience. Missed clinical days due to non-compliance are designated as unsatisfactory performance and could impact a student's ability to pass the clinical component of the course.

The deadlines apply to the following items, including but not limited to:

- Student Medical Forms
- Immunizations/vaccines and boosters
  - Tuberculosis Test (2 step skin test or blood test)
    - After initial test, an annual attestation is required
  - Annual Flu vaccine
  - Covid-19 Vaccination (2 doses)
  - MMR series (2 doses)
  - Varicella (2 doses)
  - Hepatitis B series (3 doses)
  - Tdap (must be less than 10 years old with at least one dose given after age 14)
- Drug Screen
- CPR certification – initial and renewal
  - Must be American Heart Association for Healthcare Providers
- Agency orientation and safety training
- **Additional items designated by the DON or clinical agencies\*\***

Deadlines may be revised, and additional items may be required by the DON or clinical agencies at any time. Students will be notified of revisions and additional requirements via their university email account.

Students must submit all required items in sufficient time to receive approval by CastleBranch and the agency specific portal. Please note that the approval process may take several weeks, so items must be submitted well before the following deadlines.

\*\*The clinical agency reviews compliance material and makes the final decision to allow a student's participation in clinical experiences at that agency. If a clinical agency denies permission to participate in clinical experiences, the program is under no obligation to provide alternate experiences and the student may be dismissed from the program.

Students retain access to their CastleBranch account during and following enrollment in the DON program.

**Procedure:**

Students must submit all required items in sufficient time to receive approval by CastleBranch. Please note that the approval process may take several weeks; therefore, items must be submitted well in advance of the following deadlines. If the deadline falls on a weekend or holiday, the deadline will be extended to the next University business day.

Undergraduate students beginning clinical coursework and returning out-of- sequence students follow the deadlines below:

Semester enrolled in coursework	Compliance material approved by:
Fall semester	July 15 for BSN, ABSN
Spring semester	December 1 for BSN, ABSN
Summer semester	April 15 for ABSN

If required materials are not approved by CastleBranch by the stated deadline students may have their offer of admission/reenrollment withdrawn or registration administratively withdrawn.

**\*\*Notice regarding medical and/or religious exemptions:** Although the Department of Nursing at Elon is a direct entry program, students should knowingly enter the program with the understanding that they must adhere to the clinical requirements set forth by each of our clinical partners **EACH** semester. Exemption status granted by the University does not mean our clinical partners will accept the exemption status. If a student does not meet the clinical requirements as set forth by the clinical partners, the student will be required to withdraw from the program if they refuse to meet the vaccine requirements.

### CastleBranch

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Students enrolled in the DON are required to use CastleBranch to submit all their compliance requirements.

#### Procedure:

Immediately upon admission into any DON program, students shall create their account through CastleBranch.

Students will submit all their compliance documents to their CastleBranch account for review, by the stated deadlines.

Students who fail to create their CastleBranch account and submit their compliance documents by the stated deadlines may not participate in their clinical experiences which could impact course grades and progression in the program.

Students understand that clinical agencies may require submission of information to their portals and the Castle Branch portal.

### CPR Certification

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

While enrolled in the Elon Department of Nursing, all students are required to maintain continuous CPR/basic life support certification for healthcare providers. Students will not be able to attend clinical if CPR is expired. The DON only accepts American Heart Association HeartCode<sup>®</sup> BLS for Healthcare Providers.

#### Procedure:

Students shall submit the required material as specified.

Refer to the **Clinical Requirements and Deadline policy** for further instruction.

### Criminal Background Check

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Accreditation agencies require hospitals, childcare facilities, and other agencies/organizations to perform criminal background checks on all persons involved in direct patient care, which can include employees, volunteers, and students. Students are required to complete a criminal background check at their expense. Refusal to complete the self-disclosure or sign consent to conduct a background check will prevent the student from participating in the DON program. Criminal background results will be reviewed by the clinical agencies with whom we have agreements for clinical placement. Students may be asked to provide additional documentation regarding a positive background check as requested by the clinical agency. In many instances a prior criminal history will be revealed on a background check, even if it was expunged.

If students are charged with any crime during their enrollment in the program, they must notify the Program Director within 48 hours, who will notify the clinical agencies. The agency will re-evaluate eligibility to participate in clinical experiences. Students who do not report being charged with a crime may be dismissed from the program.

#### Procedure:

Results of all Criminal Background Checks will be reported to clinical agencies. Clinical agencies make the final determination of student eligibility to participate in clinical experiences at that site. Students shall submit the required material as specified. Refer to the **Clinical Requirements and Deadline policy**. Clinical agencies may have additional requirements that will be addressed case-by-case and met for students to participate in clinical at the site.

### Drug Screen

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### **Policy:**

Consistent with healthcare practice regarding a drug-free environment, all clinical students in participating educational programs must provide documentation of a negative (urine) drug screen based on current requirements of clinical agencies by the designated deadline. The urine must be collected and processed using a NIDA (National Institute on Drug Abuse) approved laboratory. Testing must be done through CastleBranch, using one of their approved labs. Chain of custody in handling of the specimen must be maintained.

Students readmitted to the DON after a leave of absence or withdrawal must repeat the drug screen before reenrollment.

A positive drug screen may show:

- **Legal drugs:** Valid prescription must be provided for any positive report. Medical Review Officer (MRO) review may be required at the facility level.
- **Illegal drugs:** Clinical access denied by specific facility protocol.
- **Negative-Dilute or Out of Range Results** (temperature, specific gravity and/or creatinine): Retest required.

Results will be reported to clinical agencies, per the Affiliation agreement. Clinical agencies make the final determination of student eligibility to participate in clinical experiences at that site.

Students are subject to random or for cause screening at any time during a clinical experience in compliance with the agency policy. Random testing may be at student's expense and performed at labs designated by the clinical facility.

If students are charged with any crime related to substance use or abuse during their enrollment in the program, they must notify the Program Director within 48 hours, who will notify the clinical agencies. The agency will re-evaluate eligibility to participate in clinical experiences. Students who do not report being charged with a crime related to substance use or abuse may be dismissed from the program.

#### **Procedure:**

Students shall submit the required material as specified.

Refer to the **Clinical Requirements and Deadline policy** for further instruction.

### Latex Sensitivities

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

When working in the Simulation Center, lab, or healthcare environment, the potential exists for exposure to latex and other allergens. Students and faculty members with a known sensitivity or allergy to latex are responsible for assessing their personal level of risk.

#### Procedure:

Students or faculty members with a known sensitivity or allergy to latex are responsible for:

- Consulting with their healthcare provider about the level of sensitivity, risks, and treatment.
- Requesting latex-free equipment when available.
- Informing the faculty member (or co-worker in the case of faculty sensitivity/allergy) of the plan to manage a reaction, including the location of your prescribed Epi-Pen.

Hypoallergenic gloves, glove liners, or powder-free gloves are not to be assumed to be non-latex or latex free.

Education will be provided in NRS 2100 Foundations regarding the types of reactions, levels and routes of exposures and common products containing latex.

Students and faculty in the Nursing Simulation Center or clinical setting shall report any signs and symptoms that might be indicative of latex allergy.

If a student or faculty member experiences any signs/symptoms of a reaction, emergency medical services (911) shall be contacted immediately. Students are responsible for the cost of transport and treatment.

In the event of an initial confirmed latex reaction, clearance must be obtained from a health care provider prior to re-entering the Nursing Simulation Center or clinical setting. Documentation of clearance from a healthcare provider on letterhead must be submitted to the Program Director.

Depending on the severity of a latex allergy, students may be eligible to seek accommodations through the Office of Disabilities Resources.

### Substance Abuse

**Date Effective:** 8/21

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

The illegal use, and/or sale, or possession of narcotics, drugs, or controlled substances by a student at any time is grounds for dismissal from the nursing program.

The consumption of alcoholic beverages is not permitted while students are on Program assignments.

Students perceived as impaired and a potential danger to themselves, other students, employees, or patients will be removed from the site and disciplined according to established University policy.

The DON or clinical agency may require that the student submit to a random or for cause drug screen. Refusal to be tested is considered equivalent to a positive test. Students who refuse testing are prohibited from participating in clinical experiences. Each missed experience for this reason is considered unsatisfactory performance for that activity.

#### Procedure:

Any student violating the Substance Abuse Policy will be subject to disciplinary action ranging from temporary removal from clinical to dismissal from the nursing program and University sanctions.

Facilities requiring random or for cause drug screens may require students complete drug screens at their facility.



### Tuberculosis Screening

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

**Policy:**

While enrolled in the Elon Department of Nursing, all students are required to maintain annual tuberculosis compliance. Students who fail to submit the required documentation shall not attend clinical. Missed clinical days due to non-compliance are designated as unsatisfactory performance and could impact a student’s ability to pass the clinical component of the course. All results are reported to clinical agencies, per the affiliation agreement or by request of the clinical agency. The requirements are based on [CDC requirements for healthcare workers](#).

**Procedure:**

One of the following is required at the start of the clinical portion of the program:

- Step TB skin test **OR** 2
- B blood test T
- If positive results, **ALL** the following are required:
- Documentation of a chest x-ray for the positive test **AND** D
- Baseline Individual TB Risk Assessment and TB symptom evaluation B

The renewal date will be set for 1 year. Upon renewal, the following is required:

- TB Risk Assessment and Attestation form **OR** A
- If **PREVIOUS** positive results, **ALL** the following are required I
  - Documentation of a chest x-ray for the positive test **AND**
  - Baseline Individual TB Risk Assessment and TB symptom evaluation

Clinical sites may have additional requirements. Students must meet the requirements of the site where they complete clinical.

Refer to the **Clinical Requirements and Deadline policy** for further instruction.

### Dress Code for Experiential Learning – Clinical, Lab, Simulation

**Date Effective: 8/22**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

When in uniform, in clinical, lab, or the IPE Simulation Center, the dress code must be followed.

The Elon University Department of Nursing uniform consists of the following and must be purchased from the Elon Bookstore. Substitutions are not permitted:

- Uniform tops and bottoms for simulation and laboratory learning must be gray.
- The uniform for the inpatient setting is grey top and bottoms. faculty will let students know in advance of appropriate attire for the clinical experience. Clinical attire for community experiences/rotations may vary from that required for inpatient settings. In this case, students will be notified of the appropriate attire required.
- Religious head coverings are permitted.
- Women in either program choosing to wear a skirt may do so in the pants color selection for the program in a basic uniform style. The skirt must be below the knee in length.
- Plain solid white, black, or gray T-shirt or turtleneck shirt may be worn under scrub tops if it meets clinical agency policy.
- Shoes in the clinical setting shall be flat, clean, with no open cloth or canvas material shoes, and no open- back clogs. Leather sneakers are permissible. No Crocs or shoes with holes are permitted in the clinical area. Shoes must be solid black, white, gray, or burgundy only.
- Plain white/flesh-colored pantyhose may be worn with skirts.
- Uniforms **MUST** be clean, unwrinkled, and worn as designed.
- A valid Student identification badge with student picture **MUST** be worn whenever in uniform and at designated community events.
- Undergarments (panties, bras) should not be able to be seen through uniforms.
- Other items considered required parts of the student uniform are:
  - wristwatch (cellphones are not an acceptable substitute)
  - stethoscope
  - bandage scissors
  - penlight
- Hair must be dry, neat, clean, and styled so that it does not interfere with patient care. Hair on or below the shoulder must be pulled back. Hair may be secured with a plain head band of a neutral solid color (black, blue, white, brown) or other method (clip, pins, etc.) that is unobtrusive and in compliance with facility policies.
- Beards and mustaches must be kept clean and neatly trimmed.

- Nails must be clean, short, and well-manicured. Only colorless nail polish is permitted. Artificial nails, shellac and gel polishes are not permitted.
- Jewelry is limited to:
  - Wristwatch with a second hand (preferably analog);
  - maximum of 2 rings (rings with prongs are not acceptable);
  - Earrings must not dangle, studs only.
  - No visible body ornaments, except as identified above.
- Tattoos, branding, and other forms of body art must comply with clinical agency policies.
- The face may not be covered while in the clinical setting except for personal protective equipment.
- Make-up, cologne, or perfume must comply with clinical agency policies.

Modifications to the dress code will be considered individually by the Program Director. Clinical instructors will inform students of agency dress code requirements to which students must adhere while in that agency. Students are required to follow the more restrictive policy.

Students are not permitted to wear Elon University Department of Nursing nametag or uniform when not in the nursing student role.

Per Cone requirements, cell phones are not allowed in clinical settings.

Failure to comply with the dress code may result in removal from clinical for an assigned experience with an unsatisfactory clinical evaluation for the day.

Unsatisfactory performance can impact a student's ability to pass the course.

**Procedure:**

The faculty will identify students not in compliance with the dress code and permit them to comply within one hour. Students unable to comply within the one-hour period will be removed from clinical.

Refer to the **Temporary Removal from Class or Clinical policy**.

### Transportation to and from Clinical Sites

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 8/22**

#### Policy:

Students are responsible for reliable transportation to and from their assigned clinical site. Requests for specific sites based on transportation needs of the student will not be honored.

#### Procedure:

Students who are late or absent due to transportation reasons will follow the program's policy for tardiness or absence.

### Retention of Compliance Files

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Compliance documents for students enrolled in the DON are retained by CastleBranch and by the agency required platform.

#### Procedure:

Students may access their compliance documents during and following enrollment in a DON program through their CastleBranch account.

Students enrolled in a DON program are responsible for all expenses to establish and maintain the CastleBranch account.

### Agency Orientation, Agency Policy, and Procedure Documents

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

**Policy:**

Clinical agencies have agency specific orientation requirements, included but not limited to orientation and computer training. The Program Director or designee will instruct students to complete the appropriate agency orientation material for their clinical experience and will communicate the deadline for completion. Documentation as designated by each agency will be retained.

**Procedure:**

Students will upload all required material to their CastleBranch and agency specific portal account or submit it to the Program Director as directed.

### Infectious / Communicable Disease or Injury

**Date Effective:** 8/21

**Date Reviewed:** 5/24

**Date Revised:** 6/24

#### Policy:

Faculty, staff with faculty rank, and students performing learning and instructional activities may engage in activities where exposure to blood or other potentially infectious agents is anticipated. Faculty, staff, and students are therefore considered to have the potential for occupational exposure. This includes activities on campus and at clinical or research sites. Likewise, faculty, staff with faculty rank, and students may participate in activities with the risk of injury.

Students will be instructed in clinical agency infection control guidelines before beginning patient care experiences in any new facility. Clinical agencies may have additional criteria that must be met by students and approved by the agency to participate in patient care experiences. The DON recognizes and accepts the variation in criteria between clinical agencies, and will hold students, faculty, and staff accountable, accordingly.

Students, faculty, or staff who have infectious/communicable disease are relieved of classroom/lab attendance and patient contact until they have been determined to be free of infection and/or present no risk to the health of classmates, employees, or patients. Students, faculty, or staff with an injury must be cleared by the clinical agency to participate in clinical experiences.

Accidental potential bloodborne pathogen exposures in a clinical setting require prompt evaluation. It is the student's responsibility to report sharp injuries, needle sticks, or other potential exposure to bloodborne pathogens to the clinical instructor. Response and treatment will follow clinical agency policy.

Students are responsible for the cost of treatment for any infectious/communicable disease or injury incurred during enrollment in a DON program and the cost of return to program/clinical testing or medical examinations as required by clinical agencies. Faculty and staff will follow the policies of the Elon Human Resource department.

The DON reserves the right to suspend class, laboratory, and clinical experiences in the event of an infectious or communicable disease outbreak or threat that may pose a danger to the students, faculty, or staff. University decisions about student participation in courses and clinical experiences will supersede those of the DON.

#### Procedure:

Faculty members may preclude a student from clinical experience if in the faculty member's judgment, the student's illness poses a potential health hazard to patients.

Students, faculty, and/or staff who have had an infectious/communicable disease may be required to provide written and dated clearance from a healthcare provider on official letterhead to return to clinical. This documentation should be submitted to the Program Director. Copies of clearance to return

to clinical may be provided to clinical agencies per affiliation agreement requirements or by request of the clinical agency.

Students, faculty, and/or staff who have recently traveled to areas with outbreaks of infectious/communicable disease, regardless of if they are showing symptoms, may be required to participate in a quarantine period until they are determined to be free of infection and/or no longer pose harm to others. Additional documentation from a healthcare provider indicating the student's ability to return to the public may be requested.

Faculty, staff, and students may be screened for signs and symptoms of infectious/communicable diseases prior to entering class, laboratory, or clinical experiences to ensure that they do not pose a risk to others. Refusal to participate in screening will prohibit participation in the class, laboratory, or clinical experience.

Faculty, staff, and/or students may be required to adhere to additional requirements during a class, laboratory, or clinical experience to maintain a safe working/learning environment that mitigates the risk of illness or injury. Failure to adhere to these requirements will prohibit participation in the class, laboratory, or clinical experiences and could be reported to the university as an Honor Code violation.

Any student who presents to a DON-sponsored event, gathering, or class that is experiencing symptoms of illness, will be directed by faculty or staff to self-isolate and/or seek medical attention until authorization to return is verified.

Students unable to attend class, laboratory, and clinical experiences due to exposure to infectious/communicable disease or injury should notify their faculty, and if indicated, Student Accessibility Services, as soon as possible after the diagnosis. Students shall work with their faculty to obtain coursework and make-up assignments. Students are responsible for initiating this conversation with faculty and maintaining the open flow of communication. Options for remote attendance to classes may be provided by the faculty within the constraints of the NC Board of Nursing and CNEA.



### Student Practice Event Policy

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

The faculty of the DON strives to promote a learning environment in which students practice and provide care based on evidence, standards of practice, and professional values. When an event occurs in which a student fails to perform at the expected level of practice based upon their level in the program or the student compromises the values of DON or the nursing profession, the event will be assessed under the **North Carolina Board of Nursing Just Culture philosophy**.

Events related to academic cheating, confidentiality, inappropriate use of social media, fraud, theft, drug abuse, diversion, boundary issues, sexual misconduct, and mental or physical impairment are not subject to the Just Culture philosophy. These events will be addressed with the appropriate policies and procedures of DON or Elon University.

#### Procedure:

A Student Practice Event Report (located in the Forms section of the handbook) may be initiated by any faculty member when a student fails to meet the expectations of performance or behavior for a student at that level of any nursing program. Examples of events that may initiate a report are (but not limited to):

- Any event that triggers the equivalent of an agency incident report.
- Students are unable to recall content knowledge or skills from previous semesters.
- Students are unable to recognize or accept responsibility for errors in practice or judgment.
- Negligence or failure to act according to policy or standards of practice.
- Near misses.
- Concealing or hiding errors.

Please refer to the following link for reference: [NCBON Just Culture in Nursing Regulation](#)

The faculty member observing the event will complete the Student Event Form and SPEET (Student Practice Event Evaluation Tool) according to their observation.

Clinical faculty members may use their professional judgment about removing the student from the clinical setting at the time of an event or permitting them to finish the clinical day.

The faculty member observing the event will discuss the event with the student and request the student to submit a SPEET: <https://www.ncbon.com/just-culture-speet>

**Notification:**

Clinical faculty will notify and consult with the course lead faculty member about the event and review the outcome of the SPEET with the lead faculty member and Program Chair.

The Program Chair will coordinate remediation that may continue into the subsequent semester.

Any faculty member may consult an Educational Consultant at the NC Board of Nursing about the event. All consultations must be documented on the SPEET form, including outcomes of the consultation.

**Response to SPEET:**

- Events deemed to be Human Error:
  - Console the student
  - When indicated, develop a remediation plan for student improvement. The faculty member initiating the report is responsible for evaluating the result of remediation.
  
- Events deemed to be At-Risk Behavior:
  - Develop a remediation plan for student improvement. The faculty member initiating the report is responsible for evaluating the result of remediation.
  - Faculty members initiating the report will monitor and coach the student until the end of the timeframe designated on the remediation plan. Normally, the minimum amount of coaching is to the end of the semester. If less than three weeks remain in the semester, monitoring and coaching will continue through the end of the subsequent semester.
  
- Events deemed Reckless Behavior:
  - Students are subject to disciplinary action according to the policies of DON or Elon University.
  - Students who remain enrolled are required to complete a remediation and coaching plan. The faculty member who initiated the report will monitor and coach the student until the end of the timeframe designated on the remediation plan. Normally, the minimum amount of coaching is to the end of the semester. If less than three weeks remain in the semester, monitoring and coaching will continue through the end of the subsequent semester.

All documentation of the event, including the Student Event form, SPEET completed by faculty member and student, remediation, coaching, and follow-up will be filed in the Student Clinical File.

# Exposure, Injury and Event Reporting

## Student Practice Event Form

Student: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Program: \_\_\_\_\_ Course: \_\_\_\_\_

Type of Event:  Clinical  Other

Name of Faculty Member Initiating Report Process: \_\_\_\_\_

Describe Event (Include witnesses, context. Do not include patient names):

### Student Practice Event Evaluation Tool (SPEET) Scores

**SPEET Score (Faculty):**  **SPEET Score (Student):**

- |  |  |
|--|--|
| <input type="checkbox"/> Human Error       | <input type="checkbox"/> Human Error       |
| <input type="checkbox"/> At-Risk Behavior  | <input type="checkbox"/> At-Risk Behavior  |
| <input type="checkbox"/> Reckless Behavior | <input type="checkbox"/> Reckless Behavior |

### Student Comments:

**O  
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e:**

- Console Student
- Coaching by \_\_\_\_\_ until \_\_\_\_\_
- Remediation plan to be monitored by faculty member completing report:
  1. Goals of remediation (list course objectives, professional behaviors, etc.)
  
  2. Method to achieve goals:

3. Timeframe to achieve goals: (may include step-by-step description)

4. Evaluation of Goals:

Disciplinary Action (to be completed and documented per policy)

Resolution of Event: To be signed when all elements of Outcome are complete.

**Signatures:**

Student:

Date:

Faculty:  Date:

**\*\*Form will be filed in Student Clinical File\*\*** Click here for additional information:

<https://www.ncbon.com/education-resources-for-program-directors-just-culture-information>

### Unsafe Practice

**Date Effective: 8/21**

**Date Reviewed: 7/23**

**Date Revised: 8/22**

#### Policy:

The nursing faculty of the Department of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the program for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

#### **Student Awareness**

All students are expected to adhere to the principles of safe practice and are expected to perform in accordance with these requirements. Within courses, counseling and advising processes, and other instructional forums, students will be provided with the opportunity to discuss the policy and its implications.

#### **Definition**

An unsafe practice is defined as:

1. An act or behavior of the type which violates the North Carolina Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS §90-171.37; §90- 171.44)
2. An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses' Association.
3. An act or behavior which threatens or can threaten the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other health care provider. For prelicensure undergraduate students this is defined as any Reckless Behavior or repeated At Risk Behavior as identified on the NC BON Just Culture Nursing Student Practice Event Evaluation Tool (SPEET) (Refer to <https://www.ncbon.com/vdownloads/just-culture/just-culture-speet.pdf>).
4. An act of behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.
5. An act of behavior which violates a DON or EU Honor Code policy.

"...characteristics of an unsafe student in clinical practice include any action, attitude or behavior related to ineffective interpersonal interactions; [or] knowledge and skill incompetence..." (Killam, Luhanga, & Bakker. (2011, p. 445).

### Procedure:

#### Investigation and Evaluation of an Unsafe Practice

When an incident occurs that a faculty member determines as unsafe practice, they shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will notify the course faculty and the Program Director.

**The involved faculty member, in consultation with the course faculty and academic advisor,** will review the student's clinical performance evaluations, academic record, and potential for successful completion of the major in nursing will investigate the incident within five (5) working days to determine whether there are grounds that an unsafe practice has occurred.

Based upon this careful and deliberate review, **a recommendation will be made to the Program Director** regarding the consequences of the unsafe practice. Consequences of unsafe practice can include at minimum a written reprimand to be placed in the student's permanent file up to dismissal from the program.

Students will receive an official email from the Program Director outlining the decisions made regarding unsafe behavior.

Students who wish to appeal the decision will notify the Program Director. The Program Director will convene the DON Academic and Professional Progress Committee (APPC) to review the appeal. This committee will determine if an appeal is warranted. The APPC will consist of the involved instructor, the student's academic advisor, and a DON faculty member chosen on a rotating basis, by the Program Director.

#### Hearing Process

If there are grounds for an appeal, the APPC will notify the student as to the time and place for a hearing.

The APPC will hold a closed hearing within ten (10) working days of receipt of the appeal request. The involved faculty member may be present and provide documentation and other oral or written evidence regarding the incident at this meeting. The student may be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the incident. The student will be allowed an advocate/support person at the hearing; however, the support person cannot be an attorney, and will not be permitted to speak.

Following the factual presentation, the APPC will convene in executive session to review the actions taken against the student for unsafe practice and **to make a recommendation** regarding the resolution of the incident. The APPC will base its recommendation on the evidence presented at the hearing. The APPC shall make its recommendation in writing to the Program Director and forward any pertinent documentation.

The APPC **may recommend** the following remedies: support for the action taken, remedial work or instruction, a reprimand, withdrawal from the course, or dismissal from the program.

The Program Director will make a final decision and will communicate this decision in writing the student and members of the APPC. The student has the right to appeal to the decision to the Deans of the School of Health Sciences.

### Temporary Removal from Class, Lab, Simulation or Clinical

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### **Policy:**

A faculty member may remove a student from participating in any clinical experience for any reasons such as, but not limited to:

- Failure to meet technical standards.
- Suspected violation of substance abuse policy.
- Presenting physical or emotional problems which conflict with the safety essential to nursing practice (21 NCAC 36.0320 (d) (1).
- Demonstration of behavior which conflicts with the safety essential to nursing practice (21 NCAC 36.0320 (d) (2).
- Failure to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media (21 NCAC 36.0320 (d) (3).

#### **Procedure:**

If a student demonstrates behaviors unfit for the clinical experience, the faculty will remove them from the area immediately.

### Disciplinary Procedure for Violations of Program Standards

**Date Effective: 6/24**

**Date Reviewed: 6/24**

**Date Revised: 6/24**

#### **Policy:**

Students whose performance is unacceptable due to inability to meet the academic standards, professional conduct standards, Technical Standards, or non-adherence to any program policy (referred to hereafter, collectively, as Nursing Program Standards) may be subject to probation, suspension, or dismissal. Such matters will be considered by the DON APPC according to the procedure set forth below.

**Note:** Application of the policy and procedures set forth here are modified as follows:

**Grade appeals:** All grade appeals shall be submitted and resolved initially in accordance with the Grade Appeal Procedure set forth in the current Elon University Student Handbook. Outcomes from this process may lead to further disciplinary action based on Nursing Program Standards.

**Academic Integrity and Honor System:** Alleged violations of Elon University's Academic Integrity Policies and Honor System (Honor Code, Code of Conduct, and Social Policies) shall be submitted and resolved in accordance with the relevant policies and procedures set forth in the current Elon University Student Handbook. Additional disciplinary action based on Nursing Program Standards may be taken before, at the same time as, or after actions pursuant to the Elon University Student Handbook.

**Title IX and Sexual Misconduct:** The university's Title IX Coordinator oversees compliance with all aspects of the [Title IX and Sexual Misconduct Policy](#) (including harassment and/or discrimination on the basis of sex or gender) under the requirements of Title IX. Further information about the university's policy, reporting options, or the institution's response should be available from [Elon's Title IX Coordinator](#).

#### **Procedure for Alleged Violations of Nursing Program Standards:**

Alleged violations of Nursing Program Standards will be heard by the DON APPC. The APPC will consist of any involved instructor, the student's academic advisor, and a DON faculty member chosen on a rotating basis, by the Program Director.

1. The Committee receives and considers Nursing Program Standards concerns about students. Concerns may be forwarded by faculty members, outside clinicians, advisors, administrators, or other Elon employees.
2. A quorum of the APPC is required to act. A quorum shall be a majority of the members on the Committee. The Program Director shall not be counted for purposes of defining a quorum.



3. Upon receipt of a concern that the Program Director determines may violate Nursing Program Standards, the Program Director shall convene the APPC. If the concern is such that it might result in a student's dismissal from the program, the Program Director shall notify the Dean.
  - a. In the event the Program Director is unable to fulfill the responsibilities described for the APPC process, the Program Director shall designate another member to fulfill those functions. References in this process to the Program Director shall include any such designee.
  - b. The APPC will provide written notice to the student of the concerns. The notice will identify the Nursing Program Standards in question and briefly summarize the allegations. The written notice will also include the date, time, and location of the APPC meeting to consider the allegations. This written notice shall be provided at least five (5) working days in advance of the meeting.
  - c. The student is encouraged to attend the APPC meeting. The student shall have access to the student's education record to prepare for the meeting. The student will be provided an opportunity to speak and to present relevant information. The student may bring an advisor to this meeting. The advisor must be an individual from the Elon community (currently enrolled student, faculty, or staff member). The advisor may not speak, present information, or disrupt the meeting in any way. The unavailability of an advisor shall not be a basis for postponing the meeting. If a student decides not to participate in the Committee meeting, the Committee may meet and make its decision based on the information that is presented.
  - d. Members of the APPC, including the Program Director, may ask questions of the student; and the student may ask questions of the APPC members. The tone of the meeting should be respectful, and all information and discussion should be relevant to the Nursing Program Standards in question.
  - e. After the student has presented and any exchange of information with the Committee has concluded, the student will depart. The APPC members will meet in a private session to determine recommended actions.
  - f. If the APPC determines that the student is not in compliance with one or more Nursing Program Standards, the APPC will recommend appropriate outcomes. Outcomes could include one or more of the following:
    - i. If the student has less than a 3.00 grade point average (GPA), the student may return to the curriculum on academic probation and must improve the GPA to 3.00 or higher or be subject to dismissal from the program.
    - ii. Require or highly recommend counseling to improve academic performance and/or professional behavior (including ability to meet technical standards).
    - iii. Suspension from the Nursing Program.
    - iv. Dismissal from the Nursing Program.
4. The APPC will produce a written recommendation and transmit it to the Program Director. The recommendations will state the concerns raised (including relevant student history and timeline); identify the Nursing Program Standard(s) in question; report the decision on whether or not the student is in compliance with the Standards; and state key facts and reasoning to support the recommendations and outcomes.

5. The APPC will endeavor to issue its written recommendations within five (5) business days but may take additional time if necessary due to the complexity of the case or other unusual circumstances.
6. The Program Director will make a final decision and will communicate this in writing to the student and provide a copy to the Dean. The transmittal to the student will inform the student of their appeal rights, including permitted bases for appeal, timeline to appeal, and how to submit an appeal.

### Dismissal from the Program – Clinical or Professional Reasons

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

The faculty of the Elon Department of Nursing has academic, legal, and ethical responsibilities to protect the safety of the public. It is within this context that a student enrolled in the nursing program at Elon University Department of Nursing may be dismissed for either academic or professional (non-academic) reasons, congruent with NCBON 21 NCAC 36.0320.

Students who fail to meet essential requirements of the DON program, including but not limited to the following, are subject to dismissal from the program:

- Present physical or emotional problems which conflict with safety essential to nursing practice and do not respond to treatment or counseling within a timeframe that enables meeting program objectives.
- Demonstrate behavior which conflicts with safety essential to nursing practice.
- Fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study.

#### Procedure:

If a student's dismissal is due to failure to meet the requirements of the Progression Policy, that policy and procedure will be followed. For all other dismissals, the following procedure will guide the process:

1. When a faculty member determines a student's behavior may warrant dismissal, the faculty member shall notify the student verbally or in writing. If the student is participating in a clinical experience, they shall immediately cease attendance in that clinical experience. The faculty member will notify the Program Director.
2. The faculty member will provide a written description of the student's behavior to the Program Director. The student may provide a written statement to the Program Director.
3. If warranted, the Program Director will convene the APPC. A meeting will be convened by the APPC within 5 business days to discuss the event(s) that initiated the dismissal. The student will be notified of date and time of meeting. If a student fails to appear at the called meeting, the meeting will proceed. The APPC will make their recommendations to the Program Director in writing. The Program Director will communicate the final decision with all parties within 5 business days unless additional time is required to gather information.

## Disciplinary Policies

### DON Appeal of Dismissal

Name:

Student ID:

Current Mailing Address:

Program: (Check one)  BSN       ABSN Reason for Dismissal from the program:

Please review the dismissal and appeal policies in the DON Student Handbook and provide an explanation, based on those policies, about why you are appealing your dismissal:

My signature represents that I have responded truthfully in completing this appeal request in accordance with the Elon University Honor Code.

---

Student's Signature

Date

(Note: Typing your name on this line constitutes your electronic signature and is considered an official signature.)

**\*\*Late requests for an appeal will not be considered\*\***

## Appeals of Decisions Related to Nursing Program Standards

**Date Effective: 6/24**

**Date Reviewed: 6/24**

**Date Revised: 6/24**

### Policy:

A decision of the DON that result in a sanction of probation, suspension, or dismissal from the program may appeal such decision in accordance with the procedure set forth below. Warnings are not subject to any appeal.

### Procedure:

1. When a student files an appeal from a decision of the APPC that meets the criteria for appeal set forth in this process, the Dean of the School of Health Sciences shall constitute an Appeal Committee. Membership of the Appeal Committee shall consist of one faculty member each from each of the programs within the School of Health Sciences (currently, the Physical Therapy, Physician Assistant, and Nursing programs). No faculty member who participated in the Program Committee decision may sit on the Appeal Committee.
2. The student's status as determined by the Committee will remain in effect until the appeals process is finalized. Exceptions to this provision may be made by the Dean or the Dean's designee in their sole discretion.
3. Any appeal must be made in writing by the student within five (5) working days after the Program Director's written notification to the student of the Committee's decision. The student shall submit the appeal to the Program Director.
4. An appeal must be based on one or more of the following grounds:
  - a. **New Facts.** An appeal on this basis requires discovery of substantial new facts that were not reasonably available at the time of the Committee meeting and are material to the original finding. Withholding information or declining to participate in the original meeting is not grounds for an appeal based on the discovery of new facts. If the appeal is based on substantial new facts, the request must outline the following:
    - Source of new information and complete explanation of that information;
    - Name(s) of who can present this information;
    - Reason(s) why this information was not presented to the Committee; and
    - Reason(s) why this information may contribute to a decision other than that which was originally made.

- b. **Arbitrary or Capricious Sanctions.** An appeal on this basis requires a showing that the sanctions imposed by

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the Committee are substantially disproportionate to the conduct in question, considering any mitigating and aggravating factors, including but not limited to the student's academic and conduct history, implications related to professional standards to which the student and the program must adhere, and/or impact on individuals or the community. If the appeal is based on arbitrary or capricious sanctions, the request must outline why the assigned sanctions are inconsistent with the Nursing Program Standards.

c.

**Procedural Violation.** An appeal on this basis requires a showing of a substantial violation of the Program's procedures that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures that could affect the outcome of the hearing, etc.). An appeal on this basis must outline the following:

- Citation of specific procedural errors with appropriate reference;
- Reason(s) why procedural error was not mentioned during the Committee meeting; and
- Reason(s) why correction of error can contribute to a decision other than that which was originally made.

The Appeal Committee shall be limited in its deliberations to grounds for appeal listed above, using the information provided in the appeal. The student filing the appeal must demonstrate that the decision or sanction does not meet the standards and procedures set forth in the Student Handbook and meets one or more of the grounds for appeal.

5. Upon receipt of a timely notice of appeal stating an appropriate basis for appeal, the Program Director will notify the Appeal Committee and schedule an appeal meeting. The student shall receive at least five (5) business days advance written notice of the date, time, and place of the Appeal Committee meeting.
6. The Program Director will schedule the appeal meeting as promptly as reasonably possible. The Program Director will take into account the academic calendar, any circumstances suggesting a need for urgent consideration, as well as reasonable requests of the student and Elon faculty members and administrators involved in the appeal.
7. The Program Director shall transmit to the Appeal Committee the Committee's written decision. Upon request of the Appeal Committee, the Program Director shall forward additional information or documents on which the decision was based.
8. Prior to the appeal meeting, the student may submit a written response to the Appeal Committee regarding the student's performance or conduct. The student shall have access to the student's educational file to prepare for the meeting.
9. Individuals present for the Appeal Committee meeting shall include members of the Appeal Committee; the student, if the student chooses to appear; and the Program Director. The Appeals Committee, in its discretion, may request that other members of the Committee attend the appeal meeting to provide additional information.
10. The student may choose to have an advisor present. The advisor must be an individual from the Elon community (currently enrolled student, faculty, or staff member). The advisor may not speak, present information, or disrupt the meeting in any way. The unavailability of an advisor on the date of a scheduled appeal meeting shall not be a basis for postponing the meeting.

11. After any presentation by the student, Program Director, and/or members of the Committee, the Appeal Committee shall close the appeal meeting and convene in private session to deliberate and make its decision. The Appeal Committee's decision shall be in the form of a recommendation to the Dean of the College of Health Sciences.
  - a. The Appeal Committee's recommendation shall be based on the record developed by the Committee and any additional information presented at the appeal meeting.
  - b. The Appeal Committee may modify (increase or decrease) a sanction imposed by the Committee, but it may not alter the Committee's determination of whether or not the student is in compliance with the Nursing Program Standards.
  - c. Only members of the Appeal Committee may be present for the private session.
  - d. The Appeal Committee will document its recommendation in writing. The Appeal Committee will endeavor to issue its written recommendation within five (5) business days after the meeting concludes but may take additional time if necessary due to the complexity of the case or other unusual circumstances.
12. The Appeal Committee will transmit its written recommendation to the Dean, with a copy to the Program Director. Ordinarily, the Dean will defer to the Committee's determination of responsibility and to the Appeal Committee's recommended sanctions; however, the Dean shall have ultimate authority and discretion to issue a decision on whether or not violations of Nursing Program Standards have been established and what sanctions, if any should be imposed.
13. The Dean shall forward the Dean's written decision to the student. The decision of the Dean shall be final.

### Appeal of Dismissal

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

Students who are dismissed from the nursing program for academic and/or clinical reasons may appeal the dismissal per Elon University guidelines. Students are limited to a single reenrollment over an academic program in nursing and may not appeal another dismissal if one occurs. Dismissal from the program due to failure to progress and/or failure of a course is not grounds to request an appeal. Late requests for appeals will not be considered.

#### Procedure:

1. The appeal process must be initiated by the student within 10 university business days of the last day of class for the semester of appeal. The last day of class is listed on the Elon University Department of Nursing academic calendar.
2. The appeal may only be submitted on the “DON Appeal of Dismissal Form” available in the Appendix. Students must address each item on the form. Do not submit additional forms, letters, or letters of support/ reference. Only information on the “DON Appeal of Dismissal Form” will be used in the review process. Students will not be granted meetings with college administration while the appeal is being considered.
3. Students submit the appeal via email to the program director.
4. Appeals will be reviewed by the Academic and Professional Progress Committee (APPC).
5. Normally, decisions will be rendered within 10 university business days unless additional information gathering extends the time frame.

For further information on general appeal processes, please view the Elon University Student Handbook ([Appeals](#)).



### Formal Complaint

**Date Effective: 8/21**

**Date Reviewed: 5/24**

**Date Revised: 6/24**

#### Policy:

The Student Complaint Form provides students with an avenue to submit a concern regarding any area on campus for which no other specific process exists.

This form should **NOT** be used to submit complaints or grievances regarding:

Identity-based Bias (<https://www.elon.edu/u/bias-response/>)

Title IX (<https://www.elon.edu/u/title-ix/>)

Disabilities Resources (<https://www.elon.edu/u/academics/koenigsberger-learning-center/disabilities-resources/>)

Grade appeals (Refer to Student Handbook)

Student Conduct Appeals (Refer to Student Handbook)

If a student has a complaint other than those related to Identity-based bias, Title IX, disabilities/special needs, grade appeal, or student conduct appeals, the student should:

1. Attempt to resolve the issue at the office that is the source of the complaint by speaking with a supervisor.
2. If step #1 does not result in a satisfactory resolution, the student will be instructed to submit a written complaint by filling out the online form. A link is provided below. Individuals without login credentials may complete the form below that does not require a login.
3. Any University staff member or administrator can also submit a form on behalf of a student.
4. A University staff person from the office of the Vice President for Student Life will then direct the information to the appropriate department to determine a course of action.

You will receive confirmation that your complaint was received and routed to the appropriate office within 24 hours.

The assigned office will communicate with you to follow up on your complaint. This communication typically occurs within 36 hours after the assigned office has received the complaint.

If you wish to appeal the resolution of or decision regarding your complaint as determined by the assigned office, you may do so by submitting an appeal to the Vice President who oversees the area assigned to your complaint.

If this is an emergency, contact campus safety and police at (336) 278-5555.

If you have questions about this form or would like to speak with a staff member about your complaint, please contact Susan Lindley, Executive Assistant to the Vice President for Student Life and Dean of Students at (336) 278-7220 or slindley@elon.edu. Address: 2188 Campus Box, Elon University, Elon, NC 27244.

**Procedure:**

Submit a Complaint:

Current Students (login required): Click here to submit a complaint  
([https://elon.co1.qualtrics.com/jfe/form/SV\\_0U5a9oGA9BI5kWh](https://elon.co1.qualtrics.com/jfe/form/SV_0U5a9oGA9BI5kWh))

Complaint form for those without a login (e.g., prospective students) (no login required): Click here to submit a complaint (<https://www.elon.edu/u/students/complaints/submit-a-complaint/prospective-student/>)

## **DON STUDENT FORMS AND APPENDICES**

**THE FOLLOWING ARE PROVIDED AS EXAMPLES OF STUDENT  
FORMS**

**INDIVIDUAL FORMS WILL BE PROVIDED, AS NEEDED, THROUGH  
CASTLEBRANCH, CLINICAL AGENCIES, FROM PROGRAM CHAIR,  
OR FROM YOUR ACADEMIC ADVISOR.**

**Acknowledgement of the DON Student Handbook**

I, \_\_\_\_\_, a student in the Elon Department of Nursing,  
PRINTED NAME  
hereby signify that:

1. I have read and understand the content of the 2024-2025 DON Student Handbook.
2. I had the opportunity to ask questions regarding the content of the DON Student Handbook.
3. I understand that I am bound by the rules and regulations stated in the current DON Student Handbook during each semester of enrollment.
4. I understand that I am bound by the rules and regulations if changes are made to the DON Student Handbook during the academic year.
5. I understand the 2024-2025 Student Handbook is subject to change with prior notice to students.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Emergency Medical Release Form**

I, \_\_\_\_\_ (*Print Name*), hereby give permission for medical treatment to be administered to me in the event of accident, injury, sickness, etc. while on Elon University premises or at any clinical location as a nursing student with Elon University Department of Nursing. This release is effective for the period of one year from the date given below.

Phone Number \_\_\_\_\_ Alt Phone \_\_\_\_\_

Address \_\_\_\_\_

Please list any medical conditions/allergies/special health information you would like us to be aware of in the event of an emergency:

\_\_\_\_\_  
\_\_\_\_\_

Please list any medications (prescription or non-prescription) that you would like us to be aware of in the event of an emergency:

\_\_\_\_\_  
\_\_\_\_\_

In the case of emergency, please contact the following persons:

*Please list individuals name, relationship, and phone number(s)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signature

\_\_\_\_\_  
Date \_\_\_\_\_

### CRIMINAL BACKGROUND/DRUG SCREEN POLICY

Affiliating clinical agencies with which the College has contracted to provide clinical experiences require all students admitted into the Nursing Program to submit to a criminal background check and drug screening prior to participation in clinical experiences at the site. The criminal background check will be based on Social Security number (assuring national review) and must include a check for sexual predator. Furthermore, the student is made aware that information obtained from the screening is forwarded to clinical agencies if discrepancies are found on the record. Failure to provide complete and accurate information requested for a criminal record check may be grounds for dismissal from the nursing program. Students are responsible for the cost of the background check and drug screen.

1. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in the facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the program.
2. Currently the nursing program uses an on-line vendor for background checks and for drug screening. Information on how to complete the process will be provided.
3. The background check and drug screening must be completed by the specified date. Failure to complete the process as specified will jeopardize continuation in the nursing program.
4. Any criminal conviction that occurs subsequently to the criminal background check must be communicated in writing to the Dean of Student Development in Student Services within 5 days after such conviction has been entered by the court, notwithstanding the pendency of any appeal.

Applicants to the nursing programs should be aware that if they have pled guilty to or been convicted of a felony or misdemeanor (other than a minor traffic violation), the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying for licensure to practice nursing in North Carolina. Applicants will be charged a fee to offset the cost of the background check.

The student consents to provide, upon request, drug screen and/or criminal record information and results. The student will request and obtain the information from the screening agency. Failure to comply will be grounds for dismissal from the nursing program.

I \_\_\_\_\_ (Print Name) have read the above policy and agree to have the criminal background check and drug screen done and am aware that any discrepancies found will be forwarded to clinical agencies.

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

**Criminal background and drug screens must be completed and submitted by August 1, 2022. No exceptions. Drug screens are to be completed and uploaded between July 1-July 31.**

### Hepatitis B Vaccine Declination Form

I understand that as a nursing student or nursing faculty member I am at risk of exposure to the hepatitis B virus (HBV). By signing this declination form I am declining to have the vaccination currently, although I understand the seriousness of HBV infections and the implication of my decision. I further understand that I may choose to receive the vaccination at any time.

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Signature of Student/Faculty Member

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Date

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Printed Name