ELON UNIVERSITY | DEPARTMENT OF Nursing

Undergraduate Student Handbook 2026-2027

762 East Haggard Avenue
Elon, NC 27244
336-278-6465

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., NCBON & CNEA) requirements supersede any conflicting policies listed in this Handbook. The online version of this document shall be the official version.

Last Edited 6/30/26

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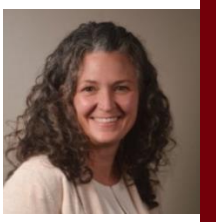
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Letter from the Program Director

Hello Phoenix,

Welcome to Elon Nursing!

Whether you are joining us for the first time or returning for another year, we are excited to have you as part of our nursing community. By choosing Elon, you have joined a program that values compassion, integrity, excellence, inclusion, and service. We believe that meaningful learning happens through strong relationships, diverse experiences, and a commitment to caring for others.

At Elon Nursing, you will learn through classroom experiences, simulation, community engagement, and clinical practice in a variety of healthcare settings. Along the way, you will develop the knowledge, skills, and confidence to provide safe, compassionate, evidence-based care and to become a leader who makes a positive difference in the lives of others.

We also believe that your well-being matters. Our faculty and staff are committed to supporting you academically, professionally, and personally as you navigate the challenges and rewards of becoming a nurse. We encourage you to embrace new opportunities, build meaningful connections, and remain curious and open to lifelong learning.

This handbook outlines the policies, expectations, and resources that will support your success in the nursing program. Please review it carefully and refer to it throughout your time at Elon. Any updates will be communicated clearly as they occur.

Thank you for choosing Elon Nursing. We are honored to be part of your journey and look forward to watching you learn, grow, connect, and thrive.

Warmly,

Dr. Catherine 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 DON is housed within the School of Health Sciences (SHS) and enjoys interprofessional collaboration with the Department of Physical Therapy Education, the Department of Physician Assistant Studies, and the Department of Clinical Mental Health Counseling. Two ancillary programs within the SHS, 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 prepare students to lead, innovate, and raise the standard of care within the nursing profession.

Philosophy:

Elon University's distinctive reputation for high-impact learning, commitment to inclusive excellence, and strong liberal arts foundation will prepare nurses who make a meaningful difference in their professional practice and the communities they serve. Elon nurses are committed to advancing health equity through intercultural humility, racial and gender equity, and religious literacy. Grounded in respect for the dignity and lived experiences of every individual, they provide compassionate, person-centered care that honors each client's unique history, identity, and immediate needs.

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.

Approval and Accreditation:

The four-year Bachelor of Science in Nursing and Accelerated Bachelor of Science in Nursing programs are approved by the North Carolina Board of Nursing and the Southern Association of Colleges and Schools Commission on Colleges.

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.

"The Elon University Bachelor's Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487."

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.

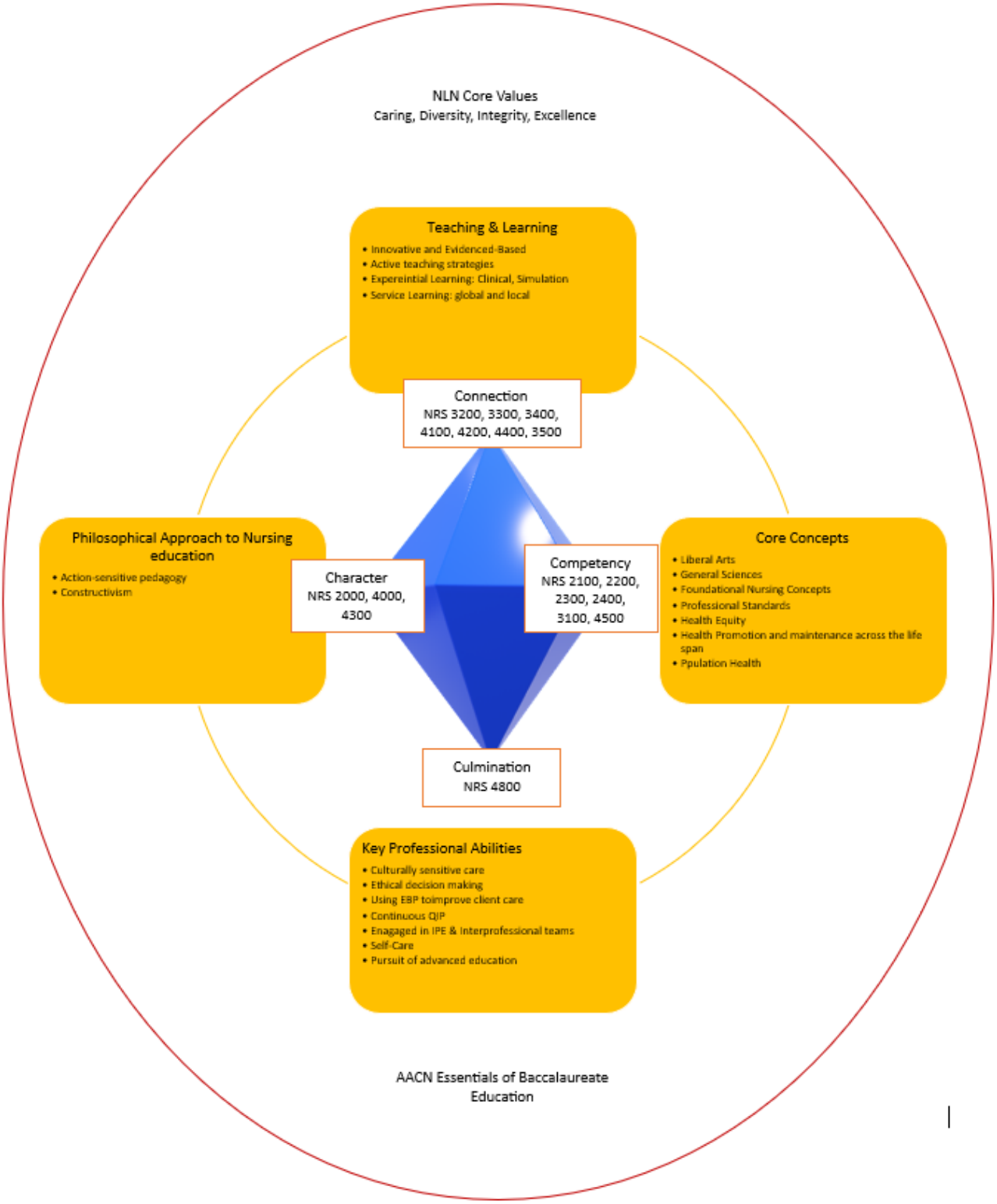
End of Program Student Learning Outcomes (EPSLO)

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 experiences empower students to advance excellence and redefine the future of nursing practice. 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



ELON UNIVERSITY | DEPARTMENT OF Nursing

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				
Total	*17*	*Total*	*4*	*Total*	*16*
YEAR TWO					
Fall		**Winter**		**Spring**	
BIO 2412/2413 - Human Physiology/Lab	4	CORE: Adv Studies (3000-4000 level course outside Nursing)	*4*	**NRS 3500** - 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 (Art History, History, Religious Studies, World Language)	4			WHE 3240 - Nutrition	4
NRS 2000 - Healthcare Relationships I: Disparity, Diversity, Equity and Inclusion	4			BIO 2122/2123 – Microbiology for Healthcare/Lab	4
	16			CORE: Civilization (if needed)	4
Total	*16*	*Total*	*4*	*Total*	*14-18*
YEAR THREE					
Fall		**Winter**		**Spring**	
NRS 2100 - Foundations of Nursing	5	CORE: Adv Studies (3000-4000 level course outside Nursing)	4	**NRS 3100** - Nursing Management of Adults I	6
NRS 2200 - Assessment of Health and Wellness for Nursing Practice	5			**NRS 3300** - Gerontological Nursing	2
NRS 2300 - Principles of Physiology and Pathophysiology for Nursing Practice	3			**NRS 3400** - Multiple Perspectives in Mental Health	4
NRS 2400 - Pharmacology for Nursing Practice	4			**NRS 4200** - Population and Community Health	4
Total	*17*	*Total*	*4*	*Total*	*16*
YEAR FOUR					
Fall		**Winter**		**Spring**	
NRS 3200 - Family-Centered Nursing Care for Infants, Children and Adolescents	4	**NRS 4300** - Healthcare Relationships II: Disparity, Diversity, Equity and Inclusion **OR NRS 4315**	4	**NRS 4100** - Evidence-Based Nursing Practice	3
NRS 4000 - Preparatory Seminar: Healthcare Relationships II **OR GBL 1315**	1			**NRS 4400** – Reproductive Health	4
NRS 4500 – Nursing Management of Adults II: Complex Health Conditions	6			**NRS 4800** – Pathways to Practice	6
CORE: Elon Core Capstone	4				
Total	*15*	*Total*	*4*	*Total*	*13*

Blue: Nursing Courses **Green: Prerequisites** **Yellow: Elon Core Courses**

ACCELERATED BACHELOR OF SCIENCE IN NURSING (ABSN) CURRICULUM GUIDE

Fall I		Credit Hours	Clinical Hours
NRS 2100: Foundations of Nursing		5	50
NRS 2200: Assessment of Health and Wellness for Nursing Practice		5	40
NRS 2300: Principles of Physiology and Pathophysiology for Nursing Practice		3	
NRS 2400: Pharmacology for Nursing Practice		4	
	TOTAL	17	90

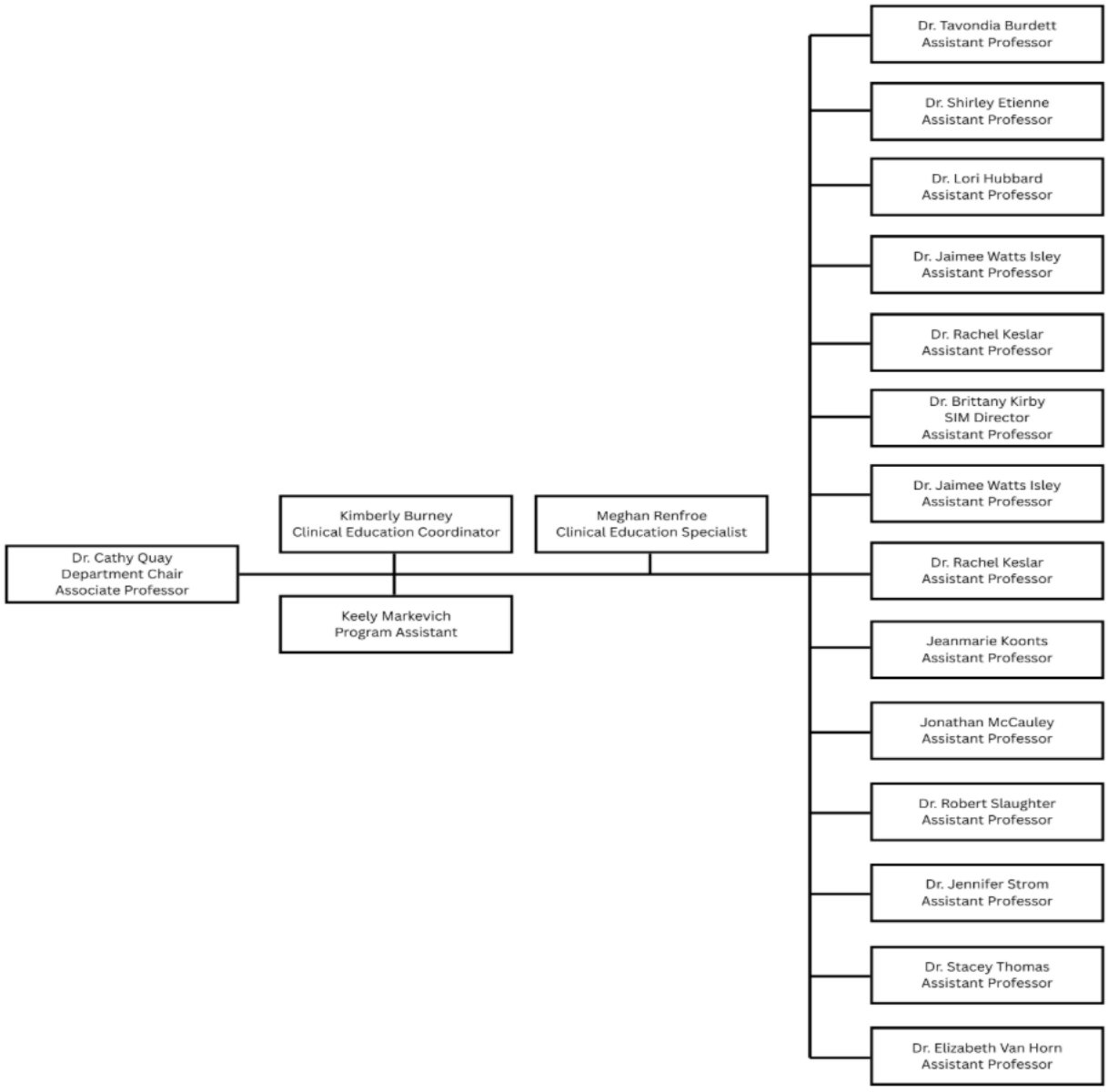
Winter Term I		Credit Hours	Clinical Hours
NRS 2000: Healthcare Relationships I: Disparity, Diversity, Equity and Inclusion (40 Hours of Service Learning Required)		4	
	TOTAL	4	

Spring I		Credit Hours	Clinical Hours
NRS 3100: Nursing Management of Adults I		6	80
NRS 3200: Family-Centered Nursing Care for Infants, Children and Adolescents		4	40
NRS 3300: Gerontological Nursing		2	
NRS 3400: Multiple Perspectives in Mental Health		4	40
NRS 4000: Preparatory Seminar: Healthcare Relationships II		1	
	TOTAL	17	160

Summer I		Credit Hours	Clinical Hours
NRS 4100: Evidence-Based Nursing Practice		3	
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	
	TOTAL	11	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 3500: Essential Conversations in Healthcare		2	
NRS 4800: Pathways to Practice		6	130
	TOTAL	18	250
	CURRICULUM TOTAL	**67**	**540**

Department of Nursing Organizational Chart 2026-2027



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 the administrator(s) is final.

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. A chapter of NSNA has been established at Elon University, as the Elon Student Nurses Association (ESNA).

Learn about NSNA
Join Elon University NSNA

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/)

Koenigsberger Learning Center (KLC)
The KLC is dedicated to helping students achieve academic success in a welcoming and inclusive environment. Students have access to a variety of integrated services that provide holistic academic support that fosters skill development and resilience. https://www.elon.edu/u/academics/koenigsberger-learning-center/

Student Professional Development Center
The Elon Student Professional Development Center (SPDC) supports the mission, academic programs, and advancement of Elon University. The Elon SPDC assists students and alumni in understanding their career-related interests, individual preferences, strengths, and values. We aid students in understanding how to conduct an effective internship, job, or graduate program search, for the ultimate purpose of pursuing meaningful careers over a lifetime. https://www.elon.edu/u/spdc/about/

Emergency Funding Resources

The School of Health Sciences Emergency Fund - **(SHS Student Emergency Fund Request)**

- Emergencies may include medical expenses, food or housing, auto repairs, travel expenses, fees, books, etc.
- Requests may be made in any amount up to $500.
- To apply for funds students must be in good standing with the School of Health Sciences.
- A Stewardship Committee will be appointed to review all applications.
- Students must complete the application form and submit it to the Chair of the Stewardship Committee.
- Requests will be reviewed and a decision regarding funding will be made within one week or less.
- Students who receive funds are requested to write a thank you letter to the Stewardship Committee within two weeks of receiving funds.
- No student may request emergency funds more than twice in one calendar year

Truitt Center Chaplain's Fund - https://www.elon.edu/u/truitt-center/support-the-truitt-center/chaplains-fund/

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, 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. https://www.elon.edu/u/title-ix/

Academic Accommodations and Accessibility
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 Academic Accommodations and Accessibility 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
Academic Accommodations and Accessibility is in Belk Library 226.

Contact:
Website: https://www.elon.edu/u/academics/koenigsberger-learning-center/academic-accommodations-accessibility/
Phone: (336) 278-6568
Email: accommodations@elon.edu

DON Ceremonies

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. Students who have met university requirements to walk in graduation are eligible and expected to participate.

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.

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Student Contact and Communication Information

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 the Department of Nursing.

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

Confidentiality

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

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:

- Photographing, 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 removal from the program and criminal charges for any additional consequences related to a HIPAA violation.

Procedure:

Students are required to complete all agency-specific confidentiality and privacy training prior to the start of each clinical rotation. Information regarding required orientations and training modules will be communicated through designated compliance systems and the Elon Nursing clinical team. Students who fail to complete all required confidentiality and privacy training by the established deadline will not be permitted to participate in clinical experiences.

Consent to Touch/Incidental Findings

Date Effective: 8/22
Date Reviewed: 6/26
Date Revised: 7/25

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.

During a student's course of study, faculty members may demonstrate or supervise examination or treatment techniques or procedures such as physical examinations, point of care ultrasounds, or laboratory sessions performed on a student or students. During those educational activities, it is possible that a faculty member may note an abnormality that was not expected. This is what is called an "incidental finding."

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.

4. When an incidental finding is noted, the faculty member will let the student know of the incidental finding. Depending on the type of incidental finding, a university representative may contact you by mail, by phone or in person. The faculty member will strive to maintain confidentiality.

5. You do not have an option to decline information about an incidental finding. An incidental finding might cause you to feel anxious. You should follow up with your primary care provider, student health, or emergency services for diagnosis. Upon your request, the faculty member will give you information about this incidental finding to provide to your provider. Note that any costs for care associated with the diagnosis or treatment of the incidental finding will not be the responsibility of the University but are the responsibility of the student.

6. Any other students who are privy to the incidental finding due to their engagement in the curricular activity that led to its finding, should respect and maintain confidentiality about the incidental finding. It is important to note that the program faculty, Program Director, and Medical Director are not permitted to provide medical care to students unless in the event of an emergency.

Client and Family Photography

Date Effective: 8/21
Date Reviewed: 6/26
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 removal from the nursing program and any additional consequences related to a HIPAA violation.

Social Media

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 removal 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.

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."

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.

Procedure:

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

References

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HIPAA Administrative Simplification 45 C.F.R., Parts 160, 162 and 164 (2009). Retrieved from: http://www.hhs.gov/ocr/privacy/hipaa/administrative/privacyrule

National Council of State Boards of Nursing. (2011). White paper: A nurse's guide to the use of social media. Retrieved from: https://www.ncsbn.org/Social_Media.pdf

Sharing Mayo Clinic. (n.d.). For Mayo Clinic Employees. Retrieved from: http://sharing.mayoclinic.org/guidelines/for-mayo-clinic-employees/

Spector, N. (2010). Boundary violations via the internet: Leader to leader. Retrieved from: https://www.ncsbn.org/L2L_Spring2010.pdf

Lines of Authority for Students

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6 /26

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. Course Faculty member
2. Course Chair (where appropriate)
3. Program Director
4. Dean of the SHS

In case of clinical concern, students should contact:

1. Clinical Instructor
2. Clinical Education Coordinator
3. Course Chair
4. Program Director

DON Student and Faculty Forum

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 Student Affairs Committee seeks volunteers and nominations for student representatives each academic year and holds elections for established committees.

	Students	**Faculty**
BSN/ABSN	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 Evaluation Plan.
6. Outcomes will be communicated to students by email, monthly newsletter, and course shell announcements.

Class/Clinical Attendance

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

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 approved all time allotments 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 at 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 not be successful in 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 or simulation 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 who are required to complete a clinical makeup assignment may be assigned an additional clinical day, an in-person simulation, or a virtual simulation at the discretion of the faculty and the Clinical Education Coordinator.

Students are not permitted to switch assigned clinical days.

All clinical absences will be tracked over the course of the nursing program and will be taken into consideration when determining NRS 4800 preceptorship placement.

In addition, academic accommodations for classroom education (e.g., class absences) do not apply to clinical practical education. A student seeking an accommodation for clinical experiences must submit a separate accommodation request to the Office of Academic Accommodations and Accessibility.

Procedure for Clinical Attendance:

1. Students will notify clinical instructor as soon as possible of clinical absence.
2. Students will be notified if they are to complete a makeup assignment or a makeup day within 48 hours of clinical absence.
3. The day for a makeup clinical will be determined and scheduled by the Clinical Education Coordinator based on unit and instructor availability. Students will be notified of scheduled makeup via email.
4. 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.
5. Students who do not complete the makeup clinical or assignment within the designated time frame will be at risk of not successfully completing the course.

Inclement Weather

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

The DON will normally abide by the university's decision to cancel or delay classes due to inclement weather. Clinical Instructors 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 DON. Students may be required to complete clinical makeup due to cancellations related to weather.

Procedure:

The university will communicate class schedule changes and campus closures through E-Alert notifications. When the university is closed, all classes and clinical experiences are canceled.

The university's decision regarding delays and closures will be followed whenever available. If the university has not issued a decision by 5:30 a.m. and weather conditions may affect the safety of travel to clinical sites, the Program Director may determine whether clinical will proceed, be delayed, or be canceled. Clinical instructors, the Clinical Education Coordinator (CEC), and students will be notified as soon as possible.

Clinical instructors are responsible for:

- Notifying their assigned clinical unit of any clinical cancellation or delay.
- Maintaining a reliable method of communication with all students in their clinical group.
- Informing the CEC of any clinical cancellation or delay. Initial notification may be made by phone or text, followed by an official email within 24 hours.

If the university announces a closure while students are in the clinical setting, students should conclude patient care activities and will be dismissed by the clinical instructor as close to the announced closure time as possible.

Weather and road conditions may vary across the region. When the university remains open, the decision to travel to campus or a clinical site rests with each student and faculty member.

If a clinical instructor is unable to travel safely to the clinical site, the clinical experience may be canceled or delayed. Students who determine they cannot travel safely must notify their clinical instructor as soon as possible.

Regardless of the reason for a weather-related clinical cancellation or absence, students may be required to complete a clinical makeup day, simulation experience, alternative clinical assignment, or other learning activity to meet clinical objectives and required hours. The type and timing of the makeup activity will be determined by faculty.

Health Insurance Requirement

Date Effective: 8/21
Date Reviewed: 6/26
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 Parking (Campus & Clinical Sites)

Date Effective: 8/21
Date Reviewed: 6/26
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 instructor.
- 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: 6/26
Date Revised: 7/25

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 Academic Accommodations and Accessibility Resources.

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.

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 who violate this policy will be reported to the university as an Honor Code/Academic Integrity violation.

Exam Security / Testing Procedures

Date Effective: 8/22
Date Reviewed: 6/26
Date Revised: 6/26

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 the Office of Academic Accommodations and Accessibility.
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 or silicone 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 Academic Accommodations and Accessibility (AAA) must register for accommodations through the Accommodate Portal on the AAA website. Students are responsible for scheduling testing dates and times through AAA.

ATI Testing (Testing and Remediation Program)

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy & Procedure:

The DON follows ATI best practices for ATI practice and proctored exams and remediation. 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, and 7) community health.

Practice Exams & Remediation

Practice exams account for **4% of the final grade**:

- Practice A: 2% (given after ~50% of course content)
- Practice B: 2% (given after ~75% of course content)

To receive full credit for Practice A & B, all students must complete:

1. Each practice exam
2. A focused review/remediation for any topic scoring **below 75% or if there were no topics below 75%, any identified areas needing improvement via test report from ATI**
3. Submit documentation of completed focused review/remediation; methods include any of the following: 3 Critical Points, ATI Active Learning Template, Dynamic Quizzing, or additional faculty approved activities as listed in the course syllabus or in the course shell. Post-quizzes must be completed if available.
4. Complete a minimum of 1 hour of review/remediation on ATI
5. Submit proof of remediation activity and 1 hour of remediation with time stamp from ATI

Important:

- Completion of remediation (focused review activity and time stamp) is required to receive the full 2% for each practice exam
- If remediation is not completed, the practice exam score will result in 0%

Proctored ATI Exams & Remediation

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 90%
- Proficiency Level 1 - ATI exam grade 80%
- Below Proficiency Level 1 - ATI exam grade 70%

To receive the attained proficiency level grade, all students must complete:

1. The proctored exam
2. A focused review/remediation for any topic scoring **below 75% or if there were no topics below 75%, any identified areas needing improvement via test report from ATI**

3. Submit documentation of completed focused review/remediation; methods include any of the following: 3 Critical Points, ATI Active Learning Template, Dynamic Quizzing, or additional faculty approved activities as listed in the course syllabus or in the course shell. Post-quizzes must be completed if available.
4. Complete time requirements as listed below:
    - Level 3 – minimum 1 hour of focused review/remediation
    - Level 2 – minimum 2 hours of focused review/remediation
    - Level 1 – minimum of 3 hours focused review/remediation
    - Less than Level 1 – minimum of 4 hours of focused review/remediation
5. Submit proof of remediation activity and required length time of remediation with time stamp from ATI

Important:

- Completion of remediation (focused review activity and time stamp) is required to receive the proficiency level grade.
- If remediation is not completed, the score received will be the actual score earned on the assessment.

Every student must retake the proctored exam after the focused review/remediation if they score a Level 1 or less. Students who do not complete the retake will receive the score earned on the original proctored exam. The retake does not require additional focused review/remediation. If a student retakes the exam, the grade recorded in the gradebook will be the score associated with the higher of the two proficiency levels.

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.

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.
- Meets benchmark and does not require additional academic support in the content area.

NCLEX-RN® and Licensure

Date Effective: 8/21
Date Reviewed: 6/26
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

Progression in the Nursing Program

Technical Standards

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 themself 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 marginalized 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 Office of Academic Accommodations and Accessibility 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 temporary or permanent removal from the program.

References

American Nurses Association, Inc. (2015). *Code of Ethics for Nurses*. Retrieved from: http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses

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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	• Possess the ability to perceive pain, pressure, temperature, position, equilibrium, and movement. • 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.
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.	• 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. • Physically endure assigned periods of clinical practice • Able to calibrate, operate, and maintain equipment. • Able to use sterile techniques, universal precautions, and personal protective equipment. • Possess the tactile ability sufficient to perceive changes and differentiate between structures, textures, and temperatures.
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.	• 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. • Be able to assess and intervene safely on the client's behalf.
Communication	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.	• Elicit information, describe changes in condition, including mood, activity, and posture, and perceive nonverbal communications and communicate effectively and sensitively with patients. • Communication includes written and oral communication to clients, families, and members of the health care team.

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.	• Gather complete data, develop a plan of action, establish priorities, monitor treatment plan, and identify safe alternatives in complex situations. • Make decisions under varying degrees of stress. • Ability to read, comprehend, and communicate detailed information in the English language.
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.	• Practice in a safe and competent manner. • Respect the dignity, culture, ethnicity, values, and beliefs of people receiving care and treatment, and of their colleagues. • Treat personal information obtained in a professional capacity as private and confidential in accordance with HIPAA and Elon/DON policies. • Provide impartial, honest, and accurate information in relation to nursing care and health care products. • Support the health, well-being, and informed decision-making of people requiring or receiving care. • Promote and preserve the trust and privilege inherent in the relationship between nurses and people receiving care. • Maintain and build on the community's trust and confidence in the nursing profession. • Practice nursing reflectively and ethically. • Relate to clients, colleagues, faculty, and other health care professionals with integrity, honesty and without discrimination, prejudice, or intolerance. • Maintain sensitive, harmonious, and effective relationships with patients, faculty, colleagues, and other health care providers.

Progression in the Nursing Program

Pre-licensure Course Grades and Grading Scale

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 2/25

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

Grading & Rounding: Only final course grades are rounded. Final grades will be calculated to 2 decimal points before rounding. Final grades ending in 0.50 or greater will be rounded up to the next whole number. Final grades ending in 0.49 or lower will be rounded down to the next whole number. (Example: 84.50 is rounded up to 85; 84.49 is rounded down to 84). Exam and quiz scores **will not be rounded.**

Midsemester grades will be marked in Ontrack as either “S” (Satisfactory) or “AR,” (at risk).

Students must earn a final course grade of 80.0% or higher to pass the course and progress in the nursing prefixed courses (NRS). Refer to Progression in the Major policy in the student handbook.

Progression in the Nursing Program

Grading Courses with a Clinical Component

Date Effective: 8/22
Date Reviewed: 6/26
Date Revised: 7/26

Policy:

The Elon University DON uses a competency-based clinical evaluation model informed by Benner's *Novice to Expert* framework. Clinical performance expectations are established according to the level and objectives of each NRS course and increase in rigor as students progress through the curriculum and gain clinical experience.

The frequency of formal clinical competency evaluations is based on the number of clinical hours required:

- In foundational and specialty clinical courses requiring **50 clinical hours or fewer**, students will receive a final clinical competency evaluation.
- In clinical courses requiring **80 clinical hours or more**, students will receive both midterm and final clinical competency evaluations.

Throughout each clinical course, students will receive ongoing feedback on their performance. Feedback may include evaluation of weekly clinical paperwork and assignments, requests to revise and resubmit work, and verbal feedback from the clinical instructor.

Performance that does not meet established clinical, professional, or behavioral expectations will be documented and addressed through a written Student Support Action Plan (SSAP). Refer to the SSAP policy in this handbook for additional information.

Procedure:

Clinical Assignment Due Dates

- Weekly clinical assignments must be submitted within **72 hours following the scheduled clinical day** unless otherwise specified. This is the initial due date.
- Prior to leaving the clinical site, the Clinical Instructor (CI) will communicate the assignment due date and time.

Feedback and Revisions

- Assignments submitted by the initial due date will receive feedback from the Clinical Instructor, typically within **72 hours** of submission.
- Students may be required to revise and resubmit assignments that are incomplete or do not meet course expectations. When revisions are required, students will have **48 hours from the time feedback is released** to submit the revised assignment. The Clinical Instructor will communicate the revision due date with the written feedback.

Late Assignments

- Students who do not submit an assignment by the initial due date will have **one additional 48-hour period** to submit the assignment that are **not eligible for revision or resubmission**.
- Failure to submit an assignment by the end of the additional 48-hour period will result in a grade of **0** for the assignment.
- Assignments that remain incomplete **one week after the initial due date** will be referred to the Course Faculty for follow-up. Students are responsible for communicating with the Course Faculty regarding extensions, late assignment grades, and completing any outstanding coursework.

Progression in the Nursing Program

Progression in the Major

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 nursing prerequisite courses (see Academic Catalog) 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 in order to register for subsequent nursing courses. Students who do not successfully pass a NRS course must retake the course and successfully pass it, with a B- or higher, **BEFORE** they are permitted to progress in the nursing program. **Students repeating an NRS course must successfully complete it on the second attempt. Inability to achieve a B- or higher on the second attempt will result in removal from the nursing 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.

Procedure:

- All nursing students who are not able to progress in the major and the DON may remain a student in the university.
- All NRS courses must be completed at Elon University.
- **Students who are not successful in a NRS prefix course may only progress in the major after the successful completion of said course (earned final grade of B- or higher)**. The **inability to achieve a B- or higher on the second attempt will result in removal from the nursing program**.
- The student is responsible for all tuition, fees, and financial aid ramifications for repeating the course.

Ineligibility to Progress in the Major:

- Students who do not successfully complete nursing prerequisites prior to starting NRS courses with clinical components will not be able to progress in the major.
- Students who do not successfully complete NRS courses will not be able to progress in the major.
- **The student will receive official notification via email of their ineligibility to progress in the major.**
- The student will be required to discuss and submit a plan that indicates how requirements will be met to the Program Director. This plan will be signed by both parties.
- Alternatively, the student will notify the Program Director of their intent to change majors. The student will be responsible for submitting a change of major form with advising and they will be removed from all NRS courses.

- Students are notified of their official grades via OnTrack. Students have the right to appeal. Refer to policies in the Appeals and Formal Complaints section.

Dropping or Withdrawing from a Nursing Course

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 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.

Progression in the Nursing Program

Transfer into Nursing Program

Date Effective: 8/23
Date Reviewed: 6/26
Date Revised: 7/25

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 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. Grade of C or higher in all prerequisite courses
4. Student must meet all program requirements as outlined in Technical Standards Policy.
5. Application Deadlines
    a. Fall semester start – application due by 6/1
    b. Spring semester start – application due by 11/1

Progression in the Nursing Program

Program Reenrollment

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

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 academic year. 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 is on a space available basis and is not guaranteed.

Procedure:

Returning from a leave of absence requires completion of university procedures, Return from Leave of Absence

All clinical agency compliance requirements shall be up to date according to program deadlines.

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

Progression in the Nursing Program

Readmission to the Program

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 admissions 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 each readmission application on a case-by-case basis. Students may need to demonstrate proficiency in prior course material.

Clinical Requirements and Deadlines

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

Students are required to submit and maintain all Elon University health requirements. Please note that students will not be able to attend classes, attend orientation, view residence hall assignments, or move into the residence halls, until immunization records have been received, reviewed for compliance, and cleared by The Office of the Dean of Students. Please view the Elon University Health Requirements website for the most updated information.

In addition to Elon University requirements, nursing students must maintain continuous compliance with all Department of Nursing clinical requirements, including the timely renewal and updating of required documentation and training. Compliance is required for participation in all clinical experiences, including Nursing Simulation Center activities and off-campus clinical placements.

Students who are not in compliance with any requirement, including health screenings, immunizations, CPR certification, fit testing, required training, policy acknowledgments, or clinical agency orientation requirements, may not participate in clinical experiences. Each missed clinical experience due to non-compliance will be recorded as a non-compliance absence and may be considered unsatisfactory clinical performance. Missed clinical experiences may affect a student's ability to successfully complete the clinical component of a course.

The deadlines apply to the following items, including but not limited to (refer to clinical compliance system for up to date requirements):

- Student Medical Forms
- Immunizations/vaccines and boosters
    - Initial Tuberculosis Quantiferon Gold or T-spot blood test
    - Annual Tuberculosis screening attestation
    - Annual Flu vaccine
    - 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
- Criminal Background Check
- 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 in the agency specific

portal. Please note that the approval process may take several weeks, so items must be submitted well before the established 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 removed from the program.**

Procedure:
Students must submit all required items in sufficient time to receive approval by the clinical agency. Please note that the approval process may take several weeks; therefore, items must be submitted well in advance of the established 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 submitted by:**
Fall semester	July 15 for BSN, ABSN*
Spring semester	December 1 for BSN, ABSN*
Summer semester	May 1 for ABSN*

***Dates may be changed per DON**

If required materials are not approved 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 DON 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.

Students seeking exemption must follow the requirements and deadlines of our clinical partners. There is no guarantee that our clinical partners will grant exemptions. 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.

Compliance Management

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

Students enrolled in the Department of Nursing (DON) are required to use the designated compliance management system to submit and maintain all clinical compliance requirements.

Procedure:

Upon admission to a DON program, students must establish and maintain an account in the designated compliance management system.

Students are responsible for submitting all required compliance documentation by established deadlines and maintaining continuous compliance throughout their enrollment.

Students who fail to establish their account, submit required documentation, or maintain compliance by the stated deadlines may be prohibited from participating in clinical experiences, which may affect course grades and progression in the program.

Students should be aware that clinical agencies may require the submission of compliance information through agency-specific systems in addition to the Department's designated compliance management system.

CPR Certification

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/24

Policy:

While enrolled in the Elon DON, 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 expires. The DON only accepts American Heart Association HeartCode ® 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: 6/26
Date Revised: 6/26

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. 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 may notify the clinical agencies. The Program Director and/or agency may 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:

- Students will complete Criminal Background Check as part of clinical compliance requirements in designated compliance management system.
- Results of all Criminal Background Checks may 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: 6/26
Date Revised: 6/26

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 the designated compliance management system, 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 may 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 may notify the clinical agencies. The Program Director and/or agency may 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 removed 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: 6/26
Date Revised: 6/26

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, clinical, or lab 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, clinical, or lab 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 Academic Accommodations and Accessibility.

Substance Misuse

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

Policy:

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

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

Students displaying signs of any level of intoxication or impairment will be removed from the site, disciplined according to established University policy and may be removed from the program.

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 Misuse Policy will be subject to disciplinary action ranging from temporary removal from clinical to removal 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: 6/26
Date Revised: 6/24

Policy:

While enrolled in the Elon Department of Nursing, all students are required to maintain annual tuberculosis screening. 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 may be 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 before beginning clinical nursing courses:

- QuantiFERON Gold blood test (lab report required) **OR**
- T-Spot blood test (lab report required) **OR**
- 2-step skin test

If positive results, **ALL** the following are required:

- Clear Chest X-ray (lab results required) **AND**
- Symptom free TB questionnaire **AND**
- Physician clearance documented on letterhead

The renewal date will be set for 1 year. Upon renewal date, students are required to submit:

- An annual TB attestation

If annual TB attestation shows risk of TB infection, students are required to submit a:

- QuantiFERON Gold blood test (lab report required) **OR**
- T-Spot blood test (lab report required) **OR**
- 2-step skin test
- If positive results, **ALL** the following are required
  - Clear Chest X-ray (lab results required) **AND**
  - Symptom free TB questionnaire **AND**
  - Physician clearance documented on letterhead

Note to students: Clear chest x-ray, TB questionnaire, and physician clearance must be completed within 3 months of starting clinical assignment.

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.

Clinical Setting Policies

Dress Code for Experiential Learning – Clinical, Lab, Simulation

Date Effective: 8/22
Date Reviewed: 6/26
Date Revised: 6/26

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:

- The uniform for simulation, lab, and the inpatient setting is grey top and bottoms that are available at the campus bookstore.
- 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. Additionally, scrub jackets in same gray color may be worn.
- Shoes in the clinical setting shall be flat, clean, closed toe, and no open- back clogs. Leather sneakers are permissible. No shoes with holes are permitted in the clinical area.
- Shoes should be solid black, white, gray, or burgundy with minimal additional colors.
- 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 visible through uniforms.
- Other items considered required parts of the student uniform are:
  - wristwatch with second hand (cellphones are not an acceptable substitute)
  - stethoscope
  - bandage scissors
  - penlight
- Hair must be 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.
  - Visible body ornaments/facial piercings must be studs only and comply with clinical agency policies.
- 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 agency requirements, cell phones are not allowed in clinical settings.

Failure to comply with the dress code may result in removal from clinical. This will result in a clinical absence 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 will provide them with a verbal warning in the moment and a written warning at the end of the day. The written warning will be shared with the student, course chair, and the Clinical Education Coordinator, if a clinical experience.
- Students out of compliance a second time will be provided the opportunity to comply within one hour. Students unable to comply within the one-hour period will be removed from clinical and will receive a clinical absence and an unsatisfactory performance for the experience.
- Students out of compliance a third time will be removed from clinical. Students multiple non-compliance incidents are at risk of not successfully completing the course and may be removed from the program.

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

Clinical Setting Policies

Transportation to and from Clinical Sites

Date Effective: 8/21
Date Reviewed: 6/26
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: 6/26
Date Revised: 6/26

Policy:

Compliance documents for students enrolled in the DON are retained within the compliance management system and by the agency required platform.

Procedure:

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

Students enrolled in a DON program are responsible for all expenses to maintain their compliance management system account after separation from Elon University.

Clinical Setting Policies

Agency Orientation, Agency Policy, and Procedure Documents

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

Clinical agencies have agency specific orientation requirements, included but not limited to orientation and computer training. The Clinical Education Specialist 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 materials to their compliance management system account and/or agency specific portal account as directed.

Exposure, Injury and Event Reporting

Infectious / Communicable Disease or Injury

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

For purposes of this policy, **Department of Nursing (DON) personnel** includes faculty, staff, and clinical instructors.

DON personnel and students may engage in instructional, clinical, research, or service activities that involve potential exposure to bloodborne pathogens, infectious agents, or other occupational hazards. Such activities may occur on campus or at affiliated clinical and research sites.

Students will receive instruction regarding infection prevention and control requirements before participating in patient care experiences at a new clinical site. Clinical agencies may establish additional requirements for students and DON personnel participating in clinical activities. The DON recognizes that requirements vary among agencies and will hold all participants accountable for meeting applicable agency standards.

Students and DON personnel with an infectious or communicable disease must refrain from classroom, laboratory, and clinical activities until they have been symptom-free for at least 24 hours and no longer pose a risk to others. Individuals with an injury, medical condition, or temporary physical limitation, including the use of a cast, brace, splint, sling, boot, or other medical device, must obtain appropriate clearance from the Program Director and/or clinical agency before participating in clinical experiences. Clearance must confirm that the individual can safely meet clinical requirements and agency expectations.

Any potential exposure to bloodborne pathogens in a clinical setting, including needlestick injuries or other sharps-related incidents, requires immediate reporting and evaluation. Students must report such incidents to their clinical instructor. Follow-up evaluation and treatment will be managed according to the clinical agency's policies and procedures.

Students are responsible for costs associated with the evaluation, treatment, and follow-up of injuries or communicable diseases incurred during enrollment in a DON program, including any testing or medical examinations required for return to clinical activities. DON personnel will follow applicable Elon University Human Resources policies and procedures.

The DON reserves the right to suspend classroom, laboratory, or clinical activities in response to an infectious disease outbreak or other public health threat. University policies and decisions regarding participation in academic and clinical experiences shall supersede Department of Nursing policies.

Procedure:

Faculty members and clinical instructors may restrict a student's participation in clinical experiences if, in their professional judgment, the student's illness, injury, medical condition, or use of a medical device poses

a potential risk to patient safety, the clinical environment, or the student's ability to meet clinical requirements.

Students and DON personnel who have experienced an infectious or communicable disease, injury, medical condition, or temporary physical limitation may be required to provide written clearance from a licensed healthcare provider before returning to classroom, laboratory, or clinical activities.

Documentation should be submitted to the Program Director and may be shared with clinical agencies as required by affiliation agreements or agency policies.

Students and DON personnel may be required to comply with quarantine, isolation, screening, testing, masking, vaccination, or other public health measures established by the University, the Department of Nursing, clinical agencies, or public health authorities.

Students and DON personnel may be screened for signs or symptoms of illness before participating in classroom, laboratory, simulation, or clinical activities. Refusal to comply with required screening or other safety measures may result in exclusion from participation.

Additional health and safety requirements may be implemented to maintain a safe learning and clinical environment. Failure to comply with these requirements may result in removal from classroom, laboratory, simulation, or clinical activities and may be addressed through applicable University or Department policies.

Any student who attends a Department sponsored activity while exhibiting symptoms of a potentially infectious illness may be directed to leave the activity, seek appropriate medical evaluation, and refrain from returning until cleared to do so.

Students who are unable to attend classroom, laboratory, simulation, or clinical experiences due to illness, injury, exposure to a communicable disease, or required public health measures must notify their faculty member as soon as possible and, when appropriate, contact the Office of Accommodations and Accessibility.

Students are responsible for communicating with faculty regarding missed coursework and clinical requirements. Opportunities for make-up work or alternative instructional methods will be determined in accordance with course requirements, clinical agency policies, and regulatory requirements.

Exposure, Injury and Event Reporting

Student Support Action Plan

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 6/26

Policy:

The Elon Department of Nursing is committed to fostering a learning environment that promotes patient safety, professional accountability, and continuous learning. Students are expected to provide nursing care that reflects current evidence, standards of practice, ethical principles, and professional values appropriate to their level within the nursing program.

When a student demonstrates a lapse in clinical judgment, knowledge, skill, or professional behavior, the event will be evaluated using the North Carolina Board of Nursing (NCBON) Just Culture framework. Just Culture recognizes that most errors present opportunities for learning and improvement while promoting accountability for behaviors that place patients, clients, or others at unnecessary risk. The goal of this process is to support student learning, strengthen clinical competence, and promote safe nursing practice.

Examples of behaviors evaluated using the Just Culture framework include human error, at-risk behavior, near misses, and other events that affect or could affect patient safety. Refer to the North Carolina Board of Nursing Just Culture in Nursing Regulation for additional guidance.

The Just Culture framework does not apply to violations involving academic integrity, confidentiality, inappropriate use of social media, fraud, theft, substance abuse or diversion, professional boundary violations, sexual misconduct, discrimination or harassment, or physical or mental impairment that affects safe practice. These matters will be addressed according to applicable Department of Nursing and Elon University policies and procedures.

Procedure:

A Student Support Action Plan (SSAP) may be initiated by any nursing faculty member, Clinical Instructor (CI), or staff member when a student's performance or professional behavior does not meet expectations for their level in the nursing program.

Examples of events that may warrant an SSAP include, but are not limited to:

- An event requiring or meeting the criteria for an agency incident report
- Failure to demonstrate previously learned knowledge or clinical skills
- Failure to recognize, disclose, or accept responsibility for an error
- Negligence or failure to follow established policies, procedures, or standards of practice
- Near misses or unsafe clinical decisions or practice (refer to unsafe practice policy)
- Concealing or failing to report an error
- Unprofessional communication or behavior
- Repeated performance concerns despite prior coaching or feedback

The individual observing the event will complete the SSAP documentation.

The individual completing the report will meet with the student as soon as reasonably possible to:

- Review the event and discuss observed concerns.
- Inform the student that an SSAP is being initiated.
- Provide the student an opportunity to describe the event and contribute their perspective.
- Discuss immediate next steps and expectations.

Student input will be documented as part of the SSAP.

When the event occurs in a clinical setting, the CI, in consultation with the Clinical Education Coordinator (CEC), will use professional judgment to determine whether the student may safely remain in the clinical setting for the remainder of the clinical day.

Notification and Review

For clinical events:

1. The CI will notify and consult with the Clinical Education Coordinator (CEC) before submitting the SSAP whenever feasible.
2. The completed SSAP will be reviewed by the CEC and course faculty. Additional faculty or program leadership may be consulted as appropriate.
3. The event will be evaluated using the NCBON Just Culture framework to determine whether the behavior is best categorized as:
    - Human Error
    - At-Risk Behavior
    - Reckless Behavior
4. When indicated, the CEC and course faculty will develop an individualized remediation plan designed to promote student learning and safe clinical practice. Remediation may extend into a subsequent semester if needed.

Response to Clinical Events

Human Error

Human error represents an inadvertent action or mistake.

Faculty and staff will:

- Notify the CEC and support and coach the student.
- Complete an SSAP when appropriate.
- Develop a remediation plan, if indicated, to strengthen knowledge, skills, or clinical judgment.
- Monitor student progress and provide ongoing feedback.

At-Risk Behavior

At-risk behavior involves behavioral choices that increase risk, often without recognizing the potential consequences.

Faculty will:

- Notify the CEC and complete an SSAP.
- Meet with the student to discuss the event and contributing factors.
- Develop an individualized remediation plan that addresses identified learning needs.
- Provide coaching and monitor progress throughout the remediation period.

Reckless Behavior

Reckless behavior reflects a conscious disregard of substantial and unjustifiable risk.

Faculty will:

- Immediately notify the CEC.
- Determine, in consultation with the CEC, whether the student may safely remain in the clinical setting.
- Refer the matter to the Program Director for review.
- Address the event according to Department of Nursing and/or Elon University disciplinary policies.

Remediation and Documentation

When remediation is required:

- The student is expected to actively participate in and complete all components of the remediation plan within the designated timeframe.
- Faculty will provide coaching, monitor progress, and document completion of required activities.
- Successful completion of remediation does not preclude additional action if future concerns arise.

All documentation related to the event, including the SSAP, student statement, remediation plan, coaching, follow-up, and outcomes, will be maintained in the student's clinical file in accordance with Department of Nursing record retention practices.

Exposure, Injury and Event Reporting

Unsafe Practice

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 removed 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).

Exposure, Injury and Event Reporting

Temporary Removal from Class, Lab, Simulation or Clinical

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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.

See **Disciplinary Procedure for Violations of Technical Standards**

Disciplinary Procedure for Violations of Technical Standards

Date Effective: 6/24
Date Reviewed: 6/26
Date Revised: 7/25

Policy:

Students whose performance is unacceptable due to inability to meet the professional conduct standards, Technical Standards, or non-adherence to any program policy (referred to hereafter, collectively, as Nursing Program Standards) may be subject to disciplinary action up to and including removal from the nursing program. Such matters will be considered by the DON Academic and Professional Progress Committee (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 in accordance with the Grade Appeal Procedure set forth in the current Elon University Student Handbook.

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 is 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 committee 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 Program Director 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 removal 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. Require or highly recommend counseling to improve academic performance and/or professional behavior (including ability to meet technical standards).
      ii. Restrictions or requirements may be put into place including a Performance Improvement Plan (PIP).
      iii. Removal 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.

Removal from the Program – Clinical or Professional Reasons

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

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 removal 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 removal is due to failure to meet the requirements of the Progression Policy, that policy and procedure will be followed. For all other removal decisions, the following procedure will guide the process:

1. When a faculty member determines a student's behavior may warrant removal, 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.

See **Disciplinary Procedure for Violations of Technical Standards**

Disciplinary Policies

DON Appeal of Decisions Related to Nursing Program Standards

Name: Student ID:

Current Mailing Address:

Program: (Check one) ☐BSN ☐ABSN

Reason for Removal from the program:

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

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 and Formal Complaints

Appeals of Decisions Related to Nursing Program Standards

Date Effective: 6/24
Date Reviewed: 6/26
Date Revised: 1/25

Policy:

Students may appeal DON decisions that result in probation, suspension, or dismissal from the program by following the procedures outlined below. Written warnings are considered educational and corrective in nature and are not subject to 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 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 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 Removal

Date Effective: 8/21
Date Reviewed: 6/26
Date Revised: 7/25

Policy:

Students who are dismissed from the nursing program for academic and/or clinical reasons may appeal the removal per Elon University guidelines. Students are limited to a single reenrollment over an academic program in nursing and may not appeal another removal if one occurs. Removal 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. **See** Appeals of Decisions Related to Nursing Program Standards

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

Appeals and Formal Complaints

Formal Complaint

Date Effective: 8/21
Date Reviewed: 6/26
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_0Usa9oGA9BI5kWh)

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 CLINICAL COMPLIANCE WEBSITES, 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 2025-2026 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 2025-2026 Student Handbook is subject to change with prior notice to students.

_____ _____

Student's Signature Date

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.

_____ _____

Signature of Student/Faculty Member Date

_____

Printed