

Student Handbook

# Baccalaureate Nursing

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2016-2017  
Academic Year



Prepare to be the **best.**

## Clarkson College Nursing Program Mission Statement

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Preparing students to professionally provide high quality, ethical and compassionate health care to individuals, families, communities and populations.

### Clarkson College Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

### Clarkson College Values

Learning, Caring, Commitment, Integrity and Excellence.

### Notice

The information in this handbook is intended to be informational and not contractual in nature. Clarkson College reserves the right to amend, alter, change, or modify the provisions of this handbook at any time and in any manner that the Nursing program, Administration or Board of Directors deems is in the best interest of Clarkson College and its students.

### Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs. Questions regarding Title IX may be referred to the Title IX coordinator or to the Office of Civil Rights. The Director of Student Services serves as the Title IX Coordinator and is located in the Success Center. The Title IX Coordinator can be contacted at 402.552.2693, 1.800.647.5500, or at [hesskris@clarksoncollege.edu](mailto:hesskris@clarksoncollege.edu). The Office of Civil Rights can be contacted at the US Department of Education, Office of Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington D.C., 20202-1100; the phone number is 1.800.421.3481, and the email address is [OCR@ed.gov](mailto:OCR@ed.gov). Questions regarding other types of discrimination should be directed to the Director of Human Resources, Deb Tomek, at [tomekdeb@clarksoncollege.edu](mailto:tomekdeb@clarksoncollege.edu). Questions regarding accommodations for student disabilities should be directed to the Accommodations Coordinator at [accommodations@clarksoncollege.edu](mailto:accommodations@clarksoncollege.edu).

Clarkson College

101 South 42 St. Omaha, NE 68131-2739 PH 402 552 3100 TF 800 647 5500 [ClarksonCollege.edu](http://ClarksonCollege.edu)

# Table of Contents

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|  |           |
|--|-----------|
| <b><u>NURSING PROGRAM PHILOSOPHY</u></b> .....                               | <b>5</b>  |
| <b><u>ORGANIZING FRAMEWORK &amp; CURRICULUM DEVELOPMENT PLAN</u></b> .....   | <b>6</b>  |
| <b>SECTION 1: <u>HEALTH &amp; SAFETY REQUIREMENTS</u></b> .....              | <b>7</b>  |
| <b>SECTION 2: <u>ACADEMIC PROGRESSION</u></b> .....                          | <b>8</b>  |
| <u>Academic Progression</u> .....  | 8         |
| <u>Comprehensive Student Assessment Policy</u> .....                         | 9         |
| <u>Withdraw/Fail</u> .....   | 9         |
| <u>Incomplete Policy</u> .....   | 9         |
| <b>SECTION 3: <u>COURSE INSTRUCTION</u></b> .....                            | <b>10</b> |
| <u>Expectations for Students</u> .....                                       | 10        |
| <u>Accommodations Policy</u> .....   | 10        |
| <u>Grading Scale</u> .....   | 10        |
| <b>SECTION 4: <u>CLINICAL EVALUATION</u></b> .....                           | <b>11</b> |
| <u>Formative Evaluation</u> .....  | 11        |
| <u>Summative Evaluation</u> .....  | 11        |
| <u>Absences</u> .....  | 11        |
| <u>Guidelines for Clinical Evaluation</u> .....                              | 11        |
| <b>SECTION 5: <u>CLINICAL LABORATORY</u></b> .....                           | <b>12</b> |
| <u>Criminal Background Checks</u> .....                                      | 12        |
| <u>Drug Testing</u> .....  | 12        |
| <u>Liability Insurance Policy</u> .....                                      | 12        |
| <b>SECTION 6: <u>ATTENDANCE AT CLASS &amp; CLINICAL LABORATORY</u></b> ..... | <b>13</b> |
| <u>Excused Absences</u> .....  | 13        |
| <u>Unexcused Absences</u> .....  | 13        |
| <u>Clinical Absences</u> .....   | 13        |
| <b>SECTION 7: <u>PROFESSIONAL CONDUCT</u></b> .....                          | <b>14</b> |
| <u>Professional Conduct</u> .....  | 14        |
| A. <u>Commitment to Nursing</u> .....  | 14        |
| B. <u>Client Welfare</u> .....   | 14        |
| C. <u>Cooperation and Collaboration</u> .....                                | 14        |
| D. <u>Intellectual and Personal Responsibility</u> .....                     | 15        |
| E. <u>Student Honor Code</u> .....   | 15        |

Unprofessional Conduct ..... 15  
     A. Initial Action ..... 15  
     B. Follow-Up ..... 15  
Equal Opportunity & Non-Discrimination Policy..... 15

**SECTION 8: BACCALAUREATE NURSING PROGRAM HONOR CODE ..... 16**

Purpose..... 16  
Scope ..... 16  
Violations of the Honor Code ..... 16  
     A. Fabrication..... 16  
     B. Cheating ..... 16  
     C. Plagiarism ..... 17  
     D. Scholastic Honesty Statement..... 17  
     E. Failure to Report ..... 17  
     F. Misrepresentation..... 17  
     G. Failure to Contribute ..... 17  
     H. Sabotage..... 17  
Student Rights ..... 17  
Possible Academic Penalties ..... 17

**SECTION 9: PERSONAL APPEARANCE ..... 18**

Dress Code Policy ..... 18  
Clinical Attire ..... 19  
Pre-Lab Attire ..... 19  
Accessories ..... 19

**HONOR PLEDGE ..... 21**

**STUDENT HANDBOOK RECEIPT ACKNOWLEDGEMENT ..... 22**

## Nursing Program Philosophy

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We, the Nursing faculty of Clarkson College, believe we possess the knowledge, skill and caring attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of knowledge. Consistent with the Clarkson College Values, the Nursing faculty value Learning, Caring, Commitment, Integrity and Excellence in our professional relationships. We are dedicated to the dignity, health and spiritual needs of people. We are committed professional nurse educators who foster the learning of nursing in a caring environment.

We believe the study of nursing is consistent with and fosters the Clarkson College Mission and Values. Our beliefs regarding human being, environment, health, education, nursing education and nursing are contained in the Nursing program's philosophy. A *human being* is an individual who consists of a mind, body and soul, developed through interpersonal relationships and influenced by environment, culture and health. *Environment* is a set of dynamic physical, cultural, political and economic conditions that influences the lives of individuals, families, communities and populations. The individual is in constant interaction with an ever-changing global environment. Nursing recognizes the impact a person's environment has upon health. *Health* is an individually perceived dynamic state of well-being. Nursing is a humanistic and scientific care discipline and profession.

We profess that *education* is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized learning experiences and evaluating subsequent outcomes. We ground *nursing education* in the totality of the human experience through the study of the humanities, arts and sciences within the scope of nursing practice. We believe students are partners in the educational process and encourage learning by discovery, curiosity, clinical decision making, experience, reflection, modeling, collaboration and interactive participation. We model service to the College and community and celebrate the diversity of human beings.

We believe there are various educational levels within nursing. The practical, baccalaureate and graduate nursing programs at Clarkson College represent these levels. Practical nursing education provides for entry-level technical practice, while the baccalaureate in nursing is the entry-level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for articulation from one level of nursing education to the next.

We believe caring is the foundational core of the nursing profession and is the energy present in empowering relationships. Caring for clients includes the ability to teach, lead and inspire individuals/groups toward optimal health and wellness. We, the Nursing faculty of Clarkson College, believe that caring is the essence of nursing and the most central and unifying focus for nursing practice. Our students are educated in the concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism.

## Organizing Framework & Curriculum Development Plan

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The organizing framework provides a base for planning curriculum content, course sequencing, curriculum evaluation and flows from the simple to the complex. The organizing framework is derived from the philosophy and is composed of the major beliefs regarding human beings, environment, health, education, nursing education and nursing. The concepts of caring, client-centered care, teamwork and collaboration, evidence-based nursing practice, quality improvement, safety, informatics, and professionalism are interrelated with the beliefs and identified within our philosophy. The Nursing program's mission is to prepare nurses to provide high-quality, ethical and compassionate health care to individuals, families, communities and populations. The College Values of Learning, Caring, Commitment, Integrity and Excellence are reflected within the organizing framework that supports the mission of the Nursing programs and Clarkson College.

The Clarkson College Nursing program concepts are defined as follows:

**Caring** is the foundational core of the nursing profession and is the energy present in empowering relationships.

**Client-centered care** provides for a partnership between the nurse and the client (human being). Caring for clients includes a desire to understand their values, care preferences and expressed needs in all settings ranging from prevention to treatment. Open communication between the client and nurse fosters continuity and respect for cultural differences to promote healthy relationships.

**Clients** include individuals, families, communities and populations.

**Teamwork and collaboration** include the processes of shared decision making, mutual respect and open communication among the nursing professionals, interdisciplinary teams and the client.

**Informatics** is the use of information and technology to identify, create, represent and distribute knowledge to decrease error and support informed decision making.

**Professionalism** is the process of actualizing the values of accountability, ethical and legal responsibility, altruism, autonomy, human dignity, integrity, and social justice. The nurse pursues professionalism through excellence in practice, knowledge through scientific discovery, application, scholarship, as well as professional advocacy in accordance with the American Nurses Association (ANA) Code of Ethics/National Federation of Licensed Practical Nurses Code of Ethics and Nursing's Social Policy Statement and Standards of Practice.

**Safety** involves minimizing the risk of harm to clients and providers through standardized practices and use of technologies that support safety and quality. Safety requires an understanding of the causes of error and allocation of responsibility and accountability.

**Quality improvement** is a process that uses data to monitor the outcomes of client-centered care, designs and tests changes, and continuously improves the quality and safety of health care systems.

**Evidence-based nursing practice** applies the scientific method to the nursing process in conjunction with clinical decision making. This practice integrates research, clinical expertise, client values and preferences for optimum care.

## Health & Safety Requirements

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Students entering nursing must submit evidence of good health. It is the responsibility of the student to maintain health and safety requirements. Students who are out of compliance with any health and safety requirements will be blocked from online campus program-specific clinical courses and will not be allowed to attend clinical until the requirements are met. Questions regarding health and safety may be directed to the Health and Safety Specialist at 402.552.6206.

Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

### UNDERGRADUATE NURSING HEALTH & SAFETY PROCEDURE

“Blocking Process” for non-compliant students:

- Health and Safety Items are due by 4 p.m. the business day PRIOR to the appropriate College health and safety vendor’s stated due date.
- Rechecks of non-compliant students will **only** occur at 4 p.m. the next business day. Any students compliant will be unblocked and allowed to return to clinical at that time. **No** students will be unblocked before the 4 p.m. deadline.
- Students missing clinical due to noncompliance will result in an unexcused absence (please refer to the absence policy). No make-up assignments and/or clinical will be allowed.
- Student will meet with faculty to establish a clinical contract to outline expectations due to unexcused absence.

For a full list of requirements, refer to the [Health and Safety page](#) on the Clarkson College website

## Academic Progression

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### ACADEMIC PROGRESSION

Academic success is only one requirement for progression in the Nursing program. The student must also comply with the Professional Conduct Policy.

The curriculum is organized so that a student must satisfactorily complete the nursing courses in the proper sequence at each level before progressing to the next level.

Failed courses in the nursing major or the following support courses: CH 110 General Chemistry, BI 210 Microbiology, BI 211 Anatomy, BI 213 Physiology, HC 220 Gerontology and BI 227 Pathophysiology can be repeated to achieve a passing grade; however, a nursing major or support course may not be repeated more than one time. A student who fails a nursing major or support course more than once will be dismissed from the BSN program.

The final theory course grade consists of a letter grade. Students must complete course work with a grade of 80% or above in order to successfully complete theory course. An earned 80% test score average in addition to an overall earned course average of 80% is required of all students in order to pass a nursing theory class. If a student does not pass on either the test average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar.

For clinical nursing courses, a final grade of Satisfactory Progress (SP) or Unsatisfactory Progress (UP) will be given to indicate clinical achievement.

A student is required to achieve a passing grade in the following support courses to be allowed to progress to the next level: CH 110 General Chemistry, BI 210 Microbiology, BI 211 Anatomy, BI 213 Physiology, HC 220 Gerontology and BI 227 Pathophysiology.

A student must earn a minimum grade of "C" in a theory course and a Satisfactory Progress (SP) in a clinical course in order to successfully complete a nursing course. Failure to achieve either of those grades will result in the student being required to repeat both theory and clinical courses.

Students must also meet the Comprehensive Student Assessment (ATI) policy in order to progress in the BSN program.

### COMPREHENSIVE STUDENT ASSESSMENT (CSA) POLICY

#### ATI:

ATI exams are required of all Baccalaureate nursing students. Completion of the exam is identified in the respective course syllabi.

Students whose composite ATI score falls below the Proficiency Level 2, must complete the ATI Focused Review Process and retake that ATI test until the Proficiency Level 2 is achieved.

Failure to 1) take the ATI exam, 2) complete the Focused Review Process, and/or 3) retake the exam to achieve Proficiency Level 2 will result in an automatic course grade of incomplete for the course. The student must then complete the specific work to receive a grade for the course. This may impact the student's progression in the nursing program and/or completion of the student's program.



If an ATI exam is required during the semester you will be notified by your instructor.

### **ATI PROGRESSION POLICY**

The student must achieve the required passing score for the ATI exam before progressing to the next semester. The student needs to pass the ATI exam prior to 5:00 pm Friday of the first week of class. The student will be allowed to register and attend class the first week. If the student does not pass the ATI exam prior to this deadline, the student will be required to drop the course.

### **ATI REMEDIATION POLICY**

The clinical instructor will review the focused review notes after first failure and may offer to meet with the student after second failure for remediation counseling to address areas of weakness. The student must allow forty-eight hours for the focused review process before retaking the next proctored ATI exam. During the focused review process, consider using other sources to review topics such as your nutrition textbook, medical-surgical text, and ATI website. Under the section on ATI products is a "Learning tab" where additional resources for test taking are available, such as Nurse Logic and Achieve.

### **WITHDRAW FAIL**

A student may Withdraw Fail (WF) once from any major or support course in the Baccalaureate Nursing program. After receiving a Withdraw Fail (WF) in a major or support course, the student must repeat the course for a grade.

A student may Withdraw Fail (WF) from only two major or support courses during his/her current program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Baccalaureate Nursing program.

### **INCOMPLETE**

If a student needs extended time to meet clinical competencies due to an extenuating life event (i.e. pregnancy, death of a family member, etc...).The student has the following options:

- a. If there are available clinical hours remaining in the semester with the site, the student can complete the clinical hours during the scheduled semester as outlined by the clinical faculty.
- b. If there are no clinical hours remaining in the semester or clinical site options available, the student can take an incomplete in the clinical course, as long as the student is in good standing. The remaining clinical hours will need to be made up in the immediate following semester. The student would not be able to progress in their program, until the clinical course and any co-requisite coursework are successfully completed. Students would not be allowed to progress in their program during the semester that clinical make-up is being completed.
- c. The student may meet with the accommodations office for further needs, to assess for temporary accommodations.

## Course Instruction

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### EXPECTATIONS FOR STUDENTS

1. Attend class on time and on schedule. Class rolls are utilized to record student attendance and instructors are to be notified in advance if the student is unable to attend class.
2. Exams are to be taken as scheduled.
3. Arrange for assistance/tutoring, test reviews from the instructor if deemed necessary.
4. Assigned material is to be read prior to class attendance.
5. Participation and classroom discussion is expected.
6. The Nursing Skills Lab and the Success Center are available if assistance is necessary.
7. Use the add/drop courses procedure as outlined in the College catalog.
8. Complete course work with a grade of 80% or above in order to successfully complete theory course. An earned 80% test score average in addition to an overall earned course average of 80% is required of all students in order to pass a theory nursing class. Percentage grades will not be rounded (i.e., a 79.98% will not be rounded to a 80%). The final theory course grade consists of a letter grade. Students must complete course work with a grade of 80% or above in order to successfully complete theory course. If a student does not pass on either the test average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar.
9. A grade of Satisfactory Progress (SP) or Unsatisfactory Progress (UP) will be given to indicate clinical achievement.
10. Clinical paperwork needs to be completed in a timely and thorough manner.

### ACCOMMODATIONS POLICY

Clarkson College is committed to equal opportunity for the student with a disability. It is the student's responsibility to request accommodations through the Accommodations Coordinator at 402.552.2693. If a student is deemed eligible for accommodations in a college course, then faculty are required to provide fair and timely accommodations specific to their disability as outlined by the Accommodations Coordinator. Additional [Accommodations information](#) is available on the Clarkson College website.

### GRADING SCALE

|           |            |           |           |           |           |          |           |
|-----------|------------|-----------|-----------|-----------|-----------|----------|-----------|
| <b>A+</b> | 100% – 98% | <b>B+</b> | 92% – 89% | <b>C+</b> | 84% – 82% | <b>D</b> | 79% – 76% |
| <b>A</b>  | 97% – 93%  | <b>B</b>  | 88% – 85% | <b>C</b>  | 81% – 80% | <b>F</b> | < 75%     |

The final theory course grade consists of a letter grade. Students must complete course work with a grade of 80% or above in order to successfully complete theory course. An earned 80% test score average in addition to an overall earned course average of 80% is required of all students in order to pass a theory nursing class. If a student does not pass on either the test average or the overall average, only the grade that reflects the failing grade will be posted and turned in to the Registrar.

1. The final theory course grade consists of a letter grade. An earned 80% test score average in addition to an overall earned course average of 80% is required of all students in order to pass a nursing theory course. Percentage grades will not be rounded (i.e., a 79.98% will not be rounded to a 80%).
2. For the clinical nursing courses, a letter grade of Satisfactory Progress (SP) or Unsatisfactory Progress (UP) will be given to indicate clinical achievement.
3. The course competencies derived from the level outcomes of the curriculum for the nursing major are the criteria for evaluating student achievement in both the classroom and clinical practice.
4. At designated intervals, each student will have the benefit of an evaluation of her/his progress in

- both the classroom and clinical components of the course.
- a. Designated intervals are defined in each course evaluation procedures.
  - b. The clinical instructor shall provide the opportunity for each student to make self-evaluations.
  - c. Each clinical instructor shall be responsible for documenting evaluations on each assigned student. Faculty will evaluate students on a timely basis.
  - d. If the student's progress is unsatisfactory, additional evidence of guidance conferences may be entered into the student's permanent file.
5. A student may request a conference to evaluate his/her progress.
  6. Upon completion of clinical courses, the student's evaluation form will be placed in the student's permanent folder.

## Clinical Evaluation

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The student will be evaluated according to the level competencies that are derived from the conceptual framework and the philosophy of the Clarkson College Baccalaureate Nursing program. Learning experiences provided will give the student the opportunity to demonstrate satisfactory performance of the level competencies and professional behaviors. The student is encouraged to review the clinical evaluation form with the clinical instructor throughout the course.

### FORMATIVE EVALUATION

Formative evaluation is an ongoing process that provides data that can be used to develop a more complete evaluation of the student's performance in the course. Formative evaluation (ongoing) is done at intervals specified by the instructor. Anecdotal notes will be utilized to supplement the evaluation form when necessary.

Students will sign and date after each anecdotal note, documenting they have read the evaluation and understand their present level of achievement.

Students will complete a self-evaluation at midterm and on completion of the course. This will include a rating of individual objectives and a narrative summary note.

### SUMMATIVE EVALUATION

Summative evaluation (final) is the composite of the clinical behaviors for the course. Achievement of all of the level competencies is mandatory to successfully complete the course. This includes satisfactory completion of the critical clinical experiences and demonstration of professional behaviors. Summative evaluation is scheduled when the clinical experience is completed. Please see individual course syllabi and evaluation tools for detailed evaluation policy/procedures.

### ABSENCES

See "Attendance of Class and Clinical Laboratory" on page 13.

### GUIDELINES FOR CLINICAL EVALUATION

The student will:

1. Attend conferences as determined by faculty.
2. Demonstrate evidence of following through with suggestions of faculty. A student encountering academic difficulties in a nursing course is expected to make use of all available college resources.

3. Discuss questions or concerns with instructor(s). The student will utilize appropriate communication channels when addressing concerns regarding each course grades/evaluations.
4. The student will sign and date the clinical evaluation tool. Student signature documents that they have been notified of evaluation, not necessarily in agreement with the evaluation. The student may respond to the evaluation in writing.
5. Access midterm and final grades by utilizing the Clarkson College website.

The faculty will:

1. Orient students to evaluation policies and procedures at the beginning of each course.
2. Meet with the student for clinical evaluation conferences a minimum of twice per semester (at midterm and following completion of the clinical/practicum rotation).
3. Document clinical evaluation conferences on the student clinical/practicum evaluation form.
4. Submit the midterm and final grades to the course coordinator, BSN Program Director and Registrar.

## Clinical Laboratory

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Refer to "Health & Safety Requirements" on page 7 for comprehensive policy and procedure information.

### CRIMINAL BACKGROUND CHECKS

Criminal background checks may be completed on students as needed for clinical experiences. Prior conviction of a felony or misdemeanor may make a student ineligible to participate in various clinical experiences and may make it impossible for a student to complete the scheduled program of study. Additionally, prior conviction of a felony or misdemeanor may make the student ineligible for professional licensure, professional certification or professional registration, depending upon the specific regulations of individual health profession and the state of practice. If a student is convicted of a felony or misdemeanor during the time he/she is a student, it is the student's responsibility to inform the Program Director immediately upon conviction.

### DRUG TESTING

Students may be required to submit to drug testing, either scheduled or random, in conjunction with clinical nursing courses as required by the College or clinical facility. If a student tests positive for illegal drug use, he/she will not be allowed to continue in the clinical nursing course for that semester.

If a student tests positive for illegal drug use more than one time during his/her plan of study, he/she will be administratively withdrawn from the Nursing program.

### LIABILITY INSURANCE POLICY

Clarkson College students registered in clinical courses are covered by the blanket professional liability policy of the College, which is intended to cover the student when engaged in the prescribed curriculum and course work. This policy is limited to coverage of the student in the student role only; it does not cover the student as an employee. It is a blanket liability so there are no individual applications or individual policies. Clarkson College recommends that any student employed in the health care field or completing clinical course work, carry his/her own professional liability insurance.

## Attendance at Class & Clinical Laboratory

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Students are responsible for attending all scheduled classes and clinical/practicum experiences. If a student misses a class or clinical/practicum experience, the student assumes responsibility for this action and will be subject to stipulations of policy.

Absences are considered either excused or unexcused. The student is responsible for notifying the theory and/or clinical faculty and the clinical agency when she/he is unable to attend a scheduled class or clinical assignment. The only exception will be when no students attend due to weather or other emergency.

### EXCUSED ABSENCES

1. Excused absences are those absences due to illness, personal crisis or special events (i.e., NSSNA, workshops, college functions) where the student has made contact with the course/clinical instructor prior to class or clinical start time.
2. Availability of clinical make-up time cannot be guaranteed for any absence, even though the absence may be an excused one.
3. When an excused clinical absence is due to illness, the student will see a primary care health practitioner to obtain permission to return to class and clinical area. The clinical faculty and/or course coordinator may waive this requirement when reviewing the nature of the illness and length of absence. The permission to return to clinical is noted in the student file.
4. For an excused absence related to a special event, the student must receive approval from the clinical instructor. If approved, arrangements will be made to make up missed course work.
5. In the event of a crisis in which the student is unable to notify the clinical instructor in advance, the course coordinator or program director, as appropriate, will review the situation. An excused absence will be determined at that time and arrangements made for course work.
6. A student who misses a course examination is responsible for notifying the course coordinator prior to the scheduled exam time. If an excused absence, the student may take the exam at a date to be determined by the course coordinator. A student who does not take the test on the rescheduled date and time will receive an unexcused absence for the test. No penalty shall be incurred under those acceptable conditions of an excused absence listed above.

### UNEXCUSED ABSENCES

1. An unexcused absence is any absence in which the student has not made contact, made prior arrangement, is blocked due to health and safety noncompliance, or has not been approved by the course coordinator/clinical faculty.
2. If a student is absent from an examination or fails to turn in a graded assignment, make-up work may be offered at the discretion of the course coordinator except in the instance of health and safety noncompliance. At the course coordinator's discretion, it may be possible for the student to take a missed examination at a date to be set by the course coordinator.
3. Unexcused absences from an examination or failure to turn in a graded assignment may result in a grade of zero.

### CLINICAL ABSENCES

Students who have missed any clinical or college laboratory experience will be brought to the attention of the course coordinator by the clinical faculty for review.

- Availability of clinical make-up time cannot be guaranteed. The course coordinator and Program Director will determine availability. In the event times are not available, the student will be notified and receive an unsatisfactory grade if course competencies are not met.
- When make-up clinical time is required outside of the regularly scheduled clinical time, a student may be assessed a fee based on the current salary structure for Nebraska Medicine.
- Clinical experience is an essential component of nursing. A pattern of absences will result in failure to meet not only course competencies but achieve program progression. The student may be asked to withdraw or be administratively withdrawn from the Nursing program

## Professional Conduct

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Inherent in the profession of nursing are values that are demonstrated through professional conduct. Examples of professional values include demonstrating a commitment to nursing, demonstrating cooperation and collaboration, placing the client's welfare first, exhibiting personal as well as intellectual responsibility, and adhering to the Nursing program and clinical facility policies. These are areas by which the student is evaluated in the area of professional conduct.

In keeping with the philosophy of Clarkson College, a student is expected to exhibit professional behavior when performing nursing activities or representing the Nursing program in any capacity. The student is expected to follow the "Code of Conduct" identified in the Clarkson College academic catalog.

### PROFESSIONAL CONDUCT

#### COMMITMENT TO NURSING

When in the clinical area or any clinical experience, the student should be identified as a Clarkson College student by proper uniform, and/or identification as listed in the Dress Code Policy. The student is expected to exhibit a professional manner, which includes but is not limited to having a neat, clean appearance and utilizing appropriate language and behavior.

The student will be identified as a Clarkson College Nursing student when completing official agency records or forms (e.g. by writing J. Smith SN1 CC, SN2, SN3, SN4). Additional titles may not be used when in a student role unless a student is already an RN and currently enrolled in the RN to BSN program.

The student notifies the clinical faculty or preceptor appropriately when she/he is unable to complete nursing responsibilities, will be absent from the clinical setting or must leave the clinical area prior to the end of clinical time.

#### CLIENT WELFARE

The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner that is sensitive to client diversity. When providing care, the student places the client's welfare first by: being accessible and prompt in answering the client's requests; establishing a priority of activities that reflect the client's needs; and being responsible and reliable when needs are identified by the client, staff or clinical instructor. The student delivers care in a manner that preserves and protects client autonomy, dignity, rights and confidentiality.

#### COOPERATION & COLLABORATION

The student interacts professionally, both written and verbally, with faculty, staff, clients and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the

appropriate channels of communication and authority for clarification (instructor, course coordinator, BSN Program Director, Dean of Nursing and Vice President). The student's written work/charting is accurate, has a professional appearance and is completed according to standards of the agency and Clarkson College. Cellular phones, beepers and pagers are to be used in emergencies and according to agency policies as well as at the discretion of the instructor.

The student is a cooperative team member who considers the needs of the entire group when working together, giving and receiving assignments, and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive criticism.

The Program Director, in consultation with the course coordinator, reserves the right to adjust assignments as warranted by clinical objectives, clinical facility requests and faculty availability. Any changes, which substantially affect a student's schedule, will be communicated to the student by the course coordinator and/or Program Director.

### **INTELLECTUAL & PERSONAL RESPONSIBILITY**

The student exhibits intellectual and personal responsibility by readily acknowledging mistakes and/or oversights, and takes action to correct the situation. The student is honest and truthful when interacting with clients, peers, faculty and staff, and in completing written work such as charting, care plans, assessment guides, etc. The student completes her/his own work, not representing anyone else's work as being their own. The student identifies group collaboration on projects when indicated and appropriate. Refer to Policy on Academic Honesty in the College academic catalog, which will extend to the class and clinical experience.

### **STUDENT HONOR CODE**

The Clarkson College Honor Code promotes general and academic honesty, mutual trust and respect between faculty and students, and prepares students to live according to the ethical rules and obligations of the nursing profession. The Honor Code recognizes the importance of integrity, honesty, trust, fairness, respect and responsibility. These principles are defining characteristics of the Honor Code. Upon admission, each student is expected to abide by this Honor Code and assume responsibility to uphold its standards. Students are required to sign the Honor Code pledge at the beginning of first level nursing courses.

### **UNPROFESSIONAL CONDUCT**

#### **INITIAL ACTION**

If displaying unprofessional conduct, the student may be sent away from the classroom, clinical or laboratory setting by the instructor or designated authority. The instructor then notifies the Course Coordinator and/or Program Director. The Program Director will notify other College officials as deemed necessary. Documentation of the conduct will be completed as appropriate.

#### **FOLLOW-UP**

The Course Coordinator, Program Director and any other College officials deemed necessary, will review any violation of this policy. The student has the responsibility to follow appropriate channels in a timely manner in an attempt to resolve the situation. The student will be notified if he/she may return to the classroom or clinical setting.

### **EQUAL OPPORTUNITY & NON-DISCRIMINATION POLICY**

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its

educational programs and policies, financial aid, activities or other school administered programs. View the full Notice of Non-Discrimination statement by visiting [ClarksonCollege.edu](http://ClarksonCollege.edu).

## Baccalaureate Nursing Program Honor Code

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Clarkson College values integrity, which is based on consistent adherence to moral and ethical standards in personal, professional and organizational behaviors. The Clarkson College Baccalaureate Nursing program believes that each student has the responsibility to maintain academic integrity, foster professionalism and social responsibility.

### PURPOSE

The Clarkson College BSN Honor Code promotes general and academic honesty, mutual trust, and respect between faculty and students and prepares students to live according to the ethical rules and obligations of the nursing profession. The Honor Code recognizes the importance of integrity, honesty, trust, fairness, respect and responsibility. These principles are defining characteristics of the Honor Code. Upon admission to the Baccalaureate Nursing program at Clarkson College, each student is expected to abide by this Honor Code and assume responsibility to uphold.

### SCOPE

All students enrolled in the Baccalaureate Nursing program at Clarkson College are subject to the Honor Code for academic matters. All BSN students are responsible for abiding by the Baccalaureate Nursing program Honor Code at all times.

### VIOLATIONS OF HONOR CODE

Students enrolled in the BSN program are expected to conduct themselves in accordance with the Honor Code at all times in which they are engaged in their studies or clinical work or representing the Clarkson College Baccalaureate Nursing program. The following is not meant to be a complete list of all violations but is a guide to help faculty and students understand what constitutes a violation of the Honor Code.

The following are the categories of BSN Honor Code violations at Clarkson College:

1. **FABRICATION:** Making any oral or written statement, which the individual knows, or should have known, to be untrue. Examples of fabrication include, but are not limited to, the following actions:
  - a. Making a false statement to faculty, Clarkson College employee(s), fellow students or clinical agency personnel.
  - b. Altering records or other academic materials.
2. **CHEATING:** Giving or receiving, offering or soliciting information on any examination, quiz or other assignment not authorized by the instructor. Examples of cheating include, but are not limited to, the following actions:
  - a. Copying from another student's paper.
  - b. Use of unauthorized aide/materials during examinations, quizzes or any other assignment.
  - c. Collaboration with another student without instructor approval on any examination, quiz, nursing care plan, computer or laboratory work, or any other assignment. Collaboration includes the exchange of materials or ideas verbally or non-verbally.
  - d. Buying, selling, possessing, soliciting, transmitting or using any material purported to be the unreleased contents of any assignment, including examinations and quizzes.
  - e. Bribery or solicitation of any person to obtain or to provide any information relating to examinations, quizzes or other assignments.



- f. Substitution for another person during an examination or quiz.
3. **PLAGIARISM:** To steal or pass off the ideas or words of another as one's own without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:
    - a. Quoting word for word from a source without using quotation marks, footnotes, reference or bibliographic citation.
    - b. Summarizing and paraphrasing ideas without acknowledging the source.
    - c. Submitting work for credit which has not been written by the student, including, but not limited to material from an online source, papers written by another person or buying a paper from a commercial source.
    - d. Submitting, without prior permission, academic work that has been previously submitted in identical or similar form.
  4. **SCHOLASTIC HONESTY STATEMENT:**  
 Clarkson College views scholastic honesty as a reflection of a student's personal integrity. Therefore, all students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. The following are specific examples of serious violations:
    - a. **Plagiarism:** Taking passages from writings of others without giving proper credit to the source, includes using the works of another student. Clarkson College subscribes to TurnItIn<sup>®</sup>, an Internet-based plagiarism-detection service. Your written assignments may be submitted to TurnItIn<sup>®</sup> to check for originality.
    - b. **Collusion:** Working together with another person with an "illegal" or "deceitful" purpose in the preparation of work that an instructor expects to be accomplished on an individual basis.
    - c. **Cheating:** Giving or receiving information during an examination.
 Students found guilty of scholastic dishonesty are subject to disciplinary action. The judicial policies and procedures may be found in the Student Handbook, Student Code of Conduct section.
  5. **FAILURE TO REPORT:** When behavior suspicious of an Honor Code violation is not brought to the attention of the faculty for investigation.
  6. **MISREPRESENTATION:** "Providing false information to an instructor concerning an academic exercise" (Hollinger & Lanza-Kanduce, 1996). Examples of misrepresentation include, but are not limited to, the following actions:
    - a. Giving a false excuse for missing an examination, quiz or assignment deadline.
    - b. Falsely claiming to have submitted a paper or assignment.
  7. **FAILURE TO CONTRIBUTE:** Failing to equally contribute in a collaborative project.
  8. **SABOTAGE:** "Consists of actions that prevent others from completing their work" (Stern & Havlicek, 1986). Examples of sabotage include, but are not limited to, the following actions:
    - a. Disturbing someone's lab experiment or project.
    - b. Moving materials from a reserved reading file so that others cannot use them.

## STUDENT RIGHTS

As with any disciplinary case, a student has certain rights. These rights include:

1. The rights to due process, wherein the student is notified of the accusations, is presented with the evidence related to the accusations and has the opportunity to respond to the evidence and present her/his own evidence.
2. The right to have each determination based upon a preponderance of evidence (that it is more likely than not that the action took place).
3. The right that the sanction(s) be appropriate for the violation.

## POSSIBLE ACADEMIC PENALTIES

Upon the finding of a violation, the faculty, the Director of Baccalaureate Nursing and/or the Dean of Nursing has the discretion to impose whatever sanction or sanctions are deemed just and reasonable based on the severity of the infraction and number of infractions. Sanctions that may be imposed include, but are not limited to, the following:

1. No academic credit for the work related to the violation.
2. A lower or failing grade or score for work related to the violation.
3. Assignment of a failing grade for the entire course in which the violation occurred.
4. Additional work to provide evidence of the student's academic performance and/or evidence that the student knows and understands the course material.
5. Suspension from course.
6. Letter of reprimand to be kept in the student's file.

In acknowledgement of this code, all BSN students are required to sign the Baccalaureate Nursing Program Honor Pledge found at the end of this handbook.

## Personal Appearance

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As a student you represent, not only Clarkson College, but also the professional image of nursing. The following are expectations of the personal appearance of a Clarkson College nursing student.

### DRESS CODE POLICY

1. **Hair:** Students must have human colored hair. Extreme looks such as multiple colors; extremes in bleaching, dyeing or tinting; or shaved eyebrows are not appropriate. Hair must be clean and pulled back from the face so as not to fall forward while giving patient care. Beards or moustaches for men will be neatly trimmed.
2. **Make-up:** If worn, is to be conservative and not detract from the attire, uniform or work environment and must reflect a professional image.
3. **Nails:** Need to be smooth, of a moderate length and clean. Artificial nails, nail polish/products are not to be worn by anyone with responsibility for hand-on patient care, as they are an infection control risk.
4. **Jewelry:** Decorative jewelry is to be conservative and not detract from the attire or work environment and must not pose a safety/infection risk. Jewelry should be minimal. Students are allowed:
  - No more than one ring per hand (unless otherwise stated by the clinical agency). Plain-type wedding bands are preferred.
  - No piercings on the body are permitted with the exception of one post/stud type earring on the lower ear lobe.
  - Body piercings (other than the one piercing allowed in the lower ear lobe) will be removed for all clinical settings and experiences. Covering up body piercings with Band-Aids or other types of concealing methods (i.e.: clear spacers, retainers or make- up) are not permitted. This includes surgically implanted jewelry.
  - One small necklace that fits snug to neck or is able to be tucked into a shirt is permitted. Dangling necklaces are a safety issue.
5. **Aftershave, cologne and perfume:** Will be applied sparingly, as patient's sensitivity to scents/odors must be considered at all times.
6. **Tattoos:** Visible tattoos are not allowed. If a student has tattoo(s), clothing must completely cover the tattoo(s) or apply a concealing item if in an area that clothing does not cover.

7. **Personal cleanliness:** Daily attention to one's personal hygiene is an extremely important component of each student's overall image. Students will maintain a high level of personal hygiene. Students' breath and clothing/lab coats must not smell of smoke.

**NOTE:** If a student chooses to wear piercings that are not visible (i.e., under the required clinical attire), Clarkson College will not be liable for injuries that may occur.

### CLINICAL ATTIRE

- Clarkson College ID badge and student nurse badge extender.
- Clarkson College uniform shirt in pewter grey, Cherokee brand approved style numbers with current College emblem (purchased in Bookstore).
- Pewter grey, Cherokee brand uniform slacks in approved style number, no knit pants. Freshly laundered uniform needs to be worn daily in the clinical setting.
- Clean all white or all black, all leather, closed-toed shoes. No prints, swirls or designs in any color will be allowed on shoes.
- Any shirts under scrubs or Clarkson College polo shirts must be all white, black or grey.
- A Clarkson College white lab coat with current College emblem to cover professional business attire when appropriate.
- Appropriate undergarments under clinical uniform.
- Any exceptions may occur on a course-to-course basis and will be addressed in the course syllabus.

### PRE-LAB ATTIRE

- Clarkson College ID badge and student nurse badge extender.
- A Clarkson College white lab coat with current College emblem to cover professional business attire.
- Business dress casual: pants, slacks, skirts, collared shirts—no jeans or denim apparel (skirts, shirts, etc.), jogging suits, shorts, miniskirts or tank tops.
- Closed-toed shoes.

### ACCESSORIES

- Clarkson College ID badge and student nurse badge extender
- A conservative watch with second-hand function
- One working black pen
- Bandage scissors
- Stethoscope
- Penlight

# Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

# Values

## Learning

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The lifelong process of education through both structured and unstructured experiences.

## Caring

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An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact, serve and lead.

## Commitment

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Dedication and accountability to the shared mission of Clarkson College.

## Integrity

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Adherence to moral and ethical standards in personal, professional and organizational actions.

## Excellence

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A level of performance in which all individuals strive for extraordinary quality.

## Baccalaureate Nursing Program Honor Pledge



I, \_\_\_\_\_, as a member of the student body of the Clarkson College Baccalaureate Nursing program, hereby pledge upon my honor to abide by all of the regulations governing the school. I will conduct myself academically with integrity, refraining from any action which would discredit me, the members of the student body or the nursing profession.

I hereby pledge that I understand and will uphold the Honor Code. I am aware that a breach of the Honor Code will result in disciplinary action by the faculty, Director of Baccalaureate Nursing program, and/or Dean of Nursing. This signed pledge applies to all work completed while enrolled in the Clarkson College Baccalaureate Nursing program.

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STUDENT SIGNATURE

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DATE

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STUDENT PRINTED NAME

# Baccalaureate Nursing Program Student Handbook Receipt Acknowledgement



By signing this receipt, I acknowledge that I have received my copy of the Clarkson College Baccalaureate Nursing Student Handbook. It is my responsibility to read and understand the matters set forth in this Handbook. The Handbook is a guide that must be followed by each student enrolled in the Baccalaureate Nursing program.

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STUDENT SIGNATURE

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DATE

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STUDENT PRINTED NAME