



UNDERGRADUATE

NURSING STUDENT HANDBOOK



School of Nursing

2023-2024

TABLE OF CONTENTS

Nursing Team's Welcome.....	3
Nursing Location.....	4
Administrative Team	5
Section I: Introduction.....	6
Accreditation	7
Scope of Practice	8
Nursing Overview	10
The Guiding Conceptual Model	14
Section II: Admission and Curriculum.....	17
Pathway to BSN Program Overview and Curriculum	19
Bachelor of Science in Nursing	22
Online RN-to-BSN	28
Section III: Registration, Advising, and Scholarships.....	30
Section IV: Academic Policies.....	32
Academic Progression Policy	37
Section V: Courses Policies.....	40
Section VI: Clinical Policies.....	45
Section VII: Student Services, University Offices and Department.....	54
University Support.....	55
Confirmation of Receipt/ Student Acknowledgment.....	57

NURSING

TEAM'S WELCOME

Dear STU Nursing Students:

Welcome to St. Thomas University School of Nursing (STUSON)! We are thrilled to have you as part of our esteemed nursing program. As you embark on this journey with us, we assure you that you are entering a place where your dreams and aspirations in the nursing profession will flourish.

STUSON is not just an ordinary nursing school; it is a place where future nurses like you are nurtured, guided, and equipped to become leaders for life. Our mission is not only to provide you with top-notch education and practical training but also to instill in you the qualities of empathy, compassion, and resilience that define a true nursing leader.

As you step into our classrooms, you will encounter a faculty of experienced and dedicated professionals who are passionate about your success. They will be your mentors, guiding you through the challenging coursework and helping you navigate the complexities of the healthcare world. We believe in the power of hands-on experience, and you can expect to be exposed to a wide range of clinical settings throughout your time at STUSON. Our goal is to prepare you for the real-world scenarios you will encounter as a nurse, ensuring you feel confident and competent in your abilities. Beyond academics, we encourage you to embrace the spirit of camaraderie among your peers. You will find that the friendships you build here will be a source of support and motivation throughout your nursing journey and beyond.

As you embark on this noble profession, always remember the profound impact you will have on the lives of your patients and their families. Your dedication to providing compassionate and competent care will leave a lasting legacy in the healthcare community. We look forward to witnessing your growth and transformation during your time at STUSON. Together, we will create a community of nursing leaders who will make a positive difference in the world.

Once again, welcome to St. Thomas University School of Nursing! We are excited to begin this journey with you.

With warmest regards,

The Nursing Team
16401 NW 37th Avenue
Miami Gardens, FL 33054
(305) 628-6521
www.stu.edu

Disclaimer

The St. Thomas University School of Nursing (STUSON) Nursing Student Handbook is updated annually and is not intended to nor does it contain all regulations relating to the students or replace the STU Student Handbook. The information, including policies and procedures, in this Nursing Student Handbook are subject to change and update without notice as necessary by governing authorities and administrative

rights. All students are responsible for reading and abiding by the information, policies, and procedures contained in this handbook as well as the STU Student Handbook.

In the event of any change or amendment to the Undergraduate Nursing Policy, students are able to view it electronically online on the St. Thomas University website. It is the students' responsibility to review any change and /or amendment in its entirety. Students should seek clarification on any question, concern or point for which they do not understand.

Nursing Location



COLLEGE OF SCIENCE, TECHNOLOGY AND HEALTH

“Leaders Make the Discoveries That Build Our Future”

Basic Access Information

College of Science, Technology and Health
School of Nursing
16401 NW 37th Avenue
Miami, FL 33054
(305) 625-6000
www.stu.edu

COLLEGE OF SCIENCE, TECHNOLOGY AND HEALTH

ADMINISTRATIVE TEAM CONTACT INFORMATION

Jeffery A. Plunkett, PhD

Dean and Professor of Health Sciences & Biology

Office Location: Carnival Cruise Line/Science Building

Phone: (305) 474-6014

Email: jplunkett@stu.edu

Fabrina Leach

Administrative Assistant to Dean of Academics

Office Location: Carnival Cruise Line/Science Building, Room 120

Phone: (305) 628-6760

Email: fleach@stu.edu

NURSING ADMINISTRATIVE TEAM CONTACT INFORMATION

Doris Teran, DNP, APRN, NP-C

Chief Nursing Officer

Office Location: O'Mailia Hall, Room 125

Contact Information: (305) 628-6503; **Email:** dteran@stu.edu

Cassandra Milien, MSN, RN

School of Nursing Clinical Coordinator

Office Location: O'Mailia Hall, Room 124

Phone: (305) 628-6571, **Email:** cmilien@stu.edu

Natasha Desir

School of Nursing Administrative Assistant

Office Location: O'Mailia Hall, Room 113

Phone: (305) 474-6025

Email: ndesir@stu.edu

SECTION I: INTRODUCTION

Purpose of the Nursing Student Handbook

This handbook, prepared for undergraduate students admitted to the nursing program, provides specific information about nursing that supplements - but does not replace - St. Thomas University's Undergraduate Catalog.

The Nursing Student Handbook serves as a comprehensive guide and reference tool for all students enrolled in our esteemed nursing program. Its purpose is multifaceted, designed to provide clarity, support, and essential information throughout the students' educational experience. Allow me to outline the primary objectives and purpose of the handbook.

- **Clinical Practice Guidelines:** For nursing students, clinical practice is a crucial aspect of their learning journey. The handbook details the guidelines, procedures, and expectations for clinical rotations, emphasizing the importance of professionalism, patient care, and safety.
- **Code of Conduct and Professionalism:** We uphold the highest standards of professionalism and ethical behavior in our nursing program. The handbook clearly articulates the code of conduct and expectations for students, promoting integrity and accountability.
- **Student Support Services:** Within the handbook, we provide information about the various support services available to our nursing students. This includes academic advising, counseling, tutoring, and resources to help students navigate any challenges they may encounter during their studies.
- **Policies and Procedures:** The Nursing Student Handbook outlines essential policies and procedures specific to the nursing program, such as attendance requirements, grading policies, and procedures for academic grievances.
- **Safety and Compliance:** The safety and well-being of our students and patients are of utmost importance. The handbook includes safety guidelines and compliance measures, ensuring that students are aware of the protocols in place to maintain a secure learning and clinical environment.
- **Communication Channels:** Effective communication is key to a successful academic experience. The handbook provides information on communication channels between faculty, staff, and students, fostering a collaborative learning environment.

The student handbook is designed for use in conjunction with other St. Thomas University publications, including the University Community Standards, Academic Community Standards, University Policies and Procedures ([Student Handbook](#)), the Undergraduate Catalog (<https://www.stu.edu/academics/catalogs/>), and the current Schedules of Courses.



St. Thomas University Nursing Program offers a Bachelor of Science in Nursing (BSN) and RN-to-BSN. The BSN program prepares graduates for generalist practice to provide direct and indirect care to individuals, families, groups, communities, or populations (AACN, 2008).



ACCREDITATION

St. Thomas University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, law, and doctorate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of St. Thomas University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by calling 404-679-4500 or by using information available on SACSCOC website (www.sacscoc.org).

St. Thomas University SON is fully approved by the Florida Board of Nursing. STU is approved to prepare students for the National Council Licensure Examination-Registered Nurse (NCLEX-RN), when passed, enables the graduate to receive a license as a registered nurse (RN) and sign as a “Registered Nurse” in the clinical setting. For further questions regarding the status of the nursing program at STU, contact the Florida Board of Nursing at: 4052 Bald Cypress Way Bin C-02 Tallahassee, FL 32399-3252 (850) 488-0595.

The baccalaureate degree program in nursing at St. Thomas University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791

SCOPE OF PRACTICE

American Nurses Association (ANA) Code of Ethics for Nurses

All nursing students at St. Thomas University are accountable to the American Nurses Association (ANA)'s Code of Ethics and all students are expected to review the ANA's Code of Ethics for Nurses at this link: www.nursingworld.org/codeofethics. Students can also refer to:

American Nurses Association (2015). *The Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application* (2nd Ed.). Nursebooks.org.

American Nurses Association's Standards of Nursing Practice

The following standards guide the educational experience of students and the practice of both students and faculty in the nursing program at St. Thomas University. For information about the ANA Standards of Nursing Practice, visit the website at www.nursingworld.org/nursingstandards. Refer to:

American Nurses Association (2021). *Nursing: Scope and Standards of Practice* (4th Ed.). Nursebooks.org

The ANA's Code of Ethics and Standards of Nursing Practice delineate the ethical standards that nurses should be accountable for, which is and is not limited to:

- Respecting patients,
- Safeguarding patients' right to confidentiality and privacy,
- Advocating for safe, ethical, and legal care of all patients, and
- Maintaining their own clinical competence

The ANA's Code of Ethics, Standards of Nursing Practice and ethical behavior also apply to academic study by nursing through the concept of academic honesty. Nursing students are expected to provide ethical care in clinical setting, act in an ethical and professional manner as they write and submit papers and assignments, do patient care, and work with peers in group projects.

NURSING OVERVIEW

HISTORY, VISION, MISSION, AND VALUES



HISTORY

In 2003, St. Thomas University (STU) was contacted by University of Miami (UM) regarding the possibility of starting a 2+2 Nursing Program. At that time, UM wanted to expand its BSN enrollment. With the sponsorship of the North Dade Medical Foundation and Florida Blue, STU launched a collaborative 2+2 Nursing Program with UM in 2004. Nursing students would do their first two years of core classroom requirements at STU and then complete their more advanced classwork and clinical rotations at UM. Their BSN degree would be awarded by University of Miami.

By 2009, the university dedicated the Carnival Cruise Lines Science and Technology Building. The building was designed with undergraduate research in mind and has ten laboratories. Capitalizing on the success of the university's STEM programs and STU Summer Research Institute, the university decided to go beyond its 2+2 nursing program into a four-year Bachelor of Science Nursing (BSN) program. The pre-licensure BSN program and the online RN to BSN started in Spring 2017. Prior to the BSN program in spring 2016, STU launched a Master of Science in Nursing (MSN) degree with a specialization track of Family Nurse Practitioner (FNP). The response from the community has been enthusiastic. By fall 2017, enrollment in the traditional BSN program has grown tremendously.

The nursing program collaborates with other colleges within the university as well as with local hospitals, community health centers, clinics, and organizations to provide and equip nursing students with clinical skills and experiences needed to become successful in their respective degree. In addition, the nursing program engages and participates in nursing and interdisciplinary community service with special emphasis on underserved and rural populations. The nursing program also provides students access to upward social mobility. Preparing culturally competent nurses who are sensitive to the many ethnic groups in South Florida, and who have an in-depth understanding of quality, safe patient-centered care is the STU nursing program's charge.

MISSION STATEMENT

The School of Nursing is committed to the formation of transformational global nursing leaders to engage in evidence-based practice, lifelong learning, and community service that reflects our Catholic identity and our mission of creating leaders for life.

VISION STATEMENT

Our vision at St. Thomas University nursing program is to create an atmosphere that is conducive to ethical leadership, transparency, excellence, integrity, and respect for diversity will characterize everything that we do. The vision of the nursing program is to:

- Prepare highly qualified nurses equipped with skills to fulfill baccalaureate nursing roles locally, nationally and internationally;
- Prepare graduates for ongoing and advanced nursing degrees for the betterment of our world; and
- Develop transformational global nursing leaders to contribute to the healthcare industry and address the health care needs of the citizens of Florida and around the world.

CORE VALUES

Combined with the core values of St. Thomas University; catholic identity, global diversity, student success, and leadership development, the nursing program's core values include:

- A culture that embraces caring
- A community that supports safety
- A community that shares a common thread in developing efficient leaders

DIVERSITY STATEMENT

The School of Nursing is committed and dedicated to fostering diversity in the classroom, the university, and the profession that reflects the core value of St. Thomas University. The nursing program faculty seeks to promote a culture that respects and embraces students' differences in cultures, abilities, religious beliefs and affiliations, age, race, ethnicity, gender, and sexual preferences and orientation. We commit ourselves to promote an enriched learning environment, improve the practice of nursing for the development of excellent leadership skills, personal creativity, and professional growth.

PHILOSOPHY

The nursing program believes that nursing education serves as a transformative journey, empowering individuals to become catalysts for positive change and global nursing leaders throughout their lives. Our philosophy revolves around the following core principles:

- **Holistic Development:** We recognize that nursing education encompasses not only acquiring clinical skills and knowledge but also fostering personal growth, emotional intelligence, and cultural competence. We strive to develop well-rounded nurses who are

compassionate, empathetic, and adaptable to diverse healthcare settings.

- **Empowerment Through Knowledge:** We view education as a powerful tool for empowerment. By equipping our nursing students with evidence-based practices and the latest advancements in healthcare, we instill confidence in their abilities to provide high-quality patient care and make informed decisions.
- **Catalysts for Change:** Our nursing program emphasizes that nurses are key drivers of positive change in the healthcare industry. We encourage our students to embrace innovation, advocate for patients' rights, and actively participate in shaping policies that improve healthcare outcomes for individuals and communities.
- **Lifelong Learning:** We believe that nursing education is not limited to a specific period but extends throughout a nurse's career. Our philosophy encourages a commitment to lifelong learning, enabling nurses to stay updated with evolving medical knowledge and technologies, ensuring continuous professional growth.
- **Global Perspective:** Nursing is a universal profession that transcends borders. We nurture a global outlook among our nursing students, emphasizing the importance of understanding diverse healthcare systems, cultural practices, and healthcare disparities worldwide.
- **Patient-Centered Care:** The core of nursing is centered around patients. We instill in our students the value of patient-centered care, where individuals are treated with dignity, respect, and the utmost attention to their physical, emotional, and psychological needs.
- **Collaborative Approach:** Healthcare is a team effort, and nurses play an integral role in interprofessional collaboration. Our philosophy emphasizes the significance of effective communication, teamwork, and collaboration to deliver comprehensive and integrated healthcare services.
- **Ethical Practice:** Integrity and ethical conduct form the bedrock of nursing. We prioritize teaching our students ethical principles, ensuring they uphold the highest standards of professional behavior and always act in the best interest of their patients.
- **Leadership Development:** Our nursing program aims to foster leadership qualities in our students. Whether at the bedside, in administrative roles, or influencing healthcare policies, we believe in nurturing transformational nursing leaders who inspire positive change.
- **Community Impact:** We instill in our students a sense of responsibility towards their communities. Our nursing philosophy encourages students to actively engage in community service, health promotion, and disease prevention initiatives, making a lasting impact beyond the hospital walls.

By embracing this nursing philosophy, we envision producing nursing graduates who will be true agents of change, leading the way towards a healthier and more compassionate world for all.

Metaparadigm

Human-Being

At our nursing program, we recognize the individual as a unique and dynamic being, encompassing physical, emotional, social, and spiritual dimensions. We believe that every human being is worthy of respect, dignity, and compassionate care. Our philosophy emphasizes the holistic approach to patient care, acknowledging the interconnectedness of the mind, body, and spirit. We view each patient as an active participant in their healthcare journey, with unique experiences, values, and beliefs that influence their well-being. Our nursing students are taught to build meaningful therapeutic relationships with patients, practicing empathy and active listening to understand their needs and preferences fully.

Environment

We understand that the environment plays a crucial role in shaping health outcomes. Our nursing program philosophy recognizes that the environment encompasses physical, social, cultural, and economic factors that impact an individual's health and recovery. We emphasize the significance of creating a safe, supportive, and healing environment for patients, families, and healthcare providers alike. Our nursing students are encouraged to be advocates for health-promoting environments, addressing issues such as access to healthcare, healthcare disparities, and environmental factors affecting well-being. We believe that by addressing social determinants of health and fostering supportive surroundings, we can positively influence patient outcomes and overall community health.

Health

At our nursing program, we view health as more than just the absence of illness; it is a dynamic state of physical, mental, and social well-being. We believe that health is a continuum, and our role as nurses is to promote and maintain optimal health for individuals and communities. Our philosophy emphasizes preventive care, early detection, and patient education to empower individuals to take an active role in their health. We also recognize the importance of cultural diversity in defining health and healing practices. Our nursing students are taught to respect and integrate cultural beliefs and practices into patient care, ensuring care plans align with patients' values and preferences.

Nursing

Nursing, at its core, is a profession dedicated to the art and science of caring. Our nursing program philosophy places a strong emphasis on the nursing profession's ethical and compassionate nature. We believe that nursing is a dynamic, evidence-based practice that requires continuous learning and adaptation to evolving healthcare needs. Our nursing students are encouraged to be lifelong learners, critical thinkers, and problem solvers. We foster leadership qualities, emphasizing that nurses play pivotal roles in advocating for patients, promoting health equity, and shaping healthcare policies. We believe that nursing is a calling, and our graduates will embody the values of integrity, empathy, and patient-centered care to make a meaningful difference in the lives of those they serve.

THE GUIDING CONCEPTUAL MODEL FOSTERING TRANSFORMATIONAL NURSING LEADERS

The nursing program's framework is rooted in a holistic view of individuals and groups in various health conditions, acknowledging that professional nursing involves both an artistic and scientific approach. The conceptual model revolves around the core beliefs of the nursing program, emphasizing the significance of the individual, environment, health, and nursing in shaping the curricula. To illustrate the interconnections within our philosophy, we utilize Burns' Transformational Leadership Theory (1978) as a theoretical framework.

Our vision is to nurture nursing leaders who embody transformational qualities and strive for excellence. We are dedicated to enhancing nursing practice, education, and research standards to propel the nursing profession forward and contribute to positive changes in global healthcare.



Teran, D & Milien, C. (2023). STUSON Fostering Transformational Nursing Leaders.

Programs Congruence Statement

The mission, vision, core values, philosophy, and the expected student outcomes of each program are consistent with the standards and guidelines adopted by the nursing program. The program outcomes of the BSN is congruent with the mission statement of St. Thomas University and the mission of the nursing program. The BSN curriculum was developed to reflect the professional nursing standards and guidelines. The BSN program reflects the Essentials of Baccalaureate Education for Nursing Practice (American Association of Colleges of Nursing [AACN], 2008), Quality and Safety Education for Nurses (QSEN) Competencies, and American Nurses Association (ANA) Standards.

School of Nursing Objectives

The objectives of STU nursing program are consistent with St. Thomas University and reflect a strong commitment to nursing education, practice, research, and public/health policy. The objectives of STU nursing program are purposely designed to:

- Educate and train highly qualified nursing students at the baccalaureate to be leaders in the profession
- Offer viable career options by providing quality educational programs based on employer-driven requirements
- Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals
- Generate excitement and foster the desire to learn through diverse teaching methods
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student
- Remain at the forefront of education by supporting continuing education and training for students, faculty, and staff.
- Prepare and encourage students to pursue life-long learning.
- Provide nursing and healthcare transformational leadership in education, research, practice, and public policy formation.

SECTION II: ADMISSION AND CURRICULUM

Undergraduate Program Overview

The Bachelor of Science in Nursing (BSN) Program is designed to prepare students to become nurses who will be ethical leaders to care, inspire, motivate, and deliver high-quality health care to individuals, groups, communities, and families. Nursing pre-licensure courses include classroom, skills and laboratory activities, and supervised clinical practice experiences and simulation. The curriculum is concept-based and is organized from simple to complex concepts so that students acquire the cognitive, affective, and technical competencies of a professional nurse. All nursing Students are required to demonstrate content mastery and competence each semester in sequence to progress to more advanced concepts and skills. Knowledge from general education courses is integrated as student progress through increasingly complex theoretical nursing content and clinical application courses. The program promotes cultural competency, scientific knowledge, clinical judgment, and evidence-based practice in nursing as well as interdisciplinary research.

The Traditional pre-licensure BSN program are six semesters of full-time study. Clinical practice components are included in a variety of health-care settings, including hospitals, community health agencies, skilled nursing facilities, and clinics. The students are introduced to clinical learning experiences and skills within their first semester of the program. By doing that, the students are continuously exposed essential nursing concepts and they have the opportunity to (1) connect theory to practice, (2) analyze and synthesize a variety of issues in professional nursing practice and health care, and (3) integrate and apply theories to guide professional nursing practice. Students are also prepared for advancement to graduate programs in nursing. Upon graduation the students are eligible to sit for the RN licensing examination (NCLEX).

The nursing program offers the RN-to-BSN course of study for associate of science degree registered nurses (ASN) to earn a baccalaureate degree in nursing. The program is designed for working nurses and can be completed in as little as twelve months of primarily online delivery format. Clinical practice components are completed in a community and leadership setting. The baccalaureate-prepared nurse is equipped to manage complex and changing healthcare environments. The curriculum and coursework focus on the development of problem-solving that will broaden and strengthen the ASN student's preparation for professional nursing practice.

BSN Program Outcomes

The general education learning outcomes for the BSN program will be the same as those defined college-wide for all undergraduate programs currently offered at STU. The upper division for the program will focus on critical thinking, serving diverse clients, leadership skills, and advanced nursing competencies required by the Florida Board of Nursing and applicable to nursing professional standards. Below is the list of student learning outcomes (SLOs) for the graduates of the BSN program.

Upon completion of the BSN program, the students will:

1. Demonstrate the integration of philosophical and theoretical principles of the art and science of nursing to create a caring environment for diverse patients, families, and communities.
2. Incorporate teaching, learning, and evaluation concepts in developing individualized health plans that meet the cultural and individual needs of patients, families, and communities.
3. Demonstrate ethical and transformative leadership to promote a quality, safe and cost-effective health care environment for individuals, families and communities.
4. Demonstrate professionalism in the care of patients, in inter-professional education and in collaborative practice.
5. Demonstrate the ability to advocate for transformation in the health care delivery system that is responsive to sustain health care outcomes at local, regional, state, national and global levels.
6. Assume accountability for one's own professional development, lifelong learning and scholarship, and the advancement of the nursing profession.
7. Employ information technologies to manage knowledge, disseminate information, and promote decision-making in nursing practice.

Student Admission

St. Thomas University and the nursing program provides equal opportunity for all faculty, staff, students, and applicants for employment or admission without discrimination based on race, ethnicity, religion, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

Academic Calendar

Academic calendars for ST. Thomas University can be accessed on the following link:
<https://www.stu.edu/Academics/Academic-Calendar>

PATHWAY TO BSN PROGRAM OVERVIEW AND CURRICULUM

BACHELOR OF ARTS (BA) IN NATURAL SCIENCES: NURSING PATHWAY

St. Thomas University prepares the students to apply for admission to the BSN program the first two years of the program. The first two years (freshman and sophomore) are designated as pathway to nursing and the second two years (junior and senior) are designated BSN program. Coursework includes a rigorous curriculum in science, humanities, and liberal arts with an emphasis on critical thinking and the application of the scientific method as well as informed and ethical decision making. Students will be exposed to the disciplines of biology, chemistry, anatomy, physiology, microbiology and healthcare.

Approximately 64 credits of general education and prerequisite coursework are required before the student may be admitted to the clinical nursing major. It is required to have all Pathway to BSN Curriculum coursework completed or in progress by the time of application to the Pathway to BSN program.

Admission to STU Bachelor of Arts (BA) In Natural Sciences: Nursing Pathway does not guarantee admission to the BSN Program. Students must maintain a GPA of 3.0. Achievement of minimum requirements does not guarantee admission to the BSN Program. Students must achieve a grade of “C” in all courses. We seek to admit the best qualified students.

ADMISSION REQUIREMENTS: Students will be eligible for admission to the BSN program after meeting the following criteria:

1. Minimum achievement of 3.0 cumulative college GPA
2. Satisfactory completion of an Introduction to Health Science course
3. Grade C or higher for general education courses
4. Grade C or higher for science courses with a maximum of one repeat.
5. All potential students must take a standardized admission exam for the nursing program as designated by the program prior to being admitted.
6. Students may be interviewed at the discretion of Nursing.

Satisfactory Academic Progress: Students must maintain a semester GPA of 3.0 or higher at St. Thomas University (STU) to remain in the BSN program. Students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement.

Figure I. Pathway to BSN Program Curriculum

Year 1	
Fall Year 1	Credits
MAT 1104 College Algebra	3
BSC 1005 General Biology	3
UNI 101 University Preparation	1
ENC 1101 Composition	3
CGS 1060 Microcomputer App	3
REL 2560 Intro to Catholicism	3
Total	16

Spring Year 1	
	Credits
CHM 1033 + 1033L Chem for Health	4
STA 2023 Applied Statistics	3
ENC 1102 Composition & Lit	3
PHI 2010 Intro to Philosophy	3
PSY 2012 Intro to Psychology	3
Total	16

Year 2	
Fall Year 2	Credits
Upper-level English Literature/HUM/ART	3
BSC 2085 + BSC 2085L Human Anat & Physio I + Lab	4
DEP 2000 Human Growth & Dev	3
EXL 200 Introduction To Leadership	3
PHI 3633 Biomedical Ethics	3
Total	16

Spring Year 2	
	Credits
MCB 2010 + 3020L Microbiology for Nursing + Lab	4
BSC 2086 + BSC 2086L Human Anat & Physio II + Lab	4
HUN 3221 Principles of Nutrition	3
SCI 109 Intro to the health Sciences	3
REL 2300 World Religions	3
Total	17

This document is an EXAMPLE of a degree path for entry into the nursing program. Students are strongly encouraged to meet regularly with advisor to work through their own unique plan. If you require more information, please feel free to contact the nursing department at nursing@stu.edu.

BACHELOR OF SCIENCE IN NURSING (BSN)



BSN

Total credits 126

ADMISSION REQUIREMENTS: Students will be eligible for admission to the BSN program after meeting the following criteria:

1. Minimum achievement of 3.0 cumulative college GPA
2. Satisfactory completion of an Introduction to Health Science course
3. Grade C or higher for general education courses
4. Grade C or higher for science courses with a maximum of one repeat.
5. All potential students must take a standardized admission exam for the nursing program as designated by the program prior to being admitted.
6. Students may be interviewed at the discretion of Nursing.

Satisfactory Academic Progress: Students must maintain a semester GPA of 3.0 or higher at St. Thomas University (STU) to remain in the BSN program. Students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement. The prerequisites for each course must be met or student will not be allowed to progress in the nursing program.

Total Credit hours of the program:	126
Total Clinical Hours:	742 clinical hours
Total Nursing Credits:	69

Admission into the BSN program and degree completion does not guarantee NCLEX-RN licensure examination eligibility

Figure II. Fall Entry Traditional BSN Program Curriculum

Semester	Courses	Credits	Clinical Hours
Semester I Fall	NUR 300: Pathophysiology	3	
	NUR 314: Introduction to Nursing	3	
	NUR 315: Medication Safety	3	
	NUR 320: Health & Physical Assessment	3	
	NUR 320L: Health & Physical Assessment Lab	1	
Total		13	
Semester II Spring	NUR 312: Informatics	3	
	NUR 318: Nursing Pharmacology	3	
	NUR 325: Fundamentals of Nursing	3	
	NUR 325CL: Fundamentals of Nursing Clinical	2	90
	NUR 325L: Fundamentals of Nursing Skills	1	
Total		12	
Semester III Summer	NUR 304: Nursing and the Adult I	3	
	NUR 304CL: Nursing and the Adult I	3	90
	NUR 399: Transcultural Nursing	2	
Total		8	
Semester IV Fall	NUR 305: Nursing and the Adult II	3	
	NUR 305CL: Nursing and the Adult II	3	90
	NUR 307: Psychiatric Mental Health Nursing	2	
	NUR 307CL: Psychiatric Mental Health Nursing Clinical	2	60
	NUR 403: Community & Public Health	2	
	NUR 403CL: Community & Public Health Clinical	2	56
Total		14	
Semester V Spring	NUR 400: Nursing Care of Families: Childbearing Nursing & Women's Health	3	
	NUR 400CL: Nursing Care of Families: Childbearing Nursing & Women's Health Clinical	2	90
	NUR 401: Nursing Care of Families: The Parent & Child	3	
	NUR 401CL: Nursing Care of Families: The Parent & Child Clinical	2	90
	NUR 425: Research, Theory & Evidence Based	3	
Total		13	
Semester VI Summer	NUR 308: Nursing Leadership	3	
	NUR 308CL: Nursing Leadership Clinical	1	56
	NUR 405: Nursing Practicum	3	120
	NUR 424: NCLEX Review	2	
Total		9	
Total Program Credits		69	742

Figure III. Spring Entry Traditional BSN Program Curriculum MAP

Semester	Courses	Credits	Clinical Hours
Semester I Spring	NUR 300: Pathophysiology	3	
	NUR 314: Introduction to Nursing	3	
	NUR 315: Medication Safety	3	
	NUR 320: Health & Physical Assessment	3	
	NUR 320L: Health & Physical Assessment Lab	1	
Total		13	
Semester II Summer	NUR 318: Nursing Pharmacology	3	
	NUR 325: Fundamentals of Nursing	3	
	NUR 325CL: Fundamentals of Nursing Clinical	2	90
	NUR 325L: Fundamentals of Nursing Skills	1	
Total		9	
Semester III Fall	NUR 304: Nursing and the Adult I	3	
	NUR 304CL: Nursing and the Adult I	3	90
	NUR 399: Transcultural Nursing	2	
	NUR 403: Community & Public Health	2	
	NUR 403CL: Community & Public Health Clinical	2	56
Total		12	
Semester IV Spring	NUR 400: Nursing Care of Families: Childbearing Nursing & Women's Health	3	
	NUR 400CL: Nursing Care of Families: Childbearing Nursing & Women's Health Clinical	2	90
	NUR 401: Nursing Care of Families: The Parent & Child	3	
	NUR 401CL: Nursing Care of Families: The Parent & Child Clinical	2	90
	NUR 307: Psychiatric Mental Health Nursing	2	
	NUR 307CL: Psychiatric Mental Health Nursing Clinical	2	60
Total		14	
Semester V Summer	NUR 305: Nursing and the Adult System II	3	
	NUR 305CL: Nursing and the Adult System II Clinical	3	90
	NUR 312: Informatics	3	
Total		9	
Semester VI Fall	NUR 308: Nursing Leadership	3	
	NUR 308CL: Nursing Leadership Clinical	1	56
	NUR 405: Nursing Practicum	3	120
	NUR 424: NCLEX Review	2	
	NUR 425: Research, Theory & Evidence	3	
Total		12	
Total Program Credits		69	742

Graduation Requirements

The completion of all requirements for graduation is the responsibility of the student. The BSN is granted to candidates who have:

- Successfully completed the required general education, prerequisite, and nursing clinical courses
- Acquired a minimal course grade of C+(2.33/4)
- Acquired a minimum STU cumulative GPA of at least 2.33/4
- Be in good standing with the university

ONLINE RN-to-BSN (BACHELOR OF SCIENCE IN NURSING)



RN-to-BSN (BACHELOR OF SCIENCE IN NURSING)

The RN-to-BSN track is for applicants who have completed an Associate of Science (ASN) degree nursing program and seek to earn the Bachelor of Science in Nursing (BSN) degree. Plans of study are designed to facilitate consistent progression on a full-time or part-time basis to fit the RN's work schedule.

General Admission Requirements

Applicants for the program must provide:

1. A completed and signed Application for Admission.
2. Cumulative GPA of 2.5 or higher from an approved program.
3. Active and unencumbered Florida and Georgia RN license.
4. Official college and/or university transcripts from all previously attended institutions, including the institution where the degree was conferred, which must come from an institution with accreditation.
5. All foreign applicants must demonstrate proficiency in the English language. Standard testing generally used for this purpose by St. Thomas University will apply.
6. To utilize VA benefits, veterans are advised to communicate with our VA Benefits Administrator.

Special Admissions Requirements

In addition, applicants for the program must provide:

1. Must show proof of current CPR awarded by the American Heart Association.
2. Must show proof of current immunization, yearly Influenza vaccine prior to clinical rotation, and fees may apply.
3. Successfully pass a Level II background check with an agency appointed by the University at students' expense, and fees may apply.
4. Students are required to carry health insurance and liability insurance, and fees may apply.

RN to BSN MINIMUM COURSE REQUIREMENTS**120 Credits**

Credits granted with R.N. License

60 credits**CATHOLIC IDENTITY****3 credits**

Take 3 credits from courses identified as Catholic Identity courses. This can be satisfied with REL 2300 World Religions which must be taken at STU.

DIVERSITY**3 credits**

Take 3 credits from courses identified as Diversity courses. This can be satisfied with PHI 3633 Biomedical Ethics which must be taken at STU.

GENERAL EDUCATION REQUIREMENTS (GER)
credits**24**

Figure IV. RN-to-BSN Program Curriculum

Admission to the RN-BSN Program Required				
Course Prefix	Course Number	Course Name	Credit Hours	Clinical Lab Hours
NUR	411	Transition to Professional Nursing	3	
NUR	418*	Health Assessment & Promotion with lab	4	
NUR	416	Nursing Research & Evidenced Based Practice	3	
NUR	419**	Nursing Leadership	4	54
NUR	417	Aging & End of Life	3	
NUR	415	Health Care System Issues	3	
NUR	420	Community Health Nursing	4	54
			2	
NUR	421***	Nursing Practice in a Multicultural Society	3	
NUR	422	Nursing Informatics	3	
TOTAL NURSING PROGRAM CREDITS			30	

*Additional fees for courseware may apply.

**This fulfills the Introduction to Ethical Leadership requirements for RN-BSN students only.

***This fulfills the Diversity requirements for RN-BSN students only.

Students are required to complete 108 precepted clinical hours (NUR 420 = 54 clinical hours; NUR 419 = 54 clinical hours). Clinical sites may be one of the following: In-patient hospice (no home visits), community outreach programs, public health settings, nurse managed clinics and schools, and must be approved by program Dean/Director of Nursing. These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your nursing career. Failure to complete the required 54 hours of direct contact clinical hours per course will result in not passing the course, preventing you from progressing further or obtaining course credit.

Graduation Requirements: In addition to the usual undergraduate graduation requirements, this program has the following graduation requirements:

1. Completion of General Education Requirements
2. Successfully complete RN to BSN curriculum
3. Successfully complete clinical hours and required skills.
4. Maintain a minimal overall GPA of B (3.00/4) to graduate.
5. Be in good standing with the university.

SECTION III: REGISTRATION, ADVISING AND SCHOLARSHIPS

Registration

Each semester, currently enrolled students are given the opportunity to register early for the next semester. Early Registration typically beings in October (for Spring) and March (for Summer and Fall), the dates are listed on the STU Academic Calendar. Courses for each student will be planned by his or her academic advisor and the student will receive an email to register once planning is complete. Students can access Self-Service and register for the planned courses.

Students can work with their assigned Professional Academic Advisor to plan and schedule courses aligned with their chosen program of study, semester-by-semester and all the way up to their graduation! Additionally, the system facilitates communications between academic advisor and advisee related to academic planning and course selection.

RN to BSN Students should consult with their advisor as needed and register for classes according to the Plan of Study. If an RN to BSN student has been inactive in progression through the curriculum for a significant period of time, the Plan of Study will be re-evaluated with the possible need to repeat courses or take additional courses in the event of curricular change.

The instructions for students to access My Bobcat and register for their courses are:

1. Go to the St. Thomas University Portal at <https://id.quicklaunch.io/stu>
2. Search for Self-Service
3. Click on Student Planning
4. Then click on Go to Plan and Schedule

Clinical Placement

Traditional BSN Students

Clinical placements are assigned. Students should not register until these assignments are finalized, which may be after the early registration period. Students will receive notification of placements and will then be able to enroll in courses.

RN to BSN Students: Preceptor Selection

Students may complete their clinical with an assigned preceptor at any facility that meets the following criteria: In-patient hospice agencies (no home visits), community outreach programs, public health settings, nurse managed clinics and schools if approved by program director. An

outcome assessment tool is utilized to evaluate student clinical performance, which must be done by the course faculty with insights from the clinical preceptor.

Academic Advising

Students are advised according to the procedure described in the St. Thomas University Undergraduate Catalogs found at <https://www.stu.edu/academics/catalogs>

Students are advised in the Academic Advisement Center prior to their entrance into the nursing program. However, the faculty in the nursing program look forward to building an effective relationship with our students. All nursing students will be assigned an advisor from the nursing program for the remainder of their nursing education at STU. Communication plays an integral role as students proceed through the program requirements. Therefore, students are accountable for contacting their advisors regularly. The advisor should be consulted for questions regarding courses and/or clinical experiences.

Academic Fees

Students must pay fees as billed in order to avoid being dropped from their courses. For questions about fee payments, including establishing a payment schedule, students should contact the Business Office, Dooner Hall, (305)474-6977, businessoffice@stu.edu, or online at the University website, [Business Office](#). Information regarding registration, tuition and fees, and payment policy, refunds, withdrawal and refund policy can be found at [Registration, Tuition & Fees and Payment Policy](#).

Scholarships and Financial Aid

You must complete a Free Application for Federal Student Aid (FAFSA) application before applying for scholarships or loans. Scholarships may be internal or external to STU. For internal scholarships, submit the application appropriate for your degree program to the Financial Aid Office by the deadline. Financial Aid will work with you to help ensure that you receive the maximum aid for which you qualify. STU offers a combination of [scholarships, grants, and employment opportunities](#). A complete list of internal scholarships may be found on that page. For external scholarships, you must apply to funding organizations offering scholarships. RN to BSN students are encouraged to check with employers and community organizations about educational assistance and scholarship opportunities.

Baptist Scholar:

Through academic partnerships with South Florida institutions of higher learning, the Baptist Health Nurse Scholars program offers funding, employment opportunities, faculty, classroom space and clinical sites for various nursing programs. Students may apply for scholarships, valued up to \$28,000, in return for work commitments of up to four years.

- **Eligibility Requirements**
 - Competitive GPA
 - Acceptance letter into nursing program
 - Eligible to work in the United States
 - No corrective action during the last six months
(Baptist Health employees only)
- **Participating Nurse Scholars Program**

- Funding from the Nurse Scholars program is available to students accepted to various nursing programs in the Miami-Dade, Broward and West Palm Beach areas. Please visit our website, Learning.BaptistHealth.net, or contact us at Scholarships@BaptistHealth.net or 786-596-4194.

RN to BSN Residency

St. Thomas University only admit Florida and Georgia residents. As a result, students maintain residency in Georgia or Florida during their enrollment at St Thomas University. It is the student's responsibility to notify the University of a change in residency. St Thomas University reserves the right to remove students from the course who are not residents of Georgia or Florida. This is due to many stringent laws and guidelines the government imposes on higher learning institutions. According to the statute, "If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request." Please refer to the link below for more information. (<https://www.govinfo.gov/content/pkg/CFR-2019-title34-vol3/pdf/CFR-2019-title34-vol3-sec600-9.pdf>) In essence, STU's online nursing program must meet the standards of the State in which the student resides, which includes Georgia and Florida. As a result, you must complete the program in the state of Georgia or Florida; if you leave the state, it is your responsibility to inform us. If we find out and you have not informed us, we have the right to remove you from the courses immediately.

SECTION IV: ACADEMIC POLICIES

Nursing Grading Policies

Student performance in academic coursework requirements is evaluated by letter grades "A" to "F". Nursing is concerned with academic achievement and the grading system provides a framework for faculty to report evaluation of student performance. For undergraduate nursing students, the nursing program employs STU's grading system of A, A-, B+, B, B-, C+, C, C-, D+, D, and F, which indicate a gradation in quality from excellence to failure and are used to calculate student semester grade point averages. The highest term and cumulative Grade Point Average that a student can earn is a 4.0. Online grading computations are programmed to two decimal points (.00).

Undergraduate Program Grading Scale

Letter Grade	UG Grading Scale	Grade Point Average (GPA)
A	95-100%	4.00
A-	90-94%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67

C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	65-69%	1.33
D	60-64%	1.00
F	Less than 60%	0

* 77 is the minimal passing grade for all BSN nursing courses.

* 77 is the minimal passing grade for all RN-BSN nursing courses.

Pre-licensure nursing students are required to achieve a minimum final course grade of 77% to successfully complete the course. If a final course grade based on exams is more than 77% and a student has a non-passing grade for clinical, the final grade assigned to the course will be no higher than C. Canvas will be used to calculate the grades for all students. Grades will not be rounded on exams, graded assignments, or final course grades. **If a pre-licensure BSN student does not obtain a 77% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course.** Students are accountable for all course specific evaluation methods such as quizzes, papers, presentations, etc.

Competencies must be completed at the end of every semester for all pre-licensure nursing students. Competencies are pass or fail. If a student fails the competency, the student will fail the didactic course. The student will have to repeat the didactic and clinical course.

For RN-BSN nursing students, a cumulative score of 77% or higher must be achieved to pass every nursing course. Student must maintain a minimal overall GPA of B (3.00/4) in order to graduate. Grades will not be rounded on exams, graded assignments, or final course grades.

BSN Exit Exam

Pre-licensure nursing students must take an exit examination and score the minimum required to successfully demonstrate mastery of the content necessary to enter practice as safe, competent nurse, and fulfill degree requirements.

Withdrawals

Dropping or withdrawing from any NUR course before or on the University withdrawal deadline date is considered a failure. The student must repeat and successfully pass the course in order to progress to any of the NUR core courses. **Fear of receiving a low grade does not constitute an extraordinary circumstance for late withdrawal.** In these circumstances, students would withdraw their registration for that term and immediately begin the approved leave of absence. Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Emergency leaves do not reverse the charges set by this schedule.

A student must submit a "[Course Drop/Withdrawal](#)" to the [Student Success Center](#) and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the

term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript and noted as "W". The Undergraduate and Graduate Student

Course Withdrawal

A student may withdraw from a course during the first week of the course by informing the course faculty and communicating with the student's advisor. A "W" granted after the first week of the term reflects a decision on the part of the student, after consultation with the course faculty and advisor, not to be enrolled in a course. Stopping attendance of the registered course does not constitute official withdrawal, just as attending the course does not constitute official registration. Fear of receiving a low grade does not constitute an extraordinary circumstance for late withdrawal. Students are advised that withdrawing from a course(s) may have financial implications. Refunds are based upon the percentage of course completion. Emergency situations may require a student to begin a leave of absence in the middle of a term.

RN-BSN Students Withdrawals

Undergraduate students who receive more than a total of four Unauthorized Withdrawal (UW) and/or Withdrawal (W) grades combined during their tenure in the undergraduate program with St. Thomas University will be placed on probation for two terms. If they do not receive any further "UW" or "W" grades during this period, obtain at least a grade of "B" or better and meet other standard academic requirements, they will be removed from probation at the end of the second probationary term.

Clinical Performance Grading Scale

Nursing employs the satisfactory/ unsatisfactory (S/U) and pass/fail (P/NP) grading system for clinical courses for both undergraduate and graduate programs. An unsatisfactory (U) or NP grade in a nursing course is not acceptable. A student may not progress in the nursing sequence with the U or NP grade. Undergraduate nursing students must achieve a satisfactory (S) or P or C+ or above for undergraduate students on repetition of the course to be eligible to continue enrollment in the School of Nursing.

Pass/Fail	Satisfactory/Unsatisfactory	Incomplete/Work in Progress
P = Pass	S = Satisfactory	I = Incomplete
NP or F = non-passing or Fail	U = Unsatisfactory	

A notation of P, F, NP, S or U does not affect a student's term or cumulative grade point average. A notation of I, if not replaced by a passing grade, eventually lapses to F and, for graded election is computed into the term and cumulative grade point averages.

Unsatisfactory Clinical/Skills and Simulation Lab Performance

Some nursing courses have both clinical/lab and lecture components, and only one grade is earned for the course. Students who receive an unsatisfactory (U) or non-passing (NP) grade in the clinical/skills and simulation lab component will receive a grade no higher than C for the course. If repetition is required, the student must complete both the clinical and lecture requirements for the course regardless of problem component.

Clinical Compliance Requirements

Compliance is a major requirement of the nursing programs. It is an umbrella term used for all the medical and legal information required by the nursing program, the State board of Nursing (SBON), and the clinical sites where nursing students practice acquiring experiences. Nursing as a practice discipline requires coursework that involves patient contact, such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and nursing programs require prospective students background checks, including arrests without convictions, verification of employment, and social security verification.

Criminal Background Checks: Students are required to complete a one-time background check after notification of conditional acceptance the nursing program. However, it must be completed prior to beginning coursework or clinical courses. If for any reason, a student takes a leave of absence for a year or more, he or she must repeat the background check at his or her cost. If any student's background check indicates a history that might prevent participation in clinical nursing practice of the nursing program, the associate dean of nursing and the program directors will consider the student's situation and make a decision about admitting the student into the Nursing Program. Results of background checks are kept confidentially within the nursing program and reviewed during the admission process. It is important to note that admission to the nursing program does not guarantee eligibility for licensure in nursing in the State of Florida. If there is an arrest and/or conviction record, the Florida State Board of Nursing, in accordance with the rules and regulations of Nurse Practice Act, will determine a nursing program graduate's eligibility for licensure. Students should contact the Florida State Board of Nursing for information regarding rules and regulations. For pre-licensure students, information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>. For RN-BSN students, information may be found respectively at <http://www.doh.state.fl.us/mqa/nursing> or <https://sos.ga.gov/georgia-board-nursing>. BSN students are required to complete an Agency for Health Care Administration (AHCA) background screening for the psychiatric clinical and the pediatric clinical at the student's expense.

Academic Progression Policy

Course Progression

Students must successfully pass a term or semester to successfully progress to the next. If a nursing student earned a failing grade for a course, he or she is encouraged to meet with the faculty and academic advisors immediately after earning a failing grade to review course performance and prepare a plan of action. If a nursing student earned two failing grades in the same semester, it will result in immediate dismissal from the nursing program.

Pathway to BSN Program

A satisfactory (good) academic standing at St. Thomas University for ungraduated students is a minimum semester and cumulative GPA of 2.5 or higher. However, the academic standards in the nursing program are higher, the GPA requirements to remain Pathway to BSN Program are listed below.

Standing	Credit Hours	Required GPA
Freshman (1 st semester)	12-18	2.8 or higher
Freshmen (2 nd semester) to Sophomore	18-42+	3.0 or higher

Pathway to BSN students with more than 60 credit hours must also have a minimum cumulative GPA of a 3.0 or higher.

A grade of C- or below is not acceptable in anatomy, physiology, chemistry, human nutrition, human growth and development, microbiology, ENC 1101 or ENC 1102. A grade of D or F is not acceptable in algebra, statistics, or any pre-requisite course for nursing. A student is allowed one opportunity to repeat a course in which an unsatisfactory grade has been received. A student who earns less than a C upon repetition of a course is not eligible to get admitted in the Traditional BSN Program.

Grade Requirements

BSN Program

Nursing courses are sequential and may not be taken out of order. Progression into the next semester's nursing courses is contingent upon the successful completion, a grade of C+ or higher, of all the previous semester's courses. Any undergraduate nursing student with a **total of 2 failures will be dismissed from the program.**

Undergraduate nursing students are required to achieve a minimum final course grade of 77% to successfully complete the course. If a BSN student does not attain a 77% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course. Students are accountable for all course specific evaluation methods such as quizzes, papers, presentations, etc.

NUR COURSES-MUST PASS WITH “C+/77” OR GREATER

Students who receive a grade of “C” or less on a course must repeat that course. However, a student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical portion of the course fails the didactic and clinical course. The student must repeat the theory and the clinical portion. Students must successfully pass a term and or semester to successfully progress to the next.

In addition to obtaining grades of C+ or higher in all nursing courses, students must always provide evidence of their ability to provide safe care to patients. Failure to provide safe patient care may result in immediate withdrawal from the course and, potentially, dismissal from the nursing program. A student out of sequence or repeating a course must meet with an academic advisor and the director to develop a new plan of study.

RN to BSN Program

Progression into the next semester's nursing courses is contingent upon the successful completion, a grade of C+ or higher, of all the previous term's courses. If a BSN student fails a course, he or she must repeat the course the next time it is offered. Students are required to successfully complete clinical hours and maintain a minimal overall GPA of B (3.00/4) to graduate.

Students must fulfill 108 direct contact clinical hours to successfully graduate. These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your nursing career. Failure to complete the required 54 direct contact clinical hours will result in not passing the course, preventing you from progressing further or obtaining course credit.

Appeals

Appeals must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should fill out the appeal form and present, in writing, a specific appeal to the Director of Nursing program. This appeal should include the specific reasons why the grade should be reviewed.

All appeals must be submitted to the nursing program director for the Academic Integrity Committee (AIC) to review and evaluate. The AIC will evaluate the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.

Possible actions by the AIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request

for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program. The student, faculty, academic advisor, and the Dean of Academic Programs will be notified in writing within three business days of the committee decision.

Academic/Clinical Course Warnings

Students are given written warning by their faculty if they are failing a required course, if there is concern about the student's progression, or if there is concern about the student's professional behavior. The warning will list specific areas in which the student is failing to meet course objectives, clinical competence, or professional behavior, and will list specific steps the student must take to obtain a passing grade. The warning is discussed with the student who may add comments and then signs the warning and receives a copy. A copy of the warning is sent to the academic advisor and the program director who places it in the student's academic record. A copy of the warning is also sent to the Chief Nursing Officer and relevant course faculty.

Academic/clinical course warnings may be given at any time during the course as determined by the course faculty.

Course Assignment Policies

All assignments are expected on the designated due dates. Extensions must be negotiated with the faculty prior to the scheduled date of submission. Late submission of assignments may result in grade reduction or loss of credit. All assignments are to be completed by the end of the academic term.

Incomplete ("I") Grade

The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances. Incompletes are extremely rare and are a contract between the student and the professor. Incomplete Acknowledgement form must be filled and signed by the student.

- All incompletes must be completed by the Completion Due Date or they automatically convert to an "F" and course will need to be repeated.
- Student is financially responsible for any and all cost incurred from the Incomplete turning to an "F".
- If the course has a co-requisite, student will repeat the Incomplete course that turned into an 'F' and the co-requisite.

All incompletes must be completed by the end date of the following semester as posted in the academic calendar (fall incompletes completed by the end of the spring semester, spring incompletes by the end of the fall semester, summer incompletes by the end of the Fall semester) or they automatically convert to an "F". Incomplete grades assigned in the semester of graduation will result in the postponement of graduation. The student must complete the Incomplete with the professor of record, unless that professor is no longer a member of the University. In that circumstance the appropriate dean will assign an appropriate member of the faculty.

SECTION V: ACADEMIC POLICIES

Academic Standards and Code of Conduct

St. Thomas University adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith, and values wisdom to be found in the Bible and the church teaching. St. Thomas University seeks to establish a community that promotes a Judeo-Christian learning environment in which all may develop spiritually as well as intellectually.

University places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are accountable and are expected to maintain the highest standard of conduct and behavior by adhering to STU academic code of conduct.

Any behavior that is inconsistent with the university's goals is unacceptable. Unacceptable behaviors include, but are not limited to alcohol or drug abuse, use of violence and/or profanity against people or property, undermine the educational climate by threatening the physical and mental health of others as well as disrespecting their rights.

Academic Honesty Policy

Cheating: Cheating includes, but is not limited to, copying homework assignments from another student, working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person's paper during an examination when not permitted.

Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to examination questions either when the examination is being given or after having taken an examination; informing another student of specific questions that appear or have appeared on an examination in the same academic term; giving or selling a term paper, report, project, or other restricted written materials to another student; submitting artificial intelligence (AI) generated work for any assignment.

Misrepresentation: Misrepresentation is an act of omission with intent to deceive an instructor or college employee. This includes, but is not limited to, lying about family circumstances, employment conflicts, personal problems to gain academic advantage for self or others, changing answers on graded materials, having another person or artificial intelligence (AI) complete an assignment or take an examination for you.

Academic Dishonesty

Students are expected to adhere to the academic honesty policy as stated in the college catalog. Students violating the policy in any way will automatically receive an "F" in the course and be referred to the Dean of Students for further disciplinary action.

Please note that due to the dynamic nature of the course, it is understood that the professor has the authority and the responsibility to change, add, or omit any material contained therein, including the grading policy. Students will receive verbal and/or written notification of any change to the current policy. Review the Academic Honesty, policy and procedure from the student handbook on the University's website at www.stu.edu

Class and Clinical Attendance Policy

The faculty in the nursing program believe that class and clinical attendance are essential and will be taken at every class and clinical period. Students are expected to attend all classes and clinical rotations and participate willingly in class and/or group discussions. It is expected that students review the lecture objectives for each week and the assigned readings must be completed prior to the lecture for that material. The nursing faculty consider attendance as a vital part of the learning process and as a result, missing classes and clinical may be reflected in your grade. There will be a penalty for missed classes. Also, due to the disruption caused to your classmate's learning process late arrivals will likewise incur a penalty. As a result, the nursing program is implementing the following final grade reduction policy for absences or late arrivals:

Number of missed classes	Effect on final grade
0 to < 7%	No Penalty
7% to < 14%	1 letter grade reduction
14% to < 21%	2 letter grade reduction
21% to < 28%	3 letter grade reduction
28% or greater	automatic F in the course

If you enter class late* remember that you have already been marked as absent. Therefore, it is your responsibility to inform the professor that you arrived late. Do this immediately after class; please do not interrupt the lecture further. If you leave class early without prior permission the instructor has the authority to count that as if you arrived late and will be used as such in the calculation of a grade reduction.

If you know that you will miss a class for any reason discuss the situation with your instructor BEFORE the class is missed. **Only valid and documented excuses** will be considered [Some examples: statutory governmental responsibility (jury duty, a subpoenaed court appearance, or a military obligation), serious student illness requiring a physician's care, immediate family death (mother, father, spouse, child, brother, sister, grandparent, or grandchild), and a major religious holiday observance in your own faith, student athlete event].

Any documentation must be submitted within 1 week of a student absence. **For an illness**, the student must present a letter from his or her physician and addressed to the university, in order to be excused for a medical reason. The letter must be on the doctor's stationary and must include the dates for which he or she could not attend class. In these instances, the physician will be contacted to verify the student absence. A copy of the original is acceptable but notes on memo pads or prescription forms will not be accepted! **For a student athlete event** documentation signed by the coach is required for each missed class, presentation of the team's game schedule at the beginning of the semester is not acceptable documentation. Mechanical difficulties with automobiles or traffic tickets/accidents are not considered acceptable excuses for tardiness or absenteeism. Students arriving from other destinations will not be excused because of "unavailable" flights or similar travel difficulties. Students must attend to any business issues (Admissions, Registration, or the Financial Aid Office) outside of class time.

It is the student responsibility to keep up with the work covered during his or her absence or tardiness. It is the student's responsibility to obtain any lecture materials from his or her peers. This includes class notes and handouts.

Late arrival to class will be defined as >5 minutes after the official start time of the class 2 late arrivals = one absence

Example: For a class during a 16-week semester, which has 30 scheduled class periods: your final grade in the class was a B+; if a student misses 1 or 2 classes, there will be no penalty; if a student misses 3 or 4 classes, his or her final grade will be reduced to C+; if a student miss 5 or 6 classes, his or her grade will be reduced to D+; greater than 6 missed classes will result in an F for the course.

Unexcused clinical absences will result in failure of the course. The following are considered examples of unexcused clinical absences, but are not limited to medical and dental appointments, job interviews, and vacation.

Disability Policy

St. Thomas University welcomes students with disabilities into the university's educational programs. It is the intent of St. Thomas University, consistently with its obligations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, to insure equal access to quality education for its diverse student population. The Academic Enhancement Center (AEC) provides auxiliary aids and services, guidance and other appropriate academic assistance to students with disabilities.

Students with special learning needs should contact the St. Thomas University Office of Academic Enhancement Center (AEC) so that appropriate accommodations may be made. If students need special assistance or consideration, they should alert the professor at the beginning of the semester with a written document from the Office AEC describing the nature of the special need. Students with disabilities should contact Mrs. Martiza Rivera, Director of the Academic Enhancement Services at (305) 628-6564 for further information regarding supports services. More information can be obtained at

<https://web.stu.edu/Academics/AcademicEnhancementCenter/DisabledStudentAcademicServices/tabid/159/Default.aspx>

Make-up Quiz/Exam Policy

Students are expected to complete all assignments and examinations when scheduled. Therefore, make-up exams should only be necessary for emergencies, illness, or religious obligations. If an emergency arises and a student is unable to sit for a scheduled exam, it is the student's responsibility to notify the faculty member at least one hour before the scheduled test time. The student is responsible for setting up an appointment to take the examination within one week. If a student misses an exam for a legitimate emergency or illness, written documentation of the illness by a health care provider must be provided to the course faculty for approval. No at-home health tests will be accepted. If the student does not make the exam up within one week, a grade of zero (0) will be assigned for that exam. If it is a religious obligation and a student cannot take a scheduled exam, it is the student's responsibility to notify the faculty member at the beginning of

the term/semester. Student must submit written documentation of the religious documentation from the religious entity. Once approved, the student must complete the make-up exam within one week of the original exam date or one week after the course faculty's approval, whichever is sooner.

Chain of Command Policy

The chain of command policy is both a contract and a code of conduct for the nursing student while in the clinical setting, lecture, skills lab, and any other time the nursing student is under the auspices of St. Thomas University. Faculty believes that every attempt should be made to resolve conflict at the lowest level possible. The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within The School of Nursing, then process at the university wide Level as stated in the Student Handbook will be initiated. The School of Nursing requires that all students adhere to the following chain of command/sequence when dealing with issues or concerns.

Clinical: Student Issues >> Clinical Faculty Point of Contact >> Program Director

Classroom: Student Issues >> Faculty >> Nursing Program Director

Skills/Simulation Lab: Student Issues >> Skills Lab Faculty >> Program Director

Failure to follow chain of command will result in the student's voluntary dismissal from the clinical, lecture, laboratory setting or program.

ATI Content Mastery

The School of Nursing uses ATI Content to aid student mastery of key concepts for success in both passing NCLEX and in their Nursing careers. Students are encouraged to do their best work while taking ATI practice and proctored assessments, as this will enable true reflection of the student's content mastery.

Practice assessments are to be taken as assigned by the instructor.

Students will then create their individualized Focused Review, as a study guide.

Students will create a Success binder, which will contain their content knowledge gaps for easy review. The binder shall include all the Focused Reviews and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries). **Proctored final assessments (Standardized Proctored Assessment) will be assigned by faculty 1 to 2 weeks before a course final to allow ample time to create the personalized Focused Review and allow for a second attempt.**

To earn the points identified in the ATI Student Assessment and Review policy for each practice assessment, students must complete the remediation provided following the first attempt at each practice assessment. Once completed, students must take the post-remediation quiz (if available) and complete the follow-up remediation.

ATI Practice Assessment			
4 points (10 %) Combine			
Complete Practice Assessment A. Remediation: Minimum 1-hour Focused Review on the initial attempt For each topic missed, complete a handwritten active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.		Complete Practice Assessment B. Remediation: Minimum 1-hour Focused Review on the initial attempt For each topic missed, complete a handwritten active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.	
ATI Standardized Proctored Assessment			
Level 3= 4 points	Level 2= 3 points	Level 1= 1 point	Below Level 1=0 points
Remediation =2 points Minimum 1-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation =2 points Minimum 2-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation =2 points Minimum 3-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation=2 points Minimum 4-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.

SECTION VI: CLINICAL POLICIES

Professional Demeanor

Nursing students are expected to present and conduct themselves as professional nursing students on campus and in clinical settings at all times. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. During any and all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated and the student may be asked to leave the class or the clinical setting.

BSN

Classroom and Clinical Student Dress Code Policy

The nursing program has adopted the following dress code guidelines for students while on campus, at clinical or in the simulation lab setting:

- Students are expected to dress in business casual appropriately while on STU campus.
- Students must purchase uniforms from the nursing program designated uniform vendor.
- Only navy-blue tops with STU insignia, skirts or pants may be worn.
- Plain white or navy-blue tee shirts or turtlenecks may be worn under current uniform.
- STU ID badge and/or clinical site's specific photo ID should be worn and visible above the waist.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from St. Thomas University at all times.
- Shoes must be close-toe and black or white. If a student is wearing a pair of shoes with laces, the laces must be black or white only. No clogs are permitted. The shoes of choice may not have any openings.
- White pantyhose without patterns are to be worn by female students when wearing navy blue skirts. White socks without patterns or decorations may be worn.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed. No obvious
- body piercings except ears which is limited to one pair of earrings.
- In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Fingernails must be short and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during the clinical experience is not acceptable.

- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

RN to BSN

Clinical Student Dress Code Policy

The nursing program has adopted the following dress code guidelines for students while on at clinical or in the simulation lab setting:

- Students are expected to dress in business casual appropriately while on STU campus.
- [STU ID](#) badge and/or clinical site's specific photo ID should be worn and visible above the waist.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from St. Thomas University at all times.
- Shoes must be close-toe and black or white. The shoes of choice may not have any openings.
- There should be no visible tattoos. Tattooing needs to be concealed.
- No obvious body piercings except ears which is limited to one pair of earrings.
- In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Fingernails must be short and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in clinical.
- Chewing gum during the clinical experience is not acceptable.
- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

Use of Electronic Devices/Social Media Policy

The nursing program recognizes the growing trend of modern technology, such as student possession of cellular phone and other electronic devices with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by STU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recording without the express consent of the subject(s) being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smart phones, tablets, computers during class or clinical by nursing students. Students must adhere to the policies of the clinical site, as well as this nursing policy regarding the use of electronic devices and social media in clinical settings, classroom, nursing skills and simulation labs.

If electronic devices are approved for use in the classroom and according to clinical site policy, the following restrictions apply:

- Electronic devices may only be used for class and clinically-related purposes as approved by each faculty and supervising clinical faculty.
- All devices must be kept on “silent” or “vibrate” mode in the classroom and clinical settings.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to clinical is strictly prohibited.
- Taking any voice recording, photographs, or videos during class and clinical is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information.
- Students are expected to be knowledgeable of hospital and clinical site policies that are relevant to state and federal laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- Students may not transmit to any electronic media any patient data or image that violates the patient rights to privacy and confidentiality, and/or to embarrass or degrade the patient and/or family members.
- Students are prohibited to use social media during class and clinical hours or at any time in on the premises of STU and clinical site’s equipment or property.
- Students are prohibited to download or store any confidential patient information on a personal electronic device.

Procedures for Failure to Comply

Any student who use his or her cellular phone to violate reasonable expectation of privacy of others or produce any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Judicial Affairs as a violation of the STU’s Community Standards. The following sanction may apply:

- For any student who violates the electronic devices and social media policy, the nursing program may take action to dismiss the student from the program.
- Students may be held personally liable for proprietary, defamatory or libelous material posted on any form of social media.
- Students will face sanctions for posting of materials that are defamatory, profane, threatening, harassing, hateful or humiliating to patient, students, hospital staff, preceptors, nurses, STU faculty and staff.
- Sanction consistent with STU policy will be determined by the nursing faculty and/or the appropriate nursing administrator.
- Improper use of social media may result in being sued for defamation, invasion of privacy or harassment. Occurrences of inappropriate use of social and electronic media may be

submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure

Prior to Beginning Clinical- American DataBank Requirements

Background Checks

Students are required to complete a one-time background check after notification of conditional acceptance to the nursing program. However, it must be completed prior to beginning coursework. If for any reason, a student takes a leave of absence for a year or more, he or she must repeat the background check at his or her cost. If any student's background check indicates a history that might prevent participation in clinical nursing practice of the nursing program, the program director will consider the student's situation and make a decision about admitting the student into the Nursing Program.

Criminal Background Checks Level II criminal background check and the Agency for Health Care Administration (AHCA) background results are maintained confidentially within the nursing program and reviewed during the admission process. It is important to note that admission to the nursing program does not guarantee eligibility for licensure in nursing in the State of Florida. If there is an arrest and/or conviction record, the Florida State Board of Nursing, in accordance with the rules and regulations of Nurse Practice Act, will determine a nursing program graduate's eligibility for licensure. It is important to note that admission to the nursing program does not guarantee eligibility for licensure in nursing in the State of Florida. The Florida State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine a nursing program graduate's eligibility for licensure if there is an arrest and/or conviction record. Students should contact the Florida State Board of Nursing for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>. RN-BSN students residing in Georgia may refer to the Georgia Board of Nursing and Nurse Practice Act. Other clinical compliance requirements include:

- Student consent for release of information to authorized third party
- Annual physical examination by a licensed physician, nurse practitioner or a physician assistant
- Basic life support (BLS) certification from an authorized American Heart Association (AHA) training centers and/or instructors – copy of card front and back
- Influenza immunization
- Drug testing
- SSN Validation

Professional Liability Insurance

Prior to enrolling in any required clinical course, all RN to BSN students must complete and submit proof of a current professional liability insurance with limits of \$1,000,000/\$3,000,000.

Drug Screening

Impaired Student Nurse Policy: The Alcohol, Tobacco and Other Drug Policy (ATOD) of STU is designed to promote healthy lifestyles. The purpose of the ATOD is to protect the health and

welfare of all STU students through education, monitoring, intervention, and punitive and rehabilitative measures when deemed appropriate. The goal of the nursing program at St. Thomas University is to create a drug-free and smoke-free environment by reinforcing the ATOD policy to ensure that all nursing students:

- do not violate the policy,
- remain healthy, and
- practice safely

Therefore, all Students enrolled in any of the nursing program at STU are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while on campus and/or engaged in any clinical activity. All nursing students at STU are prohibited from being under the influence of alcohol or drugs while taking part in on-campus activities. Any student found in violations of the ATOP may be subject to disciplinary action up to and including discharge from the nursing program as set forth under the Student Code of Conduct, the ATOD policy and/or other STU or the nursing program's rules and regulations.

Drug and Alcohol Possession and Use Policy

St. Thomas University is a student-centered learning environment committed to inspiring students and creating global leaders for life. As such, the nursing program believes that the use of alcohol, controlled substances or any other illicit drugs is inconsistent with the expected behavior. The student engaged in clinical activities is prohibited to use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia while on campus, at a clinical site, or while engaged in clinical activities in the simulation lab or classroom at STU.

The student may not report to STU classroom, simulation lab, or the premises of clinical sites or remain on duty, engage in any classroom and/or clinical activities while under the influence of or impaired by alcohol or drugs, to any degree.

The following circumstances may constitute exceptions to this policy:

- In circumstances that a student is prescribed medications to manage medical conditions, the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage; provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical activities.

Procedures:

Failure to comply with the procedures set forth herein may result in serious consequences for the student's ability to complete the nursing program and clinical rotation. St. Thomas University reserves the right to randomly request a drug test at the student's expense.

To assure compliance with this policy and as a condition of continuing to participate in clinical activities and/or a clinical rotation, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. The tests may be administered upon a finding of reasonable suspicion that a student has used drugs or alcohol while engaged in clinical activities. Reasonable suspicion shall be determined by faculty, supervising faculty, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication.

When a finding of reasonable suspicion is made, the following steps will be implemented:

- The faculty shall instruct the student to leave the clinical area and address the student in private to discuss the observed behaviors.
- The faculty will inquire whether the student has used drugs or alcohol and the details of such use.
- The faculty shall consult with the nursing program director, who shall decide whether to refer the student for drug and alcohol testing.

If the decision is to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A student who refuses to undergo testing shall be presumed to have violated this policy.

In the case of a positive test, the student shall be contacted by the dean and/or the program director, who shall determine whether there is a legitimate explanation for the test result being positive.

If there are no legitimate explanations, the student shall be counseled, offered psychological counseling, and an official warning shall be issued for the first offense. If the student's behavior persists and there is a second offense, the student shall be expelled from the program. The faculty of STU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student alcohol and drugs testing and test results. A written report documenting the observed student behaviors and measures taken will remain in the student's academic record.

Post-Surgical Return to School and Clinic

Any student enrolled in the nursing programs at STU who requires surgery must provide documentation verification from a licensed MD, DO, DDS, ARNP, or PA that returning to school and clinical activities without restrictions will not impact their recovery. The documentation verification must be submitted on the practitioner's official letterhead stationery and must include the dates for which the students could not attend class or clinical. In these instances, the practitioner will be contacted to verify the students' absences. A student with a cast or crutches will be required to follow STU or clinical site institution's policy.

Student Pregnancy Policy

A doctor's note verifying pregnancy and any medical restrictions must be submitted to the nursing department. A student who is pregnant should consult with her faculty prior to going to clinical rotation. Both the student and supervising faculty are responsible for inquiring and be aware about clinical site policies related to pregnant individuals such as not entering where radiation therapy is being administered and potential risks for bodily harm such as, communicable diseases, strenuous activity, and exposure to toxic substances. St. Thomas University, the nursing program of STU nor its affiliating clinical sites assume responsibility for any harm that might occur to a pregnant student or a fetus. It is the pregnant student's responsibility to be aware of the potential risks to some learning experiences and ensure her safety.

Professional Demeanor

Nursing students are expected to present and conduct themselves as professional nursing students on campus, online, and in clinical settings at all times. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally,

students should take safety measures to protect and advocate assertively for themselves and their patients. During any and all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the class or the clinical setting.

Purpose and Intention Statement

Students in the undergraduate nursing program engage in clinical rotations and training on the campus of St. Thomas University and at various types of health care facilities, including, but not limited to, nursing skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools and community agencies.

For the RN to BSN students, STU strongly encourages students to secure their preceptors, as this is the best way to accommodate a clinical location and schedule to your needs. If assistance with clinical placement is needed, you may be required to commute outside your local area, as STU cannot guarantee a clinical site within your immediate location. (Note: in some cases, students have been placed at clinical sites over 100 miles away from their residence). Students should communicate a request for assistance with clinical placement as soon as possible.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others.

St. Thomas University and the nursing program require that all nursing students engaged in clinical activities be free from the influence of illegal drugs and alcohol. This Policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN), and also with the standards set forth in the Florida's Nurse Practice Act.

Deadlines

Deadlines are determined based upon when clinical sites need specific information to clear each student for clinical in their institutions. Deadlines are very specific and non-negotiable. The drug screen needs to be within 30 days of the date each student submits all paperwork and immunizations. Therefore, information should not be uploaded into Complio until the assigned 30-day window. A student can purchase the package to check immunization and document requirements prior to the 30-day window. All Complio requirements must be approved 30 days before the start of the semester.

Returning Students

Students consecutively enrolled in the clinical major are expected to keep all Complio requirements updated. It is the student's responsibility to know when immunizations, tuberculosis testing, CPR and all other requirements need to be updated. This information can be found on the American DataBank website. Complio requirements CANNOT expire during a semester. If any requirement is met at the beginning of an academic term but expires during the term a student will not be allowed to begin the semester.

Students who have any lapse in enrollment in the clinical will need to purchase and complete the entire Complio package again, as a new incoming student would, and provide an updated drug screen, immunization information, signed documents, and all other requirements.

Students should first contact American DataBank for any questions regarding testing and submission of requirements. If you need assistance with your Complio account, visit the American DataBank Service Desk at <https://stthomasuniv.complio.com> or call 1-800-200-0853. After graduation, a student may continue to access and use data submitted in Complio.

Student Health and Basic Life Support Certification

A student's health has an important relationship to his or her ability to profit from and progress in the total educational experience. Nursing students have a responsibility to follow good health practices for their own protection as well as for their patients. The SON has adopted the following requirements to maintain and promote good health practices and to comply with the clinical agency agreements. Consequently, students must submit proof of current BLS certification and required immunization information once accepted into a nursing program. It is the student's responsibility to ensure that all requirements are up to date and on file in Complio. If the student's PPD expires during a semester, then the student must have a new PPD on file before the start of that semester in Complio.

Basic Life Support (BLS)

All students must be certified every two years to meet the requirements of the clinical agency agreements. BLS training must be Health Care Provider training through the American Heart Association. Documentation of BLS training must be uploaded into Complio. Students must be BLS certified prior to beginning clinical.

Required Physical Exam & Immunizations

- Annual Physical Exam
- The student must present evidence of the following immunizations prior to enrollment in clinical nursing coursework:
 - Measles, mumps, and rubella immunizations (2 immunizations with at least 1 of these being since 1980) or a positive blood titer for all 3 components (MMR). A Tdap (DT with Pertussis) within the last 10 years is required.
 - Hepatitis B series (3 immunizations) or a positive blood titer.
 - Varicella (chickenpox) series (2 immunizations) or a positive blood titer
 - Annual Influenza (Flu) vaccine(s) due by 10/31 of each fall semester.
 - Annual Tuberculosis Screening: PPD, QuantiFERON TB gold test, or Chest X-ray with TB risk assessment form (current year) stating that student has no symptoms.
 - Meningitis – one dose after the age of 16 years
- Students may obtain any of the immunizations at the Student Health Center for a fee or from the health care provider of their choice.
- Students must upload documentation of immunizations into Complio.

SECTION VII: STUDENT SERVICES

UNIVERSITY OFFICES AND DEPARTMENT

CONTACT INFORMATION



Admissions Office

Location: Mimi Dooner Hall, Room 103

Phone: (305) 928-2865; (800) 367-9010

Fax: (305) 628-6591

Email: signup@stu.edu

Business Office

Location: Mimi Dooner Hall

Phone: (305) 474-6977

Email: businessoffice@stu.edu

Website: [Business Office](#)

University Tuition and Fees Information

[Undergraduate Tuition Rates](#)

Campus Ministry

Office Location: Mimi Dooner Hall, Suite 111

Phone: (305) 628-6525

Email: [Campus Ministry](#)

Student Success Center (SCC)

Location: Mini Dooner Hall

Email: StudentSuccessCenter@stu.edu

Phone: (305) 474-6900 or (800) 367-9010

Website: [Student Success Center](#)

Office of Information Technology (OIT)

[Office of Information Technology \(OIT\)](#)

assists login issues for all the STU accounts.

[What's my username?](#)

[Create/reset password.](#)

Chapel of Saint Anthony

Location: Next to Mimi Dooner Hall

Mass Services

Monday-Friday at 12:15 PM

Sunday Mass at 7:00 PM

Office of Financial Aid

Location: Mimi Dooner Hall, Suite 117

Website: [Financial Aid](#)

Phone: (305) 474-6900

Fax: (305) 474-6930

Email: financialaid@stu.edu

UNIVERSITY SUPPORT

Academic Calendar [Academic Calendar](#)

Transcripts

[Transcripts, Diplomas & Degree Verifications](#)

Student Success Center (SSC)/Academic Advising

[Student Success](#) Center eliminates gaps from admission to placement to academic advising and provides students with a single point of contact.

[Career Services](#) fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities.

St. Thomas University Library

The University Library provides services for all St. Thomas University students, faculty and staff on-campus and online. For online students, the Library provides a number of services and resources.

Reference Desk Phone: (305) 628-6667

Interlibrary Loan: (305) 628-6671

Email: circ@stu.edu

Website: [Library](#)

Student Health Center

[Student Health Center](#) promotes the physical and mental health of the STU community in a professional and confidential manner covered by the student health insurance, including the Supplemental Plan. Appointments are recommended, but walk-ins are welcome.

Location: Student Center, **Phone:** (305) 628-6695, **Website:** [Student Health Center](#)

Services offered:

[Health Clinic](#)

[Counseling and Referrals](#)

[Student Health Insurance](#)

[Frequently Asked Questions \(FAQs\)](#)

Graduation/Commencement

[Commencement Services/Cap & Gown, and Tickets](#)

[Graduation Frequently Asked Questions](#)

[Commencement Information](#)

Student Affairs/Reporting Protocols

[Student Affairs](#) - enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services, and activities that promote a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness, and social consciousness.

- [CARE Team](#) - is a multi-disciplinary team that works to address concerning or threatening behaviors of St. Thomas University community members.
- [Student Complaint](#)
- [Title IX](#) - protects people from discrimination based on sex, sexual assault, dating violence, domestic violence, or stalking.
- [Judicial Affairs](#)
- STU Online Students
 - Out-of-state STU Online students who have completed the internal institutional grievance process and the applicable state grievance process may appeal non-instructional complaints to the FL-SARA PRDEC Council. If the student is not satisfied with the outcome, he/she may appeal the complaint to the PRDEC Council by sending an email to FLSARAinfo@fldoe.org.
 - For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

Canvas Support

24/7 Canvas Support

To access the 24/7 Canvas Support, click the Help link on the global navigation located on the left-hand side of your screen.

[Canvas Student Guide - Table of Contents](#)

[Mobile Guides - Canvas Student](#)



Nursing Program Undergraduate Student Handbook Confirmation of Receipt Student Acknowledgment

I, _____, hereby acknowledge that my signature on this document certifies that I have received the official St. Thomas University Nursing Student Handbook. I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns, or points in which I need clarification.

I further understand that the Nursing Student Handbook policies and procedures may be amended and/or changed during my enrollment. In the event of any change or amendment to the Nursing Student Handbook, I will be able to view them electronically online on St. Thomas University's website. I understand that it is my responsibility to review the changes and/or amendments in their entirety.

I understand that the St. Thomas University Nursing Student Handbook contains program-specific policies and procedures for which I must comply. In the event a conflict exists between the university catalog and the Nursing Student Handbook, the Nursing Student Handbook shall supersede the university catalog. Since healthcare is an ever-changing environment, the Nursing Student Handbook may be updated frequently to improve educational outcomes and client safety. I acknowledge I am personally responsible and must comply with current policies and procedures throughout my enrollment.

By signing this document, I acknowledge I have read, understood, and received an electronic copy of the St. Thomas University Nursing Handbook.

Student Name _____
Student Signature _____
Student ID _____
Date _____