



Bethel University

College of Health Sciences

Department of
NURSING

**2025-26
Student
Handbook**

Table of Contents

Table of Contents	2	Attendance & Tardiness	24
Accreditation Review	2	Student Policies & Guidelines	25
Welcome from the Dean and Director	3	Student Fees*	28
Administrative Organization	4	Clinical Agency Requirements.....	29
Program Outcomes	4	Health Insurance Portability & Accountability Act (HIPAA)	32
Nursing Program Philosophy	5	PATHOGEN EXPOSURE	33
Mission Statement	5	Acknowledgment of Receipt and Agreement to Abide by Policies	34
Program Goals	6	Appendices & Forms	35
Core Tenets	7	— Confidentiality Agreement	
Nursing Curriculum.....	8	— Standard Precautions Training Form	
Application & Progression Policies	10	— Unsafe Clinical Performance Report	
Transfer Coursework	13	— Post Blood Borne Pathogen Exposure	
Academic Honesty Appeals	14	— Academic Integrity Policy	
NCLEX Expectations	14	— Nursing Student Admission	
Academic Advising	16	— Progression Requirements	
Student Responsibilities/Student Policies & Guidelines	17	— ATI Policy	
Professional Character.....	18	— Civility Policy	
Code of Ethics for Nurses	21	— Community Service Requirements	
Professional Appearance	22	— Community Service Documentation	
		— Vaccine Policy & Waiver Forms	
		— Inclement Weather Policy	
		— Testing Policy	

Accreditation Review

Accreditation Statement

The **baccalaureate degree in nursing** at **Bethel University** is **accredited by the Commission on Collegiate Nursing Education (CCNE)**—an organization dedicated to ensuring excellence in nursing education. This accreditation signifies that our program meets rigorous academic and professional standards, fostering a high-quality educational experience for nursing students.

For verification or further details regarding accreditation, please contact:

Commission on Collegiate Nursing Education

655 K Street NW, Suite 750

Washington, DC 20001

Phone: **202-887-6791**

Welcome from the Dean and Director

*"Each of you should use whatever gift you have received to serve others,
as faithful stewards of God's grace in its various forms." — 1 Peter 4:10*

Welcome to Bethel Nursing!

Whether you are just beginning your journey or continuing on the path to becoming a professional nurse, we are honored to walk alongside you. It is both our joy and our privilege to support your growth—academically, personally, and spiritually—during your time in the Department of Nursing.

We believe that nursing is more than a profession—it is a divine calling. As nurses, we are uniquely positioned to be instruments of healing, compassion, and grace. At Bethel, we embrace the truth of 1 Peter 4:10 as our guiding scripture: to use our knowledge, hands, and hearts in service to others. Whether at the bedside, in the classroom, or out in the community, our mission is to reflect excellence, integrity, and Christian love in all that we do.

Our dedicated faculty and staff are committed to equipping you with the knowledge, skills, and clinical judgment necessary to become a competent and compassionate nurse. You will be challenged to think critically, practice safely and ethically, and adopt the habits of life-long learning that are essential in today's complex healthcare environment. While this journey will stretch and refine you, remember: you are not alone. God has already gone before you, and we are here to walk with you every step of the way.

You will be learning from faculty who are not only passionate educators but also practicing professionals and leaders in local, state, and national nursing organizations. They are committed to your success and are eager to share their experience, insight, and support as you progress through the program.

Yes, there may be moments that feel overwhelming—but those are often the moments when growth happens. Take heart, stay grounded, and don't hesitate to reach out. We are here to guide, encourage, and celebrate with you.

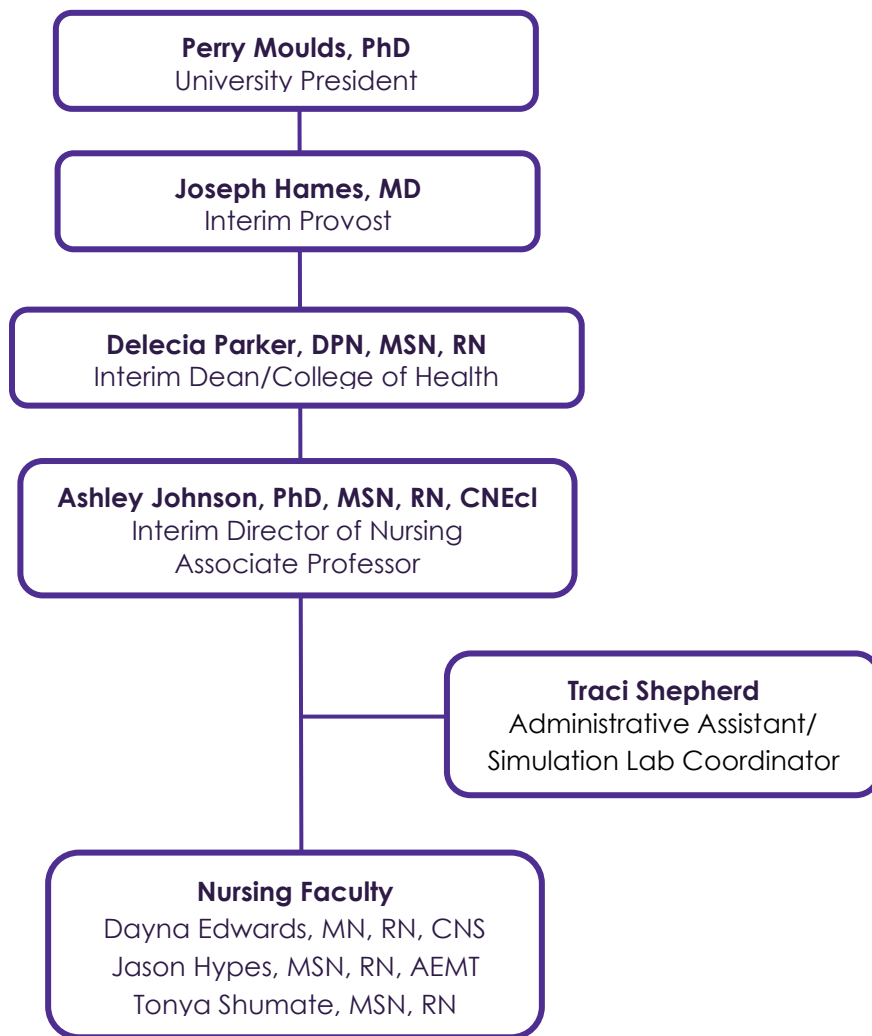
Welcome to Bethel Nursing—where your gifts are nurtured, your calling is affirmed, and your journey to becoming a professional nurse begins.

With warm regards and blessings,

Delecia Parker, DNP, MSN, RN
Interim Dean College of Health Sciences
Associate Professor of Nursing
Office: (731)352- 6479
Email: parkerd@bethelu.edu

Ashely Johnson, PhD, MSN, RN
Interim Director, Department of Nursing
Associate Professor of Nursing
Department of Nursing: (731) 352-6477
Email: johnsonas@bethelu.edu

Administrative Organization



Program Outcomes

The Department of Nursing evaluates program effectiveness using a set of benchmark indicators, including licensure exam pass rates, completion rates, and job placement rates. These outcomes are essential measures of program quality and student achievement. The data below reflect the most recent reporting period and demonstrate the program's commitment to excellence in nursing education.

Completion Rate	≥70% within three years of full-time enrollment in the nursing program
Employment	100% of those seeking employment
1st time NCLEX pass rate	>85%
AACN's Benchworks by Elantra Graduate Exit Assessment	≥ mean 5.0 on factors measured
AACN's Benchworks by Elantra Undergraduate Nursing Alumni Assessment	≥ mean 5.0 on factors measured

Nursing Program Philosophy

The philosophy of the Bethel University Department of Nursing is grounded in the belief that nursing is both an art and a science. Nursing education is a dynamic process that integrates knowledge from the liberal arts, sciences, and evidence-based practice to prepare graduates to meet the healthcare needs of a diverse society. The faculty believes that every student has the potential to develop into a compassionate, competent, and ethical nurse who values critical thinking, clinical judgment, and service to others.

Nursing is a caring and humanistic profession that addresses the health needs of individuals, families, and communities across the lifespan. It requires integrity, accountability, and a commitment to excellence. The practice of professional nursing involves the application of knowledge, skills, and values to assist individuals in achieving optimal health outcomes.

The faculty believes that individuals are holistic beings with physiological, psychological, social, cultural, and spiritual dimensions. Each individual has inherent worth and dignity and possesses the right to make decisions about personal health care. Health is a dynamic state of being influenced by genetic, environmental, and lifestyle factors.

Learning is a life-long process that results in changes in knowledge, attitudes, and behaviors. Students are active participants in the learning process and are responsible for their own learning. Faculty facilitate learning by creating an environment that promotes inquiry, critical thinking, collaboration, and respect for diversity.

The nursing program at Bethel University is designed to prepare graduates who can practice effectively in a variety of healthcare settings. The program emphasizes the development of clinical judgment, ethical decision-making, and effective communication. Graduates are expected to advocate for patients, demonstrate leadership, and contribute to the advancement of the nursing profession.

We are committed to fostering an environment where students can grow intellectually, spiritually, and socially, while promoting Christian ideals such as integrity, compassion, and service. Faculty serve as educators, mentors, and role models who are invested in students' personal and professional.

Mission Statement

The mission of the Bethel University Department of Nursing is to provide accessible educational experiences that meet the needs of our learning community. This includes opportunities, environment, mentoring, and leadership necessary for our students to develop to their highest potential as professional nurses.

Highest potential is defined as each student being prepared to exhibit excellence by positively impacting healthcare, demonstrating competency through the delivery of safe, quality care, engaging in interprofessional collaboration, committing to life-long learning and advanced education, and implementing evidence-based practice as the standard of care.



PROGRAM GOALS

ALIGNED WITH THE AACN ESSENTIALS

Provide a **baccalaureate nursing education** that builds on a foundation of the arts, sciences, and humanities in a **Christian** environment.

Deliver a curriculum that prepares the graduate for **generalist nursing practice** as defined by the AACN Essentials: Core Competencies for Professional Nursing Education

Foster the development of **clinical judgment, critical thinking, and ethical reasoning**, and facilitate **leadership skills** to improve quality and safety within healthcare systems.

Provide **diverse and inclusive** experiences that are responsive to the needs of a global society.

Provide students with a foundation for **life-long learning, professional development, and graduate study**.

Promote competency in **evidence-based practice, quality improvement, and the use of information and healthcare technologies** to enhance patient outcomes.

Develop professional nurses who advocate for **equity, social justice, and ethical care** for individuals, families, and communities.

Encourage **accountability and responsibility** through adherence to **legal, ethical, and regulatory standards** governing nursing practice.

Cultivate **collaboration and communication skills** necessary for effective interprofessional practice and coordination of care.

Support student development as nurse leaders who **influence health policy, promote system-level thinking, and contribute to healthcare innovation**.

BethelUniversity



CORE TENETS

OF THE BETHEL UNIVERSITY DEPARTMENT OF NURSING

The Bethel University Department of Nursing upholds the following core tenets as essential to the professional practice of nursing. These principles guide our students, faculty, and graduates in providing compassionate, ethical, and evidence-based care across diverse settings.

Advocacy

Nurses serve as advocates for individuals, families, and communities by protecting patients' rights, ensuring their voices are heard, and promoting equitable access to quality healthcare.

Compassion & Empathy

We believe that authentic caring, grounded in compassion and empathy, is foundational to nursing practice. These attributes foster trust, promote healing, and support the development of therapeutic relationships.

Critical Thinking

Professional nursing practice demands sound clinical judgment. Through critical thinking and evidence-based decision-making, nurses deliver safe, effective, and individualized care.

Communication

Clear, respectful, and purposeful communication is essential to building trust, educating patients and families, supporting teamwork, and ensuring continuity of care.

Accountability

Nurses are accountable for their professional actions and decisions. This includes upholding ethical standards, demonstrating integrity, and taking responsibility for outcomes in patient care.

Collaboration

Interprofessional collaboration enhances patient outcomes and strengthens healthcare systems. Nurses actively contribute to team-based care through mutual respect, shared goals, and open communication.

Beneficence & Non-Maleficence

Nurses are committed to promoting the well-being of patients (beneficence) while avoiding harm (non-maleficence). This dual obligation underpins safe, ethical, and competent nursing practice.

Justice

Nurses uphold the principle of justice by advocating for fair and equitable treatment of all individuals, working to reduce health disparities, and promoting social justice in healthcare delivery.

Patient Autonomy

Respect for patient autonomy is central to nursing care. Nurses empower individuals to make informed decisions and honor their preferences, values, and cultural beliefs throughout the care continuum.

Nursing Curriculum

Prerequisite: Associate of Science in Pre-Nursing (61 hours)

Common Core courses are prerequisites to admission to the Nursing Program and are offered by the College of Arts & Sciences. Course descriptions for these classes are listed in the 2021–2022 CAS catalog.

COURSE #	COURSE NAME	CREDIT HOURS
----------	-------------	--------------

A. Liberal Arts Core (33 hours)

COE 102	Freshman Seminar	2
ENG 100 or 101	English Composition I	3
ENG 111	English Composition II	3
ENG 201	Western Literature and the Arts I	3
ENG 202	Literature and the Arts II	3
MTH 123 or higher	College Math or higher-level course	3
CHE 111, 111L	General Chemistry I with Lab	4
HIS 200-level)	History Elective 6	
REL or PHI excluding REL 213, 310, 410)	Religion or Philosophy Electives	6

Program Core 28

BIO 111, 111L	General Biology with Lab	4
BIO 201, 201L	Human Anatomy & Physiology I with Lab	4
BIO 202, 202L	Human Anatomy & Physiology II with Lab	4
BIO 211, 211L	Microbiology with Lab	4
PSY 211	Human Growth and Development	3
HEA 211	Nutrition	3
MTH 202	Statistics	3
SOC 111	Introduction to Sociology	3

**After Notification of Admission to the Nursing Program:
SEQUENCE OF NURSING MAJOR HOURS**

Semester 1 = 14 hours		
NUR 305	Success in Nursing School	1
NUR 300	Adult Health Assessment in Nursing	4
NUR 311	Foundations in Nursing Care	5
NUR 317	Pharmacology in Nursing I	2
NUR 321	Concepts in Professional Nursing	2

Semester 2 = 15 hours

NUR 318	Pharmacology in Nursing II	2
NUR 322	Nursing Care of Clients with Psychosocial Disorders	4
NUR 323	Pathophysiology in Nursing	3
NUR 326	Complex Illness in Adults I	6

Semester 3 Summer Session) = 8 hours

NUR 334	Nursing Care of Children and Adolescents	5
NUR 381	Research in Nursing	3

Semester 4 = 15 hours

NUR 410 Nursing Care of the Community		4
NUR 414 Nursing Care of Women and Neonates		5
NUR 418 Complex Illness in Adults II		6

Semester 5 = 15 hours

NUR 422	Complex Illness in Adults	4
NUR 424	Capstone Practicum in Nursing	6
NUR 430	Leadership & Management in Nursing	4
NUR 450	Issues in Health Care	1
	TOTAL NURSING HOURS =	67
	TOTAL GRADUATION HOURS =	128

Application & Progression Policies

REQUIREMENTS

Students must apply for full-time enrollment in the nursing program by completing the Nursing Application. The application is available on the nursing program page of the Bethel University website using [this link](#) (QR code) or in the Department of Nursing. The application deadline for fall admission is March 1 of each year. Applicants must also complete the ATI TEAS examination prior to March 1 as part of the admission process. The ATI TEAS is administered by the Department of Nursing at scheduled times during January and February each year.



The Nursing Committee on Admission & Retention carefully reviews each applicant's complete college scholastic record and ATI TEAS results. Admission is competitive. Equal educational opportunity is offered to all students meeting entrance requirements, regardless of race, sex, color, religion, marital status, age, national origin, or veteran status. Applicants are ranked using a points-based system that considers college GPA, ATI TEAS composite score, ATI TEAS reading score, and deductions for repeated or withdrawn courses (evaluated on a case-by-case basis). A new class of students is admitted for the fall semester each academic year.

PROCEDURE

Enrollment in any nursing course is limited to students who have applied to the Department of Nursing and have been formally admitted into the Bethel University Nursing Program. To be considered for admission, students must complete the College of Health Sciences core requirements and the nursing program core requirements with a grade of "C" or higher. All Common Core and Program Core courses must be completed prior to entering the nursing program, with the exception of up to 9 credit hours, which may only be taken from Religion (REL), Fine Arts, or History courses. Applicants must also have a minimum cumulative GPA of 2.75. Grades from transfer courses are included in the GPA calculation to determine eligibility for admission to nursing courses.

COURSE REPETITION POLICY

Students may repeat **one nursing course** in which a grade lower than a "C" is earned. A second grade of "D" or "F" in any nursing course will result in ineligibility to continue in the Bethel University Nursing Program.

Students transferring from another nursing program with a recorded grade of "D" or "F" in **one nursing course** must maintain passing grades in all subsequent nursing courses at Bethel. If a "D" or "F" is earned at Bethel after transferring, the student will be ineligible to continue in the program.

Students who have earned **two grades** of "D" or "F" in nursing courses at another institution may apply for admission to Bethel's Nursing Program. Applications from these students will be reviewed **on a case-by-case basis** by the Admissions Committee. If admission is granted, the student must enroll as a first-time student in the Bethel nursing curriculum, repeat all nursing coursework, and must maintain a grade of "C" or higher in all nursing courses. Earning a grade of "D" or "F" while enrolled at Bethel will result in dismissal from the program.

GRADING SCALE

Letter Grade	Percentage	Description	Letter Grade	Percentage	Description
A	94-100	Excellent	F	64 or below	Failure
B	85-93	Very Good	W		Withdrew
C	76-84	Good	WP		Withdrew Passing
D	65-75	Unsatisfactory	P/F		Pass/Fail

METHODS OF EVALUATION

The Department of Nursing faculty utilizes a standardized evaluation plan to assess student progression throughout the nursing program. Student performance may be evaluated using the following methods:

Standardized Evaluation Components:

1. **Unit Exams** — Instructor-determined number, with a minimum of three per semester (optional for NUR 341, NUR 430, and NUR 450).
2. **Quizzes** — Administered as appropriate (may be announced or unannounced).
3. **Comprehensive Final Examination** — Administered at the end of each course.
4. **ATI Content Mastery Assessment** — Utilized when available for the specific course.
5. **Clinical Evaluation Tool** — Applied if the course includes a clinical component.
6. **Nursing Care Plans and Concept Mapping** — Used to assess clinical reasoning and critical thinking.
7. **Projects and Scholarly Work** — May include papers, journals, presentations, debates, portfolios, homework assignments (this is not an all-inclusive list).
8. **Medication Calculation Examination** — Required for each course with a clinical component.
9. **Skills Check-Offs** — Performance assessments of clinical skills.

WEIGHT OF EVALUATION MEASURES

Student progression in nursing courses is evaluated based on a combination of objective and subjective measures. The weighted distribution is as follows:

Objective Evaluation Methods (80% of Course Grade)

- **Unit Exams:** 40%–80% total
- **Quizzes:** 0%–10% total
- **ATI Content Mastery Assessment:** 10% total
 - Level 3 Proficiency – 10 points
 - Level 2 Proficiency – 10 points
 - Level 1 Proficiency – 0 points
 - Below Level 1 Proficiency – 0 points

- **Comprehensive Final Examination:** 20% total

Subjective Evaluation Methods (20% of Course Grade)

- **Projects, Papers, Journals, Presentations:** 0%–20% total
- **Clinical Evaluation Tool:** Pass/Fail
- **Nursing Care Plans and Concept Mapping:** Pass/Fail or may be graded and included in the 20% subjective score

Note: Specific course syllabi will provide further details on the distribution and application of evaluation methods within each course.

CRITERIA FOR SUCCESSFUL COMPLETION OF EACH NURSING (NUR) COURSE

To successfully complete each nursing course and progress in the program, students must meet **all** of the following criteria:

1. **Comprehensive Final Examination:** Achieve a grade of **76% or higher**.
2. **Objective Evaluation Average:** Achieve an overall average of **76% or higher** across all objective evaluations (Unit Exams, Quizzes, ATI Content Mastery Exam, Comprehensive Final).
3. **Total Course Average:** Achieve a final course average of **76% or higher**.
4. **Clinical Performance:** Earn a **passing** grade on the Clinical Evaluation Tool (for courses with a clinical component).
5. **Medication Calculation Examination:**
 - Score **80% or higher** on the Medication Calculation Examination in each clinical course.
 - Students have **two opportunities** to achieve this grade.
 - Missing a scheduled Medication Calculation Examination will forfeit one attempt.
 - Failure to achieve 80% or higher after two attempts will result in **administrative withdrawal** from the course.
 - This withdrawal is **not** considered a course failure and will **not** impact eligibility for readmission.
6. **Skills Check-Offs:** Successfully complete all assigned skills check-offs within **three attempts**.

Important Notes:

- All criteria (1–6) must be met in order to progress to the next nursing course.
- Failure to meet Criteria 1–4 will result in a course grade of "D" or below.
- Failure to meet Criterion 5 (Medication Calculation Examination) will result in administrative withdrawal during the first week of the course.
- Administrative withdrawal due to failure of the Medication Calculation Examination is not considered a course failure and does not count against eligibility for readmission.

Transfer Coursework

After admission to the Bethel University Department of Nursing and prior to enrolling in courses at other institutions, students must receive *written permission* from the College of Health Sciences Registrar to take coursework outside Bethel. Students should not plan their progression or graduation based on the assumption that permission will be granted to complete coursework off campus. Students must notify their advisor if courses are not taken as scheduled, are dropped, or are failed. If changes occur, students must subsequently contact their advisor or the Director to receive updated authorization to alter the originally approved permission form.

Failure to adhere to this policy may result in credit not being awarded for outside coursework. Courses taken at other colleges or universities may affect the Bethel University GPA. Students are responsible for ensuring that *official transcripts* for all authorized coursework are forwarded directly to the Bethel University College of Health Sciences Registrar's Office within one (1) semester of course completion. It is the student's responsibility to verify that transfer credits have been recorded by the College of Health Sciences Registrar's Office.

GOVERNANCE AND RE-ADMISSION TO THE NURSING PROGRAM

Students admitted to the Bethel University Department of Nursing are governed by the policies in effect at the time of admission. If a policy is modified during enrollment, students will be notified by the Director and the Student Affairs student representative. A copy of the revised policy will be provided in either hard copy or electronic format.

Students absent from the nursing program for one (1) or more semesters must apply for readmission and meet the *Readmission to the Nursing Program* policy requirements. The policy is available from the Department of Nursing and online at:

<https://www.bethelu.edu/academics/colleges/college-of-health-sciences/nursing-program/nursing-program-academic-information>.

Readmission decisions are based on space availability, review of academic records, completion of the readmission remediation program, and actions taken by the student to address the reason for absence.

Students transferring nursing credits from another institution, or students with two (2) earned grades of "D" in nursing courses at another institution, must follow the *Admission of Transfer Nursing Students* policy regarding admission and progression.

Faculty and academic advisors are available to assist with understanding academic requirements. However, it is the student's responsibility to know, track, and complete all degree requirements. The Bachelor of Science in Nursing (BSN) degree will not be awarded until all requirements, as defined by the Department of Nursing, have been met. Students are responsible for remaining informed of all requirements throughout their program enrollment.

Academic Honesty Appeals

Nursing students who believe they have been subjected to unfair grading practices, classroom procedures, or treatment regarding academic dishonesty must follow the appeals process outlined below:

7. The student must first discuss the complaint directly with the nursing faculty member involved.
8. If the issue remains unresolved, the student must meet with the Director of Nursing.
9. If the issue remains unresolved after meeting with the Director, the student must meet with the College of Health Sciences Vice President/Dean.
10. If the issue remains unresolved, the student may submit an appeal to the College of Health Sciences Curriculum and Academic Policy Committee.
11. If the issue remains unresolved, the student may appeal to the President of Bethel University.

Nursing students are also required to follow the Bethel University Appeals Process as outlined in *The Log* (Bethel University's student handbook).

NCLEX Expectations

Each nursing student is required to take the National Council Licensure Examination (NCLEX-RN) after successful completion of the nursing program. Passing the NCLEX is required to obtain licensure and practice as a Registered Nurse (RN).

Preparation for NCLEX: ATI Comprehensive Predictor and Virtual ATI (VATI)

- Students will complete the ATI Comprehensive Predictor Exam during Week 8 of the spring semester of the senior year, prior to beginning preceptorship clinical. This assessment serves as the final exam for NUR 424 Capstone Practicum in Nursing Care and must be taken in person, either in class or through the Testing Center.
- A retesting opportunity will be provided two weeks after the initial exam for students who do not achieve a >92% probability of passing the NCLEX on the first attempt. The second attempt score will be considered the final score. Failure to achieve the >92% benchmark after two attempts will result in a grade of D for NUR 424, and the student will not be eligible to begin the practicum/clinical portion of the course.
- Following each ATI exam, students are required to complete remediation. Students must utilize their Focused Review and Exam Report to complete a remediation binder. Focused Review certificates and handwritten reports must be submitted as outlined on the course calendar.

- Students must also complete the Virtual ATI (VATI) program during their Capstone course and receive a "green light" from their ATI mentor before the Director will submit the student's application for licensure to the Board of Nursing.

VATI Comprehensive Predictor Requirements

- Students are required to complete the VATI Comprehensive Predictor during final exam week prior to graduation.
- Students who are unsuccessful on the VATI Comprehensive Predictor prior to May 1 will receive a grade of D for NUR 424 Capstone Practicum in Nursing Care.
- Students who do not achieve a passing result by graduation will receive an Incomplete ("I") in NUR 424 and must complete 40 hours per week of study at the nursing building until successfully completing the VATI retake.
- Students have a maximum of six (6) weeks post-graduation to remediate and pass the VATI Comprehensive Predictor.
- Students who remain unsuccessful at the end of the six-week remediation period will receive a grade of C in NUR 424 and will be responsible for renewing their VATI account at their own expense.

Post-Graduation NCLEX Preparation

- Upon successful completion of VATI, students are required to submit a minimum of 25 NCLEX practice questions per day (from sources such as BoardVitals, VATI, etc.) to the Director of Nursing and Capstone Instructor until they have taken the NCLEX examination.

Application for Licensure

- The Director of Nursing will assist senior students in the final semester with the licensure application process.
- All fees associated with the NCLEX application process are the responsibility of the student and are outlined in this handbook.

Academic Advising

Academic advising is an essential component of student success in the Bethel University Department of Nursing. Advising provides students with guidance on program options, course sequencing, graduation requirements, licensure preparation, and future professional goals.

All nursing students are required to meet with their assigned faculty advisor during the published advising and registration periods each semester. Faculty members will post their advising availability at least one week prior to the start of pre-registration.

Students should seek guidance from their faculty advisor to:

1. Discuss any problems that may hinder academic progression.
2. Select appropriate courses for the upcoming semester.
3. Review and update the plan of study.
4. Discuss course changes, including adding or dropping classes.
5. Seek advice regarding unsatisfactory academic outcomes.
6. Monitor academic progress throughout the program.
7. Plan for future professional and educational goals.

Students are expected to be prepared for their advising sessions by:

1. Checking the advisor's posted office hours and signing up for an advising appointment.
2. Arriving on time for the scheduled advising session.
3. Being open to suggestions for improvement, including study habits and work schedules.
4. Maintaining a personal academic file that includes an updated copy of the academic transcript.
5. Bringing the academic file and any supporting documents (such as copies of petitions or important emails) to advising appointments when appropriate.
6. Notifying the advisor promptly if unable to attend a scheduled appointment.
7. Consulting the Bethel University College of Health Sciences Undergraduate Catalog and the College of Liberal Arts Undergraduate Catalog for questions regarding degree requirements and academic progression.

Student Responsibilities/Student Policies & Guidelines

Clinical Experiences

The safety of patients may require the removal of a student from a clinical experience. Faculty members are responsible for recommending this action to the Director of the Department when appropriate. A student who demonstrates clinically unsafe behavior may be administratively removed from the program, resulting in a failure of the clinical course.

If the clinical agency recommends the removal of a student from a clinical facility, the student will be removed from the facility and may also be removed from the Department of Nursing for failure to meet the objectives of the course.

When a student is deemed unprepared for a clinical experience or is in violation of the Standards of Conduct outlined in the Nursing Student Handbook, the instructor may dismiss the student from the clinical experience for the day. This will result in a clinical unsatisfactory for that day, and further actions may be recommended to the Director of the Department.

Attendance at all scheduled clinical and laboratory experiences is mandatory. Penalties for missed experiences will be determined by the clinical faculty responsible, and the opportunity for make-up will be decided on a case-by-case basis, considering faculty availability, facility resources, and the student's reliability and reason for absence. Failure to complete required clinical experiences successfully may result in course failure, even if a grade of "C" or higher is achieved in the didactic portion.

Dosage Calculation Examination

To maintain competency in medication administration, nursing students are required to demonstrate proficiency in dosage calculations. This is necessary to ensure safe nursing practice and meet employment requirements for many healthcare facilities.

All clinical students who have completed NUR 317 Pharmacology in Nursing I must pass a dosage calculation test by the end of the first week of each clinical semester. Students have two attempts to pass the test with a minimum score of 80%. If a student does not achieve 80% on the first attempt, they must wait at least 24 hours before retaking the exam. Failure to pass the second attempt with 80% or higher will result in immediate administrative withdrawal from all nursing courses, and the Bethel University tuition refund policy will apply. Missing one testing opportunity will forfeit that attempt, leaving only one retake opportunity.

Nationally Normed Proficiency Testing

Throughout the nursing curriculum, students will be required to take nationally normed tests specific to the content being studied. Students must meet the identified proficiency level to continue in the course. Remediation and retesting may be required before a grade is assigned.

At the completion of NUR 424 Capstone Practicum in Nursing, students will take a nationally normed comprehensive exam, with an identified proficiency level required for successful completion of the course. Refer to the NCLEX Expectations section of the handbook for further information.

Purpose of Testing

- Documents student outcomes
- Identifies individual and group strengths and weaknesses
- Provides curriculum evaluation data
- Strengthens the likelihood of successful NCLEX outcomes

Testing fees are included in tuition for NUR 311 and NUR 418 and cover access to various ATI tools, practice exams, review materials, and the Virtual ATI review program after graduation.

Skills Check-off Requirement

To pass the laboratory/clinical component of the program, students must achieve a minimum score of 80% on skills check-offs. If this score is not achieved on the first attempt, students will have an opportunity for remediation and a re-test. Simulations are part of the lab/clinical experience, and professional integrity is expected at all times. Sharing scenario details with anyone not involved in the event is a violation of confidentiality and may result in dismissal from the scenarios, potentially causing failure in the clinical component.

Community Service

Each student is required to complete three hours of community service per semester, which is not graded but must be documented and submitted by the last week of the semester (prior to finals week). The community service must be health-related, and the documentation should be submitted to the Clinical Course Coordinator or Department of Nursing Office Manager using the approved department form.

Professional Character

Bethel University Department of Nursing requires that all nursing students exhibit exemplary professional character and uphold the values of Bethel University.

Evidence of exemplary professional character includes:

1. The ability to distinguish right from wrong.
2. The ability to think and act rationally.
3. Accountability for one's own behavior.
4. The ability to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting.
5. The ability to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance patient or public health status, or protect the patient or public from unnecessary risk of harm.

ACADEMIC INTEGRITY**Areas of Student Responsibility**

The University's expectations commence upon acceptance into the nursing program. They apply to the student's conduct, both on and off-campus, and during university-related activities.

Basic Honesty:

Bethel University insists on basic honesty and encourages the development of relationships based on integrity. Cheating, lying, or misrepresentations regarding official university business threaten the welfare of the community and are considered forms of academic dishonesty, which are prohibited.

Academic Responsibility:

Academic honesty is vital for the health of Bethel University and the achievement of its objectives. Any attempt to submit work that is not the student's own or to violate department or university policies will not be tolerated.

Examples of Academic Dishonesty:

- Cheating: The unauthorized use of notes, books, or other devices in the writing of an exam or test.
- Plagiarism: Using another's ideas, data, language, media, or images without proper acknowledgment.
- Facilitating Academic Dishonesty: Giving or receiving unauthorized aid.
- Fabrication: Submitting work that is not the student's actual accomplishment.
- Multiple Submissions: Submitting previously used work for another academic requirement without permission.
- Unfair Advantage: Attempting to gain unauthorized academic advantage over others.
- Misrepresentation of Academic Records: Tampering with any part of a student's academic record.
- Theft: The removal or destruction of academic material without authorization.
- Drug and Alcohol Use: The use or possession of drugs or alcohol on university property or in clinical settings is prohibited and will result in dismissal from the program.

Consequences for Academic Dishonesty:

- First offense: Zero on the assignment.
- Second offense: Failure of the course and dismissal from the nursing program.

Students are expected to adhere to the academic conduct policies of Bethel University. Violations may result in dismissal from the nursing program.

PROFESSIONAL CONDUCT

All students in the Bethel nursing program must exhibit professional conduct that meets the rules and regulations for licensure by the Tennessee Board of Nursing and the Tennessee Nurse Practice Act.

Professionalism in Nursing Includes:

- Conduct, Attitudes, Values, and Standards related to the practice of nursing.
- Exhibiting Professional Behavior in all academic, clinical, and personal interactions, including collaborating with peers and faculty.
- Complying with Nursing Standards outlined by:
 - American Nurses' Association (ANA) Code of Ethics
 - Nurse Practice Act—Tennessee Board of Nursing
 - American Hospital Association Patient Bill of Rights

Failure to exhibit professional behavior in academic, clinical laboratory experiences, or personal performance may result in removal from the Bethel nursing program.

Unprofessional conduct includes but is not limited to the following:

1. Failing to assess and evaluate a patient's status or failing to institute nursing intervention which might be required to stabilize a patient's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report or document a patient's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, drugs, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning the patient except where required by law.
8. Causing, permitting, or allowing physical or emotional injury to the patient or failing to report same in accordance with the incident reporting procedure in effect where the nurse is employed or working. Leaving a nursing assignment without notifying appropriate personnel.
9. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

(Adopted from the American Nurses' Association (ANA) Code of Ethics for Nurses, Nurse Practice Act—Tennessee Board of Nursing, American Hospital Association Patient Bill of Rights)

Failure to meet these standards will result in a failing grade for the clinical course.

Students who are dismissed from the nursing program for violations of the academic integrity policy are ineligible for readmission to the nursing program.

Consequences for Unprofessional Conduct:

Failure to meet these standards will result in a failing grade for the clinical course and possible dismissal from the program.

Code of Ethics for Nurses

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.	The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community or population.	The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.	The nurse has moral duties to self as a person of inherent dignity and worth , including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting that affects nursing care and the well-being of nurses.
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.	Nurses build collaborative relationships and networks with nurses , healthcare and nonhealthcare disciplines, and the public to achieve greater ends.	Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing .

© 2025 American Nurses Association

If a nursing student violates any of the above standards and is involved in an unsafe incident in the clinical area, the Unsafe Clinical Performance Incident Report must be completed by the student and faculty member.

Professional Appearance

Students are expected to be professionally attired at all times, recognizing their high visibility as Bethel University Nursing students. Wearing the adopted uniform symbolizes a commitment to certain personal and professional principles. All students in the Bethel University nursing program must adhere to the Standards of Professional Appearance outlined below.

All articles of personal attire should be scrupulously clean, freshly washed, and wrinkle-free. Non-canvas shoes in good condition are required, and black shoes are now the standard. Name badges, which identify the student with the Bethel University Department of Nursing, must be worn. The name badge should display the student's first name on the top line and "BUSN" on the second line.

Guide to Good Grooming

The close physical contact between nurse and patient requires careful attention to grooming to prevent any offense. Basic hygiene practices, including frequent bathing, dental hygiene, and the use of deodorants, are essential. Scented after-shave lotions and perfumes should not be used. Cosmetics may be worn but should be tastefully applied. Artificial eyelashes and artificial fingernails are not permitted in the classroom, lab, or clinical settings. Chewing gum is also prohibited, even as a breath freshener.

Classroom

In the classroom, on the Bethel University campus, students are required to wear a purple scrub uniform with the Bethel University logo embroidered on the front left. The scrub should fit appropriately and may be worn with a long-sleeve neutral-colored shirt underneath during colder months. A lab coat may also be worn over the scrubs.

Students may not wear sweatshirts, hoodies, or fleece jackets in the classroom, lab, or clinical settings. Closed-toe shoes are required at all times. Slippers, Crocs, flip-flops, etc., are not permitted.

Off-Campus Bethel University Nursing Events

For off-campus Bethel University Department of Nursing sanctioned events, *business casual* attire is considered professional. Professional attire excludes jeans, shorts, skorts, casual sandals, flip-flops, halter tops, athletic wear, sweatshirts, tank tops, muscle shirts, or T-shirts. Shoes should be clean, comfortable, and have low heels (less than 3 inches). Socks or hosiery must be worn when appropriate.

Jewelry

Jewelry should be kept to a tasteful minimum. Necklaces and bracelets are not allowed. Wedding bands and engagement rings are acceptable. Multiple visible piercings are prohibited, and the only visible piercings allowed are up to two small earrings in two pierced holes of each ear and/or one small piercing in the nares. No jewelry may be worn in the clinical setting.

Flesh-tone or clear gauges may be worn to cover obvious holes in nose, lip, and ear piercings. Single Daith piercings for the prevention of migraine headaches are allowed with a written medical necessity statement from a qualified healthcare provider.

Fingernails and Tattoos

Fingernails should be clean and trimmed, no longer than the fingertip. Nail jewelry and artificial nails are prohibited. Clear or neutral-colored nail polish may be worn. Tattoos must be covered at all times.

Clinical Experiences Grooming Standard

Students in the Bethel University nursing program must adhere to the following general uniform requirements for all clinical experiences:

1. **Uniform and Lab Jacket:** Students accepted into the Bethel University nursing program must purchase one white lab jacket and the previously described scrub uniform, both embroidered with the Bethel Department of Nursing (DON) logo on the left front. These items must be purchased from Uniform Source in Jackson, TN.
2. **Nursing Shoes:** Nursing shoes must be all white and/or solid black. Acceptable shoes include leather or non-porous sport shoes. Shoes must be clean, comfortable, and quiet. Canvas shoes, as well as open-toe or open-heel shoes, are not acceptable. Socks or hose must be worn; socks should be white or black if the shoes are black.
3. **Bethel Student ID:** The Bethel Student ID must be worn on the left upper chest area of the uniform, street clothing, lab coat, or scrubs when functioning as a Bethel University student nurse. The ID should not be worn at any other time, such as during a work shift in a hospital setting.
4. **Street Clothes:** Some clinical experiences may require students to wear street clothes with a lab jacket and Bethel Student ID. Acceptable Street clothes include skirts or slacks with a shirt, blouse, or dress. Permissible street clothes do not include jeans, shorts, skorts, casual sandals, flip-flops, halter tops, tank tops, muscle shirts, or T-shirts. Shoes should be clean and comfortable with low heels (less than 3 inches). Socks or hose must be worn if appropriate.
5. **Hair:** Hair should be well-groomed, of a natural color, and free of artificial attachments or adornments such as hair extensions, dreadlocks, beads, ribbons, feathers, etc. Hair must be pulled back, secured, and up off the collar for all clinical experiences.
6. **Facial Hair:** Facial hair must be neatly trimmed. Beards may not extend more than one inch below the jawline.
7. **Fingernails:** Fingernails should be clean and trimmed, no longer than the fingertip. Nail jewelry or artificial nails are prohibited. Clear or neutral-colored nail polish may be worn.
8. **Watch and Stethoscope:** Students are required to wear a watch that allows them to count seconds, as heart and respiratory rates must be counted. It is recommended that all students bring a personal stethoscope to clinical experiences as appropriate.
9. **Tattoos:** Tattoos must be covered and should not be visible through clothing. If you have a tattoo, it is your responsibility to wear adequate clothing to cover it while providing care in the clinical setting.

If there are any questions regarding grooming or professional attire, students should contact the faculty of the Bethel University Department of Nursing prior to the clinical experience.

Attendance & Tardiness

1. **Mandatory Attendance:** Attendance is mandatory for the first session of all nursing classes, including Didactic and Clinical Laboratory Experiences, as well as new student orientation.
2. **Excused Absences:** Attendance is required for each course. If a student must miss a class for any reason, they are responsible for obtaining an excused absence from the instructor **prior** to the class. The student is also responsible for making up any material presented during their absence and ensuring they meet all course objectives related to the missed content.
3. **Missed Assignments, Quizzes, or Exams:** A grade of zero will be recorded for any missed assignments, quizzes, or exams if the student does not notify the instructor in advance. At the instructor's discretion and as outlined in the course syllabus, opportunities to complete assignments or take exams at a different time may be provided.
4. **Punctuality:** Punctuality is essential. Students are expected to be seated and ready to begin work at the scheduled start time of each class. If a student is tardy for two scheduled classes (unless excused), an absence will be recorded.
5. **Clinical Laboratory Attendance:** Attendance at all scheduled clinical laboratory experiences is required. If a student misses a clinical laboratory session, the clinical faculty responsible for the session will determine any penalties. This determination will take into account factors such as the student's past performance, availability of facilities, availability of faculty, and the reason for the absence.
6. **Clinical Laboratory Punctuality:** Punctuality is crucial for clinical laboratory experiences. If a student is tardy for any clinical session, appropriate actions will be determined by the faculty. Possible consequences may include dismissal from that clinical session and/or an additional assignment.
7. **Consequences for Tardiness/Absence in Clinical Laboratory:** Two unexcused tardiness and/or absences from scheduled clinical laboratory experiences will result in dismissal from the clinical course. If a student misses a clinical experience for any reason, they will be required to make up the clinical hours. The instructor will determine the type of clinical activity needed for the make-up.
8. **Clinical Orientation:** Nursing students enrolled in clinical nursing courses must attend the scheduled clinical orientation, which may occur at the beginning of the semester or later, depending on the course. Failure to attend clinical orientation will result in cancellation of enrollment in the course.
9. **Illness or Other Conditions Affecting Clinical Participation:** If illness or other conditions prevent participation in a clinical laboratory session, the student must follow the course guidelines for notifying the faculty and the agency. The clinical faculty member will evaluate each situation on a case-by-case basis to determine the outcome and any necessary penalties for

the missed experience. The faculty member will also decide when the student is ready to re-enter the clinical experience.

10. **Communicable Conditions:** A student with a communicable illness should not participate in clinical experiences where there is a risk of exposure to others. The student should follow the course guidelines for notifying both the faculty and the clinical agency. If treatment is required, the student must follow up with the appropriate healthcare provider. As with other missed clinical experiences, the clinical faculty member will evaluate the situation individually and determine when the student is able to safely return to clinical participation.

Student Policies & Guidelines

Examinations

Examination dates will be outlined in the course syllabus. Students are expected to take each examination at the scheduled time. If a student is unable to attend the examination, they must contact the instructor prior to the scheduled exam time. Valid reasons for missing an exam, such as illness, death of a family member, or an accident, will be considered on a case-by-case basis by the faculty.

Unacceptable reasons for missing an exam include vacation, travel, work commitments, or loss of a distant family member or pet. If an absence is excused, the student must make up the exam within 120 hours (excluding weekends or holidays) after returning to class or clinical laboratory experience. Arrangements for a make-up exam must be coordinated with the instructor. Please note that the make-up exam may be in a different format (e.g., essay). Failure to comply with this policy will result in a grade of zero for the exam.

Final Examinations

Final examinations will be administered on the dates and times specified by the Bethel University Department of Nursing.

Quizzes/Assignments

Students are expected to attend class fully prepared, having completed all assigned readings and learning activities as specified in the course syllabus. Quizzes may be announced or unannounced. Assignments are due on the specified date in the class schedule. Any assignments turned in late may incur a penalty as indicated on the evaluation form of the assignment. Quizzes cannot be made up.

Classroom/Clinical Participation

Active participation in class discussions is required. Each student is responsible for mastering all assigned objectives and is accountable for content taught in previous courses.

Performance in Clinical Experiences

Students are expected to arrive at clinical laboratory experiences well-prepared. Those who are not adequately prepared may be sent home. Clinical preparation may include, but is not limited to, researching assigned patient care needs, reviewing related readings, engaging with skills modules, practicing in the skills lab, or developing care plans/care maps prior to attending clinical.

Throughout their education, students will have opportunities to work in various clinical settings and with diverse patients and healthcare professionals. As professional nursing students, confidentiality must be maintained regarding all patient, family, peer, and colleague information.

Additionally, students are required to travel to the clinical facility the day before their clinical practice to meet their assigned patients and gather necessary patient data for effective care planning.

Utilization of Handheld Electronic Devices

Students must use handheld electronic devices (HEDs) such as Personal Digital Assistants (PDAs), smartphones (iPhone®, Android, Blackberry, etc.), or other similar devices for quick reference in clinical areas. The use of HEDs is subject to both the individual clinical site's policies and the Department of Nursing Guidelines for Handheld Electronic Devices in the Clinical Setting.

When using HEDs, students must adhere to HIPAA guidelines, ensuring no patient identifiers or personal information are stored on the device. Phones and cameras should be turned off in clinical areas. Text messages should only be sent to clinical instructors for assistance; students are prohibited from texting peers or external contacts during clinical hours. Taking pictures, including of documents, patients, or computer screens, is strictly prohibited in clinical areas.

Proper aseptic techniques should be followed when using HEDs. If a student does not adhere to these guidelines, they will be immediately removed from the clinical area, and the incident will be reported to the Director. Consequences may include an unsatisfactory grade for the clinical day, failure of the clinical component of the course, or even removal from the nursing program.

Inclement Weather Policy

The Department of Nursing recognizes that adverse weather conditions may impact day-to-day operations. While every effort will be made to maintain normal operations and conduct in-person classes, it may occasionally be necessary to adjust specific activities for the safety and well-being of students, faculty, and staff, while ensuring instructional continuity. Balancing weather considerations with maintaining educational activities can be challenging, but the safety of all members of the Bethel community is our highest priority.

When Bethel University announces campus closures, or when the Department of Nursing determines that face-to-face activities must be curtailed, classes will be held virtually using videoconferencing platforms such as Zoom, Google Classroom, or Google Meet, as appropriate. Instructional tools within eMedley will also be utilized to maintain continuity of instruction.

Classroom and clinical laboratory experiences may be cancelled under the following circumstances:

- When Bethel University is officially closed due to inclement weather.
- When the local school district or authority in the county where a class or clinical experience is located announces a closure.
- When faculty, after assessing weather conditions in the area of a clinical site, determine that travel would be unsafe for students or faculty.

If a clinical experience must be cancelled, it is the faculty member's responsibility to notify students and the clinical facility as soon as possible. All missed clinical hours will be made up, with the type and format of the makeup activity determined by the course instructor.

For additional information, please refer to the Inclement Weather Policy of this document and the Department of Nursing webpage:

<https://www.bethelu.edu/academics/colleges/college-of-health-sciences/nursing-program/nursing-program-academic-information>.

Membership on Nursing Committees

Because nursing faculty and students share responsibility in the governance of the educational process, students may be elected or appointed to the following Department of Nursing faculty committees:

- Department of Nursing Curriculum Committee
- Department of Nursing Student Affairs Committee

Employment

Students may be employed on or off campus as opportunities allow, provided their course load and academic responsibilities permit. The Department of Nursing faculty urges caution in committing to more than a few hours of work per week, as employment must not interfere with the time needed for studying, attending class, or participating in clinical experiences.

It is the student's responsibility to schedule work around school hours. The Department of Nursing does not adjust class or clinical schedules to accommodate individual work commitments.

Students employed in clinical agencies may not wear the Bethel University student uniform or Bethel Student ID badge during employment. The uniform worn must be that of the employing agency. Additionally, students working in a clinical setting may not sign their name as a *Bethel University Student Nurse* during any employment-related activity.

Change in Health Status

Any change in a student's physical or emotional health status must be reported to the clinical instructor and the Program Director as soon as it is suspected or verified. While the student's right to privacy is respected, it is essential that faculty be informed to ensure the safety of the student, patients, Bethel University, and affiliated clinical organizations.

The student may be required to obtain an evaluation by a healthcare provider and submit documentation confirming their ability to function safely in classroom and clinical settings.

To continue progressing in the program, the student must be able to meet course requirements and program objectives. If the student's health condition prevents them from meeting these requirements, they may be advised to withdraw from the course or from the University for the semester.

Student Fees*

In addition to tuition and university fees, nursing students are responsible for the following estimated costs:

Uniform expense	\$100.00 – \$200.00
Purchase of electronic device for e-books	Varies by device
Nursing Central (6 e-books)	\$269/program
Textbooks	Varies by semester
Clinical/lab fees	\$100.00/course/semester \$110 for NUR 422
Professional liability insurance	\$18.00/year
Student Nurse Association membership	\$50.00/year
Standardized exams	\$1,650/year
Criminal background checks	\$125.00 per check (Required upon admission, prior to state board exam, and as required by clinical partners)
Drug screens	\$30.00/year
Transportation to and from clinical experiences (Includes travel to Memphis, Nashville, Bolivar, Jackson, and local facilities)	
Bethel University Department of Nursing pin	\$21.00 – \$200.00 (To be awarded to graduating seniors during pinning activities)
Nursing licensure examination	\$375.00
Health insurance	Cost determined by insurance provider
Graduation	\$100.00

*Student expenses may vary from semester to semester based on changes in vendor pricing and clinical site requirements.

Clinical Agency Requirements

Participation in clinical experiences is a requirement for program completion. Students must meet all agency requirements to maintain eligibility.

Clinical agencies require drug testing and criminal background checks of nursing students before they are permitted to have contact with patients or facility employees.

Drug Screen

Drug screening is conducted at the beginning of each semester (fall, spring, and summer). The Department of Nursing arranges for a laboratory to collect urine specimens on campus at a designated time.

The cost of required drug screens is included in the annual student fees.

If a positive drug screen occurs:

1. The student will be immediately suspended from the nursing program for a minimum of one year (12 continuous months from the date of suspension).
2. The Department of Nursing Director will notify the Vice President of the College of Health Sciences for further action, which may include, but is not limited to:
 - Referral for drug abuse education,
 - Referral to counseling,
 - Referral to a drug treatment program,
 - Other appropriate action as deemed necessary.
3. Students are encouraged to voluntarily seek treatment for substance use issues.

Students who wish to reapply to the Department of Nursing after a positive drug screen may do so after the minimum one-year suspension period. Reapplication requires:

- Meeting all current admission standards,
- Submitting documentation of successful treatment,
- Consenting to and passing additional drug testing.

Readmission is not guaranteed and will be determined on a case-by-case basis.

Additionally, if a student assigned to a clinical facility is suspected by faculty or facility staff of substance use or abuse, they will be required to consent to immediate drug testing. Students must sign the consent form and complete testing immediately.

Some clinical facilities may also require a drug test if a student is injured onsite.

Criminal Background Check

Each student must cooperate fully with the background screening company to complete the required check prior to participating in any clinical experiences. Students must:

- Provide accurate identifying information,
- Sign all required consents/releases in the form designated by Bethel University,

- Consent to the results being shared with Bethel University and clinical facilities if requested.

The background check will include all cities and counties of known residence for the previous seven years.

A student is considered to have **failed** the criminal background check if the report reveals any of the following within the past seven years:

- A felony conviction,
- A misdemeanor or felony deferred adjudication involving a crime against a person (physical or sexual abuse),
- A misdemeanor conviction related to moral turpitude (e.g., prostitution, public lewdness/exposure),
- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances,
- Registration as a sex offender,
- Any violation of a requirement specific to an affiliated clinical facility.

When a student fails the criminal background check:

1. The student will be immediately suspended from the nursing program until the screening company reports that the student no longer fails the check.
2. The student will be provided:
 - A written description of the adverse action,
 - The name of the screening company,
 - A statement explaining that the company did not make the adverse decision,
 - Notice of the student's right to obtain a free copy of the report and to contest its contents.
3. The Department of Nursing Director will share results with the Vice President of the College of Health Sciences for further action and, if necessary, with the clinical facility.
4. Other appropriate actions may also be taken.

Students convicted of, or who receive deferred adjudication for, any criminal offense while enrolled in the program must notify the Department of Nursing Director within three (3) days of the event. The violation will be referred to the Vice President of the College of Health Sciences, and disciplinary action will be determined based on the nature of the offense. Students are responsible for all costs associated with the criminal background check process.

Immunization, Current CPR Card & Health Insurance

Up-to-date immunization status as well as current CPR training is required of all students by the facilities in which Bethel schedules clinical experiences. Required immunizations include:

- Tetanus/Diphtheria (TD) (within past 10 years) or TDaP if renewal required while enrolled in the nursing program

- Measles, Mumps, Rubella (MMR and blood titer)
- Hepatitis B and blood titer
- The Department of Nursing requires the QuantiFERON Gold as the accepted standard of practice for detecting the absence or presence of TB. The blood test will be done prior to admission and yearly while in the program.
- Varicella (chickenpox) and blood titer
- COVID-19 Immunization (Moderna-2 doses, Pfizer-2 doses, or Johnson & Johnson-1 dose)
- Annual Flu Shot (between September 1 and September 30 each year)

CPR certification must be from the American Health Association and must be for the Healthcare Provider CPR. Copies of documentation of immunization status and American Heart Association Healthcare Provider CPR training card must be submitted to Certified Background Student Immunization Tracker prior to the first day of class. Information regarding the process to accomplish this requirement is included in the admission packet sent to newly admitted nursing students. This information is also available from the Department of Nursing.

If annual renewals are necessary, copies of the renewals should be submitted to the Student Immunization tracker before the first day of classes each semester. Bethel Department of Nursing students enrolled in clinical nursing courses must submit proof of health insurance yearly to Student Immunization Tracker.

Student Malpractice Liability Insurance

All students are required to purchase malpractice liability insurance prior to participating in clinical experiences. This is a requirement of all clinical facility in which Bethel nursing students practice. The Department of Nursing contracts with an insurer to provide blanket malpractice insurance for all students enrolled in the nursing program. The yearly fee for the insurance is added to the charges for NUR 311 and NUR 418.

Compliance with all Policies

Students who are not in compliance with the policies regarding drug testing, background checks, immunizations, CPR, health insurance, and malpractice insurance will not be allowed to participate in clinical activities involving patient contact. The missed time cannot be made up and will be counted as unexcused absences, which will be handled according to the policies outlined in the student handbook.

It is the student's responsibility to adhere to all guidelines and requirements set forth in the Bethel University Department of Nursing Student Handbook, Bethel University Log, and Bethel University Catalog.

Health Insurance Portability & Accountability Act (HIPAA)

1. **Confidentiality Statement:** All students must sign the Bethel University Nursing Confidentiality Statement (NF-337) before accessing patient files. Some clinical agencies may require additional confidentiality forms.
2. **De-identification of Health Information:** Students must protect patient privacy by de-identifying health information in documents related to patient assignments (e.g., journals, care plans). Faculty will provide the method for de-identification. All communications, including electronic, should maintain de-identification.
3. **Documents Containing Protected Health Information (PHI):** Any documents submitted to faculty (e.g., papers, care plans) must either exclude PHI or ensure the information is de-identified. If PHI is re-identified, it becomes subject to HIPAA protections, and the student is responsible for maintaining its security.
4. **Access to Patient Information:** Students can only access patient information while wearing the approved Bethel University identification badge. The ID must be worn on the left upper chest when representing the university, and not during work shifts in a hospital setting.
5. **Research and Projects:** For any student research or professional projects, patient information must be de-identified. Any coding systems must be stored in a secured, locked file, and informed consent documents should also be securely maintained.

HIPAA Privacy Official

1. The Director of the Bethel University Department of Nursing serves as the Privacy Official. Duties include maintaining HIPAA compliance, developing policies, and overseeing training and documentation related to HIPAA.
2. The chain of command for HIPAA concerns is as follows: student → faculty → lead teacher (if applicable) → Director.

HIPAA Training

1. All first-time clinical students will complete HIPAA training during the first week of the semester. Students will sign a form indicating their understanding of the Department of Nursing's HIPAA policies. Clinical agencies may require additional training.
2. Students must complete retraining if a breach in confidentiality occurs, as soon as possible after the incident. Retraining is also required within one month following significant changes in privacy practices.

HIPAA Complaints

1. Complaints regarding patient privacy breaches can be brought to the Privacy Official without fear of retaliation. These complaints will be documented and securely stored.

2. Students who violate patient privacy protections may face sanctions, including course failure or suspension from the program.

PATHOGEN EXPOSURE

Any exposure to bloodborne pathogens, tuberculosis, or other communicable pathogens during clinical experiences must be reported immediately to the supervising faculty and the person in charge on the unit. The student is responsible for any testing costs. If post-exposure procedures are not available at the facility, the student should seek treatment at the nearest emergency room.

Reporting and Follow-Up:

1. Notification: The student must notify the supervising faculty as soon as possible, regardless of the severity of the exposure.
2. Documentation: An incident report must be completed by the faculty and student at the clinical facility. The agency may require additional documentation.
3. Testing/Treatment: The student may receive immediate testing/treatment at the clinical agency if available, or report to the nearest emergency room for further care. Timely reporting is essential for appropriate follow-up and therapy.
4. Bethel University Post-Exposure Form: The student and faculty must complete the Bethel University Department of Nursing Post Exposure Incident Form for Bloodborne Communicable Diseases or Tuberculosis as soon as possible.
5. Faculty Assistance: The faculty member will help the student with the reports, clarify treatment recommendations, and ensure understanding of the process.

Non-Pathogen Exposures/Incidents:

For any exposure not related to pathogens or tuberculosis:

1. Notify the supervising faculty immediately.
2. Report the incident to the appropriate agency personnel and complete necessary documentation.
3. Receive treatment at the agency or report to the emergency room.
4. Complete the Bethel University DON Post Incident Form within 24 hours.

Faculty and Director Involvement:

- The faculty member will notify the Bethel University Director of the Department of Nursing immediately.
- The Director will inform the Vice President of the College of Health Sciences and follow Bethel University's reporting guidelines.

Financial Responsibility:

- The student is responsible for any fees associated with pathogen, tuberculosis, or other exposures and subsequent testing and treatment.

Acknowledgment of Receipt and Agreement to Abide by Policies

I, the undersigned, hereby acknowledge that I have received and read a copy of the Bethel University Department of Nursing Student Handbook and agree to abide by all policies as stated in the handbook.

Printed Name: _____

Legal Signature: _____

Date: _____

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation.

Maintaining patient confidentiality is a fundamental responsibility of all nursing students affiliated with the Bethel University Department of Nursing. This responsibility applies during all clinical assignments, professional projects, and research activities conducted at any facility associated with Bethel University.

Federal law, specifically the Health Insurance Portability and Accountability Act (HIPAA), along with applicable state laws and facility policies, mandates that individually identifiable health information be kept strictly confidential. Patients and their families have the right to address their health concerns in a private and secure environment, trusting that their information will be protected.

As a nursing student, I understand and agree to the following:

- I will hold all patient information in the strictest confidence, including but not limited to: names, birth dates, Social Security numbers, insurance information, medical records, diagnoses, and treatment plans, as well as any relevant agency or facility information.
- I will not discuss patient information with anyone who does not have a professional need to know.
- I will not remove any documents or materials containing individually identifiable patient data from any clinical or academic facility.
- I will adhere to the confidentiality policies of each clinical site and comply fully with HIPAA regulations.

I understand that any breach of confidentiality—whether intentional or accidental— may result in disciplinary action as outlined in the Bethel University Department of Nursing Student Handbook. This may include, but is not limited to, academic sanctions, dismissal from the program, and/or legal consequences.

By signing this agreement, I affirm that I understand and accept the terms outlined above and agree to uphold the standards of confidentiality expected of me as a Bethel University nursing student.

BU Nursing Student Name (printed): _____

BU Nursing Student Signature: _____ Date: _____

BU Nursing Faculty Name (printed): _____

BU Nursing Faculty Signature: _____ Date: _____

**** Bethel Department of Nursing must keep a signed copy of this form
in the student's folder for one year after graduation.**

STANDARD PRECAUTIONS TRAINING

I, _____ have completed the required reading of the Bethel University Department of Nursing policies and procedures regarding Standard Precautions and received mandatory standard precautions training. I understand that if I have questions, I should ask my course faculty for clarification or information.

I agree to implement these precautions consistently.

Student Signature

Date

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation.

Student Name: _____

Date of Occurrence: _____

Course: _____

Clinical Instructor: _____

Clinical Site: _____

Patient Age: _____ Diagnosis: _____

Type of Incident:

_____ Near miss regarding medication or patient injury

_____ Actual medication error

_____ Injury related to medication or injury

_____ Other _____

Student states exactly what happened (attach additional documentation if needed):

Student describes why he/she thinks the error occurred:

What harm resulted from the error or incident?

What harm could have resulted from the error or incident?

Student's plan to prevent this incident from occurring again:

Instructor Comments:

Student Signature

Instructor Signature

Date of Counseling

Signature of Witness at Counseling

Referral/Outcome: (check all that apply & comment under each section):

☐ 1. Immediate dismissal from clinical area after faculty conference

☐ 2. Faculty consultation/remedial work assignment (to be determined by faculty)

☐ 3. Referral for outside medical/counseling assistance

☐ 4. Immediate dismissal from the nursing program

☐ 5. Conference with faculty member and director

☐ 6. Conference with faculty, director, and the Dean of the College of Health Sciences if applicable

**Return to the clinical area is dependent upon accomplishment of remedial actions recommended by the faculty and director.

*** Immediate dismissal from the program is approved by the faculty, Director, and the Dean of the College of Health Sciences

- Faculty notified student: (Copy of this report given to student & placed in student's file)

Date _____ Time _____

- Director notified: (Copy of this report sent to Director's office)

Date _____ Time _____

- Dean's office notified: (Copy of this report sent to the Dean's office)

Date _____ Time _____

Student Signature

Faculty Signature

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation. See Nursing Form (NF) 119

Student Information

Student Name: _____

Date of Report: _____

Email: _____

Phone: _____

Exact Location of Exposure: _____

Date of Exposure: _____

Incident Information

Description of Exposure (use separate page if needed):

Student Responsibilities:

1. Notified supervising faculty: Date _____ Time _____

Name of supervising faculty: _____

2. Completed incident report at facility: Date _____ Time _____

3. Completed Bethel University DON Incident and/or exposure forms: Date _____ Time _____

4. Student reported for initial screening and treatment:

Provider: _____ Location: _____ Date: _____

5. Student reported for required follow-up treatment:

Provider: _____ Location: _____ Date: _____

6. Student has discussed the treatment and care plan with supervising faculty and understands that he/she is responsible for obtaining medical care. The student is responsible for all expenses related to medical treatment and follow-up care:

Student Signature: _____

Date: _____

Faculty Responsibilities:

Notifies Director: Date: _____ Time: _____

Place report in Student file: Date: _____ Time: _____

** If the student does not seek treatment or follow up care as required by Bethel University Department of Nursing, the health care provider or clinical agency, and if this places faculty, students, organizations and patients at risk, Bethel University Department of Nursing has the right to ask the student to withdraw from the nursing program until the required treatment and follow up care is completed.

***Bethel Department of Nursing must keep a copy of this signed form and other required documents in the student's file for one year after graduation.

Title: Academic Integrity		Number: NAC-207
Originated by: Delecia Parker, DNP, MSN, RN		Approved by:
Position: Director		Position:
Issued: 02/1/2024	Latest Rev: 06/20/2024	No. Pages: 6
Computer file location:		

1. Purpose

The purpose of this policy is to address the seriousness of academic dishonesty by students who are enrolled in Bethel University's Nursing Program. Honesty and integrity are inherent and foundational to the profession of nursing (ANA, 2015) and are incompatible with the academic community (BU, 2020-21; University of South Alabama, n.d.). It is the expectation of the Department of Nursing and the University at large that students will adhere to the values and ethical standards of both the Department of Nursing and the University (BU, 2020-21). Therefore, this policy seeks to emphasize honesty, academic integrity, and social responsibility.

The purpose of this policy is to define academic dishonesty and to delineate the process for ensuring due process and appropriate disciplinary action for accusations of academic dishonesty. **Academic misconduct is prohibited by this Policy. Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are meant to be available, and helping another individual to gain an unfair academic advantage.** (Hopkins, 2021)

2. Definition

Academic integrity is defined as a commitment and demonstration of honest, ethical, and moral behavior in an academic setting (K. R., Mathews, Greeshma, Thomas, & Ambika, 2019). In addition, the Department of Nursing and Bethel University expects its students to be honest and respectful of others (BU, 2020-21). Violations of academic integrity is the attempt of an individual to commit or contribute to dishonest acts. All suspicions of academic misconduct, no matter how minor, will be investigated and examples are listed below (Hopkins, 2021). Any student found guilty of violation of academic integrity will be dismissed from the nursing program once investigation of the alleged incident is completed.

Cheating:

The Use of any unapproved content to gain an unfair academic advantage for oneself or a disadvantage for other members of the academic community. Unapproved content includes but is not limited to:

- Fraud, deceit, or dishonesty in an academic assignment, text, or examination
- Use or consultation of unauthorized or inappropriate materials (e.g., notes, books, etc.) on assignments, tests, or examinations
- Unauthorized discussion of a test or exam during its administration
- Copying content on an assignment, test, or examination from another individual
- Obtaining a test or examination or the answers to a test or examination before administration of the test or examination
- Studying from an old test or examination whose circulation is prohibited by the faculty member
- Use or consultation of unauthorized electronic devices or software (e.g., calculators, cellular phones, computers, tablets, etc.) in connection with assignments or during tests or examinations
- Use of paper writing services or paper databases
- Unauthorized collaboration with another individual on assignments, tests, or examinations.
- Submission of an assignment, test, or examination for a regrade after modifying the original content has been submitted
- Permitting another individual to contribute to or complete an assignment, or to contribute to or take a test or examination on the student's behalf
- Unauthorized submission of the same or substantially similar work, assignment, test, or exam to fulfill the requirements of more than one course or different requirements within the same course

Plagiarism:

- Use of paper writing services or databases
- Use of material produced by another without acknowledging its source
- Submission of the same or substantially similar work of another person

- Improper documentation/acknowledgement of quotations, words, ideas, views, or paraphrased passages from published or unpublished works

Facilitating Academic Dishonesty:

- Intentionally or knowingly aiding another student to commit an academic ethics violation
- Allowing another student to copy from one's own assignment, test, or examination
- making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts, or examinations, etc.)
- completing an assignment or taking a test or examination for another student
- Sharing paper mill/answer bank websites or information with other students

3. Scope

The scope of this policy is applicable to all students enrolled in the Bethel University Nursing Program. This policy details the process for managing incidents of academic dishonesty by students enrolled in the nursing program. Discipline will be aimed at promoting the welfare of the person disciplined, the welfare of the nursing program, and ultimately the welfare of the profession and patients we serve.

4. Procedures

Any member of the faculty, staff, administration, or student body who has reason to suspect or believe that a violation of this policy has occurred is expected to notify the Director of the Department of Nursing (DON), the faculty member in whose course the incident has occurred, and Chair of Student Affairs for the DON. All reports of suspected academic dishonesty will be investigated by an Ethics Committee comprised of the Chair of Student Affairs, 1 nursing faculty in whose course the event did not occur, and 1 PA faculty member. If the Chair of Student Affairs for the DON is the course faculty member in which the incident occurred, the Director of the DON will appoint an alternate faculty member to serve in the Chair of Student Affairs place. Investigation will include but is not limited to requesting of video footage for review, requesting to view the student's cell phone for pictures, speaking with witnesses to determine accuracy of information and nature of the violation. The process for investigating violations of this policy is as follows:

If a student is suspected of academic misconduct, the faculty member responsible for the course in which the misconduct occurred will immediately remove the student from the classroom and, as soon as possible gather evidence related to the violation of academic dishonesty and, if feasible, review the facts of the case promptly with the student. After reviewing all facts and

speaking with the student, the faculty member believes that academic dishonesty has occurred the faculty member must contact the Director of the Department of Nursing and Chair of Student Affairs for the Department of Nursing. The Director of the DON will review evidence gathered by the course faculty member and will request any video evidence related to the incident. After all evidence related to the incident has been gathered, the Director of the DON will notify the Ethics Committee within 24 hours of occurrence of the incident. The Ethics Committee will convene to review and investigate all evidence related to the violation of this policy. Once the Ethics Committee convenes, the committee will have 5 (five) business days to complete their investigation and reach a decision and recommendations to impose disciplinary action.

Disciplinary action can include but is not limited to awarding the student a failing or zero grade or immediate expulsion from the program based on the nature of the offense. The student will be allowed to attend all classes and related clinicals while the investigation is being conducted.

Once the Ethics Committee has reached a decision, the Director of the DON, the course faculty member, and the student will be notified in writing of the decision and any related disciplinary action. Any disciplinary decision, including immediate expulsion, may be appealed to the Dean of the College of Health Sciences by the student. Any decision resulting in immediate expulsion from the nursing program will render the student ineligible for readmission to the program.

5. Responsibilities

Persons responsible for implementation of this policy include all faculty and staff of the Department of Nursing.

6. Review

This policy will be reviewed in accordance with the Program Evaluation Plan (NAD-107)

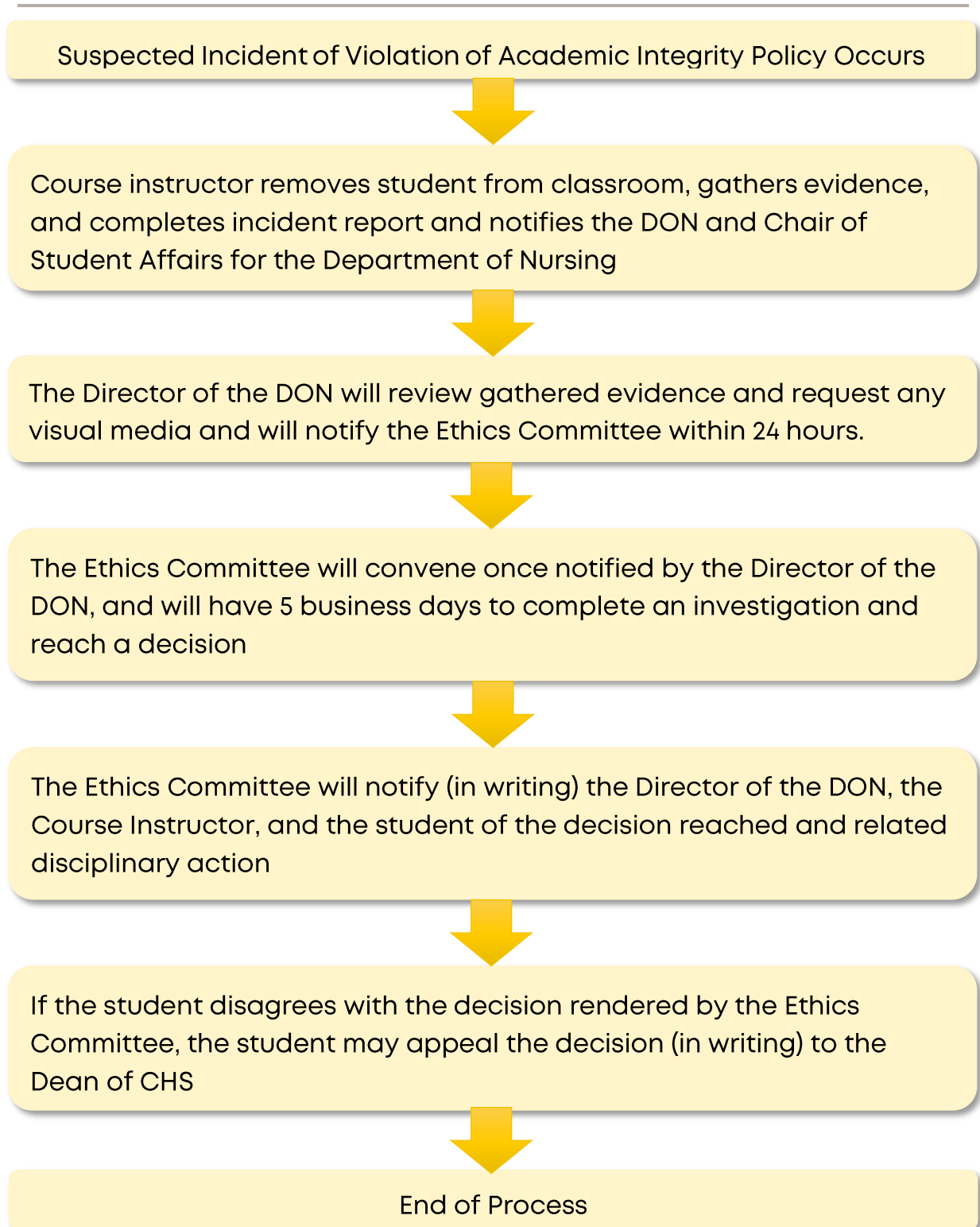
End of Policy

References and Decision Tree Attached

References

- American Nurses Association. (2015). Code of ethics for nurses with interpretive statements. <https://nursingworld.org/coe-view-only>
- Bethel University (2020). *The Log: 2020-21 Student Guide*. <https://bethelu-rcgarkskyk9ln7qkrx.stackpathdns.com/uploads/general/The-Log-2020-2021.pdf>
- Johns Hopkins (2020-21). Academic integrity policy: School of Nursing. Academic Catalog (2020-21 ed). <https://e-catalogue.jhu.edu/nursing/policies/academic-integrity/>
- K.R. Anoop, Mathews, M., Greeshma, P., Thomas, M., Ambika, S. (2019). Academic integrity among nursing students. *International Journal of Health Sciences and Research*, 9(12), 110-116. https://www.ijhsr.org/IJHSR_Vol.9_Issue.12_Dec2019/17.pdf
- University of South Alabama. (nd.). University of South Alabama College of Nursing Honor Code: Academic Integrity. <https://www.southalabama.edu/colleges/con/students/resources/honor-code.pdf>

DECISION TREE



Title: Nursing Student Admission		Number: NAD-101
Originated by: Mary Bess Griffith		Approved by: Nursing Faculty
Position: Director		Position: Director
Issued:	Latest Rev: 02/13/2024	No. Pages: 5
Computer file location:		

1 PURPOSE

The purpose of this policy is to define the Bethel University nursing program admission process.

2 SCOPE

This policy applies to all students applying for admission to the Bethel University nursing program.

3 PROCEDURE

3.1 Responsibility

The Department of Nursing (DON) Director, Chairperson and members of the Admissions and Retention Committee, and the DON administrative assistant are responsible for the implementation of this policy. It is incumbent on those responsible for implementing the nursing program's admission process to ensure that it is non-discriminatory and is applied consistently and equitably to all applicants.

3.2 Consideration for Admission Requirements

To be considered for admission to the Bethel University nursing program, applicants must have:

1. Been accepted for admission to or be currently enrolled in Bethel University.
2. Submitted the Application for Admission (NF-320) to the DON by March 1st of the year in which the applicant desires fall admission.
3. Paid an application fee of \$25.00 to the Bethel Business Office.
4. Submitted copies of all official college transcripts (other than Bethel University's) to the DON by March 1st of the year in which the applicant desires fall admission.
5. Verified that the DON has received all required documents.
6. Completed the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) examination (administered in February of each year).
7. Earned a cumulative GPA of 2.75 or above for all college-level courses.

8. Completed the following pre-requisite core courses with a grade of C or higher.

- COE 102
- ENG 101 & ENG 111
- BIO 111/111L
- BIO 211/211L
- BIO 201/201L & BIO 202/202L
- CHE 111/111L
- MTH 123
- MTH 202
- PSY 211
- REL 111, 112, or 113 (6hrs)
- SOC 111
- HEA 211
- HIS 200 level or higher (6 hrs)
- Fine Arts/Humanities Elective (6 hrs)

9. Completed all but 9 credit hours of the required core courses listed in requirement number 8 prior to enrollment in the nursing program. The 9 credit hours that may be completed after enrollment in the nursing program must be selected from the following courses:

- REL 111, 112, or 113 (6 hrs)
- Fine Art/Humanities Elective

3.3 Ranking

After eligibility for admission to the nursing program has been determined, a ranking system totaling 100 possible points will be employed to identify the applicants who are most likely to succeed in the nursing program. The ranking system will be based on the following:

1. Ranking criteria will be applied equally to all students seeking admission to the Bethel University nursing program.
2. Applicants will be admitted in descending order (highest to lowest) of ranking based on total point accumulation until all available slots are filled.
3. Ranking points will be allocated as follows:

<u>a) College GPA</u>	<u>25 points total</u>
3.75 – 4.00	25 points
3.50 – 3.74	20 points
3.25 – 3.49	15 points
3.00 – 3.24	10 points
2.75 – 2.99	5 points

b) TEAS Adjusted Individual Total Score 40 points total

96 - 100	40 points
91 - 95	35 points
86 - 90	30 points
81 - 85	25 points
76 - 80	20 points
71 - 75	15 points
66 - 70	10 points
59 - 65	5 points
0 - 58	0 points

c) TEAS Adjusted Individual Reading Score 20 points total

96 - 100	40 points
91 - 95	35 points
86 - 90	30 points
81 - 85	25 points
76 - 80	20 points
71 - 75	15 points
66 - 70	10 points
59 - 65	5 points
0 - 58	0 points

d) Non-withdrawal from or non-repeat of any prerequisite courses: 15 points total

e) Points deducted for each withdrawal or required repeat of course.

No repeats or withdrawals	15 points
Each withdrawal of one course or each withdrawal from all courses in a semester	- 1 point
Each repeated course for D or F grade	- 1 point

3.4 Admission Procedure

The DON will follow the following procedure to determine which applicants will be admitted to the nursing program in the coming fall.

1. The administrative assistant will create a file for each applicant prior to March 15th to include:
 - a. Application for Admission (NF-320)
 - b. Copies of all official college transcripts
 - c. Copy of Admission Criteria Evaluation Checklist (NF-328)
 - d. Other documents as appropriate including student's advisee file
2. The DON and Admissions and Retention Committee will meet after March 15th to evaluate all students applying for admission to the program per sections 3.1, 3.2, and 3.3 of this policy.
3. The Admission Criteria Evaluation Checklist (NF-328), which reflects the admission criteria outlined in sections 3.2 and 3.3, will be utilized to identify students to be admitted to the nursing program.
4. After evaluation, the Admission and Retention Committee will divide applicants into the following categories:
 - a. Admitted to the nursing program with no further requirements
 - b. Admitted to the nursing program contingent on completion of all pre-requisite courses (applicant will be provided with a copy of Nursing Program Contingency Admission Requirements [NF-327] identifying specific requirements)
 - c. Non-admission to the nursing program because of failure to meet admission requirements (applicant will be provided with a copy of Nursing Program Contingency Admission Requirements [NF-327] identifying specific requirements not met)
5. The Chairperson of the Admissions and Retention Committee will submit a list of all students applying for admission and the status of their applications to the DON Director.
6. The Director will notify all applicants of their nursing program admission status by letter and request that the Accept-Denial be returned by a certain date to reserve the applicant's admission slot (NF-326).
7. The Director will create an information packet reflecting the most current orientation information for the Department of Nursing. The administrative assistant will forward the information packet to each applicant accepting admission (return of NF-326) to the nursing program.

4 REVIEW

This policy will be reviewed in accordance with the Program Evaluation Plan (NAD-107).

5 ASSOCIATED FORMS

NF-320, Application for Admission

NF-326, Accept-Denial Admission Letter

NF-327, Nursing Program Admission Contingency Requirements

NF-328, Admission Criteria Evaluation Checklist

END OF POLICY

Title: Progression Requirements		Number: NAC-205
Originated by: Mary Bess Griffith		Approved by: Delecia Parker
Position: Director		Position: Director
Issued: 01/06/2010	Latest Rev: 2/15/2023	No. Pages: 3
Computer file location:		

1 PURPOSE

The purpose of this policy is to define the requirements for progression through the nursing curriculum and the nursing program.

2 SCOPE

This policy applies to all students seeking admission to the nursing program, all students seeking re-admission to the nursing program, and all enrolled nursing students.

3 PROCEDURES

3.1 Responsibility

The Director of the Department of Nursing (DON) and all DON faculty are responsible for the implementation of this policy for all courses in the nursing program.

3.2 Progression Requirements

All nursing students must meet certain requirements to progress from one nursing course to the next in the nursing curriculum sequence. Additionally, special requirements apply to nursing courses with a clinical component. Any student who has been administratively removed from the nursing program for violation of academic integrity or code of conduct is ineligible to progress to the next NUR course or for readmission to the nursing program.

3.2.1 General Progression Requirements

General nursing program progression requirements are as follows:

1. All students must complete a comprehensive final examination in each nursing course with a grade of C or above to progress to the next nursing course. The grade of C is based on the following grading scale:

A = 94 – 100

B = 85 – 93

C = 76 – 84

D = 65 – 75

F = 64 and below

2. On a case-by-case basis, students may be allowed to take non-clinical nursing courses if a grade of C was not earned in a previous semester course. The non-clinical course cannot be a continuation of the previous semester course in which the student was unsuccessful, e.g., NUR 317, Pharmacology in Nursing I, must be successfully completed to take NUR 318, Pharmacology in Nursing II. Other non-clinical courses include NUR 323, Pathophysiology in Nursing, and NUR 341, Research in Nursing.
3. All students are expected to score a Level 2 Proficiency on the Assessment Technologies Institute (ATI) Content Mastery examination at the end of the course for which it is available*. Two opportunities are given to meet this expectation. A Level 2 Proficiency is required to earn the 10 points (10%) of the final course grade assigned to the ATI Content Mastery examination score. Below Level 2 Proficiency will earn 0 points of the 10 points (10%) of the final course grade.
4. *All students are expected to score a Level 1 Proficiency on the Assessment Technologies Institute (ATI) Content Mastery examination at the end of NUR 311, Foundations in Nursing. Two opportunities are given to meet this expectation. A Level 1 Proficiency is required in NUR 311 to earn the 5 points (10%) of the final course grade assigned to the ATI Content Mastery examination score. Below Level 1 Proficiency will earn 0 points of the 5 points (10%) of the final course grade.
5. All common core and program core requirements must be completed prior to the senior spring semester to be eligible to enroll in spring semester senior level courses.
6. To earn a passing grade in nursing courses without a clinical component, students must make at least a C on the comprehensive final examination and have an overall course grade of C or higher. Failure to satisfy all of these criteria will result in a grade of D or lower being assigned for the course.
7. A grade of D in any nursing course is considered a failing grade.

3.2.2 Courses with a Clinical Component

To progress to the next nursing course with a clinical component,

1. A score of at least 90% correct on the Medication Administration Calculation examination must be attained. This examination is administered in the first week of each semester after completion of NUR 317, Pharmacology in Nursing I. Students are given two opportunities to achieve 90% on the Medication Administration Calculation examination. Students who do not score at least 90% on the Medication Administration Calculation examination are administratively withdrawn from all clinical nursing courses. An administrative withdrawal is not considered a failing grade.
2. A score of at least 80% on the Skills Performance Check-Off must be attained in order to successfully complete the clinical portion of NUR 311. Students will be given 3 attempts to score 80% on the Skills Performance Check-Off in NUR 311. Students who do not score 80% on the Skills Performance Check-Off in NUR 311 will be administratively withdrawn from NUR 311. An administrative withdrawal is not considered a failing grade.

3. A score of at least 80% of the selected skills on the Skills Performance Check-Off must be attained prior to entering the clinical portion of NUR 322, NUR 326, NUR 334, NUR 410, NUR 414, NUR 418, NUR 422, NUR 430, and NUR 424. Students who do not score at least 80% on the Skills Performance Check-Off are administratively withdrawn from all clinical nursing courses. An administrative withdrawal is not considered a failing grade.
4. A grade of C or higher must be attained in all courses with a clinical component.
5. To earn a passing grade in nursing courses with a clinical component, students must make at least a C on the comprehensive final examination, have an overall objective grade of C or higher, and an overall course grade of C or higher. Failure to satisfy all of these criteria will result in a grade of D or lower being assigned for the course.
6. A passing evaluation must be attained on the nursing course clinical evaluation tool.
7. If any of the above criteria immediately preceding is not achieved, a grade of D or lower will be assigned for the course.

3.2.2.1 Certifications

To participate in clinical experiences, all nursing students must maintain current American Heart Association CPR certification.

3.2.2.2 Immunizations, Tests, and Titers

To participate in clinical experiences, all nursing students must have (a) current negative TB skin tests, (b) all required immunizations, and (c) all required blood titers. Students who fail to maintain currency in any of the required immunizations, tests, and blood titers will be declared ineligible for clinical practice and progression in the nursing program.

3.2.2.3 Drug Screens

All nursing students must participate in the annual drug screening conducted during the fall semester or prior to entering a clinical facility for the first time as a Bethel nursing student. Positive results on the drug screen will render the student ineligible for continuance in the nursing program.

4 REVIEW

This policy will be reviewed in accordance with the Program Evaluation Plan (NAD-107).

END OF POLICY

Practice Assessments

4 Points

Complete Practice Assessment A

Remediation:

- Minimum 1-hour focused review on initial attempt
- For each topic missed, complete an active learning template and/or identify three critical points to remember
- Binder completion or eJournal submission 6 points

Complete Practice Assessment B

Remediation:

- Minimum 1-hour focused review on initial attempt
- For each topic missed, complete an active learning template and/or identify three critical points to remember
- Binder completion or eJournal submission 6 points

Standardized Proctored Assessments

Level 3 = 10 points	Level 2 = 10 points	Level 1 = 0 points	Below Level 1 = 0 Points
Remediation = 4 points**	Remediation = 4 points **	Remediation = 4 points	Remediation = 4 points
<ul style="list-style-type: none"> • Minimum 1-hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	<ul style="list-style-type: none"> • Minimum 1-hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	<ul style="list-style-type: none"> • Minimum 1-hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	<ul style="list-style-type: none"> • Minimum 1-hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember
No Retake Required	No Retake Required	Retake Required	Retake Required

***Remediation is required on all Standardized Proctored Assessments; even when a Level 2 or above is achieved.*

***ATI Standardized Proctored Assessments count as 10% of the student's overall objective measures*

ATI Policy Student Acknowledgement Form

Initial all and sign below:

_____ I have received a copy of and have read and understand Bethel University's Department of Nursing ATI Assessment and Review Policy

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Bethel University Department of Nursing

Student Printed Name

Date

Student Signature

Title: Department of Nursing Civility Policy		Number: NAC-206
Originated by: Mary Bess Griffith		Approved by: Delecia Parker
Position: Director		Position: Director
Issued: 8/2016	Latest Rev: 9/20/2023	No. Pages: 3
Computer file location:		

1 PURPOSE

The purposes of this policy are to define incivility/bullying and to strive to create and sustain a civil, healthy, safe work environment where individuals engage in clear, respectful, and responsible communication. According to the ANA Code of Ethics (2015) Provision 1.5: "the nurse creates an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect; any form of bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable and will not be tolerated." and The Essentials of Baccalaureate Education for Professional Nursing Practice(2008) Essential VIII: Professionalism and Professional Values: Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing. Inherent in professionalism is accountability and responsibility for individual actions and behaviors, including civility." Fostering civil behaviors in nursing education will promote role modeling behaviors in nursing practice.

2 SCOPE

This policy applies to all students seeking admission to the nursing program, all students seeking readmission to the nursing program, all enrolled nursing students, faculty, and administrative staff of the nursing department.

3 PROCEDURES

- 3.1** Bethel University Department of Nursing has a strong commitment to zero-tolerance for disruptive or dangerous behavior, and for verbal or nonverbal threats. Acts of incivility would include rude and discourteous actions (eye rolling, inattention in class and/ or meetings, texting during lecture, interruption while another is talking), gossiping, and spreading rumors, and refusal to assist another in need. Bullying behavior is defined as repeated unwanted, harmful actions intended to humiliate, offend, and cause distress. Acts of bullying would include hostile remarks, verbal attacks, threats, taunts, intimidation, and "workplace mobbing" aimed at ostracizing, marginalizing, or expelling an individual from the group.
- 3.2** It is recommended that once the individual (s) feel uncomfortable or threatened by the actions of others, that the use of the safe phrase " My cup is full " is activated to alert all individuals within the encounter to: A) Stop the offending behavior(s) and B) take a break.

- 3.3** The Decision Tree will be utilized to guide individuals when incivility or bullying is encountered. Once the Decision Tree is exhausted and no resolution of the incident is achieved, the individual (s) will be directed to file a complaint with the University's Title IX Coordinator as outlined in the University's Anti-Harassment Policy.
- 3.4** The Civility pledge will be instituted during nursing orientation, during the first week of each semester, and as needed to promote and maintain a consistent "living" culture of health and safety.
- 3.5** Non-compliance with this policy will result in disciplinary action as follows:
- First Warning= verbal, which will be documented on the Vulnerable Student Counseling record and placed in the student's file in the Records room. Signatures from the student(s) and the faculty involved in the disciplinary session, will complete the form.
 - Second Warning= written which will be documented on the Counseling record indicated above and placed in the student's file in the Records room. Signatures from the student(s) and the faculty involved in the disciplinary session, will complete the form.
 - Third Warning = written on the above Counseling record and a meeting with the Director of Nursing, including possible dismissal from the nursing program.

4 RESPONSIBILITY

The Director of the Department of Nursing and all faculty of the Department of Nursing are responsible for implementation of this policy across the curriculum. Issuance of disciplinary action will be done by two faculty members, with the addition of the Director of Nursing as applicable.

5 REVIEW

The policy will be reviewed according to the Program Evaluation schedule.

6 ASSOCIATED FORMS

6.1- Decision Tree

6.2- Civility Pledge

END OF POLICY

Title: Fulfillment of Community Service Requirement	Number: NAC-201
Approved by: Delecia Parker	Position: Director

1 PURPOSE

The purpose of this policy is to define the requirements for student fulfillment of the nursing program's community service requirement. This policy reflects the nursing faculty's belief that nurses are professionally responsible and uniquely prepared to contribute to the positive development of their communities. The community service requirement provides an opportunity for nursing students to begin the integration of this altruistic characteristic into the belief sets that will serve as the moral and professional underpinnings of their future practice.

2 SCOPE

The policy applies to all students who are enrolled in the Bethel nursing program. The community service requirement must be met every semester the student is enrolled in a clinical course within the nursing program.

3 PROCEDURES

3.1 Responsibility

Community service requirements are as follows:

1. Nursing students are responsible for completing at least three hours of community service during their junior semesters and at least two hours of community service their senior semesters while they are enrolled in the Bethel nursing program clinical courses. While the community service activity is not graded, it must be completed to pass the semester.
2. Documentation (NF-330) which includes type of community service performed, hours dedicated to the service, and signature of the person responsible (activity coordinator) for allowing participation in the service must be submitted to the DON office manager no later than one week prior to the end of the semester in which the service was required. Documentation is to be filed in the student file.

4 DEFINITIONS

Community service: any activity that contributes to the betterment of the community or Bethel University and provides the nursing student an opportunity to serve as a positive role-model. Health-related community service is especially relevant to the student's future career; however, other activities are acceptable for meeting this requirement.

The activity should involve dedication of time and should provide the student with an opportunity to utilize their healthcare expertise to improve the community in some way.

5 REVIEW

This policy will be reviewed in accordance with the Program Evaluation Plan (NAD-107).

6 ASSOCIATED FORMS

NF-330, Community Service Activity Documentation Form

END OF POLICY

Student Name (please print) _____

Semester Community Service Performed _____

Where Community Service Performed _____

Date Community Service Performed _____

Type of Community Service Performed and Relation to Health _____

Hours Dedicated to Community Service _____

Student Signature _____

Activity Coordinator Name (please print) _____

Activity Coordinator Signature _____

Title: Covid-19 Vaccination Policy		Number: NAD-103
Originated by: Delecia Parker, DNP, MSN, RN		Approved by: Delecia Parker, DNP, MSN, RN
Position: Director		Position: Director
Issued: 04/23/2023	Latest Rev: 04/23/2023	No. Pages: 4(policy) + 5(form)
Computer file location:		

1. PURPOSE:

The purpose of this policy is to address COVID-19 Vaccination requirements and requests for exemption by faculty and students. Since the advent of the COVID-19 epidemic and resulting vaccination, the Department of Nursing has encouraged but not mandated that faculty and students be vaccinated against COVID-19. Many of the clinical agencies who support the Bethel University Department of Nursing are subject to the rules and regulations of The Centers for Medicare Medicaid as well as state regulations. Therefore, these facilities mandate that faculty and students completing clinical rotations in their facility be fully vaccinated. Vaccine requirements, including any exemptions to a Covid-19 vaccine, requirement implemented by these clinical partners are beyond the control of Bethel University Department of Nursing.

The National Council of State Boards of Nursing and accrediting bodies for schools of nursing recommend that students be fully vaccinated when clinical facilities require it so that students can take part in clinical experiences as they progress in their nursing education, or be disenrolled (NCSBN, 2021; Werezak, 2021). Clinical experiences in the hospital setting are recognized by the NCSBN and AACN as an integral part of nursing education and a vital component of clinical education. It is in these experiences that students apply knowledge and develop critical thinking.

2. ACKNOWLEDGEMENTS

Bethel University Department of Nursing recognizes some individuals choose to refrain from receiving the COVID-19 vaccination for either medical or sincerely held and firm religious reasons, and that this is a right under both the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964. As a private Liberal Arts Christian University, Bethel is respectful of and committed to protecting the religious liberty of an individual in area where we have control. However, clinical experiences are a critical element to the student's educational experience. These experiences allow each nursing student to apply critical thinking and knowledge in an actual clinical setting with actual clients (patients). Since these experiences are conducted in area health care facilities, it is the obligation of the Department of Nursing to ensure that in as much as possible faculty and students alike are following the policies and practices of these facilities. Per recommendations from the NCSBN, Bethel University is under no obligation to provide a student who requests an exemption with an alternate clinical experience, thus resulting in the student being unable to complete degree requirements (NCSBN, 2021).

3. SCOPE:

This policy outlines the clinical requirements of participating clinical agencies and the responsibility of Bethel University Department of Nursing to ensure faculty and student compliance with vaccination policies of area clinical partners, and the process for proof of vaccination, and conditions for which one can ask to be exempt. This policy applies to all faculty and students.

4. DEFINITIONS:

Fully Vaccinated: Vaccinated is a primary vaccination series of either 2 doses of a multidose vaccine or 1 dose of a single vaccine (WTH, 2022).

Sincerely held religious beliefs: These are moral or ethical beliefs as to what is right and wrong which are sincerely and firmly held with the strength of traditional religious views. Objections to the COVID-19 vaccination that are based on social, political, philosophical, personal preferences, or on non-religious concerns about the effectiveness or possible side effects (such as the potential inability to conceive) of the vaccine are not considered religious beliefs.

4.1: Responsibilities:

It is the responsibility of the Department of Nursing, faculty, and students to ensure that they are following COVID-19 vaccination requirements or submit the appropriate form (See attached NF-103) for an exemption request to the VP of the College of Health Sciences. Faculty and/or students seeking a medical or religious exemption may also be required to complete the clinical facility specific exemption form. Those choosing to apply for exemption should be advised that while the College of Health Sciences and Department of Nursing may approve their request; the clinical agency is not bound to approve such request, and the College of Health Sciences and Department of Nursing is under no obligation to provide the student with an alternate clinical experience. These forms should be submitted to both the VP of the College of Health Sciences and Department of Nursing for review, consideration, approval, and/or denial of request for religious exemption.

5. GUIDELINES:

5.1: Vaccination Guidelines

- A. All students and faculty should be fully vaccinated or in the process of vaccination, if receiving two doses of a multidose vaccine, prior to the start of the academic school year.
- B. Eligible vaccines:
 - Pfizer-BioNTech COVID-19 Vaccine
 - Moderna COVID-19 Vaccine
 - Janssen (Johnson & Johnson) Covid-19 Vaccine

Vaccines can be obtained at all local health departments and many local health care clinics.

C. Proof of Vaccine:

Students will upload a copy of their vaccine card into Certified Background and provide the NUR 311 faculty with a copy to be placed in the student's file.

Faculty will place of copy of their vaccination (COVID-19) in their faculty file.

5.2. Unvaccinated Exemption Status:

Faculty and students who submit an exemption request and are granted exemption based on medical and/or sincerely and firmly held religious beliefs will be required to wear a face mask/shield; except when eating, while in the nursing building and in the clinical facility. Failure to comply will result in the student being dismissed from class and/or lecture resulting in an unexcused absence and/or clinical unsatisfactory.

6. Exemptions:

Faculty and students may apply for medical or religious exemptions from the vaccine. Only those medical exemptions following the American with Disabilities Act and religious exemptions covered under Title VII of the Civil Rights Act of 1964 will be considered.

A. Medical Exemptions:

Students and faculty may apply for a medical exemption; however, all applications for a medical exemption must be supported by documentation that confirms a recognized clinical contraindication to COVID-19 vaccines. Recognized contraindications include:

- Severe allergic reaction (anaphylaxis) after an earlier dose or to a component of the COVID-19 vaccines
- Immediate (within 4 hours of exposure) allergic reaction of any severity to an earlier dose or known allergy to a component of the vaccine.

B. Religious Exemption:

Students and faculty may apply for a religious exemption based on a deeply and sincerely held religious belief. All applications must be supported with a statement from the applicant and a published copy of the tenets and practices of the organization or student's recognized denomination which supports the basis of the request. Review the definition of a deeply and sincerely held religious belief as defined in number 4 above.

C. Submitting an Exemption Request:

Students and faculty must fill out an exemption form for Bethel University Department of Nursing (see attached form).

Exemption forms should be submitted to the VP of the College of Health Sciences and director of the department of nursing for review. Facility specific forms for West TN Health care may be submitted to the following mailbox:

studentexemptionrequest@wth.org

D. Determination of Exemption:

All applications submitted for exemption for either medical or religious reasons will be reviewed by the VP of the College of Health Sciences, a member of the University Chaplains office, and faculty from either PA or Nursing. Additional information may be requested by the committee to determine eligibility for exemption. Exemption requests will be approved or denied by the committee and the applicant will receive a written response via email of the decision.

Applications submitted to clinical partners will be reviewed per their policy.

Documentation regarding the exemption and any information provided by the student and/or faculty will be maintained securely.

6.1 Reasonable Accommodations

The National Council of State Boards of Nursing have concluded that up to 50% of traditional clinical hours can be substituted with high quality simulation. However, the possibility remains that an unvaccinated student may not be able to complete an adequate number of clinical hours thus placing them at risk for not completing their degree. If a student is granted an exemption under disability laws or for medical or sincerely and firmly held religious belief or observations, accommodations will be made on a case-by-case basis and nursing faculty may provide the student with alternate clinical experiences, when possible. However, based upon recommendations by the National Council of State Boards of Nursing faculty are under no obligation to provide the student with an alternative clinical experience.

Bethel University Nursing Program recommends that I receive the COVID-19 Vaccine to protect myself and the patients I serve.

I am aware that there are off-campus facilities (nursing homes, clinics, and hospitals) that I will visit during the clinical rotation of certain courses in the Nursing Program may require the COVID-19 Vaccine. Failure to meet these facility requirements to complete clinical expectations could result in delaying my progression to graduation. To graduate from Bethel University's Nursing Program, I must meet all Didactic and Clinical requirements.

Clinical Experience: I understand that if I visit an off-site facility that requires the COVID-19 Vaccine, it is **MY** responsibility to obtain and complete the necessary documents (waivers, letters, etc.) to fulfill training requirements.

Clinical YeExperience: I understand if a rotation at an off-site facility requires the COVID-19 Vaccine, it is **MY** responsibility to obtain and complete the necessary documents (waivers, letters, etc.) to fulfill training requirements.

By signing this document, I am declining to receive the COVID-19 Vaccine and understand that I am still responsible for meeting all Bethel University Nursing Program requirements.

Printed Name: _____

Date: _____

Signature: _____

Date: _____

Bethel University Nursing Program requires that I receive the Influenza Vaccine to protect myself and the patients I serve.

I am aware that there are off-campus facilities (nursing homes, clinics, and hospitals) that I will visit during the clinical rotation of certain courses in the Nursing Program that may require the Influenza Vaccine. Failure to meet these facility requirements to complete clinical expectations could result in delaying my progression to graduation. To graduate from Bethel University's Nursing Program, I must meet all Didactic and Clinical requirements.

Clinical Experience: I understand that if I visit an off-site facility that requires the Influenza Vaccine, it is **MY** responsibility to obtain and complete the necessary documents (waivers, letters, etc.) to fulfill training requirements.

Clinical YeExperience: I understand if a rotation at an off-site facility requires the Influenza Vaccine, it is **MY** responsibility to obtain and complete the necessary documents (waivers, letters, etc.) to fulfill training requirements.

By signing this document, I am declining to receive the Influenza Vaccine and understand that I am still responsible for meeting all Bethel University Nursing Program requirements.

Printed Name: _____

Date: _____

Signature: _____

Date: _____

Title: Workload Calculation		Number: NAD-116.1
Originated by: Delecia Parker, DNP, MSN, RN		Approved by: Faculty
Position: Director		Position: Director
Issued: 02/1/2024	Latest Rev: 02/1/2024	No. Pages: 2
Computer file location:		

1 PURPOSE

The Department of Nursing recognizes that adverse weather conditions can impact the day-to-day operations within the department. While every attempt will be made to maintain normal operation and conduct class in person, it may occasionally be necessary to curtail specific activities due to inclement weather. This policy will delineate actions to be taken should in person activities need to be curtailed to maintain the safety and well-being of all faculty, staff, and students, and to maintain instructional continuity. Balancing weather conditions and holding class remotely can be difficult but safety is of the utmost concern.

2 SCOPE

This policy applies to all faculty, staff, and students in the Department of Nursing.

3 PROCEDURES

In the event of weather conditions or other unexpected events impacting the normal day to day operation of the Department of Nursing, the Director and faculty will decide which activities will be curtailed and/or moved to an on-line delivery format to ensure that content is delivered, and program outcomes are achieved. When any of Bethel's campuses are closed or the decision is made within the DON to curtail face-to-face activities, faculty within the DON will hold classes virtually utilizing videoconferencing (Zoom, Google Classroom, or Google Hangout) and utilize instructional tools in eMedley for maintaining instructional continuity as appropriate.

3.1 Criteria

Determination of moving classes to a virtual format will be based on information obtained from area weather reports, local travel conditions, and notifications received from Bethel University Security. If it is determined that it is unsafe to travel and to meet face-to-face faculty, staff, and students will be notified in a timely manner via email that activities are being curtailed and moved to a virtual format. Nursing students will be added to the statement issued from security stating that students in CHS will receive additional instruction from their faculty. In the case of tornado activity, it may be necessary for faculty, staff, and students to shelter in place.

3.2 Class Activities

Each faculty member will be responsible for providing students with information related to course activities when meeting virtually. Information should include any preparatory work, expectations for participation and appearance during on-line class, and written assignments that may need to be

submitted. On occasion, such decisions may impact the ability to attend clinical. If it is unsafe to attend clinical, faculty who teach in a clinical course will provide students with an appropriate alternate activity (case study, grand rounds activity, clinical simulation using ATI, etc) to ensure clinical hours are met.

3.3. Student Responsibility

When a decision is made to curtail face-to-face activities, it is expected that all students will participate in class virtually, unless there are reasons that prohibit students from participating. Issues that may prevent students from participating are issues related to power and/or internet outages. All other reported issues will be evaluated by faculty to determine if the reported issue is valid and/or acceptable. It will be the responsibility of the student to communicate such issues to his or her faculty so that an alternate activity may be provided. Activities such as a case study, a written paper on content being presented may be assigned.

3.4 Return to Normal Class Activities

Classes will return to a face-to-face format once it has been determined that inclement weather is no longer a threat to the safety of and well-being of faculty, staff, and students. Notification will be sent via email that classes will resume as before once that decision is made.

4 RESPONSIBILITY

The Director of Nursing, all DON faculty, and staff are responsible for implementation of this policy.

5 REVIEW

This policy will be reviewed in accordance with the Program Evaluation Plan.

END OF POLICY

Title: Progression Requirements		Number: NAC-210
Originated by: Delecia Parker		Approved by: Delecia Parker
Position: Director		Position: Director
Issued: 8/28/2023	Latest Rev: 8/8/2024	No. Pages:
Computer file location:		

1 PURPOSE

The purpose of the Testing Procedure Policy is to formalize a process to establish a system of consistency in testing procedures in the Bethel University Nursing Program.

2. SCOPE

This procedure will apply to all Bethel University nursing faculty as well as all Bethel students enrolled in the nursing program. Specific scope will be all forms of testing.

Testing Procedures include testing of students, proctoring examinations, test construction guidelines, peer review, testing guidelines for students, exam/test/quiz characteristics, courses in which a final exam should be given, classroom management during exams, faculty review of exams, reviewing exams with students, and management of testing in the testing center.

3. PROCEDURES

Testing students is a method of documenting student progression and/or attainment of course objectives. The purpose of testing is to provide information about an individual's achievement of a course objective or mastery of nursing content.

Proctoring Exams, by an individual other than the legal instructor of record, may be initiated by the nursing faculty. Faculty members are responsible for proctoring their own tests or any tests agreed to prior for other faculty. In special circumstances, when scheduled, if a faculty member is unavailable to proctor a test, arrangements must be made 72 hours in advance to identify a different proctor. Faculty are required to implement all Testing policies as outlined in the *Nursing Student Handbook*.

Test Construction Guidelines for Faculty

- Use a testing system supported by the College of Nursing to develop, administer, and review exams.
- Review test questions greater than two (2) years old for adherence to current content and format. Identify the year of development and/or year of review.
- Initiate and complete peer review for all new test questions prior to administration.
- Develop a test blueprint for test construction.

Test Construction – Types of Questions

As appropriate to the course, all exams should comply with current NCLEX-style format as noted at www.ncsbn.org (i.e. multiple-choice, alternative format, multiple-select, chart exhibit, hot spots, etc.).

Test Construction – Cognitive Code

A Cognitive Code for Examinations has been adopted to ensure progression of critical thinking skills on examinations.

Cognitive Code

	Level 1	Level 2	Level 3
Semester	Knowledge/Comprehension	Application	Analysis, Synthesis, and Evaluation
Semester I	80%	20%	0%
Semester II	60%	40%	0%
Semester III	60%	40%	0%
Semester IV	40%	50%	10%
Semester V	40%	50%	10%

	Semester I	Semester II	Semester III	Semester IV	Semester V
“Select all that apply”	5%	7%	10%	10%	15%
OR	1-3 questions on a 50-question exam	3-4 questions on a 50-question exam	5-7 questions on a 50-question exam	5-7 questions on a 50-question exam	8-9 questions on a 50-question exam
“Alternate Format”	5 on a 100-question exam	7-8 on a 100-question exam	10 on a 100-question exam	10 on a 100-question exam	15 on a 100-question exam
Includes nexgen, cardiac rhythm strips, blood gas interpretations, etc					

Test Construction – Avoiding “test wise” flaws

Test wise flaws are errors that make it easier for the “test-wise” student to answer the questions correctly. Some examples of “test wise” flaws that need to be avoided include the following:

- Irrelevant Difficulty – Flaws in either the stem or options that make items difficult to understand for reasons unrelated to the content or focus of the assessment.
- Linguistic/Structural bias – Unnecessary linguistic complexity in the stem or options, grammatical error, and lack of consistency in the wording

- Cultural bias – Use of culturally specific information that is not equally available to all cultural groups.

Test Construction – Writing the Best Stem

Faculty shall include the following procedures when constructing stems for a question:

- The stem and options shall be complete sentences with a subject and verb.
- The stem shall contain the words “patient” and “nurse” (i.e. The nurse caring for a patient with....)
- The last sentence of the stem must be the question posed to the student (i.e. Which of the following is the MOST appropriate nursing intervention?)
- The word “except” shall be avoided as part of the stem question.
- Mathematical questions shall contain rounding rule.
- All test questions must stand alone.
- When writing multiple choice test items, end the item in a question.
- Use “select all that apply” type questions instead of “all of the following except” type questions.
- Use of names in the test scenarios is discouraged.
- Do not mention gender or age unless this information is pertinent to the test questions.
- Use “the nurse” rather than “you,” “he,” or “she.”
- Use as few words as possible.
- Test questions should reflect appropriate level for placement in the curriculum.

Test Construction – Writing the Best Options

Faculty shall include the following procedures when constructing options for a question:

- Faculty are not to release any portion of “test banks” to students.
- Taking questions directly from test banks, without editing meaning of question or altering the question in some form, is prohibited.
- Each option shall contain rationale for each question’s options.
- Each option shall be validated with a page number and paragraph number for student reference, when applicable.
- All options shall be realistic, plausible.
- All options shall contain only important words – avoid unnecessary words.

- One option choice is not included in another option choice.
- Options shall be the same length.
- When using a Select All that Apply, avoid making all options correct.
- Do not use an option of "all of the above".
- Words such as most, best, first, etc. shall be bolded.
- Words "Select all that apply" shall be bolded.
- Pharmacology questions shall contain only generic formulations.
- Do not use multiple multiples.
- Do not use "all of the above" or "none of the above" options or "except" in the stem.
- Make answer options consistent in length, wherever possible.
- Use plausible answer options.
- Present choices in a logical order, if possible.
- Vary placement of the correct answer among answer options, whenever possible.
- Change a minimum of 25% of each exam yearly.

Providing Peer Review of Exam Prior to Finalizing the Exam

1. After the exam/test has been created, print a hard copy of the exam with the answer key.
2. On the hard copy of the exam/test, identify the percentage of knowledge/comprehension, application, analysis, synthesis, and evaluation questions.
3. On the hard copy of the exam/test, identify the cognitive code for each question.
4. On the hard copy of the exam/test, identify the number/percentage of "Select all that Apply" and "Alternate Format" questions.
5. Provide the above mentioned hard copy to your faculty review partner within five (5) days of the scheduled exam/test to allow review and feedback.

Test Guidelines for Students

- Students are to be informed in writing at the beginning of the semester of all testing dates and times via email and/or eMedley of any subsequent changes to testing schedule.
- Students should be given clear criteria in the syllabus for the grading and the weight of each test on the final grade at the beginning of the course.

- Students may not use texts or references during exams unless otherwise specified by the faculty.
- Restrooms: Students must raise hands to notify faculty that they require a bathroom break. A faculty member will escort students to and from the bathroom. As students begin to complete the exam and leave the testing area, no bathroom breaks will be allowed.
- Attire: Students will wear only the Bethel Nursing approved attire on exam days; unless otherwise directed. No hoodies, jackets with pockets, or sweat shirts will be allowed in the testing area.
- Cell phones & i Watches: All cell phones and iWatches will be placed in the pocket phone holder with the student's name on it. Phones are not allowed to be left in backpacks. NO EXCEPTIONS
- Leaving the testing area without an escort: Students who leave the testing area prior to completing his/her exam without an escort will not be allowed back into the testing area. At the conclusion of the allotted exam time, a faculty member will get the student and under the supervision of the faculty member, the student will submit his/her exam at the point they left the room.
- All exams will be proctored either in person or using proctorio. Un-proctored exams, such as take home exams, will not be allowed. .
- Only one (1) make-up exam will be allowed per course.
- Make-up exams must be completed within 48 hours (excluding weekends and holidays) of the original exam date and time. Extensions past 48 hours may be granted at the discretion of the faculty. Exams not made up within the 48 hours or designated time approved by faculty will result in a zero.
- Alternative type exams (use of note, partnered, or take-home exams) will not be allowed. ***
- Students must notify the exam/quiz proctor of testing issues prior to completion of the exam/quiz.

Exam/Test/Quiz Characteristics

- Unit Exams should include a maximum of 50 questions
- Comprehensive final exams should include a maximum of 100 questions.
- It is highly recommended that all full semester courses (15 week courses) should have a minimum of three (4) unit exams and one (1) final comprehensive exam. Courses formatted differently should consider an equivalent of exam rigor.
- Quiz format is at faculty discretion.
- Final course grades will be calculated by rounding two decimal places. Totals ending with a 5 or higher will round up
 - Example: 74.45 = 75
 - Example: 74.43 = 74

Final Exams

- Final exams must be scheduled during the university final exam week as stated in the academic calendar.
- Each course listed below will have a final comprehensive exam.

NUR 300	NUR 311	NUR 317	NUR 318
NUR 322	NUR 323	NUR 326	NUR 334
NUR 410	NUR 414	NUR 418	NUR 422

Testing - Test time limits

Testing time limits are pre-established by the team teaching the course. Generally, the student should be able to answer one question in 1 minute in a multiple-choice test. Testing time should be no longer than 60 minutes. It will be the responsibility of the course instructor to call time at 60 minutes.

Classroom Management During Tests

1. Faculty will direct students to place all personal belongings at the back of the room. Faculty are not responsible for lost, stolen, or misplaced items. The following items will be placed in a designated area and may not be accessed at all during designated testing hour(s) until you complete the exam and leave the room: any education, test preparation or study material, cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices. Weapons of any kind. Upon entering the room you are required to store your electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) in the designated area. If you refuse to restore your electronic devices in the designated area, you will not be allowed to take the exam and will receive a grade of zero and will not be allowed to make the exam up. The following items will not be allowed at your desk during the exam(s): bags/purses/wallets/non-smart watches, coats/hats/scarves/gloves, food or drink, gum/candy, lip balm. Cell phones must be turned off during the exam. College of Nursing personnel will not be responsible for student belongings. Only calculators provided by the College of Nursing may be used or calculators enabled on testing computers.
2. No hats, hoodies, earphones, headsets, or ear buds may be worn during the exam. Ear plugs may be allowed at the discretion and inspection of the exam proctor. Other personal belongings may be prohibited at the proctor's discretion.
3. Assure that students are seated as far as possible from one other. If deemed necessary to prevent cheating, faculty may reserve a second classroom, ask for additional proctors, and divide students between two classrooms during tests. If two classrooms are not available during regularly scheduled class times, faculty may reserve two classrooms at an alternate time specifically for testing.
4. Clearly specify a time limit for the exam. Maximum time is 60 minutes.
5. Always have at least one proctor in the room, actively engaged in proctoring the exam.

6. Students are not allowed to ask questions during the exam
7. Use discretion in allowing a student to leave the room during a test. If a student must leave the room, the faculty member will message the administrative assistant to accompany the student.
8. Faculty will take appropriate action upon suspicion of academic misconduct.
9. Academic integrity policy remains in effect during emergency interruptions. If an exam interruption occurs, students will power down the device and faculty will provide a code when the exam is to be resumed.
10. To ensure that the correct grade is being given to the correct student, all exam/quiz/assignment grades will be placed in Canvas or given in person; no grades will be given to students by email or by telephone.

Faculty Review of Exam Results

Test analysis and item discrimination must be performed following each exam and the data used to determine adjustments prior to calculating grades. Use test analysis data in subsequent test development.

Reviewing the Exam with Students

Post-Exam Review of Exams promotes and documents student learning. Most students need clear short-term incentives to compel them to spend the time and effort necessary to learn the immense body of knowledge and skills required to become an effective nurse. They also need periodic feedback telling them to what degree their study efforts are successful and where they need to devote more attention. Finally, instructors and nursing schools must make certain that learning is taking place so that their graduates will be adequately prepared for their clinical experiences and nursing careers.

- Post-Exam Review **shall** be conducted on all exams and quizzes within one week after the exam was administered. Exam reviews will not be conducted on the same day as the exam.
- The review may be scheduled outside of class time. If this is the situation, date, time, and location of exam review will be posted to Canvas. A sign in sheet will be maintained in these situations.
- Students shall be provided their printed exam during the exam review. It is the instructor's responsibility to ensure each student returns the printed student exam.
- Faculty will provide answers for test items in a secure fashion for students to review.
- Students' personal belongings and electronic devices should be away from the exam review area as designated by the instructor.
- Students must use professional, respectful communication during exam reviews.

- To maintain test security, test items will not be discussed during post- test reviews; however, individual students will be encouraged to schedule time with faculty to further discuss and review test information

Management of Testing in the Testing Center

A. Students with Official Documentation from Disability Services:

- Faculty must provide a confirmation email from Bethel Disability Services stating that the students have completed their paperwork before we are able to administer a test for a student.
- Faculty must contact Amber Watson to schedule tests in the testing center. Amber's email is watsona@bethelu.edu and her phone number is 731-352-6926. Her schedule is Monday-Thursday 8am-3pm. She will be happy to assist you during this time. If you need to drop off a test after 3pm or on Friday, please make arrangements with Amber.
- The testing center needs 24-hour notice before exams are to be administered. Once exams are scheduled, the testing center is unable to change the test time unless there is an emergency, or the student is sick
- If the student schedules with the testing center first, Amber will always email the professor to let them know that the student has scheduled to make sure that it is ok for the student to test at that time and date.
- Faculty should refer to the Bethel Disability Services Accommodation Descriptions handout for reference, as needed.

B. Students with Special Needs: (i.e. make-up exams)

- Faculty will arrange testing needs for students in advance by contacting the Testing Center as soon as possible; at least 48-hour notice is needed for testing.
- Faculty will complete a form indicating instructions for the test, including time, any resources students may have (i.e. calculators, reference books, etc.) and a contact number in case students have questions.

Sources:

Morrison, S., Nilbert, A., & Flick, J. *Critical Thinking and Test Item Writing* (2nd edition).
Health Education Systems, Inc., 2006.
Didactic Curriculum Work Group, 2000.
Effective Teaching Practices document, April 1997.
Testing Task Force Report, Spring 1997.
Oermann, M. & Gaberson, K. *Evaluation and Testing in Nursing Education* (2014).