



**SCHOOL OF
NURSING**

**RN-BSN STUDENT
HANDBOOK
2025-2026**

JAX STATE SCHOOL OF NURSING

JACKSONVILLE STATE UNIVERSITY
700 PELHAM ROAD NORTH
JACKSONVILLE, ALABAMA 36265-1602
PHONE: (256) 782-8286
1-800-231-5291
www.JAX STATE.edu/nursing

2025-2026

Volume XIV

2026

Number 2

The policies and requirements of JAX STATE's School of Nursing are constantly being reviewed and are subject to revision by the College of Health Professions and Wellness. This is necessary in the light of developing technology and changes occurring in the nursing profession. Therefore, the policies and requirements as set out in the latest catalogue and Undergraduate Student Handbook of JAX STATE's School of Nursing will be applicable to all students, regardless of what the policies were on the date of entry into JAX STATE School of Nursing.

JAX STATE School of Nursing RN-BSN Student Handbook

Background of JAX STATE School of Nursing.....	5
Accreditation Information	5
Mission Statement	5
Vision Statement	5
Core Values	5
School Goals.....	6
School Learning Outcomes (SLO's):	7
Nursing Learning Outcomes (NLO's) Undergraduate	7
The Professional Scholars' Code	8
Professional Scholars Code Agreement.....	10
Standards for Professional Behavior.....	11
Standards for Professional Behavior Agreement	13
Professionalism in Social Media and Electronic Communication	14
Educational Mobility-STEP Program RN-BSN	15
Admission Criteria, Retention, Course and Graduation Requirements	15
EDUCATIONAL MOBILITY-STEP Program RN-BSN	15
Retention in the Educational Mobility-STEP Program.....	15
Educational Mobility-STEP Program RN-BSN Course Requirements	16
Registered Nurse Plan	16
Required Nursing Courses.....	16
Description of Nursing Courses (NU)	17
Nursing Technical Standards for Students and Faculty	19
Credit System	24
Dismissal from the Nursing Major	24
Grading Policies	24
Grading System	24
Grade Point Averages.....	24
Academic Forgiveness and Second Chance	24
Student Appeal and/or Grievance Procedure.....	25
Smoke-Free Environment Policy	26
Health Insurance Portability and Accountability Act of 1996	26
HIPAA Statement of Understanding	26
Financial Assistance	27
Nursing Scholarships.....	27
Special Nursing Costs.....	27
Requirements for Graduation	28
Licensure Requirements	28
Student Affairs.....	28
Jacksonville Association of Nursing Students.....	28
Nurses Christian Fellowship.....	28
Sigma Theta Tau.....	28
Student Services	29
Counseling Services.....	29
Career Services.....	29
Disability Resources	29
RMC/University Health Center	29
DEAN of COLLEGE OF HEALTH PROFESSIONS AND WELLNESS	30
FACULTY OF JAX STATE SCHOOL OF NURSING	30
JAX STATE SCHOOL OF NURSING STAFF.....	32
Non Discrimination Statement	33
Title IX Coordinator	33
Admission Statement.....	33

JAX STATE School of Nursing RN-BSN Student Handbook

Background of JAX STATE School of Nursing

The Jacksonville State University College of Health Professions and Wellness was established to deliver a top-quality education for 21st century professionals in an effort to promote health and wellness in our communities, state, nation, and around the world. JAX STATE's School of Nursing has developed undergraduate and graduate programs utilizing the latest evidence-based practices. It is our goal to prepare future leaders in health and wellness professions.

The College of Nursing at Jacksonville State University was created in 1967 by the Legislature of Alabama as a memorial to Governor Lurleen B. Wallace. The first class graduated from the college in August 1972. Graduates of this program earn a Bachelor of Science in Nursing (BSN) degree. The RN-BSN/Post-licensure STEP program was established in 1995. The addition of a master's degree program with a major in community health nursing was approved in June 1998. The inaugural class was admitted in Fall 1999. Since 2015, the College of Nursing was absorbed into a School of Health Professions and Wellness and transitioned to JAX STATE's School of Nursing. In August of 2021, the name of JAX STATE's School of Health Professions and Wellness was changed to JAX STATE's College of Health Professions and Wellness and in Fall 2022, the JAX STATE's School of Nursing's name was changed to JAX STATE's School of Nursing.

Accreditation Information

The baccalaureate degree program in nursing/master's degree program in nursing at Jacksonville State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW Suite 750 Washington, DC, 20001 Phone: (202) 887-6791.

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

Mission Statement

JAX STATE School of Nursing delivers evidence-based teaching and learning within professional undergraduate and graduate programs to develop quality nurses prepared to engage within the global healthcare environment with emphasis on practice, service and scholarship. (10/18/2013)

Vision Statement

Empowering exemplary nurses to care for anyone, anytime, anywhere.
6/2013

Core Values

Professional values serve as a foundation for nursing practice.

1. Professionalism
2. Integrity
3. Compassionate Care
4. Nursing Knowledge
5. Student-centered learning
6. Excellence
7. Communication and Collaboration
8. Cultural Competency

Definitions of Core Values

Professionalism – is inclusive of attributes, beliefs, and communication that are characterized by respect for others, integrity, responsibility, accountability, courage, humility, advocacy and an innovative spirit which demonstrate the caring nature of a nurse.

Integrity–is a quality that encompasses honesty, truthfulness, and indicative of a person who displays morality and good character.

Compassionate Care – is an attribute which represents fundamental actions by all nurses, nurse faculty, and students characterized by supportive, protective quality care in all dimensions of the individual including physical, emotional, mental, and spiritual.

Nursing Knowledge – encompasses the inclusive total of the philosophies, theories, research, and practice wisdom of the discipline. As a professional discipline this knowledge is important for guiding the safe practice of nursing (Smith & Liehr, 2008).

Student-centered learning–Student-centered learning includes multiple learning experiences and instructional approaches which shift the focus from the instructor to the student. Instructors guide learning which is designed to address student learning needs, interests, goals, cultural differences, and career aspirations while effecting desired program outcomes. Student-centered learning allows the individual student to have an active role in the teaching/learning relationship.

Excellence – is reflected in evidence-based teaching and learning achieved by both faculty and students where exemplary scholarship, service, teaching, and practice are valued by all stakeholders in the academic and practice environments.

Communication and Collaboration –consist of collaborative relationships and community partnerships among students, faculty, patients, and other stakeholders to facilitate the delivery of coordinated patient-centered care. Effective communication is an essential component of professional teamwork and collaboration.

Cultural Competency– compose the totality of attracting both students and faculty from a variety of backgrounds and ethnicities to create a multicultural community of learners. It is not enough to only attract but also to authentically include all cultures within the academic and practice milieus to promote delivery of culturally sensitive and compassionate care.

Smith, M. J., & Liehr, P. R. (2008). Middle range theory for nursing. New York: Springer Publishing.

05/2016 Revised

School Goals

To achieve this mission, JAX STATE School of Nursing will,

1. Deliver innovative quality nursing education programs at the baccalaureate and graduate levels.
2. Engage in continuous quality improvement practices to ensure relevance of the curricula in an evolving complex healthcare environment.
3. Foster faculty development that enhances the scholarship of teaching, research, and service.
4. Recruit, develop, and retain diverse students and faculty who possess knowledge, skills, and attitudes reflective of the nursing profession.
5. Develop collaborative partnerships and inter-professional relationships designed to meet the needs of internal and external communities of interest.
6. Use technology to foster innovation in nursing practice, nursing education, and evidence-based decision making.
7. Promote scholarship, service, and practice activities that include students and faculty.

05/2014

School Learning Outcomes (SLO's):

Upon completion of the Jacksonville State University JAX STATE School of Nursing programs, the student will be competent in and demonstrate critical thinking, therapeutic nursing interventions, effective communication and professional behavior.

- I. **Critical Thinking (CT)** reflects skills in reasoning, analysis, evidence based practice, and decision making relevant to the discipline of nursing. Critical thinking encompasses knowledge, skills, and values from the arts and sciences to provide safe and quality care to diverse populations. Critical thinking integrates knowledge and skills in leadership, quality improvement, and safety in providing high quality health care. Critical thinking examines the role of financial and regulatory health policies and their effects on health care systems.
- II. **Therapeutic Nursing Interventions (TNI)** reflect the ability to safely perform theory and/or evidence-based patient centered nursing interventions reflective of professional knowledge, skills, and attitudes. TNI reflect the synthesis of evidence-based practice to improve patient outcomes and identify practice issues.
- III. **Effective Communication (EC)** reflects the students' interpersonal relationship skills reflective of professional values/attitudes evidenced through effective written, oral and nonverbal communication, group process, use of information technology, and the ability to adapt communication to needs of the patient/family, colleagues, health care team and situation. Effective Communication reflects synthesis of communication and collaboration as an interprofessional team member to deliver high quality, safe patient centered care.
- IV. **Professional Behavior (PB)** JAX STATE School of Nursing embraces the professional values promulgated by the American Association of College of Nursing (AACN) and the American Association of Nursing (ANA) Code of Ethics. Professional behavior expectations, in both classroom and clinical settings, include respect for all, a primary commitment to the patient, advocacy for the health, safety and rights of patients, responsibility and accountability for one's own nursing practice, duty to self to maintain integrity, competence and professional growth, ownership of a healthy work/health care environment, contributions to the advancement of the profession, interprofessional collaboration, and the articulation of nursing's values and the shaping of social policy.

Nursing Learning Outcomes (NLO's) Undergraduate

The ANA Standards of Clinical Nursing Practice (2025) and the AACN Essentials: Core Competencies for Professional Nursing Education (2021) have been selected as foundational documents to guide the development of the baccalaureate curriculum. Concepts from these documents are integrated and supported throughout the program of study.

1. Apply nursing knowledge, skills, values, and ways of knowing from the arts, sciences, and other disciplines to cultivate sound clinical judgment and innovative nursing practice. (Critical Thinking and Therapeutic Nursing Interventions) (Domain 6 Interprofessional Partnerships)
2. Collaborate within interprofessional teams, patients, families, and communities to optimize the healthcare experience. (Critical Thinking, Therapeutic Nursing Interventions, and Effective Communication) (Domain 6 Interprofessional Partnerships)
3. Synthesize evidence-based practice to improve patient outcomes and identify practice issues. (Critical Thinking, Therapeutic Nursing Interventions, and Effective Communication) (Domain 4 Scholarship for the Nursing Discipline)
4. Utilize best practices in information and communication technology that align with professional and regulatory standards to direct data-informed decisions and ensure equitable high-quality patient care. (Critical Thinking and Therapeutic Nursing Interventions) (Domain 8 Informatics and Healthcare Technologies)

5. Analyze the complex healthcare system, utilize resources, solutions and evidence-based practices to deliver safe, high-quality, and equitable care to diverse populations (obstetrics, mental health, pediatrics, acute care, etc.). (Critical Thinking and Professional Behavior) (Domain 7 Systems- Based Practice)
6. Implement high-quality, person-centered care by integrating holistic, individualized care strategies and values utilizing the nursing process to enhance health outcomes. (Effective Communication and Professional Behavior) (Domain 2 Person-Centered Care)
7. Incorporate population health principles throughout the care continuum, utilizing multidisciplinary collaboration to promote health equity and outcomes for diverse populations (obstetrics, mental health, pediatrics, acute care, etc.). (Critical Thinking and Therapeutic Nursing Interventions) (Domain 3 Population Health)
8. Emulate core values associated with developing professional identity reflecting nursing's responsibilities, characteristics and values. (Professional Behavior) (Domain 9 Professionalism)
9. Integrate safety and quality improvement principles to enhance quality of care, minimize risk, and foster a safe, just, healthcare environment. (Critical Thinking, Therapeutic Nursing Interventions, Effective Communication, and Professional Behavior) (Domain 5 Quality and Safety)
10. Cultivate resilience, lifelong learning, and leadership skills to enhance personal well-being and professional excellence in nursing practice. (Critical Thinking, Professional Behavior)

The Professional Scholars' Code

1. Professional Scholars' Code

B. Introduction

The academic community of student and faculty at JAX STATE School of Nursing strives to develop, sustain and protect an environment of honesty, trust and respect. Students within the system receive the benefits of the academic pursuit of knowledge, free from the obstacles of academic dishonesty. The Professional Scholar's Code demands that students act with integrity in all of their endeavors. Exhibiting honesty in academic pursuits and reporting violations of the Professional Scholar's Code will encourage others to emulate integrity in the nursing profession. Every student who approaches their studies with honesty and forthrightness suffers when another student attains an unfair advantage through academic dishonesty. Most importantly, the safety of patients is jeopardized when students are dishonest in completing program requirements (The University of Florida, 2006, p. 5).

The nursing profession is one of highest distinction that promotes honesty and integrity. JAX STATE School of Nursing requires students and faculty to comply with the standards of conduct deemed appropriate for the nursing profession by the American Association of Colleges of Nursing Essentials of Baccalaureate Education, the American Association of Colleges of Nursing Essentials of Masters Education, the American Nurses Association's Code of Ethics, as well as those delineated in the Professional Scholars' Code of JAX STATE School of Nursing.

C. Dissemination and Clarification

1. All students and faculty in JAX STATE School of Nursing shall be informed of the Professional Scholar's Code upon registration and/or employment in the school and thereby assume the responsibility of abiding by the spirit of honesty in their academic pursuits. The establishment of a Professional Scholars' Code is not intended to be an indication that academic dishonesty behavior is commonplace at this institution. The Professional Scholars' Code is a method of reaffirming the existing code of honor which has prevailed at this school since its inception.
 - a. The Scholars' Code shall be part of the Student Handbooks and Faculty/Staff Policy and Procedures Manual. It is the responsibility of students, faculty, and staff to be familiar with

this policy. Students and faculty must indicate acknowledgement of this policy via Attachment A. This document will be placed in individual's file.

b. It shall be the responsibility of each faculty member to inform students of the Professional Scholars' Code as part of the course orientation (live or electronic) at the beginning of every semester, through the course syllabus/notebook or other effective means. Faculty shall support the principles of academic integrity and fairness through course policies and procedures.

c. The appropriate officials and offices shall conduct an orientation for all nursing students, incoming nursing faculty to familiarize these individuals with the provisions of the Scholars' Code prior to attending classes or teaching.

II. Violations of Professional Scholar's Code

Any action by students revealing dishonesty is considered a violation of the Professional Scholar's Code. Actions of this nature should be reported to the course faculty.

A. Violations of Academic Honesty

Though the following list does not include all of the possible violations of the Professional Scholars' Code, it is indicative of the types of actions which must be prohibited in order to maintain academic integrity at this University.

1. Dishonesty on an examination, problem solution, exercise, or assignment which is offered by the student in satisfaction of course requirements or as extra credit is a violation of the Professional Scholars' Code. Dishonesty occurs when a student gives, receives, makes, or uses unauthorized assistance. Dishonesty includes but is not limited to the following: using notes or cheat sheets, copying another individual's work, having another person take an examination for the student, giving false reasons for absence or tardiness, or improper use of electronic equipment. These actions violate the principles of the Professional Scholars' Code.
2. Plagiarism is the act of passing off the ideas, works, and writings of another as one's own. Its most blatant form consists of copying verbatim the work of another without citation. This most obvious type of plagiarism requires a degree of premeditation and careful planning, but plagiarism can be the result of carelessness, negligence, or ignorance of acceptable forms of citation. An act of plagiarism includes copying of another person's ideas or words, interspersing one's own words within another's work, paraphrasing another's work (using ideas or theory but rewriting the words), fabricating sources of data, and other uses of another's ideas or words without acknowledgement (A.T. Still University, Student Handbook, 2008). It is incumbent on each student to learn the proper forms of citation and to exercise due caution in the preparation of papers and assignments. If there are questions regarding how to apply the Professional Scholars' Code in a particular situation, the student should request immediate clarification from the instructor.
3. The submission of commercially prepared papers, reports, or themes in satisfaction of course requirements is prohibited. The use of another's academic work wholly, or in part, as a means of satisfying course requirements is also prohibited. Falsifying or misrepresenting the results of a research project or study is a violation of the Professional Scholars' Code.
4. Examinations, practical exercises, and problem solutions, whether administered in the classroom or given in a take-home form should be the work of the individual who submits them. Unless it is intended to be a take home test, the exercises shall not be removed from the classroom/lab/computer lab. **STUDENTS SHALL NOT SHARE TEST INFORMATION/EXAM QUESTIONS WITH ANY OTHER STUDENTS DURING OR AFTER THE ADMINISTRATION OF AN EXAMINATION.**
5. Group work and other forms of collaboration may be authorized by an instructor for a specific assignment. The presumption remains, however, that unless otherwise permitted and specified by the

JAX STATE School of Nursing RN-BSN Student Handbook

instructor, all academic work is to be an individual effort. In this spirit, the Professional Scholars' Code prohibits both the giving and receiving of unauthorized assistance.

6. Audio or visual recording of lectures, presentations, or laboratory demonstrations by students is permissible within strict guidelines as outlined in the Audio and Visual Recording Policy.. Noncompliance with the audio/visual recording guidelines is a violation of the Professional Scholars' Code.

A student of JAX STATE School of Nursing who submits an examination or other work certifies that the work is his or her own and that he or she is unaware of any instance of violation of this code by himself/herself or others.

Suspected Violations of Professional Scholar's Code

1. Students suspected of violating the Professional Scholar's Code will be notified verbally and in writing. Faculty should use Attachment B for communication of violation to student. Faculty should complete Attachment C in order to document the alleged incident, the student's response, and resolution of the incident. All documentation should be placed in the student's permanent file.
2. The student has the right to seek advice from his/her Academic Advisor, Coordinator of Undergraduate Programs or the Director of Student Services for their own program.
3. The student may admit the offense or refute it and offer written evidence supporting the denial. Written evidence must be provided within three (3) working days. Faculty will employ diligence in assuring due process.
4. Faculty will consider the nature of the offense, evidence presented by the student and make a decision regarding consequences.
5. Consequences for students found guilty of violation of the Professional Scholar's Code may include, but are not limited to additional assignments, zero credit for an assignment, failure of course, or dismissal from program. The course instructor will report via the university's Academic Integrity Reporting Form.
6. Should the student wish to appeal the faculty decision, the student should follow the 'Student Appeal AND/OR Grievance Procedure' as outlined in the student handbook.

References

- University of Florida. (2006). Academic Honesty Guidelines. Retrieved from www.dso.ufl.edu/judicial/academic.php
- A.T. Still University (ATSU). (2009). Student Handbook. Retrieved from www.atsu.edu/student_services/handbook/pdf
- University at Buffalo (2012). School of Nursing Undergraduate Student Handbook. Retrieved from <http://nursing.buffalo.edu/Portals/0/2012-2013%20BS%20Handbook.pdf> 05/2016

Professional Scholars Code Agreement

The students and faculty of JAX STATE School of Nursing recognize that academic honesty and integrity are fundamental values of the nursing profession and this University community as evidenced by the Professional Scholar's Code. Students and faculty at JAX STATE School of Nursing commit to holding themselves and their peers to the high standard of honor required by the Professional Scholars Code. **Any individual who becomes aware of a violation of the Professional Scholars Code is bound by honor to take corrective action** (University of Florida, 2006).

We, the members of JAX STATE School of Nursing, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

I have read and understand the Professional Scholar's Code. I hereby pledge that on all work submitted at JAX STATE School of Nursing I will neither give nor receive unauthorized aid in doing any or all assignments.

Student/Faculty Signature Date

Standards for Professional Behavior

II. Standards for Professional Behavior

A. Introduction

The academic community of students and faculty at JAX STATE School of Nursing strives to develop, sustain and protect an environment of professionalism. The Standards for Professional Behavior demands that students and faculty display professionalism in all of their endeavors. Exhibiting professionalism in academic pursuits and reporting violations of the Standards for Professional Behavior will encourage others to emulate professionalism in the nursing profession. Every student and/or faculty who approaches their studies or nursing student/faculty role with professionalism suffers when another student/faculty behaves in an unprofessional manner that reflects negatively on the DON and the profession.

JAX STATE School of Nursing requires students and faculty to comply with the standards of conduct deemed appropriate for the nursing profession by the American Association of Colleges of Nursing Essentials of Baccalaureate Education, the American Association of Colleges of Nursing Essentials of Masters Education, the American Nurses Association's Code of Ethics, as well as those delineated in the Professional Scholars' Code of JAX STATE School of Nursing.

B. Dissemination and Clarification

1. All students and faculty/staff in JAX STATE School of Nursing shall be informed of the Standards for Professional Behavior upon registration and/or employment in the College of Health Professions and Wellness and thereby assume the responsibility of abiding by the spirit of professionalism in their academic pursuits. The establishment of a Standards for Professional Behavior is not intended to be an indication that unprofessionalism is commonplace at this institution.
 - a. The Standards for Professional Behavior shall be part of the Student Handbooks and Faculty/Staff Policy and Procedures Manual. It is the responsibility of students, faculty, and staff to be familiar with this policy. Students and faculty must indicate acknowledgement of this policy via Attachment A. This document will be placed in individual's file.
 - b. It shall be the responsibility of each faculty member to inform students of the Standards for Professional Behavior as part of the course orientation (live or electronic) at the beginning of every semester, through the course syllabus/notebook or other effective means. Faculty shall support the principles of professionalism through course policies and procedures.
 - c. The appropriate officials and offices shall conduct an orientation for all nursing students, incoming nursing faculty and staff to familiarize these individuals with the provisions of the Standards for Professional Behavior prior to attending classes or teaching or assuming an employee role within the SON.

Unprofessional behavior is the improper conduct by a student faculty, or staff which infringes on the reasonable freedom of others or which is otherwise detrimental to the proper conduct of Jacksonville State University, JAX STATE School of Nursing, and clinical agency partners. JAX STATE School of Nursing is dedicated to maintaining excellence and integrity in all aspects of its professional conduct. Violations within these areas will be processed appropriately without regard to the sex, race, color, religious affiliation, national or ethnic origin, age, veteran status, or disability of any of the participants.

Professional behaviors such as accountability, promptness, responsibility, honesty, and respect are expectations of all students, faculty, and staff. As representatives of the nursing profession and Jacksonville State University, students, faculty, and staff are expected to maintain these professional behaviors within the classroom, online educational platforms, clinical activities, and communities it serves. Professional decorum is expected in all interactions with administration, faculty, staff, classmates, vendors, clients, families, visitors, and all clinical healthcare partners and their associates.

Evidence of unprofessional behavior can result in verbal/written warning, prescriptive educational assignments, reduction in course grade, clinical or course failure, or dismissal from the nursing program

and/or JAX STATE. Unprofessional behaviors include, but are not limited to, the following:

1. Unsafe practice (acts of commission or omission) that places a client in serious jeopardy.
 2. Falsification of records (academic, clinical medical records, records of attendance or completion of course objectives).
 3. Being under the influence of any substance that impairs performance as outlined in JAX STATE School of Nursing *Impairment and Substance Abuse Policy*.
 4. Academic dishonesty (lying, cheating, and plagiarism; may also be considered a violation of the Scholar's Code).
 5. Distribution (physically or verbally) of actual or summarized test questions, assignments, papers, or any graded activities.
 6. Physical or verbal altercations.
 7. Incivility or willful harassment, sexual harassment, abuse or intimidation (physical, non-physical, verbal) of administration, faculty, staff, classmates, vendors, clients, families, visitors, and all clinical healthcare partners and their associates.
 8. Willful expressions of disrespect (physical, non-physical, verbal) of administration, faculty, staff, classmates, vendors, clients, families, visitors, and all clinical healthcare partners and their associates related to race, cultural values/practices, religious beliefs, sexual orientation, physical/mental disabilities, and socioeconomic status.
 9. Violation of confidentiality as outlined by HIPAA, FERPA, and confidentiality agreements with clinical partner agencies.
 10. Theft of property
 11. Rudeness, disruptive behavior, and/or lack of professional decorum in the classroom, online educational platforms, clinical practicum, and all communication/interaction settings that include, but are not limited to, face-to-face meetings, postal mailings, email, text messaging, facsimile (fax), social media, and video/audio recordings. This includes a pattern of late arrivals to class/clinical site or repetitive absences from class, clinical, and online platforms.
 12. Unprofessional or inappropriate dress in the classroom, clinical practicum, clinical or simulation laboratory, and JAX STATE School of Nursing and/or University functions. This includes failure to wear ID badge in clinical areas.
- (University at Buffalo School of Nursing Undergraduate Handbook, 2012)

III. Suspected Violations of Standards for Professional Behavior

1. Students suspected of violating the Standards for Professional Behavior will be notified verbally and in writing. Faculty should use Attachment B for communication of violation to student. Faculty should complete Attachment C in order to document the alleged incident, the student's response, and resolution of the incident. All documentation should be placed in the student's permanent file.
2. Suspected faculty/staff violations will be managed by the Dean/Chief Nursing Administrator and referred to Human Resources, if necessary.
3. The student has the right to seek advice from his/her Academic Advisor, Coordinator of Undergraduate Programs or the Director of Student Services for their own program.
4. The student may admit the offense or refute it and offer written evidence supporting the denial. Written evidence must be provided within three (3) working days. Faculty will employ diligence in assuring due process.
5. Faculty will consider the nature of the offense, evidence presented by the student and make a decision regarding consequences.
6. Consequences for students found guilty of violation of the Standards for Professional Behavior may include, but are not limited to additional assignments, zero credit for an assignment, failure of course, or dismissal from program.
7. Should the student wish to appeal the faculty decision, the student should follow the 'Student Appeal AND/OR Grievance Procedure' as outlined in the student handbook.

JAX STATE School of Nursing RN-BSN Student Handbook

Standards for Professional Behavior Agreement

The students and faculty/staff of JAX STATE School of Nursing recognize that professionalism is a fundamental value of the nursing profession and this University community as evidenced by the Standards for Professional Behavior. Students and faculty/staff at JAX STATE School of Nursing commit to holding themselves and their peers to the high standard of honor required by the Standards for Professional Behavior. **Any individual who becomes aware of a violation of the Standards for Professional Behavior is bound by honor to take corrective action** (University of Florida, 2006).

We, the members of JAX STATE School of Nursing, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

I have read and understand the Standards for Professional Behavior. I hereby pledge that I will maintain the highest level of professionalism in all settings of which I am representing JAX STATE School of Nursing.

Student/Faculty/Staff Signature

Date

Professionalism in Social Media and Electronic Communication

The purpose of this policy is to help clarify how best to protect the personal and professional reputations and privacy of our institution, employees, students, clinical partners, and patients. This policy is not intended to supersede any present or future policy of Jacksonville State University (JAX STATE) regarding professional expectations, information technology, electronic communication, or social media.

Employees and students at JAX STATE School of Nursing are liable for all forms of communication. The same laws, professional expectations, and guidelines for interacting with employees, students, parents, alumni, donors, media, clinical partners and other university constituents apply to all forms of communication.

Definition of Social Media: For the purposes of this policy, social media is defined as any form of online publication or presence that allows end users to engage in conversations in or around the content of an internet website. Examples include, but are not limited to, Instagram, LinkedIn, Twitter, Facebook, YouTube, blogs, and wikis. The absence of, or lack of explicit reference to a specific social media site, does not limit the extent of the application of this policy.

Definition of Electronic Communication: any electronic transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part via electronic device. This includes, but not limited to, cellular phones, computers, texting devices, facsimile (Fax), data storage devices, or video and voice recordings (unless otherwise specified in the Audio and Visual Recording Policy No.: III:19.00).

Protect confidential and proprietary information: Do not post confidential or proprietary information about JAX STATE, the DON, students, employees, clinical partner agencies, patients, or alumni. Employees and students must follow applicable federal requirements such as FERPA and HIPAA regulations. Employees and students who share confidential information do so at the risk of disciplinary action, up to, and including termination/dismissal from the program. All HIPAA and FERPA regulations apply to social media and electronic communications.

Protect Institutional Voice: When utilizing social media and electronic communication, identify your views as your own. It should be clear that you are not speaking for JAX STATE.

Faculty and student interaction: Faculty may implement and encourage the use of social media in their courses, but may not require a student to join or participate in a social media site. Required interaction outside of the classroom must occur within a university-approved format. Faculty may accept connections to students in social media contexts at their discretion, but may not initiate this connection without prior approval from the appropriate Coordinator of Undergraduate Programs and Dean.

Prohibited communication: Faculty, staff, and students are prohibited from making any reference to clinical activities in social media forums and electronic communication. Attempts to avoid explicit identification of a clinical partner agency, associate, agency location, patient, or JAX STATE entity should not be perceived as a guarantee of anonymity or compliance with HIPAA, FERPA, or this policy. For example, avoiding the use of a patient's or clinical agency's specific name does not guarantee compliance with this policy. Communication related to clinical activities, as described above, can result in disciplinary action, up to, and including termination/dismissal from the program.

Violations of this policy also result in a violation of the Professional Scholar's Code and will be handled in accordance with that policy.

06/2013

**Educational Mobility-STEP Program RN-BSN
Admission Criteria, Retention, Course and Graduation Requirements**

**EDUCATIONAL MOBILITY-STEP Program RN-BSN
Admission Criteria beginning Fall 2014**

Entrance into the Educational Mobility-STEP Program requires that the student has:

- Been admitted to Jacksonville State University with all current transcripts on file
- Been individually advised, since each may have different educational needs
- Completion of all core requirement coursework with a “C” or better.
- Minimum 2.5 GPA on core requirement courses
- Evidence of successful completion of a United States accredited diploma or associate degree nursing program
- Current unencumbered RN nursing license in the United States prior to entry into the upper division of nursing (STEP)

Retention in the Educational Mobility-STEP Program

1. STEP-mobility nursing students must earn a “C” or above in all nursing courses.
2. Failure of the same nursing course twice constitutes dismissal from the nursing program.
3. Failure of two (2) courses in the nursing curriculum constitutes dismissal from the nursing program.
4. STEP-mobility nursing students who have been dismissed from the SON are ineligible for re-application.
5. STEP-mobility nursing students must comply with all JAX STATE School of Nursing requirements. A student failing or refusing to meet this standard will not be allowed to progress in the curriculum.
6. STEP-mobility nursing students must comply with state and federal laws.
7. STEP-mobility nursing students must maintain an active, unencumbered RN license in the United States.
8. This policy supersedes all University policies in decisions related to progression and retention in the upper division of nursing.

JAX STATE School of Nursing RN-BSN Student Handbook

Educational Mobility-STEP Program RN-BSN Course

Requirements

Registered Nurse Plan

The nursing courses for which STEP Nursing credit may be given after successful completion of all first semester courses are as follows:

NU 302	NCLEX Preparation	3 SH
NU 311	Foundations in Nursing Practice	6 SH
NU 322	Health Deviations and Clinical Interventions	3 SH
NU 326	Psychiatric Mental Health	5 SH
NU 325	Adult Health in Secondary and Community Settings	5 SH
NU 403	Nursing Care of Children and Families	5 SH
NU 404	Childbearing Families	5 SH
NU 433	Advanced Health Deviations and Clinical Interventions	3 SH

TOTAL	35 hours
-------	----------

Required Nursing Courses

Semester I

NU 313	STEP Nursing Orientation.....	0 SH
NU 345	Legal and Ethical Issues in Nursing	4 SH
NU 352	Health Assessment Across the Lifespan.....	3 SH
NU 339	Understanding Health Policy	<u>2 SH</u>
		9 SH

Semester II

NU 350	Professional Roles	5 SH
NU 401	Research and Outcomes Management	3 SH
NU 423	Nursing Management and Leadership	<u>3 SH</u>
		11 SH

Semester III

NU 390	Health Informatics	6 SH
NU 456	Population Based Health Care	3 SH
Nursing Elective		<u>3 SH</u>
		11 SH

JAX STATE School of Nursing RN-BSN Student Handbook

Description of Nursing Courses (NU)

- 313. Online Orientation to the STEP Program (0)).** *Prerequisite: Acceptance to STEP Program.* Online orientation to the STEP Program. Required course for all new admissions to the STEP Program and provides each student with valuable information about blackboard, distance learning, GEM (Gamecock Electronic Mail), book list, and policies within the College of Nursing and Health Sciences. Grades: PASS/FAIL
- 339. Understanding Health Policy (2).** *Prerequisite: Acceptance to STEP Program.* This course focuses on the history of health care and how insurance, government funded care, and national health insurance was created. It explores the outcomes of wellness and illness with each type of health policy. A look into several nations with government health care helps the student think about our current health system with a global mindset.
- 343. Concepts of Emergency/Disaster Nursing (3). Elective.** *Prerequisite: Acceptance to STEP Program.* For RN students only. Course designed to assist students in utilizing knowledge from the biophysical and psychosocial sciences to implement care for patients in the pre-hospital emergency setting.
- 345. Legal and Ethical Issues in Nursing (4).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Using ethical decision making as a framework, professional communication will be evidenced through peer critique and scholarly writing. Personal and professional values will be identified through technical, analytical, persuasive, and creative writing.
- 350. Professional Roles (5).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Course designed to assist the Registered Nurse in making the transition to the professional role (BSN).
- 352. Health Assessment Across the Lifespan (3).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Provides a foundation for developing a holistic approach as it applies to the physiological, psychological, sociocultural, and environmental health status of individuals. Designed to assist the Registered Nurse with improving communication skills, interview techniques, history-taking, and physical examination techniques in patient/client evaluations.
- 390. Health Informatics (3).** *Prerequisite: Acceptance to STEP Program.* This course introduces nursing informatics as an integration of nursing, computer, and information sciences for the support of nursing practice. It will acquaint practicing nurses with the effective utilization of technology and its applications throughout all aspects of health delivery.
- 401. Research and Outcomes Management for the Practicing Nurse (3).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Designed to assist students to develop knowledge and skills in the research process, to become consumers of research, and to conceptualize the significance of research as the foundation of evidence-based nursing practice.
- 423. Nursing Management and Leadership (3).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Provides an overview of concepts of professional leadership and management and their use in the practice setting for the practicing nurse. Emphasizes organizational structure, management, professional and leadership issues.
- 439. Issues and Trends in Nursing (3). Elective.** *Prerequisite: Acceptance to STEP Program.* This course provides an overview of current issues and trends in the profession of nursing. The course is designed to provide students with an in-depth look at issues and trends which impact the nursing profession and nursing practice and possible approaches in dealing with them. Overall objectives of this course address nursing practices that are influenced by the impact of economic, demographic, and social changes.
- 442. Transcultural Nursing and Healthcare (3). Elective.** *Prerequisite: Acceptance to STEP Program.* For RN students only. An exploration of theoretical foundations for cultural diversity in health and illness, with emphasis in assessment and analysis of selected cultures as related to nursing and health care practices.
- 446. Independent Study (2).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Special project in nursing studies. Pass/fail grade only.

447. **Independent Study (1).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Special project in nursing studies. Pass/fail grade only.
448. **Directed Study (3).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Offers the student the opportunity to explore specific areas of interest in nursing in either the theoretical and/or clinical arenas. Requires completion of coursework to support the areas of interest.
456. **Population-Based Health Care (6).** *Prerequisite: Acceptance to STEP Program.* For RN students only. Course designed for the Registered Nurse to apply theoretical concepts related to primary, secondary, and tertiary care of families, aggregates, and populations. Emphasis is on the application of the nursing process and education for at-risk aggregates. Clinical experiences will be designed to meet the individual learning needs of the Registered Nurse student.

Nursing Technical Standards for Students and Faculty

The Nursing programs at Jacksonville State University have a responsibility to educate competent nurses to care for their patients with critical judgement, broadly based knowledge, and well-honed technical skills. JSU's Nursing program has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its programs. Students, faculty, adjunct faculty and clinical associates participating in the Nursing program at Jacksonville State University must be able to perform critical technical functions with or without reasonable accommodations.

Technical Standards: JSU's nursing programs provide the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing science curriculum.1 These technical standards reflect a sample of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing program. The standards are not requirements of admission into the programs and the examples are not all-inclusive. 2 Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs. Key areas for technical standards in nursing include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish clinical judgment; and (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities but also specific skills in visual, tactile, hearing, smell, communication, motor function, professional behavior, reading, mathematical competence, critical thinking, and emotional stability.

JSU nursing wishes to ensure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. The nursing program provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) be regarded as having such a condition

JAX STATE NURSING

NURSING TECHNICAL STANDARDS	CLINICAL EXAMPLES
Visual <ul style="list-style-type: none">• Read at various distances• Distinguish colors• Read for prolonged periods of time	Observe changes in skin condition, breathing patterns, color intensity, rashes. Use computer screens, read fine print on medication labels, monitor strips, equipment, and syringes. Observe changes in facial expressions/mood/body language, etc.
Tactile <ul style="list-style-type: none">• Feel vibrations, pulses, textures, temperature, shape, and size	Palpate pulses, veins. Determine skin temperature, turgor, and rashes
Hearing <ul style="list-style-type: none">• Person to person report• Telephone communication• Distinguish sounds through stethoscope• Discriminate high and low frequency sounds• Hear in situations when lips are not visible	Assess/auscultate changes in heart, breath, abdominal, or vascular sounds. Auscultate blood pressure Communicate orally when masks must be worn Hear auditory alarms (monitors, call bells, fire alarms)
Smell <ul style="list-style-type: none">• Detect body odors and odors in the environment• Detect gas or noxious odors	Detect odors associated with disease processes Identify odor of fires, extremely hot or hazardous materials
Communication	Communicate with patients/clients and family regarding the plan of care, discharge instructions,

JAX STATE School of Nursing RN-BSN Student Handbook

NURSING TECHNICAL STANDARDS	CLINICAL EXAMPLES
<ul style="list-style-type: none"> Engage in two-way communication, verbally and in writing, interacting effectively with others from a variety of social emotional, cultural, and intellectual backgrounds Explain procedures; teach patients and families Work effectively in groups Discern and interpret nonverbal communication Communicate effectively by telephone, electronic means, and in group settings Communicate accurately, professionally, and in a timely manner Communicate effectively with patients/clients with altered communication patterns or mental disorders 	<p>medications, etc.</p> <p>Read and comprehend physician orders, medication information, chart information (electronic or hard copy).</p> <p>Document clearly, correctly, and accurately in the medical record.</p> <p>Maintain confidentiality.</p> <p>Present oral reports, reports related to patient's condition.</p> <p>Clarify physician orders.</p> <p>Maintain professional communication in high stress or conflict situations, whether in a clinical, classroom, or other setting, and in any format (verbal, written, or electronic)</p> <p>Refrain from disrespectful verbal or non-verbal behavior or communication in the classroom, clinical setting, or social networking sites.</p>
<p>Motor Function</p> <ul style="list-style-type: none"> Move within confined spaces Sit or stand and maintain balance Move, position, turn, transfer, and assist with lifting without injury to self or patient Coordinate hand/eye movements Stand, bend, walk, and/or sit for up to 12 hours in a clinical setting performing physical activities without jeopardizing safety of self or patients Write with pen or pencil Type on keyboard Pick up objects Grasp small objects with hands Push and pull 25 pounds Lift 25 pounds Squeeze with hands Climb ladder/stool/stairs Flex, abduct and rotate all joints freely 	<p>Draw up solutions/medication in a syringe</p> <p>Take vital signs</p> <p>Insert catheters</p> <p>Transmit information electronically</p> <p>Position patients</p> <p>Assist with transfer and ambulation of patients</p> <p>Walk without a cane, walker, or crutches</p> <p>Respond rapidly to emergency situations</p> <p>Perform CPR and physical assessment</p> <p>Prepare and administer medication via all routes (oral, IV, IM, sub-q, topical)</p> <p>Operate a fire extinguisher</p> <p>Evacuate patients</p> <p>Enter data specific to patients (orders, nurses notes, vitals, etc.) via paper chart or electronic chart</p>
<p>Professional behavior</p> <ul style="list-style-type: none"> Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others Perform safe effective nursing care for clients Comply with school and health care agency policies Comply with school Scholar's Code Relate to others in a respectful manner, with zero tolerance for incivility, aggression, or violence Accept responsibility and accountability for one's behavior Takes action to protect the public from unsafe, illegal or unethical practice of others 	<p>Professional behavior is expected in clinical, classroom, or other settings. Professional behavior includes acts of omission and commission, verbal, and non-verbal communication, written or electronic communication.</p> <p>Complies with professional standards such as the ANA Code of Ethics, legal standards set forth by the Alabama Board of Nursing, and the JAX STATE Nursing Scholar's Code</p> <p>Show respect for differences in patients, peers, faculty, staff, co-workers.</p> <p>Establish rapport with patients/clients.</p> <p>Participate in healthy negotiation when conflict exists.</p> <p>Refrain from verbal or non-verbal acts of disrespect, incivility, aggression, or hostility.</p> <p>Function effectively in situations of uncertainty and stress.</p>

JAX STATE School of Nursing RN-BSN Student Handbook

NURSING TECHNICAL STANDARDS	CLINICAL EXAMPLES
	<p>Immediately notifies supervisor of inability to meet expectations or of mistakes.</p> <p>Accept constructive criticism and modify behavior accordingly.</p> <p>Maintain professional rapport among interprofessional team members</p>
<p>Reading</p> <ul style="list-style-type: none"> • Read and understand written English • Read and comprehend documents essential for patient safety (e.g., medication information, physician orders) 	<p>Read, interpret, comprehend chart information</p> <p>Read measurement marks</p>
<p>Mathematical competence</p> <ul style="list-style-type: none"> • Read and understand columns of writing (e.g., flow sheets) • Read/interpret digital displays • Calibrate equipment • Convert numbers to and from metric system • Read graphs • Tell time • Measure time • Count rates (e.g., drip rates) • Use measuring tools (e.g., thermometers, measuring devices) • Add, subtract, multiply, divide • Compute fractions • Use a calculator 	<p>Accurately calculate medication dosages</p> <p>Consistently demonstrate proficiency in calculation exams</p> <p>Accurately chart patient data using graphs or flowsheets</p>
<p>Analytical/Critical Thinking</p> <ul style="list-style-type: none"> • Effectively read, write, and comprehend English • Consistently demonstrate critical thinking that results in safe effective patient care • Transfer knowledge from one situation to another • Problem solve • Recognize when assistance is indicated • Prioritize • Recognize and take immediate action in critical situations • Recognize and immediately report changes in patient's status 	<p>Apply the nursing process in clinical situations</p> <p>Recognize and prioritize patient problems</p> <p>Identify and report patient findings suggestive of a change in patient status.</p> <p>Seek supervision appropriately.</p> <p>Use assessment data to determine nursing diagnoses and patient's plan of care.</p> <p>Recognize cause-effect relationships</p> <p>Prioritize tasks</p> <p>Synthesize knowledge and skills</p> <p>Sequence information</p> <p>Process communication and information</p> <p>Evaluate outcomes and modify actions</p> <p>Perform all aspects of the nursing process within a reasonable time frame</p> <p>Intervene in critical situations with appropriate nursing interventions</p>
<p>Emotional stability</p> <ul style="list-style-type: none"> • Demonstrate a mentally healthy attitude • Establish therapeutic boundaries with patients • Respect professional boundaries between students and faculty • Recognize professional vs. unprofessional attitudes and behavior • Function effectively under stress • Adapt to changing environment • Deal with unexpected occurrences • Monitor own emotions and responses 	<p>Effectively handle strong emotions</p> <p>Focus attention on priority tasks</p> <p>Provide clients with emotional support</p> <p>Handle multiple tasks concurrently</p> <p>Conduct self professionally in conflict situations</p> <p>Accept accountability for actions</p> <p>Constructive criticism results in behavior modification</p> <p>Responses to emotional situations must be appropriate and professional</p>

JAX STATE School of Nursing RN-BSN Student Handbook

REQUIREMENTS	STANDARDS	EXAMPLES
Acquiring fundamental knowledge	<ol style="list-style-type: none"> 1. Ability to learn in classroom and educational settings 2. Ability to find sources of knowledge and acquire the knowledge 3. Ability to be a life-long learner 4. Novel and adaptive thinking 	<ul style="list-style-type: none"> • Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based
Developing communication skills	<ol style="list-style-type: none"> 1. Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities) 2. Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non-professional team members) 3. Sense-making of information gathered from communication 4. Social intelligence 	<ul style="list-style-type: none"> • Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a client or patient's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the health care team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to sense and stimulate reactions and desired interactions
Interpreting data	<ol style="list-style-type: none"> 1. Ability to observe patient conditions and responses to health and illness 2. Ability to assess and monitor health needs 3. Computational thinking 4. Cognitive load management 	<ul style="list-style-type: none"> • Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients

JAX STATE School of Nursing RN-BSN Student Handbook

REQUIREMENTS	STANDARDS	EXAMPLES
		<ul style="list-style-type: none"> Obtain and interpret information from assessment of patient's environment and responses to health across the continuum Obtain and interpret for evaluation information about responses to nursing action Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical knowledge	<ol style="list-style-type: none"> Critical thinking, problem solving and decision-making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments – in one or more environments of care Intellectual and conceptual abilities to accomplish the essential of the nursing program (for example, essentials of nursing education) New-media literacy Transdisciplinarity Design mindset 	<ul style="list-style-type: none"> Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate of plans of care or direct the development, implementation and evaluation of care Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication Literacy in and ability to understand concepts across disciplines Represent and develop tasks and work processes for desired outcomes
Incorporating professional attitudes and behaviors into nursing practice	<ol style="list-style-type: none"> Concern for others, integrity, ethical conduct, accountability, interest, and motivation. Acquire Interpersonal skills for professional interactions with a diverse population of individuals, families and communities Acquire Interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members Acquire the skills necessary for promoting change for necessary quality health care Cross-cultural competency Virtual collaboration. 	<ul style="list-style-type: none"> Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances Make proper judgments regarding safe and quality care Function effectively under stress and adapt to changing environments inherent in clinical practice <ul style="list-style-type: none"> Demonstrate professional role in interactions with patients, intra and inter professional teams Operate in different cultural settings (including disability culture) Work productively, drive engagement, and demonstrate presence as a member of a virtual team

JAX STATE School of Nursing RN-BSN Student Handbook

Credit System

The unit of credit at Jacksonville State University is the semester hour. In the nursing courses, the credit allocations are derived as follows:

Didactic: 1:1

Dismissal from the Nursing Major

The Dean, Chief Nursing Administrator and faculty of JAX STATE School of Nursing have the authority to request withdrawal of a student from JAX STATE School of Nursing, and to refuse re-admission to any student at any time if circumstances of a legal, moral, health, social, or academic nature warrant such action.

5/1991

Grading Policies

Grading System

The following represents the grading system used by the University and the basis upon which quality points are earned. The grade point average (GPA) may be determined by dividing the quality points earned by the number of hours attempted.

A - four quality points per hour (90-100)

B - three quality points per hour (80-89)

C - two quality points per hour (70-79)

D - one quality point per hour (60-69). This grade will not be assigned for EH 098, 099, 101,

LS 094, 095, 098, 102, and PHS 099.

NC - No credits (0-69). This grade is assigned only in English 098, 101, LS 094, 095, 097, 098, 104, and PHS 099.

F - No quality points (0-59). Failing grades may not be removed from the academic record. This grade will not be assigned for EH 098, 101, LS 094, 095, 097, 098, 104, and PHS 099.

P - Passing. Grade given for selected courses as specified in course descriptions in the catalogue. The grade of P does not affect the G.P.A. The grade of F on a pass or fail course is computed as a regular F grade.

I - Incomplete - no quality points. See University Catalogue for details.

W/P - withdrawn passing.

W/F - withdrawn failing (counts as an F)

X - Audit - no credit.

Transferred grades are accepted according to the letter grade sent by the issuing institution regardless of numerical scale on which the letter grade was based.

Grade Point Averages

The University computes Grade Point Averages on all students. The GPA system ranges from 0-4. Hours attempted are divided into quality points in order to arrive at the Grade Point Average for students entering the upper division of nursing and for students enrolled in nursing courses.

Academic Forgiveness and Second Chance

Upper division nursing courses are not eligible for academic forgiveness and/or second chance.

Student Appeal and/or Grievance Procedure

An appeal challenges a decision that has been made; a grievance is a complaint seeking a resolution to a specific problem. The same procedure is followed for either.

I. Student Initiated Appeals and Grievances

The appeal and grievance procedures are each divided into two phases, an “Informal Phase” and a “Formal Phase”. The Informal Phase is intended to attempt to resolve an issue through meeting and discussion with the faculty member or members involved and the Course Coordinator. Should the student be dissatisfied with the results obtained in the Informal Phase, a formal appeal may be made. In such case, the procedures outlined in the “Formal Phase” shall be followed.

Informal Phase.

1. A student wishing to appeal a decision or discuss a grievance or complaint shall, within three (3) working days of the event/issue, provide an account in writing and arrange to speak with the faculty member(s) faculty member or Course Coordinator involved in the issue. If the issue cannot be resolved at this level, the student may initiate an appeal and the resolution procedure then enters the Formal Phase. The faculty member(s) and Course Coordinator shall compile a written report of the issue or issues presented, a summary of the facts, a summary of any attempts to resolve the issue and the ultimate decision made, and submit this report to the Undergraduate Director of Nursing Programs and Associate Dean. If delivered electronically, a paper copy of the record shall be provided forthwith.

Formal Phase.

1. Completion of the Informal Phase by a student is mandatory and shall be completed before an appeal can be made. A student wishing to file a formal appeal of a decision or grievance/complaint must contact the Undergraduate Director of Nursing Programs in writing within three working days of the meeting with the faculty/Course Coordinator. The Undergraduate Director of Nursing Programs shall ensure the student has access to the Appeal/Grievance Process.
2. The student must submit a written account of the relevant issue or issues involved to the Coordinator of Undergraduate Programs and Chief Nursing Administrator. Only information presented by the student at this time can be used in any phase of the appeal. The Coordinator of Undergraduate Nursing Programs and Chief Nursing Administrator shall thereafter meet with the student, review the appeal or grievance as well as the record of the Informal Phase, and attempt to resolve the issue. If the appeal or grievance is not resolved, the student shall be informed of his/her right to meet with the Dean. A student wishing to have a decision reviewed by the Dean of the College of Health Professions and Wellness shall provide within three (3) working days of being informed of the decision the following; a written request for review to the Office of the Dean, a summary of the prior proceedings by the Faculty/Course Coordinator, Coordinator of Undergraduate Nursing Programs and Chief Nursing Administrator, along with the student’s written account. The Dean shall thereafter set a time and place to meet with the student.
3. If the appeal or grievance is pursued, the student will meet with the Dean. The Dean may, but is not required to, include members of the faculty and staff of JAX STATE School of Nursing and the University Attorney. Information from the student, faculty, Course Coordinator, Coordinator of Undergraduate Nursing Programs, and Chief Nursing Administrator will be reviewed. Only information provided in the student’s written account and information from the review by the Faculty/Course Coordinator, Coordinator of Undergraduate Nursing Programs and Associate Dean will be allowed. The decision of the Dean shall be final.

II. Faculty Initiated Grievances

Faculty with student concerns that wish to proceed with a grievance against a student should work with their direct supervisor first to resolve the issue. If the issue cannot be resolved at this level, the Dean will be notified for further instruction and recommendation.

Smoke-Free Environment Policy

Considering health risks and factors related to quality of life for smokers and non-smokers, it is the policy of JAX STATE School of Nursing that the environment be designated as a smoke-free environment. NO smoking or the use of electronic cigarettes will be permitted within any building, or on building grounds at any time. This policy applies to faculty, staff, visitors, and students.

Appropriate signage will be displayed on the front and rear entrances to the building. Students shall be advised of the policy upon admission to the upper division of nursing, and shall be held accountable if a policy violation occurs.

Faculty and staff will be responsible for educating students and visitors of established smoking regulations.
June 2018

Health Insurance Portability and Accountability Act of 1996

The Health Insurance Portability and Accountability Act of 1996, referred to as HIPAA, was originally enacted as a means to allow employees to maintain their healthcare coverage when changing jobs, but has grown into regulations for the healthcare industry.

Certain types of patient information are referred to as Protected Health Information and are legally protected under the HIPAA Privacy Regulations and must be treated in a special way.

Protected Health Information encompasses almost anything that can be used to identify the patient such as name and address. It also includes identifiers such as birth date, social security number, medical record number, telephone number, or patient account number. Any piece of information that can be used to discover the individual identity of a specific patient or lead to access to the patient's medical information equals protected health information.

Under the HIPAA Privacy Regulations, agencies are required to give patients a copy of its written Notice of Privacy Practices at the time of registration for admission or for an outpatient service encounter. This document will disclose how the agency plans to access, use, and disclose the patient's protected health information.

Failure to abide by the HIPAA Privacy Act of 1996 is a violation of the Professional Scholar's Code and is subject to disciplinary action. Disciplinary action will be enforced against persons who do not follow the privacy policies and procedures that are required under the Health Insurance Portability and Accountability Act of 1996.

HIPAA Statement of Understanding

I have read and understand the HIPAA privacy policy. I understand that I am legally responsible for the implementation of these rules in class and clinical areas. I also understand that JAX STATE School of Nursing and Health Sciences or the federal government may enforce disciplinary action for any infraction of these rules.

Student Name

Date

05/2009

Financial Assistance

Several types of assistance are available to students in JAX STATE School of

Nursing. These include: Federal Pell Grant
Alabama State Grant Program
Federal Supplemental Educational Opportunity Grant
Federal Perkins Loan
Federal Direct Student Loan Programs
Federal Direct Subsidized Student Loan
Federal Direct PLUS
Campus Employment
General Scholarships

Other programs may be available. Information concerning assistance programs, eligibility and application procedure can be obtained by contacting the Financial Aid Office.

Nursing Scholarships

Nursing scholarships are awarded to junior or senior students enrolled in the upper division of JAX STATE School of Nursing. These awards are based on merit, and where merit is equal, consideration is given to need. Information concerning nursing scholarships may be obtained through the Office of Student Services. These scholarships are awarded each spring.

Special Nursing Costs

Senior Expenses

JAX STATE School of Nursing Graduate Pin Approximately \$47.00 - \$467.00

At the beginning of the semester prior to graduation, senior students may purchase JAX STATE School of Nursing Graduate Pin. Orders are placed in JAX STATE School of Nursing through the Office of Student Services.

Application for Degree	Approximately \$ 50.00
Cap and Gown	Approximately \$ 60.00

Requirements for Graduation

See JAX STATE Undergraduate Catalogue

Licensure Requirements

All STEP students must have and maintain throughout the program an unencumbered United States nursing license.

Student Affairs

Students in JAX STATE School of Nursing are eligible to participate in all University student affairs. Student nurses are active in the University Student Government Association, sororities, fraternities, ballerinas, athletics, and the religious life of the campus.

Jacksonville Association of Nursing Students

The Jacksonville Association of Nursing Students (JANS) is a constituent of the National Student Nurses' Association (NSNA). JANS/NSNA's collaborative leadership activities can provide opportunities to meet and network with other nursing students. There are opportunities to participate in local, state, regional, and national conventions, educational offerings, as well as hold office at the local, state, and national level. In addition, JANS sponsors various activities through the year which are directed toward university, community and state projects. Membership information and meeting schedules are available at the JANS office.

Nurses Christian Fellowship

The Nurses Christian Fellowship was founded in 1940 when small groups of nurses got together, began to pray, and support each other. Meetings include: fellowship, bible study, and prayer. Students take the leadership role in this organization, but activities are overseen by a faculty member.

Sigma Theta Tau

Sigma Theta Tau is the International Honor Society of Nursing. The Zeta Xi Chapter of JAX STATE School of Nursing and Health Sciences is chartered by Sigma Theta Tau. The purposes of this organization are to recognize superior achievements and leadership, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

Sigma Theta Tau endeavors to seek out and reward students in baccalaureate or higher degree nursing programs who have demonstrated ability in nursing as evidenced by superior academic achievement. Undergraduate candidates must have completed at least one-half of the required nursing curriculum, have at least a 3.0 GPA, and be in the upper 35% of their class. Graduate candidates must have completed one-fourth of the Master's curriculum and have at least a 3.5 GPA. Other criteria for invitation to join are stated in the Sigma Theta Tau By-laws.

Student Services

Counseling Services

Counseling Services offers personal, educational, and career counseling for JAX STATE students. Personal counseling is conducted in a private setting under the strictest confidence. Counselors are available on an individual or group basis. Counseling Services is the registration site for CLEP, Residual ACT, MAT, C-Base, Math Placement, CLA, and other examinations. Many exams are available on a walk-in basis. Counseling Services also coordinate and advise the Peer Educations student group. The Counseling Services office is located in the Counseling Center Building and more information can be located at www.JAX STATE.edu/ccservices.

Career Services

Career Services provides cooperative education to undergraduate and graduate students as well as employment assistance to all students, graduating seniors and alumni. These services consist of employability skills workshops, on-campus interviews, job listings at <https://JAX STATE-csm.symplicity.com>, career fairs, corporate information, resume' editing, and individual counseling concerning job search strategies. Call (256) 782-5482 to schedule an appointment or visit the website at www.JAX STATE.edu/careerservices to learn more about our services.

Disability Resources

Disability Resources (DR) provides appropriate and reasonable accommodations for students with documented disabilities. It is the goal of DR to ensure that students with disabilities have equal opportunity to achieve their personal academic goals while maintaining the integrity of JAX STATE's academic program requirements. Disability Resources provides reasonable accommodations through a variety of services and programs. Accommodations may include: exam proctoring, special testing procedures, extended time on exams, priority registration, interpreter services, captioning services, readers, note takers, brailled formats, enlarged print materials, alternative formats, and assistive technology. DR is located in the Student Success Center on the second floor of Houston Cole Library. More information regarding DR can be viewed at www.JAX STATE.edu/DR/index.html.

RMC/University Health Center

The RMC/University Health Center is a primary health care facility providing outpatient medical services as well as promoting preventive health measures operating via a joint partnership with Northeast Alabama Regional Medical Center. The Health Center provides outpatient medical services as well as promotes preventive health measures to currently enrolled students, faculty, staff and currently active JAX STATE alumni. Clients are encouraged to make an appointment but walk-ins are welcome. Services include Primary Care, Urgent Care, Women's Health Care, Men's Health Care, Mental Health Screening, Physicals, Immunizations, Allergy Injections, Medication Management, Laboratory, Attention Deficit Hyperactivity Disorder (ADHD) Treatment. Wellness Check-ups, Health Fairs, Radiology Services (off site), Rehab Services (off site), Referrals

JAX STATE School of Nursing RN-BSN Student Handbook

JAX STATE SCHOOL OF NURSING

1701 Pelham Road South
Jacksonville, AL 36265-1602

(256) 782-5425 www.JAX STATE.edu/depart/nursing/

DEAN of COLLEGE OF HEALTH PROFESSIONS AND WELLNESS

Matthews, Tracey (2020) BS, University of Connecticut, MS, Springfield College, PhD, Springfield College

256-782-5428

E-Mail – tdmatthews@jsu.edu

ASSOCIATE DEAN OF NURSING/CHIEF NURSING ADMINISTRATOR COLLEGE OF HEALTH PROFESSIONS AND WELLNESS

Gulledge, Elizabeth (2006) BA, Auburn University; ADN, Southern Union State Community College; BSN and MSN, Jacksonville State University; PhD, University of Alabama at Birmingham

Associate Professor of Nursing/Associate Dean of Nursing/Chief Nursing Administrator

256-782-8129

E-Mail – gulledge@jsu.edu

FACULTY OF JAX STATE SCHOOL OF NURSING

Akisanya, Oye (2012) BSN and MSN, Jacksonville State University, PhD, University of Alabama at Birmingham

Associate Professor of Nursing

E-Mail – akisanya@jsu.edu

Beavers, Shanteia (2023) BSN, Jacksonville State University, DNP, University of Alabama at Birmingham

Assistant Professor of Nursing

E-Mail-sbeavers@jsu.edu

Bobo, Lori (2012) EdD, BSN and MSN, Jacksonville State University

Associate Professor of Nursing

E-Mail – lbobo@jsu.edu

Bowlin, Ashley (2020, BSN and MSN, DNP, Jacksonville State University

Instructor of Nursing

E-Mail-atbowlin@jsu.edu

Chandler, Yolanda (2017) BSN and MSN, Jacksonville State University, DNP, Jacksonville State University

Assistant Professor of Nursing

Email-yhandler@jsu.edu

Duckett, Melissa (2013) BSN and MSN, Jacksonville State University, DNP, Jacksonville State University

Associate Professor of Nursing

E-Mail – mduckett@jsu.edu

Frank, Jennifer (2004) BSN and MSN, Jacksonville State University, DNP, Jacksonville State University

Associate Professor of Nursing

E-Mail – jfrank@jsu.edu

Gramling, Serena (2011) BSN and MSN, Jacksonville State University, PhD, Mercer University

Associate Professor of Nursing

E-Mail – sgramling@jsu.edu

Hand, Jennifer (2021) BSN, Jacksonville State University, MSN, University of South Alabama

Instructor of Nursing

E-Mail-jfhand@jsu.edu

Hudgins, Jamie (2019) BSN, University of South Alabama, MSN, University of Alabama at Birmingham

Instructor of Nursing

E-Mail- jhudgins@jsu.edu

Key, Wendy (2017) BSN and MSN, Jacksonville State University, DNP Jacksonville State University

Instructor of Nursing

E-Mail – -wokey@jsu.edu

Killen, Tammy (2014) BSN and MSN, University of North Alabama

Instructor of Nursing

E-Mail- tkillen@jsu.edu

JAX STATE School of Nursing RN-BSN Student Handbook

McDonald, Jenna (2019) BSN and MSN, University of Alabama at Birmingham

Instructor of Nursing

[E-Mail-jlnabors@jsu.edu](mailto:jlabor@jsu.edu)

Mikel, Dana Stacy (2018) BSN and MSN, Jacksonville State University, DNP, Jacksonville State University

Assistant Professor of Nursing

E-Mail- dmikel@jsu.edu

Morrow, Tammy (2005) BSN and MSN, Jacksonville State University, DNP, Jacksonville State University

Associate Professor of Nursing

E-Mail – tmorrow@jsu.edu

Munster, Danyel (2020) BSN and MSN, Jacksonville State University, DNP, Jacksonville

State University

Assistant Professor of Nursing

[E-Mail-dmunster@jsu.edu](mailto:dmunster@jsu.edu)

Ouellette, Merri-Morgan (2022) BSN Auburn University, MSN and DNP University of Alabama at Birmingham

Instructor of Nursing

[E-Mail-mouellette@jsu.edu](mailto:mouellette@jsu.edu)

Pearce, Allison (2014) BSN and MSN, Jacksonville State University

Instructor of Nursing

E-Mail- abpearce@jsu.edu

Tisdale, Kristi (2022) BSN University of Alabama at Birmingham, MSN, Samford University

Instructor of Nursing

[E-Mail-ktisdale@jsu.edu](mailto:ktisdale@jsu.edu)

Westbrook, Hannah (2022) BSN and MSN, Jacksonville State University

Instructor of Nursing

[E-Mail-hwestbrook@jsu.edu](mailto:hwestbrook@jsu.edu)

Whittington, Dorothy (2022) BSN, Jacksonville State University, MSN, University of South Alabama

Instructor of Nursing

[E-Mail-dawhittington@jsu.edu](mailto:dawhittington@jsu.edu)

Wilson, Krissie (2019) BSN and MSN, Jacksonville State University

Instructor of Nursing

E-Mail – kawilson@jsu.edu

Wooten, Rachel (2017) BSN and MSN, Jacksonville State University, DNP Samford University

Associate Professor/Coordinator of Undergraduate Nursing Programs E-Mail rwooten@jsu.edu

JAX STATE SCHOOL OF NURSING STAFF

Alvidrez, Debbie (2022)
Academic Advisor II, CHPW
256-782-8462

[E-Mail-dalvidrez@jsu.edu](mailto:dalvidrez@jsu.edu)

Carpenter, Emily (2022)
Administrative Assistant, Nursing
256-782-8286

[E-Mail-emcarpenter@jsu.edu](mailto:emcarpenter@jsu.edu)

Garrison, Meredith (2023)
Academic Advisor I, CHPW
256-782-8461

[E-Mail-mcgarrison@jsu.edu](mailto:mcgarrison@jsu.edu)

Johnson, Tammy (2006) BS, University of Alabama; MPA, Jacksonville State University
Director of Academic Resources
256-782-8489

E-Mail – tjohnson@jsu.edu

Law, Amber (2013) BS, Human Resources Business Management, Auburn University, MPA Jacksonville State University
Director of Clinical Services
256-782- 8426

[E-Mail-anlaw@jsu.edu](mailto:anlaw@jsu.edu)

Mobbs, Christy (2015)
Paraprofessional Advisor, CHPW
256-782-5258

[E-Mail-cmobbs@jsu.edu](mailto:cmobbs@jsu.edu)

Nelson, Patricia (2014)
Senior Lead Advisor, CHPW
256-782-8479

[E-Mail-pnelson@jsu.edu](mailto:pnelson@jsu.edu)

Pike, Morgan (2017)
Academic Advisor II, CHPW
256-782-5276

[E-Mail-mwpike@jsu.edu](mailto:mwpike@jsu.edu)

Felicia Sessions (2016)
Administrative Associate to the Dean CHPW
256-782-5428

E-Mail – fsessions@jsu.edu

Willingham, Carla (2000)
Administrative Assistant to the Chief Nursing Administrator/Associate Dean CHPW
256-782-8404

E-Mail cwilling@jsu.edu

Wood, Kristi (2018)
Academic Advisor I, CHPW

[E-Mail-kmwood@jsu.edu](mailto:kmwood@jsu.edu)

Non Discrimination Statement

JAX STATE does not discriminate on the basis of sex in the educational programs or activities that it operates. JAX STATE is required, by Title IX of the Education Amendments of 1972 and Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. Questions regarding Title IX and the implementing regulations should be referred to JAX STATE's Title IX Coordinator, to the Assistant Secretary of Education for Civil Rights, or to both. For more information about the Title IX grievance procedure, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment and how JAX STATE will respond to such complaints, please visit our Title IX website at [www.JAX STATE.edu/titleix](http://www.JAXSTATE.edu/titleix) or contact our Title IX Coordinator.:

Title IX Coordinator

Josh Robinson
700 Pelham Road North
Jacksonville, AL 36265
256-782-5769
titleix@jsu.edu

Admission Statement

**The term "admitted, admission, accept or acceptance" refers to assessment of select criteria for Traditional Undergraduate Nursing coursework as defined in the JAX STATE Undergraduate catalog*