



2025 – 2026 PSON Student Handbook



This handbook is reviewed and affirmed annually by the faculty of the Presbyterian School of Nursing.

The student handbook provides guidance and regulations for students applying, accepted, and, or enrolled in the Presbyterian School of Nursing (PSON) at Queens University of Charlotte. Students are held accountable for the current academic year handbook and do not revert to the year of admission to either Queens or the nursing program. The Presbyterian School of Nursing Student Handbook is used in conjunction with and does not replace the Queens University of Charlotte Catalog or Handbook. The PSON Student Handbook serves as a general reference guide regarding the School's policies and procedures. It does not contain all regulations, nor does it constitute a contract between the School and students or applicants. Queens University and the PSON reserve the right to revise, amend, or change items set forth in this Student Handbook.

Students will be notified of revisions, amendments, or changes by their university email. Students are held accountable for revisions implemented during the academic year.

Approved August 15, 2025; Revised 10/1/2025

Contents

History and Overview	4
Presbyterian School of Nursing Mission, Vision, and Values	6
Approval and Accreditation.....	7
Undergraduate Program Information	8
Graduate Program Information	9
PSON Organizational Chart 2025-2026	10
Queens University of Charlotte Honor Code.....	11
Nursing Student Organizations.....	12
Student Resources.....	13
PSON Ceremonies	16
BSN Awards.....	17
Academic Policies.....	18
Presbyterian School of Nursing Policies: All programs	19
Title of Policy 01: Confidentiality.....	19
Title of Policy 02: Photography.....	21
Title of Policy 03: Student Medical Forms	22
Title of Policy 04: Clinical Requirements and Deadlines	23
Title of Policy 05: Tuberculosis Screening.....	25
Title of Policy 06: Drug Screen	26
Title of Policy 07: Criminal Background Checks	27
Title of Policy 08: CPR Certification	28
Title of Policy 09: Retention of Compliance Files.....	29
Title of Policy 10: Agency Orientation and Agency Policy and Procedure Documents .	30
Title of Policy 11: Technical Standards	31
Title of Policy 12: Latex Reactions.....	36
Title of Policy 13: Student Contact Information.....	37
Title of Policy 14: Infectious / Communicable Disease or Injury	38
Title of Policy 15: Bloodborne Pathogens.....	40
Title of Policy 16: Transportation to and from Clinical Sites	41

Title of Policy 17: Inclement Weather	42
Title of Policy 18: Student Parking (Campus & Clinical Sites).....	44
Title of Policy 19: Class Attendance and Engagement	45
Title of Policy 20: Substance Abuse	46
Title of Policy 21: Social Media	47
Title of Policy 22: Temporary Removal from Class or Clinical	49
Title of Policy 23: Student Practice Event Policy	50
Title of Policy 24: Dismissal from the Program – Clinical or Professional Reasons.....	53
Title of Policy 25: Appeal of Dismissal.....	55
Title of Policy 26: Leave of Absence from the Nursing Program.....	56
Title of Policy 27: Dropping or Withdrawing from a Nursing Course.....	57
Title of Policy 28: Program Reenrollment	58
Title of Policy 29: Readmission to the BSN Program	59
Title of Policy 30: Lines of Authority for Students.....	60
Title of Policy 31: Formal Complaint	61
Title of Policy 32: Compliance	62
Title of Policy 33: Location of Residence for Distance Education (Online) Students ...	63
Title of Policy 34: Online Testing Policy and Procedure	64
Title of Policy 35: PSON Student and Faculty Forum.....	65
ACADEMIC POLICIES AND PROCEDURES FOR PRE-LICENSURE BSN STUDENTS	66
Title of Policy 100: BSN Test Security.....	66
Title of Policy 101: Dress Code for Pre-Licensure Students	68
Title of Policy 102: Clinical Attendance	70
Title of Policy 103: Health Education Systems, Incorporated (HESI).....	72
(Testing and Remediation Program)	72
Title of Policy 104: ABSN Student transfer to Traditional BSN Track.....	73
Title of Policy 105: NCLEX-RN® and Licensure	74
Title of Policy 106: BSN Course Grades and Grading Scale	75
Title of Policy 107: Progression in the Major	76

Title of Policy 108: Evaluating the Clinical Component of BSN Courses	78
Title of Policy 109: Dismissal from the Program – Academic Reasons	79
Title of Policy 111: Laptop Computer Requirement	81
ACADEMIC POLICIES AND PROCEDURES SPECIFIC TO THE MSN PROGRAM	82
Title of Policy 300: MSN Course Grades and Grading Scale.....	82
Title of Policy 301: MSN Progression	83

History and Overview

Nursing has been an integral part of the Queens' community since the early 1930s. From the 1930s through the 1960s, Queens offered a baccalaureate degree in nursing for Registered Nurses, many of whom were Presbyterian Hospital School of Nursing (PHSON) alumni. In the 1980s, a program was established between the university and PHSON in which PHSON students attended Queens before and after becoming RNs and subsequently received a BSN from Queens.

The Vail Bachelor of Science in Nursing (BSN) program was established at Queens College in 1980, graduating the first class in 1984. This program focused on traditional undergraduate students. At this time in nursing education, it was common practice that registered nurses seeking a BSN degree took courses with pre-licensure students.

In 1998, a Master of Science in Nursing (MSN) program with a focus in Health Systems Management was established. A Health Ministries track was added in 2002. The university acquired the PHSON in 2004 and began to offer an Associate of Science in Nursing degree. The combined ASN, BSN, and MSN programs were named the Presbyterian School of Nursing. The MSN Health Ministries track ended in 2007 when the Nurse Educator track was added and completed in 2025. The Associate of Science degree in Nursing was offered until 2013. The Nursing Informatics track of MSN began in 2020.

The School of Nursing was the first to offer online education at Queens. The upper division courses for the RN-BSN track have been offered online since 2008. In 2013, the MSN program was one of three Master's programs to be offered entirely online. In fall 2020, the RN to MSN option became available; this closed the RN to BSN track and allowed nurses with an associate's degree to matriculate into the MSN curriculum after completing two transition courses.

The BSN and MSN programs have been nationally accredited continuously since 1985, first by the National League for Nursing and subsequently by the Commission for Collegiate Nursing Education. In addition, the pre-licensure program is approved by the North Carolina Board of Nursing. (The North Carolina Board of Nursing only approves pre-licensure nursing programs.)

The BSN program currently offers two tracks: traditional and accelerated for students seeking a second degree. The MSN program includes three tracks; the Nurse Administrator, Clinical Nurse Leader, and Nurse Informatics track. As of spring 2017, the PHSON began to offer an innovative Nurse Educator and Nurse Administrator curriculum. As of 2024, the integrated Nurse Admin/Nurse Ed track converted to Nurse Admin/Nursing Informatics

with the change of the Nurse educator track to post master's certificate only. The Nursing Informatics track was added in 2020. All MSN tracks are delivered online, asynchronous and students are enrolled from across the country.

Today the Presbyterian School of Nursing serves over 350 students per year and is housed within the Blair College of Health.

Presbyterian School of Nursing Mission, Vision, and Values

Mission

The Presbyterian School of Nursing at Queens University of Charlotte is committed to an immersive nursing education that cultivates critical thinkers, innovative problem-solvers, and compassionate nurse leaders who advance health and serve diverse populations as global citizens with purpose.

Vision

The Presbyterian School of Nursing at Queens University of Charlotte will be a leader in nursing education, fostering open communication, advancing clinical and intellectual growth, and providing diverse perspectives and cultural experiences that prepare nurses to improve health in communities locally and globally.

Values

The Presbyterian School of Nursing at Queens University of Charlotte embraces and aligns the core values of Queens University of Charlotte:

- **Serve Boldly** – Provide compassionate, evidence-based care and advocacy for patients, families, and communities with courage and integrity.
- **Sustain Excellence**– Commit to lifelong learning, clinical expertise, scholarship, and innovation in nursing practice and education.
- **Foster a Community of Belonging** – Create inclusive, supportive learning and care environments that honor diversity and promote equity in health outcomes.

Revised: October 2025

Approval and Accreditation

The baccalaureate degree in nursing and master's degree in nursing at Queens University of Charlotte are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

The pre-licensure tracks of the BSN program are approved by the North Carolina Board of Nursing.

Queens University of Charlotte is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404 679-4500 for questions about the accreditation of Queens University of Charlotte.

Undergraduate Program Information

Bachelor of Science in Nursing Program

BSN Statement of Purpose

The Bachelor of Science in Nursing Program at Queens University of Charlotte prepares individuals to assume entry level, generalist professional nursing positions. The program creates an atmosphere in which the individual can develop knowledge, skills, and attitudes consistent with values-based practice and evidence-based care. A positive, supportive educational environment is provided to sustain and promote lifelong learning. The program provides the necessary background commensurate with pursuit of graduate nursing education.

BSN Student Learning Outcomes

1. Translate evidence-based practice into diverse practice settings.
2. Formulate person/population centered care from a global culturally responsive perspective.
3. Uses clinical judgement to select interventions based on quality, safety, technology, and informatics.
4. Practice on interprofessional teams within the healthcare system.
5. Model professional behavior through reflective personal development.

In addition to describing and defining the program's theoretical base, the program purpose statement and the BSN Student Learning Outcomes align with the American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2021). The BSN program values the tenets of the American Nurses Association Scope and Standards of Practice (4th ed.) (American Nurses Association, 2021), the National Academy of Sciences (2020), and The National Academy of Medicine- The Future of Nursing (2020-2030).

Graduate Program Information

Master of Science in Nursing Program

MSN Statement of Purpose

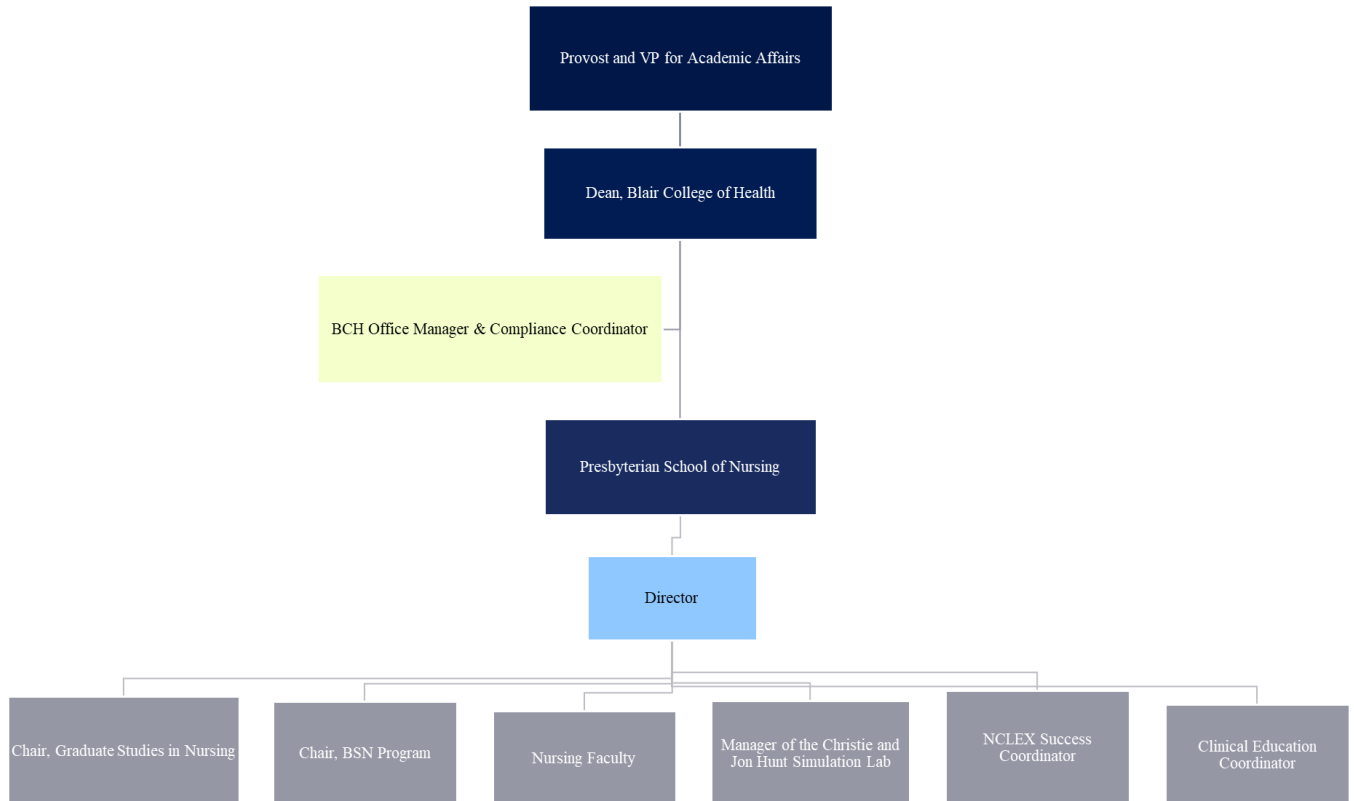
The Master of Science in Nursing Program at Queens University of Charlotte is designed to prepare professional nurses to practice advanced roles as collaborative, innovative and critical thinking leaders within a variety of health care and educational settings. Synthesis of practice, theory and research concepts within selected areas of nursing specialization prepare the graduate for advanced roles and lay a foundation for doctoral study.

MSN Student Learning Outcomes

1. Employ evidence-based practice in diverse practice settings.
2. Appraise person/population centered care from a global culturally responsive perspective.
3. Use clinical judgement to analyze interventions based on quality, safety, technology, and informatics.
4. Coordinate interprofessional teams within the healthcare system.
5. Examine professional behavior through reflective personal and team development.

In addition to describing and defining the program's theoretical base, the program purpose statement and the MSN Student Learning Outcomes align with the American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2021). The MSN program values the tenets of the American Nurses Association Scope and Standards of Practice (4th ed.) (American Nurses Association, 2021), the National Academy of Sciences (2020), and The National Academy of Medicine- The Future of Nursing (2020-2030).

PSON Organizational Chart 2025-2026



Queens University of Charlotte Honor Code

The Honor Code Handbook outlines the University process and procedures for both community and academic violations. A complete copy of the Honor Code Handbook is available at:

<https://www.queens.edu/president/honor-code/>

PSON Students found responsible for an academic Honor Code violation will receive a grade of zero on the assignment or exam.

Nursing Student Organizations

QUCANS

The Queens' University of Charlotte Association of Nursing Students (QUCANS) is an organization for students interested in the nursing major. The organization promotes growth and development of the students through community projects, fundraising, and health related programs.

Sigma Theta Tau International Honor Society of Nursing

The Sigma Theta Tau International Honor Society of Nursing is a non-profit organization that is recognized as the only global organization in nursing that is dedicated to the advancement of nursing knowledge and scholarship. For a complete description of the organization and its mission and vision, please refer to the following website:

<https://www.sigmanursing.org/>

Queens University of Charlotte is privileged to have its own chapter affiliation within Sigma Theta Tau International, the Mu Psi Chapter. The chapter celebrated its 30th year anniversary in spring 2022.

Students enrolled in baccalaureate and higher degree programs are eligible to be invited for membership on an annual basis based upon the criteria published by Sigma Theta Tau. The Mu Psi chapter elects a faculty counselor in the School of Nursing at Queens University of Charlotte. The faculty counselor is charged with applying the membership eligibility criteria to issue invitations to students in the spring of the academic year. Students are referred to the above-named web site for specific information regarding the organization and membership criteria.

Student Resources

The following are examples of resources available to students at Queens University of Charlotte. For additional resources, please check the Queens website (www.queens.edu) or ask your academic advisor.

Bookstore

The Student Bookstore is a Queens' student's source for nursing student uniforms, textbooks, school supplies, Queens' apparel, novelties, and gift items. The Bookstore stocks required textbooks and class materials (in new or used condition), plus offers a textbook buy back system or rental system. Because nursing books are used across multiple courses and semesters, it is recommended that students do not rent their books. For students' convenience, the bookstore has an active online ordering system.

<https://www.bkstr.com/queensucharlottestore/home>

Center for Student Success

The Center for Student Success, "The Center," provides important academic support programs and learning assistance courses for students. The use of "The Center" is free for all Queens' students, enhances your college experience and helps you strive for excellence. Services offered include individual peer tutoring, review sessions, knowledge workshops, academic success strategies, individual academic assistance and guidance, access to the Writing Center and referrals to the Office of Accessibility Services. Email: sashelp@queens.edu and website: <https://www.queens.edu/academics/academic-support/>

Department of Diversity, Inclusion, and Community Engagement

The Office of Diversity, Inclusion and Community Engagement (DICE), within the Division of Student Life provides resources, training, and support to Queens and the broader Charlotte community to help unite and bring people of diverse backgrounds together to appreciate, respect and celebrate their differences and commonalities. We are committed to inclusion and towards working to create a society that is fair and just.

DICE also provides support in connecting the curricular and the co-curricular by working closely with faculty to identify, develop and maintain meaningful partnerships with community organizations. We connect our students with those organizations as they seek to perform various levels of community engagement and live out the Queens motto of "not to be served but to serve".

Everett Library

Dedicated in 1960, Everett Library serves a community of faculty, students, staff and Friends of Everett Library with more than 100,000 books and bound periodicals designed to support all programs of the University. There is open access to 60+ databases for academic research as well as over 300 periodicals and newspapers. More than 70 computer workstations are available in-house for research and study.

(<https://library.queens.edu/lib/home>)

Information Technology Services

Information Technology (IT) Services are coordinated by the staff of the Queens IT Services Department. IT Services manages hardware, software and network services to support the academic and administrative missions of the University. Among these services are email MyQueens Online Portal, wireless access on campus, residence halls technology, print management, educational discounts, support requests, classrooms and lab computing. The staff is available via email (helpdesk@queens.edu) to assist with connecting to the Queens WiFi, Canvas, or portal.

QALERT

QALERT is the on-campus system designed to inform students of emergency situations, inclement weather, or class cancellation. Voicemail, email, and text messaging delivers status and details of a situation. Students are automatically registered for QALERT (enterprise resource management system). To review or update your contact information, including your cell phone number for text messages, please log in using your network user name and password and maintain current contact information.

Service Center

The Service Center is a satellite post office which provides daily mail service to Queens' students, faculty and staff and express delivery via UPS and the US Postal Service. Students may purchase stamps, color or black and white copies, or send and receive facsimiles.

Student Financial Services

Queens makes every effort to meet the demonstrated financial needs of students. For information on financial aid, students are referred to the Student Financial Services Office. Students who apply for a need-based scholarship must be fully admitted to Queens as a degree seeking candidate and must have completed and submitted a Free Application for Federal Student Aid (FAFSA) to the Student Financial Services Office. The form is available in that office and online at <http://www.fafsa.ed.gov>.

Student Health and Wellness Center

The Student Health and Wellness Center offers medical and mental health services to full-time undergraduates in the BSN program (Traditional and Accelerated tracks) by appointment and on a walk-in basis. The Counseling Center is a unit of Student Health and Wellness Center and offers individual and group counseling and community referrals. All information is confidential.

Office of Student Accessibility Services

The Office of Student Accessibility Services at Queens University of Charlotte seeks to provide equal opportunity to students with disabilities to ensure equal access to higher education, programs, services, benefits and a welcoming campus environment for those requiring protection. Support services and accommodations are provided through the Office of Student Accessibility Services, which also advocates for students with disabilities and seeks to empower students to become their own and best advocates.

Location and Contact Information

The Office of Student Accessibility Services is located in room 102F of Knight-Crane Hall.

Contact:

Director, Student Accessibility Services Phone: 704-337-2508

Email: sashelp@queens.edu

PSON Ceremonies

Blessing of the Hands: Hooding and Pinning Ceremony

Blessing of the Hands is an ancient sacrament of cleansing and anointing. During the ceremony, individuals commissioned to heal others through the use of their hands are invited to the altar to be blessed by members of the local clergy.

New nurses receiving their School pins is a time-honored tradition which signifies a rite of passage into the nursing profession. Each pin is a symbolic representation of the program and of the Presbyterian School of Nursing at Queens.

This ceremony is held twice a year for graduate students. Awards are also presented at this ceremony and students will be awarded their hoods.

Commencement

Commencement is held once a year in celebration of the academic achievements of December, May and August graduates. Students graduating in August and December are invited to participate in the commencement ceremonies in May of that academic year. Additional details on all of the commencement ceremonies may be found at www.queens.edu/commencement.

BSN Awards

Award recipients in the traditional and accelerated track are recognized and receive a recognition plaque at the Blessing of the Hands and Pinning Ceremony in May and December. Full-time nursing faculty members select the recipient.

Outstanding Senior Nursing Student Award

This award is presented to a member of the graduating class selected by the faculty to best represent the qualities of scholarship, leadership, motivation and service.

Jones Image of Nursing Award

This award was established by the Class of 1989 to honor the senior nursing major who best represents the qualities of the nursing image portrayed by Dr. Carolyn M. Jones, Chair of the Vail Program of Nursing from 1982 to 1992. These qualities include being professional, compassionate, patient, empathetic, honest, service-minded, clinically creative, confident, efficient and effective.

Academic Policies

Policy Numbers 01 – 99 Presbyterian School of Nursing Policies

Policy Numbers 100 – 199 Pre-licensure BSN Policies

Policy Numbers 200 – 299 BSN Program Policies

Policy Numbers 300 – 399 Graduate Program Policies

Students are responsible for knowing and adhering to the policies as described below.

BSN Students (Accelerated Track; Traditional Track; RN-BSN Track)	MSN Students
Policy Numbers 01 - 99	Policy Numbers 01 - 99
Policy Numbers 100 - 199	Policy Numbers 300 - 399
Policy Numbers 200 - 299	

Presbyterian School of Nursing Policies: All programs

Title of Policy 01: Confidentiality

Date Effective: 9/07

Date Revised: 8/11; 8/12; 8/17; 8/18; 8/19

Policy: Nursing students have access to data of a sensitive nature. Students are expected to abide by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

Misuse of health information includes but is not limited to the following:

- Accessing medical record information about any patient by someone who is not assigned to care for the patient.
- Discussing a particular patient's case in an inappropriate location, such as in a public location or on social media.
- Removing confidential data from the clinical site in any format, such as but not limited to any portion of the medical record or chart, daily worksheets, care plans, or report documents.

Misuse of educational information includes but is not limited to:

1. Recording or videotaping an educational experience without permission.
2. Disclosing any information regarding the performance of peers in all educational settings.

Students must regard their Queens' ID badge and/or agency identification badge and technology password as equivalent to a personal signature (identification) and it should be protected as such. Lending or using an ID badge or password belonging to someone else is prohibited.

Any student who witnesses or suspects a breach of any confidentiality policy is expected to report the incident to their instructor or academic advisor. Students who violate the confidentiality policy will be subject to discipline up to and including dismissal from the School and criminal charges.

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

Procedure: Students sign the Presbyterian School of Nursing Confidentiality Agreement located in the CastleBranch compliance material before matriculation into the program. Students who do not sign the Nursing Confidentiality Agreement will not participate in clinical experiences.

If warranted, students will receive a copy of a clinical agency's policy on confidentiality and will be required to sign a copy of the agency's Confidentiality Agreement. This form will be retained as per the direction of the clinical agency. Students are required to follow the more restrictive policy.

Title of Policy 02: Photography

Date Effective: 9/07

Date Revised: 8/11; 8/12; 8/17, 5/21

Policy: Photographing a patient, their family members, or any part of the electronic health record is a violation of HIPAA and PSON policy. No faculty or student may photograph anyone in any facility by any means when working or studying under the auspices of the Presbyterian School of Nursing.

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

Title of Policy 03: Student Medical Forms

Date Effective: 9/07

Date Revised: 8/11; 8/12; 8/13; 8/14; 5/15; 8/16; 8/19; 8/24

Policy: Evidence of physical and emotional health that will enable the applicant to provide safe nursing care to the public is required for admission to, progression within and graduation from the nursing programs. Student medical forms are provided by the Presbyterian School of Nursing and must be completed by a healthcare provider.

State law requires all students entering college in the state of North Carolina to meet certain immunization requirements. Our clinical agencies used for student practice may request additional immunizations as noted in the student medical forms or through communication from the PSN. All immunizations must remain up to date during enrollment. If these requirements are not met, students shall not attend clinical or complete any practicum hours.

Procedure: Students shall submit the required material as specified in the policy. Refer to the Clinical Requirements and Deadline policy for further instruction.

Title of Policy 04: Clinical Requirements and Deadlines

Date Effective: 9/07

Date Revised: 8/11; 8/12; 8/13; 8/14; 8/16; 8/17; 8/18; 8/19; 5/25

Policy: Students are responsible for maintaining continuous compliance, including requirements that require updates or renewal. Students must be in compliance with all requirements in order to participate in clinical experiences. Clinical experiences include Nursing Simulation Center clinical days and off-campus clinical agency experiences. Students who do not meet the clinical requirements may not take any upper division nursing courses.

Students who are not in compliance with any element, including renewal or updates of previously submitted items (tuberculosis screening, CPR, immunizations, agency orientation or policy documents) may not participate in clinical experiences and will receive a grade of unsatisfactory for each missed experience. Missed clinical days due to non-compliance are designated as unsatisfactory performance and could impact a student's ability to pass the clinical component of the course.

The deadlines apply to the following items, including but not limited to:

- Student Medical Forms
- Immunizations / vaccines and boosters
- Tuberculosis Screening– initial and annual (per current requirements)
- Drug Screen
- Criminal Background Checks
- CPR Certification – current
- Agency Orientation and Safety Training
- Bloodborne Pathogen Training
- Additional items designated by the PSN or clinical agencies

Deadlines may be revised, and additional items required by the PSN or clinical agencies at any time. Students will be notified of revisions and additional requirements via their university email account.

Students must submit all required items in sufficient time to receive approval by CastleBranch. Please note that the approval process may take several weeks therefore items must be submitted well in advance of the following deadlines.

The clinical agency reviews compliance material and makes the final decision to allow a student's participation in clinical experiences at that agency. If a clinical agency denies

permission to participate in clinical experiences, the School is under no obligation to provide alternate experiences and the student may be dismissed from the program.

Students retain access to their CastleBranch account during and following enrollment in a PSON program. Students returning to graduate study may continue to use their original account but must provide updated information as required by the policy at the time of enrollment in graduate programs.

Procedure:

- Students must submit all required items in sufficient time to receive approval by CastleBranch. Please note that the approval process may take several weeks; therefore, items must be submitted well in advance of the following deadlines. If the deadline falls on a weekend or holiday, the deadline will be extended to the next University business day.
- Undergraduate and graduate students beginning clinical coursework and returning out-of-sequence students follow the deadlines communicated to the students by the Compliance Coordinator
- Students with required material not approved by CastleBranch by the stated deadline may have their offer of admission/reenrollment withdrawn or registration administratively withdrawn.

Title of Policy 05: Tuberculosis Screening

Date Effective: 4/99

Date Revised: 11/07; 8/11; 8/12; 8/13; 5/15; 8/16; 8/17; 8/18, 8/20

Policy: While enrolled in the Presbyterian School of Nursing, all students are required to maintain annual tuberculosis screening. Students who fail to submit the required documentation shall not attend clinical. Missed clinical days due to non-compliance are designated as unsatisfactory performance and could impact a student's ability to pass the clinical component of the course. All results are reported to clinical agencies, per the affiliation agreement or by request of the clinical agency. The requirements are based on CDC requirements for healthcare workers (<https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>)

Procedure:

- The following are required:
 - The initial TB/PPD: 2-step process within the last 12 months or a QuantiFERON TB or T-Spot.
 - Following the initial TB/PPD – An annual TB Risk Assessment and Attestation Form will be submitted.
 - An annual TB skin test is required only if there is a known exposure to TB or ongoing transmission at a healthcare facility.
 - If tuberculosis screening is positive, chest X-ray should be negative for active TB disease; X-ray should be no older than 5 years and individual asymptomatic for TB.
 - If a student has had a positive TB skin test in the past, such as due to TB exposure/infection or receiving the BCG vaccine, a chest x-ray will be required along with the Baseline Individual TB Risk Assessment and TB symptom evaluation. (Note: If a PPD is positive, chest X-ray should be negative for TB disease; X-ray should be no older than 5 years and individual asymptomatic for TB).
- Clinical sites may have additional requirements. Students must meet the requirements of the site where they complete clinical.
- Students shall submit the required material as specified.
- Students receive annual TB education via the Core Orientation.
- Refer to the Clinical Requirements and Deadline policy for further instruction.

Title of Policy 06: Drug Screen

Date Effective: 4/99

Date Revised: 11/07; 8/11; 8/12; 8/13; 8/14; 5/15; 8/16

Policy: Consistent with healthcare practice regarding a drug-free environment, all clinical students in participating in educational programs must provide documentation of a negative (urine), drug screen based on current requirements of clinical agencies by the designated deadline. The urine must be collected and processed using a NIDA (National Institute on Drug Abuse) approved laboratory. Testing must be done through CastleBranch, using one of their approved labs. Chain of custody in handling of the specimen must be maintained.

Students readmitted to the PSON following a leave of absence or withdrawal are required to repeat the drug screen prior to reenrollment.

For a positive drug screen:

1. Legal drugs: Valid prescription must be provided for any positive report. Medical Review Officer (MRO) review may be required at the facility level.
2. Illegal drugs: Clinical access denied by specific facility protocol.
3. Negative-Dilute or Out of Range Results (temperature, specific gravity and/or creatinine): Retest required.

Results will be reported to clinical agencies, per the Affiliation agreement. Clinical agencies make final determination of student eligibility to participate in clinical experiences at that site.

Students are subject to random or for cause screening at any time during a clinical experience in compliance with the agency policy. Random testing may be at student's expense and performed at labs designated by the clinical facility.

If students are charged with any crime related to substance use or abuse during their enrollment in the program, they must notify the Compliance Coordinator within 48 hours, who will notify the clinical agencies. The agency will re-evaluate eligibility to participate in clinical experiences. Students who do not report being charged with a crime related to substance use or abuse may be dismissed from the program.

Procedure: Students shall submit the required material as specified. Refer to the Clinical Requirements and Deadline policy for further instruction.

Title of Policy 07: Criminal Background Checks

Date Effective: 4/99

Date Revised: 8/11; 8/12; 8/13; 8/14; 16, 8/17

Policy: Accreditation agencies require hospitals, childcare facilities and other agencies/organizations to perform criminal background checks on all people involved in direct patient care, which can include employees, volunteers and students. Students are required to complete a criminal background check at their expense. Refusal to complete the self-disclosure or sign consent to conduct a background check will prevent the student from participating in the PSON program. Criminal background results will be reviewed by the clinical agencies with whom we have agreements for clinical placement. Students may be asked to provide additional documentation regarding a positive background check as requested by the clinical agency. In many instances a prior criminal history will be revealed on a background check, even if it was expunged.

If students are charged with any crime during their enrollment in the program, they must notify the Compliance Coordinator within 48 hours, who will notify the clinical agencies. The agency will re-evaluate eligibility to participate in clinical experiences. Students who do not report being charged with a crime may be dismissed from the program.

Procedure:

- Results of all Criminal Background Checks will be reported to clinical agencies. Clinical agencies make final determination of student eligibility to participate in clinical experiences at that site.
- Students shall submit the required material as specified.
- Refer to the Clinical Requirements and Deadline policy.
- Clinical agencies may have additional requirements that will be addressed on a case-by-case basis and met in order for students to participate in clinical at the site.

Title of Policy 08: CPR Certification

Date Effective: 4/99

Date Revised: 8/11; 8/12; 8/13; 8/14; 5/15; 8/16; 8/19

Policy: While enrolled in the Presbyterian School of Nursing, all students are required to maintain continuous CPR/basic life support certification for healthcare providers. The PSON only accepts American Heart Association HeartCode[®] BLS.

Procedure: Students shall submit the required material as specified. Refer to the Clinical Requirements and Deadline policy for further instruction.

Title of Policy 09: Retention of Compliance Files

Date Effective: 8/13

Date Revised: 8/15; 8/16; 8/18

Policy: Compliance documents for students enrolled in the PSON are retained by CastleBranch.

Procedure:

- Students may access their compliance documents during and following enrollment in a PSON program through their CastleBranch account.
- Students enrolled in a PSON program are responsible for all expenses to establish and maintain the CastleBranch account.

Title of Policy 10: Agency Orientation and Agency Policy and Procedure Documents

Date Effective: 8/11

Date Revised: 8/11; 8/12; 8/14; 8/16; 8/17; 8/18; 5/25

Policy: Clinical agencies have agency specific orientation requirements. The Clinical Education Coordinator or the Compliance Coordinator will instruct students to complete the appropriate agency orientation material for their clinical experience and will communicate the deadline for completion. Documentation as designated by each agency will be retained.

Procedure: Students will upload all required material to their CastleBranch and MyClinicalExchange account.

Title of Policy 11: Technical Standards

Date Effective: 9/07

Date Revised: 12/10; 8/11; 8/12; 8/13; 8/14; 8/15

Policy: Technical standards require functions that are non-academic in nature and include the areas of general abilities, communication, sensory abilities, emotional abilities, behavioral/social abilities, motor abilities, critical thinking, and professional conduct. These skills are required to ensure the health and safety of patients, students, faculty, and other health care providers.

The PSON acknowledges its legal obligation to provide appropriate and reasonable accommodation for students with documented disabilities. If a student has a disability and is seeking accommodation, they should contact the Office of Student Accessibility Services. Students should initiate this process as soon as possible, allowing sufficient time for a request for accommodation to be considered. Students may be responsible for the cost of accommodation. Clinical settings may not provide or permit accommodation a student receives in a Queens' classroom environment. This may hinder a student's ability to successfully complete the nursing program.

A student must meet all course outcomes and satisfactorily demonstrate the essential clinical competencies to successfully complete each course. All students are held accountable to the same minimum functions, standards, and competencies for successful program completion.

Some clinical situations may require the student to meet additional standards based on agency requirements.

The list of essential standards and examples of necessary activities is detailed below.

Note: The term "patients" as used herein includes patients, clients, family, individuals, and groups.

Essential Standards and Examples of Necessary Activities to Participate in Clinical Experiences

Core Performance	Standard	Examples of Necessary Activity (not all-inclusive)
General Abilities	The student must be able to observe a client accurately at a distance and at close range. In addition, a student must be able to respond promptly to urgent situations that may occur during clinical practice activities	○ Possess the ability to perceive pain, pressure, temperature, position, equilibrium and movement. ○ Possess functional use (with or without use of adaptive device) of the senses of vision, touch, hearing, taste and smell so that data received by the senses can be integrated, analyzed and synthesized in a consistent and accurate manner.
Communication	The student must be able to effectively communicate and receive communication, both verbally and non-verbally and to respond. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language.	○ Elicit information, describe changes in condition, including but not limited to mood, activity and posture, and perceive nonverbal communications as well as communicate effectively and sensitively with patients. ○ Communication includes written and oral communication to patients, families, and members of the health care team.
Sensory Abilities	Observation necessitates the functional use of all the senses. The student is expected to demonstrate sufficient abilities to allow the student to gather data from: the patient, written reference materials, oral presentations, demonstrations, and observations of a patient in the healthcare setting.	○ Demonstrate sufficient capacity to perform health assessment and interventions; obtain diagnostic specimens and information from digital, analog and waveform representations of physiologic phenomena to determine a client's condition. ○ Be able to access and intervene safely on the client's behalf.

Emotional Abilities	The student must be able to: demonstrate a calm demeanor in response to uncertain or rapidly changing environmental and patient conditions while still providing competent care; effectively cope with strong emotions without excessive need for faculty coaching; focus attention and manage multiple responsibilities simultaneously; provide care and emotional support to patients whose decisions may conflict with the students' own personal opinions or values; establish and maintain professional boundaries with patients and their families.	The student must be able to safely manage: ○ Unexpected worsening of a client's condition ○ Strong emotions, including: Anger, sadness, frustration, etc. ○ Care of two or more patients ○ Care of a client who refuses life-saving treatment ○ Declining gifts or disclosing sensitive/personal information
Behavioral/Social Abilities	The student must demonstrate professional behavior/social skills.	○ Relate to patients, colleagues, faculty and other health care professionals with integrity, honesty and without discrimination, prejudice, or intolerance ○ Maintain sensitive, harmonious and effective relationships with patients, faculty, colleagues and other health care providers.
Motor Abilities	The student must be able to demonstrate manual dexterity, gross and fine motor abilities sufficient to provide safe and effective nursing care in the clinical setting.	○ Execute movements (pushing, pulling, extending, rotating, bending, etc.) to provide general and emergency care (for example but not limited to, the ability to perform CPR) in a timely manner, including the ability to maneuver small spaces and from room to room. ○ Physically endure assigned periods of clinical practice

		○ Able to calibrate, operate, and maintain equipment ○ Able to use sterile techniques, universal precautions, and personal protective equipment. ○ Possess the tactile ability sufficient to perceive changes and differentiate between structures, textures, and temperatures.
Critical Thinking	The student must have the ability to learn, critically think, analyze, and solve problems sufficient for safe clinical judgement and a trusting relationship in the classroom and clinical setting.	○ Gather complete data, develop a plan of action, establish priorities, monitor treatment plan, and identify safe alternatives in complex situations ○ Make decisions under varying degrees of stress ○ Ability to read, comprehend, and communicate detailed information in the English language
Professional Conduct	The student must demonstrate professional behavior and refrain from actions that violate university, school and agency policies. Additionally, students must conduct themselves consistently with the state board of nursing, the ANA Nurse Practice Act, and the ANA Code of Ethics for Nurses.	○ Practice in a safe and competent manner. ○ Respect the dignity, culture, ethnicity, values, and beliefs of people receiving care and treatment, and of their colleagues. ○ Treat personal information obtained in a professional capacity as private and confidential in accordance with HIPAA and Queens/PSO policies. ○ Provide impartial, honest and accurate information in relation to nursing care and health care products. ○ Support the health, well-being, and informed decision-making of people requiring or receiving care.

		○ Promote and preserve the trust and privilege inherent in the relationship between nurses and people receiving care. ○ Maintain and build on the community's trust and confidence in the nursing profession. ○ Practice nursing reflectively and ethically.
--	--	--

References

American Nurses Association, Inc. (2025). Code of Ethics for Nurses. Retrieved on 6/16/2025 from:
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

American Nurses Association, Inc. (2021). Nursing Scope and Standards of Practice (3rd Ed.). Retrieved on 6/16/2025 from: <https://www.nursingworld.org/practice-policy/scope-of-practice/>

HIPAA Administrative Simplification (2024). Retrieved on 6/16/2025 from:
<https://www.cms.gov/priorities/key-initiatives/burden-reduction/administrative-simplification>

Southern Regional Education Board (2025). The Americans with Disabilities Act: Implications for Nursing Education. Retrieved on 6/16/2025 from:
<https://www.sreb.org/publication/americans-disabilities-act>

Title of Policy 12: Latex Reactions

Date Effective: 5/07

Date Revised: 8/11; 8/12; 8/13; 8/14; 8/18

Policy: When working in the Nursing Simulation Center and healthcare environment, the potential exists for exposure to latex and other allergens. Students and faculty members with a known sensitivity or allergy to latex are responsible for assessing their personal level of risk.

Procedure: Students or faculty members with a known sensitivity or allergy to latex are responsible for:

- Consulting with their healthcare provider about the level of sensitivity, risks, and treatment
- Requesting latex-free equipment when available
- Informing the faculty member (or co-worker in the case of faculty sensitivity/allergy) of the plan to manage a reaction, including the location of your prescribed Epi-Pen.
- Hypoallergenic gloves, glove liners, or powder-free gloves are not to be assumed to be non-latex or latex free.

Education will be provided in the first semester of the BSN curriculum and in NUR 655 of the MSN curriculum regarding the types of reactions, levels and routes of exposures and common products containing latex.

Students and faculty in the Nursing Simulation Center or clinical setting shall report any signs and symptoms that might be indicative of latex allergy.

In the event that a student or faculty member experiences any signs/symptoms of a reaction, emergency medical services (911) shall be contacted immediately. Students are responsible for the cost of transport and treatment.

In the event of an initial confirmed latex reaction, clearance must be obtained from a health care provider prior to re-entering the Nursing Simulation Center or clinical setting. Documentation of clearance must be submitted to the Compliance Coordinator.

Depending on the severity of latex allergies, students may be eligible to seek accommodations through the Office of Student Accessibility Services.

Title of Policy 13: Student Contact Information

Date Effective: 9/07

Date Revised: 8/11; 8/12; 8/17; 8/19; 5/25

Policy: Prior to the first day of each semester and upon any changes, students will assure that the University and PSON have accurate contact information.

This includes phone number(s), and local and permanent mailing addresses.

Faculty will use the Queens E-mail to contact students. Once the student begins the program, Faculty and staff will not respond to non-Queens email addresses.

Procedure: The student must maintain current and accurate contact information and addresses through MyAccount and with lead course faculty member.

It is requested that upon graduation, students provide an alternate email for alumni communication purposes.

Title of Policy 14: Infectious / Communicable Disease or Injury

Date Effective: 5/07

Date Revised: 8/11; 8/13; 8/20

Policy: Faculty, staff with faculty privileges, and students, because of performing learning and instructional activities, may engage in activities where exposure to blood or other potentially infectious materials is reasonably anticipated. Faculty, staff, and students are therefore considered to have the potential for occupational exposure. This includes, but is not limited to, activities on campus and at clinical or research sites. Likewise, faculty, staff with faculty privileges, and students may participate in activities with the risk of injury.

Students will be instructed in clinical agency infection control guidelines prior to beginning patient care experiences in any new facility. Clinical agencies may have additional criteria that must be met by students and approved by the agency to participate in patient care experiences. The PSON recognizes and accepts the variation in criteria between clinical agencies, and will hold students, faculty, and staff accountable, accordingly. Students, faculty, or staff who have infectious/ communicable disease are relieved of classroom/lab attendance and patient contact until they have been determined to be free of infection and/or present no risk to the health of classmates, employees, or patients. Students, faculty, or staff with an injury must be cleared by the clinical agency to participate in clinical experiences.

Students are responsible for the cost of treatment for any infectious/communicable disease or injury incurred during enrollment in a PSON program and the cost of return to school/clinical testing or medical examinations as required by clinical agencies. Faculty and staff will follow the policies of Queens Human Resource department. For additional information, refer to the Bloodborne Pathogen Exposure Control Plan.

The PSON reserves the right to suspend class, laboratory, and clinical experiences in the event of an infectious or communicable disease outbreak or threat that may pose a danger to the students, faculty, or staff. University decisions about student participation in course and clinical experiences will supersede those of the PSON.

Procedure:

- Faculty members may preclude a student from clinical experience if in the faculty member's judgment, the student's illness poses a potential health hazard to patients.
- Students, faculty, and/or staff who have had an infectious/ communicable disease may be required to provide written and dated clearance from a healthcare provider

on official letterhead to return to clinical. This documentation should be submitted to the Compliance Coordinator (PSONcompliance@queens.edu). Copies of clearance to return to clinical may be provided to clinical agencies by affiliation agreement requirements or by request of the clinical agency.

- Students, faculty, and/or staff who have recently traveled to areas with outbreak of infectious/ communicable disease, regardless of if they are showing symptoms, may be required to participate in a quarantine period until they are determined to be free of infection and/or no longer pose harm to others. Additional documentation from a healthcare provider indicating the individual's ability to return to the public may be requested.
- Faculty, staff and students may be screened for signs and symptoms of infectious/communicable disease prior to entering class, laboratory, or clinical experiences to ensure that they do not pose a risk to others. Refusal to participate in screening will prohibit participation in the class, laboratory, or clinical experience.
- Faculty, staff, and/or students may be required to adhere to additional requirements during a class, laboratory, or clinical experience to maintain a safe working/learning environment that mitigates the risk of illness or injury. Failure to adhere to these requirements will prohibit participation in the class, laboratory, or clinical experiences and could be reported to the university as an Honor Code violation.
- Any student who presents to a PSON-sponsored event, gathering, or class that is experiencing symptoms of illness, will be directed by faculty or staff to self-isolate and/or seek medical attention until authorization to return is verified.
- Students unable to attend class, laboratory, and clinical experiences due to exposure to infectious/ communicable disease or injury should notify their faculty, and if indicated, Student Accessibility Services, as soon as possible after the diagnosis. Students shall work with their faculty to obtain coursework and make-up assignments. Students are responsible for initiating this conversation with faculty and maintaining the open flow of communication. Options for remote attendance to classes may be provided by the faculty within the constraints of the NC Board of Nursing and CCNE.

Title of Policy 15: Bloodborne Pathogens

Date Effective: 5/07

Date Revised: 6/12

Policy: All students in the PSON shall abide by the Bloodborne Pathogen (BBP) Exposure Control Plan, located in the Forms and Appendices section of this handbook.

All students shall submit verification of the annual BBP training.

Procedure: Students who do not comply with the Bloodborne Pathogen Exposure Control Plan will be in violation of PSON policy. Violation will result in disciplinary action up to and including dismissal from the program.

Title of Policy 16: Transportation to and from Clinical Sites

Date Effective: 6/91

Date Revised: 8/06; 8/11; 8/12

Policy: Students are responsible for reliable transportation to and from their assigned clinical site. Requests for specific sites based on the transportation needs of the student will not be honored.

Procedure: Students who are late or absent due to transportation reasons will follow the program's policy for tardiness or absence.

Title of Policy 17: Inclement Weather

Date Effective: 1/08

Date Revised: 8/11; 8/12; 8/14; 8/19

Policy: The PSON will normally abide by the university's decision to cancel or delay classes due to inclement weather. Clinical faculty may cancel or delay clinical if, in their opinion, travel conditions are or may become hazardous during the scheduled clinical time. This includes any course or clinical experience related to the School of Nursing.

Procedure:

- Students, faculty, and staff are notified of changes in the university class schedule by QAlert.
- All classes and clinicals will be cancelled in the event the university is closed.
 - The clinical faculty member is responsible for notifying the clinical unit if clinical is cancelled, including when the university is closed.
 - If the students are in the clinical setting when the announcement is made that the university is closed (or closing), students shall bring their clinical work to a close and will be dismissed by their clinical instructor as close to the university announced time as is reasonably possible.
- If the clinical faculty is unable to safely travel to the clinical site, the faculty member's section may not participate in clinical. Students will be notified if the time is to be made up on an open clinical day.
 - Clinical faculty must pre-arrange a method to contact all students in their clinical group.
 - Decisions to cancel or delay clinical will normally be made and students notified at least one and a half hours prior to the scheduled start time for clinical.
 - The clinical faculty member is responsible for notifying the program Chair that their clinical experience is cancelled or delayed. The initial notification may be by phone or text, but the faculty is responsible for sending an official notification to the Chair via email.
- At times, classes will be held when road and weather conditions may vary across the area.
 - The decision to travel to campus or clinical sites during inclement weather ultimately rests with the students and faculty members.
 - Students are responsible for academic work they miss due to these absences.

- Graduate students must notify their preceptors if they are unable to attend a clinical experience due to inclement weather.

Title of Policy 18: Student Parking (Campus & Clinical Sites)

Date Effective: 8/11

Date Revised: 8/11; 8/12; 8/16; 8/17; 5/25

Policy: Students shall follow the Queens and Clinical Agency current parking regulations and display the proper vehicle permit or hangtag while parking on campus or at clinical facilities.

Procedure:

- Students at clinical sites will be directed to student parking locations by their Clinical Education Coordinator.
- Students may request a security escort to and from parking locations.
- Students are responsible for any fees associated with parking.

Title of Policy 19: Class Attendance and Engagement

Date Effective: 3/96

Date Revised: 8/06; 8/11; 8/12; 8/14

Policy: The instructional work of the School is designed for regular attendance and participation. Students are expected to be present and on time for all class and clinical experiences. Students will be responsible for any learning activity missed due to absence or tardiness. Students in hybrid and online classes are expected to actively participate in discussions and assignments. Students should refer to the syllabus for attendance requirements specific to the course.

Procedure: Refer to the course syllabus for details.

Title of Policy 20: Substance Abuse

Date Effective: 5/07

Date Revised: 8/11; 8/12; 8/13; 8/16

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

The consumption of alcoholic beverages is not permitted while students are practicing in the student nurse role.

Students who are perceived to be impaired and represent a potential danger to themselves, other students, employees, or patients will be removed from the site and disciplined according to established University policy.

The PSN or clinical agency may require that the student submit to a random or for cause drug screen. Refusal to be tested is considered equivalent to a positive test. Students who refuse testing are prohibited from participating in clinical experiences. Each missed experience for this reason is considered unsatisfactory performance for that activity.

Procedure:

- Any student violating the Substance Abuse Policy will be subject to disciplinary action ranging from temporary removal from clinical to dismissal from the nursing program and University sanctions.
- Facilities requiring random or for cause drug screens may require students complete drug screens at their facility.
- Students are responsible for the cost of drug screens.

Title of Policy 21: Social Media

Date Effective: 8/12

Date Revised: 8/12; 5/25

Policy: If an online presence is established by a student, the Presbyterian School of Nursing (PSON) expects the student to maintain an ethical and professional digital citizenship aligning with the Queens Honor Code and all policies outlined in the current edition of PSON Student Handbook. The posting of certain content, or participating in a post, can violate federal privacy laws, and PSON policies, placing the student at risk of disciplinary action up to and including immediate dismissal from the PSON. It is the intent of the PSON to embrace the use of social media by students while protecting the public, the reputation of Queens and the PSON, and following the letter and spirit of all applicable laws.

Guidelines:

Students shall not:

- Participate in unacceptable online behaviors which can include but are not limited to cyberbullying, defamation, harassment, offensive content, aggressive behavior or illegal activities.
- Write or post anything (text, video and/or photographs) that would jeopardize the integrity of the PSON or compromise a student's ability to work in a clinical setting.
- Engage in any disclosures (inadvertent or not) or the perception of disclosures in relation to any information protected by the Health Insurance Portability and Accountability Act (HIPAA).
- Share confidential information in any fashion; patient privacy must be maintained at all times. Offenses most pertinent to this discussion are those concerning the release of identifiable patient demographics or any combination of identifiable facts that may jeopardize the patient's confidentiality; photography and/or video of any kind from the clinical setting; and release of any patient information to any outlet.
- Partake in the "friending" of patients on social media websites. Students in patient care generally should not initiate or accept friend requests (or the like) except in unusual circumstances such as the situation where there is an established relationship prior to the date of treatment.
- Comply with HIPAA regulations while on social networking sites. Violators are subject to the same prosecution as with any other HIPAA violations.
- Ensure that your social media activity does not interfere with your commitments while in class or in a clinical setting.

- Clearly indicate that you are speaking for yourself and not on behalf of Queens or the PSON. In circumstances where your connection to Queens and/or PSON is apparent, you should include a disclaimer such as: “The views expressed on this [blog; page; website] are my own and do not reflect the views of Queens University of Charlotte or the Presbyterian School of Nursing.”
- Assume that everything you post, exchange or receive on a social media site is public information even if you use privacy settings (determining who can view your page or profile, for instance).
- Assume that your professional life and your personal life will merge online regardless of your effort in separating them.
- Think before posting anything to a social media site. Using social media sites means that you (and the content you exchange) are subject to the online organization’s terms of service. There may be legal implications and there is a possibility that your interactions could be subpoenaed by a third-party. The social media organization has access to and final control over everything previously disclosed on or through their service. Content may sometimes be handed over to law enforcement without the knowledge and notification of the user.

References:

- HIPAA Journal. (2025) HIPAA and Social Media Guidelines. Health Insurance Portability and Accountability Act Journal. Retrieved on 4/23/2025 from <https://www.hipaajournal.com/hipaa-social-media/>
- Hirst, D. (2017). What nurses need to know about informatics, social media and security! North Carolina Board of Nursing Bulletin, retrieved on April 23, 2025 <https://www.ncbon.com/sites/default/files/documents/2024-03/ce-2017-what-nurses-need-to-know.pdf>

Title of Policy 22: Temporary Removal from Class or Clinical

Date Effective: 4/00

Date Revised: 9/03; 5/07; 8/11; 8/12; 8/18

Policy: A faculty member may remove a student from participating in any class or clinical experience for any reasons such as, but not limited to:

- Failure to meet technical standards
- Failure to adhere to dress code policy
- Suspected violation of substance abuse policy
- Presenting physical or emotional problems which conflict with the safety essential to nursing practice (21 NCAC 36.0320 (d) (1))
- Demonstration of behavior which conflicts with the safety essential to nursing practice (21 NCAC 36.0320 (d) (2))
- Failure to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media (21 NCAC 36.0320 (d) (3))

Procedure: If a student demonstrates behaviors unfit for the class or clinical experience the faculty will remove the student from the area immediately.

Title of Policy 23: Student Practice Event Policy

Date Effective: 8/10

Date Revised: 8/12; 8/16; 8/17; 8/18

Policy: The faculty of the PSON strives to promote a learning environment in which students practice and provide care based on evidence, standards of practice, and professional values. When an event occurs in which a student fails to perform at the expected level of practice based upon their level in the program or the student compromises the values of the nursing profession, the event will be assessed under the North Carolina Board of Nursing Just Culture philosophy.

Events related to academic cheating, confidentiality, inappropriate use of social media, fraud, theft, drug abuse, diversion, boundary issues, sexual misconduct, and mental or physical impairment are not subject to the Just Culture philosophy. These events will be addressed with the appropriate policies and procedures of the PSON or Queens University of Charlotte.

Procedure:

- A Student Practice Event Report (located in the Forms section of the handbook) may be initiated by any faculty member when a student fails to meet the expectations of performance or behavior for a student at that particular level of any nursing program. Examples of events that may initiate a report are (but not limited to):
 - Any event that triggers the equivalent of an agency incident report
 - Students unable to recall content knowledge or skills from previous semesters
 - Students unable to recognize or accept responsibility for errors in practice or judgment
 - Negligence or failure to act according to policy or standards of practice
 - Near misses
 - Concealing or hiding errors
 - Please refer to the following link for reference:
<https://www.ncbon.com/education-resources-for-program-directors-just-culture-information>
- The faculty members observing the event will complete the Student Event Form and SPEET (Student Practice Event Evaluation Tool) according to their observation of the situation.

- Clinical faculty members may use their professional judgment about removing the student from the clinical setting at the time of an event or permitting them to finish the clinical day.
- The faculty members observing the event will discuss the event with the student and request the students to submit a SPEET

Notification:

- Clinical faculty will notify and consult with the course lead faculty member about the event and review the outcome of the SPEET with the lead faculty member and Program Chair
- The Program Chair will coordinate remediation that may continue into the subsequent semester.
- Any faculty member may consult an Educational Consultant at the NC Board of Nursing about the event. All consultations must be documented on the SPEET form, including the outcomes of the consultation.

Response to SPEET:

- Events deemed to be Human Error:
 - Console the student
 - When indicated, develop a remediation plan for student improvement. The faculty member initiating the report is responsible for evaluating the result of remediation.
- Events deemed to be At-Risk Behavior:
 - Develop a remediation plan for student improvement. The faculty member initiating the report is responsible for evaluating the result of remediation.
 - Faculty members initiating the report will monitor and coach the student until the end of the timeframe designated on the remediation plan. Normally, the minimum amount of coaching is to the end of the semester. If less than three weeks remain in the semester, monitoring and coaching will continue through the end of the subsequent semester.
- Events deemed Reckless Behavior:
 - Students are subject to disciplinary action according to the policies of the PSON or Queens University of Charlotte.
 - Students who remain enrolled are required to complete a remediation and coaching plan. The faculty member who initiated the report will monitor and coach the student until the end of the timeframe designated on the remediation plan. Normally, the minimum amount of coaching is to the end

of the semester. If less than three weeks remain in the semester, monitoring and coaching will continue through the end of the subsequent semester.

All documentation of the event, including the Student Event form, SPEET completed by faculty member and student, remediation, coaching, and follow-up will be filed in the Student Clinical File.

NCBON © - June 2020 – Used with permission of NCBON

Title of Policy 24: Dismissal from the Program – Clinical or Professional Reasons

Date Effective: 6/91

Date Revised: 7/01; 12/04; 8/11; 8/12; 8/15; 8/16

Policy: The faculty of the Presbyterian School of Nursing has academic, legal and ethical responsibilities to protect the safety of the public. It is within this context that a student enrolled in the nursing program at Queens University of Charlotte may be dismissed for either academic or professional (non- academic) reasons, congruent with NCBON 21 NCAC 36. 0320. Students who:

1. Present physical or emotional problems which conflict with safety are essential to nursing practice and do not respond to treatment or counseling within a timeframe that enables meeting program objectives.
2. Demonstrate behavior which conflicts with safety is essential to nursing practice.
3. Fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media while in the nursing program of study.

Procedure:

- If a student's dismissal is due to failure to meet the requirements of the Progression Policy, that policy and procedure will be followed. For all other dismissals, the following procedure will guide the process:
 - When a faculty member determines a student's behavior may warrant dismissal, the faculty member shall notify the student verbally or in writing. If the student is participating in a clinical experience, they shall immediately cease attendance in that clinical experience. The faculty members will notify the lead course faculty member and the program Chair. If the program Chair is initiating the action, they notify the Director of the PSN.
 - The faculty member will provide a written description of the student's behavior to the Program Chair and Director of the PSN. The student may provide a written statement to the Program Chair and Director of the PSN.
 - Normally, a meeting will be convened by the Program Chair or their designee within 5 business days to discuss the event(s) that initiated the dismissal. The following will normally be present: faculty who initiates dismissal, lead course faculty, Program Chair, other faculty and/or staff involved in the situation, and the student. If a student fails to appear at the called meeting, the meeting will proceed. Normally all parties will be notified of the final

decision within 5 business days, unless additional time is required to gather information.

Title of Policy 25: Appeal of Dismissal

Date Effective: 4/10

Date Revised: 8/11; 8/12; 8/14

Policy: Students who are dismissed from the nursing program for academic and/or clinical reasons may appeal the dismissal if the dismissal procedure was breached. Students are limited to a single reenrollment over the course of an academic program in nursing and may not appeal another dismissal if a dismissal were to occur. Dismissal from the program due to failure to progress and/or failure of a course is not grounds to request an appeal. Late requests for appeals will not be considered.

Procedure:

- The appeal process must be initiated by the student within 10 university business days of the last day of class for the semester of appeal. The last day of class is listed on the Queens University of Charlotte academic calendar.
- The appeal may only be submitted on the “PSON Appeal of Dismissal Form” available on the PSON Student Services website. Students must address each item on the form. Do not submit additional forms, letters, or letters of support/ reference. Only information on the “PSON Appeal of Dismissal Form” will be used in the review process. Students will not be granted meetings with college administration while the appeal is being considered.
- Students submit the appeal via email to the PSON Director.
- Appeals will be reviewed by an administrative committee designated by the Director of the PSON.
- Normally, decisions will be rendered within 10 university business days unless additional information gathering extends the time frame.

Title of Policy 26: Leave of Absence from the Nursing Program

Date Effective: 1/07

Date Revised: 8/11; 8/12; 8/16; 8/17; 8/18, 8/20; 8/23

Policy: All PSON students are limited to one Leave of Absence from their program during their enrollment in the Nursing program. Any student requesting a temporary separation from the program must submit a leave of absence request form. BSN students also submit a university leave of absence request form.

Procedure: Students must complete a PSON Leave of Absence Request Form and submit it to the Chair.

- Graduate students may request a leave of absence from a nursing program equal to the time designated in the Graduate leave of absence policy in the Queens Catalog.
- Prior to taking a leave of absence, nursing students should:
 - discuss the decision with their academic advisor.
 - consult the PSON policy “Program Reenrollment” for requirements.
 - consult their Student Financial Services Counselor related to account or financial aid implications.
- Students called to active military duty refer to the university policy.
- Students taking a Leave of Absence from the University shall also refer to the university policy.
- Students will only be allowed one return after a leave of absence. If this leave of absence lasts longer than one semester the student may need to start the program again.
- A student who does not obtain a formal leave of absence from the program or who does not return in the agreed-upon time will be withdrawn from the program and is required to reapply for admission to the program.

Title of Policy 27: Dropping or Withdrawing from a Nursing Course

Date Effective: 4/10

Date Revised: 8/12; 8/14; 8/16; 8/18, 8/22

Policy: Any student who drops or withdraws from any required course within the nursing curriculum will be out of sequence in the curriculum plan. Students originally admitted as Direct Admit no longer have the Direct Admit status. Reenrollment is on a space available basis and is not guaranteed. Students will only be able to come back into the program one more time after this LOA or withdrawal.

Procedure:

- Students who are considering dropping or withdrawing from a course are encouraged to discuss the decision with their academic advisor.
- Dropping or withdrawing from a course requires dropping or withdrawing from co-requisite courses.
- Dropping or withdrawing from a course results in the student being out of sequence with the curriculum course plan, which will delay progression and exit/graduation from the program.
- Prior to dropping or withdrawing from a course, students should consult the PSON policy “Program Reenrollment”.
- Because dropping or withdrawing from a course may result in accounting or financial aid adjustments, students should consult their Student Financial Services Counselor.

Title of Policy 28: Program Reenrollment

Date Effective: 6/91

Date Revised: 11/07; 8/11; 8/12, 8/15; 8/16; 8/18

Policy: Students who have taken a leave of absence, dropped a course, or withdrawn from a course are categorized as “out of sequence” with their admission course plan.

Undergraduate students who become out of sequence must re-enroll within one semester. Students who are not reenrolled within the designated deadline will be administratively dismissed from the program.

Graduate students who become out of sequence must re-enroll within 12 months. Students who are not reenrolled within the designated deadline will be administratively dismissed from the program.

To assist students with reenrollment and success in the nursing program, the PSON reserves the right to review and place requirements on reenrollment into a nursing program. All requirements must be completed according to program deadlines. Reenrollment to the BSN program in the next semester is on a space-available basis and is not guaranteed.

Procedure:

- Students must complete requirements for reenrollment by the stated deadline. All clinical agency compliance requirements shall be up to date and compliant in CastleBranch according to program deadlines.
 - If the student is accepted for reenrollment, the Chair of the Student Qualifications Committee will notify the Program Chair and the Compliance Coordinator
 - If the student has not met the requirements of reenrollment according to program deadlines, the student will be administratively dismissed from the program.
- ABSN students who become out of sequence for any reason may be transferred to the BSN track if/when reenrolled. Reenrollment in the next semester is on a space available basis and not guaranteed.

Title of Policy 29: Readmission to the BSN Program

Date Effective: 8/20

Date Revised: 8/22; 5/25

Policy: A former Queens BSN student may request readmission to the BSN program after a separation for reasons that include, but are not limited to the following situations:

- Previous failure to progress
- Failure to return from a leave of absence within specified time frame
- Withdrawal from the university

Procedure: A former Queens BSN student applies for readmission to the BSN program via the established process and review.

If the student is offered readmission, the nursing courses completed at Queens will be evaluated.

- Only courses that remain unchanged in the current curriculum will be considered.
- Students must have an earned grade of C or higher.
- There may be no more than one year between course completion and the same course in the readmission course plan.

Title of Policy 30: Lines of Authority for Students

Date Effective: 8/07

Date Revised: 8/11; 8/12; 8/13

Policy: Students shall follow the lines of authority as delineated in the organizational chart for the Presbyterian School of Nursing.

Procedure:

- Concerns should be addressed with the person who is directly involved, and then the issue will move up the lines of authority, as appropriate.
- For students, the appropriate line of authority is as follows:
 1. The Course Faculty member
 2. The Lead Faculty for the course
 3. The Chairperson of the program
 4. The Director of the PSON
 5. Dean of Blair College of Health

Title of Policy 31: Formal Complaint

Date Effective: 8/13

Date Revised: 8/18; 5/25

Policy: Queens University of Charlotte is committed to providing an educational climate that is conducive to the personal and professional development of individuals. The University Course Catalog has a policy outlining how students may file formal complaints, academic, and non-academic grievances.

The PSON defines formal complaints as any signed claim authored by a student, staff member, faculty member or external constituent alleging discriminatory, indecorous or arbitrary treatment.

Issues concerning earned grades, failure to meet progression standards, requests for reenrollment and appeals do not fall under this policy.

Anonymous or unsigned submissions are not considered formal complaints.

No retaliation or adverse action shall be taken against anyone initiating or participating in a formal complaint.

If the complaint cannot be resolved at the School level, it will be taken to the appropriate university official.

Procedure: Complaints may be submitted in letter form and must include date, hand signature and details concerning the complaint. Complaints may also be accepted via electronic submissions. All complaints should be emailed to the PSON Director.

Upon receipt, the Director of the PSON will review the complaint and provide a follow-up response to the author.

Title of Policy 32: Compliance

Date Effective: 05/15

Date Revised: 8/18; 5/25

Policy: Students enrolled in the PSON are required to submit documentation to complete all of their compliance requirements.

Procedure: Immediately upon admission into the BSN program, or one semester before in-person clinical hours for MSN students, students shall begin their compliance.

- Students will submit all their compliance documents for review, by the stated deadlines.
- Students who fail to submit their compliance documents by the stated deadlines may not participate in their clinical experiences which could impact course grades and progression in the program.
- All BSN students are required to create and maintain both a CastleBranch and myClinicalExchange account.
- MSN students are required to create and maintain a CastleBranch account
- Students are responsible for all costs related to establishing and maintaining the CastleBranch account.

Title of Policy 33: Location of Residence for Distance Education (Online) Students

Date Effective: 8/14

Date Revised: 8/15; 8/18

Policy: Enrollment in an online track is contingent on the student's physical residency remaining in a state where Queens is authorized to operate. Delivery of the program is contingent upon authorization by the state of residence and the individual Board of Nursing. Information for each state is on the Queens website.

Procedure: If a student plans to change physical residency while enrolled in the program, they must contact the Program Chair and notify Queens of the official move. The Program Chair will validate whether the program may be offered in the new state of residency and inform the student of any ramifications the move will have on their ability to complete the program.

Students who move to a state in which Queens is not authorized to deliver a degree program must cease enrollment and withdraw from the program. Students who do not voluntarily withdraw will be administratively withdrawn.

Title of Policy 34: Online Testing Policy and Procedure

Date Effective: 8/16

Date Revised: 5/25

Policy: The following guidelines will be followed across programs to promote a fair and effective online testing environment.

Procedure: Students are testing under the Queens University of Charlotte Honor Code, and online testing occurs in a password-protected environment.

Students will:

- Review all course-specific instructions related to online exams, including dates and times when the exam(s) are available.
- Contact technical support posted in Canvas immediately if there is a problem while taking the exam.
- Work independently without the use of textbooks, notebooks, or audio, visual, or written input from others, unless advised otherwise.
- Discuss any potential issues that impact testing with their instructor.
- Comply with instructions for proctoring.

Students may not:

- take screenshots.
- access online, printed, or handwritten resources during testing.
- print out or email any exam content.
- discuss the content of an exam with another student until all students have taken the exam.

Exams will:

- Have date and time limitations for availability.
- Close at the end of the time limit indicated, whether or not the student has answered every question.
- Be submitted once, unless multiple attempts are permitted.

Title of Policy 35: PSON Student and Faculty Forum

Date Effective: 8/16

Date Revised: 8/18; 5/25

Policy: Students in the PSON have a variety of avenues to provide feedback to the faculty and administration of the PSON.

At the end of each course, students are encouraged to complete course, faculty and clinical evaluations, which are subsequently reviewed by committees within the PSON.

The PSON Student and Faculty Forum provides a space where faculty and students discuss topics of interest to both parties. The forum provides the opportunity for in depth discussion while promoting student participation in the governance process.

Procedure:

	Students	Faculty
BSN	One selected representative from each cohort	Chair and the Chairs of the Curriculum Committee, BSNQC, and Program Evaluation Committee
MSN	One selected representative from each track	Chair, two MSN Faculty, and Chair of the Program Evaluation Committee

1. BSN students will choose their own representative and have it approved by the chair of the program.
2. MSN Program Chairs will select representatives each academic year.
3. A variety of methods may be selected by the program Chairs to gain student feedback including meetings, forums, and surveys.
4. Minutes of meetings will be recorded. Notes will be compiled of alternate methods for communication.
5. The outcomes of the forums will be summarized and reported to the faculty in the department meeting.
6. Outcomes, including any changes to curriculum, policy, or services will be recorded in the PSON Continuous Evaluation Plan.

ACADEMIC POLICIES AND PROCEDURES FOR PRE-LICENSURE BSN STUDENTS

Title of Policy 100: BSN Test Security

Date Effective: 8/15

Date Revised:

Policy: To foster a positive and supportive educational environment which sustains and promotes lifelong learning, the following guidelines will be followed during the proctoring of on campus quizzes and exams within the BSN program. Additional measures may be implemented at the discretion of the faculty member/proctor. Students receiving testing accommodation shall follow the same guidelines with respect to their accommodation and testing policies of Student Accessibility Services.

Make up exams, if permitted, will have guidelines determined by the faculty. Make up exams may be in an alternate format.

Procedure: The following guidelines are in effect for test security in a class or laboratory environment:

- All personal belongings will be brought to the designated area of the classroom prior to the exam/quiz being distributed.
- All electronic devices, including wearable technology, must be turned off or put on sleep mode prior to the exam/quiz being distributed. Cell phones must be placed on airplane mode, turned off, and stored in space designated for personal items.
- Only noise cancelling earplugs may be used during the examination. Electronic wired earbuds are allowed when computerized testing requires an auditory component.
- No headgear, hat or cap may be worn, which obstructs the proctor's view of the student's face. Religious head coverings are permitted.
- Food and drink are not permitted in the classroom or lab during exams/quizzes.
- Students should use the restroom prior to the beginning of the exam/quiz. A student should not plan to leave the room or lab until their exam/quiz is submitted to the proctor.
- Students are only permitted to use number 2 pencils to record answers for examinations not taken on a computer. A highlighter is the only other form of writing utensil allowed to be on the desk during the examination.
- Students may not use personal calculators. A simple calculator will be provided in Canvas.

- Students may write on the exam, but only answers on the answer sheet will be accepted and graded.
- Seating arrangements during the exam may be assigned at the discretion of the proctor.
- The proctor will not interpret questions or explain words for students.
- Students who arrive after the exam has begun will not be provided with additional time to complete the examination.

Title of Policy 101: Dress Code for Pre-Licensure Students

Date Effective: 8/07

Date Revised: 8/11; 8/12; 8/13; 8/14; 8/19; 8/20; 5/25

Policy: When in uniform, in clinical or the Hunt Nursing Simulation Center, the dress code must be followed.

The Queens' University of Charlotte uniform consists of the following and must be purchased in the Queens Bookstore. Substitutions are not permitted:

- Uniform tops and bottoms must be Galaxy Blue
- Individuals choosing to wear a skirt may wear a Galaxy Blue skirt in a basic uniform style. The skirt must be below the knee in length and purchased through the Queens Bookstore.
- Plain solid black or white T-shirt or turtleneck shirt may be worn under scrub tops if it meets clinical agency policy.
- Shoes worn in the clinical setting shall be flat, clean, with no open weave, cloth or canvas material, and no open-back clogs. Athletic shoes are permissible. No Crocs or shoes with holes are permitted in the clinical area. The shoes must be black or white only.
- Plain white pantyhose worn with skirts or plain black or white socks worn with scrub pants are acceptable.
- Uniforms MUST be clean, unwrinkled and worn as designed.
- Valid Student identification badge with student picture MUST be worn whenever in uniform.
- Other items considered required parts of the student uniform are:
 - wristwatch (cellphones are not an acceptable substitute)
 - stethoscope
 - bandage scissors
 - penlight
- Hair must be dry, neat, clean, and styled so that it does not interfere with patient care. Hair on or below the shoulder must be pulled back. Hair may be secured with a plain head band of a neutral solid color (black, blue, white, brown) or other method (clip, pins, etc.) that is unobtrusive and in compliance with facility policies.
- Beards and mustaches must be kept clean and neatly trimmed.
- Nails must be clean, short and well-manicured. Only colorless nail polish is permitted. Artificial nails, shellac and gel polishes are not permitted.
- Jewelry is limited to:

- wristwatch
- maximum of 2 rings (rings with prongs are not acceptable)
- earrings must comply with clinical agency policies
- no visible body ornaments, except as identified above
- Tattoos, branding, and other forms of body art must comply with clinical agency policies.
- The face may not be covered at any time while in the clinical setting except for personal protective equipment.
- Make-up, cologne or perfume must comply with clinical agency policies.

The Clinical Education Coordinator will inform students of agency dress code requirements to which students must adhere while in that particular agency. Students are required to follow the more restrictive policy.

Students are not permitted to wear Queens University of Charlotte nametag or uniform when not in the nursing student role.

Failure to comply with the dress code may result in removal from clinical for an assigned experience with an unsatisfactory clinical evaluation for the day. Unsatisfactory performance can impact a student's ability to pass the course.

Procedure: Faculty will identify students not in compliance with the dress code and permit students to come into compliance within one hour. Modifications to the dress code will be considered on an individual basis by the Chair/Director prior to clinical start. Students unable to come into compliance within the one-hour period will be removed from clinical. See "Temporary Removal from Class or Clinical" Policy.

Title of Policy 102: Clinical Attendance

Date Effective: 4/00

Date Revised: 9/03; 8/11; 8/12; 8/14; 1/16; 8/17; 1/18; 5/19, 8/21, 8/22; 8/23; 5/25

Policy:

1. Clinical Absences:
 - Number of absences for each clinical course:
 - 45-hours or less courses, 0 absences
 - 90-hours or more courses, 1 absence
 - Unsatisfactory on the Student's Weekly SLO will be assigned for each missed clinical day, clinical make-up day will be required for every missed clinical day for every absence over the permitted absences in Part A. Failure to attend the assigned clinical make-up day may result in course failure.
2. Tardy:
 - Tardy is defined as more than 15 minutes late to the assigned start time of the clinical day (no matter the reason, unsatisfactory is assigned for the clinical day on the Student's Weekly SLO (1.b. will apply).
 - Two tardies will equal 1 absence (1.b. will apply).
3. Clinical Paperwork:
 - Students have until 11:59 pm the day after the clinical day end to complete and submit clinical paperwork (11:59pm).
 - Late paperwork will result in an unsatisfactory day; 2 unsatisfactory scores will equal 1 clinical absence (1.b. will apply).

Title IX Compliance: Students who anticipate absences because of pregnancy, childbirth, recovery from any related conditions, or parenting should consult with the program Chair.

ADA Compliance: Student situations requiring temporary accommodation under the ADA will be reviewed on a case-by-case basis. These types of situations may include but are not limited to the student wearing a brace or cast, use of crutches, lifting restrictions, or concussions. The clinical agency reviews the student's ability to perform and/or their policy concerning assistive devices in the clinical setting and makes the final decision to permit a student's participation in clinical experiences at that agency. Each agency evaluates the situation based upon their policies and procedures. If a clinical agency denies permission to participate in clinical experiences, the School is under no obligation to provide alternate experience until the situation is resolved.

Procedure: Pre-licensure students should notify the Compliance Coordinator and the Coordinator of Student Accessibility Services as soon as possible when a situation occurs that may require temporary accommodation. Post-licensure students, including MSN students, shall notify the program Chair, Compliance Coordinator, and the Coordinator of Student Accessibility Services. Students may be asked to provide documentation and progress reports from a healthcare professional, including a statement that the student may return to full activities and/or participation in clinical.

In the event of an absence, for any reason, the student must notify faculty at least 60 minutes prior to the time that the clinical experience is scheduled to begin. The clinical faculty member will designate the way they should be notified.

Absence or clinical tardiness will be documented on the weekly formative clinical evaluation.

Students may be required to provide clearance from a healthcare provider to return to a clinical setting. All documentation should be submitted to the Compliance Coordinator. Clinical faculty may not accept or evaluate this documentation.

Students who miss more than two weeks of clinical experiences due to pregnancy, childbirth, recovery from any related conditions, or parenting must provide documentation from a healthcare provider stating that they are unable to participate in clinical.

- All documentation should be submitted to the Compliance Coordinator. The Clinical faculty may not accept or evaluate this documentation.
- The student will receive a grade of Incomplete in the course and will be permitted to complete clinical requirements next semester the course is offered pending availability of a clinical site and section.
- The student will not be permitted to progress in the program until the grade of incomplete is resolved.

Title of Policy 103: Health Education Systems, Incorporated (HESI) (Testing and Remediation Program)

Date Effective: 12/11

Date Revised: 8/12; 8/14; 8/18; 4/19; 5/25

Policy: All pre-licensure students are required to complete the program designated assignments and exams in the HESI Testing and Remediation program. Failure to participate in testing will be recorded as a zero for the course grade designated for the test.

Procedure:

- Students shall be oriented to the HESI system in the first semester of the program.
- Students shall use the HESI study materials throughout their program and in preparation for the NCLEX-RN after graduation.
- The course syllabus will designate if a HESI Specialty Exam or Exit Exam will be administered in that course.
- In first semester courses, HESI Specialty Exams will constitute 5% of the course grade. HESI Specialty Exams will constitute 7% of the course grade in the remaining courses. Students are required to review/remediate each question missed on the specialty exam; if all questions are not reviewed 5 points will be deducted from the conversion score.
 - The final Exit Exam will constitute 10% of the course grade.
 - Specialty Exams and Exit Exams are administered in a proctored setting on campus on the date and time designated in the course syllabus. This may be outside of the normally scheduled class time.
 - Accommodation will be made for students officially receiving services from the Office of Student Accessibility Services.
- The course syllabus will designate HESI Assignments and/or Case Studies, which are course requirements. These assignments/case studies may be designated as single attempt or repeated as often as necessary to achieve mastery level. Should there be a course in which HESI does not provide assignments, practice exams, and/or case studies, the faculty may substitute an outside resource assignment for the HESI product.
- All students are required to complete a three day in-person live NCLEX-RN review course as designated in the course syllabus.

*** Please note that Policy No. 34, Online Testing Policy and Procedure applies to HESI testing also. ***

Title of Policy 104: ABSN Student transfer to Traditional BSN Track

Date Effective: 8/16; 8/18

Date Revised:

Policy: ABSN track students who have been admitted but have not started classes may request to transition to the traditional BSN track. These students will be placed on the Traditional BSN track waitlist in ranked order.

Students who have completed a minimum of one semester on the ABSN track may request to transition to the traditional BSN track. Approval for the transfer to the traditional track will be on a space available basis as determined by the BSN Program Chair.

ABSN students who fail to progress and are eligible to repeat a course have the option to transfer to the traditional track and may do so when space is available.

Procedure:

- ABSN track students who have been admitted but have not started classes may request to transition to the traditional BSN track by submitting a written request to their assigned admissions counselor.
- ABSN track students who have completed a minimum of one semester in the ABSN track may request to transition to the traditional BSN track by submitting a written request via university E-mail to the BSN Program Chair before the last day of finals for the summer or fall term as designated on the Academic Calendar.
- Students making a request to change tracks are not required to reapply to the nursing program. Students remain under the policies of the PSN, including the progression policy.
- Students will not be permitted to transfer if their enrollment requires an additional section of any course, including a clinical section.
- Students are required to meet all compliance requirements applicable to the deadlines for the semester to which they are transitioning.
- Students who transition to the traditional track will receive a new course plan from the program Chair, which may require a semester of part-time coursework before they can transition to an existing full-time cohort. Transition from ABSN to the traditional BSN track will delay graduation from the program.
- Transition from ABSN to the traditional BSN track may result in account or financial aid adjustments. Students should consult their Student Financial Services Counselor.

Title of Policy 105: NCLEX-RN® and Licensure

Date Effective: 8/07

Date Revised: 8/11; 8/12; 8/15; 8/16; 5/25

Policy: Instructions to take the NCLEX-RN® examination, requirements for licensure and the level of license eligibility are determined by individual states. Individual State Boards of Nursing or the designated state agency approve or deny licensure within their jurisdiction.

Verification of program completion shall be made after a student successfully completes all academic degree requirements and the degree is officially awarded by the Registrar's Office. In addition, any financial obligation to the University must be settled before verification will be provided.

Procedure: Students testing in a state other than North Carolina shall contact the state in which they desire to be licensed to obtain the required verification forms. The students shall complete their portion of the form. All forms must be submitted to the PSN Director by the last class day of the student's final semester as designated on the academic calendar. If the state requires transcripts the student is responsible for obtaining them through the Registrar's Office.

Students who change their name during or following enrollment in a pre- licensure program must inform the Director of the PSN via email by the last day of class as indicated on the academic calendar. The information shall include their name during enrollment and the name on their NCLEX-RN application.

Detailed information on the NCLEX-RN testing process and how pass/fail decisions are available on the National Council of State Boards of Nursing website at www.ncsbn.org

Title of Policy 106: BSN Course Grades and Grading Scale

Date Effective: 6/91

Date Revised: 8/12; 8/16; 8/22

Policy: Official course grades are available to students via canvas portal at the end of each term. Course grades and any portion of the grade (i.e. exam grades) will not be communicated by telephone or email.

Extra credit will not be awarded in any nursing course.

Procedure:

All courses in the BSN program use the following system of grades:

Grade	Equivalency
A	93-100 %
A-	91-92%
B+	88-90%
B	86-87%
B-	84-85%
C+	81-83%
C	79-80%
C-	77-78%
D+	74-76%
D	69-73%
F	68% and below

Course grades are not rounded until the final course grade is calculated. The final grade is carried to 2 decimal points and then will be rounded. A grade of X.5 will be rounded up to the next whole number. A grade of X.49 will be rounded down to the lower whole number. Rounding occurs only once in the final grade calculation.

Title of Policy 107: Progression in the Major

Date Effective: 6/91

Date Revised: 8/11; 8/12; 8/14; 8/15; 8/17; 8/18; 8/19, 8/22; 5/25

Policy: Standards for academic progression through the nursing major are consistent with but may be higher than the Queens University of Charlotte academic regulations (see Catalog).

- All courses required in the nursing curriculum must be successfully completed with a C or higher.
- Course prerequisites/co-requisites must be met as outlined in the university catalog. Deviations from the identified sequence for any reason must be approved by the program BSN Student Qualifications Committee.

During the period of upper division enrollment, students must earn a grade of C or higher in all nursing courses to progress. Students who earn a grade of less than C may repeat one course only. Students who earn a grade less than a C in two or more nursing courses are dismissed from the program.

Students who repeat a course in the final semester of the program are required to participate in the NCLEX-RN Success Action Plan. Failure to successfully complete coaching will result in a failing grade (F) on the course in which the student is enrolled.

BSN students who are dismissed from the major and the PSN may remain a student in the university.

Procedure: Students repeating a course must successfully complete it on the second attempt. Only after the successful completion of the course (earned final grade of C or higher) may the student progress in the major. The student is responsible for all tuition, fees, and financial aid ramifications for repeating the course.

An NCLEX-RN Success Action Plan (Action Plan) must be completed by any student repeating a course in the final semester of the BSN pre-licensure program. Students are required to successfully complete all parts of the Action Plan. Students who do not successfully complete the action plan will receive a failing grade in the course.

The plan may be revised during the academic year. The Action Plan will consist of:

1. An Action Plan signed and dated by both the NCLEX-RN® Success Coordinator and student.

2. Completion of practice tests in preparation for the NCLEX-RN® that include assigned exams in the Elsevier Adaptive Quizzing Program for NCLEX-RN®.

Failure to Progress in the Major Flowchart (in reference to Policy No. 203)

The student receives official notification of their academic status. The student will receive a notification letter via email indicating their academic status in the nursing program. If appropriate, a Letter of Intent will be included.

Students' Academic Status

Failing grade in ONE course attempt	Failing grade in TWO or more courses attempts
The student has the option to repeat the course. The student is counseled on options in other majors and encouraged to speak to both the financial aid office and their academic advisor. The student is officially notified of their academic status via email. The email will normally be sent within one week after the student meeting. The student must sign and return the Letter of Intent indicating whether the student will repeat the course, change majors, or leave the University by the designated deadline. If the student does not submit a signed copy of the Letter of Intent by the designated deadline, they may forfeit the option to repeat a course and may be dismissed from the nursing program. ABSN students may be transferred to the Traditional BSN Track on a space available basis – as determined by the BSN Program Chair. If the student submits a signed Letter of Intent by the deadline students will self-register into the appropriate nursing course section for the course to be repeated.	The student is dismissed from the nursing program and counseled about other majors at Queens. The following majors are often of interest to these students due to the similarities to the nursing curriculum: • Health Science • Psychology It is the student's responsibility to register for courses in their new major process. A Change of Major form must be filed by the student with the Registrar's Office. The student is officially notified of their academic status via email. The letter will generally be sent within one week after the student meeting. The student will be administratively removed from all nursing courses.

Title of Policy 108: Evaluating the Clinical Component of BSN Courses

Date Effective: 6/91

Date Revised: 8/06; 8/11; 5/25

Policy: The clinical component of each clinical course and the performance examination in Health Assessment are evaluated as follows:

- S – Satisfactory Performance – performance that is within the scope of safe nursing practice and is in full accordance with the criteria listed in the clinical and course outcomes.
- U – Unsatisfactory Performance – performance that is not in accordance with safe nursing practice or with criteria specified in the clinical and course outcomes.
- NI – Needs Improvement (grade at midterm only) – performance that is within the scope of safe nursing practice but is not in full accordance with criteria specified in the clinical and course outcomes.

To be successful in clinical courses the student must achieve satisfactory performance on all the criteria listed in the clinical and course outcomes.

A final grade of “U” in the clinical portion of any nursing course automatically results in a course grade of “F”.

Procedure: As part of the formative evaluation, clinical evaluation will be completed at midterm.

Students who receive an NI or U at midterm shall consult with their clinical faculty member to identify areas of improvement, which will be documented on the clinical evaluation form.

Title of Policy 109: Dismissal from the Program – Academic Reasons

Date Effective: 6/91

Date Revised: 7/01; 12/04; 8/11; 8/12; 8/14; 8/15, 8/22

Policy: Students who earn a failing grade in any repeated course at any time during their enrollment in upper division coursework are dismissed from the program. Dismissals will occur regardless of the grades are earned in the same or different semesters.

Procedure: Students are notified of their official grades via MyQueens.

Students will be administratively removed from nursing courses.

Title of Policy 110: Transfer Credits

Date Effective: 5/12

Date Revised:

Policy: Students may not transfer any credits into the upper division BSN program.

Procedure: Students admitted to the BSN program must complete all upper division (300-400) coursework at Queens.

Title of Policy 111: Laptop Computer Requirement

Date Effective: 1/22

Date Revised: 5/25

Policy: Students in both the traditional and accelerated tracks of the BSN program are required to have a laptop that meets the university specifications below.

University Computer Specifications:

Windows Computers:

- AMD Ryzen 5 or 7, Intel i5 or i7 Processors
- 8-16GB of RAM
- Minimum 256GB SSD Hard Drive

Apple Computer:

- M1 or greater Processor
- 8-16GB RAM
- Minimum 256GB SSD Hard Drive

Operating System: Our LMS only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Screen Readers:

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Firefox)
- PC: NVDA (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

See University guidelines.

Procedure: Students will bring their laptops to class as directed for both instructional and assessment purposes. Students are responsible for having laptops fully charged and functioning for classroom use.

ACADEMIC POLICIES AND PROCEDURES SPECIFIC TO THE MSN PROGRAM

Title of Policy 300: MSN Course Grades and Grading Scale

Date Effective: 01/04

Date Revised: 8/12; 8/16

Policy: Official course grades are available to students via the MyQueens portal at the end of each term. Course grades and any portion of the grade (i.e. exam grades) will not be communicated by telephone or email.

Extra credit will not be awarded in any nursing course.

Procedure: All Nursing courses in the MSN program use the following system of grades:

Grade	Equivalency
A	92 – 100%
B	83 – 91%
C	74 – 82%
F	73% and below

Course grades are not rounded until the final course grade is calculated. The final grade is carried to 2 decimal points and then will be rounded. A grade of X.5 will be rounded up to the next whole number. A grade of X.49 will be rounded down to the lower whole number. Rounding occurs only once in the final grade calculation.

Title of Policy 301: MSN Progression

Date Effective: 8/19

Date Revised:

Policy: Standards for academic progression through the graduate nursing program are consistent with the Queens University of Charlotte graduate academic policies (see Catalog).

Procedure: Refer to the Student Qualifications section in the Queens University of Charlotte Catalog, graduate academic policies.