**School of Nursing
RN-BSN Student Handbook
2024-2025**

James Madison University
School of Nursing
MSC 4305
Harrisonburg, VA 22807

Revised -September 2024

Purpose

The information in this RN-BSN Student Handbook is intended to provide you with the current policies and guidelines important to your success as an undergraduate student in the School of Nursing. The policies and procedures and other information contained within this handbook are in compliance with and are supplements of the JMU Undergraduate Bulletin and other JMU policies as specified.

Every reasonable effort has been made to ensure the accuracy, reliability, and completeness of the policies and guidelines found in the handbook. However, if any discrepancies exist between the information in the handbook and official University Undergraduate Bulletin or other JMU policies, the information in the official policies shall take precedence.

All students are responsible for following the policies and procedures in the *RN-BSN Student Handbook*. The plans, policies, and procedures described in this handbook are subject to change by the School of Nursing at any time without prior notice.

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SCHOOL OF NURSING

Program Overview

- The baccalaureate degree in nursing program, master's degree in nursing program and the Doctor of Nursing Practice program at James Madison University is accredited by the Commission on Collegiate Nursing Education
- Is fully approved by the Virginia State Board of Nursing
- Leads to a Bachelor of Science in Nursing Degree (BSN)

As a graduate of the James Madison University (JMU) School of Nursing RN-BSN Program, you will be prepared to practice as a baccalaureate registered nurse and provide nursing care to patients in a variety of settings. Graduates will also have developed the skills needed to pursue advanced nursing studies. The program enjoys a positive reputation within the Commonwealth of Virginia and beyond.

Teaching Methods

Online Program Format: Didactic courses in the RN-BSN program are delivered in an asynchronous online format. In order to prepare and enhance students' learning in this fully online program, a one-day synchronous virtual orientation will be required of all students entering the program. Students may need to repeat orientation if returning to the program after an extended leave of absence. All the online courses in the program are delivered using the learning platform provided by JMU.

Community Health Clinical: Students participate in a single 45-hour community clinical experience during one summer semester. This clinical consists of 35 direct contact hours and 10 indirect hours.

Program Philosophy

The JMU Nursing faculty is committed to nursing education grounded in the arts, sciences and humanities, meeting professional standards for nursing education and practice. Nursing is a humanistic profession that enhances the quality of life by promoting health and preventing illness through the effective delivery of coordinated health care. Nursing knowledge is advanced through thinking critically, engaging in scholarship, and applying knowledge to the delivery of nursing care. The values of altruism, autonomy, human dignity, integrity, and social justice are the foundation for professional nursing practice. Through community collaboration graduates are prepared to assume multiple roles to impact the profession, health care systems, and communities.

School of Nursing Mission, Values, and Purposes

Mission: We engage students, faculty, and communities through dynamic and innovative nursing education, practice and scholarship to influence health in our world.

Values: We are committed to…

- *Integrity:* being honest, sincere and just in all of our endeavors
- *Caring:* sharing compassion, kindness and authenticity with those we encounter
- *Excellence:* pursuing the highest quality in teaching, learning, scholarship and service
- *Collaboration:* cultivating partnerships built on respect, trust and commitment
- *Advocacy:* providing a voice for those we serve and promoting policies that improve healthcare for all
- *Inclusivity:* honoring the richness that diverse perspectives bring to our world
- *Resilience:* achieving inner strength and wisdom by adapting to life's challenges

In order to support and accomplish this mission the nursing faculty has identified the following purposes:

1. Prepare nursing professionals who provide culturally competent, holistic, evidence-based nursing care to individuals, families, aggregates, and communities in a wide variety of settings.

2. Promote a community of learning that models professional values and lifelong professional development for both faculty and students.

3. Promote service-learning activities that include collaborative, interdisciplinary initiatives and partnerships between nursing education and the practice arena to meet the future health needs of consumers.

4. Conduct research and creative scholarship to generate nursing knowledge and disseminate that knowledge through collaboration, publication, and presentations.

Student Learning Outcomes

The graduate of the JMU baccalaureate nursing program will be able to demonstrate:

1. Knowledge for Nursing Practice: Attain, develop, and critique theoretical and empirical knowledge specific to the discipline of nursing through ways of being, knowing, choosing, and doing. Engage relationally with complex and dynamic personal, social, cultural, ethical,

and political concepts to endeavor to support the well-being of persons and populations.

 2. Inquiry & Critical thinking: Develop a spirit of inquiry to contribute to innovative contributions to nursing practice. Critically appraises current practice, and actively seeks to find and translate best evidence into practice. Makes judgments and uses problem-solving skills in practice that synthesize nursing science and knowledge.

3. Population Health: Engage in community and population assessment, health promotion, disease prevention, care coordination and interdisciplinary efforts to improve outcomes. Assess determinants of health and respond to health disparities at the individual, family, community, and population level, across all levels of prevention, and over the entire healthcare continuum.

4. Healthcare systems collaboration: Communicates and effectively utilizes technology to achieve high quality, safe, evidenced-based, and cost-effective care at the individual and systems level. Collaborates with individuals, families, community stakeholders, and the interdisciplinary health care team to assess, implement and evaluate the safety and quality of both patient and population-centered care across health care settings and systems. Develops and advocates for policies across the healthcare continuum.

5. Professional Identity and development: Demonstrate responsibility as a life-long learner. Utilizes self-care to practice in a mindful and resilient manner. Reflects on and modifies professional practice according to ethical, moral,

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ADVISING AND ADMISSION TO THE PROGRAM

Advising Philosophy

Academic advising is an ongoing process where advisers welcome and introduce students to JMU's rich academic culture through communication designed to contribute to student development and academic success. Advisers guide students through the integration of curricular, co-curricular, and personal choices while encouraging students to engage in reflection and self-assessment to provide meaningful change-oriented intervention as appropriate.

Advisement in the Program

Nursing Academic Adviser/Faculty Adviser

In your first semester as a degree-seeking or non degree-seeking student, you will be assigned to a RN-BSN Program Faculty Adviser who will be your point of contact until you graduate. The faculty program adviser will review and complete a semester update on the student's plan of study beginning when a student enters the program. Your faculty adviser will work with you to resolve issues such as:

- Progression through the program – Students may seek advice regarding progression through the program. Examples of topics include course selection, completion of General Education courses, transfer credit, and graduation.
- Students may seek counsel related to personal and interpersonal difficulties that have an impact on the academic experience.
- Students may seek counsel related to difficulty with time management, organization, study skills, or academic achievement.
- During summer semesters, students will contact the program coordinator and/or operations coordinator to seek advice for all program related or personal questions and concerns.
- Students are required to meet virtually with their adviser to review their graduation requirements prior to submitting an application for graduation.

In order to maintain a productive advising relationship, the student is responsible for:

Being proactive and initiating contact
Giving thoughtful consideration to academic and career goals
Preparing a list of questions and issues to discuss before advising meetings
Actively participating in advising sessions
Knowing the Academic Calendar and related deadlines for add/drop courses
Scheduling courses consistent with educational goals that meet degree requirements
Accepting responsibility for making final decisions regarding academic choices

RN-BSN Program Coordinator

You may contact the RN-BSN Program Coordinator, Dr. Karen Jagiello, at jagielkp@jmu.edu if you have unresolved advising issues or questions after you have contacted your faculty adviser. Please seek assistance first from your current adviser. To schedule a meeting with the RN-BSN Program Coordinator, please contact the RN-BSN program operations coordinator at 540-568-7612. If you continue to have unresolved issues you may contact Dr. Jamie Robinson, the Associate Director for Undergraduate Programs at robin6jd@jmu.edu.

RN-BSN Operations Coordinator

The RN-BSN operations coordinator can be reached by emailing RN-BSN@jmu.edu or by calling 540-568-7612. The operations coordinator can answer questions about processes and procedures once you enter the RN-BSN program.

Admission Procedures for RN-BSN Program

Complete the RN-BSN Requirements and Pre-requisites

- Admission to the RN-BSN program of study in Nursing is competitive. Prospective students must have the following qualifications:
    - Associate Degree or Diploma in Nursing from an accredited community college or diploma nursing school that is accredited by a specialized accrediting agency for nursing education programs.
    - Transcripts reflecting a cumulative GPA on all college work attempted of 2.5 or better on a 4-point scale. Transcripts below 2.5 will be reviewed on an individual case by case basis.
    - TOEFL minimum score of 81 (internet-based test) or IELTS minimum score of 6.5 for international applicants.
    - Current unrestricted RN license in any state, Washington D.C., or a U.S possession or territory. **If you live and practice in a state other than Virginia please contact Dr. Jagiello at jagielkp@jmu.edu prior to submitting an application to determine if you will be able to complete your community health clinical in your home state.**
    - Graduates of foreign nursing schools, who are licensed outside of the United States, are required to pass the Qualifying Exam of the Commission on Graduates of Foreign Nursing Schools (CGFNS).

- Employment as an RN for a minimum of six months or plans to practice concurrently with coursework.
- Ability to meet the School of Nursing's Technical Standards for nursing practice
- Meet all pre-requisite course requirements with a grade of C or better by the orientation date of the term in which they are applying. View pre-requisite course requirements here.

Complete the RN-BSN Application to the Nursing Program

- Complete the RN-BSN Online Application. Upon submission, applicants will be required to send official transcripts from all colleges/universities attended and a copy of their RN license to the program admission coordinator, Theresa Jennings, electronically at jennintl@jmu.edu or by postal mail to the following address:

  Theresa Jennings
  Admissions Coordinator
  Professional & Continuing Education
  MSC 6906
  127 West Bruce Street, Ice House 312
  Harrisonburg, VA 22807

  Transcripts should NOT be sent to UG Admissions. When given the option as to where your transcripts should be sent please choose "other" or "employer" so that you can input Theresa's name and email address, rather than the default undergraduate or graduate admissions offices.

- Applicants requesting consideration of AP scores for possible transfer credit should have College Board send their AP scores to the Office of Admissions. Applicants should also notify the RN-BSN operations coordinator at RN-BSN@jmu.edu and the admission coordinator at jennintl@jmu.edu.

- All application materials must be received by the application deadline of the term in which the applicant is applying.

- The School of Nursing will only respond to applications that are complete.

Submit the RN-BSN application by the following set dates:

There are two admission deadlines each year for the RN-BSN Nursing program.

For Fall admission: July 15

For Spring admission: November 15

Students who are accepted to the RN-BSN program will be required to attend the mandatory online orientation prior to beginning course work. If a student is unable to attend the required mandatory orientation then the student will have to defer until the next semester when an orientation is offered. Deferment can be completed following the procedures noted under Deferment/Leave of absence section below.

If you were previously enrolled at JMU as a degree-seeking undergraduate student and have at least one graded (including withdrawals) semester at JMU, you must also request permission for re-entry to the university. View the process on re-entry to JMU here.

Re-entry Dates and Deadlines:

Fall Semester: July 1
Spring Semester: November 1
Summer Sessions: April 1

Admission Appeals

The admission appeal process is the means by which a denied applicant for admission to the JMU RN-BSN Program may request a second review by the RN-BSN Admissions and Progression committee. The appeal process is not the means by which a denied student should request consideration for admission for a future academic semester. In that case, a new application must be submitted during the RN-BSN application time frame. Any applicant denied admission or placed on the wait list to the RN-BSN program who has met all the pre-requisites stated by the School of Nursing may submit a formal letter of appeal. If a student does not meet the minimum requirements stated by the School of Nursing an appeal will not take place. The committee is interested in circumstances beyond the student's control and additional information not submitted or available at the time the student applied for admission. Life experiences that may have impacted the student's academic performance are also considered.

Appeal procedure:
If a student wishes to appeal the admission decision, the student will need to:

1. Submit a formal, one-page letter of appeal stating the reason for appeal along with discussing any circumstances that they believe may not have been considered within the first round of decisions. This letter of appeal should also provide clear evidence of probable future academic success.
2. The student should also provide the committee with any updated transcripts and/or grade reports.
3. Appeals must be submitted by mail or emailed to RN-BSN@jmu.edu.

Appeal review calendar:
A student must request an appeal to the decision within two weeks of receiving the initial decision of denial. If a student does not request an appeal within that time frame the committee will not review the decision. Once the appeal is submitted the student will be notified of a decision within three weeks of the receipt of the appeal. Students submitting appeals will be notified of the final appeal decision via US Mail and email.

In preparing your appeal, please understand the following:
· There is a limit of one appeal per academic term. Decisions rendered are final and non-negotiable.
· Letters of recommendation will not be considered.
· Reporting errors made on the application are not a basis for the reversal of a decision.
· Appeals letters must be submitted by the applicant.
· Appeal letters written by anyone other than the applicant will not be considered.

Required Admission and Program Documentation

Documentation of Clinical Practice

Admitted Students must submit proof of employment as a RN and completion of the required 540 hours of practice as a RN.

- New graduates must show proof of employment as a RN by the time of orientation.
- All students must provide proof to the program coordinator and/or the RN-BSN program operations coordinator that the 540 practice hours have been completed. Proof is defined as a letter on official company letterhead from the student's employer (manager or supervisor) stating student's hire date and hours worked to date. Credit for clinical practice will be applied during the student's final semester.

TrueScreen

The School of Nursing requires students to enroll in TrueScreen's electronic service that provides online management of student screenings required by JMU-affiliated clinical facilities. Components of TrueScreen include a background check and drug screen (completed through Application Station), CPR certification, immunizations, and signed program forms, including verification of meeting program technical standards (completed through myRecordTracker.) All forms are available for download in myRecordTracker.

Students will be required to maintain current documentation in myRecordTracker throughout program progression. Documentation of TB, BLS for Healthcare Providers, and an active RN License <u>MUST</u> be kept current during all semesters of the RN-BSN program. Students will not be able to attend community health clinical if requirements have expired and an academic hold will be placed on their student account. Additionally, students will receive a grade of Incomplete in both community health courses if requirements remain unresolved.

The RN-BSN program documentation noted below is required to meet regulatory requirements from the Virginia State Board of Nursing:

<u>**Initial Requirements (on admission to program)**</u>

Immunization Tracker (activated concurrently with background check and drug screen)   *You will upload all clinical documentation requirements to your TrueScreen account.*
COVID-19 Vaccination   One of the following is required: Proof of full COVID-19 vaccination status (including booster, if booster is available) OR Assumption of Risk Waiver.   Please note some clinical agencies will not allow students with a declination waiver.

Varicella (2 Vaccines OR Titer OR History of Disease)   One of the following is required: Proof of 2 vaccinations OR positive antibody titer (lab report required) OR medically documented history of disease.
Hepatitis B (Series in process OR Titer OR Declination)   One of the following is required: 3 vaccinations OR positive antibody titer (lab report required) OR declination waiver.
MMR (2 Vaccines OR 3 Titers)   One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required.)
TDAP Vaccine   Upload documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.
TB   Submit one of the following: a) 2-step TB Skin test (**TWO** separate tests are placed, each placed 1-3 weeks apart, and each is read within 72 hours of placement)   **OR**   b) QuantiFERON Gold or **T-Spot Blood Test** can be substituted for the 2-step skin test   **OR**   c) if positive results, provide a clear Chest x-ray
CPR Certification   Must be the <u>American Heart Association Healthcare Provider</u> course for CPR AED for adult, infant & child. If your card is a hardcopy, you must upload your signed card so that the front and back of the CPR card is showing. If your card is an e-card, upload the single page copy.

Upload signed blanket policy acknowledgement form verifying review of the following RN-BSN forms (*Available on My Record Tracker*)
     1. *Notice of Reportable Conditions*
     2. *Code of Ethical Behavior, Risk and Responsibility*
     3. *Nursing Education Confidentiality agreement*
     4. *RN-BSN Handbook Agreement*
     5. *BSN Technical Standards Verification*
     6. *JMU SON Substance Testing Policy Acknowledgement Form*

10 Panel Drug Screen and Criminal Background Check   Ordered from certifiedbackground.com with My Record Tracker.
Upload current RN License
Upload Health Insurance Verification Form
Upload signed Consent for Release of Personal Information for Academic Purposes (FERPA) form
Upload signed Communication Consent form

Annual Requirements: Documentation MUST be kept *current* during all semesters in the Nursing program.

TB Submit one of the following: a) One TB Skin test (placed and read 1-3 weeks apart) **OR** b) QuantiFERON Gold or **T-Spot Blood Test** can be substituted skin test **OR** c) if positive results, provide a clear Chest x-ray
Current CPR Certification
Current RN License

Please note: Students may be required to provide additional documentation as requested by their clinical agency. All students are responsible for maintaining current immunizations and certifications.

Immunizations

Varicella titer and immunizations may be done at any location or provider of the student's choice.

CPR Certification

All students must be CPR certified through the **American Heart Association** prior to program entry and maintain current certification throughout enrollment in the program. The approved CPR certification course is the **American Heart Association Healthcare Provider course for CPR AED for adult, infant & child**. Students are responsible for verifying that they register and complete the correct CPR course. Students failing to maintain current and/or approved CPR certification will not be permitted in the clinical setting. All clinical facilities mandate that all students have current health provider CPR certification.

The copy must show front and back of the card and the card must be signed. Students should be aware that it usually takes 3-4 weeks after completing a course to receive the card. Plan to take the CPR course at least 5-6 weeks prior to the deadline for uploading the initial CPR card and for the renewal process and card.

TrueScreen Noncompliance

Failure to provide initial documentation will result in forfeit of position in the RN-BSN program and student being administratively dropped from all courses. **All TrueScreen processes must be complete**

by the orientation date of the semester in which a student is applying. Please be aware of these dates to avoid program dismissal.

Unresolved Student Documentation Hold

Failure to maintain current documentation will result in an Unresolved Student Documentation Hold being placed on the student account. This hold will prevent students from registering for classes, requesting transcripts, and receiving their diploma. Students may contact the RN-BSN program operations coordinator to help with resolution of this hold.

James Madison University School of Nursing Required Competencies

All students must complete the JMU Honor Code, Mental Health, Sexual Misconduct Prevention, Alcohol and Other Drugs, Bloodborne Pathogens, and Diversity, Inclusion and Belonging training modules as well as the School of Nursing HIPAA training. Successful completion of the training in NSG 324 satisfies these requirements. Proof of completion will be documented in students' record in SharePoint and maintained by the SON.

Program Requirements

Tuition and Estimated Program Costs

The Financial Aid Office considers expenses on this list in determining financial need and eligibility levels for nursing students. This is the list of *estimated expenses* to assist the student in submitting financial aid applications.

The following expenses are reasonable anticipated costs based on the following rates:

New Students:
In-State: $463 per credit hour
Out-of-State: $473 per credit hour

The below table is based on *in-state* tuition rates.

Requirement	Part Time	Full Time
Estimated Program Total	$14,698	$14,691

Textbooks (all semesters total)*	$620	$620
TrueScreen fee (one time at program entry) with a renewal fee of $7 for myRecordTracker each year while in program	$71 renewal $7	$71
Estimated* total cost** per semester based on anticipated number of credits for PT and FT study **Fall** **Spring** **Summer **2nd Fall for PT study** **2nd Spring for PT study**	$3,241 $2,778 *$2,425 $2,778 $2,778	$6,019 $5,556 *$2,425

*Textbook costs based on the price of new books purchased on Amazon. Does not include optional textbook costs.
*Summer tuition is based on the regular undergraduate rate for online courses. *These are the 2023-2024 rates and will change when the new academic year rates are posted*

Students who are considering the Costa Rica study abroad to satisfy their community health clinical hours should be aware that the tuition is governed by the Centre for Global Engagement and may be higher, especially for out of state students. This should be considered during planning. More information can be found at the Study Abroad Short-Term Program Fees page.

Textbooks

The School of Nursing faculty members have selected textbooks best identified to promote mastery of nursing knowledge and clinical reasoning as students' progress through the RN-BSN curriculum. Students have the choice of purchasing either standard textbooks or electronic textbooks. Some texts are used across courses.

Minimum Standards for Information Literacy

All entering JMU students are required to demonstrate a minimum level of computer and internet literacy. Each student must demonstrate competency by the successful completion of the NSG 324 Strategies for Success course and any online learning/technology assessments assigned in courses in the RN-BSN Program.

The following are considered the minimum level of competency needed to participate in the online program:

1. Install software onto your computer (such as web browsers, etc.)
2. Download and use the Two Factor Authentication (DUO) to access JMU services (My Madison, Canvas, Library, etc.)
3. https://www.jmu.edu/computing/accounts-and-access/two-factor-authentication.shtmlUse an internet browser to log onto websites and other applications with a user ID, password, and DUO.

4. Download and use required internet browsers, such as Firefox, Chrome, Safari, or Internet Explorer.
5. Be able to search the Internet using a search engine.
6. Search and register for classes using your My Madison account.
    https://www.jmu.edu/online/class-search.shtml
7. Receive, send, and reply to JMU communications through Outlook email and Canvas messaging including attaching files to emails as required.
    (Outlook) https://www.jmu.edu/computing/communication-and-collaboration/dukes-email.shtml
    (Canvas) https://community.canvaslms.com/docs/DOC-10574-4212710325
8. Develop, file, revise, edit, save, and print Microsoft Word documents (includes copy, paste, spell, and grammar check).
    On a PC – Office 365 Tutorials https://support.office.com/en-us/office-training-center
    Basic use of Microsoft Word https://support.office.com/en-us/word
    Basic use of Microsoft PowerPoint https://support.office.com/en-us/powerpoint
    Basic use of Microsoft Excel https://support.office.com/en-us/excel
    On a Mac – Basic use of Microsoft Word on a Mac
    https://www.linkedin.com/learning/word-2019-for-mac-essential-training/get-acquainted-with-the-power-of-word-2019-for-mac?u=50844473
    Basic use of Microsoft PowerPoint on a Mac
    https://www.linkedin.com/learning/powerpoint-2019-essential-training/deliver-a-powerful-message-with-a-powerful-presentation?u=50844473
    Basic use of Microsoft Excel on a Mac https://www.linkedin.com/learning/excel-for-mac-2016-essential-training/welcome?u=50844473
9. Save a backup Copy of your course files.
10. Convert a picture to a pdf document.
    https://www.camscanner.com/
11. Create a video presentation using ScreenPal, You Tube, or other video app.
    https://screenpal.com/
    https://www.youtube.com/upload
    https://apps.apple.com/gb/app/imovie/id377298193?v0=www-us-ios-imovie-app-imovie
12. Incorporate 7th edition APA formatting and citations into written work.
    https://guides.lib.jmu.edu/citing/apa
13. Follow and participate in an online discussion, chat or blog.
14. Log on and navigate the Canvas Learning Management System effectively, including checking grades, grading rubrics, uploading Word documents, PowerPoint presentations, URL, and video files to assignments, etc.
    a. Canvas Student Guide – https://community.canvaslms.com/docs/DOC-10701

15. Create and maintain a Weebly ePortfolio including uploading Word documents and submitting link.

> https://www.weebly.com/

16. Use the Library resources to:
    a. Use the research guides
    b. Retrieve articles
    c. Cite sources
    d. Use Librarian support
17. https://www.lib.jmu.edu/ask/Download the Zoom software and be able to participate in a Zoom session.

> https://www.jmu.edu/computing/communication-and-collaboration/zoom.shtmlhttps://www.lib.jmu.edu/zoom-login-update/

For additional assistance or computer help sessions, contact the JMU computing helpdesk at 540-568-3555 or at http://www.jmu.edu/computing/helpdesk or contact Canvas help at LET Support 540-568-5312 or sending an email to letsupport@jmu.edu

Computer Hardware and Software Requirements for Online RN-BSN Program

These are recommendations. In general, any computer up to 3 years old should be able to access and use JMU's resources. Performance may be impacted with the age of the computer.

Visit JMU Computing to get answers to your computing questions including:

- information on acquiring Microsoft Office for free
- academic pricing on Dell and Apple computers available through the JMU Bookstore that meet or exceed these recommendations

If you already own a computer, we recommend these minimum specifications:

Recommended Minimum Configuration for Computers		
PC (Dell Optiplex/Latitude)	Processor	Intel Core i5
	RAM	8 GB

	Operating System	Windows 10 Enterprise for JMU-owned computers Windows 10 Professional for student-owned computers
	Office Application	Microsoft Office 2021 Professional Plus for JMU-owned computers Microsoft Office 365 for student-owned computers
	Warranty	Minimum 3 years
Mac	Processor	Apple Silicon (M)
	RAM	8 GB
	Operating System	macOS Big Sur
	Office Application	Microsoft Office 2021 for JMU-owned computers Microsoft Office 365 ProPlus for student-owned computers
	Warranty	Minimum 3 years

**Computers must have both video and audio capabilities.

Computer Help/Support:
Information Technology Help Desk at (540) 568-3555 or helpdesk@jmu.edu

RN-BSN CURRICULUM

View the Curriculum and Courses for the RN to BSN Program in the JMU Catalog

PREVIOUS BS DEGREE: Pre-requisite (with the exception of nursing courses), co-requisite and general education courses are waived for students who have a previous bachelor's degree.

PRE-REQUISTES: Prospective students must complete all pre-requisite courses prior to start of the RN-BSN program:

WRTC 103 plus WRTC 000*
BIO 270/BIO 270L

BIO 290/BIO 290L
BIO 245/BIO 245L or CHEM 120
PSYCH 160

* 3 credits of a basic college composition course that will be applied to your degree

May be completed at any institution prior to entry as a degree-seeking student. Students must earn a C or higher in all pre-requisite courses before they can enter the program.

CO-REQUISTES: These courses are not required to enter the RN-BSN program but must be completed before the diploma will be awarded for BSN completion.

PHIL 262
SOCI 110

GENERAL EDUCATION COURSES: General Education courses required for the Bachelor of Science may be taken concurrently with nursing course work but must be completed prior to graduation. All General Education Courses must be completed before the diploma can be awarded.

Arts and Humanities 9 credit hours
American and Global Perspectives 4 hours

Transfer Credit Approval Form: Once admitted to JMU, students wishing to take courses at schools other than JMU must complete the INTENT TO TRANSFER CREDIT form prior to taking classes. Find this form at https://jmu.questionpro.com/t/AUf1IZrTGs

Note: These course equivalents are subject to change. Please visit the Transfer Credit Equivalency Guide for the most current transferable course equivalents. *Reports created using this guide are considered unofficial evaluations.*

The JMU RN-BSN program accepts CLEP test credit for co-requisite and general education courses only. CLEP test credit for nursing and pre-requisite courses is not accepted. Students may access the undergraduate course catalog to view which courses qualify for CLEP credit. More information on CLEP test credit can be found on the RN-BSN website.

PROGRESSON: JMU offers two tracks to BSN completion. The program can be completed in 3 full-time or 5 part-time semesters. Students must earn a C- or higher in all nursing courses. **All part-time students must take a minimum of two courses per semester in nursing unless otherwise approved by the RN-BSN Admission and Progression Committee for extenuating circumstances. See Academic Progression policies section for further explanation.**

RN-BSN Course Descriptions can be found in the JMU Catalog

RN-BSN Co-Enrollment Program

The RN to BSN Co-Enrollment Program is an online program designed for nursing students enrolled at Virginia Community College System (VCCS) schools in an Associate of Applied Science Degree (AAS) in Nursing program who wish to concurrently work towards a Bachelor of Science in Nursing (BSN) Degree via the RN-BSN Program at JMU. All co-enrollment students must adhere to the current RN-BSN handbook policies. In addition, the following policies are specific to this group of students:

Admission Requirements

- Satisfactory admission to the nursing program of their individual school.
- Transcripts reflecting a cumulative GPA on all college work attempted of 2.5 or better on a 4-point scale with a minimum GPA of 2.5 in Nursing (if applicable).
- Transcripts showing passing grades (C or higher) for all nursing courses completed, **excluding** repeated courses.
- Ability to meet the JMU School of Nursing Technical Standards for nursing practice (posted on the nursing website).
- Complete a transcript review with the RN-BSN program that reflects all pre-requisite courses have been or will be completed with a grade of "C" or better by the time a student will enter the first co-enrollment semester.

Academic Progression

Co-enrollment students approved for admission into the JMU RN-BSN program will simultaneously be enrolled as a part-time student in their VCCS associate degree nursing program. Applicants for the co-enrollment program will provide the following:

1. Students must show transcripts reflecting a cumulative GPA on all college work attempted of a 2.5 or better on a 4-point scale and a minimum GPA of 2.5 for any nursing courses completed. Students with a cumulative GPA below 2.5 will not be considered.

2. Students must show transcripts reflecting grades of C or higher for all nursing courses completed, **excluding** repeated courses. Students who have received a grade of less than a C in nursing courses completed or have repeated a nursing course will not be considered.

3. Students must be able to meet the JMU School of Nursing Technical Standards for nursing practice (see below) and follow guidelines set forth in the RN-BSN Handbook

4. Students must submit a grade report from their VCCS school to the program coordinator at the end of every semester while they are enrolled concurrently to demonstrate continued success in their associate degree program. **Students must maintain a C average in nursing courses and**

a minimum 2.5 GPA. Students who <u>do not</u> maintain a C average in nursing courses and a minimum 2.5 GPA will be required to take a leave of absence until they meet the requirements to matriculate as a degree-seeking student. Students who are dismissed from their associate degree program must notify the program coordinator immediately and will be required to take a leave of absence until they meet the requirements to matriculate as a degree-seeking student.

5. Upon graduation from their associate degree program, students will transition into the degree-seeking RN-BSN program as fully enrolled students by completing the degree-seeking application and TrueScreen requirements.

CO-ENROLLMENT CURRICULUM

View the Curriculum and Courses for the RN to BSN Program in the JMU Catalog

Pre-requisite Courses, Co-requisite, and General Education Requirements

PRE-REQUISITE COURSES (all must be completed at a VCCS institution prior to entering the RN-BSN program as a special student):

BIO 141 Human Anatomy & Physiology I
ENG 111 College Composition I
PSY 230 Developmental Psychology
SDV Student Development

CO-REQUISITE COURSES: These courses are not required to matriculate to degree-seeking status in the RN-BSN program but must be completed before the diploma will be awarded for BSN completion.

Philosophy 225, 226 or 227
Sociology 200, 201, or 215

GENERAL EDUCATION COURSES: General Education courses are not required to matriculate to degree-seeking status in the RN-BSN program. They may be taken concurrently with nursing course work but must be completed prior to graduation. All General Education Courses must be completed before the diploma can be awarded.

Arts and Humanities 9 credit hours
American and Global Perspectives 4 hours

Note: Please visit the Transfer Credit Equivalency Guide for the most current transferable course equivalents before registering for courses. Consult with your adviser to determine courses

that will meet the degree requirements. *Reports created using this guide are considered unofficial evaluations.*

The JMU RN-BSN program accepts CLEP test credit for co-requisite and general education courses only. CLEP test credit for nursing and pre-requisite courses is not accepted. Students may access the undergraduate course catalog to view which courses qualify for CLEP credit. More information on CLEP test credit can be found on the RN-BSN website.

PROGRESSION: Students may begin the co-enrollment program at any time in their ADN program, and their progression will be tailored to their individual circumstance. Students may not complete more than 4 credits hours at JMU each semester while a co-enrollment/non-degree seeking student.

Students must earn a C or higher in all pre-requisite courses before they can enter the program. All co-requisite and general education courses must be completed before diplomas can be awarded.

ACADEMIC PROGRESSION POLICIES

Expected Program Completion for Full-Time and Part-Time students

-FT students are expected to complete the program within 3 semesters (including a summer session)   -PT students are expected to complete the program within 5 semesters (including a summer session)

Deferment/Leave of Absence

Students who wish to take a deferment or leave of absence will be required to complete the following:

- Notify the program coordinator and their faculty program adviser of the requested leave or deferment
- Once approved, complete the required documentation noted on the registrar's student page by the deadlines listed on the registrar's dates and deadlines for student page
- Notify the program coordinator, faculty program adviser, and the operations coordinator of upcoming return.
- Apply for re-entry on the Academic Student Services page by the stated deadline.

Program Completion/Tracking:

Students must complete the RN-BSN program following either a full or part-time semester sequence based on when they entered the program in either the fall or spring. Specific course sequencing is noted under the Curriculum Section. All students must take a minimum of two courses per semester in nursing unless otherwise approved by the RN-BSN Program Coordinator for extenuating circumstances. Co-enrollment students must take one course each fall and spring semester before transitioning into the degree-seeking RN-BSN Program unless otherwise approved by the RN-BSN Program Coordinator for extenuating circumstances.

Students must complete all program requirements within 5 years. Students whose accounts are deactivated due to a two-year lapse in course work and later reactivated will have 5 years from the date in which their account was reactivated to complete program requirements.

Grading

Grading Scale
The following scale is used for all course final grades in the School of Nursing. The grading policy is consistent with that of the university. The School of Nursing will use plus and minus grades and no grade will be rounded upward. The scale is as follows:

A	93.00 to 100	C	73.00 to 76.99
A-	90.00 to 92.99	C-	70.00 to 72.99 (minimum passing)
B+	87.00 to 89.99	D+	67.00 to 69.99

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B	83.00 to 86.99	D	63.00 to 66.99
B-	80.00 to 82.99	D-	60.00 to 62.99
C+	77.00 to 79.99	F	59.99 and lower

Incomplete Grade Policy

If, under extraordinary circumstances, such as illness, a student is unable to complete course work in a class, they may request an Incomplete be given from the instructor of the course before the end of the semester in which the course is being taken. The letter "I" represents on transcripts incomplete work in a given course.

Final coursework for a course in which a student receives a grade of "I" must be completed by the end of the next regular semester or the grade is recorded permanently as "F**." It is the student's responsibility to contact and communicate with the instructor to make arrangements to resolve incomplete work.** If the student is unable to finish coursework, they may request an extension from the instructor. It is the instructor's prerogative to choose to grant or deny an extension. If the instructor chooses to allow an extension, they must file an extension with the Registrar's Office.

An "I" that is not resolved by the due date will revert to an "F" for a course grade.

Faculty will give an "I" only for illness or other compelling reasons that they clearly document. Unsatisfactory work is not a basis for an incomplete grade. The faculty member and student must agree on a feasible plan to complete the course work. When a faculty member assigns a grade of "I" they communicate to the program coordinator and/or head of School:

- Rationale for assigning the "I."
- Conditions for course completion.
- Date(s) for accomplishing each condition and for completing the course.

Students who receive financial aid, have incomplete grades, and have not completed another full-term course must complete the incomplete course work within 21 days after the day grades are due to demonstrate they have completed the term; otherwise, their financial aid for the term may be reduced. For example:

- A student taking 12 full-term credits in the fall term who receives a grade of "D-" or better in 9 credits and an Incomplete in 3 credits IS considered to have completed the term; however,

A student taking 12 full-term credits in the fall term who receives an Incomplete in all 12 credits is NOT considered to have completed the term.

You can learn more about the impact of incomplete classes on financial aid eligibility in Section 19 of the JMU Terms and Conditions for financial aid.

Program Progression

1. Degree-seeking students are not required to maintain a minimum GPA in the nursing program.* However, nursing students must earn a grade of C- or better in **all** graded nursing courses. For the Community Practicum Course, students must earn a grade of **Pass** to progress in the program. A grade of D, F, Fail, NC (No Credit) or WF (Withdraw Fail) is considered a failure in the nursing program.
   *Co-enrollment students <u>are required</u> to maintain a minimum 2.5 GPA and a C or better in all nursing courses while they are concurrently enrolled in their associate degree nursing program.

2. A student who receives a grade of Fail or less than a C- in a nursing course for the first time must seek departmental approval to repeat the course. Courses must be retaken when they are next scheduled in the curriculum and as space allows. If a grade of Credit or C- or better is achieved when the first failed course is repeated, the student will be allowed to continue in the nursing program.

3. A student who receives a second grade of Fail or less than a C-, in a repeated nursing course, will not be allowed to continue in the program. Students will not have the option of repeating failed courses following a second failure.

4. A satisfactory clinical performance using the performance evaluation tool is mandatory for a passing grade. Students must achieve a Credit rating in every outcome on the Practicum Evaluation Tool (PET) in order to pass the clinical course. Students must demonstrate satisfactory development of knowledge and skills. Objectives must be met consistently and comprehensively, with progressive independence and self-direction. Students must show insight into strengths and areas for growth. A student may fail a practicum course and receive a grade of 'no credit' (for credit/no credit clinical courses). Depending upon the type and seriousness of the problem, the student may be put on probation or asked to withdraw from the course and/or program prior to the end of a semester. Unsatisfactory performance occurs when the student:
   - Consistently fails to meet clinical objectives.
   - Does not take initiative and/or takes initiative inappropriately, thereby endangering client's safety and well-being.
   - Is insensitive to client's needs.
   - Is consistently unable to develop communication skills and form therapeutic relationships with patients, families and coworkers, even with guidance.
   - Exhibits negligent behavior causing potential irreversible damage to the client. Exhibits behaviors that could cause injury to the client
   - Violates professional ethics through behaviors such as:
     o Carelessness with client confidentiality.
     o Inconsistency in complying with agency policies.
     o Failure to recognize implications of behavior for the professional role.
     o Violation of therapeutic nurse/client relationship.
     o Gross violation of agency policies.
     o Consistently fails to meet obligations.

       o   Inability or unwillingness to acknowledge errors or areas of weakness, even when identified by the faculty.

Withdraw/Fail Policy

Student's academic adviser or RN-BSN program coordinator is available to assist students if they are considering withdrawal from a course(s) or the program.

The RN-BSN program will follow the [JMU Dean of Students withdrawal from the University policy](#).

Students who withdraw from the university or a course after the end of the course adjustment period, and who do not have documented extenuating circumstances that justify withdrawal, will receive either:

        --a grade of "**WP**" in the course or courses they are passing

        --a grade of "**WF"** in the courses they are failing (a failing grade in the RN-BSN program courses is an average below 70%) at the time of withdrawal and will not receive tuition reimbursement.

        --a grade of "**WF**" constitutes a failing grade and will be treated as a grade of "**F**"

Students who have two F grades (including WF's) for courses will not be allowed to continue in the program.

Students must track through the program with a minimum of two courses per semester (see Program/Completion Tracking policy within this handbook.)

Grade Review Policy

The RN-BSN program adheres to the JMU policies for Grade Review Procedure, Grade Change Procedure, and Grade Review Process. You may access this information in the current academic year [JMU Student Handbook](#) under Academic Policies and Procedures **Readmission**

When a student withdraws from the nursing program for personal, performance, or academic reasons, readmission is not automatic and priority is not necessarily given on the basis of previous enrollment. A personal interview with the RN-BSN Program Coordinator and/or the Associate Director of Undergraduate Programs is required prior to readmission. The student must:

1. Submit a request in writing to the RN-BSN program coordinator and RN-BSN Admissions committee during the semester prior to the semester of desired enrollment.

2. Students seeking readmission after leaving the RN-BSN program due to unsatisfactory performance must:

- o Acknowledge responsibility and accountability for the problem that resulted in dismissal.
- o Show evidence of initiative to correct the problem. For example, activities that promote academic growth and insight while not enrolled in the program
- o Provide documentation to demonstrate readiness to perform beyond the minimal standard if readmitted through medical or counseling reports; letters of recommendation; new grade reports; employment records; special projects or volunteer work; evidence of academic remediation, and/or statement of personal goals and a plan of action.

3. Students must complete the nursing program within 3 years from return to program.

4. Complete nursing courses in existence at the time of re-entry.

5. Student applications for readmission after a lapse of one or more years will be reviewed at the discretion of the RN-BSN Admission and Progression committee.

RN-BSN Program Dismissal Policy

The School of Nursing reserves the right to interpret, maintain, and enforce the standards of conduct and professional performance for nursing. The program also reserves the right to recommend dismissal or refuse enrollment in the program to any student who in the judgment of the RN-BSN Admission and Progression Committee, by a majority vote, has violated the standards of ethical/professional behavior.

A student may be dismissed from the program if he or she:

1. Demonstrates behavior which conflicts with safety essential to nursing practice
2. Presents a threat to others, or a threat of disruption of the program
3. Is unable to meet the School of Nursing's Technical Standards
4. Engages in conduct which violates the Virginia Nursing Practice Act
5. Fails the drug screen or has a background check that shows criminal activity that would disqualify the student from continuation
6. Engages in conduct which violates the Code of Ethics for Nurses of the American Nurses' Association which has been adopted by the School of Nursing as its standard for ethical conduct by faculty and students
7. Engages in conduct which threatens or has the potential to threaten the physical, emotional, mental, or environmental health or safety of a client, a client's family member, another health care provider, or the student himself or herself
8. Fails to participate in or complete clinical work for any reason or fails to perform clinical work which is consistent with professional nursing practice, including satisfactory

performance of all critical behaviors specified on the evaluation tool for each course
9. Fails to adhere to University, College, School and clinical site policies and procedures

All students are regularly evaluated against the above standards in relation to clinical practice and may be dismissed from any course or from the nursing program upon violation of any of the stated standards, regardless of course grades.

A student who has been dismissed should not expect to be readmitted. In very rare cases when in the judgment of the administration and RN-BSN Admission and Progression Committee, there is clear evidence of probable future academic success, a letter of request for readmission may be considered.

> **In no case will readmission be considered until at least two full semesters have elapsed from the semester of dismissal.**
>> • Students must submit reentry application according to the following deadlines:
>>   For spring readmission: November 1
>>   For fall readmission: July 1

For further information see Re-Entry to JMU

Graduation Requirements

All requirements for a Bachelor of Science in Nursing degree (BSN) must be met. In addition, a grade of C- or better must be earned in each nursing course. Students must follow the JMU policy for Intent to Graduate and fulfill all JMU requirements for graduation.

In order to qualify for graduation, baccalaureate degree candidates must complete all the requirements on the following checklist. A student deficient in any area **will not** receive a diploma until the requirement is complete.

- o **Schedule a meeting with adviser to review academic progression prior to the graduation application deadline**.
- o Submit a completed *Graduation Application* to the Office of the Registrar by the posted deadline.
- o Successfully complete a minimum of 120 semester hours of credit (includes transfer credit from pre-licensure nursing program and any experiential learning credit that has been awarded).
- o Complete all required coursework with a minimum of C- or better.
- o Make certain that official transcripts for all transfer and affiliated courses are on file in the Office of the registrar.
- o Make sure that all holds are removed from student account.
- o Fulfill all financial obligations to James Madison University.
- o Complete any exit interview or online evaluations.

Graduation with Honors Distinction

RN-BSN students are ***ineligible*** to graduate with honors distinction. Before becoming eligible for graduation with honors, a student must successfully complete the following:

- Enrollment at JMU for a minimum of four semesters (fall and spring).

- Completion of a minimum of 60 attempted and earned credit hours at JMU.

- A minimum cumulative grade point average of 3.50 on all course work completed at James Madison University, including any work completed at JMU as a dual enrollment student prior to undergraduate matriculation and/or any work attempted and earned beyond four semesters or 60 credit hours.

This means that a student needs 60 hours of completed course credit from JMU. The RN-BSN program only supplies 30 hours, and the 37 hours of experiential learning credit DO NOT count as course work completed at JMU.

If a student has attended JMU in the past and graduated with a degree, they are not able to count those course hours towards their new degree - therefore they cannot be assigned Honors Status for graduation.

The Exception

If a student completed courses at JMU and withdrew from the university before receiving their degree, but has returned to JMU to complete their RN-BSN, they may graduate with Honors so long as they have met the 60 hours of coursework and other GPA criteria. Below is the university policy statement:

Honors Requirements from Registrar's Office

To be considered for graduation honors, students who enter JMU for the first time in Fall 2015 and thereafter need at least four regular semesters (fall and spring) at JMU, a minimum of 60 attempted and earned credit hours at JMU, and a minimum grade point average of 3.50 at JMU (including any work completed at JMU as a Dual Enrollment student prior to undergraduate matriculation, and/or any work attempted and earned beyond four semesters or 60 credit hours). For students who entered JMU for the first time prior to Fall 2015, please consult the undergraduate catalog for information regarding graduation with honors for the year in which you first enrolled at JMU. Graduation honors noted in the commencement program will be based on the grade point average at the end of the semester preceding the semester in which final graduation requirements are met. For students who participate in the May ceremony but complete requirements in summer session, the honors noted in the commencement

program will be based on the grade point average earned at the end of the preceding fall semester. Final graduation honors recorded on the diploma and transcript will be determined by the grade point average at the end of the semester in which all graduation requirements are met.

Honors	Grade Point Average
Cum laude	3.5 - 3.699
Magna cum laude	3.7 - 3.899
Summa cum laude	3.9 and above

All RN-BSN students are, however, eligible for entry into the Sigma Theta Tau Nursing Honor Society. Students who meet the GPA requirements will be offered membership once they have completed half of the program. Sigma graduates receive honor cords and distinction at graduation, as well as entry to a professional organization. Learn more about Sigma.

Second Degree, Second Major, or Minor Policy

Students entering the RN-BSN program as first-time students at JMU may not declare a second degree program, second major, or minor. Only previously enrolled, continuing students at JMU, who have an officially declared plan (major or minor) prior to declaring the RN-BSN program, may complete that plan(s). Consultation with the second major or minor adviser or coordinator will be required to ensure timely completion of the declared plan(s). Students must complete their BSN, and any additional plan, within 5 years from start of RN-BSN program.

ACADEMIC POLICIES

Professional Dispositions and Behavior

An important aspect of being a highly qualified nurse is demonstrating appropriate professional dispositions or behaviors. The behaviors described in the student handbook and on the practicum evaluation tool will be clearly identified and monitored throughout the RN-BSN program in all courses. If a pattern of problematic behaviors is noted, an intervention plan will be implemented.

Professional Netiquette

Online learning is based in social interaction, but the communication looks and feels different than face to face interaction. Because you cannot always see the person behind the words it is easy to misinterpret what is being said. Therefore, avoid humor and sarcasm, which are difficult to interpret without having cues such as facial expressions and tone of voice to rely upon. Additionally, to ensure you are sending the message that you intend to, read your communication aloud before sending.

 (When participating online, do not share private messaging of any kind (from instructor or classmates) with others. The instructor will not share e-mail from you with students in the class without your permission. Please use professional etiquette and language in e-mail to the instructor and class members. Students are expected to behave professionally and collegially with instructor, classmates, and members of their team. More Netiquette Tips

Disruptive Behavior

Students who demonstrate disruptive behavior in the classroom, whether in person or virtually, are subject to policy Academic Affairs Policy #12, Disruption of Class.

Social Media Policy

Students will not discuss or post any identifiable information about faculty, peers, patients, family members, or any clinical facility on any unapproved electronic venue (i.e. Facebook, Twitter, Instagram, SnapChat, TikTok, blogs, cell phones, etc.). In addition, students will not leave or save any patient, family, faculty, clinical facility, or student information on any open access desktop or hard drive. Violation of this policy may result in academic penalty.

Email Policy

Students are expected to read and, when appropriate or required, respond within 48 hours to emails sent from the University departments and School of Nursing. Email is the standard mode of communication for University broadcast messages to the community as well as for messages to individual students about academic standing and other important administrative matters. Messages are sent to the JMU student's official JMU email address (@dukes.jmu.edu) and through Canvas.

Students who do not respond to attempts at communication will be contacted by the program coordinator, operations coordinator, and/or academic adviser via personal email address and/or cell phone number provided by students on their RN-BSN Communication Consent Form.

Academic Integrity

All students are expected to adhere to the JMU Honor Code. Upon enrollment at James Madison University, each student is subject to the provisions of the Honor system and has a duty to become familiar with the Honor Code and the provisions of the Honor System. Each examination, paper, and other written or electronically submitted assignment is submitted pursuant to the Honor Code.

Making references to the work of others strengthens your own work by granting you greater authority and by showing that you are part of a discussion located within an intellectual community. When you make references to the ideas of others, it is essential to provide proper attribution and citation. Failing to do so is considered academically dishonest, as is copying or paraphrasing someone else's work. The consequences of such behavior will lead to consequences ranging from failure on an assignment to failure in the course to dismissal from the university. Because the disciplines of the Humanities value collaborative work, you will be encouraged to share ideas and to include the ideas of others in our papers. Please ask if you are in doubt about the use of a citation. Honest mistakes can always be corrected or prevented. The JMU Honor Code is available from the Honor Council Web site: https://www.jmu.edu/honorcode/code.shtml.

Plagiarism

Plagiarism is theft of another person's ideas, writing, and data and is not acceptable. Here are some definitions of potential plagiarism violations:

•   The intentional or unintentional copying of the words of another without appropriate acknowledgement. When a student uses another person's exact words, the words must be placed in quotation marks and a citation given.

•   Inadequate attribution of data or ideas. When a student uses the ideas, writing, or data of others and does not cite the source of those ideas it is plagiarism.

•   Poor paraphrasing. When an author simply changes the words in a sentence around without restating the ideas in their own words it is plagiarism.

•   Excessive paraphrasing. When a student paraphrases or uses quotations for a large amount (greater than 50%) of the paper, whether cited or not, it is plagiarism.

•   **Self-plagiarism.** When a student submits the same or essentially the same work for more than one assignment or more than one course (including a repeated course) without advance permission of the instructor it is plagiarism. Copying your own work without a citation is plagiarism.

•   Copyright infringement occurs when an author copies (with or without attribution) significant portions of a previously published work, including tables and figures.

You may view an excellent learning module on plagiarism from The U.S. Department of Health & Human Services – The Office of Research Integrity website.

When plagiarism is detected, either by a faculty review or via a software program such as TII, the faculty will use the following scale to determine consequences:

- If 5 – 14% of the submission is plagiarized, faculty will notify the student and deduct the maximum amount of points from the APA portion of the grading rubric.
- If 15-24% of the submission is plagiarized, faculty will notify the student to rewrite the submission and deduct 15 points from the total grade of the submission.
- If plagiarism is extensive, more than 25% of the original submission, the student will receive a 0 for the submission and the infraction will be treated as an honor code violation.

Turnitin (TII)

Writing assignments may be submitted through Canvas' Turnitin (TII) plagiarism prevention service as approved by JMU. Your writing assignment will be checked for plagiarism against Internet sources, millions of academic journal articles, the JMU TII database, and the TII Global Reference Database. TII generates an originality report for the instructor that highlights any blocks of text in your paper that match the above reference sources and allows a line-by-line comparison of potentially unoriginal text from your paper with the matching document sections in the reference sources. Your instructor may choose to have your TII submissions added to the JMU TII database and later used only to check against other JMU paper submissions. Neither Canvas nor JMU claim any copyright ownership of your writing submitted through TII. Upon completion of revisions to your work you may choose to permanently contribute a copy of your paper to Canvas' Global Reference database. This would protect your original writing from plagiarism at other institutions. However, opting in and voluntarily contributing your work to the global database is an individual student decision and not required by your instructor or JMU.

AI Policy

Since its launch by OpenAI in late 2022, ChatGPT has inspired many questions related to academic integrity. Like most tools, ChatGPT (and other artificial intelligence products) can be used for purposes both good and bad. There are legitimate ways to use these tools for research, and there are ways to use them to cheat on academic work.

AI-generated material may be included as part of the teaching and learning activities. If the professor allows the use of an artificial intelligence program (AIP) such as ChatGPT, and the student follows the

guidelines for use, then no academic dishonesty has been committed. However, using an AIP on assignments is prohibited if the instructor does not allow its use. Students who use AIP without permission, or who use them in improper ways, are violating the academic integrity rules of the University.

The JMU Honor Pledge includes a statement that using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items is an honor code violation.

To uphold JMU's values, undergraduate nursing students should commit to doing their own work, without "unauthorized assistance" from humans or machines.

Instructors will determine if the use of AIPs is suitable for assignments in the RN-BSN Program. Assignments will include specific instructions regarding the use of AIPs.

If no outside resources including AIP are allowed, the student must submit authentic writing only.

If AI-generated material is identified in an assignment where no permission allowing AIP use has been given, the faculty may initiate an honor code violation.

Honor Code Statement

Each examination, paper, oral presentation, and other written or electronically submitted document is submitted pursuant to the Honor Code, and it may contain the following pledge of the student(s) submitting the work: "This work complies with the JMU Honor Code."
https://www.jmu.edu/honorcode/code.shtml#i

Students in the RN-BSN program will comply with this by entering the statement - This work complies with the JMU Honor Code into the comment box for all online submissions.

Late Assignment Policy

Students must notify the instructor if an assignment submission will be late. There will be a 5% point deduction per day up to seven days. After day seven no points will be awarded for the assignment. This policy only applies to individual assignments (this does not apply to group assignments or discussion board posts). At the instructor's discretion, you may receive an amended due date if you have extenuating circumstances. **To be clear, permission for a due date amendment must be confirmed with your instructor before the original due date.** You may submit an assignment ahead of time if you know that you will be unable to submit on the due date, provided you inform and receive permission from the instructor. Last minute technology problems will not be considered an excuse for late work.

Reference Format

All written assignments will use the *American Psychological Association* (APA) format for writing style, formatting, and referencing style. The 7th edition of the APA manual will be followed. APA referencing format for electronic resources may be accessed from the American Psychological Association website.

Disability Accommodations

James Madison University is committed to the full and total inclusion of all individuals and to the principle of individual rights and responsibilities. To this end, policies and procedures will ensure that persons with a disability will not, on the basis of a disability, be denied full and equal access to and enjoyment of academic and co-curricular programs or activities or otherwise be subjected to discrimination under programs or activities offered by the University. This policy was developed to ensure equal access at the University for individuals with disabilities and to ensure full compliance with all pertinent federal and state legislation.

If you have not already done so, you will need to register with the Office of Disability Services, the designated office on campus to provide services for students with disabilities. The office is located in The Student Success Center, Suite 1202 and you may call (540) 568-6705 for more information. If you have a disability and may require some type of instructional and/or examination accommodations, please contact the course instructor early in the semester so that they can provide or facilitate provision of accommodations you may need at Disability Services

It is expected that the student will register with the Office of Disability Services, obtain objective and credible confirmation of the relevant condition(s) and prescribed accommodations prior to the start of the semester, and contact the Faculty Course Coordinator prior to the start of the course to allow enough time to effect the prescribed, reasonable accommodations by the 2nd week of class.

Policies:

JMU Policy 1331 – Disabilities & Reasonable Accommodations

JMU Policy 1324 – Disability Discrimination & Complaint Procedure

JMU Policy 1211 – Information Technology Accessibility

Religious Accommodations

All faculty are required to give reasonable and appropriate accommodations to students requesting them on grounds of religious observation. The faculty member determines what accommodations are appropriate for their course. Students should notify the faculty by no later than the end of the Drop-

Add period the first week of the semester of potential scheduled absences and determine with the instructor if mutually acceptable alternative methods exist for completing the missed classroom time, lab or activity. Contact the Office of Equal Opportunity at (540) 568-6991 if you have additional questions.

Testing Policies

Absenteeism: All exams are to be taken as scheduled. If a student misses an exam, the faculty must be notified by phone or e-mail **prior** to the exam unless there is an extreme emergency. Failure to make previous arrangements and missing a scheduled exam will result in a zero for that exam. Students will not be permitted to demonstrate a pattern of missing scheduled exams in a course. Exams missed for any reason will be reported to the program coordinator.

It is the responsibility of the student to contact the faculty to schedule a make-up exam. A student who misses an exam should make up the exam within three days of the missed exam. An alternate form of the exam will be administered to those students who miss an exam.

Academic Honesty: All students are to abide by the James Madison University Honor Code. Electronic exams will include an Honor Code statement. Failure to sign the statement will result in a zero for that exam. Any 'cheating' (including the use of unauthorized materials during testing) is considered academic dishonesty. Refer to the JMU Student Handbook to view the disciplinary policies and procedures.

Electronic Quizzes/Exams: Students will participate in electronic quizzes and/or exams within the Canvas learning platform for selected RN-BSN courses. Students are expected to follow all JMU honor code policies for any quiz or exam completion.

Reporting of Exam Results: Faculty require a minimum of 24 hours to review exam results, including item analysis and scores will be posted within one week of the examination. Please do not call or email faculty regarding grades. It is inappropriate and unprofessional to argue with faculty regarding exam questions since course faculty are experts on the topic. Students may appeal test questions in writing following the appeals policy.

Substance Testing Policy

The James Madison University (JMU) School of Nursing (SON) is committed to maintaining a healthy drug and alcohol-free environment for the safety of our students, staff, visitors, and patients. The SON believes that each student has a personal obligation to practice health conscious behaviors to foster clear and rational decision making. Patient safety is paramount and serves as the foundation of the Substance Testing Policy. Students that use, possess or distribute illegal drugs, use drugs not prescribed

for them, are impaired in the classroom or other educational setting, and/or abuse drugs or alcohol will be subject restorative and disciplinary procedures.

- Substance testing is required when admitted into the nursing program and must be completed following the SON procedure.
- Substance testing may be required at random dates and times while enrolled in the program.
- Substance testing is required if student impairment is suspected based on the presence of indicators described below.

1. If the faculty member or responsible agent (e.g., preceptor, supervising nurse, school staff) identifies evidence of indicators of possible substance use, the faculty member will discuss the concern with the student. If a fellow student or other individual identifies indicators of possible substance use, the individual should report the matter to the faculty member or responsible agent who will discuss the concern with the student.

a. Indicators may include behavioral, physical, and/or performance signs that the student is impaired or is under the influence of drugs or alcohol, including but not limited to the following:

- Bloodshot eyes, pupils larger or smaller than usual
- Changes in appetite or sleep patterns
- Sudden weight loss or weight gain
- Deterioration of physical appearance, personal grooming habits
- Unusual smells on breath, body, or clothing
- Tremors, slurred speech, or impaired coordination
- Drop in attendance and performance at work or school
- Unexplained change in personality or attitude
- Sudden mood swings, irritability, or angry outbursts
- Periods of unusual hyperactivity, agitation, or giddiness
- Lack of motivation; appears lethargic or "spaced out"
- Appearing fearful, anxious, or paranoid

2. If there is reasonable suspicion of use the student may be dismissed from clinical or class and instructed to follow up with the program coordinator. The student will not be allowed to drive home. Students are responsible for the cost associated with safe transportation to their homes. Online students will be directed to meet with the instructor and program coordinator.

3. The faculty will notify the program coordinator immediately. The program coordinator will facilitate substance testing for the student as soon as possible. The student is responsible for the cost of all substance testing.

4. If a substance test is positive for a substance not prescribed to the student, the student will be required to:
- Consult the JMU Health Center within 3 days to receive medical clearance to return the program.
- Complete the Office of Substance Abuse Prevention (OSAP) program called *Reflections*. The student must contact OSAP within 3 days to schedule the initial session. Distance education students can participate via telephone or WebEx.
- Report to the JMU Office of Student Accountability and Restorative Practices (OSARP).
  - Nursing students are required to comply with the schedule of appointments arranged by the substance-abuse counselor(s) and those of the Office of Student Accountability & Restorative Practices. It is the responsibility of the nursing student who makes an appointment with a counselor and/or the Office of Student Accountability & Restorative Practices' Case Administrator to keep that appointment. If the nursing student is not able to keep the appointment with the Counseling Session, the nursing student is expected to cancel the appointment by telephone preferably 24 hours in advance but at least by 8:30am the day of the appointment. Appointments with the Office of Student Accountability & Restorative Practices may not be rescheduled. If the nursing student fails to appear to the appointment scheduled for the Administrative Case Review OR to an appointment that was set based on his/her academic schedule, the Case Administrator will make a decision in the case based solely on the information provided in the documentation in his/her absence. If the case is decided in his/her absence the nursing student will be notified via email and provided a deadline to accept or reject the decision.
  - Distance or online students can participate with OSARP via telephone/telehealth conferencing or WebEx

5. If the student refuses the substance test, this will be considered a positive substance test and the [JMU Office of Student Accountability and Restorative Practices (OSARP)](#) will be notified for policy non-compliance.

6. IF student fails to accomplish OSARP directives, the SON will defer to sanctions set forth by OSARP regarding returning to the program.

7. How do we address this in clinical settings with notifications? A letter will be sent to the clinical site that the student will not be returning until further notice.

Safe Haven Provision

Students are encouraged to seek assistance from the SON prior to being identified as having violated the substance policy or being notified that s/he must undergo substance testing. A student who has engaged in drug use may disclose the violation of the substance policy to the program coordinator. The student will be required to follow the procedure outlined for a positive substance test as outlined above. Once medically cleared to return to the program, the program coordinator will collaborate with OSARP to determine the appropriate form of intervention. This provision may only be used one time. A second incidence will result in dismissal from the program. A student who voluntarily asks for assistance but does not follow the terms of his/her treatment program will be sanctioned according to the procedure for a positive substance test.

Acknowledgement of the SON Substance Testing Policy is recorded through student's signature on the Blanket Policy Acknowledgement Form that is uploaded to student's myRecordTracker account as part of TrueScreen requirements.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.

The rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. More information can be found on the U.S. Department of Education website.

Therefore, faculty members must secure <u>written</u> permission from a student before they can speak to a parent/spouse regarding the student's education record or academic progress. More information regarding FERPA can be found on the JMU FERPA: Privacy of Academic Records page.

Grievance Procedure for Students

This policy applies to student grievances related to the instructional process that do not concern grades, discrimination or harassment. Policies for grievances concerning these matters are outlined elsewhere.

To initiate the grievance procedure, the student should submit to the academic unit head a written statement explaining the reason for the grievance. Supportive documentation should also be included. The academic unit head meets with the student and confers with the relevant faculty member. Following these meetings, the unit head initiates the process as follows.

1. Each academic unit head will appoint an advisory committee made up of faculty and students from the academic unit that will hear grievances of students. The advisory committee may take any of the following actions:

- Examine materials submitted by the student and the party grieved against ("respondent").
- Interview the student and the respondent.
- Interview any witnesses requested by the student, the respondent or the committee.
- Request additional materials from any person or entity relevant to the charges.
- Make a recommendation on the grievance to the academic unit head.

2. The academic unit head may accept the recommendation of the committee, reject the recommendation, or partially accept and partially reject the recommendation. The academic unit head will take any action he/she deems appropriate on the grievance.

3. If either the student or the respondent is dissatisfied with the action taken by the academic unit head, the action may be appealed to the dean. The decision of the dean is final.

4. If the academic unit head is the party against whom the grievance is filed, the dean will receive the report of the committee and stand in the place of the head of the academic unit for the purpose of making the decision on the grievance. If the dean is the party against whom the grievance is filed, the Provost and Senior Vice President for Academic Affairs will handle any appeal.

5. Following the final disposition of the grievance, a brief written summary of the complaint and outcome is filed with the dean as per University Policy 3110.

Following exhaustion of campus-based procedures, students may direct complaints to the State Council of Higher Education for Virginia. Additional information is available from their website.

At-Risk Warning

An At-Risk warning is assigned by an instructor in response to a student's unsatisfactory performance as per the expectations and objectives of the School of Nursing. This applies to performance in either classroom and/or clinical courses.

James Madison University
School of Nursing
At-Risk Warning

This is an official warning of unsatisfactory performance as per the expectations and objectives of the School of Nursing. This warning indicates substantial difficulty in important behaviors. Resolution of at-risk behaviors must occur in order to successfully pass the course.

Students who do not meet the SON Technical Standards, course objectives, or who demonstrate irresponsible, unprofessional, or unsafe behavior will be identified as **At-Risk**. Depending upon the type and seriousness of the problem or repeated poor performance, the student may be placed on probation or asked to withdraw from the course and/or program prior to the end of a semester.

Classroom

Students demonstrating irresponsible, unprofessional, disruptive behavior, and/or achieving an overall test or course average at or below 72% in any given course by midterm are expected to initiate a meeting with the course instructor to develop a plan for improvement within a two-week period and will be identified as At-Risk.

Behaviors that are inconsistent with responsible, professional, and safe clinical practice include, but are not limited to:

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- ☐ One unexcused absence from clinical
- ☐ More than 1 tardiness to clinical - Tardy is defined as being five minutes late. Thirty minutes late is considered an absence
- ☐ Expired or late TrueScreen/ My Record Tracker documentation
- ☐ Consistently fails to meet course objectives (as outlined in the course syllabus) and/or technical standards (as outline in the BSN Handbook)
- ☐ Does not take initiative and/or takes initiative inappropriately
- ☐ Is consistently unable to develop communication skills and form therapeutic relationships with clients, families, coworkers, and faculty, even with guidance
- ☐ Exhibits negligent behavior causing potential damage to the client
- ☐ Violates professional ethics through behaviors such as:
  - ☐ Carelessness with client confidentiality
  - ☐ Inconsistency in complying with agency and/or academic policies
  - ☐ Failure to recognize implications of behavior for the professional role
  - ☐ Violation of therapeutic nurse/client relationship
  - ☐ Gross violation of agency policies
  - ☐ Consistently fails to meet obligations
  - ☐ Inability or unwillingness to acknowledge errors or areas of weakness, even when identified by the faculty
  - ☐ Exhibits negligent behavior causing potential harm to the client

This form is used to document student performance issues resulting in the student being identified as **At-Risk.** Should the student be identified as **At-Risk** in the same or any other course, it will result in faculty review, possible failure of course(s), being placed on **Probation**, and/or dismissal from the nursing program. The Program Coordinator and Associate Director will track **At-Risk** plans across semesters and intervene as needed.

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James Madison University School of Nursing At-Risk Form

Course name	
Course Instructor	
Student name	
Student ID number	

Description of specific/supportive data (List Academic policies, PET outcomes not met with description):

Plans for improvement (Short-term interventions/goals should be developed collaboratively with the student):

Student Signature: _____   Date: _____

Instructor Signature: _____   Date: _____

Program Coordinator Signature:_____   Date: _____

Revised -September 2024

James Madison University School of Nursing Probation Form

Student Name	
Student ID number	

Description of specific/supportive data (Description of At-Risk Behavior/Activity):

Requirements to Progress:

Student Signature: Date:

Instructor Signature: Date

Program Coordinator Signature: Date:

AAssociate Director Signature: Date:

CLINICAL REQUIREMENTS

Minimum Standards Required to Participate in Practicum

The James Madison University School of Nursing strives to select diverse applicants who have the potential to become competent, client-centered, nurses. The accredited programs within the SON adhere to the current accreditation standards for nursing education. The practice of nursing occurs in complex and changing environments that require nurses to exercise clinical reasoning using knowledge, attitudes, skills, and behaviors within the context of client interactions. Within these guidelines, the SON has the responsibility for selecting and evaluating its students; designing, implementing, and evaluating its curriculum; and determining who should be awarded a degree. Likewise, the SON has a responsibility to the public that its graduates are competent and caring capable of doing work that benefits and does not harm their clients. Students who seek to obtain an accommodation or determine their eligibility for one should contact James Madison University's Office of Disability Services. They can be reached by email at disability-svcs@jmu.edu or by phoning (540) 568-6705 (Voice/TDD), (540) 568-7099 (FAX). Additional information can be found on their website.

It is important that students admitted to our programs possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice nursing in a variety of settings. Admission and retention decisions are based on multiple factors including satisfactory academic achievement, as well as the candidate's ability to demonstrate the knowledge, skills, and attitudes for graduation, and licensure or certification.

In order to successfully complete programs within the SON and meet the requirements to practice nursing, students ***must be able to meet all technical standards with or without the use of accommodations***.

Communication: Prospective and current students must possess communication skills that allow them to:

- Communicate effectively and respectfully with people verbally and nonverbally, in writing, and within a variety of electronic and virtual formats.
- Accurately perceive verbal and nonverbal communications from others within a variety of academic, community, educational, and clinical environments.
- Communicate sensitively and flexibly with others, taking into consideration development, cultural values, and diverse abilities of communication partner(s).
- Be proficient in written and spoken English.

- Adequately convey written information to meet curricular, clinical, and scholarly demands including but not limited to clinical documentation, evaluation/outcome data, and written reports.
- Access and comprehend information from images, electronic and written materials to meet academic and clinical demands, including but not limited to academic resources, medical records, standardized assessments, and clinical reports.

Cognition: Prospective and current students must use cognitive skills to
- Demonstrate effective critical thinking skills in order to safely and effectively direct the nursing process.
- Identify salient information, recognize patterns and deviations from patterns in order to effectively recognize, define and address clinical problems.
- Comprehend, retain, recall, integrate, assimilate, infer, analyze, evaluate, and apply information from diverse sources of information in order to conduct all steps of the practice of nursing.
- Generate discipline-specific documents, clinical reports, and scholarly works
- Critically analyze and apply data from written scenarios and live encounters into evaluation and intervention processes.
- Evaluate safety, and create and maintain safe environments during practice of nursing while anticipating potential risks and safety hazards in environments, and designing strategies to minimize potential for harm.
- Take initiative to flexibly, effectively, and efficiently solve problems.
- Demonstrate self-awareness in order to monitor and evaluate one's own knowledge and skills.

Social, Emotional, Behavioral and Self-regulation Skills: Prospective and current students must use social, emotional, behavioral and self-regulation skills to
- Demonstrate one's composure in noisy, malodorous, or visually complex, emotionally charged, and intense situations to maintain a safe and therapeutic environment.
- Demonstrate self-care and personal hygiene routines.
- Demonstrate self-regulation in the context of receiving feedback regarding areas for improvement.
- Demonstrate awareness of, and attend and respond to the needs of others effectively, compassionately and respectfully in order to establish and maintain therapeutic relationships with clients.
- Communicate professionally with peers, faculty, interprofessional team, clients, their families and the general public.

- Demonstrate the flexibility and adaptability within dynamic clinical, professional, and academic contexts.
- Manage time effectively in order to complete professional and technical responsibilities within time constraints.
- Demonstrate personal and professional integrity as well as commitment to uphold professional ethics and codes of conduct that protect clients and the public

Ethical Behavior and Adherence to Professional Codes of Conduct: Prospective and current students must

- Adhere to professional codes of conduct and codes of ethics set forth by professional associations such as the American Nurses Association and state regulatory boards.
- Comply with university, college, graduate school (if applicable), SON, and program-specific administrative, legal, and regulatory policies and procedures.

Sensorimotor:

Prospective and current nursing students must be able to

- Access data from diagnostic instruments, standardized assessments, and evaluations (includes but not limited to clinical observations, text, numbers, tables, graphs, images).
- Use vision, auditory, olfactory and/or tactile information to identify anatomical structures and functions on humans, anatomical models, and environmental features.
- Observe clients and peers in order to assess health status and to perform evaluation and intervention processes.
- Demonstrate sufficient postural control, neuromuscular function, strength, coordination and endurance to perform evaluations and interventions accurately, safely, and effectively in classroom, community, and clinical environments during a full work day. This includes fine and gross motor functions needed to safely operate equipment, position clients for treatment, and demonstrate desired actions for educational purposes.
- Respond to requests for help and emergency codes in a timely manner and to perform procedures such as CPR when required.
- Safely navigate academic, clinical, and community environments. This includes the ability to maneuver in small places while safely guiding clients and their assistive devices when necessary.
- Demonstrate sufficient fine motor function to perform nursing related skills and produce legible and accurate documentation of reports, charting, scheduling, daily correspondence, and presentations.

James Madison University and the SON will provide reasonable accommodations to otherwise qualified students with properly documented disabilities who meet the minimum SON requirements. Reasonable accommodations will be provided as needed to facilitate a student's progress in learning, performing, and satisfying the essential functions presented in this document.

Clinical Sites Responsibilities

The School of Nursing contracts/affiliates with agencies for clinical placement for the practicum course and both students and faculty are guests in these agencies. Many agencies require that we provide them with documentation relative to CPR certification, criminal record, professional liability insurance, results of TB testing, Urine Drug Screen, etc.; the information you provide for us may be shared with them. **It is the student's responsibility to determine if any additional documentation is required for their selected clinical site prior to the start of the experience. This includes any additional vaccinations or background checks.**
In addition to other policies relative to clinical experiences, the following expectations relate specifically to clinical sites and personnel:

- Students are responsible for ensuring documentation in myRecordTracker is current and drug screen and background check have been completed through Application Station. Failure to comply will result in the student being dropped from both the community health and clinical courses and a hold placed on the student's account.
- Students are expected to act in a responsible, respectful manner in all interactions with patients and staff.
- Nursing students are expected to comply with written policies and procedures governing nursing practice in the practicum agency or institution, including policies and procedures regarding hazardous material, standard precautions and health requirements.
- HIPAA - Health Insurance Portability and Accountability Act- "The Department of Health and Human Services and all other health care agencies must ensure that their customers (ex: patients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected health information they collect, maintain, use, or transmit is protected" (Federal Register, 2003, p1). Individual clinical sites may require students to attend their own HIPAA training sessions.
- Students are responsible to notify the faculty member if they will be absent from an assigned experience due to illness, weather or other reasons.
- For a clinical absence, see the Attendance Policy in this document.
- All information and personal data gained in practicum experiences must be treated confidentially.
- Nursing students are expected to dress in accordance with the School of Nursing policyand as acceptable to the agency.
- If a student is injured during any practicum experience, the designated agency procedure is to be followed.

Clinical Experiences

RN-BSN students provide services including direct care to individuals, groups and communities in practicum experiences and are liable for all actions taken. Students are expected to provide safe, appropriate, knowledge-based care that meets ethical and legal standards. The well-being of patients is the priority responsibility and students are expected to prepare for community practicum experience as directed.

Expectation of Competent Behavior and Performance

- Physical or mental inability to perform practicum responsibilities - If a student has sustained an injury (e.g. broken bone), illness, or disability after entry into the nursing program that prevents the student from meeting the objectives of a practicum course, the student may need to withdraw from the course. The practicum instructor will determine:
    - o Whether course objectives can be met within the time frame of the course.
    - o Whether the student is able to receive an incomplete (I) in the course and satisfy requirements within three weeks of the end of the semester; or
    - o Whether the student will need to withdraw and re-take the course when the problem is resolved. This will affect student progression within the program
- Unsatisfactory or unsafe behaviors - may result in a clinical plan for success, clinical probation, or removal from the course (and subsequent failure of the course) at the discretion of the faculty practicum instructor. When a student is placed on clinical probation, the faculty instructor will document the incident or pattern of behavior. The instructor, program coordinator and student will meet to discuss the incident and to establish specific re-evaluation criteria and behavioral goals that will be put in writing and signed by the student and faculty member. Following clinical probation, subsequent unsatisfactory performance in the practicum or laboratory setting will result in faculty review and possible failure of the course.

Uniforms & Dress Code

The following dress code guidelines are reflective of agency policies. As guests in practicum agencies, students are expected to convey dignity and respect through their dress and behavior.

Uniform
- Identification badges are required with all uniforms, lab coats/scrub jackets, or street clothes in the clinical setting. **The JMU student ID (JACard badge obtained at orientation) must be worn above the waist with picture and name visible at all times.** Student ID badges will be obtained during the on campus orientation day. A clinical agency may require students to wear their agency ID.

Shoes
- Closed-toed (no holes), impermeable upper sole, comfortable, walking shoes are to be worn

with the uniform.
- Tennis shoes or sneakers are acceptable if they are made of an impermeable material (no mesh) and do not have any bold loops or insignias.
- Standard nursing clogs that are secure on your feet may be worn.

Hair

- Hair should be neat and clean. All hair should be secured with no hair dangling in the face or below the shoulders. Hair, if shoulder-length or longer, must be pulled back with a non-decorative hair accessory. Hair must not come in contact with the client. No bandanas are to be used during practicum experiences; headbands must be solid color (white, black, purple)
- Avoid extreme hair colors.
- Mustaches and beards clipped neatly and close to face.

Nails

- Nails are to be short in length and well groomed.
- Unchipped clear (with no color) nail polish may be worn.
- Gel polish, Shellac, or other polish that cannot be removed with basic nail polish remover is not allowed, for safety reasons.
- Artificial nails are not allowed during clinical experiences for safety reasons.

Make up

- Excessive makeup is not allowed. Make-up should be used in moderation. As examples, but not to be inclusive of excessive include false eyelashes and loud colors. A professional, day look is acceptable.

Tattoos

- Tattoos or body art are permitted unless deemed offensive or controversial to coworkers, customers, patients, vendors, or others based on legally protected categories or factors beyond matters of preference (i.e., violence, nudity, illegal substances, weapons, etc.). Instructors may ask a student to cover a tattoo or body art (i.e., bandage or article of clothing) unless such covering creates a safety or infection prevention and control concern.

Jewelry

- No necklaces are permitted in the clinical setting.
- One plain ring band may be worn.
- Two small stud earrings are permitted in each ear.
- Facial piercings must be removed or covered.
- Tongue piercing is not permitted.
- Ear gauging is not permitted.
- No other jewelry is allowed.

- No items on the wrist except a watch and a medical alert band (as needed) including hair ties/bands and any type of non-medical alert bracelet.

Attendance Policy

Students in the RN-BSN program are required by accrediting agencies to complete a minimum number of hours (45 total) in the community health practicum rotation. For this reason there is strict adherence to the following policy on attendance during this practicum course.

1. The student will complete the required number of practicum hours within the designated summer session and as agreed upon with the course faculty/designated clinical preceptor. Students may complete **no more than 12 hours per day** of the 36 hours direct contact hour total for the practicum experience.
2. In the case of clinical absence that interferes with course completion and is related to a faculty determined extenuating circumstance, a conference between student, clinical/course coordinator, and the program coordinator may be held for the purpose of planning completion of the course requirements.
3. One undocumented absence will result in the student being placed on clinical probation. The clinical absence must still be reconciled.
4. Two undocumented absences will result in a clinical failure.
5. Students who have been absent for illness, must be afebrile and without symptoms for 24 hours prior to return to clinical.

Health Insurance

Students are required to maintain health insurance coverage while enrolled in the JMU RN-BSN program. Our associated clinical facilities require this of all faculty and students. Students must complete a verification of insurance form upon entry into the program, submit this documentation in their myRecordTracker, and notify the RN-BSN Program Coordinator if the student no longer has health insurance coverage. Students without health insurance coverage will be restricted from the clinical setting.

Liability Insurance

JMU through the State of Virginia provides malpractice coverage to the amount required in The Code of Virginia. Coverage is per occurrence for each individual student and covers student practice that is an assigned course-related activity. It will NOT cover student work outside course experiences (eg. as an aide, a volunteer, or a summer extern).

Students may purchase additional insurance beyond the state's policy. Information on purchasing liability insurance can be found by visiting the [Nurses Service Organization website](#).

Potential Injury

Persons under stress from physical or emotional ill health often direct feelings on persons in the environment. Students are in settings (community agencies, institutions and homes) where agitation, hostility, anger, sexually inappropriate and other unpredictable behavior can occur and students must learn strategies for dealing with problem behavior.

When making home visits the student should be particularly alert to risks related to the consumption of alcohol, drugs or other substances, dogs or other factors that might be a threat to safety. They should be aware of locations that call for special alertness; note lighting, open spaces, shrubs or other structures that might impair vision. The student should be sure someone knows when and where they are going. The student is encouraged not to take risks and may go in pairs as a safety measure. When the student feels uncomfortable with what is happening with a client they are responsible to inform the faculty and/or agency personnel so resolution can be found.

Blood-Borne Pathogens

In order to minimize and prevent the exposure of nursing students, faculty, and patients to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV), the School of Nursing has adopted the following policy and exposure control plan to provide education, prevent exposure and contamination, and provide appropriate follow-up should exposure occur. This policy and exposure control plan conforms to and is not in conflict with the requirements of local, state and federal laws and the Centers for Disease Control guidelines for prevention and transmission of HIV/HBV, James Madison University and the clinical sites utilized in the nursing program. It is the responsibility of each nursing student to be familiar with the provisions of this policy and to operate accordingly.

The OSHA/VOSH 1910.1030 Blood Borne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) have been shown to be responsible for infecting workers who were exposed to human blood and certain other body fluids containing these viruses, through routes like needle-stick injuries and by direct contact of mucous membranes and non-intact skin with contaminated blood/materials, in the course of their work. Occupational transmission of HBV occurs much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.

Methods of Compliance

1. **Standard Precautions:** Standard precautions are based on the fact that the existence of pathogens cannot be known in all situations. In some instances, patients harboring blood-borne infections may never be identified as representing a potential infectious risk. In settings

such as outpatient clinics, identification of patients who present a potential infectious risk is impractical if not impossible. Because one can never be sure who might be infectious, STANDARD PRECAUTIONS are recommended for all patient contacts. These precautions should minimize the risk of transmission of blood-borne infections. Therefore, all blood or other potentially infectious materials are to be handled as if they are contaminated by a blood-borne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Laboratory specimens from all patients must be treated as infectious.

2. **Engineering and Work Practice Controls:** The use of appropriate practices are outlined and followed as specified in the individual practicum settings utilized to eliminate or minimize exposure. Where occupational exposure remains after institution of these controls, personal protective equipment is also used.

3. **Hand-washing and Other General Hygiene Measures:** Hand-washing is a primary infection control measure which is protective of both the employee and the patient and must be diligently practiced. Students shall wash hands thoroughly using soap and water or other approved antibacterial waterless hand sanitizer whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes flushed with water, as soon as possible. Appropriate hand-washing facilities are available in clinical facilities and in the nursing skills center. Blood and body fluid spills should be cleaned up promptly. Gloves should be worn and the area decontaminated according to institutional policy. If not specified, a freshly made solution of one part chlorine bleach to 9 parts water can be used.

4. **Sharps Management:** Needles, especially contaminated needles and other contaminated sharps, should not be bent, recapped or removed. Shearing or breaking of contaminated needles is prohibited. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps containers.
In practicum settings procedures are followed as outlined for sharps use and disposal. In the campus-based nursing skills center appropriate containers (closable, puncture resistant, labeled or color-coded, and leak-proof on sides and bottom, and maintained upright throughout use) for the disposal of sharps are provided as a protective mechanism even though sharps are used for practice on oranges, manikins, etc. and do not involve use with human subjects. Nearly full containers are to be promptly disposed of (or emptied and decontaminated in the case of reusable sharps) and replaced. In the skills center the disposal of sharps containers is the responsibility of the skills center coordinator.

6. **Personal Protective Equipment:** Personal protective equipment is available and is to be used according to the specifications of the individual clinical site being utilized. Students are expected to wear personal protective equipment when doing procedures in which exposure of the skin, eyes, mouth, or other mucous membranes to blood or other body fluids is likely. The articles to be worn will depend on the expected exposure.
   o **Protection for Hands:** Gloves should be worn when handling body secretions; when contact with blood or other potentially infectious bodily fluids and mucous membranes or non-intact skin is likely; when handling soiled items or surfaces; and when performing venipuncture or giving parental medications. Gloves should be

changed after direct contact with each patient. Environmental contamination should be prevented by removing gloves as soon as possible after contamination. Gloves should not be washed and reused. Hands should be washed after gloves are removed. Gloves should be replaced as soon as feasible when contaminated, torn, punctured, or when their ability to function as a barrier is compromised.

o **Protection for Eyes/Nose/Mouth:** Masks and protective eyewear are not routinely indicated. In many instances, personal eyeglasses will provide adequate eye protection. Students shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. When suctioning intubated patients or caring for patients with productive coughs, e.g., during a sputum induction procedure, protection with masks and eyewear shall be used.

o **Protection for the Body:** Gowns are not routinely necessary, but a variety of garments including gowns, aprons, lab coats, clinic jackets, etc. are to be worn when soiling of clothes with blood or other body fluids is likely. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated. If penetrated by blood or other potentially infectious material, the garments should be removed as soon as possible and placed in a designated container for laundering or disposal.

o **Laundry:** Linen soiled with blood or other body fluids are to be placed in bags designed and marked for that purpose as specified in the given institution. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Wet contaminated laundry which may soak-through or cause leakage from bag or containers must be placed in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

6. **Regulated Wastes and Communication of Hazards:** Disposal of waste materials regulated by this standard is to be handled according to institutional policy. The presence of hazardous materials is to be identified according to accepted procedures of the given institution.

Procedures for Evaluation and Follow-Up of Exposure Incidents

An exposure incident refers to specific contact of eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material. A significant occupational exposure is defined as:

o A needle stick or cut caused by a needle or other sharp that was actually or potentially contaminated with blood or other body fluid.

o A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or other body fluid.

o A cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

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1. Immediately clean the skin or wound thoroughly with alcohol-based hand sanitizer (containing at least 60% alcohol). If an alcohol-based hand sanitizer is not available, wash the skin or wound with soap and water. In case of eye exposure, rinse eye(s) thoroughly with fresh water or sterile saline solution. Do not squeeze a puncture wound. This causes micro-trauma and swelling and doesn't help.

2. The student must report any incident of exposure to the clinical instructor or preceptor immediately.

    a. The instructor or preceptor must notify the RN-BSN coordinator as soon as possible and submit documentation of the incident (Unusual Incident Report) within 24 hours to the RN-BSN Program Coordinator.

    b. In the event the RN-BSN coordinator is unavailable, the Associate Director for Undergraduate Programs should be notified.

3. The student and preceptor must notify the appropriate individual at the clinical site who is responsible for evaluating and following up on exposure incidents (for example, occupational health or hospital supervisor).

4. The patient involved will be tested for infectious disease according to the facility's policy. The facility will communicate the affected patient's test results to the exposed student, according to the facility's policy. (The CDC recommends the involved patient be tested for: Rapid HIV, Hepatitis B Surface Antigens, Hepatitis C Surface Antigens).

    a. The student must receive notice of the patient's rapid HIV results, without receiving other identifying information about the patient, from the facility before leaving the facility.

5. After receiving the patient's rapid HIV results, the student will call the JMU Health Center Patient Advocate Nurse (540-568-7777) (**or a private provider if not in the vicinity of JMU or after business hours**) to obtain necessary testing. The student is responsible for any fees associated with lab testing. (The CDC recommends testing for rapid HIV within 24 hours after exposure, and testing for Hepatitis B Surface Antigen within 7 days after exposure, unless the exposed student can provide evidence of a positive Hepatitis B titer).

6. After receiving the patient's Hepatitis B and C surface antigen results, the student will report the results to the JMU Health Center Patient Advocate Nurse (540-568-7777) (or to their private provider).

    a. The decision to test the student for Hepatitis C surface antigens and antibodies will be decided by the JMU Health Center Provider (or private provider) based on the patient's results.

    b. The JMU Health Center provider **(or private provider)** will make treatment decisions on a case by case basis.

c. The JMU RN-BSN Program recommends following the CDC guidelines for post-exposure follow up.

- Rapid HIV testing at the time of exposure, 6 weeks, 3 months, and 6 months   after exposure.

- If the patient is positive for Hepatitis C Surface Antigens, the student should   be tested for Hepatitis C antibody at 2 weeks, 4 weeks, and 8 weeks after   exposure.

7. The student is responsible for following up with the JMU Health Center (or private provider) after an exposure and for paying for all laboratory fees.

STUDENT LEADERSHIP

Omega Zeta: The James Madison University School of Nursing Chapter of Sigma Theta Tau International (Sigma)

Omega Zeta shares the mission of Sigma Theta Tau International Honor Society of Nursing: To foster excellence, scholarship, and leadership in nursing to improve health care worldwide. The chapter's local mission is to enhance nursing scholarship, leadership, and networking among students, faculty, and nursing professionals in the Shenandoah Valley.

Qualified students who have completed 50% of their nursing coursework in the RN-BSN program, rank in the upper 35% of their class, and have demonstrated superior scholastic achievement and academic integrity are invited to become Full Members of Omega Zeta. Membership applications are accepted any time, but new member inductions occur in the early Fall. Further information about the Nursing Honor Society Omega Zeta or Sigma is available from Dr. Kimberly Priode, faculty adviser (priodeks@jmu.edu) or the [Sigma website](#).

Purpose
- Recognize superior achievement
- Recognize leadership potential
- Promote high professional standards
- Encourage creativity and scholarship
- Enhance commitment to the profession

SCHOLARSHIPS & AWARDS

Financial Resources

There are financial resources designed specifically for nursing students. In addition to the following description of sources of financial assistance, students are notified of new information via email as it arrives. Materials and applications, when available, may be obtained from the School of Nursing office or found on designated bulletin boards.

- **Farrell Scholarship** Dr. Francis (JMU '82) and Mary Carter Farrell (JMU '84) established the endowed Farrell Scholarship in 2004 in honor of their parents, Frank and Eva Farrell. Qualified applicants: Registered nurse with an Associate Degree who has gained admission to James Madison University RN to BSN program as a full-time student; demonstration of excellence in and commitment to nursing practice; self-reported financial need. See further specifications on the JMU RN-BSN Financial Aid, Scholarships, and Awards page.

- **Federal Loan Programs**: Excellent federal loans specifically for nursing students are available at a low rate of interest. No interest is payable while in school and for nine (9) months post-graduation. Repayment can be deferred or canceled depending upon employment following graduation. Eligibility depends on the student's financial need status. The financial aid office has applications.

- **Whitehead Scholarships**: The Whitehead Foundation provides significant money annually to the JMU Nursing program for distribution to students with financial need. It is need-based as determined by the Financial Aid Office, and the student must file a financial aid form with them. Eligibility requires that the student be from designated southern states. If the student qualifies on the basis of geography and financial need they will automatically be considered for this award.

- **Military Scholarship and Loan Programs**: All branches of the military (Air Force, Army, Navy, and ROTC) offer programs for nursing students. The student should contact the branch of their choice to explore these programs.

Federal Scholarship Programs

- **The Veterans Administration Scholarship Program** is a very good, but highly competitive scholarship program that involves commitment for employment following graduation.
- **The Indian Health Service** has a less competitive but excellent scholarship program as well.
- **National Student Nurses Association**: The NSNA Foundation awards scholarships annually to NSNA members. Information about these scholarships can be secured through the JMU Chapter of VNSA or directly from NSNA.

- **Virginia League for Nursing**: The VLN offers several smaller scholarships annually.

Other Helpful Links
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- [American Association of Colleges of Nursing Scholarships & Financial Aid](#)
  - [HRSA Health Workforce School-Based Loans and Scholarships](#)
  Nursing Student Loan program provides long-term, low-interest rate loans to full-time financially needy students pursuing BSN.

- [Nurse.org The Ultimate List of Nursing Scholarships](#)

- [Virginia Department of Health Incentive Programs](#)
  The Virginia Department of Health (VDH) offers several scholarship opportunities to help pay for nursing education in exchange for one year of service in Virginia upon graduation. Scholarships are available for individuals seeking certificates, diplomas or degrees as Certified Nurses Assistants (new), Licensed Practical Nurses, and Registered Nurses. Applicable scholarships for RN-BSN students are the Virginia Mary Marshall Nursing Scholarship Program and the Virginia Long Term Care Facility Scholarship. Please visit the link above for more information and on how to apply.

New Policies

New policies and changes in policies may be made at any time during the academic year. New policies and policy changes will be published on the School of Nursing website and notification of these policies will be sent to all RN-BSN enrolled students. Students are responsible for knowledge of and compliance with policies published in the RN-BSN Student Handbook & JMU Student Handbook.

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