



FLORIDA COLLEGE NURSING PROGRAM

BSN Program **Student Handbook** 2026-2027

Address:

119 North Glen Arven Avenue

Temple Terrace, FL 33617

Phone: 813-988-5131 x 393

[Nursing \(BSN\) - Florida College](#)

(Left blank intentionally)

TABLE OF CONTENTS

Florida College Policy on Discrimination & Harassment.....	5
FLORIDA COLLEGE NURSING ADMINISTRATION, FACULTY, & STAFF	6
Mission Statements	8
Honor Code	8
Guiding Principles	8
Baccalaureate Education – Bachelor of Science in Nursing (BSN)	8
Organizational Framework.....	9
BSN Education.....	10
Program Approval / Licensure	11
Accreditation & Florida Board of Nursing Approval	11
Program Specific Information	11
Curriculum.....	12
Required Courses for BSN-Seeking Students	12
Admission to the Program	12
Requirements for Graduation	13
Recommended Plan for BSN Degree	14
Student Performance Evaluation	17
Testing Policies.....	17
Testing Guidelines.....	17
Student Absence from Examinations / Tests	18
Chain of Communication	19
ADA Accommodation Statement and Accommodations.....	19
Classroom and Clinical Policies	19
Classroom Expectations	19
Clinical Expectations	21
Transportation	22
Classroom Attendance	22
Tardiness	22
Classroom Absence	22
Clinical Attendance	22
Tardiness	22

Clinical Absence	22
Excused Absence.....	23
Unexcused Absence	23
Military Absence Policy for Official Military Duties and Veteran Administration Medical Appointments	23
Student Professional Appearance Policy	24
Student Professional Conduct Policy	26
Professional Responsibilities of Nursing Students.....	27
Student – Faculty Governance	28
Student Membership in Nursing Organizations.....	28
National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct	28
Communication.....	30
Graduation Requirements	30
Applying for Licensure as a Registered Nurse.....	31
Letter of Recommendation Guidelines.....	31
Student Employment	32
Disciplinary Action for Professional Misconduct	32
Academic Dishonesty	33
Health Insurance Portability and Accountability Act (HIPAA) / Academic Integrity.....	33
Social Media.....	34
American Nurses Association (ANA): Six Tips for Nurses Using Social Media	34
ANA’s Principles for Social Networking.....	34
6 Tips to Avoid Problems	34
References	34
BSN Portfolio Requirement.....	35
Appendix A.....	36
Appendix B.....	37
Appendix C.....	38

Florida College Policy on Discrimination & Harassment

Florida College's policy on discrimination and harassment is most fundamentally rooted in (a) the biblical conviction that all people are made in the image of God and are equal in value, dignity, and respect; (b) the biblical conviction that Christ made the ultimate sacrifice for each person without discrimination and without regard to what one deserved and therefore those who imitate Christ can do no less; and (c) the biblical conviction that in Christ we "no longer know anyone according to the flesh" (2 Cor 5.16) and "there is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female" (Gal 3.28). The college's policy is also rooted in federal and state laws that attempt to codify these moral principles. Every Florida College staff member, faculty member, and student should be treated with equal dignity and respect, and each has the right to work and study in an environment free from harassment and discrimination. Regarding discrimination against applicants and students, the college prohibits harassment and discrimination based on race, color, creed, national origin, sex, age, religion, disability, or any other classification protected by local state or federal law, so long as that person meets the college's admissions criteria (in the case of an applicant or student) and is willing to abide by the college's Code of Conduct. The college's policy against discrimination and harassment (the "Policy") incorporates protections afforded by Title IX of the Educational Amendments of 1972, which prohibits discrimination in educational programs and activities based on sex. The college may, under federal guidelines, discriminate regarding religion in its educational program, activities, and/or employment in accordance with specific religious tenets held by Florida College and its controlling body. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for faculty and staff and expulsion for students.

Human Resources, Florida College. (2026). Florida College personnel manual, 3.06 [Internal document].

FLORIDA COLLEGE NURSING ADMINISTRATION, FACULTY, & STAFF

Administration

Mr. John Elliott, MNE, RN, NPD-BC
Director, Department Chair, and Faculty
813-988-5131 ext. 393

Faculty

Mrs. Jena Aitchison, MSN, RN, CHES
Faculty, Nursing Instructor
813-988-5131 ext. 407

Mrs. Melissa Paquette, MSN, RN, CPAN
Faculty, Nursing Instructor
813-988-5131 ext. 412

Mrs. Cathryn Williams, MSN, RN
Faculty, Nursing Instructor
813-988-5131 ext. 392

Adjunct Faculty

Miss Meagan Barrett, MSN, RN, AGACNP-BC(c)
Adjunct Faculty, Clinical Instructor

Mrs. Audrey Blaisel, BSN, RN-C, C-EFM
Adjunct Faculty, Clinical Instructor

Mrs. Abigail Orf, MSN, RN
Adjunct Faculty, Simulationist
813-988-5131 ext. 394

THE FLORIDA COLLEGE BSN PROGRAM

Mission Statements

Florida College Mission Statement

Florida College, as a private, independent liberal arts college, provides a comprehensive college experience designed to develop students spiritually, mentally, physically, and socially; to integrate into the students' lives the Bible as the revealed will of God; and to prepare students for lives of service to their Creator and to humanity.

Nursing Program Mission Statement

The mission of the Florida College nursing program is to educate nurse generalists to optimize the health and wellness of diverse communities. Students will be challenged to become reflective, responsible, caring decision-makers providing Christian leadership as professional nurses accountable for their evidence-based actions.

Honor Code

Florida College Honor Code

As a member of the Florida College Community, I will honor God with integrity in word and conduct and deal rightly and respectfully with others.

Guiding Principles

Baccalaureate Education – Bachelor of Science in Nursing (BSN)

The BSN program faculty are committed to preparing students at the pre-licensure level. The purposes of the Florida College Baccalaureate Program in nursing are to:

- Provide a supportive learning environment to develop Christian professional nurses,
- Prepare generalist professional nurses, and
- Provide the knowledge base for graduate study in nursing.

The BSN program curriculum is designed to prepare nurses to care for clients in a diverse society, recognizing clients exist within a continuum of wellness and illness. The curriculum integrates knowledge from the biological, behavioral, physical, and social sciences and liberal arts to provide a foundation for professional nursing practice. Learning experiences occur in a variety of health care settings and progress from basic to complex activities to achieve program outcomes.

Organizational Framework

The Bachelor of Science in Nursing (BSN) program curriculum is founded upon nationally recognized professional standards and competencies that prepare graduates for safe, ethical, evidence-based, and patient-centered nursing practice. The curriculum is developed, implemented, and evaluated in accordance with the following:

- American Nurses Association (ANA) Nursing: Scope and Standards of Practice (4th Edition, 2021).
- American Nurses Association (ANA) Code of Ethics for Nurses (2025).
- American Association of Colleges of Nursing (AACN) The Essentials: Core Competencies for Professional Nursing Education (2026) (<https://www.aacnnursing.org/essentials>).

The Bachelor of Science in Nursing curriculum is organized around the eight Concepts for Nursing Practice identified in AACN's *The Essentials: Core Competencies for Professional Nursing Education (2026)*:

- Clinical Judgment.
- Communication.
- Compassionate Care.
- Access, Connection, and Engagement.
- Ethics.
- Evidence-Based Practice.
- Health Policy.
- Social Determinants of Health.

These concepts serve as the organizing framework for the curriculum and are intentionally integrated throughout classroom, laboratory, simulation, clinical, and community-based learning experiences. The program adopts the definitions and competency expectations established in the AACN *Essentials (2026)*, providing a consistent framework for curriculum design, student learning, competency assessment, and program evaluation while preparing graduates for professional nursing practice.

American Association of Colleges of Nursing. (2026). The Essentials: Core competencies for professional nursing education. <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2026.pdf>

Nursing education at Florida College prepares graduates to provide a caring environment and interventions that promote an optimal level of wellness for the client. This is accomplished through interventions determined and applied through the nursing process. Graduates are prepared to use a logical progression of critical thinking leading to clinical reasoning, and then clinical judgment (noticing, interpreting, responding, and reflecting).

BSN Education

Program Outcomes Aligned with the AACN Essentials

The program outcomes are aligned with the domains of *The Essentials: Core Competencies for Professional Nursing Education (2026)* and reflect the intentional integration, recognizing overlap across domains, of person-centered care, population health, quality and safety, interprofessional collaboration, professionalism, systems-based practice, informatics, and leadership development. The outcomes collectively support the preparation of graduates who are practice-ready to provide evidence-based, culturally responsive, and ethically grounded nursing care across diverse healthcare settings.

Program Outcome	AACN Essentials (2026) Domain Alignment	Rationale
1. Demonstrate effective communication in many forms (e.g., verbal, nonverbal, written, and technological) with individuals, families, groups, communities, and members of the health care team.	Domain 6: Interprofessional Partnerships Domain 8: Informatics and Healthcare Technologies Domain 2: Person-Centered Care	Focuses on therapeutic communication, collaboration with healthcare team members, and use of technology to support communication and care coordination.
2. Provide leadership to advance the profession to meet healthcare needs of society.	Domain 10: Personal, Professional, and Leadership Development Domain 7: Systems-Based Practice Domain 9: Professionalism	Emphasizes leadership, advocacy, professional growth, systems thinking, and responsibility for advancing nursing practice and healthcare outcomes.
3. Provide culturally and spiritually competent care within the scope of nursing that meets the needs of patients from diverse cultural, racial, and ethnic backgrounds with consideration for current healthcare issues in a dynamic and global community.	Domain 2: Person-Centered Care Domain 3: Population Health Domain 9: Professionalism	Reflects culturally responsive, equitable, and compassionate care across diverse populations and communities while integrating ethical and professional nursing values.
4. Practice safe, quality, patient-centered nursing care based on best evidence incorporating knowledge from a liberal arts education.	Domain 1: Knowledge for Nursing Practice Domain 2: Person-Centered Care Domain 5: Quality and Safety Domain 4: Scholarship for Nursing Discipline	Integrates evidence-based practice, foundational knowledge, patient-centered care principles, and quality/safety expectations into professional nursing practice.

Program Outcome	AACN Essentials (2026) Domain Alignment	Rationale
5. Demonstrate professional responsibility and accountability in making ethical decisions through adherence to professional standards to fulfill the roles of provider of care, designer / manager / coordinator of care, and member of a profession.	Domain 9: Professionalism Domain 7: Systems-Based Practice Domain 10: Personal, Professional, and Leadership Development	Addresses ethical practice, accountability, professional standards, care coordination, and development of professional nursing identity and leadership responsibilities.
6. Utilize critical thinking, clinical reasoning, and clinical judgment in professional nursing practice.	Domain 1: Knowledge for Nursing Practice Domain 2: Person-Centered Care Domain 5: Quality and Safety	Emphasizes application of nursing knowledge, sound clinical judgment, and safe decision-making to support high-quality patient care.

Program Approval / Licensure

The Florida Board of Nursing granted Florida College's Temple Terrace campus' request for approval to initiate a Professional Nursing Program on 22 December 2020. The Board granted approval status per s.464.006 and s.464.019 F.S.

Accreditation & Florida Board of Nursing Approval

The Bachelor of Science in Nursing (BSN) Program admitted its inaugural class in Fall 2021 following approval by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to offer the nursing degree program in June 2021. The program received initial accreditation from the Commission on Collegiate Nursing Education (CCNE), effective October 26, 2022. The program is scheduled to undergo its next CCNE accreditation review in 2027.

Florida College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate degrees (<https://sacscoc.org/institutions/>).

The Bachelor of Science in Nursing (BSN) program at Florida College is accredited by the Commission on Collegiate Nursing Education (<https://www.ccneaccreditation.org>).

The Baccalaureate Nursing Program at Florida College is approved by the Florida Board of Nursing (FBON): FBON (<https://floridasnursing.gov>) Department of Health, Board of Nursing, 4052 Bald Cypress Way Bin C-02, Tallahassee, FL 32399-3252.

Program Specific Information

The Bachelor of Science in Nursing curriculum is founded on nationally recognized standards and competencies that define professional nursing education and practice.

These include:

- American Association of Colleges of Nursing (AACN). *The Essentials: Core Competencies for Professional Nursing Education* (2026).
- American Nurses Association (ANA). *Nursing: Scope and Standards of Practice* (4th ed., 2021).
- American Nurses Association (ANA). *Code of Ethics for Nurses with Interpretive Statements* (2025).
- National Council of State Boards of Nursing (NCSBN). *2026 NCLEX-RN® Test Plan*.
- Applicable Florida State Statute Nurse Practice Act and Board of Nursing Administrative Rules.

Curriculum

Required Courses for BSN-Seeking Students

The curriculum consists of eight semesters of coursework – four semesters of pre-nursing coursework and four semesters of coursework following admission into the Nursing Program. Clinical hours are scheduled to meet student learning outcomes and clinical agency needs.

To facilitate timely progression through the Nursing Program, students are strongly encouraged to complete all general education and other non-nursing coursework, with the exception of required Bible courses, prior to beginning the nursing curriculum. Once admitted, students must progress through the curriculum in the prescribed sequence. The BSN program is offered on a full-time basis only; a part-time option is not available.

Admission to the Program

Admission to the Nursing Program is competitive and limited to applicants who meet all admission requirements and are selected based on their qualifications. The BSN program can be completed in four years if students complete all prerequisite coursework, are admitted to the Nursing Program by the junior year, and successfully complete all required nursing courses in the prescribed sequence.

Applicants seeking admission to the baccalaureate nursing program must:

- a. Complete admission to Florida College.
- b. Complete all designated prerequisite courses or equivalents, as determined by the Registrar and Program Director:
 - BSC 2085C Human Anatomy and Physiology I.
 - BSC 2086C Human Anatomy and Physiology II.
 - CHM 1032C Chemistry for Allied Health (pre-req is MAC 1105).
 - ENC 1101 Freshman Comp I.
 - ENC 1102 Freshman Comp II.
 - MAC 1105 College Algebra or higher level (some students may first need remedial math).

- MCB 2000C Microbiology.
 - PSY 1012 General Psychology.
 - SPC 1608 Public Speaking.
 - STA 2023 Elementary Statistics.
 - COM 2000 Introduction to Communication.
 - DEP 2004 Lifespan Psychology.
- c. Attain cumulative grade point average of 2.0 or above for all college-level courses.
 - d. Attain a minimum grade of C in all required courses and a cumulative GPA of 2.7, and no more than two Cs in all prerequisite courses (per Nursing Admission Policy in the Florida College catalog).
 - e. Submit a complete application to the Florida College Department of Nursing by the deadline. See [Nursing Department website](#) for detailed admission requirements, forms, and deadlines.

Students may be asked to participate in a pre-admission interview and / or testing and meet health requirements and core technical standards for nurses.

Requirements for Graduation

In addition to the prerequisites above, applicants are encouraged to complete all core Florida College coursework requirements and other required non-nursing courses prior to beginning the program.

Additional required non-nursing courses include:

- HUN 2201 Fundamentals of Human Nutrition (pre-req is CHM 1032).
- PHI 3633 Introduction to Biomedical Ethics.

All general education graduation requirements for the college must be satisfied before graduation. See the Florida College catalog for complete information.

Recommended Plan for BSN Degree

RECOMMENDED PLAN FOR BSN DEGREE (121 HOURS shown)

Fall – Year One	Hours	Spring – Year One	Hours
BSC 2085C – Human Anat & Phys I	4	BSC 2086C – Human Anat & Phys II	4
ENC 1101 – Freshman Comp I	3	ENC 1102 – Freshman Comp II	3
MAC 1105 – College Algebra	3	CHM 1032C – Chem. for Allied Health	4
PSY 1012 – General Psychology	3	NUR 2010 – Intro Nursing (optional)	(1)
REL 1210 – Hist. & Geog.: OT	2	HLP 2081 – Health and Wellness	1
TR Daily Bible	1	REL 1240 – Hist. & Geog.: NT	2
		TR Daily Bible	1
Total	16	Total	15(16)
Fall – Year Two	Hours	Spring – Year Two	Hours
DEP 2004 – Lifespan Dev. Psychology	3	LIT 2371 – OT Poetry & Wisdom	3
SPC 1608 – Public Speaking	3	STA 2023 – Elementary Statistics	3
MCB 2000C – Microbiology	4	Social Science Requirement	3
Nutrition – HUN 2201 or BSC 3933	3	TR Daily Bible	1
MWF Daily Bible	2	PHI 3633 Biomedical Ethics	3
TR Daily Bible	1	COM 2000 – Intro to Communication	3
Total	16	Total	16
Fall – Year Three	Hours	Spring – Year Three	Hours
REL course	1	PE Activity	1
Humanities Requirement	3	REL course	1
NUR 3026C – Fund. of Nursing	5	NUR 3218C – Adult Med-Surg Nurs.	4
NUR 3066L – Phys Assess/Skills Lab	3	NUR 3286 – Gerontology	2
NUR 3145 – Pharm Ther & Dos Calc	3	NUR 3535C – Mental Health Nursing	4
		NUR 4165 – ConnectResearch toPrac	3
Total	15	Total	15
Fall – Year Four	Hours	Spring – Year Four	Hours
REL course	1	REL Course	1
NUR 4227C – Adv Med-Surg Nurs.	4	NUR 4635C – Pop/Comm Health	5
NUR 4467C – Mat/Fam/Ped Nursing	6	NUR 4827 – Nursing Leadership	3
NUR 4837 – Healthcare Systems	2	NUR 4931 NCLEX Prep	1
		NUR 4945C –Trans to Prof Practice	4
Total	13	Total	14

Course credit factors: 1 credit hour = 1 hour/week of didactic, 2 hours/week of lab, or 3 hours/week of clinical/simulation.

Academic Progression

- A grade of C or better is required in all nursing courses.
- Students must achieve at least a 77% average on all objective exams within the course (unit exams and final exam) in addition to satisfactory completion of all course requirements to pass the course.
- Students must successfully complete both the didactic and clinical components of each clinical nursing course to progress in the program. If either component is not successfully completed,

both components must be repeated. Failure of both components of the same course constitutes one course failure.

- Total clinical / simulation hours in the program equal 720 contact hours:
 - 80% direct clinical.
 - 20% in simulation.
- Students admitted to the BSN program must complete the entire program curriculum within 5 years. A student unable to meet this criterion will be dismissed from the program.
- In the event of one nursing course failure, a student may repeat the failed course one time in the subsequent semester the course is offered.
- To repeat the failed course, a student must contact the BSN Program Chair via Florida College email within five (5) days of the conclusion of the semester.
- The email must include the student's detailed action plan for academic success.
- The BSN Program Chair and the Academic Standards Committee will review the student's request. Requests will be considered for the next semester the course is scheduled to be offered and contingent upon available space.
- Students seeking readmission after elective withdrawal must apply for readmission to the Nursing Admission Committee by February 1 (for Fall admission of same year) or by September 1 (for Spring admission of the following year). Readmission is contingent upon space availability.
- Returning students who are out of sequence with his / her original admission cohort (due to withdrawal or repeating a course) may enroll in selected non-clinical nursing courses and / or elective nursing courses with the permission of course faculty.
- Returning students out of sequence may be required to officially audit select courses as recommended by the Academic Standards Committee with faculty input. Students who audit must follow the same attendance and other policies as students enrolled in the program for credit.
- Progression each semester is contingent upon available space.

Failure to Progress & Elective Withdrawal Policy

- In the event of a second nursing course failure, the student will be dismissed from the nursing program and ineligible for readmission.
- Students who choose to withdraw from the BSN program should complete the Exit Interview Survey, followed by an exit interview with the Nursing Department Chair.

Grading Scale and Statement on Grading

Grading scale (based on percent of available points in each class):

- A = 93-100%.
- B = 84-92%.

- C = 77-83%.
- D = 69-76%.
- F = < 69%.

Students are evaluated on the number of points obtained within a given course. The points are changed to a letter grade based on the number of points obtained within the class (see class syllabi for details).

Courses with both didactic and clinical components are integrated and must be taken concurrently.

Minimum Examination Average Requirement

Students must earn a minimum cumulative average of 77% on all required objective examinations within a nursing course before grades from other graded course requirements (e.g., quizzes, assignments, papers, projects, participation, simulation activities, or other non-objective assessments) are included in the calculation of the final course grade.

Students who achieve a cumulative objective examination average of 77% or higher will have all remaining graded course requirements included in the calculation of the final course grade according to the course syllabus.

Students who do not achieve a cumulative objective examination average of 77% will receive a final course grade equal to the earned examination average. Grades earned on other course requirements will not be added to the final course grade. The student will not successfully complete the course and must repeat the course in accordance with the Nursing Program progression and course repetition policies.

Objective examinations include faculty-developed examinations and other proctored examinations designated in the course syllabus. Quizzes, written assignments, projects, simulation evaluations, clinical evaluations, participation, and similar assessments are not included in the objective examination average unless specifically identified in the course syllabus.

Rounding Policy

Individual assignment and examination grades are not rounded. At the end of the course, the final course average is rounded to the nearest whole number to determine the final letter grade. For example, a final course average of 76.5% rounds to 77% (C), while a final course average of 76.4% rounds to 76% (D).

Student Performance Evaluation

Testing Policies

Assessment Technologies Institute® (ATI)

The BSN Program utilizes ATI products (exams, case studies, practice tests, etc.) throughout the curriculum to promote student success on the NCLEX-RN. The exams include Dosages (1st semester), Fundamentals and Mental Health (2nd semester), Adult Medical-Surgical, Maternal-Newborn, and Nursing Care of Children (3rd semester), and Community Health, Pharmacology, and Exit exams (4th semester). An ATI NCLEX review is provided during the last semester of the nursing program.

Additionally, in courses having ATI Engage Series components which include practice exams and proctored predictor exams, a portion of the course grade will be attributed to student engagement with and completion of prescribed activities in the ATI platform. Refer to the ATI grading rubrics (Appendix C).

BSN Testing Policies / Exam Policy

Exams will be administered via hard copy or online. Testing format delivery may change at faculty discretion.

- A. Students who have questions about a unit exam answer should submit the question in writing, citing text pages or class notes, to the faculty within one week of the test review date.
- B. Faculty recommend that students who score less than 76.5% on any exam or who at any time in the semester drop below a 76.5% average make an appointment with faculty for an academic conference. Students are responsible for reviewing the gradebook on Canvas®.

Testing Guidelines

- A. Faculty may assign or reassign seating at any time before or during an exam. Faculty will monitor students throughout the examination. Students testing in the testing center will be monitored throughout their examinations by the testing center staff.
- B. Before the examination begins, students should use the restroom, as restroom breaks will be permitted only in cases of emergency.
- C. No books, notes, bags, or unauthorized personal items are permitted during examinations. Hats, sunglasses, large coats or jackets, and other unnecessary clothing items must be removed as directed. Cell phones must be turned off and stored away from the student. Smart watches, fitness trackers, smart glasses, and other electronic devices are prohibited during testing.
- D. No food is permitted at the student's testing station. Gum, hard candy, and cough drops are permitted if the use of these items is not distracting to others.

- E. Students should remain seated during the examination. If assistance is needed, students should raise their hand and wait for the instructor. Faculty may decline to answer questions regarding examination content. Any restrictions on student questions will be communicated in the examination instructions.
- F. If provided, scratch paper must be labeled with the student's name and returned to the faculty member at the conclusion of the examination.
- G. Students who engage in behavior consistent with academic dishonesty are subject to the Academic Integrity Policy and may receive a grade of zero on the examination and/or additional disciplinary action.

The 2025 Florida Statutes Chapter 464: Nursing

[Statutes & Constitution: View Statutes: Online Sunshine \(state.fl.us\)](https://www.state.fl.us/statutes/constitution/view-statutes-online-sunshine/state.fl.us)

Student Absence from Examinations / Tests

Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled unit test or final examination. A student absent from an examination or test must provide reasonable justification for the absence to take a make-up test. See specific course syllabi for make-up test criteria.

The course faculty will determine whether the student's justification for missing the examination is acceptable. When approved, students may be required to complete a make-up examination that differs in format from the original examination at the discretion of the faculty. If the absence is not supported by satisfactory justification, the make-up examination score will be reduced by 10% of the total possible examination points.

Late Work

All coursework must be submitted by the designated due date. Each day that the assignment is late will result in a 10% reduction in the grade for the assignment.

Final Grades and Time of Posting

To ensure fairness and minimize disruptions during final examination week, final examination grades, clinical skills assessment results, and other course grades will not be released until all students have completed their scheduled final examinations and assessments. Faculty will maintain the confidentiality of all final grades and skills evaluation results until testing has concluded for all students. Final grades will be posted in Canvas® between 8:00 a.m. and 12:00 p.m. on the Monday following final examination

week. This policy does not apply to graduating students when earlier grade reporting is necessary for graduation processing.

Chain of Communication

Students are encouraged to address questions, concerns, or problems promptly and at the lowest appropriate level. In most situations, concerns should first be discussed with the faculty member directly responsible for the course or clinical experience. If the matter is not resolved, or if additional assistance is needed, the student may then contact the Program Director / Chair of the Nursing Department. This process promotes timely communication, collaborative problem-solving, and resolution at the most appropriate level.

While any student can make an appointment to meet with the course faculty, the Program Director / Chair of the Nursing Program about their grades and the grading process, this does not constitute a grade appeal and will not result in a change of grade after the final grade has been reviewed by the faculty member and posted on Canvas® or recorded in J1.

ADA Accommodation Statement and Accommodations

In keeping with Florida College policy, students with specific needs who have been granted accommodations by the Academic Advising Office may use them as appropriate in their classes. Students who intend to use accommodations must inform their professors immediately, at the beginning of each semester, so that necessary arrangements can be made. Such students should not wait until just before an exam or class assignment due date, as accommodations generally cannot be provided at the last minute. It is the personal responsibility of any student intending to use accommodations to contact each of his or her professors directly to set up individual meetings to discuss the specific details of those accommodations. The student must bring to that meeting the Letter of Accommodations he or she received from the academic Advising Office. Students who do not have accommodations, but who believe that they have a specific need requiring them, including conditions classified as disabilities, may contact the Academic Advising Office to determine whether they are eligible.

Classroom and Clinical Policies

Classroom Expectations

Students are expected to:

- Come to class prepared to participate, including having read the assigned readings and other pre-work. Each student is expected to be a self-motivated and active learner and to engage in collaborative learning to complete the course.
- Be present, punctual, and attentive for the classroom period. Appropriate classroom professionalism is expected and includes being on time and not leaving until class is dismissed.

- Read the assignments before coming to class and be responsible for the information presented.
- If absence is unavoidable, obtain handouts, notes, and assignments. Students are encouraged to arrange with a classmate to collect handouts and share course information during their absence.

Courteous, appropriate classroom behavior is expected with respect to the professional behaviors: cell phones off (unless otherwise directed by faculty), attention focused on classroom activities, listening to understand the speaker, side conversations kept to a minimum. Failure to meet the professional standards of behavior in any aspect of the course may result in a failing grade.

All prior learning experiences (content from courses in liberal studies, the natural and behavioral sciences, previous and concurrent nursing courses) are the basis upon which much of the course material is built. Each student is responsible and accountable for the learning achieved. All learning / experiences must be completed to successfully pass the course, regardless of point totals.

Faculty may require APA format for written assignments. Resources for APA are available on the library webpage and on the student organizational sites on Canvas®; however, they are not a substitution for the APA manual required for some nursing courses.

Student Email

The course faculty communicate with students through FC email accounts. Please check your email daily during the academic year and at least weekly during breaks and between semesters. The course faculty will not communicate with you using your personal / home email accounts.

Failure to respond in a timely manner to emails with required actions necessary for the program may create a situation in which you would be excluded from progression in the program.

Confidentiality

In the classroom, freedom of expression is encouraged, and confidentiality of student expressions is expected.

Beverages / Food

Beverages brought into the classrooms should be covered with a lid. Any spills will be the responsibility of the student to clean up. Students will be responsible for maintaining classroom cleanliness and condition.

Laptop Computers

Computers may only be used in the classroom for note taking or as directed by faculty. Students will avoid any computer activity unrelated to the class activity.

Audio Recording

Students may audio record nursing classroom content.

The purpose of audio recording in the classroom is to enhance student learning. To preserve patient confidentiality, recorded content is restricted to nursing student use only and may not be shared with others, nor published on social media outlets. Violation of confidentiality will result in a professional misconduct violation or dismissal from the nursing program.

Faculty reserve the right to prohibit audio recording if it becomes distracting or disruptive. This policy does not apply to guest speakers. Prior permission must be obtained before audio recording their presentations.

Video Recording

Video recording is not permitted without accommodation documentation from Access Services.

Lab Access

1. The schedule of open lab times will be posted on the lab door. The equipment in the lab cannot be checked out overnight. If you need additional equipment, please check with the designated faculty.
2. Lab materials are not to be removed from the Nursing Department without the permission of an instructor.
3. The department chair, nursing faculty, and student representatives / ambassadors have keys to open the lab doors.
4. Faculty reserve the right to maintain a safe and productive learning environment. Students who engage in disruptive behavior may be instructed to stop the behavior and, if it continues, may be required to leave the classroom (see the Professional Conduct policy).

Clinical Expectations

Clinical courses may require students to go to the hospital the evening before their actual clinical day.

Transportation

The student is responsible for providing his / her own transportation for all class and clinical experiences.

Classroom Attendance**Tardiness**

Students are expected to arrive prior to the start of class, to avoid disrupting the classroom. Students who arrive after class begins may be asked to wait until break to enter the classroom. Tardiness in arriving for class or returning from breaks and leaving class early are disruptive to the learning of others and is not acceptable behavior. If tardy behaviors are repetitive, the student will be required to discuss the problem with the Program Director / Department Chair. Consequences may include grade reduction or dismissal from the program.

Classroom Absence

Nursing is a pre-professional program of study, and students are expected to be punctual and attentive in the classroom. When absences constitute greater than 10% of total semester class hours per course (including excused and unexcused absences), faculty will issue a professional conduct warning and initiate a mutual action plan. When absences constitute greater than 20% of total semester class hours per course (including excused and unexcused absences), faculty will issue a professional conduct violation, the student will be dismissed from the course, and a grade of "F" recorded in J1. The faculty may consider extenuating circumstances after a student provides documentation of the event that led to the absences.

Clinical Attendance

Based on clinical agency and / or clinical faculty availability, clinical experiences may include evenings, nights, or weekends. The majority of clinicals will occur during the day shift. Clinical orientation and wrap up days may be held on alternate days and times due to facility availability. In addition, orientation may be held before classes officially begin.

Tardiness

Experience is essential for student fulfillment of program and course objectives. Tardiness may result in the student not being admitted to the clinical / simulation / laboratory, which may be counted as an absence. Admittance to the clinical / simulation / laboratory in the event of tardiness for extenuating circumstances will be at the discretion of the clinical faculty.

Clinical Absence

In the event a student is febrile, the student must be afebrile (temperature less than 100 degrees F – 37.8 degrees C) for 24 hours prior to returning to the clinical experience.

Extenuating circumstances are unforeseen accidents, deaths in the immediate family, or personal illness which requires you to be absent from class or clinical. Vacations, weddings, routine medical and / or dental appointments, studying for an exam, childcare issues, job interviews, and working at your job are not considered extenuating circumstances as these are not unforeseen events. Extenuating circumstances do not guarantee that the student will be exempted from the attendance policy.

All clinical absences require make-up work assigned by the course faculty.

Excused Absence

Students must notify their course faculty using the preferred method of contact as stated in the course syllabus prior to the beginning of class, clinical, simulation, or lab for an absence to be considered excused. A student's illness or injury is an example of an event that may be considered an excused absence. Faculty may request documentation for more than one absence.

Unexcused Absence

When a student fails to notify the course faculty of the absence at least 2 hours prior to the beginning of clinical, simulation, or lab, the absence will be regarded as a “no call, no show” situation and result in an unexcused absence.

A student with one unexcused absence in a clinical, simulation, or lab will receive a clinical warning and earn zero points for any make-up assignments. This student must also attend a follow-up meeting with the course coordinator. Students with two unexcused clinical, simulation, or lab absences will be dismissed from the course and a grade of “F” recorded in J1. If extenuating circumstances prevent the student from communicating the absence, the student may petition the course faculty for a waiver of this policy. Students who seek this waiver are required to provide documentation of the nature of this serious event and their fitness to return to clinical.

Late Work

All coursework must be submitted by the designated due date. Each day that the assignment is late will result in a 10% reduction in the grade for the assignment.

Military Absence Policy for Official Military Duties and Veteran Administration Medical Appointments

Instructors will show flexibility to military and veteran students who have required absences due to military duties or Veteran Administration medical appointments. These absences are mandated and beyond the student's control. Accommodations and specific times to make up all missed assignments, quizzes, and tests will be given and mutually agreed upon by the instructor and student. Students are responsible for notifying faculty members of absences as far in advance as possible, and for ensuring that their absence is documented. Absences can be verified by official orders, appointment notifications, or through the Office of Military Student Services. Students called to duty for an extended

amount of time should be referred to the Military Withdrawal policy.

Student Professional Appearance Policy

ID Badge

Unless instructed otherwise, students are to wear the Florida College Nursing Program ID badge in lab, simulation, and clinicals on the front upper torso. No other ID badges, pins or buttons are allowed. A Florida College or plain retractable badge holder may be worn. Following the white coat ceremony, students may wear the pin received at the ceremony by the Gold Foundation with the gold Mobius loop symbolizing the continuous bond of trust, respect and communication that connects you to your patient when humanism is at the core of your care.

Uniform

Students are to wear the Florida College BSN Program uniform (black scrub top with black scrub pants / skirt) in a clinical or laboratory setting. Students may wear other shoes during the labs and simulation experiences on campus; however, shoes must still have closed toe and heel. The student is required to wear their nursing uniforms in simulation experiences.

Students are required to wear their uniforms in NUR 3066C when working / learning in the labs. The uniform should not be worn at another facility or at another time where / when the student is not in a student role. Any garment worn under the scrub top must be solid white, red, or black in color. Pant length should stop at the top of the shoe. Skirts must fall at or below the knee. The uniform must be clean, without wrinkles, in good repair, and of the appropriate size. Community clinical attire includes a red or black polo shirt, black pants / skirt, crew or knee socks, and closed-toe shoes.

Warm-Up Style Jacket

A red or black warm-up style lab jacket may be worn with scrubs but is not required. If worn, it must have an FC BSN patch on the left sleeve, visible between the shoulder and elbow.

Shoes

Black athletic or nursing shoes with enclosed heels and toes should be worn with the uniform. The shoe should be high quality, comfortable, safe (slip resistant with good grip) with plenty of support and stability. Shoes must be clean, in good condition, and without holes. Socks must be always worn during clinical experiences.

Nails

Fingernails must be clean, well maintained, and extend no more than $\frac{1}{4}$ inch beyond the fingertip. Ideally, nails should not be visible from the palmar surface of the hand. Nail polish and artificial nail enhancements are prohibited during clinical experiences.

Hair

During clinical / simulation, hair should be clean, neat, well-groomed, and pulled away from the face. If hair is long, it should be pinned up to prevent contamination of the patient care area. Any hair color that cannot grow naturally is not permitted. Non-decorative hair accessories (hair tie, clips) must blend with the color of the hair.

Head Coverings

If head coverings are worn, they must permit the use of a stethoscope and must not interfere with clinical asepsis. The head covering must coordinate with the color of the scrubs (black, white, or red).

Beards / Mustaches

Facial hair must be clean and trimmed to no more than ½ inch in length.

Tattoos

Tattoos of any size must be completely covered and not visible during clinical experiences (including lab or simulation).

Jewelry / Piercings

During clinical/simulation, up to two pairs of small stud earrings in each earlobe (no hoops), a ring with no or low prongs, and a wristwatch with a second hand are allowed. One small nose stud is permissible. No other jewelry may be worn on the face / head / neck / ears or visible body parts. Piercings in the tongue are considered visible.

Makeup / Perfume

Makeup should be natural tones with no extreme colors. No perfume, body spray, or smell of smoke, tobacco, or other such products is permitted in patient care areas.

Chewing Gum

Chewing gum is not permitted in simulation or patient care areas.

Personal Hygiene

Personal hygiene must be maintained. If body odor or any other offensive odor is detected, the student will be sent home.

Sunglasses

Sunglasses are not to be worn inside a clinical facility.

Obtaining or Researching Assignments

Students will wear their white lab coats with the Florida College Nursing logo for agency visits or when obtaining assignments at the clinical agency. Women must wear professional attire including modest blouse / skirt, dresses, or casual slacks (no jeans), and closed toed shoes. Males may wear casual slacks, a collared shirt, and closed-toed shoes in good condition. The FC BSN ID badge must be visible and worn on the left or right upper torso. Proper undergarments (e.g., underwear / bra) are required and should not be visible through clothing. Clothing considered inappropriate includes but is not limited to:

- Tight or revealing clothing.
- Leggings (unless opaque and covered by a dress or shirt extending at or below mid-thigh).
- Warm-ups or jogging suits.
- Sweatpants, sweatshirts, sweat suits.
- Any clothing with a hood (e.g., hoodies or jackets with hoods).
- Shorts.
- Skirts shorter than the knee.
- Denim.
- Hats.
- T-shirts.
- Clothing with writing / quotes.
- Tank tops or tops exposing the midriff.
- Flip-flops.

A clinical instructor may dismiss a student from the clinical setting if the dress code is not being properly followed or for concerns of professional misconduct, which will result in a clinical warning.

Faculty may give explicit instructions regarding appropriate dress code. This primarily involves special events / assignments that might deviate from the standard dress code such as clinical experiences in the community.

Business casual attire is required when students present in class or attend professional meetings, conferences, and special events.

Student Professional Conduct Policy

Professional Accountability

The Florida College BSN Program is grounded in the legal and ethical standards of professional nursing practice as established by the Florida Nurse Practice Act and Florida Board of Nursing, the American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements, and the ANA Nursing: Scope and Standards of Practice.

Professional accountability is a fundamental expectation of all nursing students. Students are individually responsible and answerable for their decisions, actions, and professional conduct and are

expected to practice within the scope of their education, demonstrated competencies, and assigned responsibilities. Nursing students do not practice under the license of another nurse and are accountable for providing safe, ethical, and competent care appropriate to their level of preparation.

Accountability begins upon entry into the nursing program and extends to all classroom, laboratory, simulation, clinical, and professional activities. Students are expected to uphold the highest standards of integrity, respect, ethical conduct, and patient safety while demonstrating responsibility to patients, peers, faculty, clinical partners, and the nursing profession.

Professional Responsibilities of Nursing Students

Nursing students are expected to demonstrate professional, ethical, and accountable behavior in all classroom, laboratory, simulation, clinical, and community learning environments. Students must:

1. Be prepared for all classroom, laboratory, simulation, clinical, & fieldwork experiences.
2. Maintain client confidentiality at all times in accordance with applicable laws, regulations, and College policies. Client information may be discussed only with faculty and authorized clinical personnel involved in the client's care.
3. Protect patient privacy by using client initials or other approved identifiers in assignments and removing all identifying information from documents used for educational purposes. Photography, video recording, audio recording, or posting any client or clinical information on social media is strictly prohibited.
4. Practice within the scope of student learning and promptly consult faculty whenever a situation exceeds the student's level of preparation or presents a potential conflict of interest (e.g., providing care to a family member or close friend).
5. Demonstrate professional behavior by treating patients, families, peers, faculty, staff, and healthcare professionals with courtesy, respect, integrity, and compassion.
6. Communicate concerns appropriately by addressing questions or concerns through the Nursing Program's established chain of communication.
7. Maintain academic and professional integrity. Honesty is expected in all academic and clinical activities. Any act of dishonesty, falsification, or unethical conduct may result in disciplinary action, up to and including dismissal from the Nursing Program.
8. Accept responsibility for personal learning and professional development while contributing to a respectful learning environment that supports the success of others.
9. Know and comply with all College, Nursing Program, and clinical agency policies and procedures and attend all required orientations.
10. Recognize that violations of these professional responsibilities may result in disciplinary action, including removal from the clinical setting, course failure, or dismissal from the Nursing Program.

Student – Faculty Governance

The Florida College BSN Program values student participation in program governance and continuous quality improvement. Each cohort will elect two student representatives (ambassadors) and, if needed, one alternate, to serve as liaisons between the student body and program faculty. Representatives should demonstrate professionalism, effective communication skills, and the ability to represent the perspectives of their classmates.

Elections will be conducted before the midpoint of the fall semester. Student representatives will meet with Nursing Program faculty at least once each semester to discuss matters related to the BSN Program, including curriculum, student learning experiences, resources, and program operations. Representatives are encouraged to share feedback and recommendations from their classmates. Student input is valued and will be considered, as appropriate, in the ongoing evaluation and improvement of the Nursing Program.

Students are encouraged to actively participate in program governance by sharing ideas, recommendations, and concerns for program improvement. Program-wide issues may be presented through the student representatives during Student–Faculty Governance meetings or submitted in writing to the Chair of the Nursing Program. Concerns related to a specific course should first be discussed with the course faculty or course coordinator in accordance with the Nursing Program's chain of communication. Student feedback may include suggestions for improvement, recognition of effective practices, and concerns related to the curriculum, learning resources, clinical experiences, facilities, or program operations. All feedback is welcomed and considered as part of the Nursing Program's continuous quality improvement process.

Student Membership in Nursing Organizations

To support the development of professional identity, leadership, and engagement in the nursing profession, students are encouraged to become active members of the National Student Nurses' Association (NSNA), including the Florida Association of Nursing Students (FANS), beginning in the second semester of the Nursing Program. Participation in professional organizations provides opportunities for leadership development, networking, advocacy, professional service, and lifelong learning.

Students in their last year of the program, who rank in the upper 35% of their class may apply to join the local chapter, Delta Beta Chapter-at-Large of Sigma. This organization is recognized as the International Honor Society of Nursing and serves to advance knowledge, promote learning, and foster service through nursing scholarship and leadership.

National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct

Students of nursing have a responsibility to actively promote the highest level of moral and ethical principles and to embody the academic theory and clinical skills needed to continuously provide evidence-based nursing care given the resources available. Grounded in excellence, altruism, and

integrity, the clinical setting presents unique challenges and responsibilities while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an agreement to uphold the trust that society has placed in nursing while practicing as nursing students. The statements of the Code provide guidance for nursing students in the personal development of an ethical foundation for nursing practice. These moral and ethical principles are not limited to the academic or clinical environment and have relevance for the holistic professional development of all students studying to become registered nurses.

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely, and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices, and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.
15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017, in Dallas, TX.

Communication

Informing Students of Program Changes

Policies and procedures are communicated to students by means of the BSN Student Handbook. This handbook is revised regularly to provide current and accurate information. Each nursing student receives his / her copy of the Handbook upon entering the program. Changes in the nursing program, policies, and procedures will be communicated to students via their FC email account and / or copies describing such changes put in each student's FC mailbox within two weeks of program changes. Faculty and the Department Chair will be available to answer questions regarding any changes. At the course level, syllabus updates will be communicated to students through Canvas and, when warranted by the urgency or importance of the information, through their Florida College (FC) email.

Student-Faculty Communication

Faculty have mailboxes in the mailroom of the Riverview Center. All full-time faculty will have weekly office hours and will communicate that to students via email, Canvas, syllabi, and posted outside their office doors. Please contact your faculty if you need any assistance. Adjunct faculty, if applicable, will communicate their preferred method of contact at the beginning of the course.

Faculty will communicate with nursing students using your FC email, Canvas®, student mailboxes, or by phone (when needed). Students are expected to check these communication sources daily while enrolled in courses.

Text messaging should not be used for routine communication with faculty. It may be used only in urgent or emergent situations when email or other established methods of communication are unlikely to provide a timely response (e.g., immediately before a clinical experience).

Graduates are expected to communicate promptly with the Program Director following graduation regarding their NCLEX authorization to test (ATT) status and NCLEX-RN® examination results. Graduates who do not pass the examination should also communicate their plans for remediation and retesting.

Graduation Requirements

Total Semester Hours

Candidates must complete a minimum of 121 credit hours of major requirements and electives, excluding physical education activity courses.

Applying for Licensure as a Registered Nurse

For the student to be certified to take the NCLEX-RN, the entire BSN program of study must be completed. The Baccalaureate Nursing Program at Florida College is approved by the Florida Board of Nursing (FBON): FBON (<https://floridasnursing.gov>) Department of Health, Board of Nursing, 4052 Bald Cypress Way Bin C-02, Tallahassee, FL 32399-3252. Applying for licensure is discussed in NUR 4827 and NUR 4945C.

Policies and procedures related to licensure vary from state to state. Students should review the website of the Board of Nursing for the state in which they wish to be licensed for specific information.

The requirements for licensure by examination in Florida can be found in Section 464.008, F.S., and include:

- Graduation from a Florida approved or accredited nursing education program, as defined in Section 464.003, F.S.
- Graduation from a nursing education program that is approved or recognized by the jurisdiction in which it is based and that has been issued an NCLEX code by the National Council of State Boards of Nursing (NCSBN).

Section 464.008, F.S., contains the information for licensure by examination in the state of Florida.

Graduates are expected to be timely in communicating with the Program Director following graduation, especially with regard to NCLEX approval to test status and NCLEX performance (successful, unsuccessful [and in such cases, re-take preparations]).

Letter of Recommendation Guidelines

Purpose

To provide students with guidelines for requesting a letter of recommendation from a faculty member.

Please note: Faculty will gladly write letters of recommendation; however, the established criteria must be met, or your request may be declined. Students should ask a faculty member with whom they have developed a positive rapport, who can attest to their academic and clinical (i.e., simulation, laboratory, hospital) abilities/skills.

Criteria

1. A request for a letter of recommendation should be made a minimum of two weeks in advance of the deadline (preferably 4 weeks). The student must be in good standing in the program, which includes (but is not limited to):
 - a. Academic performance at or above 77%.
 - b. Demonstration of professional conduct.

2. Students should provide the following information with their request:
 - a. Resume including recent Florida Student Nursing Association (FSNA) activities, professional meetings attended, certifications, awards, honors, achievements, service work, current overall GPA, previous employment, and up to date contact information;
 - b. Cover letter and / or academic / professional goal statement;
 - c. Description of the job or scholarship for which they are applying (including the deadline and mode of submission required).

Faculty-Student Contact

1. Please ask for letters of recommendation in person or via a polite, professionally written email. Please allow 72 hours for a response. If the faculty member has not responded within 72 hours, it is appropriate to send a follow-up email.
 - a. Faculty love to receive communication from students after a letter is written, so please let him / her know the results of the job or scholarship opportunity.
2. Faculty reserve the right to decline requests for writing letters of recommendation at their discretion.

Student Employment

- The Nursing Program is responsible for student performance only while in course required laboratory and / or clinical experiences under guidance of Florida College faculty members.
- Nursing students who are employed in a clinical role of any type must adhere to the regulations of the Florida Board of Nursing or other applicable State Board of Nursing.
- Student employees are the responsibility of the employer.
- Nursing students may not wear school uniform, ID badge, or other school emblem while at their place of employment.

Academic Integrity

Disciplinary Action for Professional Misconduct

Students in the BSN program are expected to follow the NSNA Code of Ethics, and all policies outlined in the Florida College BSN Student Handbook. Expectations for appropriate student conduct are discussed in the Policies for Student Behavior section of the student handbook. If a faculty member and the Program Chair consider a student's behavior to be in violation of these policies, a written Professional Conduct Violation will be issued. Copies of violations will be provided to the student, Program Chair,

and placed in the student's file. Students in the BSN program will be required to meet with the Program Chair and Dean of Students if they receive more than one Professional Conduct Violation.

A student who receives three (3) Professional Conduct Violations will be dismissed from the nursing program. However, a student may be immediately dismissed with or without previous conduct warnings for behavior that endangers patients, staff, faculty, or peers, performing actions outside of the nursing student scope of practice, use of or impairment by drugs / alcohol during class / clinical and / or violation of state / federal laws.

Academic Dishonesty

Florida College nursing students are expected to demonstrate a high standard of academic honesty in all aspects of their work and college life. Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of Florida College. Without intellectual integrity there cannot be genuine learning. Academic dishonesty represents a direct attack on this integrity. In taking tests and examinations, completing homework, laboratory, and clinical work, authoring papers, and using information technology, students are expected to demonstrate honesty. Cheating, plagiarism, fabricating of information or citations, work of another person, or work previously used without informing the instructor, or tampering with the academic work of other students, or other forms of academic dishonesty will lead to a failing grade on the assignment and / or a failing grade in the course. The use of generative artificial intelligence (A.I.) for composing academic works meant to be the student's own work is included in this definition. You must not provide any assistance to other students during exams, and all exam answers must be your own. For any material or ideas obtained from other sources such as text or things you see on the web, in the library, etc., a source reference must be given. Direct quotes from any source must be identified as such. While other uses of A.I. software are allowable, the specific use of generative A.I. must be disclosed in any assignment where it is used.

In addition, faculty will notify the Dean of Students of the violation per Florida College's College Catalog and Student Handbook. Repeated occurrence of this type of behavior can result in dismissal from the program.

Course content, study notes, study guides, and other course-related materials may not be altered, shared, or reproduced on social media, or in any manner without the written consent of the faculty.

Health Insurance Portability and Accountability Act (HIPAA)

Nurses and nursing students are legally and ethically obligated to maintain confidentiality of all client information. Information pertinent to a client's treatment and welfare is only disclosed to those directly involved in the client's care or in the presence of faculty. Willful violation and / or negligence of HIPAA rules will result in serious consequences. No photocopying or photography of client records is permitted. Students who are employees of an agency may not access the computers to gain information when in the student role. Students must abide by each clinical agency's HIPAA regulations.

Social Media

American Nurses Association (ANA): Six Tips for Nurses Using Social Media

Social networks and the internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career but also the nursing profession.

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or coworkers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References

- American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.
- National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago.

BSN Portfolio Requirement

All BSN students are required to submit a portfolio before graduation. The portfolio is a requirement for the final semester in the Transition to Professional Practice course (NUR 4945C).

Portfolio Content:

Course Number	Portfolio Requirement
NUR 4837 Healthcare Systems	Policy paper
NUR 4827 Nursing Leadership	Philosophy of nursing statement
NUR 4945C Transition to Professional Practice	Cover letter and resume, self-assessment of Department of Nursing Program Student Learning Outcomes
Any nursing course that requires a group project.	Copy of group project final product

Appendix A



Bachelor of Science in Nursing Program

Handbook Acknowledgement

I received the BSN Program Student Handbook for 2026-2027.

I understand it is my responsibility to have read the BSN Program Student Handbook and to follow the policies / procedures of the BSN Program.

I acknowledge that I will be held accountable for this knowledge according to the expectations set forth in the handbook and in alignment with Florida College standards of conduct.

Please complete this acknowledgement and attest in Complio by August 21, 2026.

Name: _____
First (Middle) Last

Signature: _____ Date: _____

Florida College Department of Nursing

119 N. Glen Arven Ave.

Temple Terrace, FL 33617

Phone: 813-988-5131 x 393

Email: elliottj@floridacollege.edu

Appendix B**PERMISSION TO USE STUDENT WORK**

Year Entered Program: _____

Expected Date of Program Completion: _____

As indicated by my signature below, I authorize Florida College to use my work in the BSN program as part of one or more Florida College exhibits / portfolios / presentations that are being prepared for classroom assessment, for program assessment, or for campus-wide assessment for student/program learning outcomes, for the Commission on Collegiate Nursing Education (CCNE) accreditation visit, and for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Print Name: _____ **Signature:** _____

Appendix C

CMS AND CBC GRADING RUBRIC

(Use a combination of the practice and proctored assessments to achieve 10% of the course grade.
This sample assumes a 100-point course.)

This sample assumes a 100-point course.

PRACTICE ASSESSMENT			
4 points			
Complete Practice Assessment A. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.		Complete Practice Assessment B. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.	
STANDARDIZED PROCTORED ASSESSMENT			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
Remediation – 2 points: • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation – 2 points: • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation – 2 points: • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation – 2 points: • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake***			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

* Handwritten ALTs are preferred.

** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation). If no quiz is generated, faculty may choose one of the alternative remediations methods listed on page 5.

*** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).

COMPREHENSIVE PREDICTOR GRADING RUBRIC

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade.
This sample assumes a course worth 100 points.)

PRACTICE ASSESSMENT			
4 points			
Complete Practice Assessment A. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.		Complete Practice Assessment B. Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete an active learning template as part of the required remediation process.* Take Post Study Quiz (if available)** and complete an active learning template for each topic missed.	
STANDARDIZED PROCTORED ASSESSMENT			
95% or above Passing predictability = 4 points	90% or above Passing predictability = 3 points	85% or above Passing predictability = 1 point	84% or below Passing predictability = 0 points
Remediation – 2 points: • Minimum 1-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation – 2 points: • Minimum 2-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation – 2 points: • Minimum 3-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*	Remediation – 2 points: • Minimum 4-hour Focused Review • For each topic missed, complete an active learning template as part of the required remediation process.*
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake***			
No retake required	No retake required	Retake required/recommended	Retake required/recommended

* Handwritten ALTs are preferred.

** Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation). If no quiz is generated, faculty may choose one of the alternative remediations methods listed on page 5.

*** If the program requires a retake of a Proctored Assessment and a student meets the program benchmark on the retake, that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).