

Cumberland University
Jeanette C. Rudy School of Nursing

BSN Nursing Student Handbook

2023 - 2024



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Welcome!

The Faculty of the Jeanette C. Rudy School of Nursing welcomes you as you enter the nursing component of your education leading to eligibility for licensure as a registered nurse. We are honored you have chosen Cumberland University (CU) to assist you in this endeavor and wish you every success in the baccalaureate nursing program. We can promise you that you will be provided with a plethora of learning experiences that will enable your successful journey to become a baccalaureate-prepared graduate nurse.

This handbook is designed to provide you with information that will guide you throughout your program of study in nursing. The handbook is updated annually prior to Fall semester. However, changes may be necessary during the academic year. Revisions to this document are made when needed, based on changes in policies and recommendations by students and/or Faculty. If changes made during the academic year affect the educational program, students will be notified via email from the Dean of the Jeanette C Rudy School of Nursing and/or the Chair of the Student Affairs Committee.

Please read your handbook carefully as nursing students are accountable for the content and adherence to the policies found in this guide. In addition, the *Cumberland University Catalog* and *Cumberland University Non-Academic Policies* found on the CU website are important resources for policies and information which will assist you in the nursing program. You will be required to sign a document, *Certification to Abide by Policies in the Cumberland University BSN Handbook*, Student Acknowledgement of Handbook form (Appendix A), indicating that you have read the document, understand its information and agree to abide by all requirements stated within.

Jeanette Rudy School of Nursing History

The School of Nursing at CU was established in response to widespread community interest and an increasing need for professional nurses in middle Tennessee. On September 8, 1991, the Tennessee Board of Nursing awarded unanimous initial approval to Cumberland University to begin its Bachelor of Science in Nursing Program (BSN).

Four academic entry points were developed to enable: 1) generic students to obtain a BSN in eight semesters; 2) registered nurses (RNs) holding diplomas or Associate Degrees to upgrade to BSN status; 3) students holding baccalaureate or university parallel degrees in areas other than nursing to obtain a BSN degree without meeting a second set of core requirements; and 4) Licensed Practical Nurses (LPNs), holding a current LPN license, to upgrade to BSN status.

Through the generosity of Dr. Jeanette Cantrell Rudy, a retired nurse and longtime friend and benefactor of Cumberland University, a building on the campus was renovated to provide office space for the nursing program. Tennova Hospital (formerly University Medical Center) generously provided an area for the Learning Resource Laboratory, major educational equipment, and supplies needed for nursing skills simulation.

Many other facilities and organizations in the Middle Tennessee area contributed seed money, student scholarship money, and equipment/supplies to enable Cumberland to meet the needs of the Middle Tennessee area for well-prepared nurses. The dream of a Baccalaureate Nursing Program on the Cumberland University campus became a reality due to the interest and generosity of the University's many friends.

Thirteen students were admitted to Upper Division nursing classes in January of 1992. Thirty additional students were enrolled in Lower Division studies. In January 1993, the Cumberland University Board of Trustees approved a name change for the Division of Nursing. In honor of Dr. Jeanette Rudy, the official name of the nursing division became the Jeanette Cantrell Rudy Division of Nursing. Dr. Rudy also sponsored the designing of the official Cumberland University Division of Nursing pin. In 2004, the Jeanette C. Rudy Division of Nursing was changed to the Jeanette C. Rudy School of Nursing. In 2013 the university restructured its schools and the name became the Jeanette C. Rudy School of Nursing and Health Professions.

The National League for Nursing (NLN) granted accreditation in November 1994, and the National League for Nursing Accreditation Commission (NLNAC) granted re-accreditation in 2000 and 2010 which was maintained until voluntarily withdrawn by CU in 2017. In 2018, the baccalaureate nursing program was accredited by the Commission on Collegiate Nursing Education for 10 years. The baccalaureate degree program in nursing at Cumberland University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001; 202-887-6791.

The Jeanette C. Rudy School of Nursing has had 1851 graduates as of May 2023.

Rudy School of Nursing Overview of the Program

Standard Track

Designed for the student with more flexibility, this track typically meets during days and afternoons. Labs/Clinicals meet based on availability of clinical sites; weekdays, weekends, days or evenings. Please note, just like any undergraduate major, this schedule is not consistent in its times each semester. We have many students that maintain, at least, part-time work while pursuing this track. The Standard track is a five-semester program.

Nights/Weekends Track (Admissions on hold at this time)

This track is designed for the non-traditional student. ***This is not an accelerated program*** and is five semesters in length. Classes are usually held Monday through Friday, beginning at 6 pm until 9 or 10 pm. Labs/Clinicals are held on the weekday evenings &/or weekends. **Please note:** Former students have noted this program to be very intensive if working full-time.

RN-BSN Track (Admissions on hold at this time)

This track is available to any RN who has an earned Associate Degree in Nursing or Diploma in Nursing from a regionally accredited institution and wishes to elevate their academic preparation to the BSN. It is offered 100% online with opportunities for completion of clinical assignments within the community of the student.

LPN-BSN Track

This track will supplement what LPNs have learned in the field in preparation for a career as a Bachelor's prepared nurse (BSN). Students begin taking nursing courses in the first semester, along with the necessary prerequisite classes, making our program different from other options.

Graduation timeline

If you are admitted for the fall semester, you will take nursing classes in the fall, spring (year 1); fall, spring (year 2) and graduate after the fall semester (year 3).

If you are admitted in the spring semester, you will take nursing classes in the spring (year 1), fall, spring (year 2) and fall, spring (year 3) and graduate in the spring.

Full time or Part time

Students who are accepted into the CU nursing program may attend full-time for five semesters or part-time for all or a portion of the program. Permission must be granted by the Dean for changing status of enrollment once the student has begun the program of study.

Teaching-Learning Facility for the School of Nursing

The nursing program is housed in McFarland Hall, previously a wing and the intensive care unit (ICU) of McFarland Hospital. The space is leased from Vanderbilt Wilson County Hospital, which owns the facility. One wing and the previous ICU of the hospital has been converted into teaching facilities for Cumberland University including faculty offices, classrooms, clinical practice laboratories and a simulation laboratory, while a portion of the hospital remains functional. The facility is located approximately one mile from the main campus. For hands-on clinical practice, students will travel to healthcare facilities as well as other learning sites within a 65-mile radius of McFarland Hall. Student support services are available through the main campus including tutoring, business office and financial aid assistance, library services, writing center, math center, dining hall, residential halls, and technology services. Printer/copiers and computers are available in McFarland Hall for student usage.

NCLEX Pass Rates for the Prior Six Years

Year	Total Tested	Number Passed	Pass Rate	National Pass Rate
2015	101	87	86.14%	84.50%
2016	114	92	80.70%	84.50%
2017	91	79	86.81%	87%
2018	112	92	82.14%	88.30%
2019	82	76	92.68%	88.18%
2020	56	54	96.43%	86.58%
2021	32	32	100%	82.49%
2022	61	59	96.72%	79.91%

Accreditations and Approvals

1. Cumberland University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate and master's degrees. Contact the Southern Association on Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Cumberland University.
2. The baccalaureate degree in nursing is approved by the Tennessee Board of Nursing, 665 Mainstream Dr., Metro Center, Nashville, TN 37243; 615-532-5166.
3. The baccalaureate degree program in nursing at Cumberland University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

The most recent reaccreditation of the Rudy School of Nursing was completed in 2018. The outcome was the awarding of accreditation for 10 years which is the maximum allowed by CCNE.

Memberships Held by the School of Nursing

The Rudy School of Nursing is a member of the American Association of Colleges of Nursing which is one of the major voices for academic nursing, the National League of Nursing which is an organization of nurse faculty and leaders in nursing education, and Sigma Theta Tau which is the international honor society for nursing.

Non-Discrimination Policy for Cumberland University

Cumberland University does not discriminate on the basis of race, sex, creed, color, religion, sexual orientation, gender identity/expression, genetic information, ethnic or national origin, age, disability or veteran status or any other classification protected by Federal, or State constitutional or statutory law in provision of education opportunities or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964, as codified in 42 U.S.C. 2000D; Title IX of the Education Amendments of 1972, Pub. L. 92-318; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Pub. L. 101-336; the Age Discrimination in Employment Act of 1967 (Pub. L. 90-202) (ADEA); and the Age Discrimination Act of 1975, 42 USC 6101, et. seq. This policy extends to employment by and admission to the University as well as the terms and conditions of matriculation. Inquiries or complaints involving alleged unlawful or prohibited discrimination on the basis of race, sex, creed, color, religion, sexual orientation, gender identity/expression, genetic information, ethnic or national origin, age, disability or veteran status or any other classification protected by Federal, or State constitutional or statutory law must be in writing and directed to Rusty Richardson, Executive Director of Community Relations and External Affairs Memorial Hall #101, Cumberland University, 1 Cumberland Square, Lebanon, TN 37087, 615-547-1257 (with a copy to the Disability Coordinator if the complaint involves accommodation for a disability). See the Cumberland Catalog for more information about the CU non-discrimination policy.

MISSION Statement

The mission of the Jeanette C. Rudy School of Nursing is to prepare caring, highly competent graduates who will provide excellent evidenced-based nursing care for individuals, families, and communities across the lifespan. Emphasis will be placed on knowledge, skills, attitudes, and experiences that promote clinical reasoning, integrity, and life-long learning.

VISION Statement

The Jeanette C. Rudy School of Nursing will be a leading nursing program in Middle Tennessee that graduates individuals who are characterized by their professional excellence and positive impact on health care.

School of Nursing Core Values

- Caring
- Resilience
- Integrity
- Collaboration
- Service
- Passion
- Vision
- Excellence
- Professionalism

Philosophy

The Rudy School of Nursing's faculty brings a multitude of preparations, experiences, abilities and beliefs to the Cumberland nursing program. The Statement of Philosophy illustrates the confluence of these characteristics into the guiding Philosophy for the School of Nursing with regards to person, environment, health, nursing, nursing education, and the 7C's of caring – compassion, conscience, competence, commitment, communication, courage and culture.

We believe that each person is an autonomous individual, has unique characteristics and life experiences, and exists within multiple contexts and relationships within these contexts – self, family, groups, community and society. We also believe that all persons deserve respect, freedom from bias, and dignity throughout the lifespan. Each person is a holistic being with the right to formulate their own decisions and collaborate in the planning and implementation of their healthcare.

We believe the environment influences each person just as each person influences their environment by choices that they make. Environment is the result of physical, psychosocial, cultural, ethnic, socioeconomic, spiritual, educational, ecological and technological interactions. Environment impacts health, health disparities and access to care. We also believe that society is accountable for influencing the environment to maximize the potential for all who reside within it.

We believe health is a dynamic, constantly adapting state based on responses to stressors. Health is influenced by multiple variables including the physical environment, psychosocial factors, gender, age, culture, ethnicity, spirituality, lifestyle, socioeconomic status, education level, biological factors and genetics. The meaning of health is dynamic and unique to each individual and varies on a continuum from wellness to death. We believe that health is a human characteristic; therefore, healthcare is a necessary human right.

We believe nursing is both an art and an applied science, founded upon the concepts of service, caring, competence, integrity, excellence, professionalism, commitment, compassion, conscience and courage. Nursing encompasses multiple roles including caregiver, communicator, teacher, advocate, counselor, change agent, care designer and manager, research consumer, scientist, and leader. The continuum of care through which both the art and science of nursing is applied spans

health promotion, risk factor identification, disease prevention, acute and chronic care, rehabilitation and end-of-life care and is delivered in primary, secondary and tertiary settings. Nursing's care is evidence-based, patient-centered and delivered through therapeutic relationships in keeping with the social contract with society to promote, maintain, restore, support and maximize adaptation across the wellness illness continuum as well as to strive to improve healthcare delivery and respond to healthcare issues.

We believe that the BSN degree is the minimum level of educational preparation for professional nurses. We believe that nursing education is based on integration and application of knowledge and competencies from the liberal arts, natural and social sciences, and nursing science. The teaching-learning process is a collaborative enterprise involving mutually cooperative participation and responsibility of educators and students for learning in diverse educational and practice settings. Faculty are responsible for facilitating the acquisition and application of new knowledge, skills, attitudes and experiences by means of numerous, individualized teaching-learning strategies to achieve program outcomes. We believe that nursing educators have a professional obligation to inspire a passion for life-long learning in students to ensure maintenance of competency in nursing science, clinical reasoning and judgment, and evidence-based practice.

Rudy School of Nursing Program Learning Outcomes

1. Integrate critical thinking, based on a liberal arts foundation, and clinical reasoning for the development of clinical judgment in planning holistic, person-centered care.
2. Incorporate current best evidence with clinical expertise and patient/family preferences and values into optimal clinical decision-making within the four spheres of care.
3. Demonstrate effective and compassionate communication strategies that support the patient, family, and community's full engagement in their care, health, and wellness.
4. Employ established and emerging principles of safety for the enhanced quality of nursing care and minimized risk of harm to patients.
5. Engage in partnership with health professionals for the provision of team-based, person-centered care to promote equitable population health outcomes.
6. Effectively use electronic tools and technology for interprofessional communication and for the collection and interpretation of data to support clinical decision making.
7. Apply principles of professional nursing ethics through respect for diverse individuals, recognizing the person's autonomy by advocating for their well-being and healthcare equity.
8. Engage in personal wellbeing and leadership activities in an interprofessional environment for the continuous improvement of quality and safety in healthcare systems.

Rudy School of Nursing Admissions and Progression Processes

Admission Policies and Requirements for the Program

- Students must have applied to Cumberland University and have been initially accepted into the university with a declared nursing major in order to be considered for candidacy.
- In order to be “initially accepted” the Office of Admissions must have official transcripts from **ALL** colleges/universities attended.
- After acceptance to Cumberland University, candidates must take the ATI TEAS entrance test.
- Prerequisites must have been satisfactorily completed, with the exception of up to nine hours of GEC coursework prior to entering the first upper division nursing course. All science prerequisites must be completed before starting the nursing program. These classes can be in progress up until two weeks before nursing courses begin.
- Once the candidate has been initially accepted to the University and taken the TEAS entrance exam, a student may apply for candidacy in the nursing program.
- Admissions process: Candidates should fill out the candidacy form. All candidacy applications will be reviewed by the Rudy School of Nursing Admission Progression Committee. A weighted admission ranking system will be used to determine admission to the BSN program. The ranking is based on the pool of candidates for a particular semester and number of clinical sites/lab slots available.
- Candidates must have earned a minimum of 2.75 cumulative G.P.A (4.00 scale) in coursework to be placed in the pool of candidates for ranking (NO EXCEPTIONS). Additional factors which will be weighed in the ranking scores include ATI scores and scores in science courses. Grades of D's, F's, course repeats, and withdrawals will adversely impact the ranking. Grades of D's and F's in science courses with repeats negatively impact ranking. Failure from another nursing program will negatively impact the ranking.
- All candidates will have successfully completed their science courses with a C or higher: Human Anatomy & Physiology I and II, Microbiology & Chemistry (BIO 213, BIO 214, BIO 203, Chem 103). These must have been satisfactorily completed prior to entering the first upper division nursing course (NO EXCEPTIONS).
- All other prerequisites must have been satisfactorily completed, with the exception of selected courses (these are listed below and can be taken in the summer between nursing courses.) Please NOTE: there is no financial aid in the summers.

Guaranteed Nursing Admissions:

- Freshmen who meet the qualifications for Guaranteed Nursing Admissions will be guaranteed a seat in the Rudy School's Nursing program entering their junior year, if they continue to meet requirements for admission.

Eligibility

- Must be incoming First-Time Freshman, enrolled full-time
- 25 or above ACT composite score or Super Score
- Cumulative High School GPA of a 3.5 on a 4.0 scale
- Students may apply during their Senior year of high school or during their first two semesters enrolled at CU

*Prior to completing an application for Guaranteed Nursing Admissions (GNA), applicants must have first applied for general admission to the university.

Continuing Eligibility

After a student is granted Guaranteed Nursing Admission, the student must maintain the following to ensure their good standing:

- A cumulative 3.0 GPA while in the Pre-Nursing Program
- Obtain a grade of "B" or above in Chem 103, Bio 213 & 214, Math 111 or 110 (Course retakes are eligible for GNA)
- Maintain a full-time status

Steps to Seeking Candidacy

Step 1

Once a student has been initially accepted to the University, the candidate should study for and take the ATI TEAS Exam. The ATI TEAS covers the areas of reading, mathematics, science, English and language usage. The student will be given a score and a rank from developmental, to basic, proficient, advanced, or exemplary. The higher the score and the rank, the higher the candidate will rank in the pool of applicants. The candidate will register for an ATI account and pay at <https://atitesting.com/teas>. The student will schedule the TEAS on the Cumberland website. TEAS exam scores must be earned within one year of seeking candidacy to the School of Nursing and Health Professions. The test can be retaken once each application period after a 30 day wait time. A student cannot continue to Step 2 without completing the ATI TEAS Exam.

Step 2

Following the TEAS Entrance Exam, the Cumberland Nursing Candidacy Form must be filled out and submitted, prior to the deadline below. The link to the form can be found on the CU Website under “Academics” -Rudy School of Nursing-Nursing Candidacy Requirements- and Nursing Candidacy.

Please note: Students may seek candidacy for either the day program or the Night & Weekend Program (admissions on hold at this time), not both program tracks. Once you have submitted a candidacy form, your file will be reviewed for candidacy.

Deadline for BSN Nursing Admissions (BSN Program):

Fall: March 1

Spring: September 1

Candidates will be notified if they are admitted by June 1st for Fall Admission and by November 1st for Spring Admission.

Candidates should return the form “*Student acceptance or refusal of admission*” by the deadline specified on the form.

Prerequisites for the Nursing Program

Prior to the start of upper division nursing coursework, candidates must have completed program prerequisites based upon previous degrees and/or coursework.

Please Note:

- Candidates must have no more than nine hours of lower division coursework remaining to be eligible for candidacy; these can include any combination of courses below as long as they total 9 hours or less:

-CIS 170 Introduction to Microcomputer Applications (3 credit hours)

-HIS 201 US History 1or HIS 202 US History 2 (3 credit hours each)

-HIS 191 World Civilization 1 or 192 World Civilization 2 (3 credit hours each)

-ENG 215 Introduction to Literature or ENG 216 Topics in Literature (3 hours each)

-Fine Arts course (3 credit hours)

Length of Program

Starting in Fall: Fall, Spring (year 1) Fall, Spring (year 2), Fall (year 3 - graduate)

Starting in Spring: Spring (year 1), Fall, Spring (year 2), Fall, Spring (year 3 - graduate)

The Nights/Weekends Track (admissions on hold at this time) may start in Fall and Spring as long as there are enough qualified applicants to form a cohort.

Nursing Curriculum:

The nursing curriculum has been organized from simple to complex. The nursing sequence is listed below by the five semesters in upper division nursing. See Appendix B for entire program of study. Credit hours are also included to the right of the course name

Level 1:

·	NUR 301 Dosage Calculation	1
·	NUR 303 Professional Nursing Foundations	5
·	NUR 310 Nursing Concepts	2
·	NUR 327 Health Assessment	<u>4</u>
		12 hours

Level 2:

·	NUR 314 Pharmacology in Nursing I	2
·	NUR 324 Pathophysiology	3
·	NUR 373 Adult Health I	7
·	NUR 376 Psych Mental Health	<u>4</u>
		16 hours

Level 3:

·	NUR 315 Pharmacology in Nursing II	2
·	NUR 374 Adult Health II	7
·	NUR 409 Nursing Women's Health/Newborn	<u>5</u>
		14 hours

Level 4:

·	NUR 317 Community Health Nursing	5
·	NUR 408 Nursing Child and Family Care	5
·	NUR 441 Evidence Based Research	<u>3</u>
		13 Hours

Level 5:

·	NUR 428 Leadership in Nursing	4
·	NUR 462 Complex Illness	5
·	NUR 493 Transition to Professional Nursing	<u>5</u>
		14 hours

Progression Policies

To progress successfully an achievement of a minimum grade of "C" in the didactic portion and a "P" in the clinical portion of all courses is required. A student who does not earn a "C" and/or a "P" must repeat the course the next time it is offered. Students should be aware that some nursing courses may not be offered more than once per academic year. Because many nursing courses are sequential, failing a specific course may prohibit a student from taking another course the following semester due to pre-requisite requirements. Any student who receives a final course grade of "D" or lower in any Nursing course will be placed on probation. If the student earns a second (2nd) "D" or lower in a nursing course they will be dismissed from the program.

93 - 100	A
83 - 92	B
77 - 82	C
65 - 76	D
64 and below	F

Any student who has previously attended another Nursing program and is admitted to the Cumberland University School of Nursing with a final course grade of a "D" or lower will be assessed as already having one (1) "D" or lower in a nursing course. Therefore, if the student receives another "D" or lower in a Nursing course at Cumberland University the student will be dismissed from the program.

Any student who is readmitted into the Nursing Program through Academic Forgiveness or Academic Reprieve will only be allowed one (1) nursing course failure following their forgiveness or reprieve. (No student is guaranteed a spot in the nursing program via the Academic forgiveness policy). Decisions to readmit via the Academic Forgiveness policy will be determined by the Dean and Admission /Progression committee.

If the student is readmitted via the forgiveness policy, the Nursing Admission and Progression Committee the student will be required to restart the nursing curriculum from the beginning.

Transfer Policies

Transfer students must meet the requirements for admission to the University as outlined in the most current Cumberland University Catalog and for the School of Nursing as found in both the Cumberland University Catalog and the current School of Nursing Student Handbook. Students desiring to transfer from an accredited baccalaureate-nursing program and have never made a D

or F in a nursing course will be evaluated on an individual basis by the Nursing Admission/Progression Committee to determine placement.

Any student who has previously attended another Nursing program and is admitted to the Cumberland University School of Nursing with a final course grade of a “D” or lower will be evaluated by the Admission Progression Committee. Candidates who have earned a “D” or “F” in another nursing program MAY be admitted and allowed to restart at the beginning of the nursing curriculum but will be assessed as already having one (1) “D” or lower in a nursing course. Therefore, if the student receives another “D” or lower in ANY Nursing course at Cumberland University, the student will be dismissed from the program.

For LPN to BSN Admissions, Progression and Program of Study Please Visit:

<https://cumberland.smartcatalogiq.com/en/Current-Catalog/Current-Catalog/The-Jeanette-Cantrell-Rudy-School-of-Nursing-and-Health-Professions/Nursing/LPN-to-BSN>

Testing Policies

Examination/ Exam Review Policies

Each student will have a minimum of a 76.50% exam average to pass the course. This includes unit exams and the final exam. A 76.5% will round up to 77%. A score of 76.49 will round down to 76%. Dosage calculations, ATI assessments, quizzes, lab grades, papers, projects, care plans, forums and presentations that are part of the course are NOT averaged into the grade until the 76.50% exam average is achieved. A grade for a paper, project or presentation may help your grade, but it will not pass you if your test scores are not 76.50%. Alternatively, if you have a 76.50%, or greater, test average but score poorly on assignments you could fail the course.

- Bags, purses, textbooks, notes, etc. and all electronic devices (recorders of any kind, cell phones, iPads, smart watches, etc.) cannot be brought into the exam environment. The school will provide calculators and pencils during the exam. You are only allowed to bring your keys into the exam environment and/or exam review. Keys will be placed on the table in the front of the room.
- Students are required to wear their name badge during examinations.
- If a student is found to have an electronic device other than their approved laptop (recorders of any kind, cell phones/iPads/smart watches, etc.) on them or in the room with them during an Exam and/or Exam Review, the student will receive a zero for that Exam.
- No hats, jackets, or scarfs shall be worn during testing.
- No drinks are allowed during testing; students will not be allowed to exit the room during the test to use the restroom unless in the case of emergency and with faculty escort.
- No questions are allowed during the Exams.
- Please report any students that you observe acting in a dishonest or unprofessional manner regarding the taking of tests/exams. Any and all reports of “suspected” dishonesty will be reported to the Dean of the Rudy School of Nursing and the Academic Dean of the Cumberland University. The CHEATING HOTLINE number is 615-453-6333.

- Students who arrive late for exams will not be given the full time. Their examination will end at the same time as the rest of the class.
- Exam Review Policies are the same as Examination Policies.
- If a student scores an 80% or below on any unit exam in any course in the nursing program, the student should meet with their course instructor to discuss progress and then may be referred to a Learning Specialist, to discuss strategies for success.

Policy Regarding Excused/Unexcused Missed Examinations

- To receive approval for missing an examination, the student must communicate either in person or via phone with the instructor a minimum of 2 hours prior to the time of the exam. If this communication is by phone, the student should follow up with an email/text confirming the conversation. You must receive approval from the class instructor to miss an exam. Make-up exams may be given if the absence was approved and is excused. The exam must be completed before class the following week.
- If missing an exam is excused, the student must submit the proper paperwork (i.e. health care provider excuse note) to the faculty course lead prior to taking the make-up exam.
- If the student has an unexcused reason for not taking the examination, the student will receive a zero (0) for that exam. Sick children, having to work during an exam, or fulfilling an employment obligation such as orientation (or clinical day) is not considered an excused reason to miss and therefore the absence will be considered unexcused with no opportunity to make up the exam.
- A student may only miss 1 Exam (excused or unexcused) for the semester. Missing the 2nd Exam (excused or unexcused) may result in a zero for the Exam and require a meeting with the Professionalism Committee.
- Excused Absences: Personal sickness with a doctor's statement noting the date of absence; or death in the immediate family with obituary documentation. Athletes need to notify faculty of sporting events prior to missing class, lab or clinical.
- Unexcused Absences: Anything other than personal sickness or death in immediate family.
- A student may not be penalized for absences resulting from required participation in University activities such as, but not limited to, athletic competitions, band and choir performances, field trips, and conferences. Practice associated with University activities is not included.

Dosage Calculations Policy

Students are required to pass a proctored clinical calculations assessment before attending clinical at each level. Students will be given two chances to take the assessment and achieve the required score of 90%.

- The clinical calculations assessment will be given prior to the first clinical. Students will not be able to attend clinical until they have achieved the required score of 90% on the assessment.
- Content on the clinical calculation's assessment will be based on the course material and previously learned dosage calculations. These calculations require basic math skills, the

ability to convert within and between systems of measurement and use of appropriate rounding rules.

- Students are allowed to use the basic computer calculator when administered in an online format. No cell phones are to be used.
- If the student is not successful on the first attempt, the student will be assigned remediation. The remediation may be assigned through the ATI Dosage Calculation and Safe Medication Administration 3.0 tutorial or the Skills Module 2.0 tutorial. The student may also be referred to the Learning Specialist. The second attempt will be given within one week after the first attempt.
- If the student is not successful on the second attempt, the student will not be allowed to administer medications in the clinical area. The student will have to withdraw from all current nursing courses in which they are enrolled.

ATI Testing Policy

All students are required to take ATI Proctored Assessments in specified courses as part of Cumberland University School of Nursing Curriculum. Each student should strive to do their very best but aim for the goal of at least proficiency level two (2) on the proctored exam. Research supports a correlation between NCLEX-RN success and achieving at least level two on the proctored exams.

Students will have two opportunities to meet the benchmark of proficiency level two (2).

Scoring is based on the following:

- Level 3 is considered advanced and no retake is needed. The student should remediate on all missed questions. For each topic missed, the student should complete an active learning template and/ or identify three critical points to remember. This assignment must be handwritten. The student should receive a 100 once Focused Review and remediation are completed. If remediation is not completed by the designated due date, the student may receive a grade of Incomplete for the course.
- Level 2 is considered proficient and no retake is needed. Remediation is required to receive credit. The student must spend a minimum of 1 hour on Focused Review. For each topic missed, the student must complete an active learning template and/ or identify three critical points to remember. The student will receive a 90 after remediation is complete. Remediation is due one week after the proctored exam. This assignment must be handwritten.
- Level 1 is not proficient. The student must retake the Proctored Assessment as indicated on the course calendar. Prior to the re-take, the student must complete and submit the required remediation. The student must spend a minimum of 1 hour on Focused Review. For each topic missed, the student must complete an active learning template and/ or identify three critical points to remember. If the student scores Level 2 or Level 3 on the re-take, the student will receive a 90 for this grade. If the student remains in the Level 1 range or falls to the below Level 1 range, the student will receive an 80 for this grade. This assignment must be handwritten.
- Below Level 1 is not proficient. The student must retake the Proctored Assessment as indicated on the course calendar. Prior to the re-take, the student must complete and submit the required

remediation. The student must spend a minimum of 1 hour on Focused Review. For each topic missed, the student must complete an active learning template and/ or identify three critical points to remember. If the student scores Level 2 or Level 3 on the re-take, the student will receive a 90 for this grade. If the student scores in the Level 1 range, the student will receive an 80 for this grade. If the student remains below Level 1 range, the student will receive a 70 for this grade. This assignment must be handwritten.

- Additional ATI materials, aside from testing material, may be assigned to supplement learning outcomes with notification to the students.

ExamSoft

Overview: The Jeannette C. Rudy School of Nursing and Health Professions has implemented ExamSoft, a secure testing solution used for exams, as the testing platform for all BSN nursing courses. The software enables secure testing on student computers by blocking access to programs, files, and internet usage during the exam. This offers students a testing environment similar to the National Council Licensure Examination (NCLEX) using a software download known as Examplify. Consistent with the NCLEX students are not allowed to skip questions or go back to review or change previously answered questions.

Cheating and Breach of Exam Integrity: The Jeannette C. Rudy School of Nursing and Health Professions expects all students to act with honesty and personal integrity. This means cheating or assisting others to cheat will not be tolerated. Gaining unauthorized access to an exam, disclosing and/or distributing exam content to others, including but not limited to questions, passwords, or images, obtaining access to exam questions and/or other protected exam material in forums or social media, giving and/or receiving unauthorized assistance when taking an exam, possessing and/or using unauthorized materials when taking an exam, or reproducing exam materials by any means, are all considered cheating and a breach of exam integrity. This is a serious violation of academic integrity that will not be tolerated and will be reported through the University Advocate Academic Integrity Violation System. Any violation of this will result in a minimum penalty of a grade of ZERO on the exam and a maximum penalty of dismissal from the university. It is also expected that if you see another person cheating in any way, you will report it to the course faculty. If you would prefer to remain anonymous, you may use the “Cheating Hotline” to report such instances at 615-453-6333.

Student Responsibilities:

- Students are required to have a fully functioning laptop computer (tablets are not acceptable) for all exams that meets the minimal system requirements for ExamSoft/Examplify.
 - The minimal system requirements for Windows and MAC devices can be found at the following link: <https://examsoft.com/resources/examplify-minimum-system-requirements>.

- Students are required to have a fully charged laptop computer on the day of the exam.
 - Each classroom will have differing levels of access to electrical outlets; the school cannot guarantee sufficient access to electrical outlets.
 - The school is not responsible for loss of power to a student's computer during an exam.
- Students are required to have Exemplify downloaded on their laptop computer.
- Students are required to complete the download of each exam in Exemplify as instructed and come to class prepared to begin the exam.
 - Students who do not complete the download as instructed will receive a 5% deduction on the exam grade.
- Students are required to upload their completed exams immediately upon completion of testing.

Prior To The Exam, Students Are Required to Complete the Following

- Download the exam according to the course faculty's instructions.
- If technical issues occur with the download, contact ExamSoft Support at 866-429-8889, ext. 1
- Fully charge their laptop.
- Know their ID and password for Exemplify.

Testing Environment

- Students will not be allowed to exit the room during the test to use the restroom unless in the case of emergency and with faculty escort.
- Course faculty have the right to assign students to specific seats/desks during an exam.
- Students are expected to bring a laptop computer which is adequately charged for the duration of the exam.
- Students should make sure their date and time are correct on their computer.
- In some cases, certain anti-virus applications may block Exemplify from starting properly or can affect Exemplify's performance during an exam.
 - When taking an exam, students must disable the anti-virus software before taking the exam and re-enable it after exiting the exam.
 - Failure to disable the anti-virus may result in the corruption of an exam answer file.
 - Students who bypass the initial warning resulting in a corrupt exam answer file will receive a ZERO for the exam.

Taking the Exam

- Students should power their fully charged computer up upon arrival.
 - It is recommended that you arrive 15 minutes prior to the start of the exam.
- Launch Exemplify and open the exam.
 - Wait for further directions.
- Students who arrive late for an exam will not be given the full exam time.
 - Their exam will end at the same time as the rest of the class.
- When directed enter the exam password and click start exam.
 - Students who delay in beginning the exam may receive a 5% deduction.

- Calculator in Examplify will be utilized, no calculator will be brought into the exam environment.
- Scratch paper or a white board will be provided by the course faculty for each exam. The scratch paper or white board must be turned into the course faculty once the exam is completed.
- No questions are allowed during an exam.
- Upon completion of an exam, students will receive a green screen stating their exam has been uploaded.
 - Raise your hand or follow the directions, for the course faculty to acknowledge verification of the upload.
 - **DO NOT** close Examplify until the course faculty has verified the upload.
 - Any student who fails to upload their exam prior to leaving the classroom will receive a ZERO for the exam and will be subject to review for cheating and breach of exam integrity.
 - After verified by course faculty, the student will close their laptop, leave the laptop on the desk, and exit the classroom.
- Students experiencing technical difficulties at any time, should raise their hand and a course faculty will come to you.
 - **Technical Issues:** A number of technology issues (i.e., computer crashes, computer freezing, etc.) may occur during an exam. In such cases, the student, with the assistance of the course faculty will:
 - Less than Seven Minutes from Exit of Exam to Restart the computer:
 - Restart and reboot the computer.
 - The computer will reboot directly into Examplify, rather than the windows desktop and students will be prompted to return to exam or exit exam.
 - At this point, the student must hit the continue exam button to return to exam.
 - More than Seven Minutes:
 - Restart and reboot the computer.
 - The computer will reboot directly into Examplify, rather than the windows desktop and students will be prompted to return to exam or exit exam, however, students will be required to submit a resume code in order to continue.
 - The course faculty will provide the resume code.
 - **IMPORTANT:** If students exit the exam rather than continuing exam, the answer file will automatically upload to ExamSoft and the student will not be able to continue with the exam.

Materials in the Testing Environment:

- Bags, purses, textbooks, notes, etc. and electronic devices (recorders of any kind, cell phones, iPads, smart watches, etc.), with the exception of the personal computer for testing purposes, cannot be brought into the exam environment.
 - The Jeannette C. Rudy School of Nursing and Health Professions is not responsible for personal belongings of students.
- Students are only allowed to bring their keys into the exam environment.
 - Keys will be placed on the table designated by the course faculty.

- Students are required to wear their name badge during exams.
- If a student is found to have an electronic device (recorders of any kind, cell phones/iPads/smart watches, etc.) on them or in the room with them during an exam the student will receive a ZERO for the exam.
- No hats, jackets, hoodies, sweaters with pockets, or scarfs will be worn during testing.
- No drinks of any kind are allowed during testing.

Exam Review:

Exam Review format is at the discretion of the course faculty.

- Reference course syllabus for details.
- If an exam review is available, all policies and procedures mentioned above will apply.

Remediation Policy

Classroom

If a student scores 80% or below on any unit exam in any course in the nursing program, the student should meet with their course instructor to discuss progress and then may be referred to a Learning Specialist, to discuss strategies for success.

At-Risk Student Assistance Policy

PURPOSE

The purpose of the At-Risk Student Assistance Policy is to formalize a process to identify, counsel, and assist any at-risk students enrolled in the Jeanette C. Rudy School Nursing Program. Guidelines contained in this written procedure will guide the faculty in the utilization of the counseling record to implement the at-risk student assistance process.

SCOPE

This procedure will apply to all nursing faculty, learning specialists (when available), and all students enrolled in the nursing program. Specific scope will be all at-risk students. At-Risk Students are defined as students who are not meeting passing standards as defined in the Cumberland School of Nursing Student Handbook and/or course syllabus. On special occasions, At-Risk Students may also include any student who is having or has had a disruptive life situation which created obstacles to the student's success in the nursing program.

PROCEDURE & PLAN

Students are responsible for monitoring their progress in courses. Assessment of progress within each specific nursing course can begin as soon as the first week of class. If a student scores 80%

or less on an exam, they should contact the course faculty(s) to discuss test taking strategies, weak/strong areas of content, deficiencies, etc. Students can independently seek help from student tutors/learning specialists and/or be referred by the course faculty(s).

Student tutors are selected by the course lead and should be chosen following Nursing Program policy. Student tutors have a goal of clarifying concepts that students are finding difficult. Learning Specialists are selected by the Dean and/or Program Director. Learning Specialists include faculty with a goal to tutor students over learning strategies, teaching/reviewing concepts/topics not understood, and preparing students for future class lectures. Lesson Plans, lectures and any additional information should be provided to the tutors and learning specialists by course faculty (s). Also, course faculty should invite the Learning Specialists to their CANVAS course, so they have access to teaching strategies.

Learning is ultimately the student's responsibility and students should arrive to tutoring sessions prepared.

STUDENT ASSESSMENT

Initial assessment of student progress will consider:

1. Attendance of assigned classes.
2. Prepare for class: including reading assigned material, completion of class assignments, and being organized, etc.
3. Attentiveness in class, avoid being disruptive, and avoid using electronic devices.
4. Participation in class including asking questions, taking notes, and being attentive.
5. Understand and comprehend material presented based on acknowledgement and outcomes on any administered student assessment tool(s), example lesson plan.
6. Students are required to accept responsibility for assessing their learning and asking questions during class to facilitate their learning.

Formal assessment of student progress will include:

1. Grades earned on quizzes, exams, finals, written assignments such as case studies, nursing care plans, discussion papers, research papers, or any other type of assignment made by the instructor.
2. Continued consideration of the assessment criteria outlined in the initial assessment plan.

IMPLEMENTATION

At-Risk Student Assistance Process

1. At any time, student can meet with course faculty(s) to discuss any issues. After a student and faculty(s) meeting, the student can schedule future meetings with the faculty(s), student tutor and/or learning specialists (when available).
2. Students, with the help of faculty(s), should complete the At-Risk Student Counseling form during counseling sessions to facilitate further analysis of factors involved in the student's lack of success in the nursing course(s).

3. Faculty(s) should communicate the At-Risk Student Counseling form with the Learning Specialists as needed.
4. The student should take advantage of all campus resources to facilitate the student's success in the nursing course(s). These may include:
 - a) referral to a student tutor
 - b) referral to the learning specialists (when available)
 - c) referral to a fellow nursing faculty member for further instructions
 - d) scheduling of review sessions with course faculty(s)
 - e) referral to CU Learning Center on main campus if applicable
 - f) any other identified strategies to enhance student success
5. A follow-up assessment appointment with faculty(s) may be scheduled to evaluate the outcomes of the plan of action developed during the counseling session.
6. If faculty(s) determine the student performance has improved, then the at-risk counseling record is filed in the student's file by faculty(s). If personal, and confidential information has been shared that is not appropriate for dissemination to other faculty, this should be redacted on all shared copies. Students should be made aware these files may be shared in compliance with FERPA as needed.
7. As appropriate, documentation of all discussions, student interactions and student outcomes should be documented on the At-Risk Student Counseling Record.

RESPONSIBILITY

Persons responsible for implementation of this policy include all faculty of the Nursing Program

REVIEW

Review of the procedure will be based on evaluation of the processes' ability to support and facilitate student success. Changes will be made to this procedure based on outcomes with the goal of enhancing the procedure's potential to assist the student to achieve success in the nursing program.

ASSOCIATED FORMS

At-Risk Student Counseling Record

Forms within the Nursing Faculty Canvas page

Drug Policies

Unauthorized possession, use, consumption, transportation, or distribution of drugs and alcohol BY ANY STUDENT on University property or at off-campus, University-sanctioned functions is strictly prohibited. Alcoholic beverages are not permitted at any time in any University facility without explicit prior written permission of the President of the University. No student shall be in an intoxicated condition at any time on campus, as made evident by boisterousness, rowdiness, obscene or indecent conduct or appearance, or by vulgar, profane, lewd, or unbecoming language. Violation of this policy will result in student misconduct sanctions and/or may result in arrest by an appropriate law enforcement agency. The possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any narcotic or dangerous drug

controlled by Federal or Tennessee law is prohibited. Violation of the drug policy may lead to immediate suspension from the University and/or arrest by the civil authorities.

Under Tennessee law it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment), or consume alcoholic beverages, including wine or beer. It is also unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone less than 21 years of age. These offenses are Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days, or a fine of not more than \$2,500, or both. (T.C.A. § 1-3-113, 39-15-404, 57-5-301.) The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50, or both. (T.C.A. § 39-17-310.) Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of 1/2 oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21, and the older person is at least two years older than the younger, and the older person knows that the younger is under 21 years of age, then the offense is classified as a felony. (T.C.A. § 39-17-417, 21 U.S.C. § 801, et seq.; T.C.A. § 39-17-417.) Possession of more than 1/2 oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense.

A. It is the policy of Cumberland University, pursuant to the “Drug-free Schools and Communities Act Amendments of 1989 (20 USC I 145g) (34 CFR 86)” to maintain a drug-free campus and work environment. It shall be unlawful to manufacture, distribute, dispense, possess, sell or use a controlled substance at Cumberland University or any of its facilities. Controlled substances, as cited in 21 USCA 812, would include drugs such as opium, opium derivatives, and hallucinogens (like marijuana, mescaline, peyote, LSD, Psilocybin, cocaine, amphetamines, codeine, heroin, or morphine). Controlled substance abuse does not include prescribed use of lawfully prescribed drugs which are being taken under the supervision of a provider licensed to prescribe controlled substances. Students may not possess alcohol or drug paraphernalia on campus, such as (but not limited to) empty alcohol containers, any type of bong, hashish pipes or hookas, smoking masks, cocaine freebase kits, or roach clips.

B. Students are encouraged to seek counseling and treatment for substance abuse problems when they exist. The University will report any apparent unlawful use of a controlled substance on University property to the appropriate authorities. FURTHERMORE, the University will not tolerate the presence of students who are under the influence of a controlled substance. Any observer is responsible for informing University personnel promptly of any apparent violation of this policy (615-444-2562, ext. 1234). University personnel will refer the matter to authorities and/or professional counselors for evaluation, as deemed appropriate, and will inform the Dean of Students of action taken. All monetary charges related to professional counseling are the responsibility of the student. Students assigned to counseling must produce proof of their status as a student of the University in good financial standing.

C. Students are required to notify the Dean of Students of any drug conviction within five days after their conviction in writing. Conviction includes a finding of guilt, a plea of nolo contendere or imposition of a sentence by any local, state or federal court. Failure of the student to notify

Cumberland University of a drug conviction within five days after the conviction may result in suspension of the student from the University. Upon entering the rehabilitation program, the student shall sign a written release allowing the program to communicate with the university regarding the student's participation and progress in the program.

D. Students convicted for personal use or possession of a controlled substance or possession of a controlled substance will be subject to disciplinary action up to and including suspension. Students who are disciplined by means of suspension or other action will be required to successfully complete a certified rehabilitation program (at the expense of the student). Application to a certified rehabilitation program must be made within 30 days of the date that disciplinary action was taken. A letter from the certified rehabilitation program, stating the date of entry into the program and the date of completion of the program, must be filed with the Dean of Students as a condition precedent to the student's eligibility to return to the University. Failure to make application to a certified rehabilitation program within 30 days or failure to complete the program will result in suspension from the University.

E. Students must, as a condition of enrollment, abide by terms of the above policy.

Academic Integrity

Cumberland University considers any violation of academic integrity a significant offense and therefore, subject to an appropriate sanction. Academic integrity violations at the University are classified into minor and major categories each with two levels of violation for a total of four levels of violations. Faculty make the distinction within their course syllabi of the characteristics that define the category of academic integrity violation for a particular course. The sanction levied is decided upon by the faculty member in consultation with the appropriate Program Director and/or School Dean. The University recommends sanctions intended as a general guideline for the academy. Furthermore, extenuating circumstances may influence the imposed sanction, as the degree of responsibility and experience of an individual student may be a factor in determining the appropriate sanction. For example, a first-year student-imposed sanction for a given violation may not be as severe as that imposed on a more experienced student (upperclassman or graduate student) for the same violation. All transgressions are recorded in the Advocate System. Faculty should notify their School Dean and the Office of the Registrar by email when there is an imposed sanction of FC. See Appendix C.

Academic Integrity Expectations - Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

A. Use of Sources

1. Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source.

a. Examples of plagiarism:

- i. Paper is downloaded from an Internet source and/or obtained from a paper mill.
- ii. Paper contains part or all the writings of another person (including another student), without citation.

iii. Paper contains passages that were cut and pasted from an Internet source, without citation.

b. While students are responsible for knowing how to quote from, paraphrase, and cite sources correctly, the ability to apply that information in all writing situations is an advanced literacy skill acquired over time through repeated practice. When a student has attempted to acknowledge sources but has not done so fully or completely, the instructor may determine that the issue is misuse of sources or bad writing, rather than plagiarism. Factors that may be relevant to the determination between misuse of sources and plagiarism include prior academic integrity education at Cumberland University and the program level of the student. Instructors are responsible for communicating their expectations regarding the use and citation of sources.

B. Coursework and Research

1. The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
2. Fabrication, falsification, or misrepresentation of data, results, sources for papers or reports; in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
3. Copying from another student's work;
4. Actions that destroy or alter the work of another student;
5. Unauthorized cooperation in completing assignments or examinations;
6. Submission of the same written work in more than one course without prior written approval from both instructors.

C. Communications

1. Violating the confidentiality of an academic integrity investigation, resolution, or documentation;
2. Making a false report of academic dishonesty;
3. Dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, or in any other matter relating to a course.

D. Representations and Materials Misuse

1. Falsification of records, reports, or documents associated with the educational process;
2. Misrepresentation of one's own or another's identity in an academic context;
3. Misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities;
4. Sale of papers, essays, or research for fraudulent use;
5. Alteration or falsification of university records;
6. Unauthorized use of university academic facilities or equipment, including computer accounts and files;
7. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
8. Unauthorized removal, mutilation, or deliberate concealment of materials in university libraries, media, laboratories, or academic resource centers

Appeals Policy

Academic Forgiveness

Cumberland University has provided the following Academic Forgiveness options to help currently enrolled, eligible Cumberland University undergraduate students to overcome low academic standing (note that Academic Reprieve and Academic Renewal is not available to graduate students). Although the transcript will still be a full and accurate reflection of the student's academic performance/history, the retention/graduation grade point average (GPA) will be utilized in determining matters such as academic probation, academic suspension, transfer admissibility, and graduation GPA. There are three academic forgiveness provisions available: Repeated Courses, Academic Reprieve, and Academic Renewal. A student may only receive one academic reprieve or renewal in his/her academic career and only one option can be used. The repeated course provision may be used independently within the limits listed below. If you believe you are eligible for one of these provisions, please contact the Office of Academic Affairs for additional information.

Non-Nursing Repeated Course Policy

1. A student may repeat a maximum of six (6) courses, not to exceed 18 hours, and have only the most recent grade, even if it is lower than a previous grade(s); count in the calculation of the retention/graduation GPA providing the original grade was a "B" or lower. University policy prohibits students from repeating a course in which they have earned a grade of 'A' unless the course is one in which there is a change of subject matter and the course has been designated "repeatable for credit". Courses that are repeatable for credit are identified as such in the course description. Note that an individual course can only be repeated a maximum of two times (total of three attempts).
2. All attempts will be recorded on the transcript with the earned grade for each listed in the semester earned.
3. If a student repeats an individual course two times (total of 3 attempts), the last grade earned will be used to calculate the retention/graduation GPA.
4. Students repeating courses above the first six (6) courses of "B's" or below may do so; however, both the original grades and repeat grades will be averaged.
5. This policy only applies to undergraduate work, no matter when or where it was completed.
6. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain verification of course equivalency from the appropriate academic department.

Academic Reprieve

1. The student must be a currently enrolled Cumberland University undergraduate student.
2. At least one calendar year must have elapsed between when the semester(s) requested to be reprieved were completed and when the reprieve is requested.
3. Prior to requesting an academic reprieve, the student must have earned a GPA of 2.5 or higher with no grade lower than a "C" in all regularly graded course work since the semester(s) requested to be reprieved.

4. The student must have completed a minimum of twelve (12) semester hours at Cumberland University, excluding activity or performance courses, since the semester(s) requested to be reprieved.
5. The request may be for one (1) semester of enrollment or two (2) consecutive semesters of enrollment.
6. If approved, all grades and credit hours earned in the semester(s) requested will be included in the reprieve.
7. If the student's request is for two (2) consecutive semesters, the institution may choose to reprieve only one semester.
8. All courses reprieved will remain on the transcript but will not be used to calculate the retention/graduation GPA.
9. Neither the content nor credit hours of reprieved courses may be used to fulfill any degree or graduation requirement.
10. The student must apply for consideration of an academic reprieve according to institutional policy.
11. A student may not receive more than one academic reprieve.

Academic reprieves granted by other colleges and universities are not automatically honored by CU. Students who have received such reprieves from other institutions may apply for an academic reprieve under Cumberland University guidelines.

Academic Renewal

1. The student must be a currently enrolled Cumberland University undergraduate student.
2. At least three (3) years must have elapsed between when the last semester requested to be renewed was completed and when the renewal is requested.
3. Prior to requesting an academic renewal, the student must have earned a GPA of 2.5 or higher with no grade lower than a "C" in all regularly graded course work since the semester(s) requested to be renewed.
4. The student must have completed a minimum of twelve (12) semester hours, excluding activity or performance courses, since the semester(s) requested to be renewed.
5. The request will be for all courses completed before the date/semester specified in the request for renewal.
6. All courses renewed will remain on the transcript but will not be used to calculate the retention/graduation GPA.
7. Neither the content nor credit hours of renewed courses may be used to fulfill any degree or graduation requirement.
8. Academic renewals granted by other colleges and universities are not automatically honored by Cumberland University. Students who have received such renewals from other institutions may apply for an academic renewal under Cumberland University guidelines.
9. The student must petition for consideration of academic renewal according to institutional policy.
10. A student may not receive more than one academic renewal.

The Academic Forgiveness application can also be found in the Registrar's Office. Students should contact their academic advisor and/or the Registrar's Office concerning the process for requesting an academic renewal.

Withdrawal for Medical Reasons

Students who experience emergency health situations or extenuating life circumstances may apply in writing for a medical withdrawal from the University. Applications must be filed in writing with the Office of the Registrar before the end of the current semester. Medical withdrawal requests must contain justification for the request and explicitly supportive written documentation from competent and/or licensed attending professionals. Medical withdrawals are not automatic, the University reserves the right to require additional information related to the medical withdrawal request. Students who are granted a medical withdrawal will receive grades of "W" in all classes. Requests for monetary refunds related to the medical withdrawal must be approved by the Vice President for Finance. The University does not guarantee any amount of monetary refund due to a medical withdrawal executed beyond published drop dates and deadlines. Students should consult with the Student Financial Services regarding financial liability before seeking a medical withdrawal.

Academic Appeals Policy

Petitions or exceptions to the academic policies of the University must be submitted in writing to the Vice President for Academic Affairs. The appeal should be reviewed and signed by the students' academic advisor and the School Dean in charge of the student's major before the Vice President of Academic Affairs will review it. The petition should indicate the reason(s) why a policy that applies to all University students should be waived or modified for the petitioner. The responsibility for presenting appropriate reasoning rests with the student. The Academic Appeal form is available in the Office of the University Registrar Memorial Hall, Room 104C.

Student Responsibility

1. The student filing the appeal should write a letter describing what specifically they are requesting to appeal.
2. The student filing the appeal is responsible for ensuring that all required attachments and signatures are secured.
3. The student is to maintain possession of this document and all attachments. DO NOT leave the form with an Advisor or Dean.
4. Once all documents and signatures have been obtained, bring the appeal form to the Office of the Registrar to be reviewed by the Provost and Vice President for Academic Affairs. You will be notified in writing of the outcome of your appeal.

The Academic Appeal form is the manner you would request the following: (Appendix C)
Catalog Change
Course Overload
Course Substitution
Course Waiver

Crossover
Directed Study
Permission for Graduate Course
Transient Permission

Grade Appeal

To maintain due process in all areas of the University, any student is afforded the opportunity to appeal grades that the student alleges to be capricious or miscalculated. While it is the right of the student to appeal, University policies, procedures and guidelines will be followed without deviation. This appeal process is to be used only if the student has been unsuccessful in informally resolving a grade appeal with the course instructor. The Grade Appeal Form, along with written reasons stating why the student is appealing the grade, must be submitted in advance of meeting with the School Dean (or designee). Appeals should be initiated by submitting the completed appeal form within ten (10) business days of the grade's release (this includes individual assignments through final course grades). Note that Grade Appeal Forms can be obtained from the Office of Academic Affairs or on the University website at <https://www.cumberland.edu/student-life/forms-and-policies/>. The appeal form delineates the timeline for administrative review and consideration of grade appeals. The student may appeal the Deans' (or designee) decision to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final. ***(Please note you have to demonstrate that you were somehow treated unfairly as compared to the rest of the class. Not liking the grade you earned is not a reason to appeal).***

Step 1 – Any student believing that his/her grade was assigned capriciously/miscalculated should first meet with the instructor of the course responsible for assigning the grade to inform the faculty of questions concerning the grade and to ask for clarification and explanation of the procedures used to calculate and assign the grade. The purpose of this consultation is to reach mutual understanding about the procedures used in calculating and assigning the grade. If there are mutually recognized grading errors, this can be rectified by the faculty member at this time. If, for any reason, the course instructor cannot be contacted, the Dean (or designee) of the School housing the course should be contacted to directly address the grading concerns.

Step 2 – If, after consultation with the faculty (or designee), the student believes that a grade is capricious/miscalculated, the student shall request to begin the Grade Appeal process. Upon completion of Parts I and II of the Grade Appeal Form and its submission, the Dean of the academic school in which the course is housed should review all evidence presented by both the student and the faculty responsible for assigning the grade under scrutiny and render a decision. Note that it is the responsibility of the student to provide the evidence that the grade was assigned capriciously or miscalculated. The decision of the School Dean on grades assigned on exams and course projects/assignments is final and will stand. No further appeals of these types of grades are allowed.

Step 3 – Only final course grades may be appealed beyond the Academic School. If the student has additional evidence to present and/or opposes the decision rendered by the School Dean, he/she may appeal to the Provost and Vice President for Academic Affairs following the

guidelines outlined on the Grade Appeal Form. Note that the decision of the Provost and Vice President for Academic Affairs is final. No further appeals are allowed.

A. The Grade Appeal procedure is only available for review of alleged capricious/miscalculated grading and not for review of the judgment of faculty in assessing the quality of student work.

B. Capricious Grading as outlined by the University is recognized as:

- Assigning a grade to a student that was calculated in error;
- Assigning a grade to a student on some basis other than performance in the course;
- Assigning a grade to a student by more rigorous or stringent standards than were applied to other students in the same course section; and/or
- Assigning a grade in a substantial departure from the professor's standards announced and provided in the syllabus and/or course instructions (procedural error).

C. The assessment of the quality of a student's academic performance is a major professional responsibility of faculty and is solely and properly their responsibility.

D. It is necessary, however, that any course grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the professor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with published guidelines. These guidelines should be published on syllabi and made available within the first two weeks of the semester. Note that at times faculty may amend syllabi and thus, grading guidelines, but must inform students of these changes prior to implementation.

E. At any time, a student may seek the counsel of an advisor and/or Office of Academic Affairs personnel regarding the procedure for appealing alleged capricious grades or the merits of a particular case.

Nursing Academic Appeals Procedure

1. A student who has an academic problem/complaint should discuss the problem with the course Faculty member. The student should always strive initially to resolve the dispute with the course Faculty member.
2. If the matter cannot be satisfactorily resolved with the Faculty member, the student may file an appeal in writing to the Program Director. If the matter remains unresolved, the student must file a written appeal to the Dean of the School of Nursing and Health Professions. Thereafter, the Dean will attempt to mediate the problem.
3. In the event that the problem is still unresolved, mediation from the Provost and Vice President for Academic Affairs may be sought. See the Cumberland University Catalog for details.

NCLEX Requirements & Licensing Eligibility

Licensure Examination

After completing the prescribed Nursing Program of Study, the graduate nursing student is eligible to apply to a State Board of Nursing to take the National Council Licensure Examination (NCLEX) for the privilege of becoming a registered nurse (RN).

The following steps must be taken, but please note that the Nursing Program faculty and staff will work hand in hand with students for these steps:

1. File an ***Intent to Graduate*** form with the Office of Academic Affairs two semesters preceding anticipated graduation-advisors typically remind advisees of this step.
2. Obtain and complete a *Cumberland University Transcript Request* along with a \$6.00 fee and submit online through the CU Website. Students will be prompted to do this in their final semester of nursing school.
3. Go online, set up account and pay Pearson Vue fee. This is the company that administers the NCLEX exam nationally.
4. Complete the *State Board of Nursing Application* online as directed by faculty in the School of Nursing. They will have an information session for seniors in their final semester to walk through this process and answer questions. Students must additionally submit a Declaration of Citizenship document (notarized-2 notaries work in the Nursing School), a signed photo, and a copy of their driver's license. The School of Nursing will give greater details at the review session if these need to be scanned copies, hard copies and also the exact process for submitting to the TN BON.
5. Misdemeanors and Felonies: It is important for nursing students to know about the Tennessee Board of Nursing's policy on the review of candidates for eligibility for initial and continuing licensure. There will be a question on the application for licensure as a registered nurse which asks, "Have you ever been convicted of a violation of the law other than a minor traffic offense?" Whether or not students are granted RN licensure will be decided on an individual basis by the state Board of Nursing if the graduate must answer in the affirmative.
6. As a reminder, just because a student has been through Cumberland University's School of Nursing Program and receives a BSN, it does not automatically ensure that the Tennessee (or other state) Board of Nursing will grant permission to test for licensure.

Quick Guide to Additional Costs Associated with Graduation:

Transcript Fee---	\$6.00
Pearson Vue Fee for NCLEX Exam---	\$200.00
New lab coat for pinning ceremony (optional)	\$45.00
Current Criminal Background Check---	\$38.00

*Total may vary based on current pricing and fees.

Rudy School of Nursing Classroom and Clinical Expectations

Clinical Policies & Requirements

Health Requirements

Students must be physically, emotionally, and cognitively able to meet the requirements of clinical practice without threat to themselves or others. Students are expected to be in compliance with all mandatory documentation at the beginning of each semester for the entire semester. It is the responsibility of each student to monitor and update all health requirements, drug screen, CPR certification, background check information, and proof of major medical insurance by the designated deadline prior to the beginning of each clinical rotation. Students failure to submit and/or provide documented evidence of the required documents prior to the designated deadline will not be allowed to begin and/or continue with their clinical coursework. Documentation must be submitted by all deadlines except with extenuating circumstances and appropriate approval. Nursing Faculty view maintenance of health as the responsibility of the individual professional, aspiring to achieve a BSN. Noncompliance to clinical policies and requirements may result in dismissal from the program.

NOTE: Students are responsible for all costs associated with meeting these requirements:

1. Physical exam: Once a student has been admitted to the Jeanette C. Rudy School of Nursing, they must provide a record of a physical examination within the past 3 months. The physical exam must be performed by a qualified practitioner.
 - a. Completion of a *School of Nursing Health Form* (See Appendix B for Health Form) is required of each nursing student prior to enrollment in any nursing course with a lab or clinical component.
 - b. A physical examination with completion of the *School of Nursing Health Form* may also be required anytime thereafter if School of Nursing representatives judge that health status is questionable.
 - c. All completed forms must be submitted to the Director of Operations at the School of Nursing prior to the first day of class.
2. Lab Reports: Lab report results of a Complete Blood Count (CBC) and Urinalysis (UA) must be included. Additional reports may be requested anytime thereafter, if School of Nursing representatives judge that initial results and/or health status are questionable.
3. Evidence of Tdap (Adult Tetanus, Diphtheria, Pertussis Vaccine) within the last 10 years.

4. Titers for each of the following: Mumps, Rubeola (Red Measles), Rubella (German Measles) and Varicella. If a student is found to be nonimmune then a student must be re-immunized unless contraindicated by a healthcare provider.
5. As a minimum must have received the 1st Hepatitis B vaccination of the series of 3 injections or a Quantitative Titer showing evidence of immunity to Hepatitis B. After completion of series a Quantitative Titer will be required 30-60 days after the third injection showing evidence of immunity to Hepatitis B. Please note a statement from your physician will **not** be adequate, the numerical results of the titer are required. ***A student who refuses the Hepatitis B vaccine series or who has a negative titer after completing the series must sign a waiver releasing Cumberland University and any clinical placement site from liability in the event the student decides to continue clinical experiences without or before developing immunity.***
6. Annual documentation of a negative TB skin test or Chest X-Ray (or more often if required by a clinical agency). First time nursing students will be required to submit documented evidence of a TB Gold Test or a 2 step TB skin test within the past 12 months. (2 separate TB skin tests).
7. Evidence of COVID vaccination (1 or 2 doses depending on manufacturer) and booster.
8. Seasonal Flu vaccination (October - April).
9. Students who have chronic health conditions which are controlled and do not place themselves or others at risk are eligible to be considered for admission.
10. Students may be asked to present evidence of physical and/or mental health prior to or at any time during their enrollment in the nursing program. After any change in health status, students must submit a written statement from a qualified health care provider which states that the student's condition is not detrimental to the safety/health of others before the student can return to classes and/or clinical settings.
11. Proof of Negative Drug Screen is required only as the School of Nursing requests it and not before. It is to be performed at a predetermined facility at the time we determine based on clinical and facility requirements. The School of Nursing also reserves the right to request a random drug test for cause at any time during a student's tenure in the program. Clinical facilities have the right to and may require annual drug screening.
12. Students and faculty in the School of Nursing and Health Professions must abide by hospital/clinical requirements. Students who fail to complete the requirements will be subject to a critical incident (see critical incident policy).

Major Medical Insurance

Students must submit evidence of major medical insurance on admission. Medical insurance must remain active throughout the student's entire matriculation in the School of Nursing. Any change in insurance coverage must be submitted to the Director of Operations. Injuries or illness incurred during class, clinical, or labs are to be covered under the student's major medical insurance policy.

Professional Liability Insurance

The cost of group liability coverage is covered in the student access fee each semester.

Cardiopulmonary Resuscitation (CPR) Certification Completion

Students are required to show proof of completion of an American Heart Association BLS Healthcare Provider CPR course PRIOR to enrolling in each clinical nursing course each semester. This cannot be an online only course, but must contain an in-person skills check-off. A copy of your CPR card must be in the Nursing Office by the beginning of the Fall semester each year. **Students who do not show proof will not be allowed to begin and/or continue in their clinical course work. A student who is not compliant with appropriate documentation may be at risk of being dismissed from the nursing program.**

Criminal Background Check

Each nursing student must submit to a criminal background check conducted by Verified Credentials. This background check must be completed at least 2 weeks before the student begins their first course. The cost of the background check must be paid by the student. **A red or yellow background check, which may prohibit ability for clinical placement, may prevent admission into the program.** A student may be required to submit a second background check for cause. If a student has an offense in their past that is not flagged by Verified Credentials, it may be flagged upon graduation when the State Board of Nursing pulls a more extensive background check. Depending on the offense, the State Board of Nursing may refuse to grant permission to test for licensure even though the student has completed the Nursing Program. Also, if a student were to have an offense during his or her tenure at the School of Nursing that went undetected by the Nursing School, this could also result in the State Board of Nursing refusing to grant permission to test for licensure to the individual, depending on the severity of the offense. Additional background checks may be required by clinical facilities, and if so, the School of Nursing and Health Professions must comply with these facility requirements and the student would incur the cost of required additional screening.

Students are required to show coverage for the entire semester of enrollment at the beginning of each term for the following: immunization, CPR certification, TB skin test or chest x-ray, liability insurance, major medical insurance, and criminal background check information. Students must submit a photocopy of documentation. Registered Nurses and Licensed Practical Nurses must submit a copy of their current nursing license. Students are

encouraged to keep originals or copies of health documentation for their own files. The School of Nursing must have a signed release from the student to forward documents to an employer or prospective employer.

Transportation

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

Clinical Experience Policies

Clinical outcomes must be satisfactorily met as outlined in each individual course syllabus. Students must earn a passing grade in the clinical experience component of each course in order to receive a passing grade for the course.

Preclinical Expectations

Students must notify the Director of Operations of regularly scheduled performance activities at least two months prior to the beginning of the semester.

Refer to Submission of Student Documentation policy for requirements prior to each semester.

Clinical Experience Expectations

The following expectations pertain to the clinical experience component of all clinical courses (more specific requirements may be addressed in individual course syllabi):

1. Students are expected to be prepared for the clinical experience as directed by the instructor. Preparation usually includes an advance visit to the agency for the purpose of obtaining patient data, preparing a plan of care, and/or researching information pertinent to the assignment.
2. Students are expected to meet **each** clinical experience in a punctual manner. Any absence must be cleared with the clinical instructor and reported to the clinical agency **in advance** of the time the student is to report to clinical.
3. Students are expected to adhere to the dress code described in this handbook.
4. Students are required to follow the facility's Smoking Policy.
5. Students are assigned to clinical groups by the Director of Operations. Assignments are made randomly and will not be changed except for University sanctioned events or classes.

Clinical Absence Policies

1. Absence from clinical experience must be cleared with the clinical instructor in **advance** of the time the student is to report to a clinical experience.
2. Students are expected to complete all orientation requirements for their respective clinical agencies. Copies of all orientation forms must be submitted to the Director of Operations

3. **Unreported and unexcused absences are regarded as unsatisfactory and will result in a grade of the same for that particular clinical experience.**
4. Any nursing student returning to clinical experience following certain physical symptoms or illness is required to be **cleared by a health care provider*** who provides a **written release for "return to a clinical experience,"** if any of the following have occurred:
 1. Elevated oral temperature of 101 degrees Fahrenheit or more within 24 hours of clinical experience.
 2. Clinical symptoms such as headache, sore throat, productive cough, nausea, vomiting, and/or diarrhea within 24 hours of clinical experience.
 3. Known or suspected exposure to an infectious disease such as (but not limited to) tuberculosis, hepatitis, chicken pox, shingles, meningitis, streptococcus infection, or Haemophilus Influenza.
 4. Travel out of the country.
2. Students may be referred to a health care provider at the discretion of the clinical Faculty member working with the student that day for clearance for symptoms and/or **Illnesses not previously described.**
3. Clinical make-up time is at the discretion of individual course instructors.

***The Health Care Provider written release for “return to a clinical experience” *must* be submitted to the clinical instructor *before* the student may be cleared by the School of Nursing to return to a clinical experience.**

Professional Dress Guidelines

All students must dress professionally. Students must present a professional appearance during any skills lab or skills lab practice, clinical or clinical experience in an agency, or interviews, assessments, and practice in the community. Professional appearance includes considering jewelry, hair, cosmetics, nails, hygiene, and clothing.

A student is expected to wear appropriate “casual business attire”, considered professional attire, in the classroom setting. If a student is determined to be dressed inappropriately, they may be asked to leave. The following provides a guideline, considered a guideline only, for appropriate dress. The following are not allowed.

- A. Clingy knits, jogging suits, or pajama bottoms; slacks or pants may be worn including denim in good repair.
- B. Skorts, dresses, or skirts that are above the end of the knee.
- C. Blouses or tops including halter, tank, or spaghetti straps that show excessive cleavage, bare midriff, or abdomen.
- D. Flip flops. Open-toed sandals are allowed.
- E. Make-up, hairstyle, jewelry should be in moderation and exemplify professionalism.
- F. Short shorts that expose buttocks.
- G. Socks and hose must be worn as appropriate.
- H. Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry or artificial nails are permitted. Nail polish may be worn if in good repair.

All students must display a proper School of Nursing picture identification name badge on their upper right chest. Name badges should be worn at chest level where they can be seen at all times. Students who change their names must obtain a new identification badge.

Each student must wear the designated gray uniform and white lab coat with the School of Nursing patch on the left sleeve 5 centimeters (approximately 2 finger breadths_ from the shoulder seam. The patches are placed by the uniform company on the left sleeve of uniform tops and lab coats. ***These uniforms must be worn during lab and clinical unless otherwise specified.***

General Guidelines

1. *Personal Hygiene*

Good personal hygiene and grooming are essential. Proper precautions must be taken to avoid odors related to foods, perfume, smoking and/or lack of deodorant. Colognes/perfumes, aftershave, and scented lotions/powders are not permitted. Students may not smoke or vape on campus or in a lab/clinical setting.

2. *Uniforms*

All uniforms must be laundered, neat, and in good condition.

3. *Shoes*

Students must wear white leather nursing shoes or white leather tennis shoes with minimal color trim with enclosed heels and toes. Shoes should be non-porous and continuous. No open toed shoes or clogs with vent holes. Athletic shoes are permitted if they are made of a fluid resistant material (no woven or webbed tops). No canvas shoes. It is recommended that the soles are non-skid. Shoes must be kept clean and/or polished, in good condition, conservative in style, and must be safe. All students must wear socks and they must be solid color. There will be no house slippers worn to any class, lab, or clinical setting

4. *Undershirts*

A long/short sleeve solid white, maroon, or black crew neck shirt can be worn underneath the scrub top for additional warmth. If a long sleeve shirt is worn, the cuffs must be tight enough to allow the sleeves to be pushed up and out of the way if needed. T-Shirts with logos or designs are not appropriate. Thermal or silk long underwear is not appropriate as an undershirt.

5. *Lab Coats*

Lab coats are to be worn over the scrubs for additional warmth. Lab coats must be kept clean, pressed, in good condition, and properly fitted. Sweatshirts, hoodies, sweaters and jackets cannot be worn.

6. *Hair*

Hair is expected to be clean, neat, and well groomed. Hair is to be secured away from the face and off the shoulders so it will not interfere with patient care. Longer hair should be pulled back

into a ponytail or bun. Hair should be a natural color. Sideburns, mustaches, or beards must be well-groomed and cause no interference with personal protective equipment.

7. Nails

Nails must be well-groomed, cleaned and trimmed to fingertip length so as not to interfere with routine tasks and/or patient comfort. Acrylic nails, gel nails, dipped nails, adhesive stickers/nail art, tips, and nail polish are not permitted.

8. Tattoos and Body Art

Since CU students are guests in the facilities, we must abide by policies regarding covering and treatment of all tattoos. The clinical instructors let students know specifics about these policies.

9. Jewelry

Jewelry is limited to one pair of small stud earrings on the ear lobes. There should not be multiple piercings. No rook bars, dangling earrings, or hoops, as they are a safety issue. Only one flat wedding band is allowed. Rings with stones can easily damage a patient's skin and they may be an infection control risk. No necklaces or bracelets should be worn. **All students must have a watch with either a second hand or a timer that is easy to read.** Watch bands should be simple rather than a decorative style. Body piercings other than lobe piercings should not be visible. Other types of pierced jewelry (tongue, eyebrow, nose rings, ear spacer, gauges) are not allowed.

10. Head Coverings

Religious head coverings are permitted in a lab/clinical setting.

11. Makeup

Should be complimentary as to create a natural appearance.

12. Chewing gum

Gum chewing is not permitted at any time in a professional environment.

Attendance

Regular and punctual attendance of class sessions including virtual or remove, laboratory or clinical, and examinations is expected. Attendance is viewed as essential to effective

participation in the instructional program. All faculty and instructors will record attendance.

A student may not be penalized for absences resulting from required participation in University activities such as, but not limited to, athletic competitions, band and choir performances, field trips, and conferences. Practice associated with University activities is not included. Faculty members and coaches in charge of activities which require students to be absent from class should notify the instructor prior to the absence. Students should also notify the instructor prior to the absence. Each student must assume personal responsibility for all information, discussion, and conceptual analysis that took place during the class. Absence from class will not be accepted as an excuse for not knowing class material. Leaving a class early is considered an absence.

Punctuality: If the professor is fifteen (15) minutes late for class without the class being informed, the class is officially canceled. Students should return the next class period prepared with the material and assignments due for the canceled class as well as prepared for the additional material scheduled on the syllabus.

Excused Absences: Personal sickness with a doctor's statement noting the date of absence; or death in the immediate family with obituary documentation.

Unexcused Absences: Anything other than personal sickness or death in immediate family.

Instructor Absence: If the professor is fifteen (15) minutes late for class without the class being informed, the class is officially cancelled. Students should return the next class period prepared with the material and assignments due for the canceled class as well as prepared for the additional material scheduled on the syllabus.

Inclement Weather: In the event of extreme and/or adverse weather conditions, Cumberland University may be closed. CU weather alert will be utilized through the new CU App. Faculty, staff, and students are expected to exercise personal discretion regarding their safety whether the University is open or closed, and students are responsible for notifying their faculty.

Health Insurance Portability and Accountability Act (HIPAA)

The Jeanette C Rudy School of Nursing faculty, staff, and students respect patient privacy and security, as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology of Economic and Clinical Health Act of 2009 (HITECH). These acts established national standards for protecting health information privacy and security by defining specific rights for individuals concerning their health information. PHI is the term HIPAA uses to describe the information that it protects. PHI is "individually identifiable health information."

Individually identifiable health information is a subset of health information, including demographic information, collected from an individual and: (1) is created or received by a health care provider; (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment

for the provision of health care to an individual; and (3) either identifies the individual or can reasonably be used to identify the individual.

Under Health Care Operations, education and training are a covered entity allowing for patient information disclosure. However, even if use or disclosure of PHI is permitted under the Privacy Rule, take care to:

- Eliminate the personal identifiers which are not essential to the purpose for which the PHI is being used or disclosed.
- Use or disclose only the minimum necessary amount of PHI necessary to satisfy the purpose of the use or disclosure.
- PHI no longer needed for its intended use should be confidentially destroyed.

SUSPECT A BREACH OF PRIVACY

A suspected breach of HIPAA/HITECH policy should be reported to the clinical course instructor (the classroom instructor, program directors, assistant program director, or dean are acceptable). Reporting a breach of privacy is a confidential process and should be undertaken with the utmost respect to the nursing profession and the protection of patients.

WHAT HAPPENS IF YOU BREAK HIPAA RULES?

If you break HIPAA Rules there are four potential outcomes:

- The violation could be dealt with internally by an employer
- You could be terminated
- You could face sanctions from professional boards
- You could face criminal charges which include fines and imprisonment

What happens if you break HIPAA Rules will depend on the severity of the violation. The actions of employers, professional boards, federal regulators, and the Department of Justice will depend on several factors:

- THE NATURE OF THE VIOLATION
 - o Whether there was knowledge that HIPAA Rules were being violated, or by exercising due diligence, it should have been clear that HIPAA Rules were being violated
 - o Whether action was taken to correct the violation
 - o Whether there was malicious intent or HIPAA Rules were violated for personal gain
 - o Harm caused by the violation(s)
 - o Number of people impacted by the violation
 - o Whether there was a violation of the criminal provision of HIPAA

- CIVIL PENALTIES FOR HIPAA VIOLATIONS

Civil penalties for HIPAA violations start at \$100 per violation by any individual who violates HIPAA Rules. The fine can rise to \$25,000 if there have been multiple violations of the same type. These penalties are applied when the individual was aware that HIPAA Rules were being violated or should have been aware had due diligence been exercised. If there was no willful neglect of HIPAA Rules and the violation was corrected within 30 days from when the employee knew that HIPAA Rules had been violated, civil penalties will not apply.

- CRIMINAL PENALTIES FOR HIPAA VIOLATIONS

The criminal penalties for HIPAA violations can be severe. The minimum fine for willful violations of HIPAA Rules is \$50,000. The maximum criminal penalty for a HIPAA violation by an individual is \$250,000. Restitution may also need to be paid to the victims. In addition to the financial penalty, a jail term is likely for a criminal violation of HIPAA Rules.

Criminal violations that occur as a result of negligence can result in a prison term of up to 1 year. Obtaining protected health information under false pretenses carries a maximum prison term of 5 years. Knowingly violating HIPAA Rules with malicious intent or for personal gain can result in a prison term of up to 10 years in jail. There is also a mandatory two-year jail term for aggravated identity theft.

Protected Health Information Identifiers

HIPAA Rule, identifiers must be removed in order to meet HIPAA Rule de-identification requirements. List of identifiers below:

1. Name;
2. All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death;
4. Phone number;
5. Fax numbers;
6. Electronic email numbers;
7. Social Security numbers;
8. Medical Records numbers;
9. Health plan beneficiary numbers;
10. Account numbers;
11. Certificate/license numbers;
12. Vehicle identifiers and serial numbers, including license plate numbers;
13. Device identifiers and serial numbers;
14. Web Universal Resource Locators (URLs);
15. Internet Protocol (IP) address numbers;
16. Biometric identifiers, including finger and voice prints;
17. Full face photographic images and any comparable images; and
18. Any other unique identifying number, characteristic, or code where the information could be used alone or in combination with additional information to identify an individual's information.

All students are expected to adhere to all HIPAA rules, regulations, and restrictions as outlined above and will complete assigned training first, third, and fifth levels. See Appendix D.

Reference:

Office of Civil right Health and Human Services Department. (2013). Modifications to the HIPAA privacy, security, enforcement, and breach notification rules under the health

information technology for economic and clinical health act and the genetic information nondiscrimination act; other modifications to the HIPAA rules. *Federal Register. The Daily Journal of the United States Government*, 78(17), <https://www.federalregister.gov/documents/2013/01/25/2013-01073/modifications-to-the-hipaa-privacy-security-enforcement-and-breach-notification-rules.gov>

Bloodborne Pathogens and Use of Standard Precautions

The use of Standard Precautions is recommended by the Centers for Disease Control and Occupational Safety and Health Administration (OSHA) and are required by the School of Nursing for each individual protection against bloodborne pathogens. Each student is required to review required training on bloodborne pathogens, personal protective equipment (PPE), and standard precautions and attest to adherence to all policies and procedures during clinical rotations. See Appendix E.

Bloodborne Pathogens are microorganisms (such as viruses) that are present in human blood and can cause disease in humans. The most common pathogens healthcare workers see are hepatitis B virus (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). However, there are many other bloodborne pathogens like Ebola and Malaria which seldom affect people in the United States. In total, there are 26 bloodborne pathogens.

How Are Bloodborne Pathogens and Infections Spread? *The Chain of Infection*

For disease to be spread, it requires that *all* of the following conditions be present:

1. An adequate number of pathogens, or disease-causing organisms.
2. A reservoir or source that allows the pathogen to survive and multiply (e.g., blood).
3. A mode of transmission from the source to the host.
4. An entrance through which the pathogen may enter the host.
5. A susceptible host (i.e., one who is not immune).

Infection control strategies prevent disease transmission by interrupting one or more links in the chain of infection.

Modes of Transmission

- **Direct contact** occurs when microorganisms are transferred from one infected person directly to another person. For example, infected blood from one person enters a caregiver's body through an open cut or mucous membrane (inside eyes, mouth, or nose). Sexual contact.
- **Indirect contact** involves the transfer of an infectious agent through a contaminated object or person. Examples include a caregiver does not wash hands in between caring for someone with infected body fluids and other patients and parenteral contact with a needle stick.

- **Airborne transmission** occurs when droplets or small particles contain infectious agents that remain effective over time and distance in the air. Tuberculosis and more currently, COVID-19, are common disease spread this way. Bloodborne pathogens are not typically spread this way (See Special Notice Regarding COVID-19)

How Are Bloodborne Pathogens Spread?

Bodily fluids, especially those visibly contaminated with blood, have the potential to transmit disease. These fluids include:

- cerebrospinal fluid (Brain)
- synovial fluid (Joints)
- pleural fluid (Lungs)
- amniotic fluid (Uterus)
- pericardial fluid (Heart)
- peritoneal fluid (Abdomen)
- semen
- vaginal secretions
- blood
- all body fluid contaminated with blood

How Are Bloodborne Pathogens NOT spread?

The School of Nursing recommends the following Standard Precautions during each clinical performance:

- **Personnel-** Standard Precautions applies to all students and faculty that may have exposure to human blood or body fluids in their clinical experiences.
- **Gloves-** Wear gloves when hands are likely to be in contact with blood or body substances. Immediately wash hands after contact with blood or body fluids even if gloves are worn. Routinely wash hands before and after all work with patients. Have gloves with you at all times in the clinical area.
- **Gown-** Wear a fluid-resistant gown when soiling of clothing is likely to occur.
- **Face shield-** Wear a face shield or other protective eyewear when eyes or mucous membranes are at risk for being splashed or sprayed with blood or body fluids.
- **Sharps Containers-** Use extreme caution when handling contaminated needles, scalpels, pipettes, glass slides, etc. Discard immediately into the container. Never recap a needle after use. Do not remove used needles from syringes. Do not remove scalpel blades by hand (use an instrument).
- **Approved Disinfectants-** Use approved germicides, disinfectants when cleaning spills or surfaces contaminated with blood and body fluids. A 15% chlorine bleach solution works as an effective disinfectant.
- **Intact skin** is the first defense against disease. Bloodborne pathogens cannot “soak” through normal intact skin.
- **Casual contact** like handshakes, hugging, sharing food, doorknobs, sneezing, toilet seats, swimming pools does not spread bloodborne pathogens.

- Dispose of in a properly labeled biohazard container: either a red bag or container labeled in orange or orange red with the Bio-Hazard symbol all potentially contaminated supplies.
- Properly labeled and bundled waste needs to be handled according to the facility's disposal procedures

Exposure Incident

An **exposure incident** is defined as a specific mucous membrane, broken skin, or puncture contact with blood or other potentially infectious material that results from the performance of clinical care.

- If you think you've been exposed, decontaminate, allow exposure site to bleed if applicable, cleanse site with antimicrobial soap and water, and/or flush mucous membranes with water or normal saline, report to supervisor, and seek medical treatment. An immediate confidential medical evaluation and follow-up needs to be conducted by a physician.

Please see Appendix F for exposure form and completion.

FERPA

Cumberland University complies with all provisions of the Family Educational Rights and Privacy Act (FERPA or Buckley Amendment) of 1974 (amended) dealing with the release of educational records.

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational agencies and institutions that receive funds under any program administered by the Department of Education ("Department"). In this guidance, when we refer to "school districts," "schools," or "postsecondary institutions" we mean "educational agencies and institutions" subject to FERPA. Private schools at the elementary and secondary school levels generally do not receive funds from the Department and are, therefore, not subject to FERPA.

FERPA gives parents certain rights with respect to their children's education records at elementary and secondary schools that are subject to FERPA's requirements. These rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary institution at any age ("eligible student"). Under FERPA, a parent or eligible student must provide a signed and dated written consent before a school discloses personally identifiable information from the student's education records. 34 CFR § 99.30. See 34 CFR § 99.3 for the definition of "personally identifiable information." Exceptions to the general consent requirement are set forth in § 99.31 of the FERPA regulations. The term "education records" is defined as those records that are: (1)

directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution. See 34 CFR § 99.3 for the definition of “education records” and a list of records that are not included in the definition. Accordingly, all records, including immunization and other health records, as well as records on services provided to students under the Individuals with Disabilities Education Act (IDEA) and records on services and accommodations provided to students under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, that are directly related to a student and maintained by a school are “education records” under FERPA.

No information, except directory information, contained in any student’s record is released to persons outside the University or to unauthorized persons on the campus without the written consent of the student. It is the responsibility of the student to provide the Office of the Registrar and other University offices, as appropriate, with the necessary specific authorization and consent. Disclosure of personally identifiable information contained in the student’s education records is permitted to college officials with legitimate educational interests. A college official is a person employed by the University in an administrative, supervisory, academic or research, of support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Directory information includes name, home address, school address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, Dean’s List, degrees and awards received, and most recent previous educational institution attended. This information may be released to appear in public documents and may otherwise be disclosed without student consent unless a written request not to release this information is filed each semester in the Office of the Registrar. Such notification must be received before August 1 for the fall semester, before December 1 for the spring semester, and before May 1 for the summer semester. No official academic information about a student will be released until all University requirements, forms, and records are complete.

If the student believes the University has failed to comply with the Buckley Amendment, he/she may file a complaint using the Cumberland University Incident Report in the Student Handbook. Complaints must be filed using the procedures outlined for student grievances in the Student Handbook. If dissatisfied with the outcome of the procedure, a student may file a written complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202. Questions about the application of the provision of the Family

Educational Rights and Privacy Act should be directed to the Provost and Vice President for Academic Affairs or the Dean of Students.

Civility Statement

To maintain the wellbeing of all and have an effective learning environment, the civility policy applies to all students enrolled in the Cumberland University nursing program. Civility is necessary to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses [and students]; and to ensure optimal outcomes across the healthcare continuum (American Nurses Association, 2015). Under the civility policy, students must treat one another and faculty with respect at all times. Faculty also agree to treat the students with respect and kindness. Incivility of any form will not be tolerated. Actions of incivility will subject the student to dismissal from the nursing program. Actions that are not considered to be civil include, but are not limited to:

- Causing a distraction during class, lab, or clinical (talking, texting, leaving class early or frequently, arriving to class/lab/clinical late, etc.).
- Eye rolling
- Using derogatory or negative language toward another person
- Using derogatory or negative language in reference to another person
- Engaging in threatening or harassing behavior or language
- Submitting assignments after due dates without prior approval

Faculty members, staff, and the Dean of the School of Nursing and Health Professions have the authority to deem actions to be civil or uncivil.

Code and Professional Standards of Conduct

Cumberland University nursing students are expected to demonstrate a high standard of professional conduct in all aspects of their academic work and college life. Professional nursing behavior is guided and shaped by adherence to the American Nurses Association Scope and Standards of Practice, and the Code for Ethics and other agencies code of ethics, such as the NSNA Code of Conduct for Prelicensure students, the National League for Nursing Code of Conduct and the Commission on Collegiate Nursing Education Standards for Accreditation of Baccalaureate and Graduate Nursing Education Programs

(<http://www.aacn.nche.edu/Accreditation/standrds.htm>).

The professional behavior of nursing students is thus directed by these standards and guidelines, as well as by clinical agency policies, Federal regulations and laws such as HIPAA and University policy. Professional misconduct may result in a student's dismissal from the nursing program.

Code of Ethics

Ethics is an integral part of the foundation of the nursing profession. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities.

Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession, but also to embrace them as a part of what it means to be a nurse. The Code of Ethics for Nurses developed by the American Nurses Association (ANA) makes explicit the primary goals, values, and obligations of the profession.

The ANA Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession's nonnegotiable ethical standard.
- It is an expression of nursing's own understanding of its commitment to society.

Students of nursing have a responsibility to society to actively promote the highest level of moral and ethical principles and exemplify the academic theory and clinical skills needed to provide evidence-based safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for people in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. All students are required to sign and adhere to the honor pledge Appendix E.

Reference:

The Code of Ethics for Nurses is available from the American Nurses Association.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Code of Academic and Clinical Conduct

As students are involved in the clinical and academic environments, the NSNA believes that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.

2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that 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 impairments 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.

Reference:

First amended by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA National Convention April 7, 2017
<https://www.nsna.org/nsna-code-of-ethics.html>

Nurse Practice Act

The Nurse Practice Act gives authority to regulate the practice of nursing and the enforcement of law to the Board of Nursing that is charged with maintaining the balance between the rights of the nurse to practice nursing and the responsibility to protect the public health, safety, and welfare of its citizens. Each state has its own Nurse Practice Act that a nurse must learn, know

and live by when working as a registered nurse in the US. The Nurse Practice Act ensures that all registered nurses are qualified and competent of doing their job to the highest standard. Highlights from the Rules of the Tennessee Board of Nursing Chapter 1000-01 Rules and regulations of registered nurses are highlighted below.

1000-01-.01 Application - The application form provided by the Board is to be completed in part by the applicant, signed by him, and attested by a notary public.

- (a) The name as signed by the applicant will be the name carried in the records of the Board.)
- (b) Part of this application is to be completed by an official of the school of nursing from which the applicant graduated.
- (c) The completed application, accompanied by the statutory fee, shall be submitted to the Board. The filing date for the application is set by the Board for each scheduled examination.
- (d) Part of this application shall be one (1) recent photograph signed by the applicant and the director of the program. Date photograph was taken must not be more than six (6) months from the filing date of the examination.
- (e) Part of this application shall be the result of a criminal background check which the applicant has caused to be submitted to the Board's administrative office directly from the vendor identified in the Board's licensure application materials.
- (f) Only a person who has filed the required application, paid the fee, and been notified of acceptance by the Board shall be permitted to write the examination. (2)

Qualifications - Completion of a course of study in an approved school of nursing shall be required before the first day of the examination.

Examination and Re-examination - The Board of Nursing shall determine the time, location and schedule of examinations and conduct them according to policies and procedures which protect examination security.

1000-01-.03 Biennial Registration (Renewal)

The due date for renewal is the last day of the month in which a licensee's birth date falls pursuant to the Division of Health Related Board's biennial birth date renewal system.

- The Board may request submission of evidence of satisfactory health, character, or professional nursing competence before renewal of registration if a licensee has been inactive in nursing for five (5) years or more, or if questions pertaining to health, character, or competence have been brought to the attention of the Board.
- Anyone submitting a renewal form or letter which is found to be untrue may be subject to disciplinary action as provided in Rule 1000-01-.04.

1000-01-.04 Discipline of licensees, unauthorized practice of professional nursing, civil penalties, screening panels, subpoenas, advisory rulings, disciplinary orders, and assessment of costs

- Violations - A misdemeanor - penalties. See Nursing Acts 1967, T.C.A. § 63-7-120.
- Exemptions - See Nursing Acts 1967, T.C.A. § 63-7-102.
Domestic administration of family remedies.
Furnishing of assistance in the case of an emergency.
Persons employed in institutions, agencies, or the office of a licensed physician or dentist, assisting in the nursing care of patients where adequate medical or nursing supervision or both is provided. Assisting is defined to mean helping, aiding or

cooperating. Adequate supervision is defined to mean overseeing or inspecting with authority. The basic responsibility of the individual nurse who is required to supervise others is to determine which of the nursing needs can be delegated safely to others, and whether the individual to whom the duties are entrusted must be supervised personally. The following are tasks commonly performed by such persons:

**RULES AND REGULATIONS OF REGISTERED NURSES CHAPTER 1000-01
(Rule 1000-01-.04, continued) August, 2019 (Revised) 6 1.**

- Answers patients' signals, provides necessary assistance in conformance with delegated tasks, and notifies the appropriate nurse when the situation so indicates.
- Assists with the admission, transfer and discharge of patients.
- Assists with the dressing and undressing of patients.
- Assists with the patients' baths.
- Assists with the measuring of fluid intake and output of patients and the records on appropriate forms.
- Assists with the collection of urine, stool, and sputum specimens.
- Assists with the feeding of patients.
- Assists with the weighing of patients.
- Assists with the making of patients' beds.
- Assists with the application and removal of such protective devices as side rails, footboards, and bed cradles.
- When a registered nurse undertakes to supervise other nursing tasks requiring greater skill and knowledge by such persons, the following requirements shall apply:
 - Such persons shall assist with and undertake only those nursing tasks which they are qualified to perform.
 - The registered nurse shall supervise such persons.
 - The registered nurse shall retain professional accountability for nursing care when such persons are performing these activities.
 - The registered nurse shall not require assistance with or supervise nursing care activities or responsibilities by such persons contrary to the nurse practice act or rules and regulations to the detriment of patient care.
 - Such persons shall have had proper instruction and supervised practice and shall have demonstrated competency in the procedure or activity.
 - There is documentation of continued competency by such persons in the performance of the procedure or activity.
 - There are written policies and procedures regarding the conditions under which the procedure or activity shall be performed by such persons.

Responsibility

(a) Responsibility. Each individual is responsible for personal acts of negligence under the law. Registered nurses are liable if they perform delegated functions they are not prepared to handle by education and experience and for which supervision is not provided. In any patient care

situation, the registered nurse should perform only those acts for which each has been prepared and has demonstrated ability to perform, bearing in mind the individual's personal responsibility under the law.

(b) Registered nurses, duly licensed by the State of Tennessee who practice nursing in this state are not prohibited from expanding their roles by the Nursing Practice Act. However, RNs functioning in an expanded role assume personal responsibility for all of their acts. RNs who manage the medical aspects of a patient's care must have written medical protocols, jointly developed by the nurse and the sponsoring physician(s). The detail of medical protocols will vary in relation to the complexity of the situations covered and the preparation of the R.N. using them.

Discipline

(a) The Board has the power to deny, revoke or suspend any certificate or license to practice nursing, as provided in the Nursing Acts 1967, T.C.A. § 63-7-115.

(b) The procedure for revocation, suspension or reissuance of a license is described in the Nursing Acts 1967, T.C.A. § 63-7-116.

(c) Any member of the Board may grant or deny a petition for reconsideration of a final order, as provided in rule 1360-04-01-.18(1)(b).

(d) Any member of the Board may, if adequate public notice is given, schedule a hearing on a petition for a stay, as provided in rule 1360-04-01-.18(2).

Reference:

For additional information refer to Rules of the Tennessee Board of Nursing.

<https://publications.tnsosfiles.com/rules/1000/1000.htm>

American Hospital Association Patient Bill of Rights

The American Hospital Association presents A Patient's Bill of Rights with the expectation that it will contribute to more effective patient care and be supported by the hospital on behalf of the institution, its medical staff, employees, and patients. The American Hospital Association encourages health care institutions to tailor this bill of rights to their patient community by translating and/or simplifying the language of this bill of rights as may be necessary to ensure that patients and their families understand their rights and responsibilities.

AHA Patient's Bill of Rights

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision-maker if the patient lacks decision-making capacity, is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.
3. Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

4. Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees.
5. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
6. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfer to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
7. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision-maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy. Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
8. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
9. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
10. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
11. The patient has the right to expect that, within its capacity and policies, a hospital will make a reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
12. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
13. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

14. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
15. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

Reference:

The American Hospital Association Patient Bill of Rights is available at
<https://www.americanpatient.org/aha-patients-bill-of-rights/>

Social Media Policy

To protect the wellbeing and safety of students and their patients, Cumberland University maintains the following social media policy for all students enrolled in the nursing programs:

Students must understand that social media posts are forever present once posted. Even if posts and/or accounts have been deleted, posts and messages are retrievable and may be accessed in future legal settings, despite privacy settings. Students must also understand that nurses (and nursing students) are held to higher ethical standards and must maintain the public's trust as caregivers. Posts that can potentially compromise the public's trust in nurses are not permissible while students are enrolled in the nursing program at Cumberland University. Students must conduct themselves in a professional manner.

Therefore, the following social media policy will apply to all students enrolled in nursing programs at Cumberland University. A student's violation of the terms of this social media policy may result in failure of a course, removal from the clinical setting, or dismissal from the program. Nursing students may not:

- Post/share ANY clinical experiences or patient information (laboratory/diagnostic information and/or results, medical condition, patient existence, etc.), even if it does not contain patient identifiers.
- Share any type of patient information through "private means" (i.e., private messaging, text messaging, phone call, etc.).
- Post/share any hospital or patient-related images (i.e., wounds, patients' faces or bodies, hospital hallway, patients' rooms, patients' homes [in community settings], hospital cafeterias, etc.).
- Use social media while in a clinical setting.
- Use derogatory language on social media.
- Engage in online (or any other form) bullying, harassment.
- Take photographs (electronic or printed) of patients, their settings, or their information.
- Post/share any images or information that demonstrates unprofessional behavior.
- Post/share any information related to university or standardized examinations or evaluations of any form. Performing any of these actions constitutes a violation of the exam policy.

Any student who recognizes violation of the social media policy by another student must promptly report the violation to a nursing faculty member. The identity of the reporting student will be kept confidential.

Rudy School of Nursing Student Activities/Organizations

Student Nurses Association

Founded in 1952, the National Student Nurses Association (NSNA) is a nonprofit organization for students enrolled in baccalaureate nursing programs, diploma and direct entry master's

nursing programs. To transition from the student role into a member of the nursing profession and develop a leadership role within the community, students are encouraged to begin active membership in Cumberland's local chapter and the National Student Nurses Association and Tennessee Nurses Association. With 60,000 members nationwide, NSNA is the voice of the future of the nursing profession. The mission of NSNA is to bring together and mentor students preparing for initial licensure, convey standards and ethics of the nursing profession, promote development of skills that students will need to be responsible and accountable members of the nursing profession, advocate for high quality, evidence-based, affordable and accessible health care, advocate for and contribute to advances in nursing education, and develop nursing students who are prepared to lead the profession in the future. Membership also fosters professional growth and development on the journey as a professional nurse.

Sigma Theta Tau Honor International Society of Nursing, Alpha Alpha Kappa Chapter

Sigma Theta Tau International Honor Society of Nursing was founded in 1922 by six nursing students at Indiana University. The founders chose the name from the initials of the Greek words Storga, Tharos, and Tima, meaning love, courage, and honor. Sigma Theta Tau International is the second largest nursing organization in the world. The Society exists to recognize superior achievements in nursing, encourage leadership development, foster high nursing standards and strengthen commitment to the ideals of the profession.

Alpha Alpha Kappa, Cumberland's chapter of Sigma Theta Tau, was chartered in fall of 2020. Students in the traditional BSN program will be evaluated for membership after completion of the third semester. Students will qualify if they have at least a 3.0 out of 4.0 GPA and are in the top 35% of the class.

Student Workload Study Recommendations

To facilitate success, nursing students are strongly encouraged to spend at least three (3) hours reading and/or studying outside of class for every hour spent in class. For example, if a student is enrolled in four (4) to five (5) nursing courses for a total of 12-15 semester hours of credit, they can expect to spend **a minimum of 36-45 clock hours per week in preparation and study**. Additional hours will be required for courses that have a laboratory and/or clinical component and at times when papers are due or during examination periods.

Student Awards

Jeanette C. Rudy Award in Nursing-This award is presented annually to outstanding senior nursing students. The award is based on evidence of scholarship, leadership, and clinical competence as demonstrated throughout his or her program of study.

Achievement in Nursing Award was established in 2009 by the faculty. The award is presented annually to an outstanding senior nursing student who demonstrates growth, determination, and a positive professional example.

Leadership Award in Nursing is presented annually to a senior nursing student who demonstrates an active role in student campus organizations, exemplifies the principles of leadership in

University and/or community activities and demonstrates the ability to organize and follow tasks through to completion.

Outstanding Nursing Clinician Award is presented annually to senior nursing students who best demonstrate the ability to prioritize responsibilities and time management skills in clinical practice, seek new learning experiences, display ethical behavior, and conduct himself or herself in a professional manner.

Horizon Nursing Award is another award established in 2009. It is presented annually to an outstanding junior nursing student who best demonstrates academic excellence, a positive attitude, and exemplifies positive professional behavior.

Student Affairs Committee

Composition: The Student Affairs Committee is composed of three-five faculty members and by volunteer or invitation of one student member from Semester 3, 4, and 5 cohorts, the graduate program and the LPN to BSN program once it is up and running.

Meetings: The committee meets monthly each fall and spring

Purpose:

1. To provide a conduit for student input, student concerns, suggestions, and requests outside of curricular matters to the nursing program, the nursing program faculty and the Dean
2. To provide a platform for student and faculty collaboration within the nursing program outside of curricular matters.

Activities:

1. Facilitate the updating of the Nursing Student Handbook prior to the fall semester of each academic year, working in collaboration with the Dean and all other nursing program committees to ensure accuracy and currency of information
2. Coordinate orientation for students entering the nursing program in collaboration to the nursing faculty for level one nursing courses and BSN program director
3. Expedite, in conjunction with the office manager and nursing faculty as appropriate, all undergraduate student activities including but not limited to:
 - Undergraduate Pinning Ceremony
 - Student Holiday Activities
 - Student Campus Social Participation
 - SNA functions including attendance of conventions
 - Sigma Theta Tau Induction Ceremony
 - Study Abroad Opportunities
 - Mission Opportunities
 - Volunteer Opportunities

- Update Student Handbook annually
 - Other Student Activities as appropriate/designated
4. Implement and maintain a civility program for all students and faculty
 5. Act on assessment committee referrals of identified opportunities for improvement
 6. Evaluate all student policies yearly (non-curriculum), revising as deemed appropriate
 7. Create policies and procedures to guide all above activities, reviewing according to the assessment plan and modifying as needed

Scholarships

The Office of Financial Aid has a complete listing of scholarships available to nursing students. As these are subject to updates, additions, etc., Financial Aid is the best resource for keeping updated information for students.

Advising

Each individual declaring nursing as their major is assigned a nursing Faculty Advisor upon admission to the University. Advisor assignments are generated by the Office of Academic Affairs or Dean. The SON Faculty Advisor assists students in planning their program of study and advises students related to available resources. In addition, the faculty advisor utilizes the appreciative advising approach by functioning as a coach and mentor throughout the student's tenure at Cumberland University, an approach that has proven directly to affect students by increasing academic success and retention. Appreciative advising also prepares nurses to be creative and critical thinkers with exceptional collaboration and communication skills to meet the increasingly diverse and changing healthcare environment.

All students must use their cumberland.edu email and are responsible for checking their email on a regular basis for updates and instructions from their course and clinical faculty.

Faculty schedules allow specific times for advising and consultation. Since Faculty members also have classroom, clinical, and committee responsibilities, students are strongly encouraged to make an appointment in advance of attempting to meet with the Faculty. Customarily, students meet with the Faculty Advisor in preparation for fall and spring schedules. Scheduling an appointment also enables the Faculty member to adequately plan for the student visit. Appointment times for Faculty members may also be arranged with the individual Faculty member per individual student need. Faculty will post Office Hours and create an out of office email message and voice message when on vacation, holidays, and/or leave.

Registration

Registration is via CAMS. You will be able to register for classes after you meet with your advisor and your program of study (POS) and schedule have been reviewed.

Step-by-step instructions can be found in Appendix G.

Campus Student Services

Disability Services: Students with a disability can register with the Office of Disability Services, located in Labry Hall 226, to receive accommodations. They can explain the process to use these services. Once registered and approved, students will receive Academic Accommodations Forms and should return the signed forms within 10 business days. Students are encouraged to register for accommodations as early in the semester as possible. The Office of Disability Services can be reached by phone at 615-547-1286, email (adavis@cumberland.edu), or in person (Labry Hall, room 226). For more information, please visit: <https://www.cumberland.edu/student-life/disability-services/>

Counseling Center: The campus Counseling Center is in Labry Hall 225. Appointments for individual personal counseling sessions can be scheduled by calling or emailing our campus counselor, Mr. Eddie Christian, at 615-547-1397 or EChristian@cumberland.edu. The Counseling Center website also contains additional information that you may find helpful: <http://www.cumberland.edu/student%20life/counseling%20services/>

Library: The Doris and Harry Vise Library is very helpful in your studies for obvious reasons. The Library Hours can be found by visiting the website: <https://www.cumberland.edu/academics-2/vise-library/>. You can click on "Important Links" to find the Vise Library Catalog. Call the library at 615-547-1299 or send an email to library@cumberland.edu if you need help from off campus.

Student Success: The Office of Student Success is in the Learning and Career Commons, room 122, near the Writing Center, room 116, and is directed by Dr. Cindy Conley. These offices provide referrals to *FREE* peer tutors as well as writing assistance. For additional information, please visit the website <https://www.cumberland.edu/academics-2/office-of-student-success/> or contact the Office of Student Success via email (ELannom@cumberland.edu) or by phone at 615-547-1295.

Career Services: The Office of Career Services, located in the Learning and Career Commons, room 202, supports students and alumni in the development and achievement of career decisions and goals. Services are provided to all Cumberland students and graduates and include: Self-Assessment and Career Planning, Internship and Job Postings, Resume and Cover Letter Review, Graduate School Preparation, and Career-Related Workshops. Remember to check out the website *HireCU* at <https://cumberland-csm.symlicity.com/> for part-time, full-time, and internship job opportunities! For more information or to schedule an appointment, contact the

Career Services Director, Dixie Rury (drury@cumberland.edu) or by phone at 615-547-1308 or visit the website: <https://www.cumberland.edu/student-life/internships-and-career-services/>

Computer Labs: There are computer labs available to students, faculty, and staff, located in the basement of Labry Hall. There are also selected workstations available in the University Library and above the atrium on the second floor of Labry Hall, as well as on the second floor of Memorial Hall and in the Learning and Career Commons. If you have problems with any of these computer workstations, printers/copiers, or have other account issues, please submit an IT Service Request by emailing support@cumberland.edu. Passwords can be reset by visiting <https://cams3.cumberland.edu/RPTool/index.html?>

Basic Needs Security: You matter to us! Any student who faces challenges securing their food or housing (or other basic needs) is urged to contact the Dean of Students (Dean Stephanie Davis: 615-547-1387, Labry Hall room 206) for support. Furthermore, please notify the instructor(s) if you are comfortable in doing so. This will enable us to help however possible.

Appendix A



JEANETTE C. RUDY SCHOOL OF NURSING & HEALTH PROFESSIONS

Nursing Student Handbook Acknowledgement

I, _____, have downloaded the Nursing Student Handbook, located on the Cumberland University's website under Academics, Rudy School of Nursing & Health Profession, Nursing, Nursing Student Handbook. I am aware this handbook is specific to the students enrolled in the Jeanette C. Rudy School of Nursing and Health Professions. I understand and accept the requirements and policy provisions as they are written.

Student Signature

Date

Printed Name

**Appendix B-Program of Study can be found in the School of Nursing & Health Professions
Appendix C**



Jeanette C. Rudy School of Nursing

Honor Pledge

An essential feature of the Jeanette C. Rudy School of Nursing is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. Students in the nursing program must affirm to this honor statement:

As a student of the Jeanette C. Rudy School of Nursing, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

Student Signature

Date

Student Printed Name

Appendix D



Confidentiality Agreement

Nursing students attending Cumberland University's Jeanette C Rudy School of Nursing are expected to abide by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Various sources of Personal Health Information (PHI) include, but not limited to:

- **electronic records** – patient identifiers, thumb drives, portable hard drives, tablets/phones, social media, photographs, accessing or charting on EHR of patients other than assigned
- **written records** – taking **PHI** off facility property, information recorded on notepads, binders, patient lists or schedules, charts, scrap paper or EHR printouts. This **PHI** is disposed of responsibly according to facility policy.
- **verbal interactions** – **PHI** is not shared with a patient's extended family or friends. Verify the identity before sharing with immediate family members. Information will not be shared or discussed in a public setting.

The student may use the information for pre-post conference learning and clinical learning, such as discussing the PHI with the clinical instructor or precepting nurse. The student will follow the facilities' HIPAA policies and procedures addressing safeguarding and disposing of PHI. Any breach of confidentiality in violation of HIPAA covered facilities, policies, professional standards, or state and federal laws and regulations governing protected health information may result in applicable sanctions and/or university disciplinary action against the responsible student.

By signing below, I certify that I have knowledge concerning the HIPAA Privacy Regulations, have completed the required training and that I will abide by the HIPAA policies and procedures covered by Cumberland University's Jeanette C Rudy School of Nursing, and the facilities in which clinicals are held, ensuring appropriate confidentiality and security of the PHI that I encounter to perform student functions.

This form is completed with every clinical based class.

Student's Signature

Date

Student's Name in Print (legible)

Course#, Clinical facility, Instructor name

Appendix E



Bloodborne Pathogens and Standard Precautions Acknowledgement

By signing below, I certify that I have reviewed the assigned training and have knowledge concerning Bloodborne Pathogens, Standard Precautions and that I will abide by policies and procedures covered by Cumberland University's Jeanette C Rudy School of Nursing and the facility in which clinical is held.

This form is completed with every clinical based class.

Student's Signature

Date

Student's Name in Print (legible)

Course#, Clinical facility, Instructor name

Appendix F



Cumberland University Nursing Program Exposure Incident Form

Date of Report _____ Time of Report _____

Name _____ Phone # _____

Email Address _____@students.cumberland.edu

Date, time & location of incident _____

Type of incident: (please check or complete all that apply)

Patient injury _____ No injury to patient _____

Injury to student _____ No injury to student _____

Injury to others _____ No injury to others _____

Property damage _____ Confidentiality breach _____

Hazardous material exposure _____ Other _____

Description of occurrence or incident: (Use a separate page to document all aspects of incident to include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures taken to prevent re-occurrence, treatment and follow up care, notification process, and witness(es) name & phone number)

Student responsibilities:

1. Notified supervising faculty: _____ Date _____ Time _____
Name of supervising faculty: _____

3. Completed Cumberland University Nursing Program Incident and/or exposure forms:
Date_____ Time _____

Did student obtain _____ refuse _____ examination and/or treatment?

Student Signature: _____

Faculty Signature: _____

Progress Notes: _____

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.

Follow Up/Resolution:

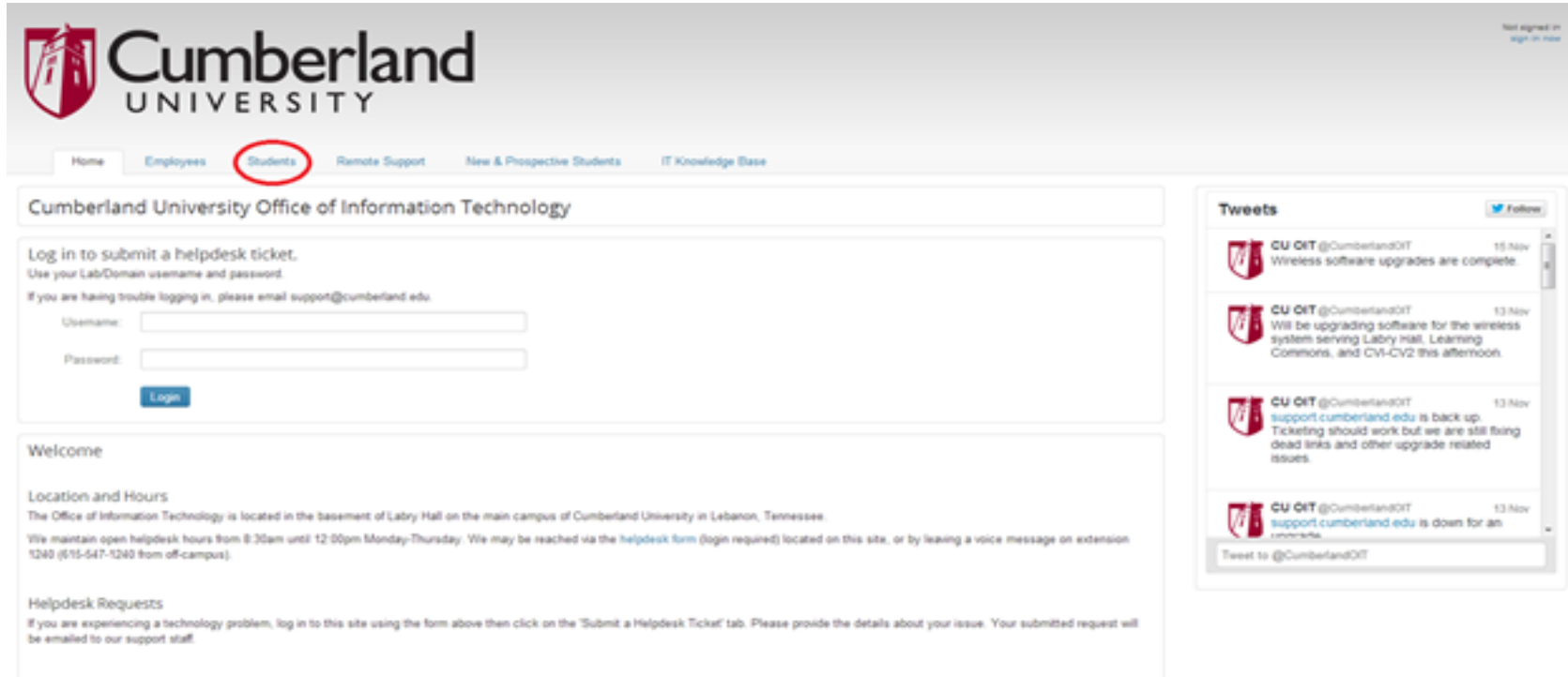
** If the student does not seek treatment or follow up care as required by Cumberland University Nursing Program, the health care provider or clinical agency, and if this places faculty, students, organizations and patients at risk, Cumberland University Nursing Program has the right to ask the student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

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

Appendix G

To login to your Student Portal and Register On-Line, access the site below: <https://support.cumberland.edu>

- You will see the screen below.
- Click on “Students”



The screenshot shows the Cumberland University Office of Information Technology support page. At the top is the university logo and a navigation bar with links: Home, Employees, Students (highlighted with a red circle), Remote Support, New & Prospective Students, and IT Knowledge Base. Below the navigation bar is a section titled "Cumberland University Office of Information Technology" with a login form. The login form includes a "Log in to submit a helpdesk ticket." instruction, a note to use Lab/Domain username and password, and a link to support@cumberland.edu for login issues. The form has fields for Username and Password, and a Login button. Below the login form is a "Welcome" section with "Location and Hours" and "Helpdesk Requests" information. On the right side, there is a "Tweets" sidebar with four tweets from @CumberlandOIT regarding wireless software upgrades and system issues.

Cumberland University Office of Information Technology

Log in to submit a helpdesk ticket.
Use your Lab/Domain username and password.
If you are having trouble logging in, please email support@cumberland.edu.

Username:

Password:

[Login](#)

Welcome

Location and Hours
The Office of Information Technology is located in the basement of Labry Hall on the main campus of Cumberland University in Lebanon, Tennessee.
We maintain open helpdesk hours from 8:30am until 12:00pm Monday-Thursday. We may be reached via the [helpdesk form](#) (login required) located on this site, or by leaving a voice message on extension 1240 (615-547-1240 from off-campus).

Helpdesk Requests
If you are experiencing a technology problem, log in to this site using the form above then click on the 'Submit a Helpdesk Ticket' tab. Please provide the details about your issue. Your submitted request will be emailed to our support staff.

Tweets

- CU OIT** @CumberlandOIT 15 Nov
Wireless software upgrades are complete.
- CU OIT** @CumberlandOIT 13 Nov
Will be upgrading software for the wireless system serving Labry Hall, Learning Commons, and CV1-CV2 this afternoon.
- CU OIT** @CumberlandOIT 13 Nov
support.cumberland.edu is back up. Ticketing should work but we are still fixing dead links and other upgrade related issues.
- CU OIT** @CumberlandOIT 13 Nov
support.cumberland.edu is down for an [incident](#).

Tweet to @CumberlandOIT

Fig. I

You will see the screen below.
Click on “Cams Student Portal”

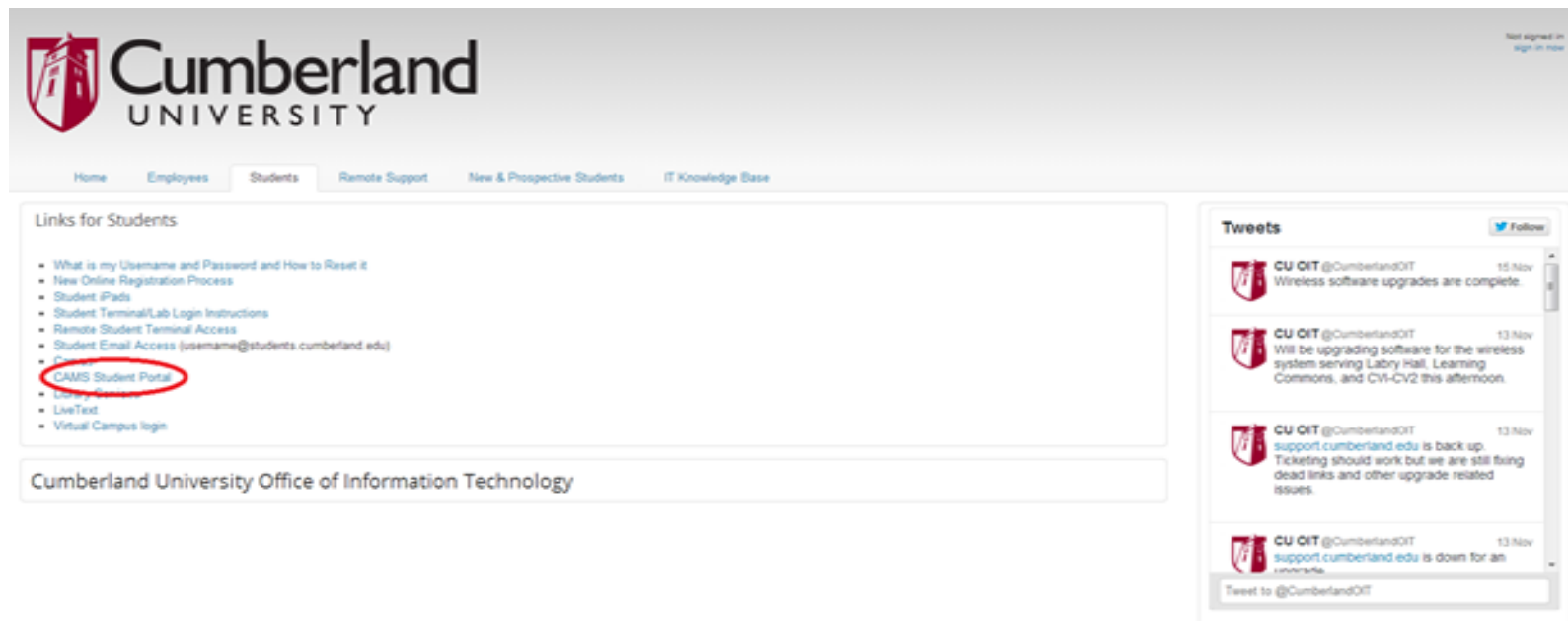


Fig. 1b.

At the screen below (Fig. II), supply your 'Username' and 'Password' then click on 'Login'

The screenshot displays a web browser window with the address bar showing <https://charlie.cumberland.edu/estudent/login.asp>. The page header features the Cumberland University logo and the date Friday, November 15, 2013. The main content area is titled "Student Portal Login" and contains a login form. The form includes a note: "Note: Required fields are marked with an asterisk (*)". The fields are: *Username: (text input), *Password: (password input), and Term: (dropdown menu showing "FA-13"). A "Login" button is located below the fields. Below the button, there is a link for "Forgot Password?" and a note: "Contact your portal admin if you forgot your Username". The footer of the page states "© 2013 Three Rivers Systems, Inc. All rights reserved." The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:22 AM on 11/15/2013.

Fig. II

From the menu on the left below (Fig. III) Click on Registration :

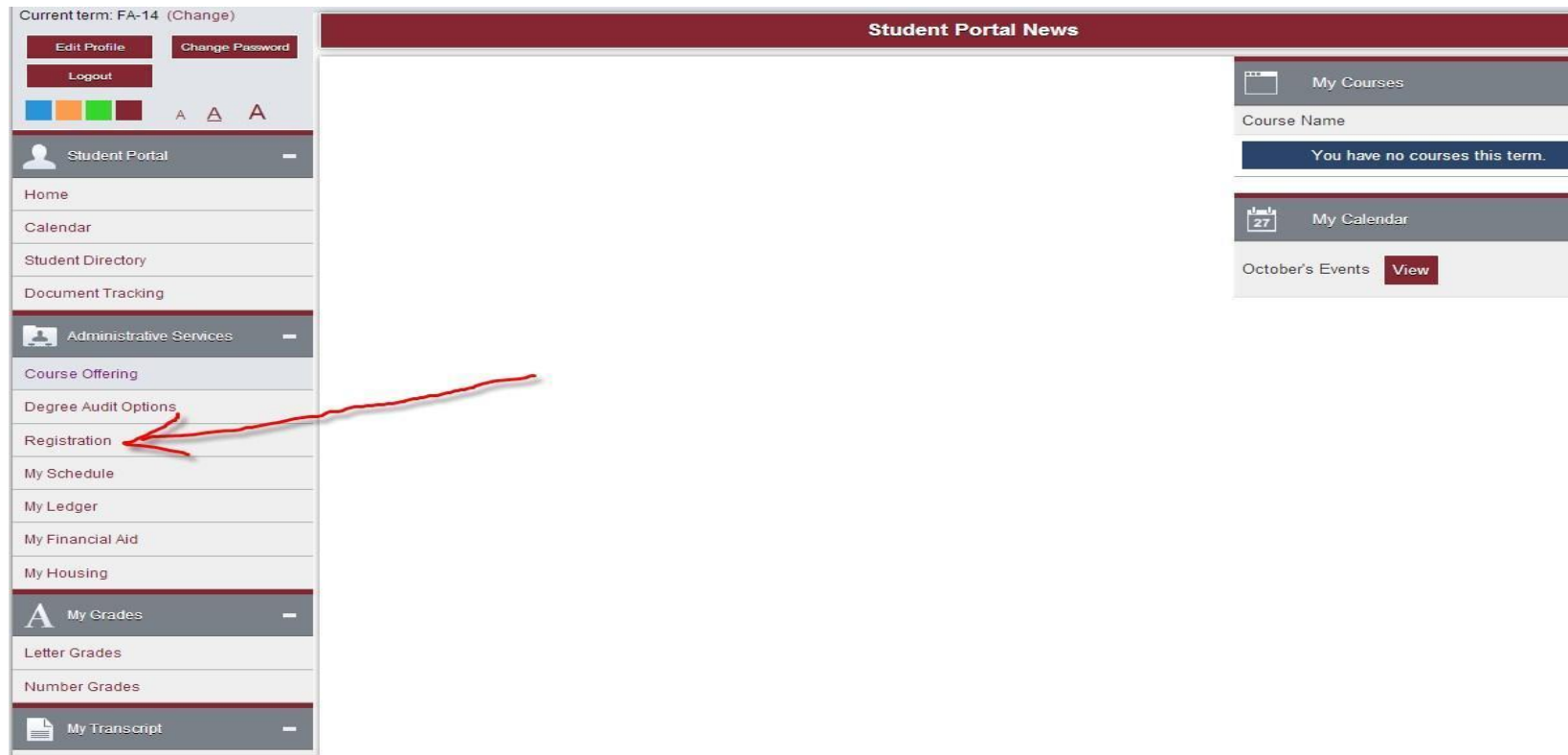


Fig. III

If you see a 'Registration Alert', you need to first see your advisor to release your access to an on-line registration. If your access is cleared you will see Fig. IV below. Select one of your location (MAIN or MJ Center or Net.Work) then click on Apply Filter.

Current term: SP-14

Student Portal

Process Registration or Cancel

Powered By
CAMS
THREE VALLEY UNIVERSITY

Unofficial Registration

Registration for multiple sections of the same courses is not allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.

[Cancel](#) [Process Registration](#)

[Show Academic Information](#) [Show Filter](#)

Course ID Filter

Dept: Course #: Type: Section:

Days and Times Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time From: 7am Active Filter
Time To: 11pm Current Selections
[Add](#) [Remove](#)

Course Access Location - Please select ONLY YOUR LOCATION -> MAIN(Lebanon) or MJ Center or Net Work

Select/Unselect All ☐ (Limit results to selected campus)

☐ MAIN ☐ MJ Center ☐ Net Work

Additional Options

☐ Class Summary Only ☐ Completed Courses Display 10 Courses Per Page

[Apply Filter](#) [Clear Filter](#)

[Show Pending Courses](#)

This is your current schedule for the SP-14 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
------	-------	-----------	-------------	---------	------------	------	------	------

Select one of your Location
then click on 'Apply Filter'

Fig. IV

- You may now register by selecting your desired courses (Fig. V). You may also narrow (filter) your selection by department. When all your Courses selection is done click on 'Process Registration' on the top right corner.

Unofficial Registration

Registration for multiple sections of the same courses is not allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.

[Process Registration](#)

ation

[Show Filter](#)

After selecting all your courses,
click on 'Process Registration'

Course ID Filter

Dept: Course #: Type: Section:

Days and Times Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time From:

Active Filter

Time To:

Current Selections

[Add](#)[Remove](#)

Course Access Location - Please select ONLY YOUR LOCATION -> MAIN(Lebanon) or MJ Center or Net Work

Select/Unselect All: ☐ (Limit results to selected campus)

☐ MAIN ☐ MJ Center ☒ Net Work

Additional Options

☐ Class Summary Only ☐ Completed Courses Display Courses Per Page

Fig. V

Appendix H



Airborne Pathogens - SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness that may even be life threatening. While no students will be assigned to provide care to patients who are known to have COVID-19, there is still the potential for exposure from persons who are unaware that they are infectious, including other students. COVID-19 can cause severe and lasting health complications, including death.

Everyone is at risk of COVID-19. There is currently a vaccine to prevent COVID-19 but is not yet widely available. Although anyone who contracts COVID-19 may experience severe complications, the Centers for Disease and Prevention (CDC) have found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions may include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Participating in clinical/field experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19. All students are required to wear appropriate face covering when at the School of Nursing.

All students are required to adhere to all facility procedures and policies regarding personal protective equipment (PPE), standard precautions, and patient isolation.

I understand that I may be at risk of exposure to infectious diseases, including COVID-19, during classes, laboratory experiences and clinical/community experiences. I agree to the use appropriate PPE, hand hygiene, and social distancing to prevent the spread of infectious diseases including COVID-19.

If I become ill or if I am made aware that I have been exposed to an infectious disease, I agree to self-quarantine and contact my course faculty member/s using distance methods. I understand that I, myself, am responsible for any and all costs and financial obligations associated with exposure, testing, and treatment for COVID-19 or any other infectious disease during a clinical/field experience associated with my degree program.

My signature below indicates my understanding of all of the above as well as my intent to voluntarily continue in my degree program with participation in clinical/field experiences as required.

Student Signature

Date

Student (print name)

If you do not agree to all of the above, please initial the statement below:

I understand that I have the right to withdraw from clinical experiences, take a leave of absence, or pursue didactic coursework alone and as available. I know that I am not able to pass courses with clinical components without successful completion of all clinical requirements.

My signature below indicates my intent not to continue my participation in clinical experiences at this time.

Student Signature

Date

Student (print name)