

*Department of Nursing Undergraduate Program*



**DEPARTMENT OF NURSING**  
**Undergraduate Nursing Student Handbook**

**2023 - 2025**

*Department of Nursing Undergraduate Program*

**Department of Nursing Greetings!**

Welcome to the Bowie State University (BSU) Department of Nursing Undergraduate Nursing Program! This is an exciting time to return to school and pursue nursing education. Our faculty and staff are eager to assist you in attaining your career goals and objectives. The Undergraduate Nursing Program provides a rigorous and challenging educational experience. Planning and time management are essential components for success. Resources are available in the University and within the Department of Nursing to assist you to achieve your goals and objectives in this academic pursuit. The nursing faculty will facilitate your learning and socialization into the professional nursing arena. The faculty is also available to answer your questions or concerns. We strongly encourage you to seek assistance or guidance early as necessary.

This handbook includes the policies and procedures governing the Undergraduate Nursing Program and we urge you to review the content carefully. You are accountable for adhering to the policies and procedures outlined in this handbook. In addition, you are expected to review and abide by the policies stipulated in the BSU Undergraduate Academic Catalog.

We are delighted that you have chosen BSU! We sincerely believe that you will be successful in achieving your nursing educational goals in continuing your journey of lifelong learning!

Kindest regards,



Jacqueline J. Hill, PhD, RN, CNE  
Chair, Department of Nursing  
Bowie State University

## TABLE OF CONTENTS

<b>BOWIE STATE UNIVERSITY POLICY STATEMENT</b>	<b>6</b>
<b>DEPARTMENT OF NURSING PHILOSOPHY</b>	<b>6</b>
Department of Nursing Programs	7
<b>VISION</b>	<b>7</b>
<b>MISSION</b>	<b>7</b>
<b>GOALS</b>	<b>8</b>
<b>PROGRAM OVERVIEW</b>	<b>8</b>
<b>CONCEPTUAL FRAMEWORK FOR THE UNDERGRADUATE NURSING PROGRAM</b>	<b>9</b>
<b>END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)</b>	<b>10</b>
<b>UNDERGRADUATE CURRICULUM LEVEL CONCEPTS</b>	<b>11</b>
<b>UNDERGRADUATE NURSING ADMISSION POLICIES</b>	<b>12</b>
BSU Admission Policy	12
Nursing Admission Policy	12
Admissions - Traditional Option	12
Admissions - Accelerated Option ( <i>on hold</i> )	13
Admissions - RN TO BSN in Nursing Option	14
<b>UNDERGRADUATE NURSING GENERAL POLICIES</b>	<b>16</b>
Academic Honesty and Dishonesty	16
Cancellation of Classes	16
Class Attendance	16
Clock Hours and Credit Hours	16
Communication Methods	16
Financial Aid	17
Governance	17
Grading Criteria	17
Late Assignments	17
Office Hours	17
Request for Leave of Absence	17
Required Fees	18
Unexcused Lateness/Absence	18
<b>UNDERGRADUATE NURSING PROGRESSION POLICY</b>	<b>18</b>
Academic Standing	18

*Department of Nursing Undergraduate Program*

<b>Advisement .....</b>	<b>18</b>
<b>Academic Warning.....</b>	<b>18</b>
<b>Application for Graduation .....</b>	<b>18</b>
<b>Dismissal from the Program .....</b>	<b>18</b>
<b>Exit Survey.....</b>	<b>19</b>
<b>Grade Appeal .....</b>	<b>19</b>
<b>Grievance Policy.....</b>	<b>19</b>
<b>Graduation Requirements .....</b>	<b>19</b>
<b>Incomplete Grade .....</b>	<b>20</b>
<b>Progression.....</b>	<b>21</b>
<b>Withdrawal .....</b>	<b>21</b>
<b>Dosage Calculation.....</b>	<b>21</b>
<b><i>DON TESTING POLICY.....</i></b>	<b><i>22</i></b>
<b>Testing Policy Overview.....</b>	<b>22</b>
<b>Minimal Achievement for Progression in Core Nursing Courses.....</b>	<b>22</b>
<b>Test Remediation – Retake and Review of Faculty-Made Exams.....</b>	<b>23</b>
<b>Guidelines for Administration of Faculty-made Exams and Standardized Exams.....</b>	<b>23</b>
Online Course Testing.....	24
<b>Examination Administration and Student Appeal Guidelines.....</b>	<b>25</b>
Test Challenge Policy.....	25
Blueprint Template.....	26
<b><i>ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY AND PROCEDURES.....</i></b>	<b><i>26</i></b>
<b>Section I. Overview of ATI.....</b>	<b>27</b>
<b>Section II. Practice Assessments.....</b>	<b>28</b>
<b>Section III. ATI Testing Policy.....</b>	<b>28</b>
Faculty Made Exams and ATI Remediation .....	30
Proctored ATI Remediation .....	30
<b>ATI – CMS and CBC Grading Rubric (@2018 Assessment Technologies Institute, Inc.).....</b>	<b>31</b>
<b>Section IV. RN Comprehensive Exit Examination.....</b>	<b>31</b>
<b><i>NCLEX-RN EXAMINATION REQUIREMENTS.....</i></b>	<b><i>31</i></b>
<b>Clinical Policies.....</b>	<b>32</b>
<b>Lateness/Absence .....</b>	<b>33</b>
<b>Insurance.....</b>	<b>33</b>
<b>Health Requirements.....</b>	<b>35</b>
<b>Professional Documentation for Clinical Agency Compliance.....</b>	<b>34</b>

*Department of Nursing Undergraduate Program*

Clinical Attire .....	<b>35</b>
Accidents during Clinical Experience.....	<b>37</b>
Reporting of Illness/Absence .....	<b>37</b>
Pregnancy .....	<b>37</b>
Standard Precautions.....	<b>38</b>
<b>UNDERGRADUATE NURSING PROGRAM DIRECTORY.....</b>	<b>39</b>
<b>APPENDIX A – PROGRAMS OF STUDY .....</b>	<b>41</b>
Fall 2022 – Traditional Option Program of Study.....	<b>43</b>
Sample BS Traditional Nursing Progression Plan (BSU Catalog).....	<b>43</b>
Accelerated Programs of Study – On Hold – Effective Spring 2021.....	<b>43</b>
RN to BSN Programs of Study.....	<b>43</b>
<b>APPENDIX B - STUDENT ACKNOWLEDGEMENT.....</b>	<b>44</b>
Student Acknowledgment of the Baccalaureate Nursing Student Policies .....	<b>44</b>
<b>APPENDIX C - ACADEMIC HONESTY AND DISHONESTY.....</b>	<b>45</b>
Academic Honesty and Dishonesty.....	<b>45</b>
<b>APPENDIX D – DON NURSING STUDENT DRESS CODE POLICY.....</b>	<b>45</b>
<b>APPENDIX E - ACCREDITATION.....</b>	<b>50</b>
Department Address.....	<b>50</b>

## **BOWIE STATE UNIVERSITY POLICY STATEMENT**

Bowie State University shall not discriminate against any individual on the basis of race, color, religion, age, ancestry or national origin, sex, sexual orientation, disability, marital status or veteran status. All policies, programs, and activities of Bowie State University are and shall be in conformity with all pertinent Federal and State laws of nondiscrimination, including, but not limited to: Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Equal Pay Act of 1963; the Age Discrimination Act; the Americans with Disabilities Act of 1990; Federal Executive Order No. 11373; and Article 49B of the

Equal opportunity of access to academic and related programs shall be extended to all persons. Bowie State University shall have as its firm objective equal opportunity in recruitment and hiring, rate of pay, all other promotions, training, retention and dismissals, for all employees and applicants for employment. The University will stress equal access for employees and applicants for employment to all programs and services provided by the University both on and off campus.

The University will also provide equal opportunity and an atmosphere of nondiscrimination with respect to women and members of minority groups in all its operations. In addition, the University shall promote equal opportunity and equal treatment through a positive and continuing Affirmative Action Program.

From the Bowie State University Policies and Procedures Manual – Section VI – 1.00. Equal Opportunity Policy Statement.

## **DEPARTMENT OF NURSING PHILOSOPHY**

The nursing curricula are developed and implemented based on the faculty's beliefs about professional nursing education and professional nursing practice, the nature of the client, health, and the environment. We believe that in order to meet the current and future needs of the global communities, a professional nursing education must prepare graduates to provide therapeutic and culturally congruent care in a variety of settings. Professional nursing education encourages the development of caring behaviors, therapeutic communication, social awareness, and collaborative skills that facilitate academic and personal development. The faculty believes that professional nursing education also prepares learners to think critically, to apply clinical reasoning, to adapt to technological changes, make optimal use of educational environments, and to pursue continued education as a goal-directed, lifelong process.

**Professional nursing practice** is dynamic, complex, and integral to the health care system. Through evidence-based practice, nurses use research findings to make clinical decisions that facilitate health promotion, disease prevention, and health restoration to clients across the lifespan. The demonstration of caring behaviors, therapeutic communication, and culturally congruent care are vital in the provision of client-centered care. Professional nursing practice adheres to an established framework of ethical principles, legal regulations, and standards of practice to provide high-quality, safe, and competent care.

**The professional nursing role** utilizes the nursing process, and incorporates research activities, health policies, information technology, and clinical leadership in caring for the client. Thus, lifelong education is crucial to professional growth and development.

*Department of Nursing Undergraduate Program*

**Clients** are the consumers of nursing services. They are comprised of individuals, families, groups, and communities. We believe that the client is continually responding to the internal and external environment, and is capable of achieving optimal health, or a dignified death.

**Health** is a variable state that exists along a continuum of wellness to illness and is defined by the client. Health is influenced by a variety of factors such as spirituality, cultural practices, and environmental stimuli. Health outcomes are determined by the client's ability to cope with environmental factors, and to access the health care system.

**Environment** is the internal and external factors that impact the client's state of health. The environment influences the client, regardless of whether it is perceived or not.

### **Department of Nursing Programs**

**Undergraduate nursing education** is a composition of knowledge in the natural sciences, liberal arts, nursing technology, research, and clinical decision-making. The undergraduate nursing educational process prepares the learner, as a generalist, to practice holistically in a variety of settings within the ethical and legal framework of professional nursing. Graduates are educated to become leaders, advocates, consumers of research, and collaborators as members of the health care team. The following concepts are essential to undergraduate nursing education: caring behaviors, communication, culturally congruent care, evidence-based practice, professional nursing role, and critical thinking.

**Graduate nursing education** builds upon the generalist foundation of undergraduate education to prepare nurses for advanced practice roles. Graduate education provides the student with opportunities to develop expertise and specialized knowledge in the care of clients and populations. The graduate program is organized using core, supporting, and specialty content. Graduate nursing education incorporates evidence-based practice that enables nurses to participate in health policy development, research, health promotion, and management, with emphasis on diverse and vulnerable populations. Advanced practice nursing roles include nurse practitioners, clinical nurse specialists, nurse administrators, and nurse educators. We believe that the advanced practice nursing roles are integral to meeting the current and future health needs of society.

### **VISION**

The Department of Nursing will offer a pathway to excellence in nursing practice. Graduates will be prepared to address the evolving health care need of local and global communities.

### **MISSION**

The mission of the Department of Nursing is to provide quality academic programs offering learners the foundation upon which to expand their knowledge base and pursue advanced study. The nursing curricula are designed to prepare professional nurses who demonstrate excellence in evidence-based practice, think critically, apply ethical principles and clinical reasoning, demonstrate leadership skills, value diversity and participate in or conduct research which benefits the local and global community. The Department of Nursing is committed to increasing diverse representation in the nursing profession.



*Department of Nursing Undergraduate Program*

**GOALS**

1. To provide quality programs supportive of the learning needs of diverse learners so that they may accomplish their educational goals.
2. To provide an environment supportive of quality instruction, the use of technology, scholarly endeavors, and critical thinking.
3. To maintain faculty support systems and staff development programs that foster creativity and facilitate the faculty's contributions to higher education and the nursing profession.
4. To maximize opportunities for students and faculty to participate in the internal operations of the University to foster optimal communications and ensure maximum involvement in the development and maintenance of programs and services.
5. To engage in cooperative and collaborative relationships with regional communities that will promote health and nursing.

**PROGRAM OVERVIEW**

**Bachelor of Science in Nursing**

The Department of Nursing offers a Bachelor of Science in Nursing (BS) for students interested in becoming a professional nurse. Students may select from the traditional option or the accelerated option. Second degree and transfer students are eligible to select the accelerated option. Graduates of this program meet the criteria to take the state licensure examination to become registered professional nurses.

**RN- Bachelor of Science in Nursing**

Registered Nurses who hold an unencumbered license to practice nursing in the State of a Maryland or Compact State may apply for admission to the Bachelor of Science (BS) with a major in Nursing (RN to BSN) completion program. In the baccalaureate program, RN students expand their knowledge and skills to become professional nurses

Graduates will be critical thinkers who have the ability to provide nursing care in a variety of healthcare settings, assume leadership roles, and adapt to the changing healthcare environment. The baccalaureate program provides a foundation for graduate education. To complete a BS degree, the student must complete 121 credits for the Traditional BS Nursing Option, 120 credits for the Accelerated BS Nursing Option and 120 credits for the RN to BSN program option.



## **CONCEPTUAL FRAMEWORK FOR THE UNDERGRADUATE NURSING PROGRAM**

The conceptual framework is an extension of the philosophy and objectives of the Department

The curriculum is designed based on two major organizing themes: pervasive and progressive. The pervasive concepts comprising this framework, as it relates to client- centered care, are caring behaviors and cultural congruency, within an ethical and legal framework. The progressive concepts are reflected in the level objectives, and throughout the curriculum. They include critical thinking, communication, professional nursing role, research and evidence-based practice, and leadership. These progressive concepts indicate the successive levels of skill acquisition expected of nursing students as they progress in the program. Each of these organizing themes is defined and elaborated within the level objectives and courses. Additionally, in 2022, the DON adopted the NCSBN Clinical Judgment Measurement Model throughout the curriculum. The model allows students to demonstrate clinical reasoning and clinical judgment skills.

### **END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)**

Upon completion of the Undergraduate Nursing Program, the graduate will be able to:

1. Provide holistic, compassionate, and patient-centered care that is evidence-based and respects individual and community needs and improves outcomes.
2. Encourage collaborative problem solving to ensure health promotion and disease prevention strategies are grounded in critical thinking.
3. Integrate healthcare technology and digital tools, and informatics for patient-centered decision making.
4. Ensure nursing practice aligns with cultural, social, and ethical principles, emphasizing the understanding of diverse patient needs.
5. Encourage critical appraisal and application of research in practice, ensuring nursing interventions are guided by best evidence to improve outcomes.
6. Encourage advocacy in shaping healthcare policies and reinforcing adherence to ethical, legal, and policy-driven standards.
7. Promote adaptability and responsiveness to initiatives addressing social determinants of health and other global health challenges.

### UNDERGRADUATE CURRICULUM LEVEL CONCEPTS

Number	Concepts	<i>Sophomore</i>	<i>Junior</i>	<i>Senior</i>
1	Caring Behaviors	Demonstrate caring behaviors in the performance of basic nursing skills.	Integrate caring behaviors in nursing interventions.	Implement nursing process and caring behaviors with individuals, families, and communities.
2	Critical Thinking	Apply clinical reasoning skills in the performance of basic nursing assessment and practices.	Utilize clinical reasoning skills to determine priority nursing care needs for individuals and families.	Utilize critical thinking and clinical reasoning to promote optimal wellness with individuals, families and communities.
3	Communication	<p>Apply therapeutic communication techniques in nurse-client interactions.</p> <p>Demonstrate basic clinical documentation skills.</p>	<p>Implement therapeutic communication skills that incorporate appropriate strategies of care for clients across the lifespan.</p> <p>Implement effective communications skills with Members of the healthcare team.</p>	Utilize communication, technology, and inter-professional collaboration to provide safe and effective nursing care.
4	Culturally Congruent Care	<p>Identify the influence of culture on health beliefs and practices.</p> <p>Differentiate health beliefs and practices that vary among selected groups.</p>	<p>Recognize the impact of culture on the nurse-patient relationship.</p> <p>Integrate interventions that respect and are consistent with the cultural beliefs, behaviors, and traditions of the client.</p>	Integrate culturally congruent care concepts for clients across the life span.

*Department of Nursing Undergraduate Program*

5	Research and Evidence- based Practice	Describe how nurses use research. Define evidence-based practice.	Examine the research process. Identify components of research publications.	Utilize critical thinking and clinical reasoning to promote optimal wellness with individuals, families and communities
6	Ethical and Legal Framework	Describe ethical standards that guide nursing practice.  Describe the purposes and roles of the Maryland government in legislating nursing practice.  Demonstrate adherence to the policies and standards of the BSU Department of Nursing.	Integrate ethical behaviors into nursing care. Implement nursing interventions within the legal scope of practice, as interpreted by the Maryland Nurse Practice Act.	Apply health policies from legislative and governing bodies into clinical nursing practice while adhering to legal and ethical principles.
<b>Number</b>	<b>Concepts</b>	<b><i>Sophomore</i></b>	<b><i>Junior</i></b>	<b><i>Senior</i></b>
7	Leadership	Explore the leadership role within the context of group.	Demonstrate accountability and beginning leadership abilities in nursing practice.	Demonstrate the ability to address the changing health care needs of diverse populations representing the global community.

**UNDERGRADUATE NURSING ADMISSION POLICIES**

The policies in this section of the handbook are applicable to ***baccalaureate students*** enrolled in the nursing program. These policies are consistent with and supplement Bowie State University policies. The *Bowie State University Undergraduate Catalog* is the principal document governing policies and procedures for students. Students are responsible for accessing and reviewing the documents that govern undergraduate students.

### **BSU Admission Policy**

Applicants who plan to pursue admission to the Department of Nursing must obtain admission to the university through the Office of Admissions. University admission policies can be found on the web site.

### **Nursing Admission Policy**

The Bowie State University (BSU) Department of Nursing allows admission to the following program options:

- Traditional Program Option
- Accelerated Program Option (on hold)
- RN to BSN Program Option

### **Admissions - Traditional Option**

Admission to the Traditional program option is offered to second semester sophomore and transfer status students at Bowie State University, who have completed the required general education courses to become eligible for admission to the Traditional program option. The Traditional program option is designed to be completed in four years. The freshman and sophomore year courses consist of general education program pre-requisites at Bowie State University (BSU). Years three and four are comprised of upper division nursing courses. Candidates are admitted every fall and spring semester. *Candidates must apply for admission to the program. Application dates and deadlines are announced by the Department of Nursing at the beginning of each fall and spring semester.*

### **Eligibility Requirements**

***To be considered for admission to the Traditional program option, candidates must meet the following requirements:***

- Acceptance to Bowie State University (BSU)
- Cumulative GPA of 2.75 or better
- GPA of 3.0 or better in prerequisite sciences and math. Science courses must be within five (5) years of the admission application.
- Successfully complete the Test of Essential Academic Skills (TEAS), the nursing entrance exam taken through Assessment Technologies Institute (ATI). The TEAS must be taken at the BSU Testing Center.
- Successful completion of all nursing program general education course requirements
- No failures or grade less than a C in any required program admission general education course

*Department of Nursing Undergraduate Program*

- No more than a total of two (2) withdrawals or audits in any pre-requisite course (*Withdrawals and audits cannot be within the same course*)
- Submission of an online application to the Department of Nursing during the Sophomore year (*See nursing website for application dates and deadlines*)

***The Department of Nursing will not accept applications until the established application submission dates.***

*Nursing courses are not transferable to BSU*

Admission and information for the Traditional program option are also available on the web site.

**Admissions - Accelerated Option (*on hold*)**

The Accelerated Nursing Option is designed for transfer students who possess an undergraduate degree from any academic discipline.

Candidates are admitted each year and begin their matriculation during the BSU Summer Session I semester.

The Accelerated Nursing Program Option is designed to be completed in eighteen (18) months, consisting of a Summer Session, Fall Session, Winter Session, Spring Session, Summer Session and a Fall Session. Candidates are enrolled continuously each session until program completion and graduation.

***Candidates must apply for admission each spring semester. Application dates and deadlines are announced by the Department of Nursing at the start of each fall semester with graduation in December.***

**Eligibility Requirements**

***In order to be considered for admission to the accelerated program option, candidates must meet the following eligibility requirements:***

- Acceptance to Bowie State University (BSU)
- Graduated from an accredited community college or from an accredited higher education program with a Bachelor's degree in any discipline.
- Cumulative GPA of 3.0 or better
- GPA of 3.0 or better in prerequisite science and math courses
- Successful completion of all program admission general education course requirements
- Completion of all required Science courses within 5 years of their admission date to the program

*Department of Nursing Undergraduate Program*

- No failure or grade less than a C in any required program admission general education course
- No more than a total of two (2) withdrawals or audits in any pre-requisite course (*Withdrawals and audits cannot be within the same course*)
- Evidence of success as a full-time student (*12 or more credits in one semester*)
- Submission of an online application to the Department of Nursing in the Spring Semester (*See nursing website for application dates and deadlines*)
- A personal statement of your goals and objectives (400 words, typed and double spaced)

Admission program information and application for the Accelerated program option are also available on the web site.

**Admission Requirements & Criteria:**

- Must have successfully completed all general education courses required for the baccalaureate nurse program
- Must have a 3.0 cumulative GPA
- Must have a 3.0 cumulative GPA in science and math courses.
- Science courses completed within 5 years of admission date.
- Must have evidence of success as a full-time student (12 or more credits in one semester)
- There are a designated number of admissions established each year.

**Admissions - RN-BSN in Nursing Option (ONLINE)**

Admission to the RN to BSN Nursing option is open to candidates possessing an Associate Degree (ADN) or a Diploma in Nursing and an unencumbered active Registered Nurse (RN) license within the State of Maryland or a compact state. Once the student has been admitted into the RN to BSN Program, the length of the program of study is 14 months, including one summer of session I & II courses. Candidates are admitted and matriculate into the RN to BSN program option during the fall or spring semester. Application dates and deadlines are announced on the Department of Nursing website.

*Candidates are admitted and matriculate into the RN to BSN program option during the fall or spring semester.*

***Candidates must apply each fall or spring semester. Application dates and deadlines are announced by the Department of Nursing.***

Department of Nursing Undergraduate Program

## Eligibility Requirements

*To be considered for admission to the RN to BSN program option, candidates must meet the following eligibility requirements:*

- Acceptance to Bowie State University BSU)
- Graduation from an accredited higher education program with a minimum of an Associate Degree in Nursing (ADN)
- An active license as a Registered Nurse in the state of Maryland
- Successful completion of all general education courses as required for program matriculation
- No failure or grade less than a C in any required program admission general education course
- Minimum cumulative GPA of 2.0 on a 4.0 scale
- Submission of the online RN to BSN application (*See website for application dates and deadline information*)
- Three letters of recommendation (*a reference from your immediate supervisor and two references from professional colleagues*)
- Submission of the online RN to BSN application (*See website for application dates and deadline information*)
- Current CPR certification
- Current Maryland RN licensure
- A personal statement of goals and objectives (*400 words, typed and double-spaced*)
- A completed physical examination/health history (*Form provided in application*)
- Current professional resume
- Student profile sheet (*Form provided in application*)

## RN to BSN Admission Requirements

- Licensure as a Maryland RN
- Admission to BSU as a degree seeking student



*Department of Nursing Undergraduate Program*

- Minimum cumulative GPA of 2.0 on a 4.0 scale
- Successful completion of nursing prerequisite courses with a grade of “C” or higher
- Submission of the completed Department of Nursing application package

## **UNDERGRADUATE NURSING GENERAL POLICIES**

**Academic Honesty and Dishonesty** - Nursing students are expected to conform to a strict standard of academic honesty. In addition to information included in the Bowie State University Undergraduate Catalog, academic dishonesty includes exhibiting unethical or illegal behaviors including falsification of documents. Students are required to sign the *Academic Honesty and Dishonesty* form, which is placed in the student's academic folder in the nursing department. Students will be recommended for dismissal from the nursing program when academic dishonesty is confirmed.

**Cancellation of Classes** - Cancellation of classes by the University is broadcast over local radio and television stations. When classes are cancelled clinical experiences are also cancelled.

**Class Attendance** - Students are expected to attend and participate in all class sessions. Students are required to notify faculty of absences or delays. Students are responsible for all academic content covered at all times.

**Clock Hours and Credit Hours** – In lecture courses, one credit hour is equal to a fifty (50) minute time period per week. In clinical courses one credit hour is equal to four (4) clock hours of clinical.

**Communication Methods** – The faculty and staff provide program and curriculum information through the use of Bowie email accounts, Blackboard Learning Management System (LMS), announcements in appropriate classes, posting on the Department of Nursing bulletin board, and the Nursing Department web site.

Students are expected to review these electronic sources at least weekly. Technology is an integral part of the nursing curriculum.

**Financial Aid** – Financial assistance at BSU is available through various sources. Opportunities are available to students to receive funds if they meet the specified criteria. Personnel in the Financial Aid Office will assist students in exploring financial assistance for which they may be eligible. The Financial Aid Office is located in Suite 1100 of the Henry Administration Building.

**Governance** – It is expected that students will participate in governance within the Department of Nursing (DON) and in the University. The mechanism for participation in governance of the University is through the BSU Student Government Association. The mechanism for participation in the governance of the department of nursing is through the

*Department of Nursing Undergraduate Program*

Student Nurses Association and student representation on the DON Faculty Organization and Undergraduate Curriculum Committee. Input from students regarding the courses and activities of the DON is encouraged and welcomed. It is therefore the responsibility of students to serve as representatives to the Faculty Organization and Undergraduate Curriculum Committee. The Student Nurses Association (SNA) will hold elections annually, in the FALL to select representatives to the Faculty Organization and Undergraduate Curriculum Committee (UCC). The Student Nurses Association shall elect one student representative from each cohort admitted.

**Grading Criteria** – The grading scale for undergraduate students in the Department of Nursing is as follows:

**A = 92 – 100**

**B = 83 – 91**

**C = 75 – 82**

**D = 68 – 74**

**F = below 67.5**

**Final course grades of 74.5 or higher in all nursing courses will be rounded up to the next whole number. A grade below 75 will result in failure of the nursing course.**

**Late Assignments** – Late submission of assignments will not receive credit unless a specific authorization has been granted by the faculty for health or other reasons. In the event of illness or emergency, students are responsible for making arrangements with the appropriate faculty member.

**Office Hours** – The Department of Nursing Administrative Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. All faculty maintain office hours, which are listed on course syllabi, in the nursing administrative office, and next to the office door of each faculty member.

**Request for Leave of Absence** – Students may request a leave of absence for personal or family medical emergencies. Students requesting a leave of absence for medical emergencies must have official documentation to support the request. Students are strongly encouraged to make the request in writing 14 days prior to the start of the intended leave. The student must also meet with their advisor regarding this request. The approval for the leave request will be made by the Faculty Organization. Student progression in the nursing program after returning from a leave of absence will be determined by the faculty based on course availability.

**Required Fees** – Throughout the nursing program, students are required to pay for the following items:

- Assessment Technologies Institute (ATI) Examinations
- Clinical Laboratory fees are collected as part of the semester charges and are in addition to any and all charges for tuition, room, board, and other general BSU student fees.

*Department of Nursing Undergraduate Program*

**Unexcused Lateness/Absence** - Students are expected to report to the clinical setting and classrooms on time (specific time as specified by the faculty in the course). Students must provide appropriate notification of lateness or absence to the clinical instructor, preceptor, and/or clinical site.

If a student is late for the clinical experience, the clinical instructor or preceptor has the right to inform the student that they cannot participate in clinical activities for that day. Lateness will be converted to absences using the following formula:

- *Two (2) occurrences of lateness in a 2-credit course = 1 absence*
- Two (2) absences may result in failure of the clinical course.

**UNDERGRADUATE NURSING PROGRESSION POLICY**

**Academic Standing** – All students are required to complete a minimum of **62 CREDITS** (including NURS elective) in the nursing major according to their progression plan.

***(Nursing students must earn a grade of “C” or higher in all nursing courses and maintain a 2.5 grade point average (GPA) in nursing courses to be in good academic standing.)***

**Advisement** – All students must meet with their advisor to prepare for registration each semester and in a proactive manner throughout the semester. Advisement sessions are used for planning student progression, discussing personal and professional issues and concerns, and obtaining assistance that may be needed. Students are encouraged to make an appointment for advisement.

**Academic Warning** – Students earning a grade less than “C” in a nursing course at midterm must meet with the course faculty member to develop a written plan of action to assist the student to improve academic standing. The plan of action will be documented on the progress report form. This document is placed in the student’s Department of Nursing record and the student receives a copy. Students will receive a mid-semester grade.

**Application for Graduation** – Students who anticipate meeting all requirements for graduation must apply for graduation by the deadline date as posted by the University Registrar on the BSU website. The University establishes graduation fees and set deadline dates. The Office of the Registrar can assist students in matters related to this issue.

**Dismissal from the Program** – When a student is recommended for dismissal from the nursing program, the Department Chairperson will provide written notification of dismissal. Students dismissed for academic reasons may apply for admission to the nursing program after one academic year. Students will be recommended for dismissal from the undergraduate nursing program under the following conditions:

1. Earning a grade lower than “C” in two different nursing courses or in one repeated nursing course.
2. Failure to meet the requirements for progression.
3. Earning a grade of “W” or an “AU” in three (3) nursing courses.

*Department of Nursing Undergraduate Program*

4. Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the clinical/practicum settings as outlined by the American Nurses' Association Code for Nurses, DON Academic Honesty and Dishonesty document, and the clinical agency compliance, policy.
5. Cheating on examinations, plagiarism, or improper documentation or falsification of clinical activities as outlined in the BSU Undergraduate Catalog and the DON Academic Honesty and Dishonesty document.
6. Performance in an unsafe manner while providing care to a client which will result in the student being removed from the clinical area immediately.
7. If any student presents to the clinical area chemically impaired by drugs or alcohol, the student will be immediately removed from the clinical area.
8. Demonstration of non-professional or unsafe behavior may result in immediate removal from the clinical area.

**Exit Survey** – Graduating students will participate in an exit survey during their final semester of study. The survey is designed to obtain information about their experience in the nursing program.

**Grade Appeal** – Students should follow the procedures outlined in the BSU Undergraduate Catalog for grade appeals.

**Grievance Policy** – Students should attempt to resolve all grievance issues at the lowest level of the Department of Nursing chain of command. The issue(s) should be discussed with the faculty member first. In the event that the issue needs further review, the chain of command within the DON must be followed (See Undergraduate Nursing Student Handbook). If there is no resolution within the DON, then sources outside the Department may become involved. The grievance process pertains to all matters except grades. The time frame for initiating a grievance is within five (5) business days of the event. The process must be followed in the sequence listed below.

**Graduation Requirements** – Graduation requirements for the Bachelor of Science Degree in Nursing (BS) degree are:

1. Successful completion of all general education and prerequisite course requirements.
2. Completion of all nursing course requirements and electives as specified by the DON.
3. Completion of a minimum of 121 credit hours with a minimum cumulative GPA of 2.0 on a 4.0 scale and a minimum grade of "C" in all Nursing courses. Refer to the BSU Undergraduate Catalog for a discussion of quality points and grade point averages.

*Department of Nursing Undergraduate Program*

4. Successful completion of the Department of Nursing Comprehensive Exit Examination during the final semester of study.
5. Submission of the Application for Graduation.
6. Clearance of all financial obligations by the Business Office.

**Incomplete Grade** – The Department of Nursing follows the Bowie State University Undergraduate Catalog concerning students who receive a grade of “Incomplete” with the following exceptions:

1. Students must have completed at least 75% of the course to be eligible to request an Incomplete.
2. Students must have earned a grade of at least 75% in the course to be eligible to request an Incomplete.
3. The request for an Incomplete must be initiated by the student.
4. Incomplete “I” Grade (A grade of “I” is given by a faculty member when a student is unable to complete required course work because of verifiable medical reasons or documented catastrophic events beyond the control of the student and only with the approval of the School Dean. No credit is given for the incomplete grade until the faculty member assigns a regular grade. In any event, the “I” must be converted to a regular grade within six weeks of the start of the following semester. After six weeks, the grade of “I” automatically becomes “F” if the professor does not submit the grade).
5. The Incomplete grade form must be completed, submitted, and approved before an Incomplete grade can be posted. If approved, the student will receive a grade of “I.”
6. Students receiving an Incomplete grade may not progress in the undergraduate program until the Incomplete grade is removed.
7. Students who receive an Incomplete grade must meet with the course faculty at least two times for the initial six weeks of the semester to discuss their progress fulfilling the requirements for completing the course. The student must submit all required course within the designated time during the semester in which they are completing the course work.

**Progression** – Nursing course content is planned in a sequential manner so that each course builds upon previous course content. Students must complete all courses sequentially as outlined in the progression plan according to the nursing program option into which they were admitted. Students must be enrolled into the corresponding clinical nursing course when enrolled in the didactic course. Students must satisfactorily complete the clinical and didactic courses to progress to the next level. Students who are unsuccessful in a didactic or corresponding clinical course must retake both the didactic and corresponding clinical course.

*Department of Nursing Undergraduate Program*

***In order to progress in the nursing program, students must earn a grade of "C" or better in the general education courses.***

***Changing nursing program options is not permitted. Students must complete their assigned nursing progression plan within five (5) years from the date of admission into the nursing program.***

**Withdrawal**

1. Students may withdraw from a course before, or by, the specified deadline established in accordance with the BSU Academic Calendar.
2. If a student withdraws from a course, the student must enroll in the course in the semester immediately following the semester they withdrew from the course.
3. Students may withdraw from the same course only once and must pass the course on the second enrollment.
4. Students who fail to achieve a "C" on the second attempt in the same nursing course will not be allowed to progress in the Nursing program.
5. A student who earns a grade of "W" in three different nursing courses will be recommended for dismissal from the Nursing program.

**Dosage Calculation**

1. Students are required to pass a dosage calculation exam, with a minimum score of 90%, for all courses with a clinical component, except the Fundamentals clinical course. The dosage calculation exam will be given a maximum of two times.
2. The student will be provided remediation between the first and second attempts of the dosage exam. Remediation may occur by the faculty and/or the Nursing Student Success Center (NSSC), as well as through supplemental resources provided in the course. The second exam will occur, after remediation, within 3-5 days of the first exam.
3. If a student is not successful after both attempts of the dosage calculation exam, the student will not be allowed to continue in the course. The student must withdraw from the clinical course and the related didactic course. If the student fails to withdraw from the course, they will receive a failing grade in both the clinical and didactic courses.

**DON TESTING POLICY**

**Undergraduate Program Testing Policy**

**The following policy is designed for exams that determine progression in the program. These are exams that are considered unit or final exams. ATI is considered a standardized cumulative exam. Progression exams do NOT include quizzes, pre-class assessments, simulation activities, or classroom learning activities.**

## **Testing Policy Overview**

DON Testing Policy is applicable for exams that determine student progression in the nursing program. This policy applies to student progression in core nursing courses based on faculty made and standardized exams.

Progression exams are exams that are considered unit or final exams and do not include quizzes, pre-class assessments, pre-simulation activities, or classroom learning activities.

In major (core) nursing courses: Foundations of Nursing, Health Assessment, Pharmacology, Pathophysiology (or Pharmacology/Pathophysiology, in the new curriculum), Medical-Surgical Nursing, Community Health Nursing, Maternal Child, Pediatrics, Psychiatric Nursing, Complex Care Nursing and Leadership, unit and final exams will account for a minimum of 70% of the course grade.

For every 3 credits of classroom-based education, there will be 3-4 unit exams and one cumulative Final exam. Each unit exam must have at least 50 questions, and the cumulative Final must have between 60-75 questions.

In progression exams, most questions will consist of multiple-choice questions, however alternative format questions may be included. Alternative format question types should not exceed 10% of the following exam question types: matrix multiple choice, multiple responses 'Select N', drop-down cloze, a drop-down table, bowtie, multiple responses 'Select all that apply', or matrix multiple response.

In courses with standardized specialty final exam (proctored ATI) the faculty created exams (3-4 unit exams) and final exam will account for a minimum of 60% of the course grade while the standardized specialty exam (proctored ATI) will account for 10% of the course grade. The ATI in this instance will be included in the calculation of the weighted exam average.

A student must achieve a total weighted exam average of 75% (C) or higher to pass major (core) courses.

For the NURS 205 Health Assessment course, students are required to achieve a 75% or greater in the Final Head to Toe Assessment skills demonstration irrespective of whether they have achieved a total weighted exam average and an overall course grade of 75% or greater. The maximum attempts to complete the Final Head to Toe Assessment skills demonstration will be two. Students are required to remediate before the second attempt.

Introduction to Nursing Research, Nutrition, IDIS courses, and clinical courses are excluded from the minimal achievement exam criteria.

Face to face course testing will be proctored in the classroom or in the BSU Testing Center on ExamSoft/Examplify. During testing, question items will be presented one at a time, randomized, and students will not backtrack. Students can be provided a blank piece of paper, which they must put their name on, and RETURN to faculty or proctor at the end of the exam.



Online and face to face exams will be given to students at a set time. If all sections of course can take an examination at the same time the same questions can be used – if not it is recommended that alternative versions of the exam are created.

### **Minimal Achievement for Progression in Core Nursing Courses**

\*\*\*\* Minimal Achievement to pass [course number]. A minimum grade of 75 on all exams is required to pass the course. At the end of the semester, a minimum grade of 75% is required to pass the course. If the weighted total exam grade is less than 75%, irrespective of the grade from other course activities including quizzes, the highest course grade a student can obtain is 74% (D) which means that the student is unsuccessful in that course. Rounding will adhere to the Nursing Department policy on rounding found in the current handbook (**Final grade ending  $\geq .5$  will be rounded up to nearest whole number**). IN ORDER TO PASS: A student needs a weighted total exam grade of 75% in exams, including the and final exam, before quizzes, discussions and ATI assignment grades will be considered. Additionally, the student must ALSO achieve a cumulative course grade of 75% or greater to pass the course.

#### SCENARIOS:

1. Weighted Total Exam= 75% (Exams 1-4, final exam, Proctored ATI if applicable) +  
Cumulative Course Grade = 75% (Weighted Total Exam, Quizzes, ATI Assignments, etc.) =  
**PASS COURSE**
2. Weighted Total Exam= 70% (Exams 1-4, final exam, Proctored ATI if applicable) +

Exams	Grades	Exam Weight	Weighted Total
Exam #1	85%	15%	$85 \times .15 = 12.75$
Exam #2	74%	15%	$74 \times .15 = 11.1$
Exam #3	65%	15%	$65 \times .15 = 9.75$
Final	82%	25%	$82 \times .25 = 20.5$
ATI Proctored Exam	90%	10%	$90 \times .10 = 9.0$
		<b>Total Exam Weight=</b>	<b>Weighted Total= 87.7</b>

*Department of Nursing Undergraduate Program*

3. Cumulative Course Grade = 75% (Weighted Total Exam, Quizzes, ATI Assignments, etc.) =  
**DO NOT PASS COURSE**
4. Weighted Total Exam= 75% (Exams 1-4, final exam, Proctored ATI if applicable) +  
Cumulative Course Grade = 73% (Weighted Total Exam, Quizzes, ATI Assignments, etc.) =  
**DO NOT PASS COURSE**

The Weighted Exam Total is calculated as the following:

**Based upon above sample:**

$$(12.75 + 11.1 + 9.75 + 45.1 + 9.0) = 87.7$$

$$(15 + 15 + 15 + 25 + 10) = 80$$

$$(80/87.7) \times 100 = 91.2\%$$

**\*\*\*Total Exam Weight divided by the Weighted Total X 100%= Weighted Exam Total & ATI Proctored.**

**The Bowie State University Department of Nursing follows the NCLEX guidelines below:**

*Students may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examination (this includes posting or discussing questions on the internet and social media websites). Students may not reconstruct exam items using your memory of your exam or the memory of others. Students may not seek help from any other party in answering items (in person, by phone, text or by email) during your examination.*

*Students may not remove examination items and/or responses (in any format) or notes about the examination from the test-taking area. Students may not copy or reconstruct exam items during or following an examination for any reason.*

*If any of the above behavior is witnessed, or any irregular behavior that is in violation of maintaining the integrity of the test-taking process and/or environment is observed, a note may be dropped in a designated box for confidentiality.*

Reference

NCLEX rules. (2023). Retrieved from <https://www.nclex.com/nclex-rules.page>

## **Guidelines for Administration of Exams**

- Students are expected to take exams at the faculty-determined date, time, and place, including Final exams.
- Students must provide faculty with notice of illness or other incidents PRIOR to a scheduled exam.
- Students who arrive late to the exam without having given notice will NOT be allowed to test if a classmate has already completed the exam. The student who arrives late in this instance will receive a zero.
- Test-taking protocol will be followed per the BSU DON Undergraduate Student Handbook (pp. 20-22, 2020-2022 BSU DON Undergraduate Student Handbook).
- Faculty will verbally review the test-taking protocol prior to each exam.

## **Online Course Testing**

Testing for online exams will be proctored on campus, whenever possible. For all nursing courses, quizzes and exams are administered by ExamSoft and Exemplify which will be online.

An Internet connection is required to download an exam or quiz, which opens with a password. During testing there is no Internet access. A connection is needed to upload the completed exam or quiz.

**IMPORTANT:** ExamSoft and Exemplify cannot run on a Chromebook. Students who have a Chromebook will need to borrow a laptop from DIT here at Bowie State.

You will need to access ExamSoft using Firefox or Chrome and download and install Exemplify to your computer and use it to take exams (instead of using your normal browser.) The web address is: <https://apps.examsoft.com/> . Enter Bowie State for the institution, and the full name (Bowie State University (bowiestate)) will appear- click on it, and then use your normal BSU username and password to access ExamSoft.

**Note: Do not download a copy of ExamSoft from elsewhere on the Internet. Those versions will not work at BSU.**

*Department of Nursing Undergraduate Program*

Within ExamSoft there is a link and directions to download Exemplify, the lockdown browser for testing with this platform if you are using a personal computer. Exemplify will be already on the Testing Center computers.

Students must review the following before taking a quiz or exam with Exemplify:

- Students will test in the classroom with their faculty, using their laptop, or in one of the Testing Center labs AS DIRECTED BY FACULTY. Students who do not test in the directed location, the grade will be null.
- Students must turn off all mobile devices, phones, etc, and place them in their bags with any books, papers, other computers, or devices. All bags, purses, etc. are to be on the floor for quizzes, and in the front of the room for exams.
- Students must remain at their desk or workstation for the duration of the exam.
- To begin the exam: Start Exemplify, select the exam, and follow the online instructions.
- Students should not exit the exam until all questions are completed and submitted for grading. A green indicator confirms a successful upload of the completed exam.
- A student who completes an in-class quiz must partially close their laptop and sit quietly until all are finished testing. Class will start after a 5-minute break.
- Additional Resources are within ExamSoft and Exemplify.

Respondus Lockdown browser may be used for exams at the discretion of the faculty.

Online and face to face exams will be given to students at a set time. During testing, question items will be presented one at a time, randomized, and students will not be allowed to backtrack. Students will be allowed 1.4 minutes per question (e.g. 40 question exam = 56 minutes).

Calculators are available within the Exemplify system. Students can be provided a blank sheet of paper, on which they must write their name, and RETURN to faculty or proctor at the end of the exam.

Face to face course testing will be proctored in the classroom or a Testing Center on ExamSoft/Exemplify. Students will be expected to download Exemplify on their laptop and bring the same device to class on scheduled exam days.

### **Examination Administration and Student Appeal Guidelines**

#### **Test Challenge Policy**

Challenging exam grades can only be done through the grade appeal process. The student will follow the BSU academic policy on examination grade appeals. All sections of a course will have a blueprint. If possible, all sections of the course should take the exam at the same time.

### **Exam Blueprint Template**

1. An exam blueprint will be provided at least 3-5 business days prior to the exam
2. The exam will take place on (Date) from XX AM/PM to XX AM/PM using lockdown browser/ExamSoft. Class will follow the exam.
3. The exam will consist of XX questions. The questions will consist of mainly multiple choice questions, with a variety of alternate format questions. There will be also be pharmacology questions, including dosage calculation.

### **Sample:**

<b>Course Outline Exam Topics</b>	<b>Number of questions</b>	<b>Cognitive Domains</b>	<b>NCLEX Test Plan Category</b>	<b>Program SLO</b>

### **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY AND PROCEDURES**

**Purpose:** To describe policies and procedures related to ATI testing in all program options of the Undergraduate Program in the Department of Nursing, College of Professional Studies.

#### **ATI Testing Policy**

The ATI components are worth 10% of the overall course grade. The Proctored ATI exams are worth 60% of the overall ATI grade. The Practice exams A & B combined

are worth 40% of the overall ATI grade. Example – a student did not complete the practice exam A & B within the designated time – the student can only earn 60% for the overall ATI course grade.

ATI tutorials with rationales are always open.

Practice A & B ATI exams of all core courses should be closed until opened by the instructor. Practice A & B ATI exams should not be open simultaneously. Each practice exam should be opened for a 24 hour period. Closure of the rationales should be ensured by the program's ATI assessment coordinator. Students are expected to do focused review of all practice and proctored assessments.

Prior to taking the Proctored ATI exam (date/time determined by the instructor and included in the course calendar), the student must complete applicable tutorials and practice assessments as directed in the course syllabus. The applicable tutorials, Practice A and Practice B assessments must be completed as scheduled by course faculty. All testing and remediation must meet course deadlines to receive applicable points. No points for practice testing are given if remediation is not completed for each practice test. (see Attachment 1).

### **Proctored ATI Remediation**

Within 48 hours of the proctored ATI exam, all students will have the option of taking applicable ATI practice B as often as they like until a score of 90% or above is achieved.

Students must remediate for the proctored exam as directed by course faculty and the course syllabus. All remediation must meet course deadlines to receive applicable points.

## **Section I. Overview of ATI**

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance students' NCLEX-RN® success.
- ATI is a comprehensive program that offers multiple assessment and remediation activities, including:
  - Assessment indicator for academic success
  - Assessment for critical thinking
  - Learning styles inventory
  - Test-taking anxiety assessment
  - Classroom strategies
  - Online tutorial and focused review
  - Simulation scenarios
  - Online practice assessments
  - Proctored testing in major nursing content areas
  - Intensive preparation for NCLEX-RN® during the final semester with ATI Capstone Content Review and ATI Live Review (3 days).

These ATI tools, in combination with the nursing program curriculum content, facilitate students with preparing for the NCLEX-RN®.

- Data from student testing and remediation are used for program quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from the student's ATI home page. *It is highly recommended that students spend time navigating through these orientation materials.*

### Content Mastery Series Assessments

Course	ATI Assessment
NURS 348 Adult Practice	RN Fundamentals
NURS 347 Patho-Pharmacology	RN Pharmacology
NURS 380 Maternal Newborn and Women's Health Nursing	RN Maternal Newborn
NURS 385 Psychiatric Mental Health Nursing	RN Mental Health
NURS 406 Nursing Practice: Community	RN Community Health
NURS 410 Care of Complex Clients	RN Medical Surgical
NURS 415 Nursing Care of the Child and Family	RN Nursing Care of Children
NURS 425 Transition into Professional Nursing	RN Leadership

### Section II. Practice Assessments

1. Prior to taking the first end-of-course **Proctored Assessment** (Content Mastery), students are required to complete ATI Tutorials and Practice Assessments A and B without rationales. Tutorials are accessible continuously throughout the semester. Practice Assessment A and B will be scheduled as indicated on the course calendar.
2. Students are encouraged to use their required course textbooks, lectures, and ATI materials to prepare for class and remediate.
3. The *Practice A Assessment* must be completed **by week 12 of the semester**. Students are expected to complete the *Practice A Assessment* on their own.

### Section III. ATI Testing Policy

The ATI components are worth 10% of the overall course grade. The Proctored ATI exams are worth 60% of the overall ATI grade. The Practice exams A & B combined are worth 40% of the overall ATI grade. Example – a student did not complete the practice exam A & B within the designated time – the student can only earn 60% for the overall ATI course grade.

ATI tutorials with rationales are always open.



Practice A & B ATI exams of all core courses should be closed until opened by the instructor. Practice A & B ATI exams should not be open simultaneously. Each practice exam should be opened for a 24-hour period. Closure of the rationales should be ensured by the program's ATI assessment coordinator. Students are expected to do focused review of all practice and proctored assessments.

Prior to taking the Proctored ATI exam (date/time determined by the instructor and included in the course calendar), the student must complete applicable tutorials and practice assessments as directed in the course syllabus. The applicable tutorials, Practice A and Practice B assessments must be completed as scheduled by course faculty. All testing and remediation must meet course deadlines to receive applicable points. No points for practice testing are given if remediation is not completed for each practice test.

## Faculty Made Exams and ATI Remediation

Faculty made exams will not be remediated with the entire class in the classroom.-Students should make an individual appointment for review of faculty made exams (only the questions answered incorrectly) within one week of posting the exam grade. Students will not be allowed to review any such exams one week or later after the grades are posted.

## Proctored ATI Remediation

Within 48 hours of proctored ATI exam, all students will have the option of taking applicable ATI practice B as often as they like until a score of 90% or above is achieved. Students with a score of 90% or above in the practice B exam will have 1% applied to their ATI course grade. In addition, each student will print the immediate previous ATI proctored exam transcript for one-on-one meeting with the next course instructor within the first 2 weeks of the new semester. Each course instructor in the new semester will compile students' areas of weaknesses and reteach the applicable contents.

Students must also remediate for the proctored exam as directed by course faculty and the course syllabus. All remediation must meet course deadlines to receive applicable points.

The ATI Coordinator will schedule the end-of-course *Proctored Assessment* (Content Mastery Series). The schedule for the end-of-course *Proctored Assessment* will be emailed to the faculty during the week prior to the beginning of the semester.

Focused Reviews following practice examinations **are strongly encouraged** and necessary preparation for specific end-of-course Proctored Assessments and *RN Comprehensive Exit Examination*.

### **Bowie State University Department of Nursing ATI Policy ATI Practice/Proctored Exam: Grading Rubric**

Practice assessments/activities due prior to First Proctored Assessment			
40 pts. Total if all activities are completed			
Complete Practice Assessment A Remediation and ATI Focused Review		Complete Practice Assessment B Remediation and ATI Focused Review	
First Proctored Assessment			
Level 3 (40 pts.)	Level 2 (30 pts.)	Level 1 (10 pt.)	Below Level 1 (0 pts.)
Student Remediation required at all levels (20 pts.) Students must complete remediation per course faculty instructions.			
Proctored Assessment Retake *			

Exempt from Retake	Retake optional	Retake required	Retake required
Total Points = 100/100	Total Points = 90/90	Total Points = 70-80/100	Total Points = 60-70/100
No retest required	No retest required	*If meets the benchmark (Level 2) or higher (Level 3), 10 points added to original 1 <sup>st</sup> proctored score	

Note that the practice exams will open and close according to dates on the course calendar. All ATI remediation must be completed by the date on the course calendar to earn the allotted grade. **For ATI, late work will not be accepted for any reason.**

Failure to submit the /practice and/or proctored exam **report** with the remediation will mean that you will be given a grade of zero/"0" for that portion of the ATI work.

#### **Section IV. RN Comprehensive Exit Examination**

1. The *RN Comprehensive Exit Examination*, given in NURS 499, is required for all pre-licensure students.
2. Students have two opportunities to pass the *RN Comprehensive Exit Examination*.
3. Students are required to achieve a score of 75% on at least one attempt of the *RN Comprehensive Exit Examination*.
4. After the second attempt of the *RN Comprehensive Exit Examination*, students who achieve a score of < 74.5% will:
  - a. Earn an "F" in NURS 499
  - b. Not be eligible to graduate.
  - c. If NURS 499 is the first course failure, the student will be required to re-take NURS 499 in the following semester.
5. If NURS 499 is the second course failure, the student will be dismissed from the program (effective Fall 2022)

#### **NCLEX-RN EXAMINATION REQUIREMENTS**

**The Bowie State University Department of Nursing follows the NCLEX guidelines below:**

*Students may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examination (this includes posting or discussing questions on the internet and social media websites). Students may not reconstruct exam items using your memory of your exam or the memory of others. Students may not seek help from any other party in answering items (in person, by phone, text or by email) during your examination.*

*Students may not remove examination items and/or responses (in any format) or notes about the examination from the test-taking area. Students may not copy or reconstruct exam items during or following an examination for any reason.*

*If any of the above behavior is witnessed, or any irregular behavior that is in violation of maintaining the integrity of the test-taking process and/or environment is observed, a note may be dropped in a designated box for confidentiality.*

**Reference**

NCLEX rules. (2023). Retrieved from <https://www.nclex.com/nclex-rules.page>

Nursing faculty develop and administer course examinations based on the NCLEX-RN® Blueprint to assist students with preparing to pass the NCLEX-RN® the first time the student takes the examination. The Assessment Technologies Institute (ATI) Content Mastery Series examinations administered throughout the curriculum and the non-proctored examinations are an excellent resource to prepare for successful completion of the Content Mastery Examinations.

The web address below provides information about the NCLEX-RN® Test Blueprint and the Detailed Testing Blueprint. Students are encouraged to review the information provided throughout their matriculation.

[https://www.ncsbn.org/public-files/2023\\_RN\\_Test%20Plan\\_English\\_FINAL.pdf](https://www.ncsbn.org/public-files/2023_RN_Test%20Plan_English_FINAL.pdf)

Clearance to take the NCLEX-RN® Examination is provided by the Department Chairperson. The following criteria must be met in order to receive clearance to take the examination.

- Application to take the examination within eight (8) weeks of meeting the requirements for graduation and completing the program.
- Completion of the Criminal Background Check, Maryland Board of Nursing Registration, and Pearson Vue application (total of approximately \$375).
- In preparation for the NCLEX-RN® Exam, students must successfully complete a commercial NCLEX-RN® review course.

**Clinical Policies**

Students are expected to abide by the policies of the healthcare facility and the Department of Nursing. The clinical nursing faculty must know the location for all students during the entire clinical period. Students are not to leave the grounds of the healthcare facility without approval. This includes lunch breaks and early dismissals.

Clinical courses must be taken concurrently with the corresponding theory course. All undergraduate students must achieve a grade of “C” or above in the theory course and clinical course in order to progress to the next level in nursing.

### **Lateness/Absence**

Students are expected to report to the clinical setting on time (specific time as defined by the faculty in the course). Students must provide appropriate notification of lateness or absence to the clinical instructor, preceptor, and/or clinical site. If a student is late, the clinical instructor or preceptor has the right to inform the student that they cannot participate in clinical activities for that day. Lateness will be converted to absences. The following formula will be used to convert lateness to absences:

- *Two (2) occurrences of lateness in a 2-credit course = 1 absence*
- Two (2) absences may result in failure of the clinical course

### **Insurance**

All students are required to provide evidence of health insurance coverage. Full-time students may purchase health insurance through the University.

All students are required to be covered by professional student liability insurance. The University purchases insurance on the student's behalf. Fees for the liability insurance are included in the student's tuition bill.

**Registered Nurse** students are also encouraged to independently purchase professional liability insurance. RN students may purchase liability insurance from any company of their choice.

### **The following company provides insurance policies for nursing students:**

NSO (Nursing Service Organization) Malpractice Insurance 159 E. County Line RD Hartford, PA 19040

Phone: 1-800-247-1500 Fax: 1-800-739-8818 Email: [service@nso.com](mailto:service@nso.com)

### **Health Requirements**

1. The DON requires submission of the following information prior to enrolling in clinical nursing courses:
  - Immunization – Documentation of vaccination or immunity required
  - Tdap within 10 years of completion of DTP series and thereafter
  - MMR: MMR Titer or MMR Vaccinations #1 and # 2 if you are non-immune

- Hepatitis B: Hepatitis B Series – 3 doses
  - Varicella: Varicella Titer or Varicella Vaccination if you are non-immune
  - Quantiferon blood test results or equivalent or documentation of a normal Chest X-ray within the last five years. (PPD is no longer acceptable)
  - Influenza (September - October)
2. Physical Examination
- Note: Physical Examinations can be completed at the BSU Henry Wise Wellness Center. For more information or to schedule an appointment call (301) 860-4171.
3. CPR/BLS for Health Care Providers
4. Health Insurance
5. Criminal Background Clearance and Drug Screens
- All students are required to complete a criminal background clearance and drug screens.
  - Information for completing criminal background clearance through the online compliance vendor. The online application for the compliance vendor will be provided in the Department of Nursing.
  - Urine drug screen is required by healthcare facilities through the online compliance vendor. Information for online application and payment will be provided by the Department of Nursing.

### **Professional Documentation for Clinical Agency Compliance**

1. Prior to beginning the clinical experience all students are required to submit and maintain a copy of Documentation of current CPR certification (American Heart Association BLS – Health Care Provider course).
2. All students must complete the Universal Onboarding Modules and Site-specific Onboarding in Blackboard, as directed by the clinical instructor and Clinical Coordinator.
3. All students who are Registered Nurses are required to maintain a current Maryland nursing license that substantiates their legal standing for the practice of nursing and current nurse liability insurance.
4. Student Nurse Liability Insurance may also be required for traditional and accelerated nursing students.

***All of the above documentation must be submitted to the course and/or clinical faculty by the date assigned. The deadline will be strictly enforced; there is no grace period. Students will be notified in writing if they do not meet the above requirements. Students will not be allowed to attend clinical if the above requirements have not been met (these will be counted as absences/see absence policy).***

**Clinical Course Policies** – The following policies apply to the BS clinical courses:

1. Students must pass a medication administration dosage exam\* prior to start of clinical in the junior and senior year nursing courses.
2. Clinical site assignments for students are made at the discretion of the course faculty member.
3. If the student is placed in an agency where he/she is employed, the clinical assignment will not be on the unit where he/she is employed.
4. Students are responsible for their own transportation to clinical sites. The DON program uses a variety of healthcare agencies for clinical placements. These agencies are in the Baltimore-Washington metropolitan area.

**Clinical Attire (including On-Campus Lab and Clinical)**

(Please refer to the Nursing Student Dress, Uniform and Appearance Policy – **Appendix E**)

All students must purchase the designated BSU nursing student uniform (pants with tops or dress, and lab coat) with BSU patch, in the semester before beginning clinical. The BSU patch must be sewn on the left sleeve at the shoulder line. The following reinforcement guidelines must be followed.

1. The identification badge with the student's name must be worn at all times and the BSU photo ID must be in student's possession at all times.
2. Hair must be worn above the uniform collar. If hair length is below the collar, it must be worn **securely** pinned up or tied back.
3. Full length white lab coats or washable white or navy-blue sweaters may be worn in the clinical area. Students are expected to remove their sweater or lab coat when providing direct client care.
4. Fingernails must be without polish and no longer than ¼ of an inch. Polished, designer, and artificial nails are not permitted.
5. Eyelash extensions or false eyelashes are not permitted.



6. Jewelry is limited to one pair of stud earrings worn in the lower earlobe only, wedding rings, and watch with second-hand sweep.
7. Students must maintain appropriate personal hygiene; strongly scented perfumes and colognes are not permitted.
8. All white leather shoes with closed toe, and closed low heel are required.
9. Lab coats must be worn when not in uniform during visits to the clinical areas when care will not be given. Name pins and the DON patch must be worn on the lab coats and students must introduce themselves to staff.
10. Blue jeans may NOT be worn under lab coats.
11. Lab coats must be white and full length.
12. Lab coats must be worn in the nursing lab during simulation activities and when practicing skills.

#### Women

1. All skirts or dresses must be at an appropriate length for bending and stretching activities. Students will be dismissed from clinical if the instructor considers the uniform to be inappropriate.
2. Uniform pantsuits may be worn.
3. White stockings or panty hose are to be worn with dresses.
4. White knee-high or regular stockings are to be worn with pants.

#### Men

1. White pants and top.
2. Pants must be fitted and at an appropriate length.
3. White socks must be worn with pants.

***Failure to adhere to these uniform requirements may result in dismissal from the clinical area and will be reflected in the clinical evaluation.***

Uniforms during Community Health and Psychiatric Mental Health Experience  
Nursing students must adhere to the course-specific uniform policy. Information regarding the policies will be given to students by course faculty.

### Equipment Required for Clinical Experiences

1. A watch with a sweep second hand
2. A stethoscope with bell and diaphragm
3. Black ink pen
4. Penlight
5. Other equipment as specified in the course syllabus.

### Accidents during Clinical Experience

If a nursing student is injured during the clinical experience, he/she should report immediately to the faculty and charge nurse on the unit. Students may be required to go to Employee Health or the Emergency Department depending on the severity of the injury and the policies of the agency.

***Fees for these visits may not be covered by the agency and students are required to maintain their own health insurance.***

### Reporting of Illness/Absence

1. It is the responsibility of the student to follow the course instructor's procedure to report absence due to illness.
2. When the student is hospitalized, the DON must be notified immediately.
3. Students who have experienced a hospitalization or extensive illness (3 days) must submit to the course faculty in writing, an official statement from the health care provider permitting return to clinical practicum.

### Pregnancy

1. A student who is pregnant may continue to participate in clinical experiences as long as her health status is satisfactory, and she is able to complete her clinical assignments.
2. Students who are pregnant should consult with the faculty member in advance of their clinical assignment. Some agency regulations determine assignments during pregnancy.
3. For the safety of the student who is pregnant, she must not enter areas where radioisotopes or x-ray therapy is being administered.

4. Students who deliver during the semester must present in writing an official statement of health clearance from the health care provider permitting return to clinical practicum.

### **Standard Precautions**

Students are required to implement Standard Precautions in all clinical settings where they may come into contact with blood and other body fluids. Standard Precautions should be used when in contact with human tissues, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Students who are exposed to body fluids while in the clinical/practicum setting should notify the preceptor, responsible faculty, and the appropriate supervisory person in the agency. The student should follow-up with procedures available for employees of the clinical facility. This includes the right to request patient testing, individual counseling, and obtaining follow-up information for health care.

#### ***Procedures for Handling Blood and Body fluids:***

1. Handle all blood and body fluids following Standard Precautions.
2. Wash hands and other skin surfaces before and immediately after contact with body fluids.
3. Wear protective barriers appropriate for the procedure being performed when anticipating exposure to body fluids.
4. Use gowns for splashes, goggles and masks for splatters, and gloves when handling fluids.
5. Do not recap or manipulate needles or sharps in any way. Place them immediately in puncture resistant containers after use.
6. Refrain from direct client care if you have exudative lesions.

***The Department of Nursing reserves the right to update and change the above policies at any time. A copy of the policies is posted on the department's web site. It is the students' responsibility to stay current and informed of the changes. If any changes occur, students will be notified, and they will be able to view the changes on the department's web site. Significant changes made to the policies will require students to sign and date an acknowledgement form. All new nursing students are to read the policies and sign and date the acknowledgement form attached. This must be submitted on your first day of class.***

**UNDERGRADUATE NURSING PROGRAM DIRECTORY****Chair**

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[Department of Nursing Website](#)

## APPENDIX A – PROGRAMS OF STUDY



**Department of Nursing**  
**Traditional BS Nursing Program of Study**  
(Effective Fall 2022)

*Pre-Nursing Course Prerequisites*

**Year One**

<i>(Freshman) Semester 1</i>	<b>Credits</b>	<i>(Freshman) Semester 2</i>	<b>Credits</b>	<b>Total</b>
<b>FRSE 101</b> <i>Freshman Seminar</i>	3	<b>SOCI 101</b> <i>Intro to Sociology</i>	3	
<b>ENGL 101</b> <i>Expository Writing</i>	3	<b>ENGL 102</b> <i>Argument &amp; Research</i>	3	
<b>PSYC 101</b> <i>General Psychology</i>	3	<b>PHIL 103</b> <i>Principles of Reasoning</i>	3	
<b>BIOL 102</b> <i>Intro to Biology</i>	4	<b>CHEM 107</b> <i>General Chemistry w Lab</i>	4	
<b>MATH 141</b> <i>Pre-Calculus I</i>	3	<b>BIOL 311</b> <i>Human Anatomy &amp; Physiology I</i>	4	
(16cr)		(17cr)		(33cr Total)

**Year Two**

<i>(Sophomore) Semester 3</i>	<b>Credits</b>	<i>(Sophomore) Semester 4</i>	<b>Credits</b>	<b>Total</b>
<b>COMM 101 or 103</b> <i>Oral Communications</i>	3	<b>COSC 110</b> <i>Computer Literacy/Applications</i>	3	
<b>HIST 114 or 115</b> <i>African American History</i>	3	<b>MATH 155</b> <i>Intro to Probability &amp; Statistics</i> or <b>PSYC 204</b> <i>Elementary Statistics</i>	3	
<b>IDIS 215</b> <i>Nutrition in Health &amp; Disease</i>	3	<b>NURS 202</b> <i>Professional Nursing Perspectives</i>	2	
<b>BIOL 310</b> <i>Microbiology II</i>	4	<b>NURS 205</b> <i>Health Assessment</i>	3	
<b>BIOL 312</b> <i>Human Anatomy &amp; Physiology II</i>	4	<b>NURS 206/207</b> <i>Foundations of Nursing Practice</i>  (3hrs Lec/ 8hrs Lab)	3/2	
(17cr)		(16cr)		(33cr Total)

[Completion of semesters 1, 2 and 3 general education courses is *required* for program admission eligibility. Applications are accepted each fall and spring semester as announced on the Department of Nursing website ([www.bowiestate.edu/nursing](http://www.bowiestate.edu/nursing)). Candidates selected for program admission are immediately scheduled for semester 4 matriculation.]

**Year Three**

<i>(Junior) Semester 5</i>	<b>Credits</b>	<i>(Junior) Semester 6</i>	<b>Credits</b>	<i>Total</i>
<b>SOWK 300</b> <i>Human Behavior I</i>	3	<b>NURS 347</b> <i>Patho-pharmacology II</i>	3	
<b>NURS 320</b> <i>Cultural Diversity &amp; Special Populations in Health Care</i>	3	<b>NURS 385/386</b> <i>Psychiatric/Mental Health Nursing</i> (Lecture/Clinical)	3/2	
<b>NURS 346</b> <i>Patho-pharmacology I</i>	3	<b>NURS 380/381</b> <i>Maternal/Newborn &amp; Women's Health</i> (Lecture/Clinical)	3/2	
<b>NURS 348/349</b> <i>Adult Practice</i> (Lecture/Clinical)	3/2	<b>NURS 390</b> <i>Intro to Nursing Research</i>	3	
(14cr)		(16cr)		(30cr Total)

**Year Four**

<i>(Senior) Semester 7</i>	<b>Credits</b>	<i>(Senior) Semester 8</i>	<b>Credits</b>	<i>Total</i>
<b>NURS 406/409</b> <i>Nursing Practice: Community</i> (Lecture/Clinical)	3/2	<b>NURS 410/411</b> <i>Complex Adult Nursing Practice</i> (Lecture/ Clinical)	3/2	
<b>NURS 415/416</b> <i>Nursing Care of the Child and Family</i> (Lecture/Clinical)	3/2	<b>NURS 425</b> <i>Transition into Professional Nursing</i> (Lecture/ Clinical)	3	
<b>*IDIS NURSING ELECTIVE</b> (IDIS 240, 450 or 470)	3	<b>NURS 426</b> <i>Transition into Professional Nursing- Preceptorship (Clinical)</i>	2	
		<b>NURS 499</b> <i>Nursing Comprehensive Exit Exam</i>	2	
(13cr)		(12cr)		(25cr Total)

*\*Nursing electives include: IDIS 240, IDIS 450, IDIS 470)*

59 General Education Credits  
62 Nursing Credits (with NURS Electives)  
TOTAL = 121 credits  
(Total Clinical Hours = 960)

There are a designated number of admissions established each fall and spring semester.  
(Please visit the BSU nursing webpage at [www.bowiestate.edu/nursing](http://www.bowiestate.edu/nursing) to learn more!!)

[Sample BS Traditional Nursing Progression Plan \(BSU Catalog\)](#)

[Accelerated Programs of Study – On Hold Effective Spring 2021](#)

[RN to BSN Programs of Study](#)



## **APPENDIX B - STUDENT ACKNOWLEDGEMENT**

### **Student Acknowledgment of the Baccalaureate Nursing Student Policies**

*Academic Semester:* Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

This is to verify that I have read and understand the Policies and Procedures associated with the nursing program at Bowie State University. It is also my understanding that the Policies and Procedures are subject to change with notice to the students of any changes.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX C - ACADEMIC HONESTY AND DISHONESTY**

### **Academic Honesty and Dishonesty**

*Nursing students are expected to conform to a strict standard of academic honesty. In addition to the Bowie State University Undergraduate Catalog, academic dishonesty includes exhibiting unethical or illegal behaviors including falsification of documents. Students are required to sign the Academic Honesty and Dishonesty form, which is placed in the student's academic folder in the Nursing Department. Students will be recommended for dismissal from the nursing program when academic dishonesty is confirmed. The Plagiarism checker is used for all written assignments submitted to the Safe Assign or Turnitin instruments. Please refer to the BSU Undergraduate Catalog for additional policies about academic dishonesty and the department of nursing handbook.*

## **APPENDIX D – NURSING STUDENT DRESS, UNIFORM & APPEARANCE POLICY**

**Policy Title:** Nursing Student Dress, Uniform, and Appearance Policy

**Department:** Nursing

**Areas:** Classroom, Clinical Lab, Non-Clinical\* sites, Simulation Resource Center, Clinical Sites, and Practicum Sites

**Scope:** All nursing students enrolled in undergraduate and graduate nursing programs at Bowie State University (BSU) Department of Nursing (DON) should adhere to this policy while on campus and during class time, practicum, clinical, clinical lab, simulation resource center, and non-clinical time.

**Policy:** BSU nursing students are responsible for engaging in a learning environment committed to providing quality health care to clients in the clinical and practicum setting. Therefore, attire, grooming, and personal hygiene are essential to a positive representation of BSU pride and professionalism.

Nursing students recognize that dress code is also a matter of safety. Clothing must fit appropriately, be clean, neat, in good repair, and not drag the floor. Clothing and jewelry that may pose a safety hazard or interfere with or detract from delivering quality patient care or other business functions on campus or at clinical and practicum sites are not permitted. The DON at BSU requires that all nursing students adhere to specific standards regarding personal appearance while performing your duties as a student:

### **Classroom and Non-Clinical\* Attire and Appearance \*\***

Nursing students are expected to dress appropriately at all times. Nursing students recognize the need to dress appropriately for the situation, event, or environment. Business casual clothing is acceptable during non-clinical and classroom time. Attire should be clean, pressed, and in good repair.

Appropriate business casual outfits for women include dresses, skirts or dress slacks, blouse, sweater, twinset, jacket (optional), and hosiery (optional) with closed-toe and closed heel shoes. For men, appropriate business casual attire is dress slacks or chinos, a button-down shirt, dark socks, and dress shoes.

Appropriate attire and appearance may also include:

- Leggings or tights covered by a top, tunic, or jacket that extends two inches above the knees
- Dresses and skirt lengths no shorter than two inches above the knees to allow for bending forward or stretching when necessary.
- Blue jeans and denim pants that are intact throughout without rips or holes and worn at the waist.
- Clean, unwrinkled pants or slacks worn at the waist
- Closed toe and closed heel shoes (clean tennis shoes or sneakers, Crocs™ with closed toe and closed heel)
- T-shirts with the BSU logo (short or long sleeves)
- Head coverings that are required for religious reasons or to honor cultural tradition.

Attire considered not appropriate for business casual and appearance include:

- T-shirts and sleeveless undershirts as a primary outerwear garment
- T-shirts, sleeveless shirts, or shirts with inappropriate, political, or offensive wording or pictures.
- Blue jeans and denim with rips and holes
- Tattered sneakers, sandals, flip flops, slides, mules, UGGs® slippers, clogs, Crocs™, slingshots, or open-toe or open-heel shoes
- Clothing that is unduly revealing
- Midriffs, halter tops, mesh, netted shirts, tube tops, cut-off tops or shirts
- Visible undergarments
- Stirrup pants, bike shorts, sweat pants, jogging pants, and skorts
- Short shorts, miniskirts, spandex, rompers, tank tops
- House slippers, nightgowns, pajamas, and bathrobes
- Hats, caps, sun visors, do-rags, hair bonnets, skull caps, bandanas, and shades are not permitted.

### **Clinical/Practicum Attire and Appearance**

All undergraduate nursing students must purchase the designated BSU nursing student uniform (pants with tops or dress, and lab coat) with BSU patch, in the semester before beginning clinical. The BSU patch must be sewn on the left sleeve at the shoulder line.

All graduate nursing students must purchase the designated BSU/DON lab coat with a BSU patch and a name pin in the semester beginning NURS 607 Advanced Health Assessment. The BSU/DON patch must be sewn on the left sleeve at the shoulder line.

The following guidelines must be followed for clinical sites, practicum sites, clinical lab and the simulation resource center

- Identification badge with student's name must be worn at all times and the BSU photo ID must be in student's possession at all times.
- Undergraduate nursing name pin must include the following inscription: Name, Nursing Student, Bowie State University
- Graduate nursing name pin must consist of the following inscription: Name, RN, FNP Student Bowie State University
- The name pin with the inscription as described above must be worn with the uniform and lab coat.
- The nursing student's name on the badge must be visible and legible.
- The name pin should be clean and show no signs of damage.
- Nursing students should not attach anything to the name pin, including stickers, decals, pins, tape, or similar items.
- The name pin must be worn on the upper left area of the uniform (undergraduate student) or lab coat (graduate student).
- The designated BSU/DON lab coat or a clean, washable white sweater may be worn in the clinical area.
- Students are expected to remove their sweater or lab coat when providing direct patient care.
- All white leather shoes with closed toe and closed low heel are required for undergraduate students in uniform.
- All graduate nursing students must wear the designated BSU/DON lab coat with the BSU name pin to practicum at all times (unless otherwise specified by the preceptor and the agency).
- All graduate nursing students must wear business attire under the lab coat to the practicum site. Blue jeans may not be worn under the lab coat.
- Leather shoes with closed-toe and closed low heels that match or complement the business attire must be worn by the graduate student.
- The designated BSU/DON lab coat must be worn when not in uniform during visits to the clinical area when care will not be given. Name pins and the BSU/DON patch must be worn on the lab coat, and students must introduce themselves to staff.
- The designated BSU/DON lab coat must be worn during simulation activities and when practicing skills in the nursing lab.
- Students must maintain personal hygiene.
- Strongly scented perfumes and colognes are not permitted.

- Nursing students who use tobacco products must take measures to eliminate smoke odor from clothing, skin, and breath.
- Hair must be clean and well-groomed.  
Extremes in hair styling, dyeing, bleaching, coloring, and shaving designs in the hair are not permitted (i.e., no pink, orange, blue, purple, yellow, red, green, or any intense color).
- Hair and hair accessories must not be distracting or extreme.
- Hair must be worn above the uniform collar. If hair length is below the collar, it must be worn pinned up or tied back to prevent hair from falling forward over the face or interfering with patient care.
- Headbands worn must be solid white or black and without ornaments.
- Hats, caps, sun visors, do-rags, hair bonnets, skull caps, bandanas, and shades are not permitted.
- Head coverings that are required for religious reasons or to honor cultural tradition are acceptable
- Eyelash extensions or false eyelashes are not permitted.
- Mustaches, beards, and goatees must be clean and neatly trimmed. Mustaches must not extend over the lip.
- Fingernails must be clean, unpolished, neatly trimmed, and no longer than ¼ inch so as not to extend over the tip of the fingers. Polished/shellac nails, artificial nails, acrylic/gel overlays, acrylic/gel nails, wraps, tips, designer, acrylic, nail art, nail bubbling, nail jewelry, glitter, stones are not permitted. Long nails, artificial nails, polished/shellac nails, and nail ornaments are a safety risk to clients.
- Individuals must cover visible tattoos at all times. Facial and neck tattoos are not permitted. Extreme body-altering or branding must not be visible.
- Jewelry for all students is limited to one pair of stud earrings in the earlobes (pearl, gold, or silver) not larger than 8 mm in diameter, and a wedding band.
- Visible body piercings (other than one pair of stud earrings in the earlobes) are not permitted.
- Visible body piercings include tongue piercing, forking, eyebrow piercing, noticeable spacers, gauges/large holes in the ear lobe, nose piercing, lip piercing, or any other prominent piercing deemed distracting are not permitted.
- Pieces of jewelry with stones and prongs are a safety risk to clients.
- Bracelets, other than medic alert bracelets, are not permitted.
- All nursing students must wear a small wristwatch with a secondhand sweep and come prepared with the necessary diagnostic tools and equipment as specified in the nursing student handbook and course syllabus.

#### Women

- All skirts or dresses must be at knee length and appropriate for bending and stretching activities.
- BSU designated uniform pantsuit may be worn.
- Pants must be fitted, seated at the waist, and at an appropriate length.
- White stockings or panty hose are to be worn with dresses.
- White knee-high stockings or white socks may be worn with pants

Men

- BSU designated uniform white pants and top.
- Pants must be fitted, seated at the waist, and at an appropriate length.
- White socks must be worn with pants.

Nursing students must adhere to the course-specific uniform policy during community health and psychiatric/mental health clinical. The course faculty will provide information regarding the guidelines.

**Failure to adhere to these uniform requirements may result in dismissal from the clinical or practicum area at the discretion of the clinical or practicum faculty and be reflected in the clinical or practicum evaluation.**

**Exceptions**

Requests for an exception to this policy for medical, religious, or cultural beliefs or questions regarding accommodations should be directed to the Chair of the DON. Submissions will be considered and reviewed on a case-by-case basis and by direction from the Human Resources Department.

\*Non-Clinical Areas: DON and University Assemblies, Off –campus conferences, workshops, or seminars

\*\* The DON is mindful that some students do not ascribe to gender binary norms (traditional male/female) and thus may exhibit attires that they have preferred. This is recognized and accepted within the guidelines and compliance of this policy.

## **APPENDIX E - ACCREDITATION**

The Baccalaureate Nursing Program is approved by the Maryland Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road, NE, Suite 1400

Atlanta, Georgia 30326

Phone: (404) 975-5000

### **Disclaimer**

*The information in this handbook is subject to change. Students will be notified of any changes through and addendum by faculty and require the student's signature at the time of the change(s).*

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*BSU email, Blackboard announcement and the DON web site.*