

College of Nursing

Pre-Nursing Student Handbook of Academic Policies and Procedures 2026-2027



Integrating Faith in Learning, Leading, and Serving

Charleston Southern University

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Pre-Nursing Student Handbook of Academic Policies and Procedures

Welcome to pre-nursing at Charleston Southern University!

This handbook for pre-nursing students provides information regarding policies, procedures, available resources, and issues that pertain to student academic life. Please note that the information in the Pre-Nursing Student Handbook is reviewed and updated annually. Should a student remain at the pre-nursing level for more than one academic year, an updated version of the handbook should be obtained.

Students are responsible for using the handbook as a resource when questions arise and as a guide to academic and professional standards, policies, and procedures. Each student is required to sign the Handbook Acknowledgement and email the document to their pre-nursing advisor. Doing so certifies that the student has read the handbook in its entirety.

Changes in policies may be implemented throughout the academic year. Should any changes occur, students will be notified. The information in this handbook is accurate as of August 2026. A copy of the Pre-Nursing Student Handbook can be accessed on the College of Nursing Website via this link. [Pre-Nursing Student Handbook](#)

Academic Calendars

[Fall 2026](#)

[Spring 2027](#)

Chapter 1: The Pre-Nursing Level

The pre-nursing level at Charleston Southern University is designed to provide guidance and assistance to students declaring a major in Nursing.

Each student has their own unique journey through the nursing program. Based on numerous factors including prior education, family and work commitments, and financial situations, there are multiple variations in the pre-nursing process. The pre-nursing advisors will assist you in navigating through this process and will help you create a progression plan that works best for your situation. Although the pre-nursing team is here to guide you, students are encouraged to take ownership of their unique journey and individualized plan of study.

Bachelor of Science in Nursing End-of-Program Student Learning Outcomes

The Program Outcomes of the College of Nursing provide support for the program content. Graduates with a Bachelor of Science in Nursing degree from the College of Nursing will accomplish the following **End-of-Program Student Learning Outcomes**:

1. Synthesize knowledge built from the theoretical foundations of the arts and humanities, and the biophysical, psychosocial, and nursing sciences to provide comprehensive nursing care that uniquely emphasizes the human aspect.
2. Promote health and prevent disease through the use of the nursing process with culturally diverse individuals, groups, families, and society experiencing multiple and complex health stressors.
3. Demonstrate interprofessional communication and collaborative partnerships with clients and other healthcare professionals, recognizing the value of every team member and participating in systems solutions that support a safe and quality outcome and are based on current evidence-based nursing knowledge.
4. Demonstrate personal commitment and leadership accountability for delivering and monitoring care processes that improve quality and safety of simple and complex systems.
5. Translate current evidence along with clinical expertise and patient/family values to provide best clinical practice. Examine evidence and explore strategies for altering systems to improve quality and safety.
6. Manage information (including health policy and finance) and patient care technology in complex healthcare systems to provide safe and quality healthcare to the individual, families, groups, communities and populations.

7. Characterize professional values of altruism, autonomy, human dignity, integrity, and social justice within the legal and ethical boundaries to minimize risk of harm to patients and systems and value own role in preventing hazards and errors.
8. Analyze effectiveness of multiple nursing roles, financial, and regulatory healthcare policies and appreciate the continuous processes, and collaborative nature of designing, testing, and evaluating methods to improve quality and safety required to meet the changing healthcare needs of a culturally diverse and complex society.
9. Utilize technology to manage and allocate resources, communicate, educate, manage knowledge, decrease error, and support decision-making in the delivery of safe and quality patient care.
10. Integrate professional identity and a faith-based perspective to guide behaviors and decision making in a baccalaureate nursing role.

Title IX: Confidentiality and Responsible Employee Statement

Title IX: Confidentiality and Responsible Employee Statement

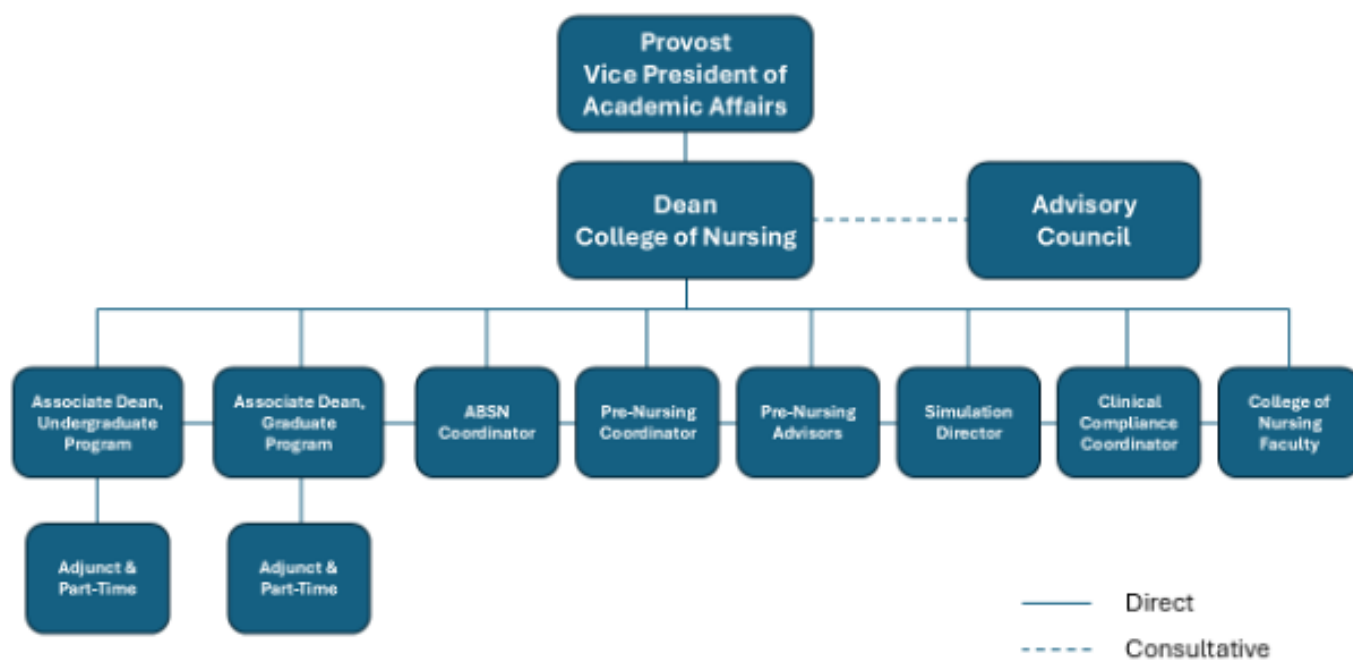
Charleston Southern University is committed to maintaining a safe learning environment for everyone. In accordance with Title IX of the Education Amendments of 1972, the university prohibits any form of sexual harassment, including quid pro quo harassment, hostile environments, sexual assault, dating/domestic violence, and stalking. This policy applies to all students, employees, and visitors.

Additionally, Title IX prohibits discrimination against students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions. Pregnant or parenting students may receive accommodations to ensure their full participation in educational programs. These adjustments can be arranged through the university's Title IX Coordinator or their designee.

Under Charleston Southern University's Title IX Policy, all faculty members, including teaching assistants, are required to report any disclosures of sex or gender-based discrimination or violence to the Title IX Coordinator. The Title IX Coordinator will provide support and resources while maintaining privacy. If you or someone you know needs assistance, please contact the Title IX Coordinator: Shannon Morrison or the deputy Title IX Coordinator Justin Brown. Email: titleix@csuniv.edu.

For more information on Title IX procedures, anonymous reporting, or available support, please visit the university's website here (<https://www.charlestonsouthern.edu/offices/title-ix/>). You may complete an incident report using the form on the title-ix website.

College of Nursing Organizational Chart



Full-Time Faculty and Staff

Faculty

Ball, Vicki, EdD, MSN, RN, CNE
Dean and Professor of Nursing

Arnold, Karen, EdD, MSN, RN, CNE
*Associate Dean, Graduate Program
and Associate Professor of Nursing*

Bullock, Jennifer, EdD, MSN, RN, CHSE, CNE
Assistant Professor of Nursing

Christopher, Susan, MSN, RN
Instructor of Nursing

Dial, DeAnn, MSN, RN
Instructor of Nursing

Dial, Sherry, EdD, MSN, RN
Assistant Professor of Nursing

Downing, Kimberly, MSN, RN
Assistant Professor of Nursing

Hathcock, Sarah, DNP, RN, CNE
*Associate Dean, Undergraduate Program
and Assistant Professor of Nursing*

Heaton, Kristina, MSN, RN
Assistant Professor of Nursing

Howard, Ivy, MSN, RN
Instructor of Nursing

Jorgenson, Marcille, PhD, RN, NEA-BC, CNE
Professor of Nursing

Martin, Amanda, MSN, RN
Assistant Professor of Nursing

Moeller, Jane, MSN, RNC-MNN
Assistant Professor of Nursing

Nelson, Kerri, DNP, MS, RN, ACNS
*Accelerated BSN Coordinator and
Associate Professor of Nursing*

Nolen, Tabitha, MSN, RN, PCCN, SCRNP
Assistant Professor of Nursing

Priddy, Jaime, MSN, RN
Instructor of Nursing

Timko, Donna, EdD, MSN, RN
*Pre-Nursing Coordinator
and Assistant Professor of Nursing*

Wall, Kelly, MSN, RN
Assistant Professor of Nursing

Williams, Kathleen, PhD, MSN, RN-BC
Associate Professor of Nursing

Staff

Davies, Susan, BSEd, CHSE, CHSOS
Director of Simulation

Kiser, Shannon
Pre-Nursing Advisor

Newton, Corina
Clinical Compliance Coordinator

Palmer, Katie
Pre-Nursing Advisor

Students' Rights and Responsibilities

Students in the nursing program accept not only the published academic regulations, but also all rules found in any official announcement. Each student assumes responsibility for her/his actions. She/he is expected to respect constituted authority, protect private property, and exhibit conduct becoming a student at Charleston Southern University. This implies respect for the rights of others and freedom from control by any person other than recognized authority, in accordance with established rules and regulations.

Wherever in this College of Nursing Student Handbook the pronouns “she” or “he” is used, the same shall be interpreted to include members of both sexes. In addition to the information in the CSU Student Handbook related to the Student Code of Conduct, students are expected to be familiar with and comply with the following rights and responsibilities:

Students have the right to:

1. Quality learning experiences without regard to race, color, religion, gender, age, political affiliation, national origin, or disability
2. Participate in the teaching/learning process and have the freedom to learn and explore all aspects of the subject matter.
3. Question the ideas or information presented in their course.
4. Expect confidentiality regarding information about their personal views, beliefs, and associations which faculty acquire in the course of their work.
5. Regular, objective evaluations of progress in their courses.
6. Develop the framework for critical thinking and judgment.
7. Have a voice in the determination of the curriculum and application of institutional policy affecting academic and student affairs.
8. Provide or ascertain information requested of the student and make it available to the Registrar's Office and the College of Nursing.

Students have the responsibility to:

1. Interact with others in a professional manner, regardless of race, color, religion, age, gender, political affiliation, national origin, disability, or marital status
2. Exercise academic freedom in a responsible, professional way, and prepare for and participate in each learning experience according to professional standards.
3. Critically evaluate the material presented in their courses.
4. Maintain confidentiality in all areas of their professional practice.
5. Maintain established standards of academic and clinical performance for the courses in which they are enrolled.
6. Continue to think creatively throughout their professional lives.
7. Be aware of the concepts of curriculum development and understand the Program Objectives and their relationship to the curriculum and CSU's Mission and Life Preparation Concepts.
8. Accurately provide requested information to the Registrar's Office and the College of Nursing in a timely manner.

Chapter 2: Pre-Nursing Progression

Pre-Nursing Progression Overview –

1. Submission of application for admission to Charleston Southern University
2. Declaration of Nursing as the student's major
3. Assignment of the student to a pre-nursing advisor
4. Creation of a semester one pre-nursing schedule
 - a. Based on completed prerequisites and/or placement testing scores
5. Completion of the pre-nursing orientation requirements
6. Initial collaboration between the pre-nursing advisor and the student
 - a. Required within the first month of beginning classes
7. Creation of a pre-nursing plan of study
 - a. Focus on nursing courses
 - b. Consideration of Liberal Arts Core courses
8. Ongoing interaction between the pre-nursing advisor and the student
9. Successful completion of initial nursing prerequisite courses
 - a. ENGL 111 English Composition
 - b. MATH 105 Intro to Math Structures
 - c. CHEM 110 Concepts of Chemistry w/ Lab
 - d. BIOL 226 Anatomy & Physiology I w/ Lab
10. Scheduling of the ATI Test of Essential Academic Skills (TEAS)
 - a. Administered during Weeks 12 - 14 of both semesters
11. Successful completion or scheduling of final prerequisite courses
12. Application meeting with pre-nursing advisor
13. Submission of application to the College of Nursing
 - a. Spring deadline (for fall admission): April 1
 - b. Fall deadline (for spring admission): November 1
14. Successful Completion of final prerequisite courses
 - a. ENGL 112 English Composition II
 - b. PSYC 110 General Psychology
 - c. BIOL 220 Microbiology w/ Lab
 - d. BIOL 227 Anatomy & Physiology II w/ Lab
 - e. NURS 207 Introduction to Professional Nursing Concepts
15. Review of the application, TEAS scores, and the pre-nursing advising notes by the Admissions & Progressions Committee.
16. Notification of admission decisions via email within 3 days of the committee meeting.

Admission Requirements for the Bachelor of Science in Nursing, Traditional Program Option

Students seeking admission into the Bachelor of Science in Nursing, Traditional Program Option courses at Charleston Southern University must meet the following requirements. *Completion of these requirements does not guarantee admission into the nursing program.*

1. Minimum GPA of 2.90 in prerequisite nursing courses with priority consideration given to 3.0 or higher
2. Achieve a grade of “C” or higher in all prerequisite nursing courses
 - ENGL 111 English Composition I
 - ENGL 112 English Composition II
 - MATH 105 Intro to Math Structures
 - CHEM 110 Concepts of Chemistry w/ lab
 - BIOL 220 Microbiology w/ lab
 - BIOL 226 Anatomy & Physiology I w/ lab
 - BIOL 227 Anatomy & Physiology II w/ lab
 - PSYC 110 General Psychology
 - NURS 207 Introduction to Professional Nursing Concepts
3. Completion of the TEAS*

All Math and Science courses must be completed within the last 5 years (within the last 10 years if the student holds an earned associate or bachelor’s degree).

*Information on the TEAS can be found on pages 15 and 16 of the Pre-Nursing Handbook.

Policies Related to Admission Requirements

Support for Student Success

The College of Nursing in conjunction with the Science Department has arranged lecture review sessions for pre-nursing students. A calendar of all scheduled review sessions will be posted in the Science Building at the beginning of each semester. If a student is required to attend these sessions, it is the student’s responsibility to make the necessary arrangements for attendance. Any missed sessions must be preapproved by the pre-nursing coordinator.

Prerequisite Exam Grades in Science Courses

Grades in all prerequisite science courses will be monitored by the pre-nursing coordinator.

Any student scoring below an 80% on an exam can expect the following:

1. A notification email from the pre-nursing coordinator will be sent to the student and their pre-nursing advisor.
2. The student is required to meet with the pre-nursing coordinator prior to the next scheduled exam.
3. The student is required to schedule and attend a meeting with the course professor.

4. The student is required to attend lecture review sessions provided for the course in which the grade below 80% was received. Sessions must be attended until the next exam grade is posted.
 - a. If the student scores **above an 80%** on the following exam, it is at the student's discretion to continue attending review sessions.
 - b. If the student scores **below an 80%** on the following exam, the student is required to continue with the review sessions.

Attendance at the course professor meeting and lecture review sessions will be monitored by the pre-nursing coordinator.

Failure to comply with any part of the Prerequisite Exam Grade Policy will result in a meeting between the student and the pre-nursing coordinator. A communication record will be entered into the student's pre-nursing file for review by the Admissions and Progression Committee.

Monitoring Prerequisite Exam Grades (other than Science)

Grades in all prerequisite Math, English, Psychology, NURS 207, and ABSN 207 courses will be monitored by the pre-nursing coordinator. Additionally, this monitoring will include MATH 099, ENGL 099, ENGL 110, and ENGL 110 lab.

Students who earn below an 80% on an exam in any of these courses can expect the following:

1. A notification email from the pre-nursing coordinator will be sent to the student and their pre-nursing advisor.
2. The student is required to meet with the pre-nursing coordinator prior to the next exam.
3. The student is required to schedule and attend a meeting with the course professor.
4. The student is required to attend tutoring sessions through the Buc Hub.

A communication record of the pre-nursing coordinator meeting will be entered into the student's pre-nursing file for review by the Admissions and Progressions Committee.

Retaking Prerequisite Courses

To be eligible for admission into the Charleston Southern University Nursing Program, students are allowed only one retake in two of their prerequisite courses. For example, a student may retake Microbiology once and the Anatomy and Physiology II lab once. This does not include the required retake of courses that fall outside the timeframe of eligible acceptance. Any attempt at taking a course including those receiving a grade of W, AW, or FA will be counted toward the two retakes allowed.

The retake policy encompasses all prerequisite courses including ENGL 099, ENGL 110 & 110L, MATH 099, and NURS 207.

Transferring Credits

Students wishing to receive credit for transfer courses must submit an official transcript from the previous institution. A copy of the course outline/syllabus for the courses to be considered may

be required. It is at the discretion of the Registrar, Department Head, Associate Dean, or Dean whether the course will be accepted.

All credits transferred from another institution must be completed with a grade of “C” or higher.

All science and math courses transferred to pre-nursing must have been completed within the last 5 years. If a student has an earned associate or bachelor’s degree, the math and science courses being transferred to pre-nursing must have been completed within 10 years of the date they were completed. This includes all courses in the following areas – Biology, Chemistry, Math, Psychology, and Sociology.

Students Previously Enrolled in a Nursing Program

Students who previously took nursing courses or were enrolled in a nursing program at another institution, are required to submit a letter from the Dean or Director of the previous program. This letter must be on official institution letterhead indicating the student’s academic standing and their eligibility to return to the previous program. The letter must be sent via email from the previous institution directly to the pre-nursing coordinator. Students who receive a letter indicating ineligibility to return to the previous program will not be considered for admission into the CSU Nursing Program.

Any student who was previously dismissed from a pre-nursing or nursing program at another institution will not be eligible for consideration into the CSU Nursing Program.

ATI Test of Essential Academic Skills (TEAS)

The TEAS is a proctored exam administered by the pre-nursing team. The exam is offered once per semester. The testing dates are scheduled between weeks 12 – 14 of the fall and spring terms. An announcement of the specific dates will be made at the beginning of each semester. It is the student’s responsibility to plan ahead for one of these testing dates.

Payment for the exam is due at the time of registration. This covers the student for one testing session only. If a student chooses to repeat the exam, a second registration and full payment are required. Information on the registration process and exact cost will be provided in an announcement prior to midterm grades.

The TEAS is a 170 multiple-choice exam that measures the students’ academic strengths and weaknesses. Areas covered on the exam include reading, math, science, and English and language use. Students are allowed up to 209 minutes to complete the exam.

The following chart provides a breakdown of the TEAS subjects.

	Reading	Mathematics	Science	English and Language Usage
Number of Questions	45	38	50	37
Number of Unsourced Questions	6	4	6	4
Time Limit (Minutes)	55 min.	57 min.	60 min.	37 min.
Specific Content Covered	Key ideas and details (15) Craft and structure (9) Integration of knowledge & ideas (15)	Numbers and algebra (18) Measurement and data (16)	Human anatomy & physiology (18) Biology (9) Chemistry (8) Scientific reasoning (9)	Conventions of standard English (12) Knowledge of language (11) Using Language and Vocabulary to Express Ideas in Writing (10)

ATI Testing. (n.d.). *TEAS exam details*. <https://www.atitesting.com/teas/exam-details>

Registering for the TEAS

Students are allowed to register for the TEAS after successful completion of ENGL 111 – English Composition I, MATH 105 – Intro to Math Structures, CHEM 110 – Concepts of Chemistry with lab, and BIOL 226 Anatomy & Physiology I with lab.

Students will coordinate with their pre-nursing advisor to schedule an appointment to take the TEAS exam. When the student arrives at the testing session, they will be provided with a code to register and pay for the exam. Payment for the exam must be made using either a debit or credit card.

Students are allowed only two attempts at this exam. Scores from previous attempts, older than one year, will not be accepted for consideration into the CSU Nursing Program.

Preparing for the Exam

ATI provides students with a free online practice test consisting of 60 total questions. Students have unlimited attempts at this practice test, which consists of 15 questions from the four categories covered. The practice test is a sample of their more comprehensive practice test.

In addition to the practice test questions, ATI offers tutorials, a study guide, and a mobile app. Information on the practice resources can be accessed by clicking the link provided.

ATI Practice Resource

Although there is no minimum required score for the exam, performance in each area is evaluated and considered during the admission selection process.

Cancellation of a Testing Appointment

In the event that a student needs to cancel a TEAS testing appointment, they must notify their pre-nursing advisor prior to the scheduled exam. It is the responsibility of the student to meet with their pre-nursing advisor to determine an alternate testing date and time. The student may be required to wait until the next scheduled testing event, which may not occur until the following semester.

Submitting an Application for Admission

Students are encouraged to apply for admission into the nursing program after successful completion or registration of the final prerequisite nursing courses and the TEAS exam.

Applications for admission are reviewed each semester by the College of Nursing Admissions and Progressions Committee. Students will be notified via their CSU email of the committee's decision within three days of the committee's meeting. A text message will be sent to all students, making them aware to check their email for this notification.

The deadline for application submission is as follows:

Consideration for the Spring Cohort: November 1st

Consideration for the Fall Cohort: April 1st

It is highly recommended that students meet with their pre-nursing advisor or the pre-nursing coordinator prior to submitting an application.

Accepted students

Students selected by the committee must either accept or decline the admission offer by responding to the emailed notification within 24 hours of its delivery. Failure to respond to the email will be considered a decline of the offer, and an alternate student will be notified of the available seat.

Once the student accepts the admission offer, they will receive an email from the Nursing Clinical Compliance Coordinator, Mrs. Corina Newton, outlining the next steps in preparing for entry into the nursing program.

Accepted students will be added to the BSN communications page. Announcements posted to this page provide important information on program updates, compliance issues, and deadlines. It is the responsibility of the student to check this page daily to ensure communication of the most current information.

Students not accepted for admission

Applications for admission do not carry from one semester to the next. If the student is not chosen for acceptance into the indicated semester, a new application must be submitted for future consideration.

Students are allowed two attempts at submitting an application. Once submitted, the application cannot be withdrawn and will count toward the student's number of attempts.

Chapter 3: Planning for Admission into the Nursing Program

Planning for Admission

Once admitted into the nursing program, students must complete a number of compliance requirements. All compliance documentation must be uploaded into CastleBranch, the program's tracking and screening platform. An attachment explaining how to register for your CastleBranch account will be included in your initial Nursing Program email from the compliance coordinator. You must use your CSU BUCmail account to register for CastleBranch.

It is the student's responsibility to ensure that all compliance requirements are complete and uploaded into CastleBranch by the assigned deadline.

Fall cohort compliance completion and upload deadline is the day before classes start in August.

Spring cohort compliance completion and upload deadline is the day before classes start in January.

Failure to complete and upload all compliance requirements by the deadline will result in the student being dropped from their nursing courses and removed from the program.

Nursing Program Compliance

The College of Nursing compliance components are based upon the requirements of the partnering healthcare facilities. These requirements are in place to provide a safe environment for the students, professors, healthcare providers, and patients.

All questions regarding program compliance should be directed to the clinical compliance coordinator.

Mrs. Corina Newton
College of Nursing Clinical Compliance Coordinator
cnewton@csuniv.edu
843.863.7387
Office: Nursing Building 140

The following immunizations and tests are required of all CSU nursing students prior to enrollment. Each immunization must be dated and signed or stamped by a healthcare professional or office. Parental signatures are not acceptable.

1. Measles, Mumps, Rubella:
Option 1: 2-dose vaccine series.
Option 2: A Quantitative antibody titer (blood draw) proving immunity to Measles, Mumps, Rubella - note the titer report must include a numerical result and/or a numerical reference range.
*If a titer results in non-immunity, a 2-dose vaccine series prior or post the titer is required.

You may be exempt from this requirement only if (1) you are pregnant or trying to conceive, or (2) you are allergic to eggs.

2. Tetanus-Diphtheria: A Tdap vaccine dated within the past 10 years.
3. Varicella (Chicken Pox):
 - Option 1: 2-dose vaccine series.
 - Option 2: A Quantitative antibody titer (blood draw) proving immunity to Varicella - note the titer report must include a numerical result and/or a numerical reference range.
*If a titer results in non-immunity, a 2-dose vaccine series prior or post the titer is required.
4. Hepatitis B:
 - Option 1: 2-dose vaccine series.
 - Option 2: A Quantitative antibody titer (blood draw) proving immunity to Hepatitis B - note the titer report must include a numerical result and/or a numerical reference range.
*If a titer results in non-immunity, a 2 or 3 dose vaccine series prior or post the titer is required.
5. TB Test:

Upon admission to the nursing program students must choose one of the following options:

 - Option 1: TB Blood test (T-Spot or QuantiFERON) within 12 months of the current date. Annual update required.
 - Option 2: TB PPD two-step skin test. Two negative PPD skin tests 7-21 days apart within the past 12 months. Annual update required.

Returning students may choose to complete either a TB Blood test (T-Spot or QuantiFERON) or complete a TB PPD one-step skin test.

If test results are positive, a clear chest x-ray report is required and good for three years. Tine test (prong test) is not acceptable. If there is a history of a positive TB skin test, a chest x-ray within 6 months prior to enrollment is required.
6. A flu vaccine for the current season (Required 8/1 - 10/15).
7. COVID-19 Vaccination - Clinical site dependent:
 - Option 1: A completed covid vaccine series
 - Option 2: A single bivalent dose
 - Option 3: A single seasonal booster dose
 - Option 4: Signed religious or medical exemption form (per clinical site) required annually while enrolled in courses that inc

Participation Physical

All students entering the nursing program are required to complete an annual health physical. The physical must be signed and dated by a healthcare provider. There is no specific form for this requirement.

Background Check

All students entering the nursing program are required to complete an annual background check. Directions for obtaining the background check can be found in CastleBranch.

Drug Screening

All students entering the nursing program are required to complete an annual drug screening. Directions for obtaining the drug screening can be found in CastleBranch.

Tuberculin Screening

All students entering the nursing program are required to complete an annual tuberculin skin test.

Students who have received a positive screening in the past should not receive the tuberculin skin test. A chest x-ray should be obtained and the results uploaded into CastleBranch. If a prior x-ray result is being submitted, it must be within one year of the admission date.

Professional Liability Insurance

All CSU nursing students must maintain a personal Professional Liability Insurance Policy throughout the program. The policy is obtained through the university, and the annual fee is applied to each student's account.

Medical Insurance

All students entering the nursing program are required to show annual proof of medical insurance. A copy of the front and back of the insurance card must be uploaded into CastleBranch. Coverage cannot be through a health sharing or medical cost sharing program.

Cardiopulmonary Resuscitation (CPR) Certification

All students entering the nursing program are required to show proof of current CPR certification. A photo of the Basic Life Support (BLS) for Healthcare Providers card must be uploaded. Certification must be obtained through the American Heart Association. Certification must be kept current and updated every two years.

careLearning

All students entering the nursing program are required to complete annual careLearning modules. These training modules have been selected to provide entry-level knowledge of safety topics encountered in the healthcare setting. A copy of the careLearning transcript should be uploaded into CastleBranch when all modules are complete. Information on creating a careLearning account is included in your initial compliance email. All students must use their CSU BUCmail account to register for careLearning.

Additional Required Documentation

All students entering the nursing program are required to complete the following documents on an annual basis. Documents may change at the discretion of the College of Nursing or a partnering healthcare facility.

Student Information Sheet
Confidentiality Agreement for the Simulation Lab
Student Code of Conduct
Acknowledgement of Skills and Abilities Standards
East Cooper Medical Center form
Roper St. Francis Hospital form
Trident Health – Clinical Documentation
Trident Health – Code of Conduct
Trident Health – Exhibits A & B

Fees and Expenses

Students admitted into the nursing program should anticipate the following costs. It is the responsibility of the student to pay all fees by the established deadlines. All amounts listed are approximate and subject to change.

Uniforms (\$60 per set) – students must purchase the approved College of Nursing uniform (scrub top and pants) from Low Country Uniforms in Summerville. It is recommended that students purchase two sets.

Shoes (\$40 - \$100) – students are required to wear approved shoes with the nursing uniform. Shoes should be solid in color (white, black, navy, or brown), closed – toe, and made of non-permeable (waterproof) material. The shoes may be purchased from any retailer with cost varying based on student selection.

Additional uniform items (cost will vary based on student selection) – students are required to have a watch with a second hand, stethoscope, bandage scissors, pen light, and name badge as part of the nursing uniform. All items except for the name badge may be purchased at the student's discretion. The College of Nursing name badge will be ordered through the Clinical Compliance Coordinator.

careLearning Account (\$15) – initial fee and annual renewal.

CastleBranch Account (\$120) – a one-time fee is charged.

Nursing Program fee (\$1000) – paid each semester.

iPad mini (approximately \$500) – must be purchased through the College of Nursing due to required program software. It is recommended that students purchase AppleCare (\$50) for the device.

Nursing Central (approximately \$50) – initial purchase fee for nursing specific iPad software. Updates may be made available at an additional cost.

Liability Insurance (approximately \$15) – required for participation in lab and clinical activities. Must be renewed each semester.

Textbooks – included in tuition and supplied through Slingshot. Required textbooks will be ordered for you by the professor in each course.

A car will be necessary for travel to clinical agency placements.

In the last semester, there are additional expenses related to graduation, composite pictures, and NCLEX-RN Licensure examination fees.

Nursing Program Minimum Skills for Eligibility to Participate in Educational Programs and Activities

All nursing students in the traditional and accelerated program tracks are required to complete clinical experiences in a variety of healthcare settings and patient populations. Most experiences are physically and emotionally rigorous. Reasonable accommodations are made if a student provides the appropriate documentation of each disability to the university's Accessibility Services office.

All students should possess the following skills and abilities, or with the help of approved compensatory techniques and/or assistive devices:

1. Observation

- a. The student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and behavioral sciences. Observation involves visual, auditory, and tactile abilities.

2. Visual

- a. Observe a patient accurately, at a distance and close at hand within a variety of clinical settings.
- b. Acquire information from oral presentations, demonstrations, and observations.
- c. Observe written documents and visualize information as presented in images on paper, films, slides, video or other media.
- d. Interpret visual and graphic images and digital and analog representations of physiologic phenomena with or without the use of assistive devices.

3. Auditory

- a. Listen to verbal communication to identify and respond to a patient's health status.
- b. Identify and differentiate sounds such as those related to the heart, lungs or other bodily functions with or without the use of assistive devices.
- c. Listen to verbal communication to provide care in collaboration with other providers.

4. Tactile

- a. Assess patients, collect data and provide patient care through touch such as with palpation.
- b. Identify changes in body texture and temperature.

5. Motor

- a. The student must be able to possess motor skills, including both gross and fine muscular movements, necessary to directly perform diagnostic and interventional maneuvers such as palpation, percussion and auscultation.
 - i. Execute motor movements reasonably required to provide general and emergency patient care such as airway management, cardiopulmonary resuscitation, application of pressure to control bleeding, administer medications, perform health assessments, and other interventions required to care for the patient.
 - ii. Manipulate a variety of objects using both fine and gross dexterity.

6. Communication

- a. The student must be able to communicate verbally and in writing. This includes demonstrating respectful, verbal, and electronic communication with faculty and peers at all times.
 - i. Ability to communicate verbally and in writing with maximum accuracy, clarity, efficiency and effectiveness with patients and their families, other members of the healthcare team, and faculty within rapidly changing and stressful health settings.
 - ii. Ability to demonstrate proficiency in keyboarding for documentation.
 - iii. Ability to perceive and interpret nonverbal communication.

7. Intellectual-Conceptual (Integrative and Quantitative) Abilities

- a. The student must be able to demonstrate intellectual, cognitive and conceptual abilities in order to provide safe patient care.
 - i. Ability to measure, calculate, reason, plan, analyze, integrate, synthesize and evaluate complex information for problem-solving.
 - ii. Comprehend three-dimensional relationships and understand spatial relationships of structures.
 - iii. Exercise appropriate judgment with analysis of situations and anticipation of consequences.

8. Physical Abilities

- a. The student must demonstrate the physical ability to provide safety for the patient and self.
- b. Move and transport objects that reflect a range of weight (of at least 50 pounds).
- c. Perform physical activities and exhibit mobility required to provide care to patients and families, at times in urgent situations.
- d. Tolerate physically demanding workloads.

9. Behavioral and Social Attributes

- a. The student must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities related to the care of patients and the development of mature, sensitive and effective relationships with patients.
 - i. Function effectively and with good judgment under stressful and demanding clinical situations.
 - ii. Adapt to changing environments.
 - iii. Display flexibility and function in environments inherent with uncertainties in the clinical problems and situation of patients and others.
 - iv. Care for individuals in a respectful, sensitive and effective manner regardless of gender, age, race, sexual orientation, religion, disability or any other status identified in the university's Nondiscrimination Policy.
- v. Engage consistently in providing care to patients in rapidly changing, stressful and demanding environments without current evidence of behaviors of addiction or abuse of or dependence on alcohol or other drugs that can impair behavior or judgment.
- vi. Exhibit emotional stability that enables full utilization of abilities to engage in safe care of patients and participate effectively with peers, faculty and other healthcare professionals.
- vii. Demonstrate compassion, integrity, concern for others, and effective interpersonal skills.
- viii. Demonstrate interest and motivation in providing healthcare and interacting with the healthcare team and faculty.

Personal qualities reflected in behaviors that affect the care of patients and the ability to function as part of a team, thus jeopardizing safety, will be assessed during the education process and considered as required. Students **must be capable** of successfully completing each area of the mental and physical eligibility criteria in all clinical and lab experiences.

Chapter 4: Policies Related to Academic and Personal Conduct

Student Code of Academic and Professional Conduct

Purpose

In the education of students, the College of Nursing strives to integrate the ethics, integrity, sense of responsibility, self-discipline, and Christian values inherent to the practice of nursing. The nursing student must adopt the standards of behavior expected of a professional nurse as expressed in the American Nurses Association Code of Ethics for Nurses. The process of undergraduate education in the Christian environment in the discipline of nursing is based on maintaining high academic and ethical standards.

Mutual respect and trustworthiness between faculty and students is necessary to promote optimal learning and a Christ-centered environment. The students in the College of Nursing are expected to behave in a manner consistent with that of a professional nurse. They must assume personal responsibility for being in the appropriate physical and mental condition necessary to provide safe nursing care and to have the knowledge and skills necessary to provide this care.

The College of Nursing community includes faculty, staff, and nursing students. It also includes professional colleagues at agencies where students gain clinical experience. The nursing community includes the College of Nursing alumni and members of professional nursing associations.

Applicability

The Student Code of Academic and Professional Conduct applies to all undergraduate students enrolled in the College of Nursing. Each student is provided with access to a Student Handbook which includes the Student Code of Academic and Professional Conduct. Annually, students are required to sign and submit the Student Code of Conduct Contract. Students at the pre-nursing level must submit the signed Code of Conduct Contract to their pre-nursing advisor.

Any questions should be addressed to the student's pre-nursing advisor, the pre-nursing coordinator, and/or the undergraduate associate dean.

Definition of Unacceptable Behavior

The following behaviors are examples of violations of the Student Code of Academic and Professional Conduct. Unacceptable behaviors for students in the pre-nursing level are divided into two categories: academic and personal. The list does not include ALL behaviors that may be violations of the Student Code.

1. Academic Misconduct

- a. *Academic Dishonesty* is the transfer, receipt, or use of academic information, or the attempted transfer, receipt, or use of academic information in a manner not authorized by the instructor or by university rules. It includes, but is not limited to, cheating, plagiarism and forgery as well as aiding or encouraging another to commit academic dishonesty.

- b. *Plagiarism* is the taking or attempted taking of an idea, a writing, a graphic, music composition, art, or datum of another person or the use of any Artificial Intelligence (AI) platform without giving proper credit and presenting or attempting to present it as one's own with or without intent. It is also taking written materials of one's own that have been used for a previous course assignment and using it without reference to it in its original form.
- c. *Cheating* is defined as wrongfully giving, taking, or presenting any information or material borrowed from another source - including the Internet by a student with the intent of aiding himself or another on any academic work, including a test, examination, presentation, experiment, or any written assignment, which is considered in any way in the determination of the final grade. This includes, but is not limited to:
 - i. Using or attempting to use unauthorized notes.
 - ii. Collaborating with others without permission to do so.
 - iii. Using unauthorized study aids and technology including, but not limited to, mobile and web-based study applications. Mobile and web-based study applications include but are not limited to; Quizlet, Chegg, Studocu, Course Hero.
 - iv. Information from another person on an exam/test/quiz/report/paper, or other evaluative document or assignment.
 - v. Unauthorized altering of graded work, then submitting it for re-grading.
 - vi. Allowing another person to do all or part of one's work and to submit the work under one's own name.
 - vii. Using AI or any other unauthorized source to generate or create any academic work for any course, including but not limited to, class, clinical, lab, and simulation.
- d. *Cheating in an online environment* is using or attempting to use any unauthorized resources in an online test/assignment unless specifically instructed to do so by the course faculty. This includes any breach or suspected breach of academic integrity as noted by an exam proctoring service, and/or CSU faculty/staff.
- e. *Falsification of **any** coursework, documentation, or activities.* This includes submitting any work of a peer as your own.
- f. *Aiding and abetting dishonesty:* providing material, information or assistance (written, verbal, or electronic) to another person with the knowledge or reasonable expectation that the material, information, or assistance would be used to commit an act that would be prohibited by the Student Code of Academic and Professional Conduct.
- g. *Acquisition and dissemination of test information* including information associated with previous tests and the possession or use of materials intended only for authorized faculty. This includes but is not limited to test/exam banks associated with any course textbooks and other learning resources.

2. Personal Misconduct

- a. *Commission of a crime*: Engaging in illegal or criminal activity that would impact a student's ability to obtain or maintain a professional license with the respective Board of Nursing or employment as a registered nurse.
- b. *Sexual or unlawful harassment*: including not only sexual harassment, but also hazing, stalking, repeatedly sending emails/texts, making phone calls, or transmitting documents that are uninvited and are unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the College of Nursing community. Please review the CSU Title IX policies.
- c. *Disruptive behavior/unprofessionalism/incivility*: obstructing or disrupting class, clinicals, labs, meetings, team projects, presentations, or other activities or programs presented or attended by the CON. Disruptive behavior includes habitual tardiness and use of electronic communication devices during class, unless authorized by faculty. Students are expected to adhere to the CON Incivility policy.
- d. *Use of drugs or alcohol*: acquiring, using, possessing, selling, or distributing illicit drugs or prescription drugs or alcohol; illegally acquiring, using, selling, possessing or distributing illicit drugs or alcohol; or using prescribed, over-the-counter or illicit substances in such a manner as to impair one's judgment as a nursing student, including being in a class, clinical, or lab setting under the influence of alcohol, illegal, or prescription drugs inconsistent with prescribed use. Students are expected to adhere to the CON **Drug Screen Policy and Procedure**, **Substance Abuse Policy**, and the **Impairment Statement**.
- e. *Violating computer, technology, or social media policies*: violation of the university or CON policies on social media, technology, artificial intelligence, and computer/iPad usage that define proper and ethical use of these devices and technology.

All members of the nursing community, including students, have a responsibility to report any reasonable suspicion that a student has violated the Student Code of Conduct. All reports of suspected misconduct are confidential, and the identity of anyone reporting misconduct will not be disclosed except on a need-to-know basis.

A violation of any of the unacceptable behaviors (academic or personal) will result in a violation of the Student Code of Academic and Professional Conduct. A Code of Conduct Violation form will be completed and placed in the student's pre-nursing file. Additionally, per the university's R-58 Undergraduate Academic Integrity Policy, an Academic Violation form will be submitted to the Registrar's Office and placed in the student's academic record.

Any violation (academic or personal) will be included in the student's file during the College of Nursing Admissions and Progressions Committee acceptance meeting. Violations will have a negative impact on the student's overall review and may result in denial of admission into the nursing program.

Students' current and future course faculty reserve the right to review Code of Conduct Violation Forms.

Incivility Policy

Definition

Incivility, also referred to as lateral violence, disruptive behavior, bullying, horizontal violence, and verbal abuse, is defined as rude and/or disruptive behaviors, which results in psychological or physiological distress (this includes any form of physical, verbal, or psychological abuse) for the people involved. The behaviors include, but are not limited to, intimidating, rude, malicious, sarcastic, aggressive or insulting verbal or nonverbal behaviors. This can also include abuse of power by an individual that makes the recipient feel threatened, intimidated, humiliated, vulnerable, or attacked. These behaviors may occur person-to-person or in an online environment.

Behaviors associated with incivility include, but are not limited to:

- Nonverbal behaviors (eyerolling, raising of eyebrows, making faces)
- Verbal behaviors (covert or overt snide remarks, lack of openness, abrupt responses, use of profanity)
- Intimidating verbal and nonverbal behaviors
- Undermining activities (turning away, not available)
- Withholding information intentionally causing disruption or intimidation.
- Sabotage (deliberately setting up a negative situation)
- Infighting (bickering with peers) and/or scapegoating (attributing all that goes wrong to one individual)
- Malice directed towards another individual.
- Taking part in discussions with others, including students, faculty, and/or staff, or allowing others to talk or "vent" about any other faculty, students, and/or staff.
- Talking negatively or rudely about students, faculty, or staff with other students, faculty, or staff in any area including, but not limited to classroom, lounges, or in any online settings.
- Speaking with a condescending tone and attitude.
- Demeaning, belittling, or harassing behavior.
- Not responding to email, texts, letters, or voicemail that requires a reply.
- Sending electronic communication that is rude or inflammatory in nature.

Reporting

All members of the College of Nursing Community are responsible for promptly reporting incidents of suspected uncivil behaviors. Depending on the urgency/nature of the situation, the incident may be reported by the Dean to the Provost/Vice President for Academic Affairs. There will be no retaliation or adverse action taken against the person reporting the incident of suspected intimidating and/or disruptive behaviors.

Documenting

Documentation of the incident of incivility is an important part of the process. It may not be one incident that justified disciplinary action but rather a pattern of conduct. Documentation should include:

- Date and time of incident
- Names of those involved
- A description of the incident that is factual and objective and without analysis/opinion.
- Consequences of the behaviors observed
- Actions taken (if any) and by whom
- List of witnesses
- Signature of person submitting the report
- Code of Conduct Violation form

Any incivility documentation will be included in the student's file during the College of Nursing Admissions and Progressions Committee acceptance meeting. Violations will have a negative impact on the student's overall review and may result in denial of admission into the nursing program.

Professional Boundaries Policy

It is essential that faculty and staff members maintain professional boundaries with students at all times. Any communication between students and faculty and staff members should be done via CSU e-mail accounts.

While students are in the nursing program, faculty should not socially engage with them on any social media site. Should a student seek an exclusive networking friend relationship with a faculty member, the faculty member should decline this request. If a faculty member wishes to network with students, the forum should allow all students access to join. In addition, faculty members should not meet with an individual student outside of campus or clinical settings.

Communication within the College of Nursing

Student Communication with Faculty and Staff

Students are expected to demonstrate professionalism when communicating with a faculty or staff member. Unless instructed otherwise, in all settings, professors and staff should be addressed by their title and last name.

All course-related concerns should first be addressed with the course instructor. If the concern remains unresolved, the student should then contact the course coordinator. If further resolution is needed, students should bring their concern to the undergraduate associate dean. Students may also provide feedback through course and clinical evaluations, Senior Exit Interviews, and program surveys.

Text messaging is not an acceptable form of communication unless otherwise indicated by your pre-nursing advisor or faculty member.

All faculty are required to use their BucMail (@csuniv.edu) account to communicate by email for any College of Nursing and university business.

Social Media Policy

Purpose

The College of Nursing supports the use of social media to reach audiences important to the university such as students, prospective students, faculty, and staff. The university presence or participation on social media sites is guided by university policy. This policy applies to College of Nursing students who engage in Internet conversations for school-related purposes or school related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under the HIPAA and Family Education Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

General Information

Social media is defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of internet-based technological foundations of the Web that allow the creation and exchange of user-generated content.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain for the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students, you will want to represent the university and the College of Nursing in a fair, accurate, and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites remains cognizant, that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control over how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flyer, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels”.

Students are strongly encouraged to review the American Nurses Association’s principles for social networking:

1. **Be aware of your audience.** Make sure that the content of your posts is appropriate for the people who will be seeing it and may share it with others.
2. **Maintain your professionalism.** Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.

3. **Know your social media policy.** Familiarize yourself with your employer's social media policy and adhere to it across all the social media platforms that you choose to use.
4. **Secure your social media profiles.** Review and set up the respective privacy settings for the social media platforms that you choose to use.
5. **Share credible information only.** The dissemination of credible and reliable information protects the health and well-being of the public.
6. **Engage with respectful content.** Do not share content that is harmful, disparaging, racist, homophobic, or derogatory. Reference: American Nurses Association, 2022 <https://www.nursingworld.org/social/>

Additionally, students should review the National Council of State Boards of Nursing (2018) resource, *A Nurses Guide to the use of Social Media*: https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

Policy

- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the staff, students, or others with whom one has contact in the role of a Charleston Southern University College of Nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the university's library site or seek consultation through the Copyright Office.
- Do not use Charleston Southern University or College of Nursing marks, such as logos and graphics, on personal social media sites. Do not use Charleston Southern University's name to promote a product, cause, or political party or candidate.
- Use of the College of Nursing marks (logos and graphics) for university sanctioned events must be approved (posters, fliers, postings) by administration.
- Use of computers (iPads, laptops, notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall videotape and/or audiotape professors or fellow students for personal or social media use without the expressed written permission of the faculty or fellow student.
- Be aware of your association with Charleston Southern University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with Charleston Southern University policies and with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Charleston Southern University's behalf, unless you are authorized to do so in writing.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedures and Considerations

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a Charleston Southern University student through postings and personal Web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

Consequences

Students who share confidential or unprofessional information do so at the risk of being denied admission into the nursing program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Inclement Weather Considerations

In the event of severe weather conditions, students should listen to local radio, television, BUC Alerts, Bucmail, and the university web site news for updates and closings. When Charleston Southern University classes are canceled, the cancellation also applies to scheduled student clinical and/or internship experiences.

Change of Name and Contact Information

The student is responsible for notifying their pre-nursing advisor, as well as the university regarding changes in address, telephone number, and name. The student's address and telephone number(s) should be on file with Charleston Southern University and the College of Nursing at all times. A name change requires submission of legal proof (e.g., legal marriage certificate, court order).

Chapter 5: Student Services and Resources

Advising and Registration

Each semester, at specified times, registration is held for the following semester.

Announcements of registration dates are communicated via email to students and listed on the CSU Academic Calendars. Students are responsible for understanding the pre-nursing courses required for acceptance into the nursing program. Refer to *The College of Nursing- Bachelor of Science in Nursing, Traditional Program Option Curriculum and Suggested Sequencing* information which is listed on page 43 of the Pre-Nursing Student Handbook. Additionally, students should refer to the Charleston Southern University Academic Catalog.

Pre-nursing advisors will register all pre-nursing students for prerequisite nursing courses. Students are responsible for selecting and registering themselves for non-nursing courses that fit their pre-nursing schedule. Please be mindful of financial aid requirements and the LAC requirements for graduation.

Changes to the pre-nursing schedule may be made at the discretion of the pre-nursing advisor. These changes will be made to benefit the student's progression through the nursing prerequisites.

Failure to register by the last day of the Drop/Add period at the beginning of the next semester will result in automatic withdrawal from the pre-nursing level.

*Classroom sections and/or times may be changed related to classroom availability, faculty, schedules, and adherence to the CON commitment to small class sizes.

Bookstore

Education and general supplies are available for purchase at the university bookstore, located in the student center or available online at: <https://www.slingshotedu.com/login>

Chapel

All full-time day students (registered for 12 or more credit hours) are required to fulfill the Chapel attendance requirement. This includes students who have recently converted to full-time day status after having attended Charleston Southern University as part-time or evening students. The system for meeting the Chapel requirement is as follows:

All Students must earn an average of six (6) Chapel Enrichment Units (nonacademic credit), to a maximum total of 48, for every semester that they are enrolled as a full-time student in order to be eligible to graduate from Charleston Southern University. For these purposes, a day student is any student who is not taking at least 50 percent of his or her courses through online and

nontraditional programs. These Chapel Enrichment Units are independent of the 120 academic credits needed for graduation.

Students should refer to the Academic Catalog for full Chapel requirement information. Students are solely responsible for tracking their Chapel credits.

Computer Labs

The computer labs are located on the first floor of the College of Nursing building. These two labs are CSU networked with stations that feature applications such as word processing, internet, and email access. Network access to the library and its online catalog and databases. Printers are available in each lab for student use. Computer labs are open for student use unless otherwise scheduled for classes or testing.

Information on campus-wide facilities and services can be found in the CSU Undergraduate Catalog and the CSU Student Handbook.

Financial Assistance

Charleston Southern University provides financial assistance to any qualified student who would otherwise be unable to attend because of lack of funds. Financial aid is available through loans, scholarships, grants, veteran benefits, social security benefits, college work-study program's institutional employment, vocational rehabilitation, and other sources.

All forms of financial assistance are administered through the financial aid office. Further information on financial assistance may be found in the CSU Undergraduate Catalog.

Library

Library hours are posted at the entrance to the library, on the library web page and in the CSU Student Handbook. The hours are modified during university closures, holidays, and exams.

Student Lounge

The student lounge is a place for nursing students to study either alone or in groups. Only nursing students and faculty are allowed in the lounge. Pre-nursing students have access to the lounge on Tuesday and Thursday. To access the lounge, pre-nursing students must receive a key fob from Mrs. Corina Newton or one of the pre-nursing advisors. Students need to be respectful of other students in the lounge and act appropriately and professionally. Please be sure to keep the lounge clean and tidy. Students are responsible for upkeep and cleaning of the coffee machine, refrigerator, and microwave. Please do not abuse this privilege.

Student Organizations

College of Nursing Student Advisory Council

Student input is valued within the governance of the College of Nursing and Charleston Southern University. Therefore, students may be nominated for appointment to serve on the Student Advisory Council within the College of Nursing. One student from pre-nursing and one student from each nursing cohort will be selected for the advisory council. All students are encouraged to be actively involved in all College of Nursing and university-wide activities.

Process

First week of the Fall academic term:

Students from the pre-nursing cohort may nominate themselves or others for consideration.

Additionally, nursing students from all other cohorts may nominate a pre-nursing student for consideration.

Third week of classes during the Fall academic term:

From the list of nominated students, the pre-nursing team will appoint two pre-nursing students (one commuter and one on-campus resident) to represent the pre-nursing level.

Students from the pre-nursing level will not automatically remain members of the advisory council. The selection process will repeat for the first semester cohort representative each semester.

Term

Other than pre-nursing students, once appointed, students will serve on the Advisory Council until graduation. Pre-nursing students will serve no more than two semesters or until beginning the nursing program. Appointed students will be removed from the Advisory Council in cases of unsuccessful course completion, receipt of a code of conduct violation or in circumstances where the student indicates they no longer wish to participate.

Nominations for first semester students will be requested in both the fall and spring semesters in the Bachelor of Science in Nursing, Traditional Program Option. Student selection for new first semester Bachelor of Science in Nursing, Accelerated Program Option students will occur only during the fall semester.

During the spring academic terms, there will only be seven students on the council as the previous ABSN cohort will have graduated.

A faculty advisor to the Student Advisory Council will be appointed by the College of Nursing dean. The role of the faculty advisor will be to assist in supporting professionalism and engagement of the council.

Duties of the Student Advisory Council:

- Serve as a voice for their respective cohorts in communicating with the College of Nursing dean, associate dean, faculty and staff.

- Promote professional and respectful communication within the College of Nursing community and within the professional clinical setting.
- Collaborate with the Student Nurses Association to cultivate and support interest in the College of Nursing community.

Charleston Southern University Student Government Association

The CSU SGA is composed of all students at CSU.

Alpha Nu Omega

Alpha Nu Omega is the local chapter of the South Carolina Student Nurses' Association (SCSNA) and is open to all pre-nursing and nursing students. The mission statement of Alpha Nu Omega is "professional growth and outreach." The SNA hopes to promote the educational and professional growth of its members to help prepare them for entry into the nursing profession and to reach out to help our community and campus. SNA sponsors programs and activities of interest to students throughout the year. This chapter is also active in state and national activities. Interested students should see Professor Tabitha Nolen for more information.

Nurses Christian Fellowship (NCF)

The Charleston Southern University Nurses Christian Fellowship is open to all pre-nursing and nursing students. The purpose of the organization is to establish and advance witnessing communities of students who follow Jesus as Savior and Lord and grow in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world. Through periodic meetings, Bible studies, and prayer, students become equipped, empowered, and encouraged to integrate their faith in professional nursing practice. Interested students should see Professor Kris Heaton for more information.

Health Occupations Students of America (HOSA)

At present Charleston Southern University does not have an established HOSA chapter. Creation of this student led organization is in the developing stages. Any pre-nursing student interested in taking the lead in establishing this new chapter should see the Pre-Nursing Coordinator, Dr. Donna Timko.

Technology Code of Conduct

College of Nursing faculty, staff, and students may access the CSU network for the purpose of course work, testing, research, and communication. Appropriate use of technology and university resources is expected and required.

Faculty, staff, and students may send e-mails to any member on the CSU network.

Responsibilities of all students:

- Demonstrate consideration and respect for others while using the facilities.
- Do not send e-mails or attachments that are offensive, threatening, or disrespectful.
- Do not interfere with the computer work of others.
- Do not download additional software on school computers.
- Do not copy software for personal use.

- Accept the responsibility for all materials received or sent through the network and the internet.
- Do not send or receive material containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware connected to the network.
- Do not attempt to access another individual's files or accounts.
- Do not use anyone else's password to enter his/her e-mail account or private folder.
- Do not save passwords on school computers.
- Maintain security and privacy of personal log in information. Do not share logins or passwords.
- Do not alter or attempt to alter a computer setup or system configuration.
- Do not download games or other non-educational files.
- Do not subscribe to lists via e-mail.
- Do not access unauthorized websites while testing in the computer labs. This is considered a breach of the Honor Code and is subject to dismissal from the program.
- Do not access an electronic test after it has been administered. Violation will result in a grade of "0" for the test and an academic integrity form will be submitted to the Registrar's Office for the student's permanent file.
- Understand that all electronic files are subject to review by the university and the College of Nursing.
- Students are responsible for reporting violations stated above to a faculty member or the Dean.

Chapter 6: General Academic Policies

Academic policies that apply to all CSU students may be found in the [CSU Undergraduate Catalog](#) and the [CSU Student Handbook](#), which are accessible online at www.charlestonsonthern.edu or www.csuniv.edu.

Orientation

All new students are required to attend an orientation session. Students who attended sessions during the summer months either in-person or virtually, do not have to attend this session. The orientation will be scheduled within the first two weeks of both semesters. Information on location, date, and time will be sent in a BlackBoard announcement prior to the beginning of the semester.

Students who fail to attend the pre-nursing orientation are required to schedule a meeting with the pre-nursing coordinator, Dr. Donna Timko.

Grade Scale

The College of Nursing grade scale for all students in nursing major courses is as follows:

A = 92 - 100	C+ = 81 – 83	D = 68 - 74
B+ = 89 - 91	C = 75 – 80	F= 67 and below
B = 84 - 88		

The calculation of a grade will be based on rounding a score. Grades will be rounded as follows:

0.01 to 0.49 rounds down to the nearest whole number, example – 79.49 = 79

0.50 to 0.99 rounds up to the nearest whole number, example – 79.50 = 80

Only final grades will be rounded.

Grades/evaluations will be distributed during regular class times in a timely manner or posted on Blackboard if appropriate. No grades will be given over the telephone. Official final course grades will be made available to students from the university.

See the [CSU Undergraduate Catalog](#) for further descriptions of the grading policy.

Promoting Academic Success for Students

The Promoting Academic Success for Students (PASS) Program is aimed at identifying and assisting nursing students in achieving academic success in the classroom; offering individualized assistance to students who may be at risk of failing one or more nursing courses and therefore jeopardizing their progression in the nursing program. The PASS program provides all nursing students with consistent, proactive, and individualized academic coaching and support. The goal is for students to develop a sense of self-awareness and ownership of their learning so they can identify areas for improvement and strive to reach their academic goals.

Students applying to the nursing program may receive a PASS provisional admission. This provisional admission requires the student to participate in PASS activities during the first semester of the nursing program. These activities include scheduling and attending regular content tutoring sessions with the CON content specialist.

Additionally, any student who earns a grade below 78 on an exam will be referred to the PASS Coordinator for an assessment and the development of a specific action plan. Faculty will complete and submit the PASS Referral Form to the PASS Coordinator, and the student will be notified of the referral. Students should meet with their course faculty for specific lecture questions.

1. A student in the PASS Program will:

- a. Meet with the PASS coordinator to identify any obstacles/barriers to their academic success.
- b. Perform self-assessments which include a concentration of self-assessment, exam prep self-assessment and time management self-assessment.
- c. Strategize, along with the PASS coordinator, solutions, and an action plan to help improve exam grades.
- d. Review test taking skills, exam prep/study skills, time management and stress & anxiety related to testing.
- e. Receive referral(s) to tutoring/counseling if needed.
- f. Receive a personalized/specific Action Plan
- g. Return for follow-up appointments if their test average in a nursing course falls below 78.

AI Policy

Preamble:

The Charleston Southern University College of Nursing takes the ethical and professional stance that students in all undergraduate nursing courses, clinicals and labs should generate their own written work (e.g., classroom assignments, publications, presentations, lab reports, lab, clinical and simulation assessments) and cite all professional references that are used. Not only is this academically and professionally honest (i.e., providing proper attribution), it helps develop strong writers, which in turn facilitates more advanced critical reasoning skills that will serve to enhance your academic performance and future professional skill set.

Unless otherwise stated in the course syllabus and on assignment instructions, the Bachelor of Science in Nursing Program holds a Level One stance (AI prohibited, see details below) for all assignments in all BSN and ABSN courses. The university's AI and Academic Integrity Policy define Level One as:

To ensure development and mastery of the foundational concepts and skills in this course, the use of generative artificial intelligence (AI) tools is prohibited. If you are unsure of this policy or any assignment specific directions, including whether a given technology is considered generative AI, please consult the course instructor prior to using this technology to complete your assignment.

An affirmation of humanity: God created humans in His image and gifted us with creativity and language. While we acknowledge that AI systems (such as ChatGPT) can assist with certain tasks, writing and analysis in nursing are creative forms of human expression involving inquiry, intent, imagination, and application of scientific knowledge. These are uniquely human endeavors, and we expect students to engage with them authentically.

In the Charleston Southern University College of Nursing, we understand these processes to be uniquely human endeavors and will therefore ask you to refrain from using AI, unless granted permission by your instructor for a particular reason.

General AI Usage Expectations

As it relates to use of AI-generated content (e.g., ChatGPT) [hereafter referred to as “AI”], the College of Nursing asserts that:

1. Level 1 - AI use is prohibited in this course: For all undergraduate nursing courses, the use of any generative AI software (such as ChatGPT), editing software (such as Grammarly), and translation software (such as DeepL Translate) is prohibited. Further, embedded AI assistance (such as Gemini in Google Docs or CoPilot and the “Editing” feature in Microsoft Word) is not allowed for use in nursing courses. You *may not* use AI tools to assist with: brainstorming, organization, research, writing, editing, note taking, polishing, etc. You *may* use your word processor’s spell-check feature, the thesaurus, the dictionary, a citation management system (such as Zotero), our library’s research databases, and appointments in the Buc Hub with writing tutors for assistance with your writing processes. It is the responsibility of the student submitting the paper to ensure that only the allowable assistance has been used in each assignment.
2. Level 2 - Permitting or prohibiting AI use on an assignment-by-assignment basis in this course: In select assignments (e.g., research papers, annotated bibliographies, case study drafts, presentation outlines), AI tools may be permitted to support work—only if explicitly authorized by the course instructor. This permission will be stated in the syllabus and on the assignment instructions. If a course instructor allows for the use of AI-generated content in the completion of the assignments (e.g., research papers, presentations, etc.), then that content will need to be cited (and the content verified by the professional literature) as would any other source. Paraphrases and direct quotes from AI-generated content would need to follow APA formatting guidelines. Students are responsible for both checking the syllabus and abiding by course policies.

To indicate the use of a Generative AI resource, a student should include the following statement in their assignments: "The author(s) acknowledge the utilization of [Generative AI Tool Name], a language model developed by [Generative AI Tool Provider], in the preparation of this assignment. The [Generative AI Tool Name] was employed in the following manner(s) within this assignment [e.g., brainstorming, grammatical correction, citation, specific section of the assignment, etc.]."

3. The Undergraduate Nursing Program follows CSU Policy R-58 regarding plagiarism and academic dishonesty, which includes the unauthorized use of AI. A violation of the AI Policy will result in a violation of the Student Code of Academic Conduct. A Code of Conduct Violation form will be completed and placed in the student's permanent College of Nursing file. Additionally, per the university's R-58 Undergraduate Academic Integrity Policy, an Academic Violation form will be submitted to the Registrar's Office and placed in the student's academic record. Sanctions for *academic misconduct* within the course may include, but are not limited to re-submitting an assignment, completing an additional assignment, re-testing with an alternate exam, receiving a zero or reduced grade, receiving a warning, receiving a course failure, or dismissal from the College of Nursing.
4. College of Nursing undergraduate courses will use TurnItIn software to detect AI use according to the university's AI and Academic Integrity Policy. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the [Usage Policy](#). Additionally, faculty may use personal experience to identify cheating based on factors such as a student's understanding of the work they submitted, differences between what was taught in the course and what was demonstrated in the work, etc.
5. Final Note: Students are encouraged to seek clarification from instructors about AI expectations before beginning an assignment. The ability to evaluate, synthesize, and communicate nursing knowledge is a core professional competency, and AI should never replace the student's own critical thinking.

Chapter 7: Bachelor of Science in Nursing, Traditional Program Option Details

Undergraduate Program Details

Bachelor of Science in Nursing, Traditional Program Option Curriculum and Suggested Sequencing

Pre-Nursing: Semester 1			
Prefix	#	Title	Hours
ENGL	111	English Composition I	3
MATH	105	Intro to Math Structures	3
CHEM	110	Concepts of Chemistry w/ Lab	4
BIOL	226	Anatomy & Physiology I	3
BIOL	226L	Anatomy & Physiology I Lab	1
CHST	111	Old Testament	3
GNED		Freshman Seminar	1
-	-	-	
Total Hours:			18

Pre-Nursing: Semester 2			
Prefix	#	Title	Hours
ENGL	112	English Composition II	3
PSYC	110	General Psychology	3
BIOL	220	Microbiology	3
BIOL	220L	Microbiology Lab	1
BIOL	227	Anatomy & Physiology II	3
BIOL	227L	Anatomy & Physiology II Lab	1
NURS	207	Intro to Professional Nursing	3
GNED		Freshman Seminar	1
Total Hours:			18

Nursing: Semester 1			
Prefix	#	Title	Hours
NURS	203	Health Assessment	4
NURS	215	Fundamentals of Nursing	5
NURS	221	Clinical Pharm Concepts I	2
BIOL	345	Nutrition	3
COMM250 or BUSI204		Communication	3
Total Hours:			17

Nursing: Semester 2			
Prefix	#	Title	Hours
NURS	222	Clinical Pharm Concepts II	3
NURS	231	Adult Health I	5
ARTS	-	Art, Music, or Theatre	3
CSCI	209-215	Computer Science	3
LANG	-	Foreign Language	3
Total Hours:			17

Nursing: Semester 3			
Prefix	#	Title	Hours
NURS	260	Lifespan Development	3
NURS	323	Maternity Nursing	4
NURS	331	Adult Health II	5
CHST	112	New Testament	3
HIST	111-113	World Civilization	3
Total Hours:			18

Nursing: Semester 4			
Prefix	#	Title	Hours
NURS	322	Psych/Mental Health Nursing	4
NURS	324	Pediatric Nursing	4
NURS	325	Gerontology	2
PSYC	305	Behavioral Stats for Health Prof.	3
ENGL	202-204	English or American Literature	3
Total Hours:			16

Nursing: Semester 5			
Prefix	#	Title	Hours
NURS	405	Research in Healthcare	3
NURS	409	Community Health Nursing	4
NURS	431	Adult Health III	4
POLI201 or CHST140		History Elective	3
Total Hours:			14

Nursing: Semester 6			
Prefix	#	Title	Hours
NURS	404	Leadership/Management	5
NURS	430	Capstone: Prep/Prof Role	3
NURS	432	Clinical Immersion IV	4
-	-	-	-
Total Hours:			12

Chapter 8: Compliance Policies and Regulations

For general information, policies and regulations applying to all CSU students refer to the CSU Undergraduate Catalog.

The College of Nursing policies are found in the CSU Undergraduate Catalog and the College of Nursing Student Handbook. Policies in the College of Nursing Student Handbook are reviewed and updated annually and take precedence over those in the CSU Undergraduate Catalog and CSU Student Handbook if there is a discrepancy.

Enrollment

Once accepted into the nursing program, all students must maintain full-time enrollment in the nursing program, unless otherwise approved by the Dean of the College of Nursing. Students should refer to the Financial Information - Business Office section of the CSU Academic Catalog for financial information.

Criminal Background Check

In compliance with the affiliation agreements between Charleston Southern University, the College of Nursing, and practice facilities/agencies, a criminal background check is required for all nursing students participating in clinical education/learning experiences. The enforcement of this policy is in conjunction with the facilities/agencies compliance with The Joint Commission Standards that require criminal background checks on anyone providing care, treatment, or services.

The purpose of this policy is to:

1. Promote and protect patient/client safety.
2. Comply with clinical affiliates that require a student and faculty background check as a condition of their contract.
3. Promote early submission by students of petition for a review of convictions in order to continue in the nursing program.
4. Provide early identification of students who may have difficulty meeting eligibility for licensure requirements.

Conduct of Criminal Background Check

All students in the nursing program are required to complete an annual background check and drug screen through CastleBranch. Results of the background check and drug screen must be shared with and approved by each clinical site prior to any clinical rotation. If a student is denied access to any clinical agency, it will result in the student being withdrawn from the nursing program.

Students who have prior disciplinary actions and/or convictions may not be eligible to take the NCLEX-RN examination and/or be licensed by the State Board of Nursing. The Board on Nursing will not review disciplinary actions and/or convictions against a student until the

student's application to test is submitted by the College of Nursing. The Board of Nursing conducts its own criminal background check and makes the determination if the student is eligible to take the NCLEX-RN test. The College of Nursing has no way to determine the decision of the Board of Nursing. Students may contact the Board of Nursing directly to seek additional information. Students with results on their background check, including speeding tickets and minor traffic violations, must discuss their results with the clinical compliance coordinator.

Results of the criminal background checks will be made available to the dean of the College of Nursing by the designated agency/company selected to perform the criminal background check. The Dean will make the results available to the individual student. The Dean or designee(s) will validate to the clinical facilities/agencies that the student has passed a criminal background check.

Newly admitted students must complete the criminal background check as soon as the acceptance letter is received. This allows time for the results to be received by the College of Nursing no later than June 30th for the fall semester and December 21st for the spring semester. Failure to comply with this mandate will result in the student being withdrawn from the nursing program. As part of the signed application to the nursing program, students indicate their knowledge of this policy and their belief that they do not have any criminal history that would disqualify them from clinical practice and/or licensure.

Unsatisfactory Results

Failure to pass a criminal background check may prevent a student from enrolling and/or continuing in the nursing program. A student with a significant criminal background screen will be required to withdraw from the program.

A significant criminal background screen means a conviction for any matter (a) listed in the *Laws Governing Nursing in South Carolina*, published by the South Carolina Department of Labor, Licensing and Regulation, Board of Nursing, that would prohibit licensure; (b) noted by the program accrediting agency; and/or (c) identified by a clinical affiliate as unacceptable for clinical practice.

Record Keeping

All criminal background information will be kept in confidential electronic files. The dean of the College of Nursing and clinical compliance coordinator will have access to these files.

Students Rights

If a student believes his/her background information is incorrect, he/she will have an opportunity to dispute the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student in question. The student will not be able to enroll in the nursing program until the matter is resolved.

What does the background check consist of?

- Criminal History Investigation (7 years)
- Sexual Offender Registry/Predator Registry
- Social Security Number Verification
- Positive Identification National Locator with Previous Address
- Maiden/AKA Name Search
- Medicare/Medicaid Sanctioned, Excluded Individuals Report
- Office of Research Integrity (ORI) Search
- Office of Regulatory Affairs (ORA Search
- FDA Debarment Check
- National Wants & Warrants Submission
- Investigative Application Review (by Licensed Investigator)
- National Healthcare Data Bank (NHDB) Sanction Report
- Misconduct Registry Search
- Executive Order 13224 Terrorism Sanctions Regulations
- Employment Verification (3 most recent employers)

Drug Screen Policy and Procedure

The university and the College of Nursing are committed to protecting the safety and health of its students as well as people who they may come in contact with during clinical learning experiences. Use of substances that interfere with the judgment and/or motor coordination of students within the College of Nursing poses unacceptable risks for their clients/patients, Charleston Southern University, the faculty, and healthcare agencies.

The university prohibits the illicit use, possession, sale, distribution, or knowingly being in the presence of any narcotic, marijuana, stimulants, hallucinogens, or other similar drugs and/or chemicals on or off campus.

A nursing student with any history of drug or alcohol abuse may be required to obtain special permission from the South Carolina State Board of Nursing before being allowed to take the NCLEX-RN licensure exam.

Due to the requirements of the affiliating clinical facilities, each nursing student is required to take an annual urine drug screen. All students must be free of alcohol and unlawful drug use in order to enroll and/or continue in the nursing program. Nursing students will not be allowed to participate in clinical learning experiences until negative drug screen results have been received. Students who refuse to submit to the urine drug screen will not be permitted to begin and/or continue in the nursing program.

Procedure for Obtaining Urine Drug Screen

1. Students will place an order for their urine drug screen through CastleBranch. Once received, the company will email the student with directions to go to the nearest collection facility to submit his/her urine specimen.
2. The College of Nursing has opted to use e-chain drug testing forms, which eliminates the need for hard copy forms.
3. Substances tested for:
 - a. Amphetamines (methamphetamine)
 - b. Barbiturate
 - c. Benzodiazepines
 - d. Cocaine
 - e. Creatinine
 - f. Cannabinoids
 - g. Methadone
 - h. Methaqualone
 - i. Opiates (Codeine and Morphine)
 - j. Phencyclidine
 - k. Propoxyphene
 - l. PH
4. The testing device is a Food and Drug Administration (FDA) approved one-step drug test, which is 99% acute.
5. Cut-off levels are set to the SAMSHA- Substance Abuse and Mental Health Service Administration standards.

Results

1. A drug screen will be presumed non-negative if any of the drugs listed above are found and when further reviewed by the Medical Review Officer (MRO) could not verify or confirm acceptable justification with proper documentation.
2. Negative results are typically returned within 24 hours. All results are posted to the student's CastleBranch account for review by the College of Nursing.
3. All results will be kept confidential. The College of Nursing and clinical agencies will have access to view the student's drug screen results on their CastleBranch account. Results will not be given to parents, guardians, or spouses.
4. The College of Nursing must receive drug screening results by the due date established by the dean and clinical compliance coordinator.
5. All non-negative tests are sent to an MRO for further review. The MRO will contact the student for an interview; a minimum of three contact attempts will be made over a two day time period. The MRO will request written documentation for any prescription(s) that

may have produced positive test results. The student will have 24 hours to provide written documentation of their prescription(s).

6. Students may also be contacted to retest if the drug test results in a fatal flaw or dilute negative. The student will receive a new registration form (via email) and must take it back to the lab. If the specimen is rejected due to donor error, the student may be contacted to place or pay for a new order.

Non-Negative Urine Drug Screen

1. The Dean of the College of Nursing will interview the student.
2. The student will be required to submit collection of a second urine sample for drug screen at the student's expense.
3. After all testing has been completed, a non-negative drug screen with evidence of drug use will require the student to be withdrawn from the nursing program and will prohibit the student from enrolling and/or continuing in the program.
4. Disciplinary action may be taken by the university in accordance with the Charleston Southern University Student Handbook.
5. Students who have a non-negative drug screen are not eligible for entrance or readmission to the program.

Random Drug Screens

A random drug screen (hair and/or urine testing) may be requested by the College of Nursing or a clinical facility at any time during the student's enrollment in the program. The student will incur the cost of the random drug screen.

Substance Use Policy

Charleston Southern University states its policy in the Student Code of Conduct section in the Student Handbook regarding the use and misuse of alcohol and illegal drugs. The policy serves as the basis for individual and group decision-making and as a standard of behavior. The procedures and consequences for handling violations are also discussed in the student handbook. Every student at the university, "by virtue of enrollment, has agreed to abide by and uphold the policies of this institution."

Use of substances that interfere with the judgment and/or motor coordination of the College of Nursing students pose unacceptable risks for their clients/patients, Charleston Southern

University, faculty, and healthcare agencies. Therefore, being under the influence of or using alcohol or illegal drugs and/or misusing legal therapeutic drugs while engaged in any portion of the educational experience is strictly prohibited.

Accessibility Services Statement

The College of Nursing complies with the Americans with Disabilities Act (ADA) guidelines. Students who believe they require accommodation should review the requirements and procedures for special accommodations on the CSU Accessibility Services website.

Approval for accommodations is granted by the CSU Accessibility Services. It is the student's responsibility to request the accommodation in a timely manner. Students may contact the Accessibility Services office at 843-863-7159. Students who have been approved to receive accommodations must provide each course professor and clinical and lab instructor with a copy of the accommodation plan created by the CSU Accessibility Services at the beginning of each semester.

Health Insurance Portability and Accountability Act

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations regarding privacy of health information, student health information submitted to the College of Nursing as a requirement for enrollment and participation in clinical learning experiences will be secured in individual student records in locked cabinets. Health information on individual students may be used or disclosed:

1. For Treatment – The College of Nursing may use or disclose health information about a student to a healthcare provider to facilitate medical treatment or to an emergency dispatcher in the case of an emergency should the student become injured or ill while off campus at an assigned facility.
2. As Required by Law – The College of Nursing will disclose health information about a student when required to do so by federal, state, or local law. For example, the College of Nursing may disclose health information when required by a court order in a litigation proceeding such as a malpractice action.
3. To Avert a Serious Threat to Health or Safety - The College of Nursing may use and disclose health information about a student when necessary to prevent a serious threat to the health and safety of the student, public, or patients for whom the student provides care. Any disclosure would only be to someone able to help prevent the threat.
4. Disclosure to a Health Plan Sponsor – Health information may be disclosed for purposes of facilitating claims of payment under the student's primary health plan in the event the student becomes injured or ill while off campus at an assigned facility.

5. Law Enforcement – The College of Nursing may release health information if asked to do so by a law enforcement official:
 - a. In response to a court order, subpoena, warrant, summons, or similar process.
 - b. To identify or locate a suspect, fugitive, material witness, or missing person.
 - c. About the victim of a crime, if, under certain limited circumstances, the school is unable to obtain the person's agreement.
 - d. About a death believed to be the result of a criminal conduct.
 - e. About criminal conduct at the hospital; and
 - f. In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.
6. Coroners, Medical Examiners and Funeral Directors – The College of Nursing may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.
7. National Security and Intelligence Activities – The College of Nursing may release health information about the student to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

General Dress Standards in Clinical, Simulation, and Lab

1. **Hair** - Hair should be neat, clean, and of a style that stays out of the face when giving patient care. Hair that is below shoulder length should be secured so that it cannot fall forward over the shoulder. Hair color must be a natural tone. No brightly colored or elaborate ornaments may be worn in the hair. Males may have beards and/or mustaches; however, these must be kept well-groomed and clean.
2. **Nails** – Fingernails should be short enough so that they will not injure patients. Clear or light-colored nail polish may be worn but must be kept neat in appearance. Artificial nails of any type are not allowed in the laboratory or clinical settings.
3. **Jewelry** - Only wedding rings may be worn. Earrings may be worn if less than one-half inch in diameter. One stud/earring per ear is allowed in the lobe of the ear. Bracelets, necklaces, dangling earrings, and visible body and facial piercing jewelry are not permitted.
4. **Odors** - Perfumes, colognes, lotions, smoke, and deodorants with heavy scents are not permitted.
5. **Tattoos** – Visible tattoos and body art are at the discretion of the clinical facilities and must not be offensive in nature. This policy may change based on clinical facility requirements. Students may be required to cover visible tattoos and body art at any time based on clinical facility requests.

6. **Shoes/Socks** – No canvas or mesh-type shoes, athletic shoes, clogs, open-toed or open back shoes, sandals, or high heels are allowed. Shoes should be non-skid. Socks must be solid in color (white, black, gray, navy, or brown).
7. **Undershirts** – Undershirts, long or short-sleeve, may be worn under the uniform, but must be white in color. Undershirts are required if chest hair is visible.

Students will be held accountable for all professional and general dress standards. Students failing to comply with the standards will not be allowed to attend the clinical, simulation, or lab session for that day and will receive an "unsatisfactory" for the clinical, simulation, or lab session, and an absence will be recorded. Faculty are responsible for ensuring that students adhere to the professional and general dress standards.

Approved by the College of Nursing Faculty Assembly: August 2026

Appendices

Appendix A: Acknowledgement of Student Handbook

Appendix B: College of Nursing Honor Pledge

Appendix A: Acknowledgment of Student Handbook



COLLEGE OF NURSING

Pre-Nursing Student Handbook Acknowledgment 2026 – 2027 Academic Year

I understand that:

- The Charleston Southern University College of Nursing Pre-Nursing Student Handbook is reviewed and updated each academic year and that the final version will be available for me to review in the fall.
- I am responsible for reading the handbook in its entirety each year that I am in the pre-nursing level of the program.
- I am responsible for reviewing and understanding changes made to the Pre-Nursing Student Handbook that are communicated to me via email, announcement, or the Pre-Nursing Advisement BlackBoard page.
- My signature indicates that I have read and understand my responsibility to uphold the academic policies and procedures outlined in the Pre-Nursing Student Handbook.

Signature: __ Please digitally sign acknowledgement on the main BlackBoard page __

Integrating Faith in Learning, Leading and Serving

9200 UNIVERSITY BOULEVARD • POST OFFICE BOX 118087 • CHARLESTON, SOUTH CAROLINA 29423-8087
WWW.CHARLESTONSOUTHERN.EDU • PHONE (843) 863-7075 • FAX (843) 863-7540

Appendix B: College of Nursing Honor Pledge



COLLEGE OF NURSING

A Community of Honor

As a liberal arts university committed to the Christian faith, Charleston Southern University seeks to develop ethical men and women of disciplined, creative minds and lives that focus on leadership, service and learning. The Honor System of Charleston Southern University is designed to provide an academic community of trust in which students can enjoy the opportunity to grow both intellectually and personally.

College of Nursing

Nursing students are also members of the College of Nursing community, thereby requiring consistent demonstration of high ethical standards, professionalism, respect, honesty, and integrity while in the academic and clinical settings. College of Nursing students are expected to adhere to all policies and procedures as outlined in the BSN Student Handbook. Violation of policies and procedures may result in disciplinary action, including sanctions and possible dismissal from the College of Nursing. Additionally, students should familiarize themselves with the American Nurses Association Code of Ethics for Nurses. <https://www.nursingworld.org/coeview-only>

Honor Pledge

All Charleston Southern University students are bound by the Honor Pledge, Article VII of the Student Government Association. The Honor Pledge is as follows: "I do hereby pledge to uphold the honor of Charleston Southern University by refraining from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake, both by upholding the Honor System and by helping others to do so. I understand the Honor System and realize that a plea of ignorance will not be accepted."

By signing below, I acknowledge that I have read and understand the Charleston Southern University Honor Pledge and College of Nursing policies.

Student Name

Student ID Number

Student Signature

Date