College of Nursing
Master of Science in Nursing

Student Handbook
Of
Academic Policies and Procedures
2025-2026
(amended January 2026)

Integrating Faith in Learning, Leading, and Serving

Charleston Southern University

Table of Contents

MSN Student Handbook of Academic Policies and Procedures

Welcome to the College of Nursing at Charleston Southern University!

This handbook for graduate students at the College of Nursing provides information regarding policies, procedures, available resources, and issues that pertain to student academic life. It also outlines the rights and responsibilities of all College of Nursing students.

Students are responsible for using the handbook as a resource when questions arise and as a guide to academic and non-academic policies and procedures. All students are required to sign the Handbook Acknowledgment document, which certifies that students are responsible for:

Reading the handbook to its entirety
Reviewing and understanding any changes made to the Handbook during the entire time they are enrolled as a student in the College of Nursing
Recognizing that changes made to policies and procedures may impact them as a student

Please note that information in the Student Handbook is updated annually. Changes in policies may be implemented immediately throughout the academic year, and students will be notified of any changes. The information in this handbook is accurate as of January 2026. A copy of the MSN Student Handbook of Academic Policies and Procedures is available electronically on the College of Nursing MSN website.

2025-2026 Academic Calendar

Summer 2025

Maymester
May 12	MSN Maymester Begins
May 14	Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full Tuition Refund if Withdrawing from CSU by 5:00 pm
May 19	No Shows are Due at Noon
May 21	Last date to withdraw from Maymester I Classes with grade of "W" by 5:00 p.m.
May 26	Memorial Day (Campus closed)
May 30	MSN Maymester Ends and Final Exams
Jun 3	Grades are due at noon

Summer I
Jun 2	MSN Summer I Begins
Jun 4	Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full Tuition Refund if Withdrawing from CSU by 5:00 pm
Jun 9	No Shows are Due at Noon
Jun 18	Last date to withdraw from Summer I Classes with a grade of "W" by 5:00 p.m.
July 4	Independence Day (Campus Closed)
July 4	MSN Summer II Ends and Final Exams
July 8	Grades are due at noon

Summer II
July 7	MSN Summer II Begins
July 9	Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full Tuition Refund if Withdrawing from CSU by 5:00 pm
July 14	No Shows are Due at Noon
July 23	Last date to withdraw from Summer II Classes with a grade of "W" by 5:00 p.m.
August 8	MSN Summer II Ends and Final Exams
August 12	Grades are due at noon

Fall 2025

Fall I

August 25	MSN Fall I Begins
August 27	Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full Tuition Refund if Withdrawing from CSU by 5:00 pm
September 1	Labor Day (Campus closed)
September 2	No Shows are Due at Noon
September 10	Last date to withdraw from Fall I Classes with grade of "W" by 5:00 p.m.
September 26	MSN Fall I Ends and Final Exams
September 30	Grades are due at noon

Fall II

September 29	MSN Fall II Begins
October 1	Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full Tuition Refund if Withdrawing from CSU by 5:00 pm
October 6	No Shows are Due at Noon
October 13 - 14	Fall Break
October 15	Last date to withdraw from Fall II Classes with grade of 'W' by 5:00 p.m.
October 31	MSN Fall II Ends and Final Exams
November 4	Grades are due at noon

Fall III

November 3	MSN Fall III Begins
November 5	Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full Tuition Refund if Withdrawing from CSU by 5:00 pm
November 10	No Shows are Due at Noon
November 19	Last date to withdraw, Fall III Classes with grade of 'W' by 5:00 p.m.
November 26 – 28	Thanksgiving Holiday (Campus Closed)
December 5	MSN Fall III Ends and Final Exams
December 16	Grades are due at noon

Spring 2026

Spring I
January 12   MSN Spring I Begins
January 14   Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full
               Tuition Refund if Withdrawing from CSU by 5:00 pm
January 19   Martin Lutheran King Holiday (campus closed)
January 20   No Shows are Due at Noon
January 28   Last date to withdraw from Spring I Classes with a grade of "W" by 5:00 p.m.
February 13   MSN Spring I Ends and Final Exams
February 17   Grades are due at noon

Spring II
February 16   MSN Spring II Begins
February 18   Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full
               Tuition Refund if Withdrawing from CSU by 5:00 pm
February 23   No Shows are Due at Noon
March 4   Last date to withdraw from Spring II Classes with a grade of "W" by 5:00 p.m.
March 9–13   Spring Break
March 27   MSN Spring II Ends and Final Exams
March 31   Grades are due at noon

Spring III
March 30   MSN Spring III Begins
April 1   Last date to Register or Drop/Add Classes by 5:00 pm: Last Day for a Full
               Tuition Refund if Withdrawing from CSU by 5:00 pm
April 3   Good Friday (Campus Closed)
April 6   No Shows are Due at Noon
April 15   Last date to withdraw from Spring III Classes with a grade of "W" by 5:00 p.m.
May 1   MSN Spring III Ends and Final Exams
May 5   Grades are due at noon

Chapter 1

MSN PROGRAM BACKGROUND

MISSION

To prepare advanced practice nurses who are committed to the pursuit of excellence and a life of service and leadership through a high-quality educational program with a Biblical model of caring and serving individuals, families, groups, and society; ministering to the whole person, both physically and spiritually.

PURPOSE

The Master of Science in Nursing (MSN) program at Charleston Southern University is a faith-based graduate nursing program that prepares nurses to serve in advanced nursing roles within the healthcare community. The curriculum prepares graduates for educator, leadership, and practice positions, emphasizing the spiritual, ethical, and moral dimensions of the art of nursing.

PHILOSOPHY

The philosophy of the College of Nursing revolves around developing nurses in a personal, professional, clinical and spiritual sense. The Faculty of the College of Nursing is an integral part of the Charleston Southern University community. We support the mission and purpose of the University to provide an education which encompasses concepts that will determine the quality of life and equip students for significant roles in leadership, lifelong learning, and service. The faculty strives to enhance student academic excellence and Christian character in a Christian environment. The faculty prepare graduates with an increased level of critical thinking skills for personal and professional decision-making. These skills enable graduates to provide care to individuals, families, groups, communities, and populations in response to rapidly changing and complex social and technologically advancing global environments. The faculty of the College of Nursing believes that:

A *person* is a unique individual, possessing dignity and worth, who is created in the image of God. A person is comprised of integrated dimensions of biopsychosocial and spiritual variables, but when examined as a whole is more than the sum of the parts. In the process of self-realization, the person progresses through developmental stages. Each person has innate and acquired strengths and limitations, which influence the ability to adapt throughout life.

The *environment* is a complex structure composed of systems and subsystems, which interact in the chain of life. Environment encompasses the physical realm of inanimate and animate objects. The inanimate realm includes the basic elements essential to life. The environment of human community, as part of the animate realm, includes society and its inherent cultures. Culture defines the person's values, roles, expectations, and behavior. The importance of health to a person may be influenced by culture. Persons are in constant interaction with the environment. These surroundings are a source of internal and external stressors and resources, which assist or hinder the person in the adaptation to environment.

Health is a dynamic state of being, which is determined by the ability to adapt. Health is a human response to stressors in an effort to maintain equilibrium. Adaptation is the process by which one attempts to maintain equilibrium. Varying levels of health exist which fluctuate in response to interaction with the internal and external stressors in the environment. Failure to maintain equilibrium results in physical, psychosocial, or spiritual disequilibrium.

Nursing is an art and science utilizing specialized knowledge. The art of nursing is caring. Caring is the creative and dynamic application of nursing knowledge emphasizing the human aspect. The science of nursing is built on theoretical foundations acquired from the arts, humanities and the biological, physical and behavioral sciences. The combination of the art and sciences makes nursing a unique practice discipline, which is goal-directed through the use of the nursing process. Nursing process is a scientific method of problem solving, the steps of which are assessing, analyzing, planning, intervening and evaluating.

In an advocacy state, nursing delivers varying levels of care in a collaborative and therapeutic relationship with the client. The graduate recognizes safe, quality patient care is achieved through collaboration and communication with other disciplines within the health care system, nursing coordinates and manages care of the client, while maintaining quality of care and promoting safety in practice. In order to respond to the needs of clients in complex health care systems, multiple nursing roles at various educational levels are required to meet society's diverse health needs.

Education is the process of creative application of the principles of teaching and learning. Education is goal-directed and can occur in formal and informal settings.

Learning is an active, continuous, life-long process through which the individual's knowledge, attitudes or behavior is changed. Learning is achieved as a result of developing the individual's inherent abilities through organized or independent experiences. These experiences may be actual or simulated in nature and may involve the use of information technology. The learner is an individual with self-perceived learning needs and goals, and varying degrees of readiness.

Teaching is an ongoing interactive process whereby knowledge, skills and experience are shared between the teacher and learner. The teacher is the facilitator of the teaching-learning process. Teaching is effective when learning occurs.

Nursing education is a systemized plan for assisting the learner to acquire an essential body of knowledge including interpersonal, intellectual and psychomotor skills and attitudes, which are essential for the learner to be accountable as a member of the profession of nursing. This education is based on learning principles—familiar to unfamiliar, simple to complex, and known to unknown. Nursing education is based upon a liberal arts education, which enables the students to think critically, to seek out information, and to problem solve. This education can best be obtained in the collegiate setting. This setting provides a balance between general education and nursing education, thus enabling the graduate to function effectively as a contributing member of nursing and society. Nursing education contains a common core of nursing knowledge and competencies, which serve as a basis for nursing practice.

Faith Integration is the reflection of Christian faith within the education of students. It is a privilege of Christian educators and requires faculty to commit to academic excellence and work toward integrating faith to the glory of God. Faculty are called to help students learn to be more like Christ and to provide academic guidance that will help nursing students practice their profession with Christian distinction.

Education at the baccalaureate degree level prepares the professional nurse. The baccalaureate graduate is prepared to provide care in multiple settings to individuals, families, groups, communities, and populations with less common and more complex health stressors. This graduate is able to function independently, assume leadership roles, and is prepared to seek further education in a graduate setting and assume emerging roles with additional preparation.

Beyond the baccalaureate degree, the graduate continues to identify personal and professional learning needs. These needs may be met through continuing education or advanced degree preparation at the master's and/or doctoral levels. Graduate education prepares the nursing student as a specialist in a selected area of concentration.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

MSN-Nurse Educator Emphasis
The Nurse Educator emphasis prepares nurses to serve in the faculty/nurse educator roles within health care settings. The curriculum prepares graduates to develop and evaluate curriculum and to effectively implement innovative teaching strategies using multiple learning formats. Focus will be on curriculum design, delivery and evaluation, informatics integration, evidence-based educational strategies and supporting quality and safety in the classroom, clinical and healthcare settings.

MSN-Nursing Leadership and Health Care Administration Emphasis
The Nursing Leadership and Health Care Administration emphasis prepares nurses to serve in leadership and administrative roles within health care settings. The curriculum uses diverse leadership and organizational theories as a foundation and is designed to provide the participant with advanced problem-solving skills to address issues in modern healthcare. Focus will be on new models of leadership, strategic planning, program development and management, financial management, evidence-based healthcare delivery and change project design and implementation.

The End-of-Program Student Learning Outcomes (SLOs) of the MSN Program are built upon the American Association of Colleges of Nursing (AACN) Essentials, the National League for Nursing (NLN) Core Competencies for Novice Nurse Educators, and the American Organization for Nursing Leadership (AONL) Core Competencies for Nurse Leaders. Graduates with a Master of Science in Nursing degree from the College of Nursing will:

1. Synthesize interdisciplinary research.
   (AACN Essentials Domain 4—Scholarship for Nursing Practice; AONL Competency—Knowledge of the Healthcare Environment; NLN Competency VII—Engage in Scholarship)

2. Evaluate a broad range of change, leadership, teaching and management strategies for influencing health policy, improving nursing practice and health care systems.
(AACN Essentials Domain 7—Systems-Based Practice; AONL Competency—Leadership; NLN Competency V—Function as a Change Agent and Leader)

3. Analyze the ethical, legal, financial, social, political and spiritual issues impacting diverse client populations, health care, nursing practice and education, with an emphasis on identifying and implementing strategies for enhancement or resolution.
(AACN Essentials Domain 3—Population Health; AACN Essentials Domain 8 – Information and Healthcare Technologies; AONL Competencies--Professionalism and Business Skills; NLN Competency VI—Pursue Continuous Quality Improvement in the Nurse Educator Role)

4. Synthesize interdisciplinary theoretical foundations.
(AACN Essentials Domain 1—Knowledge of Nursing Practice; AONL Competency—Knowledge of the Healthcare Environment; NLN Competency I—Facilitate Learning)

5. Apply knowledge, concepts, strategies, and evidence-based research findings to promote health, prevent disease, enhance the quality of health care and improve the environment in which health care is provided.
(AACN Essentials Domain 2—Person-Centered Care and Domain 5—Quality and Safety; AONL Competencies—Knowledge of the Healthcare Environment and Leadership; NLN Competency VI—Pursue Continuous Quality Improvement in the Nurse Educator Role)

6. Synthesize interdisciplinary knowledge to facilitate application in an MSN graduate nursing role.
(AACN Essentials Domain 9—Professionalism and Domain 10—Personal, Professional, and Leadership Development; AONL Competencies—Professionalism, Communication and Relationship-building, and Business Skills; NLN Competency II—Facilitate Learner Development and Socialization)

7. Function effectively in an MSN graduate nursing role through collaboration and communication within the healthcare environment to establish a climate that fosters the development of others and facilitates a commitment to excellence in nursing and lifelong learning.
(AACN Essentials Domain 6—Interprofessional Partnerships; AONL Competency—Communication and Relationship-Building; NLN Competency 1—Facilitate Learning)

8. Demonstrate general MSN and role specific competencies.
(AACN Essential Domain 9—Professionalism; AONL Competencies—Knowledge of the Healthcare Environment, Leadership, Communication and Relationship-Building, Professionalism, and Business Skills; NLN Competency III—Use Assessment and Evaluation Strategies, NLN Competency IV - Participate in Curriculum Design and Evaluation of Program Outcomes, and NLN Competency VIII - Function within the Educational Environment)

9. Integrate professional identity and a faith-based perspectives to guide behaviors and decision-making in an MSN graduate nursing role.
(AACN Essentials Domain 9 – Professionalism; AONL Competency- Professionalism: NLN Competency VI—Pursue Continuous Quality Improvement in the Nurse Educator Role)

ROLE-SPECIFIC COMPETENCIES AND END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Upon program completion, graduates will demonstrate both achievement of (1) role-specific competencies and (2) End-of-Program Student Learning Outcomes. Achievement of the role-specific competencies and end-of-program student learning outcomes is evaluated by faculty through various assignments and/or clinical experiences in the program of study for each program option.

BSN-MSN and ADN-MSN Nurse Leader Option (Full-time and Part-time) Competencies

1) Communication and Relationship Building
2) Knowledge of the Health Care Environment
3) Professionalism
4) Leadership
5) Business Skills

Nurse Leader Competencies are based upon the American Organization for Nurse Leaders Core Competencies available at this site:
https://www.aonl.org/system/files/media/file/2025/05/AONL-CoreCompetencies-pdf-May2025.pdf

BSN-MSN and ADN-MSN Nurse Educator Option (Full-time and Part-time) Competencies

Nurse Educator Competencies are based on NLN Novice Nurse Educator Competencies available at this site:
https://www.nln.org/news/newsroomnln-position-documents/novice-nurse-educator-competencies-with-task-statements

1) Competency I: Facilitate Learning
2) Competency II: Facilitate Learner Development and Socialization
3) Competency III: Use Assessment and Evaluation Strategies
4) Competency IV: Participate in Curriculum Design and Evaluation of Program Outcomes
5) Competency V: Function as a Change Agent and Leader
6) Competency VI: Pursue Continuous Quality Improvement in the Nurse Educator Role
7) Competency VII: Engage in Scholarship
8) Competency VIII: Function within the Educational Environment

SCHOLARSHIP

The College of Nursing defines scholarship as "those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods" (American Association of Colleges of Nursing, 1999).

HISTORY

Charleston Southern University (CSU) has a long history of providing nursing education. During the 1970s and 1980s, the University offered a successful associate degree in nursing program. Although the University decided to cease operations of the nursing program in 1983, the idea of nursing remained on university officials' minds.

In January 1993, the Board of Trustees approved the beginning of a baccalaureate program at CSU, the College of Nursing (CON). Pre-nursing students began enrolling in the Fall of 1994. The first students were admitted into the nursing major in Fall 1995 with students admitted each subsequent Fall semester. The first students to receive a Bachelor of Science in Nursing graduated in May 1998

An MSN degree in Nursing Education was proposed in 2008 to prepare nurses to teach at a faculty level in nursing programs as well as to accept educator positions within hospital and clinic settings. This program targets BSN nurses as well as ADN nurses who have completed the prerequisite non-nursing coursework and BSN bridge courses. The curriculum is modeled after the National League for Nursing (NLN) criteria for certification as a Nurse Educator (CNE). The first cohort of the Master's program started in the Fall of 2009 and graduated in December, 2010. Since that time, additional programs/emphases have been added, including the Nursing Leadership and Healthcare Administration track, as well as a Post-Master's Certificate in Nursing Education.

The Derry Patterson Wingo School of Nursing, now the College of Nursing, at Charleston Southern University, was named for the late Derry Patterson Wingo of Kline, South Carolina. Since the mid 1970s, both Mrs. Wingo and her husband, Henry, were strong supporters of the University. In Spring of 2014, the Board of Trustees approved the College of Nursing. The transition to a College included the addition of Kinesiology and Athletic Training programs. These programs were later housed under the College of Health Sciences, and in May 2014 the College became the College of Nursing.

ACCREDITATION

Charleston Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees.
Questions about the accreditation of Charleston Southern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The master's/post-master's certificate nursing program at Charleston Southern University at the Charleston campus located in Charleston, South Carolina is accredited by:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the master's/post-master's certificate nursing program is continuing accreditation.

View the public information disclosed by the ACEN regarding this program on the ACEN website.

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:

Summer Cora
(843)-863-7374
titleix@csuniv.edu
Office Location: 2nd floor of the Student Center

For more information on Title IX procedures, anonymous reporting, or available support, please visit the university's website here.

Accessibility Services

Any student who may need accommodations, should review the requirements/procedures provided on the Accessibility Services website. Once a student has been approved to receive accommodations through Accessibility Services, he/she will need to contact the course instructor.

COLLEGE OF NURSING ORGANIZATIONAL CHART

College of Nursing
Charleston Southern University

```
                    ┌─────────────────────┐
                    │ Vice President for   │
                    │ Academic Affairs     │
                    └─────────┬───────────┘
                              │
                    ┌─────────────────────┐        ┌──────────────┐
                    │       Dean          │ - - - -│  Advisory    │
                    │ College of Nursing  │        │  Council     │
                    └─────────┬───────────┘        └──────────────┘
─────────────────────────────────────────────────────────────────────
  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
  │ Program  │  │  ABSN    │  │Simulation│  │Pre-Nursing│ │ Clinical │  │College of│
  │Directors,│  │Coordinator│ │ Manager  │  │ Advisors │  │Compliance│  │ Nursing  │
  │BSN and MSN│ │          │  │          │  │          │  │Coordinator│ │ Faculty  │
  └──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘  └──────────┘
```

─────── = Direct

- - - - - = Consultative
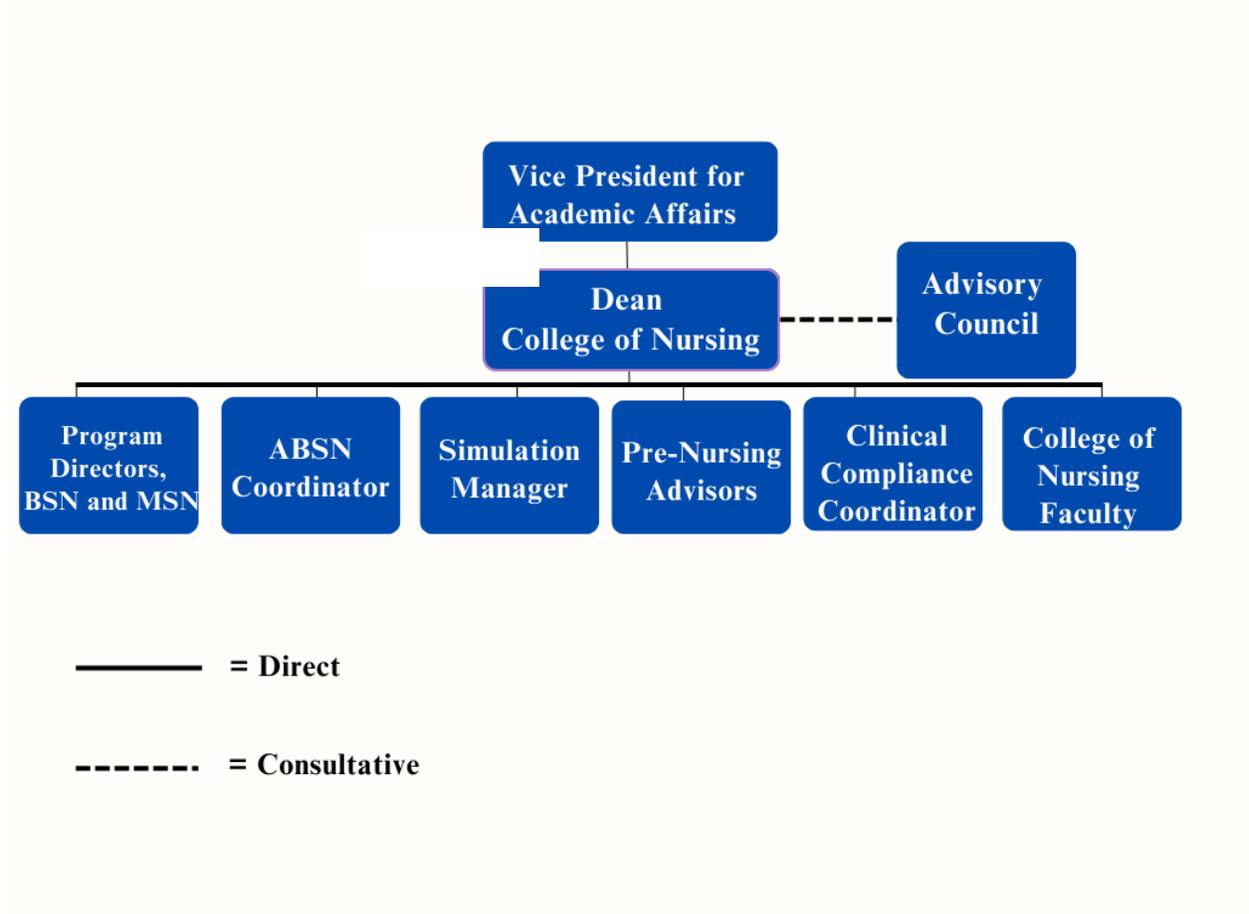
FULL-TIME FACULTY AND STAFF

Faculty

Arnold, Karen, EdD, MSN, RN, CNE
Associate Professor of Nursing

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

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

Hathcock, Surah, DNP, RN, CNE
Assistant Professor of Nursing, Director, Undergraduate Program

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

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

Timko, Donna, EdD, MSN, RN
Assistant Professor of Nursing

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

Staff

Davies, Susan, BSEd, CHSE, CHSOS
Simulation and Lab Manager

Kiser, Shannon
Pre-Nursing Advisor

McIntyre, Sabrina
Pre-Nursing Advisor

Newton, Corina
Clinical Compliance Coordinator

Chapter 2

GENERAL INFORMATION AND POLICIES

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students accepted into 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 of 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.

Each student will receive a College of Nursing MSN Student Handbook either in hard copy or will be directed to an online version each year and will sign a statement reading, "I have received a copy of the College of Nursing Student Handbook and I understand that I am responsible for abiding by the policies therein." Policies in the College of Nursing Student Handbook are subject to change. Students are informed of changes through the College of Nursing Student Handbook and other official means of communication.

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 MSN 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 handicap.

2. Participate in the teaching/learning process and to have the freedom to learn and explore all aspects of the subject matter.

3. Question the ideas or information presented in their courses.

4. 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.

Students have the responsibility to:
1. Interact with others in a professional manner, regardless of race, color, religion, age, gender, political affiliation, national origin, handicap or marital status.

2. Exercise academic freedom in a responsible, professional way, and to prepare for and participate in each learning experience according to professional standards.

3. Critically inquire regarding the material presented in their courses.

4. Maintain confidentiality in all areas of their professional practice.

5. Maintain established standards of academic/clinical performance for the courses in which they are enrolled.

6. Develop the framework for critical thinking and judgment.

6. Continue to think creatively throughout their professional lives.

7. Have a voice in the determination of the curriculum and application of institutional policy affecting academic and student affairs.

7. Be aware of the concepts of curriculum development, and to know Program Objectives and their relationship to the curriculum and CSU's Mission and Life Preparation Concepts.

8. Provide or ascertain information requested of the student and make available to the Registrar's Office and the College of Nursing

STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

The education of the students within the College of Nursing is based on the concept that integrity, sense of responsibility, and self-discipline are inherent to the profession of nursing. Each student is responsible for sustaining high ethical standards that are parallel to the concept that the professional nurse must also be accountable for professional standards within the practice of nursing. Students are expected to be familiar with and adhere to the *American Nurses' Association Code of Ethics for Nurses*[1]:

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including and expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6: Nurses, through individual and collective effort, establish, maintain, and

---

[1] American Nurses Association. (2025). Code of ethics for nurses. American Nurses Association. https://codeofethics.ana.org/provisions

improve the ethical environment of the work setting that affects nursing care and well-being of nurses.

Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8: Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

Provision 9: Nurses and their professional organizations work to enact and resources practice, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: Nursing, through organizations and association, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Mutual respect and trustworthiness between faculty and students promotes optimal learning, and students within the CON must exhibit behavior that is appropriate to the professional standards and assume personal responsibility for being in physical and mental condition to provide safe patient care and for the knowledge and skills necessary to give this care. Any questions regarding the Code of Academic and Professional Conduct must be addressed immediately to relevant faculty. The Dean of the College of Nursing will decide upon any questions regarding the meaning of any provision within this code. The Dean's decision as to any questions of interpretation of these policies is final.

DEFINITION OF UNACCEPTABLE BEHAVIOR

Academic Integrity
Charleston Southern University abides by both Undergraduate and Graduate Academic Integrity policies. Students should refer to the CSU Student Handbook regarding Guidelines for the Research Paper, A Community of Honor, and the Academic Integrity Policy. Students will have a right to appeal any removal from the program but will follow the policy provided in the Student Handbook related to the appeal processes.
1. *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.
2. *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.
3. *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.

4. *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.
5. *Falsification* of **any** coursework, documentation, or activities. This includes submitting any work of a peer as your own.
6. *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.
7. *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.

See also the MSN Program Policy of Use of AI and requirements for written work in Chapter 4.

Violating the University or College of Nursing policies on Social Media, technology, and computer/iPad usage that defines proper and ethical use of these devices.

Use of Drugs or Alcohol
Using, possessing, distributing, or selling illicit and prescription drugs or alcohol that impairs one's judgment or performance as a nursing student, including being in a class or clinical setting under the influence of alcohol or illegal drugs. Students are expected to adhere to the CON Drug Screen Policy and Procedure and Substance Abuse Policy.

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 within the nursing profession.

Violating HIPAA
Patient privacy should be always maintained. All information that could identify the patient must be removed from all submitted work. Written documents that contain private health information must be carefully stored or shredded to prevent the circulation of confidential patient information. Students may not take photographs or make copies of any medical charts and patient health information. Students will be required to meet all of the clinical agency's requirements pertaining to HIPAA regulations as part of the clinical affiliation.

Disruptive Behavior/Unprofessional Behavior/Incivility
Obstructing or disrupting classes, clinicals, or other activities or programs of the CON. Students are expected to adhere to the CON Incivility Policy.

Sexual and Other Unlawful Harassment
This includes not only sexual harassment, but also stalking, repeatedly sending emails, making phone calls, or transmitting documents that are unwanted or uninvited, making threats, and any other wrongful conduct that seriously interferes with the work or student of any member of the University community or guest.

POLICY On AI USE in the MSN PROGRAM

Preamble:
The Charleston Southern University College of Nursing takes the ethical and professional stance that students in all graduate nursing courses should generate their own written work (e.g., classroom assignments, publications, presentations, etc.) and to cite all professional references that are used in that work. 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 Master of Science in Nursing Program holds a Level One stance (AI prohibited, see details below) for all assignments in all MSN 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. Although we acknowledge that AI systems, such as ChatGPT, can play a role in retrieving and generating certain forms of text and symbols, we hold that in most cases writing is a creative form of human expression that involves inquiry, intent, imagination, and problem-solving.

In the Charleston Southern University Master of Science in Nursing Program, 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 Master of Science in Nursing Program affirms:

1. Prohibitive assignments: AI-generated content (as well as any other outside sources) should never be used for the insight/reflection/reaction papers, discussion posts, on-line exams or quizzes, or any assignment where independent reasoning and professional judgment are being directly assessed. The Program ascribes to the value of reflective practice as a key competency for Nurse Leaders and Nurse Educators. Reflective practice requires critical thinking and idea generation without assistance from outside parties.

   For all MSN 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 Co-Pilot and the "Editing" feature in Microsoft Word) is not allowed for use in MSN 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 (may not include AI tools or links to AI tools), 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 only the allowable assistance has been used in each assignment.

2. Permitted Use with Conditions: 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/or 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 resources, 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 Master of Science in Nursing Program follows CSU Policy R-58 Academic Integrity Policy regarding plagiarism and academic dishonesty, which includes the unauthorized use of AI. A violation of the AI Policy will result in an Academic Violation form to 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 Master of Science in Nursing Program.

4. College of Nursing MSN 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.

INCIVILITY POLICY
(Also known as lateral violence, disruptive behavior, bullying, horizontal violence, and verbal abuse)

Definition

Incivility is defined as rude and/or disruptive behaviors, which results in psychological or physiological distress (this includes any form of physical, verbal, or emotional 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 upset, 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:
- Not responding to email, letters, or voicemail that requires a reply
- Sending emails that are rude or inflammatory in nature
- Nonverbal behaviors (eye-rolling, raising of eyebrows, making faces)
- Verbal behaviors (covert or overt snide remarks, lack of openness, abrupt responses)
- Intimidating verbal and nonverbal behaviors.
- Undermining activities (turning away, not available)

- Withholding information to intentionally cause 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 at another
- 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, clinical, lab, lounges, or in any online settings.
- Speaking with a condescending attitude
- Demeaning, belittling, or harassing others

Reporting

Everyone (Faculty and Students) in the College of Nursing is 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 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.

If you are the Victim:
If you have reason to believe that you are the victim of incivility you should:
- Gain control. Recognize that the aggressor is at fault – not you.
- Get help from the Dean of the College of Nursing
- Make an action plan
- Confront the aggressor. Make it clear that the behavior is offensive and must stop. Use the word "I" and specifically describe the behavior and how it made you feel.
- Make a formal written complaint using the format below and submit it to the Dean.

If You Observe the Behavior:
- If you have reason to believe that you observed an incident of incivility you should:
- Go stand by the victim
- Offer to go with the victim to report it to the Dean of the College of Nursing
- Document your observations using the format below and submit it to the Dean of the College of Nursing

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
- Professionalism Violation Form

PROFESSIONAL BOUNDARIES POLICY

It is essential that faculty members always maintain professional boundaries with students. While it may be necessary to share cell phone numbers with students so that they can contact faculty during the clinical day, students should be notified that this is the only appropriate use of these numbers. Any other communication with faculty members should be done via CSU e-mail accounts.

While students are in the 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. Faculty are not to accept gifts from students.

COMMUNICATION IN THE COLLEGE OF NURSING

Student-Faculty Communication

Students must always maintain professionalism when communicating with a faculty or staff member. Students are encouraged to take course-related concerns to the appropriate faculty member first. If a concern is not resolved, the student should follow the organizational chain of command in the College of Nursing and bring their concerns to the MSN Director. Students may also communicate concerns or suggestions to the MSN Graduate Curriculum Committee and/or Dean after conferring with course faculty and the MSN Director. Course/clinical evaluations as well as Exit Interviews and surveys provide additional mechanisms for students to provide feedback to faculty and the College of Nursing.

Student input is valued in the governance of the College of Nursing and Charleston Southern University. Thus, students may be nominated, asked to volunteer, or be appointed to serve on the MSN Graduate Curriculum Committee within the College of Nursing.   Students are encouraged to be actively involved in the College of Nursing and university-wide activities.

All students are required to use their CSU Student email account to communicate via 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 HIPAA and FERPA whether discussed through traditional communication channels or through social media.

GENERAL INFORMATION

Social media are 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 allows the creation and exchange of user-generated content.

Examples include but are not limited to Facebook, Instagram, Snapchat, LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, and YouTube. While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain 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 remain 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 about 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."

POLICY

Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, 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, Libraries.

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.

It is expected that during clinicals, use of devices employed for social media will be used only as authorized by faculty. If the device is combined with a cell phone, it is expected that the cell phone aspect of the device be silenced.

No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.

Use of computers (iPads, 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 professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility. The ability to audiotape or videotape in the classroom or laboratory setting is at the discretion of the faculty member, and students must receive permission from the faculty member prior to any audiotaping or videotaping. Violation of this policy subjects the student to immediate dismissal from the nursing program.

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 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.

HIPAA guidelines must be always followed. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or Web page.

Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Text messaging is not an acceptable form of communication with your faculty unless otherwise indicated by your faculty member.

PROCEDURE/CONSIDERATIONS

1. 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.

2. 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.

3. Nursing students are preparing for a profession that provides services to a public that also expects high standards of behavior.

4. Respect your audience.

5. Adhere to all applicable university privacy and confidentiality policies.

6. 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).

7. 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.

8. 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.

9. Don't use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

10. You are responsible for regularly reviewing the terms of this policy.

CONSEQUENCES

Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the 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.).

Chapter 3

STUDENT SERVICES AND RESOURCES

STUDENT ORGANIZATIONS

Charleston Southern University Student Government Association (SGA)

The CSU SGA is composed of all students at CSU.

Sigma Theta Tau

The Nursing Honor Society was established in 2000 to recognize students who demonstrate academic excellence. In 2003, the Nursing Honor Society joined with the Gamma Omicron Chapter at the Medical University of South Carolina to form the Gamma Omicron At-Large Chapter. Graduate students selected for membership must:
- Have completed ¼ of the nursing curriculum
- Achieve academic excellence (a minimum cumulative GPA of 3.5)
- Graduate nursing students may also be selected for membership based upon Sigma Theta Tau's criteria for a Nurse Leader at any point during the graduate nursing program.
- Nurse Leader candidates must be legally recognized to practice nursing in their country, hold a minimum if a baccalaureate degree or the equivalent in any field, and demonstrate achievement in nursing.

FACILITIES AND SERVICES

Clinical Labs

The Clinical Labs on the second floor of the College of Nursing building are available for nursing students to practice technical skills, view required computer programs, review course content in self-tutorial computer programs, and access word processing capabilities. The Clinical Lab computers have applications including word processing and educational software. Internet and E-mail are accessible allowing for access to the library and its online catalog and database. The Clinical Labs will be open during specific hours Monday-Friday each week during the Fall and Spring semesters. The hours will be posted on the Clinical Lab doors at the beginning of each semester.

Policies for the Clinical Labs are:

1. Only nursing students are allowed in the labs.
2. Eating or drinking in the labs is not permitted.
3. Studying, lounging, or sleeping on beds is not allowed.
4. Ask for help in using computer equipment and programs.
5. Work should be done as quietly as possible.
6. Skills to be practiced should be cleared and approved in advance by the instructor and

Lab Coordinator.

7. All supplies for practice will be provided to the student by an instructor or lab manager.
8. No needlesticks of any type are to be performed unless the instructor is present or clearance has been given in advance by the instructor/lab coordinator.
9. Use of the simulation equipment without a faculty member or simulation lab member present is prohibited.

Computer Labs

The Computer Lab resources are located on the first floor of the College of Nursing building and include two networked computer labs with stations that include the applications word processing, Internet and E-mail access, network access to the library and its online catalog and databases, laser printers, and nursing educational software. Open times for the Labs will be posted at the beginning of each semester.

Information on campus-wide facilities and services may be found by visiting the CSU Student Resources page.

TECHNOLOGY CODE OF CONDUCT

College of Nursing faculty, staff, and students may access the CSU Network (including the Internet) within limitations to facilitate diversity and personal growth in technology, informational research skills, and communicational skills.

Faculty, staff, and students may send e-mail to any member on the CSU network.
Responsibilities of all students:

1. Always use a computer in ways that show consideration and respect for others.
2. Do not send e-mail or attachments that are offensive, threatening, or disrespectful.
3. Do not interfere with the computer work of others.
4. Accept the responsibility of keeping copyrighted software of any kind from entering the school computers.
5. Do not copy software for personal use.
6. Accept the responsibility for all materials received or sent through the network and the internet.
7. 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.
8. Do not attempt to enter anyone else's e-mail account or private folder for any reason.
9. Do not use anyone else's password to enter his/her e-mail account or private folder.
10. Do not alter or attempt to alter a computer setup or system configuration.
11. Do not download games or other non-educational files.
12. Do not subscribe to lists via e-mail.
13. Do not access websites while testing in the computer labs. This is considered a breach of the Honor Code and is subject to dismissal from the program.
14. 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.

15. 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.

ADVISORS

Upon admission to the University, each student is assigned to a faculty advisor. The faculty advisor for all MSN programs is the MSN Program Director. The faculty advisor assists the student with academic advising and schedule planning, registration, referral to College of Nursing and University resources and services, and in general, serves as a student advocate. Any student who is anticipating a change in plans for completing the chosen major/program (e.g., add/drop, withdrawal, etc.) must speak with the faculty advisor prior to initiating the appropriate paperwork to effect the change. Faculty advisors are also available to assist students with career advisement, clarify College of Nursing and University policies and procedures, counsel regarding academic problems, and facilitate adjustment to College of Nursing and University life.

Students should contact their faculty advisor at the faculty member's office or email. The responsibility for assuring that all requirements are met rests solely with the student, which includes meeting University requirements for receiving financial assistance.

LIBRARY

MSN students have access to the Library, databases and informational files. An orientation to the utilization of Library resources will be given on MSN Orientation/Residency Day. Library hours are posted at the entrance to the Library and on the Library web page. The hours are modified during vacation and exams. Online library resources are available 24/7.

STUDENT SUCCESS- THE HUB

The Hub, located on the 2nd floor of the campus library, is a one-stop-shop for academic support, advice, and encouragement. The personalized services are free for students at Charleston Southern University. On-line assistance is also provided.
Graduate writing assistance can be scheduled with an on-line tutor by registering for an account under tutoring and then selecting "graduate writing'.
https://www.charlestonsouthern.edu/academics/student-success/

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's 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 Student Financial Services. Further information on financial assistance may be found on the CSU Financial Aid webpage.

BOOKSTORE

Textbooks, reference material, and general supplies are available for purchase at the University Bookstore, located in the Strom Thurmond Center or available at CSU Bookstore.

INCLEMENT WEATHER POLICY

In the event of severe weather conditions, students should listen to local radio and television news for closings. When Charleston Southern University classes are canceled, the cancellation also applies to scheduled student preceptored experiences. Online classes will continue as originally scheduled.

CHANGE OF ADDRESS/NAME/TELEPHONE

The College of Nursing, as well as the University, should be kept current on changes in address, telephone number, and name. The student's address and telephone number(s) should always be on file with Charleston Southern University and the College of Nursing. A name change requires submission of legal proof (e.g., legal marriage certificate, court order).

Chapter 4

GENERAL ACADEMIC POLCIES

For general information, policies and regulations applying to all CSU students refer to the CSU Graduate Catalog and the CSU Student Handbook which are accessible online at **www.charlestonsouthern.edu**

Policies in the MSN Student Handbook are updated annually and take precedence over those in the CSU Graduate Catalog and CSU Student Handbook if there is a discrepancy.

RESIDENCY DAYS

There are two Residency days in the MSN program; students must come to campus for these two days. Residency Days may be conducted virtually (online) in rare circumstances when social distancing is required to prevent the spread of disease or when inclement weather is expected. During the Orientation/Residency Day, students will be introduced to the faculty, given important information about graduate program and campus services, oriented to the online learning format and to the College of Nursing, receive course instruction and be given the opportunity to ask questions about the program. Orientation/Residency Day is offered at the beginning of the first semester of the program.

Students will return to campus during their final semester in the program for their second Residency Day. Information about dates and times for this Residency Day will be given to students near the beginning of the last semester in the program (see Graduation Requirements below).

GRADE SCALE

The College of Nursing MSN grade scale is as follows:

> A = 92 - 100   B+ = 89 – 91   B = 84 – 88
> C = 75 – 83   F = 74 and below

The calculation of a grade will be based on rounding a score from number + 0.5 below the number and to + .49 above the number to the common whole number.
(Example: a grade of 85 = 84.5 - 85.49; 84 = 83.5 - 84.49)

Grades/evaluations will be distributed in a timely manner and posted on Blackboard. No grades will be given over the telephone. Official final course grades will be made available to students from the university.

See the CSU Graduate Catalog for further descriptions of the grading policy.

PROGRAM PROGRESSION

The student must maintain an overall 3.00 GPA. If the GPA falls below 3.00 it must be raised to the required GPA the next semester or the student will be ineligible to continue in the program. The GPA is calculated only on work at CSU.

If a student earns a "C" in any course, he or she will be placed on academic probation and allowed to progress in the program. The student will be required to meet with the MSN Program Director to detail a plan for improvement.

If a student earns an "F" in any course, he or she will not be allowed to progress, will be placed on academic probation, and must meet with the MSN Program Director. He/She may be permitted by the MSN Graduate Program Director to repeat the course. The student must submit a written request to repeat the course including actions to be taken to improve academic performance. A student who receives an "F" in any course due to academic dishonesty will not be permitted to repeat the course and will be dismissed form the program.

Any student earning more than one grade below a "B" throughout the MSN course of study will be dismissed from the program.

GRADUATION REQUIREMENTS

1. Completion of a minimum of 39 semester credit hours.
2. Completion of nursing courses in compliance with the CON Graduate Progression Policy.
3. Attainment of an overall 3.0 GPA in all nursing course work.
4. Completion of CSU requirements.
5. Recommendation by the faculty.
6. In addition to meeting academic requirements for graduation, all graduating students are required to submit a degree application.
7. Please note: responsibility for assuring that all requirements for the College of Nursing and University are met rests solely with the student.

Students must apply to the Registrar's Office for graduation during the Spring semester of their graduating year. MSN graduation occurs only in December annually. There is a fee associated with this application for graduation. During the final semester of the program, students will be given information about graduation/commencement. Announcements will be made regarding the process of completing degree applications, ordering cap and gowns, ordering school pins, and having a class graduation photo taken. Students will be notified by email or announcements on the MSN Communications page in Blackboard and are expected to complete these activities within the established period.

CLASSROOM POLICIES

Class Attendance, Participation and Punctuality

By the act of enrollment:
The student is responsible for all course work.
The student is expected to participate in class regularly and substantively (see below)

Class attendance: Students must be present (by making an online posting) in the online classroom 3 out of 7 days each week in the course without missing more than 2 consecutive days. Students not meeting the class attendance requirement may be issued an FA (fail by absence) grade for the course.

Participation: Students are required to have active weekly participation in each course. Students are responsible for following the specific participation requirements outlined in each course syllabus. Questions about participation requirements should be directed to the course faculty.

If a Discussion Question (DQ) Initial Posting is posted past the due date, a grade of zero (0) will be given for that DQ, however, the student, at the prerogative of the faculty, might still earn partial credit and/or participation or response points. No credit will be given for responses made after the due date.

Substantive postings: Successful online learning requires active Discussion Area participation. Substantive feedback adds new information, challenges a position (respectfully), and improves learning and understanding. Substantive postings should be grounded in relevant, recent literature of the subject matter. Initial posts must be a minimum of 350 words and reply postings must be a minimum of 200 words each. While experience is a great teacher, it should not be the only rationale for the response given. Stating one's opinion does not constitute a substantive post unless 'backed-up' by theory, content or relevant references. Citing only the course textbook as a reference for the discussion board postings is insufficient for participation. Students are expected to cite one to two current, relevant research articles in addition to the textbook to support their ideas and opinions. Instructors may require additional references at their discretion.

Examples of substantive participation do not include posting assignments or a question a student might have for the facilitator or the group. Substantive participation does include responses to discussion questions as well as discourse between students related to the subject matter. A simple "I agree" or 'Great job!' will not count. Substantive responses should also include appropriate documentation/citation. The participation point value in the learning experience is defined within each assignment as presented in the assignment pages associated with each course and/or as directed by the instructor.

In case of absence from class or technology problems, it is the student's responsibility to contact the instructor, and, if working in a group, obtain information and handouts from fellow students.

Students not participating in the first week of class by Day 3 will be reported to the Registrar as a

'No Show'. Being a class 'No Show' does not constitute 'Withdrawal' from the course or the University.

TESTING POLICY

Students are expected to take all tests at the time or during range of time specified by the faculty.

Tests given in the e-learning platform will be scheduled on days and times determined by the professor. Students will follow instructions about test access and test time limits.

Students will be given a set amount of time to finish the test. The 'test clock' counts down the time and continues, no matter what happens to your connection. Be sure to 'save' answers as you progress through the test. When finished with the test, be sure to 'submit your test for grading'.

Students may be penalized for exceeding the allowed testing time, as determined by each course instructor.

Having 'technology', server, computer, human error or Internet problems is not a valid excuse for exceeding allotted test time, not taking test during the testing period or otherwise not completing the test as prescribed. Penalties may accrue according to the above schedule, regardless of technology or other issues (see each course syllabus)

Students must take the test individually; students may not collaborate with others when taking tests.

WRITTEN WORK

All graded assignments must be submitted with proper format, grammar, spelling, punctuation, faculty, and referenced according to the Publication Manual of the American Psychological Association (APA), most recent edition (see APA Policy below).

All required written assignments are due by the due date and time set by the instructor. Late work will not be accepted unless prior arrangements have been made with the course instructor. All required written assignments will be considered late if received by faculty after the designated date and time. The end of a day in the MSN Program is 11:59 pm, Eastern Time. All course assignments must be turned in to complete the course and receive a course grade. If an assignment is missed, it must still be completed prior to the end of the course, or the student will receive an "Incomplete" grade.

Students should maintain file copies of all work submitted to faculty.

All course work is considered property of the College of Nursing and must be submitted to course faculty, or the semester's course grade will not be released.

The faculty support the university's Academic Integrity Policy. Please see information in Chapter 2 regarding Academic Integrity below and refer to the CSU Student Handbook

regarding A Community of Honor, and the Academic Integrity Policy. Students are encouraged to ask their instructors for clarification regarding academic dishonesty standards.

Violations of this policy will result in academic discipline, up to and including dismissal from the College of Nursing and expulsion from the University.

Students are responsible for reading all policies and procedures included in the CSU Handbook and the 2025-2026 College of Nursing MSN Student Handbook.

The College of Nursing policy is that instructors may submit any assignment to a plagiarism detection service (such as SafeAssign, or others) that compares the content of assignments to its comprehensive database of Web sites, textbooks, newspapers, magazines, and student-submitted material. In short, if you take content from any book or Web site without giving proper credit, the plagiarism detection service will detect it, providing the facilitator with a report of what content was plagiarized, and the source of the material. That report, along with other instructor evaluation, can become the basis for an Academic Integrity report to the University.

Students are responsible for reviewing the SafeAssign (or other plagiarism detection service) report and revise their assignments, as necessary, prior to turning in their final assignments.

Ignorance is not an excuse for plagiarizing material or otherwise cheating in a course.

APA FORMAT POLICY

The College of Nursing uses the Publication Manual of the American Psychological Association (APA), latest edition, to give credit where credit is due and to offer guidelines for standards in expression and formatting of formal written work. The most current edition of the APA manual is the 7th edition. Students in the College of Nursing should use APA style in all their assignments.

Faculty do not want to diminish the importance of content by placing undue focus on APA formatting during the grading process. However, the faculty believes that competence in APA format in professional writing is an essential skill for graduates of the MSN program. Key items that faculty members will consider when reviewing assignments that are submitted to an assignment Dropbox for APA style include the following:

- Title page
- Page numbers
- Double-spaced narrative
- In-text citations
- Reference sheet, alphabetized and formatted correctly
- Indented paragraphs
- Properly formatted quotations
- Consistent and appropriate font size/type
- Third person perspective (unless advised by instructor that first-person narrative is acceptable)
- Margins

*Assignments do not generally require an abstract or a running head unless the instructor requests these.

Using correct APA format is equally important when the assignment is submitted directly into a discussion thread. The purpose of the discussion threads is to foster and encourage interaction between classmates and the instructor. Students do not need to write in third-person in discussion threads. Students may relate personal experiences, if they are relevant to the discussion. However, it is also expected that students will support their assertions with literature support. Therefore, citing outside sources (when used) and providing a complete reference at the end of the discussion entry is a requirement in each course. When calculating the minimum word count for an assignment, only the narrative portion of the assignment is used.

While there are many computer programs and books (other than the APA manual) that claim to format students' documents or tell the student how to format a document, the student should avoid reliance on these resources. <u>The only totally reliable resource for formatting documents according to APA format is the APA Manual</u>. Penalties for non-compliance with APA format are determined by the faculty. The assignment grading rubric for each assignment allocates potential points given for APA format. Faculty will determine a penalty for the first incidence of incorrect APA format (e.g. incorrect margins), according to the rubric. Students should be aware that repeated APA infractions for the same problem (e.g. repeatedly using incorrect margins) may result in increased assignment penalties, up to receiving a zero (0) for the assignment.

Chapter 5

GRADUATE PROGRAM DETAILS – PROGRAMS OF STUDY

*Note: * indicates a practice component*

ADN-MSN Program Option
Master of Science in Nursing- Nurse Educator

Maymester	Credits
NURS 365: Health Assessment	4
Summer I	Credits
NURS 409: Community Health Nursing *	4
Summer II	Credits
NURS 415: Leadership for the Professional Nurse *	4

Fall I	Credits
NURS 620: Nursing Informatics	3
NURS 610: Theoretical Frameworks of Nursing	3
NURS 615: Nursing Curriculum Design	3

Spring	Credits
NURS 622: Advanced Concepts of Physical Assessment, Pathophysiology, and Pharmacology	3
NURS 635: Teaching Methodologies in Nursing*	4
NURS 625: Evidence-Based Research in Nursing	3

Maymester	Credits
NURS 640: Faith Perspectives in Nursing	2
Summer I	Credits
NURS 630: Issues in Nursing	3
Summer II	Credits
NURS 645: Evaluation in Nursing Education	4

Fall II	Credits
NURS 670: MSN Capstone *	5
NURS 660: Leadership and Professional Role Development	3
NURS 655: Quality and Safety in Nursing	3

Total Credit Hours: 51

ADN-MSN Program Option
Master of Science in Nursing- Nursing Leadership and Healthcare Administration
*Note: * indicates a practice component*

Maymester	Credits
NURS 365: Health Assessment	4
Summer I	Credits
NURS 409: Community Health Nursing *	4
Summer II	Credits
NURS 415: Leadership for the Professional Nurse *	4

Fall I	Credits
NURS 620: Nursing Informatics	3
NURS 610: Theoretical Frameworks of Nursing	3
NURS 617: Introduction to Organizational Dynamics and Healthcare Systems	3

Spring	Credits
NURS 624: Healthcare Policy	3
NURS 636: Management and Leadership for Nurse Administrators	4
NURS 625: Evidence-Based Research in Nursing	3

Maymester	Credits
NURS 640: Faith Perspectives in Nursing	2
Summer I	Credits
NURS 630: Issues in Nursing	3
Summer II	Credits
NURS 646: Healthcare Economics and Financial Management of Nursing Systems	4

Fall II	Credits
NURS 670: MSN Capstone*	5
NURS 661: Human Resources Management	3
NURS 655: Quality and Safety in Nursing	3

Total Credit Hours: 51

BSN-MSN Program Option
Master of Science in Nursing- Nurse Educator
*Note: * indicates a practice component*

Fall I	Credits
NURS 620: Nursing Informatics	3
NURS 610: Theoretical Frameworks of Nursing	3
NURS 615: Nursing Curriculum Design	3

Spring	Credits
NURS 622: Advanced Concepts of Physical Assessment, Pathophysiology, and Pharmacology	3
NURS 635: Teaching Methodologies in Nursing*	4
NURS 625: Evidence-Based Research in Nursing	3

Maymester	Credits
NURS 640: Faith Perspectives in Nursing	2
Summer I	Credits
NURS 630: Issues in Nursing	3
Summer II	Credits
NURS 645: Evaluation in Nursing Education	4

Fall II	Credits
NURS 670: MSN Capstone *	5
NURS 660: Leadership and Professional Role Development	3
NURS 655: Quality and Safety in Nursing	3
Total Credit Hours:	39

BSN-MSN Program Option

Master of Science in Nursing- Nursing Leadership and Healthcare Administration

*Note: * indicates a practice component*

Fall I	Credits
NURS 620: Nursing Informatics	3
NURS 610: Theoretical Frameworks of Nursing	3
NURS 617: Introduction to Organizational Dynamics and Healthcare Systems	3

Spring	Credits
NURS 624: Healthcare Policy	3
NURS 636: Management and Leadership for Nurse Administrators	4
NURS 625: Evidence-Based Research in Nursing	3

Maymester	Credits
NURS 640: Faith Perspectives in Nursing	2
Summer I	Credits
NURS 630: Issues in Nursing	3
Summer II	Credits
NURS 646: Healthcare Economics and Financial Management of Nursing Systems	4

Fall II	Credits
NURS 670: MSN Capstone*	5
NURS 661: Human Resources Management	3
NURS 655: Quality and Safety in Nursing	3
Total Credit Hours:	39

Chapter 6

POLICIES AND REGULATIONS OF THE NURSING PROGRAM

FEES AND EXPENSES

Students are responsible for payment of all fees by established deadlines. In addition to tuition and fees listed in the CSU Graduate Catalog, nursing students may expect to incur the following additional expenses: books, supplies, and transportation to CSU residency days and clinical experiences. In the last semester, there are additional expenses related to graduation, including the College of Nursing pin (which may be worn after graduation), and other incidentals.

TRANSFER CREDIT FOR A GRADUATE NURSING COURSE

The nursing course to be considered for transfer must have been completed at the master's level in an ACEN, CCNE, and NLN CNEA accredited program within three years of admission to the College of Nursing. A grade of "B" or better must have been achieved in the course. A maximum of 9 hours of transfer credit may be applied toward the degree.

Transfer credit is not granted automatically.

After acceptance to the College of Nursing and no later than one month prior to matriculation, the student must submit a transcript and course outline/syllabus of the course to be considered for transfer to the Dean of the College of Nursing. The materials will be reviewed by the course coordinator for equivalence to the appropriate College of Nursing course, and a recommendation will be made to the Dean. The student will be notified in writing of the decision and the decision will be considered final.

PROGRAM MINIMUM SKILLS FOR ELIGIBILITY TO PARTICIPATE IN EDUCATIONAL PROGRAMS AND ACTIVITIES

Applicants and students should possess these abilities, or with the help of compensatory techniques and/or assistive devices, be able to demonstrate ability to become proficient. The following skills are needed by applicants to the nursing program:
Observational skills, for example: observing physical appearance, listening to heart and breath sounds, detecting odors, using tactile sense for palpation.

Communication skills, for example: ability to interact with others to obtain information, describe situations, perceive nonverbal cues, interpret messages, convey caring and compassion.

Motor skills, for example: perform technical procedures while delivering patient care such as helping with ambulation, positioning, cardiopulmonary resuscitation, administration of intravenous, intramuscular, subcutaneous and oral medications, apply pressure to stop bleeding, open an obstructed airway, provide hygienic care.

Behavioral/Intellectual skills, for example: ability to problem solve, tolerate stress, adapt to

quickly changing environments, work as a team member, have compassion for others.

Basic computer skills. Understanding and being able to use the basic operating components of a computer (CPU, Mouse, Keyboard, Printer), ability to effectively use the Internet for information searches, email, etc. as well as competence in software programs such as MS Word (word processing), Excel (spreadsheets), PowerPoint (presentations) and SPSS or other statistical software are essential for program success. Students will also need to become familiar with and be able to use effectively the online learning platform used by the school.

CRIMINAL BACKGROUND CHECK FOR CLINICAL EDUCATION AND LEARNING EXPERIENCES

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 MSN students participating in clinical education/learning experiences. The enforcement of this policy is in conjunction with the facilities/agencies' compliance with The Joint Commission (TJC) 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 may 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; and,
4. Provide early identification of students who may have difficulty meeting eligibility for licensure requirements.

Conduct of Criminal Background Check

All nursing students will be required to complete a background check and drug screen annually which must be shared with and approved by each clinical site prior to any MSN clinical course component. If a student is denied access to any clinical agency, it will result in the student being withdrawn from the nursing program.

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.

MSN students must complete the Criminal Background Check in order to have the results received by the College of Nursing prior to beginning of any clinical component of the program. Failure to comply with this mandate may result in the student being withdrawn from the nursing program. As part of the signed application to the nursing program, students will indicate 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.

Student Rights

If a student believes his/her background information is incorrect, he/she will have an opportunity to demonstrate 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 participate to enroll in the nursing program until the matter is resolved.

The background check consists 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 meet during clinical learning experiences. Use of substances that interfere with the judgment and/or motor coordination of students of the College of Nursing poses unacceptable risk for their clients/patients, Charleston Southern University, the faculty, and health care 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.

Charleston Southern University states its policy in the Student Code of Conduct 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."

Based on the requirements of the affiliating clinical facilities, each MSN student is required to undertake a urine drug screen for evidence of drug abuse prior to participating in any clinical component of the MSN program. All students must be free of alcohol and unlawful drug use to participate in all components of the MSN nursing program. Students who refuse to submit to a required urine drug screen will not be permitted to begin and/or continue in the nursing program.

All drug screens whether federal, non-federal, or in-house are performed by the 49 CFR Part 40 guidelines as required by the Department of Transportation.

Procedure for Obtaining Urine Drug Screen

General information

As required, students will place an order for their urine drug screen through Castle Branch or other approved vendor and the student will go to the nearest collection facility to submit his/her urine specimen.

The College of Nursing has opted to use e-chain drug testing forms, which eliminates the need for hard copy forms.

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

The testing device is a Food and Drug Administration (FDA) approved one-step drug test, which is 99% acute.

Cut-off levels are set to the SAMSHA- Substance Abuse and Mental Health Service Administration standards.

Results

A drug screen will be presumed non-negative if any of the drugs listed in I.A.2. are found and when further review by the MRO could not verify or confirm acceptable justification with proper documentation.

Negative results are typically returned within 24 hours. All results are then posted to the student's Castle Branch account for the College of Nursing to review.

All results will be kept confidential. Only the student and the College of Nursing have access to view the drug screen results through the student's Castle Branch account. Results will not be given to parents, guardians, or spouses.

The Dean of Nursing must receive the results from the drug screen by the due date established.

All non-negative tests are sent to a Medical Review Officer (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 prescriptions that may have produced positive test results. The student will have 24 hours to provide written documentation of their prescription(s).

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 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

The Dean of the College of Nursing or a faculty member designated by the Dean will interview the student.

The student may be requested to submit to the collection of a second urine sample for drug screen at the student's expense.

After all testing has been completed, a non-negative drug screen with evidence of drug abuse will require the student to be withdrawn from the nursing program and will prohibit the student from enrolling and/or continuing in the program.

The University, in accordance with the Charleston Southern University Student Handbook, may take disciplinary action.

Readmission to the Nursing Program Following a Non-Negative Urine Drug Screen

Students are not allowed to enroll and/or continue in the nursing program due to a non-negative drug screen are not eligible for readmission to the program.

Random Drug Screens

A random drug screen (hair or urine testing) may be requested by the College of Nursing and/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 ABUSE POLICY

Charleston Southern University states its policy in the Student Code of Conduct 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 students of the College of Nursing poses unacceptable risk for their clients/patients, Charleston Southern University, the faculty, and health care agencies. Therefore, use of alcohol, use of illegal drugs and/or the misuse of legal therapeutic drugs by nursing students while engaged in any portion of their educational experience is strictly prohibited. Further, nursing students are strictly prohibited from being under the influence of alcohol, illegal drugs or any legal drug at a greater than therapeutic level while engaged in any portion of their educational experience.

Registered nurse students will be expected to abide by the above policy. Notification of failure to adhere to the policy will be made to the appropriate State Board of Nursing.

All information related to these procedures will be held in confidence and released only in those instances required by Charleston Southern University, the College of Nursing and/or the Board of Nursing policy.

COMPLIANCE AND HEALTH POLICIES
Cardiopulmonary Resuscitation (CPR) Certification

To ensure appropriate level of safe care and professional responsibility in clinical sites, all CSU nursing students must be CPR certified from the American Heart Association, Basic Life Support (BLS) for Healthcare Providers.

MSN students must provide documentation of their certification during prior to participation in any clinical component of the MSN program.

Students not in compliance with this policy will be prohibited from attending clinical experiences and progressing in the MSN program. Any absence in clinical as a result of lack of current CPR certification will be recorded as an absence in the course.

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 account.

Required Immunizations/Tests

The following immunizations and tests are required of all CSU nursing students prior to participation in clinical components of the program. Each immunization must be dated and signed or stamped by a health care professional or office.

 Measles, Mumps, Rubella: Two vaccine doses required <u>and</u> positive antibody titer for each – Measles, Mumps, Rubella. You may be exempt from this requirement <u>only</u> if (1) you are pregnant or trying to conceive, or (2) you are allergic to eggs.

Tetanus-Diphtheria: Primary series with DtaP or DTP <u>and</u> booster with Tdap in the last ten years meets requirements. Renewal documentation is required after 10 years.

Varicella (Chicken Pox): A positive Varicella antibody <u>and</u> two doses of vaccine given at least one month apart if immunized after age 13 years meets the requirement.

Hepatitis B: Three doses of vaccine <u>and</u> a positive Hepatitis surface antibody meets the requirement.

TB Skin (PPD) Test: Tine test (prong test) is not acceptable. If above TB skin test is equal to or greater than 10mm, a chest x-ray is required. If there is a history of a positive TB skin test, a chest x-ray within 6 months prior to CSU College of Nursing enrollment is required. Thereafter, all students are required to be screened yearly for tuberculosis and must provide documentation to the Clinical Compliance Coordinator.

An annual flu shot is required each year during the flu season (October 1- March 31, or dates

defined by the CDC) while enrolled in courses that include a clinical component.

Proof of COVID-19 Vaccination or signed religious or medical exemption form (per clinical site) required annually while enrolled in courses that include a clinical component.

HEALTH INSURANCE

Health Insurance is required for CSU nursing students throughout the nursing program to participate in preceptored teaching experiences. Students must furnish evidence of having the insurance prior to participating in clinical component of the program and annually thereafter. Students are required to sign a statement indicating their understanding of always maintaining the personal health insurance and failure to do so will result in dismissal from the program. Students are personally liable for all health/medical costs incurred while attending the University.

OTHER HEALTH POLICIES

Students are required to submit a letter from their health care provider in instances of extended illness or surgery. This letter should include the student's health status at the time and physical limitations, if any. Upon receipt of this information, the student will be evaluated for clearance to resume full or partial classroom and/or clinical activities.

The College of Nursing reserves the right to request the withdrawal of a student from the nursing program when physical or emotional difficulties occur which may pose a threat to the student's own health or to the health of others. The student may apply for consideration for re-entry to the school upon submitting a letter from a qualified health care provider that the problem has been resolved.

Students are not eligible to attend preceptored learning experiences if they are not in compliance with all Compliance and Health Policies.

EMERGENCY CONTACT POLICY

Students will be required to provide the College of Nursing with a name and telephone number of someone close to the student who could be contacted in case of an emergency. Students should provide the College of Nursing telephone number (843-863-7095) to family members who may need to contact the student in case of an emergency. Should this event occur, the student's location in class or clinical will be determined. The faculty will be contacted first who will then inform the students.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

In compliance with HIPAA regulations and privacy of health information, students' 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:

For Treatment – The College of Nursing may use or disclose health information about a student to facilitate medical treatment or services to a provider or in the case of an emergency to an emergency dispatcher should the student become injured or ill while off campus at an assigned facility.

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.

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 student's health or safety or the health and safety of the public or patients for whom the students provide care. Any disclosure, however, would only be to someone able to help prevent the threat.

Disclosure to Health Plan Sponsor – Health information may be disclosed for purposes of facilitating claims payment under the student's primary health plan in the event the student becomes injured or ill while off campus at an assigned facility.

Law Enforcement – The College of Nursing may release health information if asked to do so by a law enforcement official:

- In response to a court order, subpoena, warrant, summons or similar process;
- To identify or locate a suspect, fugitive, material witness, or missing person;
- About the victim of a crime if, under certain limited circumstances, the school is unable to obtain the person's agreement;
- About a death believed to be the result of a criminal conduct;
- About criminal conduct at the hospital; and
- 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.

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.

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.

In the Event of Death – In the event of the death of a nursing student, the School of Nursing may be required to supply personal health information to determine the cause of death.

CONFIDENTIALITY POLICY

The College of Nursing understands the federal regulations addressing patient/healthcare confidentiality, the Health Insurance Portability and Accountability Act (HIPAA). Students and faculty receive HIPAA training as part of their annual updates and as specified by the agencies in which they practice. Records of any required training are maintained electronically. Records of student health requirements are maintained electronically and released according to College of Nursing policy (See *Student Rights to Health Information*-College of Nursing Student Handbook).

Student Policy

A nursing student will hold in confidence all personal client information and agency information entrusted to him/her. Confidential clinical information and research data (written or oral) given to a nursing student is considered privileged within the content of the learning site and the enrolled course.

A nursing student will limit his/her discussion of client/family/agency to structured learning situations such as conferences and clinical learning experiences. At no time are clients/families/agencies to be discussed at lunch tables, clinical or university dining facilities, elevators, dormitories, and/or other public settings.

A nursing student will respect the rights of colleagues/classmates to keep personal information and papers confidential.

Failure to comply with the above policy represents unethical conduct for a nursing student and may result in failure in the nursing course in which the incident occurs and/or dismissal from the nursing program.

Confidentiality Statement

MSN nursing students are required to sign a confidentiality statement prior to participating in any clinical component to their program and each year thereafter. The student is expected to comply with the terms of the statement throughout the nursing program. Failure to do so is grounds for failing the nursing course in which incident occurs and/or dismissal from the nursing course. A copy of the signed statement is maintained in the student's file in the College of Nursing office.

STUDENT RIGHTS TO HEALTH INFORMATION

Students have the following rights regarding health information maintained by the College of Nursing:

Right to Inspect and Copy – A student has the right to inspect and copy health information that is required as a nursing student. To receive a copy of this information, a student must submit in writing this request to the Dean of the College of Nursing. If there is a request for verification of

the contents of these files, we will give that information to the requesting party if they are a provider or an insurance company of the nursing student.

Right to Amend – If a student feels that health information is incorrect or incomplete, the student may ask the College of Nursing to amend the information. A student has the right to request an amendment for as long as the information is kept while the student is a nursing student. This request for an amendment of information must be in writing and submitted to the Dean of the College of Nursing.

Right to Request Restrictions – A student has the right to request a restriction or limitation of the health information used or disclosed about the student for treatment, payment of claims or health care operations. A student also has the right to restrict or limit the health or injury information that would be given to a nursing faculty member. These restrictions must be put in writing to the Dean of the College of Nursing. The request is considered in relation to the "Program Minimum Skills for Eligibility to Participate in Educational Programs and Activities," requirements of facilities in which clinical learning takes place, and the safety of the patients under the care of the student in the present and potentially in the future.

The College of Nursing reserves the right to change this HIPAA notice of privacy. The College of Nursing reserves the right to make the revised or changed notice effective for health information already maintained about the student as well as information received in the future.

Other uses and disclosures of health information not covered by this notice or the laws that apply to the university and College of Nursing will be made only with a student's written permission. An Authorization for Release of Information, provided by the College of Nursing, must be completed by the student. If a student provides the College of Nursing permission to use or disclose health information, the student may revoke that permission, in writing, at any time. If the student revokes permission, the College of Nursing will no longer use or disclose health information about the student for the reasons covered by the written authorization. The student understands that the College of Nursing is unable to take back any disclosures already made with permission and that the College of Nursing is required to retain records concerning use or disclosures of health information.

HIV/AIDS POLICY FOR STUDENTS AND FACULTY

In accordance with the HIV/AIDS policy statement of the American Nurses Association, inquiry in to an individual's HIV status is not a part of the student, faculty, or staff application at the College of Nursing, Charleston Southern University. Qualified applicants cannot or will not be denied admission to the College of Nursing or denied faculty appointments on the basis of HIV status. The Americans with Disabilities Act (ADA) makes it illegal to discriminate against individuals with HIV/AIDS. Testing for HIV status is voluntary for all students, faculty, and staff in the College of Nursing and it is the choice of the individual to disclose HIV status to anyone. Strict confidentiality of any disclosure is maintained and no reference to the HIV status is kept in any individual's record unless written permission is given.

Students are expected to use standard/universal precautions to prevent the transmission of HIV

and other infectious diseases at all times. Students and faculty members who have reason to believe they have been exposed to HIV in the clinical setting are to immediately follow the specific agency's procedure established for reporting possible exposure. In the event of no agency/setting policy, the student should report to the closest emergency department/urgent care facility within two hours of possible exposure. The student will incur all costs.

In July 1991, CDC narrowed the type of procedures posing risk of HIV/HBV transmission to "exposure prone procedures" (EPIPs) which CDC describes as follows: "Characteristics of exposure- prone procedures include digital palpation of a needle tip in a body cavity and the simultaneous presence of the health-care worker's fingers and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site." Currently available data provide no basis for restricting the practice of nurses infected with HIV or HBV who perform invasive procedures NOT identified as exposure-prone, provided the infected nurse practices recommended medical or nursing techniques and complies with universal precautions and current recommendations for sterilization/disinfection. Any listing of EPIPs is not expected to include commonly performed and highly visible and controlled procedures such as the administration of injections by subcutaneous, intradermal, hypodermic, or intramuscular routes; and venipuncture for the purpose of giving or removing fluid. These procedures do not meet the CDC definitions of invasive procedures or exposure-prone procedures.

Invasive procedures are the procedures which pose a significant risk of transmission of HIV or HBV. CDC defines such procedures as surgical entry into tissues, cavities or organs, or repair of major traumatic injuries associated with any of the following:
- Operating or delivering room, emergency department or outpatient setting, including both physicians' and dentists' offices;
- Cardiac catheterization and angiographic procedures;
- Vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur; or
- Manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists.

The CDC recommends that nurses who perform exposure-prone procedures should know their HIV antibody status and HBeAg Status. CDC further recommends that nurses who are seropositive should not perform exposure-prone procedures unless the nurse has sought counsel from an expert review panel.

PROFESSIONAL AND GENERAL DRESS STANDARDS

All students enrolled in the program will be attired in a professional manner appropriate to the classroom and clinical setting. Whenever students are in any clinical setting in a student capacity, they are required to wear a name badge (furnished by the College of Nursing) and any other identification required by the clinical facility. MSN students are required to wear a white lab coat over their professional attire in addition to their CSU name badge and any other identification required by the clinical facility.

It is expected that students will maintain acceptable personal hygiene and that professional attire

will be clean, neat and unwrinkled, and fit appropriately.

Students are not to wear the College of Nursing name badge furnished by the College of Nursing when in a clinical setting in a capacity other than as a CSU student in a required learning experience.

General Dress Standards

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.

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.

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 piercing jewelry (other than the one earring per ear) are not permitted.

Odors - Perfumes, colognes, lotions, smoke, and deodorants with heavy scents are not permitted.

Tattoos - Tattoos should be covered with appropriate attire.

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 session for that day and will receive an "unsatisfactory" for the clinical session and an absence will be recorded. Faculty are responsible for ensuring that students adhere to the professional and general dress standards.

PRECEPTORED EDUCATION POLICIES

Preparation

Students may be required to complete Agency Orientation/Safety Training(s) specified by clinical agency or faculty.

Students are responsible for the selection, initiation and completion of practicum experiences. All experiences must be approved by the course faculty.

Some organizations require a Statement of Understanding, Memorandum of Understanding

(MOU), or contractual affiliation agreement with the College of Nursing prior to students beginning preceptored work in the facility. It is the students' responsibility to find out about any required agreements and to acquire the contact information for the person(s) in charge of these agreements at their organization. This can be a lengthy process so students are encouraged to begin early with preceptored education arrangements. At times, there is already a contract in force but this is not the case for every organization, especially those outside the Charleston area. Questions should be directed to the MSN Program.

Preceptors must complete a preceptor agreement, approve learning objectives and complete an experience evaluation. Students are responsible for the completion of the required paperwork and cannot pass preceptored courses until all paperwork is received by the course faculty.

Attendance and Punctuality

Students are expected to attend ALL clinical sessions. If the student is unavoidably absent or late, they must notify the preceptor.

Students should not bring food, beverages, or a large number of personal items to the clinical setting (bag lunches are acceptable).

All personal pagers, cellular phones, and electronic equipment must be turned off and stored out of sight. Students are encouraged not to bring these to the clinical setting.

EVALUATION CRITERIA

The student must have a satisfactory performance in each practice clinical objective by the last clinical day or the student will not be able to pass the course.

A mid-term evaluation will be conducted in practice clinical courses over 5 weeks in duration, outlining progress and areas needing improvement.

A final clinical evaluation conference will be conducted in all practice clinical courses. The evaluation form is discussed between preceptor and student and forwarded to faculty for approval and issuance of grades. The evaluation form is signed by the preceptor, faculty and the student. The signed evaluation is placed in the "official" student file in the College of Nursing. The student may request a copy for personal records.

BALANCING EDUCATIONAL AND EMPLOYMENT DEMANDS

Most students find it necessary to work while enrolled in school to help defray living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and practice teaching experiences.

Certain practice clinical experiences involve intensive 'preceptored' work requiring the student's full time and attention. Students should plan for such experiences and they may need to reduce other work commitments during intensive practice experiences.

DISMISSAL

A student will be subject to dismissal from the nursing program under any one of the following circumstances:

1. A student is absent for a term and was not granted a leave of absence or did not submit a written request for withdrawal from the College of Nursing.

2. A student does not complete program requirements within 6 years of initial enrollment in the nursing program/major.

3. A student violates established professional standards or practice guidelines set forth by the State Board of Nursing.

4. A student does not meet the Progression requirements of the program.

5. A student dismissed from the program for any reason is not eligible for readmission.

See policies related to withdrawal from a course, in the CSU Graduate Catalog and the policy for "Appeal for Dismissal from A Program" (R-51) in the Office of the Registrar, Manual of Academic Policies and Procedures.

VOLUNTARY WITHDRAWAL

A student who wishes to withdraw from the nursing program must contact their faculty advisor and indicate their intent to withdraw in writing to the Dean of the College of Nursing.

Readmission/Admission after voluntary withdrawal or transfer

A student who leaves the university and/or College of Nursing in good standing through voluntary withdrawal or a student from another nursing program who left the program in good standing and desiring to transfer to the CSU nursing program may be evaluated for readmission/admission under the following circumstances:

Make formal reapplication/application to the College.

At the time of reapplication/application, submit a statement which addresses the reasons for the withdrawal or transfer, outlines what she/he has done to ensure success in the College of Nursing and why she/he should be readmitted/admitted. The statement must be written by the student.

Have a personal interview with the Dean. In addition, the student's complete academic record, including all clinical evaluations, will be reviewed.

Readmission/admission is not automatic. Students will be considered as part of the total

applicant pool.

The requirement for completion of program/major requirements within 6 years of initial enrollment will be in effect for readmitted students.

All policies in place at the time of readmission/admission will apply.

VARIANCE FROM POLICIES

The MSN Graduate Curriculum Committee acts on petitions from students who seek exceptions to any College of Nursing policy or regulation. A written request for an exception must be submitted to the Dean, with supporting rationale or documentation. The student will receive a letter from the Dean regarding the Faculty's decision on the petition. A copy of the petition and the Faculty's reply is placed in the student's academic record.

REQUEST FOR FACULTY REFERENCE

Requests for faculty references for employment or advanced degree programs (i.e., PhD, EdD, DNP) must be made in writing by email to the College of Nursing Graduate Program Director and to the individual faculty member. Students must be in good academic standing without a history of professional behavior violations during the MSN program in order to receive approval for faculty references.

Approved by the College of Nursing Faculty, January 2026