



UNDERGRADUATE

NURSING STUDENT HANDBOOK

2026-2027



This Undergraduate Nursing Student Handbook is not intended to nor does it contain all regulations relating to the students or replace STU Student Handbook. The information in this Nursing Student Handbook is subject to change without notice. All students are responsible for reading and abiding by the information contained in this handbook as well as the STU Student Handbook.

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College of Nursing Team's Welcome

Dear STU Nursing Students:

Welcome to St. Thomas University College of Nursing (STUCON)! We are thrilled to have you as part of our esteemed College of Nursing. As you embark on this journey with us, we assure you that you are entering a place where your dreams and aspirations in the nursing profession will flourish.

STUCON is not just an ordinary nursing school; it is a place where future nurses like you are nurtured, guided, and equipped to become leaders for life. Our mission is not only to provide you with top-notch education and practical training, but also to instill in you the qualities of empathy, compassion, and resilience that define a true nursing leader.

As you step into our classrooms, you will meet a faculty of experienced and dedicated professionals who are enthusiastic about your success. They will be your mentors, guiding you through the challenging coursework and helping you navigate the complexities of the healthcare world. We believe in the power of firsthand experience, and you can expect to be exposed to a wide range of clinical settings throughout your time at STUCON. Our goal is to prepare you for the real-world scenarios you will meet as a nurse, ensuring you feel confident and competent in your abilities. Beyond academics, we encourage you to embrace the spirit of camaraderie among your peers. You will find that the friendships you build here will be a source of support and motivation throughout your nursing journey and beyond.

As you embark on this noble profession, always remember the profound impact you will have on the lives of your patients and their families. Your dedication to providing compassionate and competent care will leave a legacy in the healthcare community. We look forward to seeing your growth and transformation during your time at STUCON. Together, we will create a community of nursing leaders who will make a positive difference in the world.

Once again, welcome to STUCON! We are excited to begin this journey with you.

With warmest regards,

The Nursing Team
16401 NW 37th Avenue
Miami Gardens, FL 33054
(305) 474-6025
www.stu.edu

Disclaimer

The St. Thomas University College of Nursing (STUCON) Nursing Student Handbook is updated annually and is not intended to, nor does it contain all student regulations or replace the STU Student Handbook. Conversely, the policies, procedures, and guidelines outlined in the Nursing Handbook supersede any conflicting information found in the St. Thomas University Handbook. In matters related to nursing practices, protocols, and standards, the Nursing Handbook serves as the primary and authoritative source of guidance. All individuals within the College of Nursing are expected to prioritize and adhere to the provisions set forth in the Nursing Handbook over any conflicting or contradictory content in the St. Thomas University Handbook. In the event of any change or amendment to the Undergraduate Nursing Policy, students can view it electronically online on the St Thomas University website. It is the students' responsibility to review any change and /or amendment in its entirety. Students should seek clarification on any question, concern or point for which they do not understand.

College of Nursing

Location



College of Nursing

"Leaders Make the Discoveries That Build Our Future"

Basic Access Information

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16401 NW 37th Avenue Miami, FL 33054
(305) 625-6000 www.stu.edu

COLLEGE OF NURSING

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Organizational Chart

The organizational chart is viewable within [this link](#).

SECTION I: INTRODUCTION

Purpose of the Nursing Student Handbook

This handbook, prepared for undergraduate students admitted to the College of Nursing, provides specific information about nursing that supplements - but does not replace - STU's Undergraduate Catalog and Handbook.

The Nursing Student Handbook serves as a comprehensive guide and reference tool for all students enrolled in our esteemed College of Nursing. Its purpose is multifaceted, designed to provide clarity, support, and essential information throughout the students' educational experience. Allow me to outline the primary goals and purpose of the handbook.

- **Clinical Practice Guidelines:** For nursing students, clinical practice is a crucial aspect of their learning journey. The handbook details the guidelines, procedures, and expectations for clinical rotations, emphasizing the importance of professionalism, patient care, and safety.
- **Code of Conduct and Professionalism:** We uphold the highest standards of professionalism and ethical behavior in our College of Nursing. The handbook clearly articulates the code of conduct and expectations for students, promoting integrity and accountability.
- **Student Support Services:** Within the handbook, we provide information about the various support services available to our nursing students. This includes academic advising, counseling, tutoring, and resources to help students navigate any challenges they may encounter during their studies.
- **Policies and Procedures:** The Nursing Student Handbook outlines essential policies and procedures specific to the College of Nursing, such as attendance requirements, grading policies, and procedures for academic grievances.
- **Safety and Compliance:** The safety and well-being of our students and patients are of utmost importance. The handbook includes safety guidelines and compliance measures, ensuring that students are aware of the protocols in place to maintain a secure learning and clinical environment.
- **Communication Channels:** Effective communication is key to successful academic experience. The handbook provides information on communication channels between faculty, staff, and students, fostering a collaborative learning environment.

The student handbook is designed for use in conjunction with other STU publications, including the University Community Standards, Academic Community Standards, University Policies and Procedures ([Student Handbook](#)), the Undergraduate Catalog (<https://www.stu.edu/academics/catalogs/>), and the current Schedules of Courses.



STU offers a Pathway to Nursing that leads to the College of Nursing's Bachelor of Science in Nursing (BSN), in addition to Accelerated Bachelor of Science in Nursing (ABSN) and RN-to-BSN programs. The BSN program prepares graduates for generalist practice to provide direct and indirect care to individuals, families, groups, communities, or populations. The baccalaureate generalist nurse's roles are derived from the discipline of nursing: provider of care, designer/manager/coordinator of care, and become members of a profession. (AACN, 2021).



ACCREDITATION

STU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, law, and doctorate degrees. Degree granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of STU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by calling 404-679-4500 or by using information available on SACSCOC website (www.sacscoc.org).

STUCON is fully approved by the Florida Board of Nursing to prepare students for the National Council Licensure Examination-Registered Nurse (NCLEX-RN), which, when passed, enables the graduate to receive a license as a registered nurse (RN). This allows the graduate to sign as a "Registered Nurse" in the clinical setting. For further questions about the status of the nursing programs at STU, contact the Florida Board of Nursing at: 4052 Bald Cypress Way Bin C02 Tallahassee, FL 32399-3252 (850) 488-0595.

The baccalaureate degree in nursing programs at St. Thomas University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791 (<http://www.ccneaccreditation.org>)

SCOPE OF PRACTICE

American Nurses Association (ANA) Code of Ethics for Nurses

All nursing students at STUCON are accountable to the American Nurses Association (ANA)'s Code of Ethics and all students are expected to review the ANA's Code of Ethics for Nurses at this link:

www.nursingworld.org/codeofethics. Students can also refer to:

American Nurses Association (2015). *The Guide to the Code of Ethics for Nurses with Interpretive Statements: Development, Interpretation, and Application* (2nd Ed.). Nursebooks.org.

American Nurses Association's Standards of Nursing Practice

The following standards guide the educational experience of students and the practice of both students and faculty in the nursing program at STU. For information about the ANA Standards of Nursing Practice, visit the website at www.nursingworld.org/nursingstandards. Refer to:

American Nurses Association (2021). *Nursing: Scope and Standards of Practice* (4th Ed.). Nursebooks.org

The ANA's Code of Ethics and Standards of Nursing Practice delineate the ethical standards that nurses should be accountable for, which is and is not limited to, respecting patients, safeguarding patients' right to confidentiality and privacy, advocating for safe, ethical, and legal care of all patients, and maintaining their own clinical competence.

The ANA's Code of Ethics, Standards of Nursing Practice and ethical behavior also apply to academic study of nursing through the concept of academic honesty. Nursing students are expected to provide ethical care in clinical settings, act ethically and professionally as they write and submit papers and assignments, provide patient care, and work with peers in group projects.

NURSING OVERVIEW

HISTORY, VISION, MISSION, AND VALUES



HISTORY

In 2003, STU was contacted by the University of Miami (UM) regarding the possibility of starting a 2+2 Nursing Program. At that time, UM wanted to expand its BSN enrollment. With the sponsorship of the North Dade Medical Foundation and Florida Blue, STU launched a collaborative 2+2 Nursing Program with UM in 2004. Nursing students would complete their first two years of core classroom requirements at STU and then complete their more advanced classwork and clinical rotations at UM. The University of Miami would award their BSN degree.

By 2009, the university dedicated the Carnival Cruise Lines Science and Technology Building. The building was designed with undergraduate research in mind and has ten laboratories. Capitalizing on the success of the university's STEM programs and STU Summer Research Institute, the university decided to go beyond its 2+2 nursing program into a four-year Bachelor of Science Nursing (BSN) program. The pre-licensure BSN program and the online RN to BSN started in Spring 2017. Prior to the BSN program in spring 2016, STU launched a Master of Science in Nursing (MSN) degree with a specialization track of Family Nurse Practitioner (FNP). The response from the community has been enthusiastic. By fall 2017, enrollment in the traditional BSN program has grown tremendously. The College of Nursing collaborates with other colleges within the university, as well as with local hospitals, community health centers, clinics, and organizations to provide and equip nursing students with clinical skills and experiences needed to become successful in their respective degree. In addition, the College of Nursing engages and participates in nursing and interdisciplinary community service with special emphasis on underserved and rural populations. The College of Nursing also provides students access to upward social mobility. Preparing culturally competent nurses who are sensitive to the many ethnic groups in south Florida, and who have an in-depth understanding of quality, safe patient-centered care, is the STU College of Nursing's charge.

MISSION STATEMENT

The CON is committed to the formation of transformational global nursing leaders to engage in evidence-based practice, lifelong learning, and community service that reflects our Catholic identity and our mission of creating leaders for life.

VISION STATEMENT

Our vision at STU's College of Nursing is to create an atmosphere that is conducive to ethical leadership, transparency, excellence, integrity, and respect for diversity, which characterize everything that we do by:

- Prepare highly qualified nurses equipped with skills to fulfill baccalaureate nursing roles locally, nationally, and internationally.
- Prepare graduates for ongoing and advanced nursing degrees for the betterment of our world; and
- Develop transformational global nursing leaders to contribute to the healthcare industry and address the health care needs of the citizens of Florida, Georgia, and around the world.

CORE VALUES

Combined with the core values of STU; catholic identity, global diversity, student success, and leadership development, the College of Nursing's core values include:

- A culture that embraces caring
- A community that supports safety
- A community that shares a common thread in developing efficient leaders

DIVERSITY STATEMENT

The CON is committed and dedicated to fostering diversity in the classroom, the university, and the profession that reflects the core value of STU. The College of Nursing faculty seeks to promote a culture that respects and embraces students' differences in cultures, abilities, religious beliefs and affiliations, age, race, ethnicity, gender, sexual preferences, and orientation. We commit ourselves to promote an enriched learning environment and improve the practice of nursing for the development of excellent leadership skills, personal creativity, and professional growth.

PHILOSOPHY

The College of Nursing believes that nursing education serves as a transformative journey, empowering individuals to become catalysts for positive change and global nursing leaders throughout their lives. Our philosophy revolves around the following core principles:

- **Holistic Development:** We recognize that nursing education encompasses not only acquiring clinical skills and knowledge but also fostering personal growth, emotional intelligence, and cultural competence. We strive to develop well-rounded nurses who are compassionate, empathetic, and adaptable to diverse healthcare settings.
- **Empowerment Through Knowledge:** We view education as a powerful tool for empowerment. By equipping our nursing students with knowledge of evidence-based practices and the latest advancements in healthcare, we instill confidence in their abilities to provide high-quality patient care and make informed decisions.
- **Catalysts for Change:** Our College of Nursing emphasizes that nurses are key drivers of positive change in the healthcare industry. We encourage our students to embrace innovation, advocate for patients' rights, and actively take part in shaping policies that improve healthcare outcomes for individuals and communities.
- **Lifelong Learning:** We believe that nursing education is not limited to a specific period but extends throughout a nursing career. Our philosophy encourages a commitment to lifelong learning, enabling nurses to stay updated with evolving medical knowledge and technologies, and ensuring continuous professional growth.
- **Global Perspective:** Nursing is a universal profession that transcends borders. We nurture a global outlook among our nursing students, emphasizing the importance of understanding diverse healthcare systems, cultural practices, and healthcare disparities worldwide.
- **Patient-Centered Care:** The core of nursing is centered around patients. We instill in our students the value of patient-centered care, where individuals are treated with dignity, respect, and the utmost attention to their physical, emotional, and psychological needs.
- **Collaborative Approach:** Healthcare is a team effort, and nurses play an integral role in interprofessional collaboration. Our philosophy emphasizes the significance of effective communication, teamwork, and collaboration to deliver comprehensive and integrated healthcare services.
- **Ethical Practice:** Integrity and ethical conduct form the bedrock of nursing. We prioritize teaching our students ethical principles, ensuring they uphold the highest standards of professional behavior and always act in the best interest of their patients.
- **Leadership Development:** Our College of Nursing aims to foster leadership qualities in our students. Whether at the bedside, in administrative roles, or influencing healthcare policies, we believe in nurturing transformational nursing leaders who inspire positive change.
- **Community Impact:** We instill in our students a sense of responsibility towards their communities. Our nursing philosophy encourages students to actively engage in community service, health promotion, and disease prevention initiatives, making a lasting impact beyond the hospital walls.

By embracing this nursing philosophy, we envision producing nursing graduates who will be true agents of change, leading the way towards a healthier and more compassionate world for all.

Metaparadigm

Human-Being

At our College of Nursing, we recognize the individual as a unique and dynamic being, encompassing physical, emotional, social, and spiritual dimensions. We believe that every human being is worthy of respect, dignity, and compassionate care. Our philosophy emphasizes the holistic approach to patient care, acknowledging the interconnectedness of the mind, body, and spirit. We view each patient as an active participant in their healthcare journey, with unique experiences, values, and beliefs that influence their wellbeing. Our nursing students are taught to build meaningful therapeutic relationships with patients, practicing empathy and active listening to understand their needs and preferences fully.

Environment

We understand that the environment plays a crucial role in shaping health outcomes. Our College of Nursing philosophy recognizes that the environment encompasses physical, social, cultural, and economic factors that impact an individual's health and recovery. We emphasize the significance of creating a safe, supportive, and healing environment for patients, families, and healthcare providers alike. Our nursing students are encouraged to be advocates for health-promoting environments, addressing issues such as access to healthcare, healthcare disparities, and environmental factors affecting well-being. We believe that by addressing social determinants of health and fostering supportive surroundings, we can positively influence patient outcomes and overall community health.

Health

At our College of Nursing, we view health as more than just the absence of illness; it is a dynamic state of physical, mental, and social well-being. We believe that health is a continuum, and our role as nurses is to promote and maintain optimal health for individuals and communities. Our philosophy emphasizes preventive care, early detection, and patient education to empower individuals to take an active role in their health. We also recognize the importance of cultural diversity in defining health and healing practices. Our nursing students are taught to respect and integrate cultural beliefs and practices into patient care, ensuring care plans align with patients' values and preferences.

Nursing

Nursing, at its core, is a profession dedicated to the art and science of caring. Our College of Nursing philosophy places a strong emphasis on the nursing profession's ethical and compassionate nature. We believe that nursing is a dynamic, evidence-based practice that requires continuous learning and adaptation to evolving healthcare needs. Our nursing students are encouraged to be lifelong learners, critical thinkers, and analytical people. We foster leadership qualities, emphasizing that nurses play pivotal roles in advocating for patients, promoting health equity, and shaping healthcare policies. We believe that nursing is a calling, and our graduates will embody the values of integrity, empathy, and patient-centered care to make a meaningful difference in the lives of those they serve.

THE GUIDING CONCEPTUAL MODEL

FOSTERING TRANSFORMATIONAL NURSING LEADERS

The College of Nursing's framework is rooted in a holistic view of individuals and groups in various health conditions, acknowledging that professional nursing involves both an artistic and scientific approach. The conceptual model revolves around the core beliefs of the College of Nursing, emphasizing the significance of the individual, environment, health, and nursing in shaping the curricula. To illustrate the interconnections within our philosophy, we utilize Burns' Transformational Leadership Theory (1978) as a theoretical framework.

Our vision is to nurture nursing leaders who embody transformational qualities and strive for excellence. We are dedicated to enhancing nursing practice, education, and research standards to propel the nursing profession forward and contribute to positive changes in global healthcare.



Programs Congruence Statement

The mission, vision, core values, philosophy, and expected student outcomes of each program are consistent with the standards and guidelines adopted by the College of Nursing. The program outcomes of the BSN are congruent with the mission statement of STU and the mission of the College of Nursing. The BSN curriculum was developed to reflect professional nursing standards and guidelines. The BSN program reflects the

Essentials of Baccalaureate Education for Nursing Practice (American Association of Colleges of Nursing [AACN], 2021), Quality and Safety Education for Nurses (QSEN) Competencies, and American Nurses Association (ANA) Standards.

CON Goals

The goals of STU College of Nursing are consistent with STU and reflect a strong commitment to nursing education, practice, research, and public/health policy. The goals of STU's College of Nursing are purposely designed to:

- Educate and train highly qualified nursing students at the baccalaureate level to be leaders in the profession.
- Offer viable career options by providing quality educational programs based on employer-driven requirements.
- Create a positive learning environment that recognizes individuality and enables students to meet their unique educational goals.
- Generate excitement and foster the desire to learn through diverse teaching methods.
- Maintain a qualified, caring faculty and staff dedicated to the personal and professional development of each student.
- Remain at the forefront of education by supporting continuing education and training for students, faculty, and staff.
- Prepare and encourage students to pursue life-long learning.
- Provide nursing and healthcare transformational leadership in education, research, practice, and public policy formation.

SECTION II: ADMISSION AND CURRICULUM

Undergraduate Program Overview

The BSN Program is designed to prepare students to become nurses who will be ethical leaders to care, inspire, motivate, and deliver high-quality health care to individuals, groups, communities, and families. Nursing pre-licensure courses include classroom, skills, laboratory activities, and supervised clinical practice experiences and simulation. The curriculum is concept-based and is organized from simple to complex concepts so that students acquire the cognitive, affective, and technical competencies of a professional nurse. All nursing students are required to demonstrate content mastery and competence each semester in sequence to progress to more advanced concepts and skills. Knowledge from general education courses is integrated as student progress through increasingly complex theoretical nursing content and clinical application courses. The program promotes cultural competency, scientific knowledge, clinical judgment, evidence-based practice in nursing, and interdisciplinary research.

The traditional pre-licensure BSN program is six semesters of full-time study. Clinical practice components are included in various health-care settings, including hospitals, community health agencies, skilled nursing facilities, and clinics. The students are introduced to clinical learning experiences and skills within their first semester of the program. By doing that, the students are continuously exposed to essential nursing concepts and have the opportunity to (1) connect theory to practice, (2) analyze and synthesize a variety of issues in professional nursing practice and health care, and (3) integrate and apply theories to guide professional nursing practice. Students are also prepared for advancement to graduate programs in nursing. Upon graduation, the students are eligible to sit for the RN licensing examination NCLEX (National Council Licensure Examination).

The Accelerated BSN program is a pathway for individuals with a non-nursing degree to transition into professional nursing. It combines online coursework, hands-on immersive experiences, and clinical training to prepare graduates for the NCLEX-RN Examination and a successful nursing career, culminating in a Bachelor of Science in Nursing (BSN). The program is designed to allow students to efficiently build both clinical competence and critical thinking skills. Graduates are prepared to deliver safe, evidence-based, and patient-centered care across diverse healthcare settings.

The College of Nursing offers the RN-to-BSN course of study for associate in science degree registered nurses (ASN) to earn a baccalaureate degree in nursing. The program is designed for working nurses and can be completed in as little as twelve months in a primarily online delivery format. Clinical practice components are completed in a community and leadership setting. The baccalaureate-prepared nurse is equipped to manage complex and changing healthcare environments. The curriculum and coursework focus on the development of

problem-solving that will broaden and strengthen the ASN student's preparation for professional nursing practice.

BSN Program Outcomes

The general education learning outcomes for the BSN program will be the same as those defined college-wide for all undergraduate programs currently offered at STU. The upper division for the program will focus on critical thinking, serving diverse clients, leadership skills, and advanced nursing competencies required by the Florida Board of Nursing and applicable to nursing professional standards. Below is the list of student learning outcomes (SLOs) for graduates of the BSN program.

Upon completion of the BSN program, the students will:

1. Demonstrate the integration of philosophical and theoretical principles of the art and science of nursing to create a caring environment for diverse patients, families, and communities. (AACN 2021, *Domains 1 and 5*)
2. Incorporate teaching, learning, and evaluation concepts in developing individualized health plans that meet the cultural and individual needs of patients, families, and communities. (AACN 2021, *Domains 3 and 7*)
3. Demonstrate ethical and transformative leadership to promote a quality, safe and cost-effective health care environment for individuals, families, and communities. (AACN 2021, *Domains 2 and 6*)
4. Demonstrate professionalism in the care of patients, in inter-professional education, and in collaborative practice. (AACN, 2021, *Domain 9*)
5. Show the ability to advocate for transformation in the health care delivery system responsive to sustain health care outcomes at local, regional, state, national, and global levels. (AACN 2021, *Domains 6 and 8*)
6. Assume accountability for one's own professional development, lifelong learning and scholarship, and the advancement of the nursing profession. (AACN 2021, *Domains 9 and 10*)
7. Employ information technologies to manage knowledge, disseminate information, and promote decision-making in nursing practice. (AACN 2021, *Domains 4 and 8*)

Student Admission

STU and the College of Nursing give equal opportunity to all faculty, staff, students, and applicants for employment or admission without discrimination based on race, ethnicity, religion, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

Academic Calendar

Academic calendars for STU can be accessed on the following link: <https://www.stu.edu/Academics/Academic-Calendar>

Knack Tutoring

Students looking for additional assistance outside of the classroom are advised to consider working with a peer tutor through Knack. Our campus has partnered with Knack to provide students with access to verified peer tutors who have previously aced this course. To view available tutors, visit stu.joinknack.com and sign in with your student account.

PATHWAY TO BSN PROGRAM OVERVIEW AND CURRICULUM **BACHELOR OF ARTS (BA) IN NATURAL SCIENCES: NURSING PATHWAY**

STU prepares the students to apply for admission to the BSN program in the first two years of the program. The first two years (first-year student [Freshman] and sophomore) are designated as pathway to nursing, and the second two years (junior and senior) are designated BSN program. Coursework includes a rigorous curriculum in science, humanities, and liberal arts with an emphasis on critical thinking and the application of scientific methods, as well as informed and ethical decision making. Students will be exposed to the disciplines of biology, chemistry, anatomy, physiology, microbiology, and healthcare.

Approximately 59 credits of general education and prerequisite coursework are required before the student may be admitted to the clinical nursing major. It must have all Pathway to BSN Curriculum coursework completed or in progress by the time of application to the Pathway to BSN program.

Admission to STU's Bachelor of Arts (BA) in Natural Sciences: Nursing Pathway does not guarantee admission to the BSN Program. Students must maintain a GPA of 3.0 and a science GPA of 2.67 to qualify for admission into the BSN program. Achievement of minimum requirements does not guarantee admission to the BSN Program. Our aim is to admit the most highly qualified candidates.

Satisfactory Academic Progress: Students must maintain a semester GPA of 3.0 or higher at STU to remain in the BSN program. Students may repeat no more than one (1) course for grade replacement.

Transfer Credits

1. The maximum credit for studies completed in a two-year junior/community college is 60 semester hours.
2. St. Thomas University may withhold granting transfer credit for courses in a major taken more than 12 years prior to the date of application to the University if no additional coursework has been taken in the interim.
3. Transfer credit can only be awarded for courses where the student has earned a grade of C or above, unless part of an earned associate degree.
4. Transfer credit cannot account for more than 50% of major requirements.

Figure I. Pathway to BSN Program Curriculum

Year 1		Year 2	
Fall Year 1	Credits	Fall Year 2	Credits
MAT 1104 College Algebra	3	Upper-level English Literature/HUM/ART	3
BSC 1005 General Biology	3	BSC 2085 + BSC 2085L Human Anat & Physio I + Lab	4
UNI 101 University Preparation	1	DEP 2000 Human Growth & Dev	3
ENC 1101 Composition	3	EXL 200 Introduction to Leadership	3
REL 2560 Intro to Catholicism	3	Any Ethics **PHI 3633 Biomedical Ethics	3
Total	13	Total	16

Spring Year 1	Credits	Spring Year 2	Credits
CHM 1033 + 1033L Chem for Health	4	MCB 2010 + 3020L Microbiology for Nursing + Lab	4
STA 2023 Applied Statistics	3	BSC 2086 + BSC 2086L Human Anat & Physio II + Lab	4
ENC 1102 Composition & Lit	3	HUN 3221 Principles of Nutrition	3
PHI 2010 Intro to Philosophy	3	SCI 109 Intro to the Health Sciences	3
		REL 2300 World Religions	3
Total	13	Total	17

*Recommended for BSN but not required.

**Preferred

This document is an EXAMPLE of a degree path for entry into the BSN program. Students are strongly encouraged to meet regularly with advisors to work through their own unique plans. If you require more information, please feel free to contact the nursing department at nursing@stu.edu.

BACHELOR OF SCIENCE IN NURSING (BSN)



BSN

Total credits 126

ADMISSION REQUIREMENTS: Students will be eligible for admission to the BSN program after meeting the following criteria:

1. Minimum achievement of 3.0 cumulative college GPA.
2. Satisfactory completion of an Introduction to Health Science course.
3. Grade C+ (77%) (GPA of 2.33) or higher for general education courses.
4. Grade B- (overall science GPA of 2.67) or higher for science courses with a maximum of one repeat.
5. TEAS exam **taken at STU** with 60% composite passing score.
6. ATI TEAS scores taken within the last 2 years for **transfer students** to ensure applicant readiness and currency of skills.
7. Potential transfer (AA) students must take a standardized admission exam (TEAS Exam) for the nursing program. With the TEAS exam taken **outside of STU**, students must pass the TEAS with a minimum composite score of 65% and a science sub-score of 60%.
8. Only on-ground testing accepted; no remote/online proctored TEAS.
9. Students may be interviewed at the discretion of the College of Nursing.
10. All students admitted into the BSN program must enroll in the ATI Nursing Academic Readiness Launch program and complete it within the first half of the first semester.

*The TEAS may be taken a maximum of two (2) times

Satisfactory Academic Progress: Students must maintain a semester C+ (77%) or higher and a 2.33/4.00 GPA at St. Thomas University (STU) to remain in the BSN program. Students may not transfer in any courses after matriculation to STU. Students may repeat no more than one (1) course for grade replacement.

Transfer Credit Time Limits

1. St. Thomas University may withhold granting transfer credit for courses in a major taken more than 12 years prior to the date of application to the University if no additional coursework has been taken in the interim.

Total Credit hours of the program:	126
Total Clinical Hours:	570
Total Nursing Credits:	67

Admission into the BSN program and degree completion does not guarantee NCLEX-RN licensure examination eligibility. Clinical contact hours are calculated on a 1 credit hour to 30 contact hour ratio for every week of the semester. Lab contact hours are calculated on a 1 credit hour to 30 contact hour ratio for every week of the semester.

Figure II. Fall Entry Traditional BSN Program Curriculum

Semester	Courses	Credits	Clinical Hours
Semester I Fall	NUR 300: Pathophysiology	3	
	NUR 314: Introduction to Nursing	3	
	NUR 399: Transcultural Nursing	2	
	NUR 320: Health & Physical Assessment	3	
	NUR 320L: Health & Physical Assessment Lab	1	
	Total	12	
Semester II Spring	NUR 312: Informatics	3	
	NUR 315: Medication Safety	3	
	NUR 325: Fundamentals of Nursing	3	
	NUR 325CL: Fundamentals of Nursing Clinical	2	60
	NUR 325L: Fundamentals of Nursing Skills	1	
	Total	12	
Semester III Summer	NUR 304: Nursing and the Adult I	3	
	NUR 304CL: Nursing and the Adult I	3	90
	NUR 318: Nursing Pharmacology	3	
	Total	9	
Semester IV Fall	NUR 305: Nursing and the Adult II	3	
	NUR 305CL: Nursing and the Adult II	3	90
	NUR 307: Psychiatric Mental Health Nursing	2	
	NUR 307CL: Psychiatric Mental Health Nursing Clinical	2	60
	NUR 403: Community & Public Health	2	
	NUR 403CL: Community & Public Health Clinical	2	60
	Total	14	
Semester V Spring	NUR 400: Nursing Care of Families: Childbearing Nursing & Women's Health	3	
	NUR 400CL: Nursing Care of Families: Childbearing Nursing & Women's Health Clinical	2	60
	NUR 401: Nursing Care of Families: The Parent & Child	3	
	NUR 401CL: Nursing Care of Families: The Parent & Child Clinical	2	60
	NUR 425: Research, Theory & Evidence Based	3	
	Total	13	
Semester VI Summer	NUR 308: Nursing Leadership	3	
	NUR 405: Nursing Practicum	3	90
	NUR 424: NCLEX Review	2	
	Total	8	

	Total Program Credits	67	570
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Figure III. Spring Entry Traditional BSN Program Curriculum MAP

Semester	Courses	Credits	Clinical Hours
Semester I Spring	NUR 300: Pathophysiology	3	
	NUR 314: Introduction to Nursing	3	
	NUR 399: Transcultural Nursing	2	
	NUR 320: Health & Physical Assessment	3	
	NUR 320L: Health & Physical Assessment Lab	1	
	Total	13	
Semester II Summer	NUR 315: Medication Safety	3	
	NUR 325: Fundamentals of Nursing	3	
	NUR 325CL: Fundamentals of Nursing Clinical	2	60
	NUR 325L: Fundamentals of Nursing Skills	1	
	Total	9	
Semester III Fall	NUR 304: Nursing and the Adult I	3	
	NUR 304CL: Nursing and the Adult I	3	90
	NUR 318: Nursing Pharmacology	3	
	NUR 403: Community & Public Health	2	
	NUR 403CL: Community & Public Health Clinical	2	60
	Total	12	
Semester IV Spring	NUR 400: Nursing Care of Families: Childbearing Nursing & Women's Health	3	
	NUR 400CL: Nursing Care of Families: Childbearing Nursing & Women's Health Clinical	2	60
	NUR 401: Nursing Care of Families: The Parent & Child	3	
	NUR 401CL: Nursing Care of Families: The Parent & Child Clinical	2	60
	NUR 307: Psychiatric Mental Health Nursing	2	
	NUR 307CL: Psychiatric Mental Health Nursing Clinical	2	60
	Total	14	
Semester V Summer	NUR 305: Nursing and the Adult System II	3	
	NUR 305CL: Nursing and the Adult System II Clinical	3	90
	NUR 312: Informatics	3	
	Total	9	
Semester VI Fall	NUR 308: Nursing Leadership	3	
	NUR 405: Nursing Practicum	3	90
	NUR 424: NCLEX Review	2	
	NUR 425: Research, Theory & Evidence	3	
	Total	11	
	Total Program Credits	67	570

Graduation Requirements

Completing all graduation requirements is the student's responsibility. The BSN degree is granted to candidates who have:

- Successfully completed the required general education, prerequisite, and nursing clinical courses.
- Acquired a minimal course grade of C+(2.33/4)
- Acquired a minimum STU cumulative GPA of at least 2.33/4.
- Be in good standing with the university.



ACCELERATED BACHELOR OF SCIENCE (BS) IN NURSING (Delivery Location: Blended)

Program Director: Dr. Caryn Blair

Academic Credentials: DNP, APRN, PMHNP-BC

Contact Information: cblair2@stu.edu

Program Advisor(s): Dr. Caryn Blair

Program Description: The Accelerated BSN program is an intensive 16-month pathway designed for individuals who hold a non-nursing associate or bachelor's degree and wish to transition into the nursing profession. Through a combination of rigorous online coursework, hands-on immersive experiences, and clinical practice at approved healthcare facilities, the program prepares students with the knowledge, skills, and experience needed to excel as professional nurses and successfully pass the NCLEX-RN licensure exam. Students complete their didactic coursework online and participate in immersive experiential learning opportunities, including required clinical placements in various nursing settings. Upon successful completion of the program, graduates are awarded the Bachelor of Science in Nursing (BSN) degree.

ADMISSION REQUIREMENTS: Students will be eligible for admission to the ABSN program after meeting the following criteria:

1. Must have a bachelor's degree or an associate degree in any field from a regionally accredited institution.
2. Sixty transferable credits with a minimum grade of C or better towards a degree at a regionally accredited institution.
3. Minimum achievement of 2.75 cumulative college GPA.
4. Grade B (overall science GPA of 3.0) or higher for science courses with a maximum of one repeat.
5. TEAS (Test of Essential Academic Skills) score of 60% or higher.
6. Must be a Florida Resident.

*The TEAS may be taken a maximum of two (2) times.

Satisfactory Academic Progress: Students must maintain a semester C+ (78%) or higher and a 2.5/4.00 GPA at St. Thomas University (STU) to remain in the ABSN program. Students may not transfer in any nursing courses after matriculation to STU. Students may repeat no more than one (1) nursing course for grade replacement.

General Education Requirements (GER) – 38 Credits

Category	Course Code	Course Title	Credits
Ethics	PHI 3633	Biomedical Ethics (Recommended)	3
Philosophy	PHI 2010	Philosophy (Recommended)	3

Note: Any approved Ethics or Philosophy course may be substituted.

Major Prerequisites (22 Credits)

Course Code	Course Title	Credits
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1
CHM 1033	Chemistry for Health Science	3
CHM 1033L	Chemistry for Health Science Laboratory	1
HUN 3221	Principles of Nutrition	3
MCB 2010	Microbiology for Nursing	3
MCB 3020L	Microbiology Lab	1
BSC 1005	General Biology	3

Major Requirements (62 Credits)

Course Code	Course Title	Credits
NUR 316	Fundamentals of Nursing	3
NUR 316CL	Fundamentals of Nursing Clinical*	2
NUR 316L	Fundamentals of Nursing Skills Lab*	1
NUR 322	Health & Physical Assessment	3
NUR 322L	Health & Physical Assessment Lab*	1
NUR 323	Pathophysiology	3
NUR 324	Nursing and Adult I	3
NUR 324CL	Nursing and Adult I (Clinical)	3
NUR 326	Mental Health Nursing	2
NUR 326CL	Mental Health Nursing (Clinical)*	2
NUR 327	Pharmacology for Nursing	3
NUR 330	Nursing and Adult II	3
NUR 330CL	Nursing and Adult II (Clinical)	3
NUR 416	Research & Evidence-Based Practice	3

NUR 419	Nursing Leadership	4
NUR 420	Community & Public Health Nursing*	4
NUR 429CL	Maternal Nursing and Family Health Nursing (Clinical)	2
NUR 431	Pediatric Nursing and Family Health	3
NUR 431CL	Pediatric Nursing and Family Health (Clinical)	2
NUR 433	Critical Care Nursing Concepts, Synthesis, & Applications	2
NUR 433L	Critical Care Nursing Concepts, Synthesis, & Applications Lab	1
NUR 435	Transition to Nursing Practice: Practicum & NCLEX	3
NUR 435CL	Transition to Nursing Practice: Practicum & NCLEX (Clinical)*	3

*Course contains a lab and/or clinical component on campus or clinical facility

Accelerated Bachelor of Science in Nursing			
Course	1 st Year- Semester 1	Course	1 st Year- Semester 2
NUR 316	Fundamentals of Nursing	NUR 324	Nursing and Adults I
NUR 316CL	Fundamentals of Nursing Clinical	NUR 324CL	Nursing and Adults I Clinical
NUR 316L	Fundamentals of Nursing Skills Lab	NUR 326	Mental Health Nursing (2 nd 8 weeks)
NUR 416	Nursing Research & Evidence-Based Practice (8 weeks)	NUR 326CL	Mental Health Nursing Clinical (2 nd 8 weeks)
NUR 322	Health & Physical Assessment	NUR 327	Pharmacology for Nursing
NUR 322L	Health & Physical Assessment Lab		
NUR 323	Pathophysiology		

Accelerated Bachelor of Science in Nursing			
Course	2 nd Year- Semester 1	Course	2 nd Year- Semester 2
NUR 429	Maternal Nursing and Family Health (1 st 8 weeks)	NUR 419	Nursing Leadership (1 st 8 weeks)
NUR 429CL	Maternal Nursing and Family Health Clinical (1 st 8 weeks)	NUR 433	Critical Care Nursing: Concepts, Synthesis, and Application
NUR 330	Nursing and Adults II	NUR 433L	Critical Care Nursing: Concepts, Synthesis, and Application
NUR 330CL	Nursing and Adults II Clinical	NUR 435	Transition to Nursing Practice: Practicum & NCLEX Review
NUR 431	Pediatric Nursing and Family Health (2 nd 8 weeks)	NUR 435CL	Transition to Nursing Practice: Practicum & NCLEX Review Clinical

NUR 431CL	Pediatric Nursing and Family Health Clinical (2 nd 8 weeks)	NUR 420	Community Health Nursing (1st 8 weeks)

Program Student Learning Outcomes: The General Education learning outcomes for the ABSN program will be the same as those defined college-wide for all undergraduate programs currently offered at STU. The upper division for the program will focus on critical thinking, serving diverse clients, leadership skills, and advanced nursing competencies required by the Florida Board of Nursing and applicable to nursing professional standards. The following is the list of learning outcomes (SLOs) for the graduates of the ABSN program:

1. Demonstrate the integration of philosophical and theoretical principles of the art and science of nursing to create a caring environment for diverse patients, families, and communities. (AACN 2021, *Domain 1 and Domain 5*)
2. Incorporate teaching, learning, and evaluation concepts in developing individualized health plans that meet the cultural and individual needs of patients, families, and communities. (AACN 2021, *Domain 3 and Domain 7*)
3. Demonstrate ethical and transformative leadership to promote a quality, safe and cost-effective health care environment for individuals, families and communities. (AACN 2021, *Domain 2 and Domain 6*)
4. Demonstrate professionalism in the care of patients, in inter-professional education and in collaborative practice. (AACN, 2021, *Domain 9*)
5. Demonstrate the ability to advocate for transformation in the health care delivery system that is responsive to sustain health care outcomes at local, regional, state, national and global levels. (AACN, 2021, *Domain 9*)
6. Assume accountability for one's own professional development, lifelong learning and scholarship, and the advancement of the nursing profession. (AACN 2021, *Domain 9 and Domain 10*)
7. Employ information technologies to manage knowledge, disseminate information, and promote decision-making in nursing practice. (AACN 2021, *Domain 9 and Domain 10*)

Program Student Learning Outcomes Assessments:

1. Formative and summative faculty developed assessments for all courses, simulation labs and clinical courses throughout the ABSN program.
2. Preceptor assessment of student performance.
3. The nursing program requires that all pre-licensure baccalaureate students demonstrate content mastery in the discipline. The nursing program Accelerated Bachelor of Science in Nursing (ABSN) at St. Thomas University utilizes an integrated approach to testing and assessment. The NCLEX exam will be used as an assessment tool.

Graduation Requirements: In addition to the usual undergraduate graduation requirements, this program has the following graduation requirements:

1. Successfully completed the required general education, prerequisite, nursing courses, and nursing clinical courses.
2. Maintain a minimal overall GPA of C+ (78%) (2.5/4) to graduate.
3. Be in good standing with the university.



RN-to-BSN (BACHELOR OF SCIENCE IN NURSING)

The RN-to-BSN track is for applicants who have completed an Associate of Science (ASN) degree nursing program and seek to earn the Bachelor of Science in Nursing (BSN) degree. Plans of study are designed to facilitate consistent progression on a full-time or part-time basis to fit the RN's work schedule.

General Admission Requirements

Applicants for the program must provide:

1. A completed and signed Application for Admission.
2. One of two entry pathways:
 - a. Licensed RNs: Students who already hold an RN license have been approved by the Florida, Georgia, Alabama, or South Carolina Board of Nursing to sit for and pass the NCLEX.
 - b. Graduates of Florida, Georgia, Alabama, or South Carolina Board of Nursing-Approved and regionally accredited ASN Programs (not yet licensed). These students may be conditionally admitted to the RN-to-BSN program, contingent upon:
 - i. Verification that their ASN program has regional accreditation and is approved by the Florida, Georgia, Alabama, or South Carolina Board of Nursing
 - ii. Successful completion of the NCLEX-RN and obtaining a valid RN license prior to progressing past the first term of coursework.
3. Cumulative GPA of 2.5 or higher from an approved program.
4. Active and unencumbered Florida, Georgia, Alabama, or South Carolina RN license.
5. Official college and/or university transcripts from all previously attended institutions, including the institution where the degree was conferred, which must come from an institution with accreditation.
6. All foreign applicants must demonstrate proficiency in the English language. Standard testing used for this purpose by STU will apply.
7. To utilize VA benefits, veterans are advised to communicate with our VA Benefits Administrator.

**If a student submits unofficial transcripts with the application for admission, that student is conditionally admitted and is required to provide 1) official transcripts and 2) proof of a valid and correct RN license by the end of their first term for evaluation. Failure to do so will result in an admission hold, barring progression within the program.*

Special Admissions Requirements

In addition, applicants for the program must provide the following:

1. Must show proof of current CPR awarded by the American Heart Association.
2. Must show proof of current immunization, yearly Influenza vaccine prior to experiential learning, and fees may apply.
3. Successfully pass a Level II background check with an agency appointed by the University at students' expense, and fees may apply.
4. Students are required to carry health insurance and liability insurance, and fees may apply.

- Students must show proof of NSNA membership (or membership to any other nursing organization) throughout the program, and fees may apply.

Transfer Credit Time Limit

- Non-nursing transfer credits: There is no limit on the length of time since successful completion.

Credit by Examination for RN-BSN Prerequisite Courses

Non-Science Prerequisites (Non-Lab Courses)

Applicable courses: Applied Statistics (STA-2023), College Algebra (MAT-1104), Human Growth & Development (DEP-2000).

- Students may apply for Credit by Exam in lieu of retaking the course.
- The maximum number of credits awarded via CBE shall not exceed 12 credit hours total.

Science Prerequisites with Laboratory Components

Applicable courses: Human Anatomy & Physiology I & II + Lab (BSC-2085 / BSC-2086), Microbiology + Lab (MCB-2010 and MCB-3020L).

- Credit by Exam applies to the didactic (lecture) portion only.
- Students must have earned a grade of B or higher in the original course from their prior institution.
- The course must have been completed within the past five (5) years.
- Students are still required to enroll in and successfully complete the laboratory component (1 credit hour) at STU.

RN to BSN MINIMUM COURSE REQUIREMENTS

Granted with R.N (Registered Nurse) License

120 Credits

60 credits

CATHOLIC IDENTITY

3 credits

Take 3 credits from courses identified as Catholic Identity courses. This can be satisfied with REL 2300 World Religions which must be taken at STU.

DIVERSITY

3 credits

Take 3 credits from courses identified as Diversity courses. This can be satisfied with PHI 3633 Biomedical Ethics which must be taken at STU.

GENERAL EDUCATION REQUIREMENTS (GER)

24 credits

Figure IV. RN-to-BSN Program Curriculum

Admission to the RN-BSN Program Required				
Course Prefix	Course Number	Course Name	Credit Hours	Experiential Learning Hours
NUR	001	Online Undergraduate Nursing Orientation	0	
NUR	411	Transition to Professional Nursing	3	
NUR	418*	Health Assessment & Promotion with lab	4	
NUR	416	Nursing Research & Evidenced Based Practice	3	
NUR	419**	Nursing Leadership	4	30
NUR	417*	Aging & End of Life	3	
NUR	415	Health Care System Issues	3	
NUR	420	Community Health Nursing	4	50
NUR	421***	Nursing Practice in a Multicultural Society	3	
NUR	422	Nursing Informatics	3	

TOTAL NURSING PROGRAM CREDITS	30	
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*Additional fees for courseware may apply.

**This fulfills the Introduction to Ethical Leadership requirements for RN-BSN students only.

***This fulfills the Diversity requirements for RN-BSN students only.

The following courses may be taken as a substitution elective *with special permission only*.

NUR 427	Interprofessional Teams: Collaboration for Patient Safety	1-3 Credits
NUR 428	Guided Study in Nursing Practice	1-3 Credits

Figure V. RN-to-BSN Program Course Carousel

Bachelor of Science in Nursing Online - Full Time						
Starting Term 1	NUR-411 TRANSITION TO PROF NURSING (3 Credits)	NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)		Starting Term 2	NUR-411 TRANSITION TO PROF NURSING (3 Credits)	NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)
	NUR-415 HEALTH CARE ISSUES (3 Credits)	NUR-422 NURSING INFORMATICS (3 Credits)			NUR-415 HEALTH CARE ISSUES (3 Credits)	NUR-422 NURSING INFORMATICS (3 Credits)
	NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)	NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)			NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)	NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)
	NUR-417 AGING AND END OF LIFE (3 Credits)	REL-2300 WORLD RELIGIONS (3 Credits)			NUR-417 AGING AND END OF LIFE (3 Credits)	PHI-3633 BIOMEDICAL ETHICS (3 Credits)
	NUR-420 COMMUNITY HEALTH NURSING (4 Credits)	PHI-3633 BIOMEDICAL ETHICS (3 Credits)			NUR-420 COMMUNITY HEALTH NURSING (4 Credits)	REL-2300 WORLD RELIGIONS (3 Credits)
	NUR-419 NURSING LEADERSHIP (4 Credits)				NUR-419 NURSING LEADERSHIP (4 Credits)	

Bachelor of Science in Nursing Online - Part Time						
Starting Term 1	NUR-411 TRANSITION TO PROF NURSING (3 Credits)			Starting Term 2	NUR-411 TRANSITION TO PROF NURSING (3 Credits)	
	NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)				NUR-421 NURSING PRACT IN MLTCLT SOC (3 Credits)	
	NUR-415 HEALTH CARE ISSUES (3 Credits)				NUR-415 HEALTH CARE ISSUES (3 Credits)	
	NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)				NUR-416 NUR REAS & EVIDENCE BASE PRAC (3 Credits)	
	NUR-422 NURSING INFORMATICS (3 Credits)				NUR-422 NURSING INFORMATICS (3 Credits)	
	NUR-417 AGING AND END OF LIFE (3 Credits)				NUR-417 AGING AND END OF LIFE (3 Credits)	

PHI-3633 BIOMEDICAL ETHICS (3 Credits)		PHI-3633 BIOMEDICAL ETHICS (3 Credits)
NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)		REL-2300 WORLD RELIGIONS (3 Credits)
NUR-420 COMMUNITY HEALTH NURSING (4 Credits)		NUR-418 HEALTH ASSESSMENT & PROMOTION (4 Credits)
REL-2300 WORLD RELIGIONS (3 Credits)		NUR-420 COMMUNITY HEALTH NURSING (4 Credits)
NUR-419 NURSING LEADERSHIP (4 Credits)		NUR-419 NURSING LEADERSHIP (4 Credits)

These are example course carousels, depending on when a student begins taking courses and does not include general education courses. To ensure that the academic plan is accurate and up-to-date, students are strongly encouraged to communicate regularly with their advisor to work through their own unique plan. If you require more information, please feel free to contact the nursing department at nursing@stu.edu.

Students are required to complete 80 precepted experiential learning hours (NUR 420 = 50 experiential learning hours; NUR 419 = 30 experiential learning hours). These hands-on experiences are invaluable in developing your skills and knowledge, providing real-world exposure, and preparing you for your nursing career. Failure to complete the required hours of experiential learning hours in either course will result in you not passing the course, preventing you from progressing further or obtaining course credit.

Graduation Requirements: In addition to the usual undergraduate graduation requirements, this program has the following graduation requirements:

1. Completion of General Education Requirements
2. Successfully complete RN to BSN curriculum
3. Successfully complete experiential learning hours and required skills.
4. Maintain a minimal overall GPA of B (3.00/4) to graduate.
5. Be in good standing with the university.

SECTION III: REGISTRATION, ADVISING AND SCHOLARSHIPS

Registration

Each semester, currently enrolled students are given the opportunity to register early for the next semester. Early Registration typically begins in October (for Spring) and March (for Summer and Fall), the dates are listed on the STU Academic Calendar. Courses for each student will be planned by his or her academic advisor, and the student will receive an email to register once planning is complete. Students can access Self-Service and register for the planned courses.

Students can collaborate with their assigned Professional Academic Advisor to plan and schedule courses aligned with their chosen program of study semester-by-semester and all the way up to their graduation! Additionally, the system facilitates communication between academic advisor and advisee related to academic planning and course selection.

RN to BSN students should consult with their advisor as needed and register for classes according to the Plan of Study. If an RN to BSN student has been inactive in progression through the curriculum for a significant period of time, the Plan of Study will be re-evaluated with the possible need to repeat courses or take additional courses in the event of curricular change.

The instructions for students to access My Bobcat and register for their courses are:

1. Go to the STU Portal at <https://id.quicklaunch.io/stu>
2. Search for Self-Service
3. Click on Student Planning

4. Then click on Go to Plan and Schedule

Completion of Registration, Financial Aid, and Business Office Tasks Policy

Overview:

To ensure a smooth academic experience at St. Thomas University, students are required to complete all pending tasks related to Registration, Financial Aid, and the Business Office by the start of each term. This policy outlines the responsibilities of students and the potential consequences of non-compliance.

Policy Details:

1. **Completion of Tasks:**
 - a. Students must ensure that all tasks with Registration, Financial Aid, and the Business Office are completed prior to the beginning of the term.
2. **Consequences of Non-Compliance:**
 - a. **Course Removal:** Failure to complete the necessary tasks may result in removal from courses.
 - b. **Missed Coursework:** If removed from a course, students may miss coursework, discussions, or assignments.
 - i. **Instructor Discretion:** Extensions for missed coursework are at the discretion of the instructor.
 - ii. **Quizzes and Exams:** Students who miss quizzes or exams due to removal will not be granted the opportunity to make them up. This will have a significant impact on their course performance.
3. **Important Dates:**
 - a. Students are responsible for reviewing the university's academic calendar for critical dates such as add/drop and withdrawal deadlines. The academic calendar can be accessed here: [St. Thomas University Academic Calendar](#)
4. **Contact Information:**
 - a. For assistance with registration, financial aid, or business office tasks, students can contact the relevant offices:
 - i. **Registration:**
 1. **Student Success Center:**
Email: studentsuccesscenter@stu.edu
Phone: (305) 474-6900
 2. **Nursing:**
Email: nursing@stu.edu
Phone: (305) 474-6823
 - ii. **Financial Aid:**
 1. Email: financialaid@stu.edu
Phone: (305) 474-6960
 - iii. **Business Office:**
 1. Email: businessoffice@stu.edu
Phone: (305) 474-6977

Implementation:

This policy is effective immediately and applies to all students enrolled in courses at St. Thomas University. Compliance with this policy is mandatory to ensure uninterrupted academic progress and success. By adhering to this policy, students can avoid unnecessary disruptions in their education and maintain their academic standing.

Clinical Placement and Experiential Learning

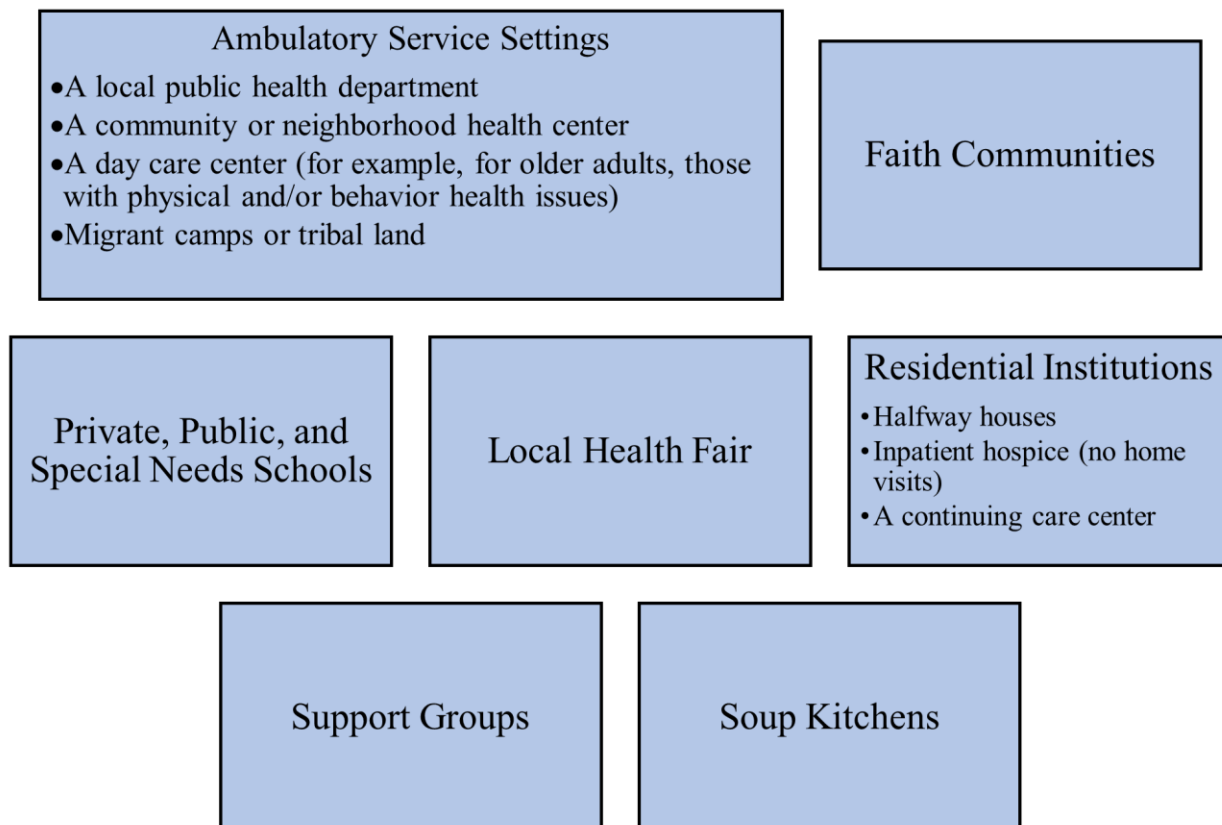
Traditional and Accelerated BSN Students

Clinical placements are assigned. Students should not register until these assignments are finalized, which may be after the early registration period. Students will receive notification of placements and then enroll in nursing courses.

RN to BSN Students: Preceptor Selection

Students must complete their independent experiential learning hours with an appropriate preceptor once approved by the program director, clinical coordinator, and/or course instructor. In preparation for experiential learning courses, students are strongly encouraged to search for and secure a site and preceptor for community health and leadership experiences well in advance of being registered for these courses. Assistance is available from the clinical coordinator if needed. Timely placement is critical to ensure success in the class.

- NUR-419 Nursing Leadership experiential learning
 - The preceptor must work as a leader in a unit -charge nurse, nurse educator, CNO, etc. so the student can be exposed to leadership activities.
 - The experiential learning site can be the same place as the student's workplace but different unit, different supervisor, and outside the student's regular working hours.
- NUR-420 Community Health Nursing experiential learning
 - Experiential learning cannot be completed in the hospital setting. See the graphic below for types of acceptable sites.



An outcome assessment tool is utilized to evaluate student experiential learning performance, which must be done by the course faculty with insights from the preceptor.

Students are required to fulfill experiential learning activities for the two experiential learning courses. These activities include completing assignments directly connected to their experiential learning. Failure to complete these assignments, even if all other course requirements are successfully met, will result in a grade of "Incomplete" for the respective courses.

Academic Advising

Students are advised according to the procedure described in the STU

Undergraduate Catalogs found at <https://www.stu.edu/academics/catalogs>

Students are advised in the Academic Advisement Center prior to their entrance into the BSN program.

However, the faculty in the BSN program look forward to building an effective relationship with our students.

All nursing students will be assigned an advisor from the BSN program for the remainder of their nursing education at STU. Communication plays an integral role as students proceed through the program requirements. Therefore, students are accountable for contacting their advisors regularly. The advisor should be consulted for any questions regarding courses and/or clinical/experiential learning experiences.

Academic Fees

Students must pay fees as billed to avoid being dropped from their courses. For questions about fee payments, including setting up a payment schedule, students should contact the Business Office, Dooner Hall, (305)474-6977, businessoffice@stu.edu, or online at the University website, [Business Office](#). Information regarding registration, tuition and fees, and payment policy, refunds, withdrawal and refund policy can be found at [Registration, Tuition & Fees and Payment Policy](#).

Scholarships and Financial Aid

You must complete a Free Application for Federal Student Aid (FAFSA) application before applying for scholarships or loans. Scholarships may be internal or external to STU. For internal scholarships, submit the application appropriate for your degree program to the Financial Aid Office by the deadline. Financial Aid will work with you to help ensure that you receive the maximum aid for which you qualify. STU offers a combination of [scholarships, grants, and employment opportunities](#). A complete list of internal scholarships may be found on that page.

For external scholarships, you must apply to funding organizations offering scholarships. RN to BSN students are encouraged to check with employers and community organizations about educational assistance and scholarship opportunities.

Baptist Scholar:

Through academic partnerships with South Florida institutions of higher learning, the Baptist Health Nurse Scholars program offers funding, employment opportunities, faculty, classroom space and clinical sites for various College of Nursing. Students may apply for scholarships, valued up to \$24,000, in return for work commitments of up to four years.

Eligibility Requirements

- Competitive GPA
- Acceptance letter into the BSN program
- Eligible to work in the United States
- No corrective action during the last six months (Baptist Health employees only)

Participating Nurse Scholars Program

Funding from the Nurse Scholars program is available to students accepted to various nursing programs in the Miami-Dade, Broward, and West Palm Beach areas. Please visit our website, Learning.BaptistHealth.net, or contact us at Scholarships@BaptistHealth.net or 786-596-4194.

RN to BSN Residency

STU only admits Florida, Georgia, Alabama, and South Carolina residents. As a result, students must maintain residency in Florida, Georgia, Alabama, or South Carolina during their enrollment at STU. Residency generally refers to the student's primary state of residence and domicile, as demonstrated through official documentation such as a driver's license, state identification, voter registration, employment records, lease agreements, or other supporting records. The student's nursing license must reflect their State of official residency. It is the student's responsibility to notify the University of a change in residency. STU reserves the right to remove students from the course who are not residents of Florida, Georgia, Alabama, or South Carolina. This is due to many stringent laws and guidelines the government imposes on higher learning institutions. According to the statute, "If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request." Please refer to the link below for more information. (<https://www.govinfo.gov/content/pkg/CFR-2019-title34-vol3/pdf/CFR-2019-title34-vol3sec600-9.pdf>) In essence, STU's online College of Nursing must meet the standards of the State in which the student resides, which includes Florida, Georgia, Alabama, or South Carolina. As a result, you must complete the program in

the state of Florida, Georgia, Alabama, or South Carolina; if you leave the state, even temporarily, it is your responsibility to inform us. If we find out and you have not informed us, we have the right to remove you from the courses immediately. If there is a repeat offense/incompliance, we have the right to dismiss the student from the program.

SECTION IV: ACADEMIC POLICIES

Nursing Grading Policies

Student performance in academic coursework requirements is evaluated by letter grades "A" to "F." Nursing is concerned with academic achievement, and the grading system provides a framework for faculty to report evaluation of student performance. For undergraduate nursing students, the College of Nursing employs STU's grading system of A, A-, B+, B, B-, C+, C, C-, D+, D, and F, which indicate a gradation in quality from excellence to failure and are used to calculate student semester grade point averages. The highest term and cumulative grade point average that a student can earn is a 4.0. Online grading computations are programmed to two decimal points (.00).

Undergraduate Program Grading Scale

Letter Grade	UG Grading Scale	Grade Point Average (GPA)
A	95-100%	4.00
A-	90-94%	3.67
B+	87-87%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	65-69%	1.33
D	60-64%	1.00
F	Less than 60%	0

***77 is the minimal passing grade for all BSN nursing courses.**

***78 is the minimal passing grade for all ABSN nursing courses.**

***77 is the minimal passing grade for all RN-BSN nursing courses.**

Pre-licensure BSN nursing students are required to achieve a minimum final course grade of 77% to successfully complete the course. If a final course grade based on exams is more than 77% and a student has a non-passing grade for clinical, the final grade assigned to the course will be no higher than C. Canvas will be used to calculate the grades for all students. Grades will not be rounded on exams, graded assignments, or final course grades. **If a pre-licensure BSN student does not obtain a 77% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course.** Students are accountable for all course-specific evaluation methods like quizzes, papers, presentations, etc.

Pre-licensure ABSN nursing students are required to achieve a minimum final course grade of 78% to successfully complete the course. If a final course grade based on exams is more than 78% and a student has a non-passing grade for clinical, the final grade assigned to the course will be no higher than C. Canvas will be used to calculate the grades for all students. Grades will not be rounded on exams, graded assignments, or final course grades. **If a pre-licensure ABSN student does not obtain a 78% as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course.** Students are accountable for all course-specific evaluation methods like quizzes, papers, presentations, etc.

Competencies must be completed at the end of every semester for all pre-licensure nursing students. Competencies are either Pass or Fail. If a student fails the competency, the student will fail the didactic course. Consequently, the student will have to repeat both the didactic and clinical course.

For RN-BSN nursing students, a cumulative score of 77% or higher must be achieved to pass every nursing course. Students must maintain a minimal overall GPA of B (3.00/4) to graduate. Grades will not be rounded on exams, graded assignments, or final course grades.

BSN and ABSN Exit Exam

Pre-licensure nursing students must take an exit examination and score the minimum required to successfully demonstrate mastery of the content necessary to enter practice as safe, competent nurses, and fulfill degree requirements.

Leave of Absence (LOA) and Readmission Policy

Graduate students are required to formally submit a request for a Leave of Absence (LOA) if their enrollment is anticipated to be interrupted for a duration of two semesters or longer. Approval of the LOA request is subject to review by their advisor or a program specialist.

Students who have been granted an LOA and seek to resume their studies after the approved period must complete a formal readmission application and abide by the catalog year's requirements. Readmission decisions will be made following a thorough evaluation by the Program Director. The Program Specialist and academic advisor should be involved in the process to facilitate academic planning and support the student's successful readmission.

Eligibility for both LOA and readmission is contingent upon the student's maintenance of satisfactory academic standing. There will be no guarantees provided for course sequencing at the time of the leave request. Students maintaining continuous enrollment are given priority. Returning students will be obligated to meet the admission requirements in place at the time of readmission.

In instances where readmission is denied, the student may initiate an appeal that follows the proper grievance policy.

Withdrawals

Dropping or withdrawing from any NUR course before or on the University withdrawal deadline date is considered a failure. Students must successfully pass a term to successfully progress to the next.

In these circumstances, students would withdraw their registration for that term and immediately begin the approved LOA. Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Emergency leaves do not reverse the charges set by this schedule.

A student must submit a "[Course Drop/Withdrawal](#)" to the [Student Success Center](#) and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript and noted as "W."

Authorized Withdrawal

A student may drop from a course during the first week of the course by informing the course faculty and communicating with the student's advisor.

After the first week of a course has passed, to be considered authorized, the student must:

- Notify the course faculty
- Submit a "Course Drop/Withdrawal" form to the Student Success Center and inform their academic advisor within the designated timeframe

Withdrawals within this period will be recorded as a "W" on the transcript.

Fear of receiving a low grade does not constitute an extraordinary circumstance for late withdrawal. Students are advised that withdrawing from a course(s) may have financial implications. Refunds are based upon the percentage of course completion. Emergency situations may require a student to begin a LOA in the middle of a term.

Stopping attendance of the registered course does not constitute official withdrawal, just as attending the course does not constitute official registration. Students are allowed a maximum of four (4) authorized withdrawals during their tenure at STUCON.

Unauthorized Withdrawal

A "W" granted after the first week of the term reflects a decision on the part of the student, after consultation with the course faculty and advisor, not to be enrolled in a course. Dropping or withdrawing from any NUR course after the first week of the start date of the course, or on the University withdrawal deadline date is considered a failure. Therefore, a student is not allowed to drop more than two courses, which are considered two failures during their tenure at STUCON.

An Unauthorized Withdrawal occurs when a student:

- Stops attending or participating in a course without formally submitting a withdrawal, or
- Fails to follow the official withdrawal process outlined by the University.

Fear of receiving a low grade does not constitute an extraordinary circumstance for late withdrawal.

Adjustments to tuition and fee charges are made according to the schedule set by the Registrar's Office. Students are advised that withdrawing from a course may have financial implications.

A student must submit a "Course Drop/Withdrawal" to the Student Success Center and the program director that includes documentation confirming extenuating circumstances, including a sufficient explanation of why the student did not seek an incomplete or withdrawal during the term. At no point after the term has ended will a course be removed from a student's record; it will remain on the transcript and noted as "W." Students can go to My Bobcat to fill out the add/drop form with their last date of attendance or follow these steps to withdraw from a course:

- Go to www.stu.edu
- Click on Current Student
- Click on Student Success
- Click on Forms to fill out the add/drop form with the last date of attendance.

Involuntary Withdrawal

St. Thomas University endeavors to provide a safe and orderly environment, insofar as possible, in which all qualified students, with or without disabilities, can participate in the University's programs and activities and to pursue their academic, physical, moral and social development.

The Vice President for Student Affairs or a designee reserves the right to take immediate, necessary and appropriate action to protect the health, safety, and well-being of an individual and/or the University community. A student who does not conduct himself or herself in a manner compatible with a safe and orderly environment is subject to discipline through the student conduct system. In an unusual case where a student engages in one or more behaviors such as those listed below or exhibits a pattern of such behaviors, the University reserves the right, consistent with applicable law, to require an involuntary withdrawal. These behaviors include:

- a. Student engages in, or threatens to engage in, behavior which poses a danger of causing physical harm to self or others;
- b. Student demonstrates an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being, etc. such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time; and/or
- c. Student exhibits behavior(s) that substantially impede(s) the lawful and/or daily, normal activities of others and/or would interfere with the educational process and the orderly operations of the University. Behaviors include those that are disruptive to the surrounding community and community members and/or significantly impact the University's human resources in continued management of these incidents.

Prior to invoking an involuntary withdrawal, a student may be given the option to take a voluntary withdrawal. Involuntary withdrawals may be subject to approval by the Vice President for Student Affairs or designee.

Reinstatement following involuntary withdrawal normally requires a certification from the student's treatment provider which satisfies the University that the student's behavior is compatible with the academic and technical standards of the University

Grade Rounding Policy

Purpose: To establish a standardized approach to rounding up grades in the College of Nursing to ensure fairness and consistency in academic evaluation.

Policy Statement: The College of Nursing adheres to a strict grading policy where final course grades are calculated based on the precise numerical average. The following guidelines outline the conditions under which grades may or may not be rounded up.

Guidelines:

Final Grade Calculation:

- Final grades are calculated to the hundredth decimal place.
- For example, a final grade of 89.49 remains 89.49.

Rounding Up:

- Grades will be rounded up only if the final numerical average is 0.50 or higher. For example, a final grade of 89.50 will be rounded to 90.0.
- Grades with a final numerical average below 0.50 will not be rounded up. For example, a final grade of 89.49 will not be rounded to 90.0.

Grade Reporting:

- Instructors will report grades as calculated, adhering strictly to the above rounding policy. Students will be informed of their final grades without any further adjustment.

Appeals:

- Students may appeal their final grade calculation to the Nursing Academic Integrity Committee only if there is a demonstrated error in the calculation process. Appeals based solely on the desire for a higher grade without error in calculation will not be considered.

Clinical Performance Grading Scale

Nursing employs the satisfactory/ unsatisfactory (S/U) and pass/fail (P/NP) grading system for undergraduate clinical and/or experiential learning courses. An unsatisfactory (U) or NP grade in a nursing course is not acceptable. A student may not progress in the nursing sequence with the U or NP grade. Undergraduate nursing students must achieve a satisfactory (S) or P or C+ or above for undergraduate students on repetition of the course to be eligible to continue enrollment in the CON.

Pass/Fail	Satisfactory/Unsatisfactory	Incomplete/Working Process	Non-passing
P=Pass	S=Satisfactory	I=Incomplete	NP of F
F=Fail	U=Unsatisfactory		Non-passing

A notation of P, F, NP, S or U does not affect a student's term or cumulative grade point average. A notation of I, if not replaced by a passing grade, eventually lapses to F and, for graded election is computed into the term and cumulative grade point averages.

Unsatisfactory Clinical/Skills and Simulation Lab Performance

Some nursing courses have both clinical/lab and lecture components, and only one grade is earned for the course. Students who receive an unsatisfactory (U) or non-passing (NP) grade in the clinical/skills and simulation lab component will receive a grade no higher than C for the course. If repetition is required, the student must complete both the clinical and lecture requirements for the course regardless of problem component.

Clinical/Experiential Learning Compliance Requirements

Compliance is a major requirement of the CON. Nursing as a practice discipline requires coursework that involves patient contact, such as in the clinical sites, interfacing with patients individually or collaboratively or conducting research. As such, to protect the public, clinical sites and the CON require background checks for prospective students, including arrests without convictions, verification of employment, and social security verification.

Criminal Background Checks: Students must complete a one-time background check after notification of conditional acceptance in the College of Nursing. However, it must be completed prior to beginning coursework or clinical/experiential learning courses. If a student takes a LOA for a year or more, they must repeat the background check at their cost. If any student's background check indicates a history that might prevent participation in clinical/experiential learning nursing practice within the College of Nursing, the Associate Dean of Nursing and the Program Directors will consider the student's situation and decide about admitting the student into the College of Nursing. Results of background checks are kept confidential within the College of Nursing and reviewed during the admission process. Note that admission to the College of Nursing does not guarantee eligibility for licensure in nursing in Florida. For example, if a student has an arrest and/or conviction record, the State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine in advance a nursing student program graduate's eligibility for licensure. Students should contact the Florida State Board of Nursing for information about rules and regulations. For pre-licensure students, information regarding this matter may be found [here](#). For RN-BSN students, information may be found respectively for [Florida](#), [Georgia](#), [Alabama](#), and [South Carolina](#). BSN students are required to complete an Agency for Health Care Administration (AHCA) background screening for the psychiatric clinical and the pediatric clinical at the student's expense.

Academic Progression Policy

Course Progression

Students must successfully pass a term or semester to successfully progress to the next. At the program director's discretion, students may be allowed to enroll in the subsequent course even if they register before obtaining the grade for a prerequisite course. The student understands that failing to obtain the required grade may result in failing the course, necessitating the need to retake the unsuccessful course. If a nursing student earned a failing grade for a course, they are encouraged to meet with the faculty and academic advisors immediately after earning a failing grade to review course performance and prepare a plan of action. If a nursing student earned two failing grades in the same semester, or anytime during the program, it will result in immediate dismissal from the College of Nursing.

Pathway to BSN Program

A satisfactory (good) academic standing at STU for undergraduate students is a minimum semester and cumulative GPA of 2.5 or higher. However, the academic standards in the College of Nursing are higher, the GPA requirements to remain Pathway to BSN Program are listed below.

Standing	Credit Hours	Required GPA
Freshman year (1 st semester)	12-18	2.8 or higher
Freshman year (2 nd semester)	18	3.0 or higher

Pathway to BSN students with more than 60 credit hours must also have a minimum cumulative GPA of a 3.0 or higher.

A grade of C- or below is not acceptable in anatomy, physiology, chemistry, human nutrition, human growth and development, microbiology, ENC 1101 or ENC 1102. A grade of D or F is not acceptable in algebra, statistics, or any pre-requisite course for nursing. A student is allowed one opportunity to repeat a course in which an unsatisfactory grade has been received. A student who earns less than a C upon repetition of a course is not eligible to get admitted in the Traditional BSN Program.

Grade Requirements

BSN Program

Nursing courses are sequential and may not be taken out of order. Progression into the next semester's nursing courses is contingent upon the successful completion, a grade of C+ or higher, of all the previous semester's courses. **Any undergraduate nursing student with 2 failures (including a W grade) will be dismissed from the program.**

Undergraduate nursing students must achieve a minimum final course grade of 77% within the BSN program and 78% in the ABSN to successfully complete the course. If a BSN student does not attain a 77% within the BSN program or a 78% in the ABSN program as an average for all test/exams, case studies, quizzes and assignments, the student will receive an earned letter grade consistent with the average scores for the course and may not progress to the next core course. Students are accountable for all course specific evaluation methods such as quizzes, papers, presentations, etc.

NUR COURSES-MUST PASS WITH "C+ /77" in the BSN PROGRAM OR "C+ /78" in the ABSN PROGRAM OR GREATER.

Students who receive a grade of "C" or less on a course must repeat that course. However, a student can only repeat that course once. Failure of the same course or another course will result in dismissal from the program. A student who fails either the theory or the clinical/experiential learning portion of the course fails the didactic and clinical/experiential learning course. The student must repeat the theory and the clinical/experiential learning portion. Students must successfully pass a term and or semester to successfully progress to the next.

In addition to obtaining grades of C+ or higher in all nursing courses, students must always provide evidence of their ability to provide safe care to patients. Failure to provide safe patient care may result in immediate withdrawal from the course and, potentially, dismissal from the College of Nursing. A student out of sequence or repeating a course must meet with an academic advisor and the director to develop a new plan of study.

Grade Replacements

All courses applicable to a student's major (whenever taken, including academically forgiven courses and grade replacements) are included in evaluating a student's satisfactory academic progress for both quantitative [attempted] and qualitative [CGPA] components. However, a student may be able to appeal loss of eligibility due to special circumstances.

- If the student is replacing a C+ the grade replacement will show: *U
- If the student is replacing a C the grade replacement will show: *V
- If the student is replacing a C- the grade replacement will show: *X
- If the student is replacing a D+ the grade replacement will show: *Y
- If the student is replacing a D the grade replacement will show: *Z
- If the student is replacing an F the grade replacement will show: **

RN to BSN Program

Progression into the next semester's nursing courses is contingent upon the successful completion, a grade of C+/77% or higher, of all the previous term's courses. If an RN-BSN student fails a course, he or she must repeat the course the next time it is offered. Students must complete experiential learning hours and maintain a minimal overall GPA of B (3.00/4) to graduate.

Grade Appeals

Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. If the student does not agree with the instructor's decision, the student will need to discuss the issue with the Program Director.

3. If the student does not agree with the Program Director's decision, the student can request an appeal by completing the appeal form and submitting it in writing to the Chair of the Nursing Academic Integrity Committee (NAIC). This appeal should include the specific reasons why the grade should be reviewed.
4. The Program Director will inform both the Dean of Nursing, Assistant Dean of Nursing, and the VP of Students of the impending situation if the matter is related to scholastic integrity.
5. The Program Director will submit the [Maxient form](#) obtained from the office of the VP of Students.

The NAIC Committee will evaluate the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.

Actions by the NAIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program. The student, faculty, academic advisor, and the Dean of Nursing and Assistant Dean of Nursing will be notified in writing within three business days of the committee's decision.

The student will meet with the Assistant Dean within 10 business days of the Program Director's notification of the Assistant Dean regarding the student's concern. The student may request the Dean of the College of Nursing review of the concern, but the Dean may elect *not* to review the appeal based on the supporting documentation. The student may appeal to St. Thomas University's Grievance Process.

Click here for [Appeal Form](#)

Academic/Clinical/Experiential Learning Course Warnings

Students are expected to actively monitor their academic and professional performance throughout each course. If concerns arise regarding course progression, performance, or professional behavior, students will be notified by their instructor via official STU communication methods. Such an alert is intended to inform students that they may be at risk of not successfully meeting course expectations. Situations that may result in such notifications include, but are not limited to, inconsistent attendance, missed or incomplete assignments, declining academic performance, or concerns related to professional conduct in academic, clinical, or experiential learning environments.

Upon receiving such notifications, students are expected to promptly engage with course faculty to review the identified concerns and take an active role in developing and implementing a plan for improvement. Timely response and sustained effort are essential to support successful course progression. Such alerts may be issued at any point during the course to promote early awareness and provide students with an opportunity to address concerns before they impact final course outcomes.

The faculty are expected to respond to any email inquiries or course messages from students within twenty-four (24) to forty-eight (48) hours. Faculty are expected to provide feedback on course assignments within seventy-two (72) hours of the due date.

Course Assignment Policies

All assignments are expected on the designated due dates. Extensions must be approved and arranged with the faculty before the submission date. Late submission of assignments may result in grade reduction or loss of credit. All assignments are to be completed by the end of the academic term.

Incomplete Grade Policy

Purpose:

An Incomplete "I" is a temporary grade that may be offered to a student at the instructor's discretion when all the course requirements are not met before the end of the term due to extenuating circumstances. Examples of extenuating circumstances may include, but are not limited to: sudden illness, death in the immediate family, significant job change, etc.

Procedure:

As an exception, students may receive an incomplete grade due to extenuating circumstances that prevented the student from completing course assignments or clinical/experiential learning hours before the end of a term/semester.

An incomplete grade may be issued if the student has 1) completed a significant portion (more than 50%) of the coursework, 2) The student must be passing the course with a grade of "C+" (77%) or better in the BSN and RN-BSN program or "C+" (78%) for the ABSN program when the Incomplete is requested 3) the student experienced an extenuating circumstance that may include, but is not limited to: sudden illness, death in the immediate family, significant job change, etc., and 4) is approved by the faculty of record. The Incomplete Course Acknowledgement Form must be signed by the student and faculty member and submitted and saved to the College of Nursing through the administrative assistant.

From the STU catalog: The Incomplete Course Acknowledgement Form shall include detailed information regarding the work that must be completed. All incompletes must be completed by the midpoint of the following semester as posted in the academic calendar (*fall incompletes completed by the midpoint of the spring semester, spring incompletes by the midpoint of the fall semester, summer incompletes by the midpoint of the Fall semester*) or they automatically convert to an "F." Incomplete grades assigned in the semester of graduation will result in the postponement of graduation. The student must complete the Incomplete with the professor of record, unless that professor is no longer a member of the University. In that circumstance the appropriate dean will assign an appropriate member of the faculty.

A student may not progress from a non-clinical/experiential learning course to a clinical/experiential learning course, from a clinical course to an integration course, or graduate with an outstanding Incomplete grade. Once the student has met the Incomplete Course Acknowledgement Form terms, the faculty member will convert the Incomplete to the final grade earned.

The instructor will communicate with the student via STU email the circumstances and conditions of the Incomplete agreement. The instructor will record in writing the work that must be completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student's responsibility to plan with the instructor for the timely completion of this work.

- The student is financially responsible for all costs incurred from the incomplete work turning to an "F."
- If the course has a co-requisite, students will repeat the incomplete course that turned into an "F" and the co-requisite course.
- Students with an incomplete grade are ineligible for early/priority registration

[Incomplete Grade Acknowledgement Form.docx](#)

Participation in Commencement

St. Thomas University considers commencement to be an academic event, and it is only available to students who have met all requirements for graduation by the date of commencement. A student is only able to participate in commencement if they are in good standing with the university and have fulfilled both their academic requirements as well as their financial obligations. Students are only able to participate in the specific commencement as it relates to their completion of all graduation requirements. For students that complete requirements in August and December, they will participate in the December commencement. For students that complete graduation requirements in May, they will participate in the May commencement. Participation in commencement does not constitute graduation.

Additionally, ordering the cap and gown during the final course is required in order for tickets to be issued and for a student to participate in commencement. Unfortunately, there are no exceptions once capacity is reached.

SECTION V: ACADEMIC POLICIES

Academic Standards and Code of Conduct

STU adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith and values wisdom to be found in the Bible and the Church teaching. STU seeks to establish a community that promotes a Judeo-Christian learning environment in which all may develop spiritually, as well as intellectually.

The University places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are accountable and are expected to maintain the highest standard of conduct and behavior by adhering to STU academic code of conduct.

Any behavior that is inconsistent with the university's goals is unacceptable. Unacceptable behaviors include, but are not limited to alcohol or drug abuse, use of violence and/or profanity against people or property, undermine the educational climate by threatening the physical and mental health of others, as well as disrespecting their rights.

In alignment with the STU Student Handbook:

"Integrity

The St. Thomas University community values ethical behavior in all our endeavors, whether scholarly, socially or intellectually. We encourage and expect all conduct to be grounded in integrity, mutual respect, and civility.

Self-Control

The STU community is committed to self-control and to creating a culture of accountability. Individuals are accountable for the effects their behaviors have on themselves and others. This recognition of personal responsibility prepares all individuals to develop intellectually, spiritually, emotionally, and physically."

Academic Honesty Policy

In alignment with both the ANA Code of Ethics (integrity, accountability, and professional competence) and the NCSBN Model Rules, admission to and continuation in the nursing program require students to demonstrate behaviors consistent with the ethical and professional standards of nursing. Acts of academic dishonesty or other conduct involving dishonesty, deception, falsification, or misrepresentation may be considered evidence of unprofessional conduct because such behaviors are incompatible with the integrity, accountability, and trustworthiness expected of registered nurses. Students may be subject to academic and/or disciplinary action for conduct that reflects a failure to uphold these professional standards. Because professional nursing is founded on honesty, integrity, and accountability, violations of the Academic Honesty Policy may also be evaluated as concerns related to professional conduct and fitness for progression within the nursing program.

Cheating: Cheating includes any act or omission by a student to obtain an unfair advantage of assignments, quizzes, or exams.

Cheating on assignments includes, but is not limited to,

- submitting clinical/experiential learning notes written by another person
- giving work or information to another student to be copied and/or used as their own.
- giving or selling an assignment, report, project, or other restricted written materials to another student
- working together with another individual on an assignment when specifically prohibited from doing so by the instructor.
- submitting artificial intelligence (AI) generated work for an assignment that does not align with the CON AI policy or assignment instructions that specifically prohibit its use.
 - review [STU AI Ethical Standards](#).

Cheating on tests includes, but is not limited to,

- using unauthorized technology, software, or devices while testing

- giving someone answers to test questions either during or after the test has been given
- informing another student of specific questions that appear or have appeared on an examination.
- using notes, books, or other study aids while testing
- altering the computer, computer screen, or webcam
- making fraudulent claims of errors with exam technology
- failure to follow required STU environmental procedures.
- patterns of network connectivity issues
- reading test questions or answers aloud

Misrepresentation: Misrepresentation is an act of omission with intent to deceive an instructor or college employee. It includes, but is not limited to,

- lying about family circumstances
- lying about employment conflicts
- using personal problems to gain academic advantage for self or others.
- changing answers on graded materials, having another person or AI complete your assignments.

Academic Dishonesty

Students are expected to adhere to the academic honesty policy as stated in the college catalog. Students violating the policy in any way will automatically receive an "F" in the course and be referred to the Dean of Students for further disciplinary action.

Please note that due to the dynamic nature of the course, it is understood that the professor has the authority and the responsibility to change, add, or omit any material contained therein, including the grading policy. Students will receive verbal and/or written notification of any change to the current policy. Review the Academic Honesty policy and procedure from the student handbook on the University's website at www.stu.edu.

Academic Dishonesty Procedure

Students who self-plagiarize or plagiarize the original works of others face the following consequences:

1. **No offense:** A Turnitin similarity score of less than 20% is generally acceptable.
2. **Misdemeanor offense:** A Turnitin similarity score greater than 20% but less than 60% will be sent back to the students with the Turnitin report for revision and resubmission. A late penalty can be assessed if that is made clear at the beginning of the course or in faculty communications with the student.
3. **Minor offense:** A Turnitin similarity score over 60% can be considered egregious and would be worthy of greater implications and accountability. Students may receive a 25% reduction in their assignment grade as a penalty if that is made clear at the beginning of the course or in faculty communications with the student.
4. **Major offense:** A Turnitin similarity score over 80% is particularly egregious and probably will result in more punitive actions. Students will receive a "0" for the assignment and will fail the course. They will be allowed to remain in the course if they resubmit the assignment with an acceptable Turnitin similarity score of under 20%. If the resubmitted similarity score is over 20%, the student will fail the course.

*Students may not submit their assignments more than three times in Turnitin without penalty. After the third attempt to submit, the final decision is determined by the course instructor.

In the event of concerns regarding plagiarism, a student may be required to participate in an anti-plagiarism remediation course, which could involve out-of-pocket expenses. Such a course aims to reinforce ethical research and writing practices to ensure the integrity of a student's academic work.

Artificial Intelligence (AI) Detection Tool (Turnitin) Scores Management

Purpose: Establish a framework for evaluating Artificial Intelligence (AI) detection scores from Turnitin while ensuring academic integrity, fairness, and appropriate faculty judgment in the evaluation of student work.

Scope: This policy applies to all faculty and students within the St. Thomas University College of Nursing.

Definitions

- Similarity Score: The percentage of text in a submission that matches existing sources within Turnitin's database.
- AI Detection Score: An estimated probability generated by Turnitin indicating that portions of text may have been produced using artificial intelligence tools.
- Levels of Suspicion: Categories used to guide faculty review when AI detection scores raise potential concerns regarding academic integrity.

Policy - Levels of Suspicion

- Low Suspicion (0–39%)
 - Action: No intervention required.
 - Recommendation: Encourage continued development of strong citation practices and academic writing skills.
- Moderate Suspicion (40–69%)
 - Action: Faculty review of the submission.
 - Recommended Steps:
 - Review the Turnitin report carefully.
 - Meet with the student to discuss the submission.
 - Provide guidance on writing techniques and proper citation practices.
 - Allow one opportunity for revision if appropriate.
- High Suspicion (70% or greater)
 - Action: Formal faculty review and student consultation required.
 - Recommended Steps:
 - Provide a supportive environment for the student to explain their submission process.
 - Conduct a face-to-face meeting (in person or via Teams/Zoom) before assigning a grade penalty.
 - Ask the student to explain their understanding of the assignment content and their writing process.

Possible Outcomes

- Opportunity for one guided revision of the assignment.
- Assignment grade determined based on the quality of the submission and the student's demonstrated understanding.
- Grade of zero if academic integrity concerns remain unresolved following faculty review and student consultation.

Procedure:

a. Faculty Responsibilities

- Review Turnitin reports and apply professional judgment when evaluating submissions.
- Meet with students when concerns arise.
- Document communication and decision-making processes.
- Provide constructive feedback to support student learning.
- Participate in training related to AI detection tools and academic integrity policies.

b. Student Responsibilities

- Adhere to the university's academic integrity policies.
- Submit original work and properly cite sources.
- Seek assistance from faculty, tutoring, or writing resources when needed.
- Participate in discussions with faculty if concerns about submissions arise.

c. Documentation Requirements

Faculty must document the following when concerns arise:

- Turnitin AI detection score and report review.
- Summary of the meeting with the student.
- Explanation provided by the student regarding the submission.
- Final grading decision and rationale.

- *Documentation should be recorded in Canvas and may be requested by the Program Director or Assistant Dean if further review is required.

Student Rights and Due Process

Students have the right to:

- Review the Turnitin report associated with their submission.
- Provide an explanation regarding their work.
- Seek guidance on improving writing and citation practices.
- Appeal academic decisions through established university academic grievance procedures.

Considerations

- Accuracy of Detection Tools: Faculty should approach Turnitin scores with caution, considering the context and nature of the student's work, especially for ESL learners.
- Fairness and Equity: Emphasize the importance of human judgment in evaluating submissions to avoid misclassification of legitimate work.
- Contextual Factors: Factor in text length and genre variation when assessing Turnitin scores, ensuring that ESL students receive fair consideration.

Online Quiz/Exam Integrity

- Students will not disclose or discuss information about any aspect of the exam/test/quiz unless the course faculty gives prior consent. It includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, or by email) during the exam/quiz (including breaks).
- Students will abide by the [Exam Disruption Policy](#).
- Students will comply with any investigation related to exam integrity that needs to be conducted.
- Students may not take the exam/quiz for somebody else or allow someone else to take their exam/quiz.
- Students may not tamper with the computer or use it for any function other than taking the exam/quiz.
- Professional Attire Requirement
 - Students are expected to be dressed in professional, course-appropriate attire for the entire duration of any proctored online examination. Clothing that is inappropriate for an academic or professional setting, including sleepwear, excessively revealing attire, or attire that obscures the student's identity, is not permitted.
- During online quizzes or exams, students are not permitted to read, repeat, or speak exam questions aloud.
- Students will not wear sunglasses, smart/meta glasses, or hats that obstruct the view of the face, as this may interfere with proctoring procedures and verification of identity.
- Students will not wear hair styles that obstruct the view of the ears or face.
- Students with a high probability video result from Lockdown Respondus will receive a 0% on the exam.
- **Note:** If a student witnesses any of the above behaviors, the student must immediately report it to the course faculty member or the Program Director and comply with any follow up investigation. Failure to report may result in 1) failure of the exam/quiz, 2) failure of the course, or 3) dismissal from the program.

Consequences of Violating the Academic Integrity Policy

Cheating in any form is considered a violation of the CON values and the profession of nursing. Therefore, any violation of the academic integrity policy will bear profound consequences, including but not limited to receiving an F in the assignment, receiving an F in the course, or complete dismissal from the College of Nursing. The consequence of such behavior will be determined by the faculty, the Program Director, Nursing Academic Integrity Committee, and the Dean.

If a student is found to have not complied with the academic integrity policy in any way, the student will not have an opportunity to re-do or resubmit that assignment, quiz, or exam.

Procedure to Perform an Environmental Scan before Online Testing

Students are expected to follow the policy outlining the need for a [Respondus Second Camera](#). Students must use either an external webcam or an embedded desktop camera/ laptop camera to complete the environmental check. When you are completing the webcam check, do not proceed if your camera is fuzzy or your picture is not clear. Address your camera issue before taking the exam. During the environment check, you must scan and give a clear video of your work area.

No outside resources may be in your work area, including, but not limited to cell phones, books, notes, tablets, iPods, headphones, music, television, or people are allowed while taking your exam. As much as possible, your testing environment should be quiet and distraction-free.

Students are not allowed to test on beds or couches. They should be seated at a table or desk, or other hard top surface with a chair that allows them to view their screen while maintaining an erect posture and a forward-facing glance.

You may only use one monitor, and you must look forward to the entire exam.

Failure to perform the room scan properly may result in a violation of exam procedures and failure of the exam.

- Students should pick up and slowly tilt/pan their webcam, or laptop camera, so a video can be made of the area around their computer.
- If using a desktop or laptop computer with a built-in camera, students must use a mirror to show the edges of their computer monitor.
- Students must ensure that they have recorded all 360 degrees of their environment and desk area. This includes the areas besides, behind, under, and above the computer.
- When using a mirror to scan the environment, scan very slowly so that the recording can capture an image and record the environment clearly.

***Testing online at home is a privilege afforded to our students. Students who do not follow the environmental scan policy or have behavior that raises concerns regarding test validity may have this privilege revoked and be asked to test either on campus or at a testing facility at their own expense.

Online Quiz/Exam Review Policy

All undergraduate nursing students are eligible to review their quizzes and exams. The primary purpose of the review is to provide an opportunity for students to receive feedback on items answered incorrectly and for faculty to review concepts/questions that most students missed.

For On-Ground Programs:

- Quiz/Exam reviews are conducted in person by appointment only during faculty office hours within a week of the quiz/exam.
- Quiz/Exam review sessions are completed under the supervision of the faculty who administered the exam.
- Students are not allowed to record or take photos during the quiz/exam review. Notes can be taken during the quiz/exam review, but the exact question/answer(s) cannot be copied or recorded.
- The use of iPhones, camera phones, and other electronic devices will not be allowed.
- Multiple reviews of the same exam will not be scheduled.
- Students may not challenge the validity of quiz items. A confrontational approach is not appropriate during a quiz/exam review. Any student who will be asked to leave the review session at once.

For Online Programs:

General Guidelines:

- All test reviews will be conducted online.
- All student requests for a test review must be submitted no later than 2 business days after the test due date.
- To protect test security, no electronic devices (including phones, tablets, laptops, and smartwatches) may be used or accessed during the review session.

- All test reviews are subject to academic integrity guidelines and must be conducted in a professional and confidential manner

Online Review:

- The faculty should schedule a meeting with the student to facilitate the requested review within 24 hours of the request received. Review must be completed within 5 business days.
- Students will not be allowed to view the actual test to maintain test bank integrity.
- Faculty should prepare a document outlining topics for remediation, based on the rationales for missed questions on the test. These topics should be reviewed and discussed with the student during the meeting.

International Travel and Online Exams:

Students traveling outside of the United States may experience challenges accessing and completing online quizzes and exams. To minimize disruptions, students are encouraged to plan and, when possible, complete required assessments **before traveling**. If taking the exam early is not an option, the following steps must be taken to ensure the best possible testing experience:

- **Notify OIT Helpdesk:** Email helpdesk@stu.edu at least two weeks prior to departure. Include the country you will be visiting, your specific location, and the dates you will be abroad.
- **Test Access:** Upon arrival at your destination, complete the Canvas practice quiz to confirm functionality of both Canvas and Respondus LockDown Browser/Monitor.
- **Instructor Notification:** Inform your course instructor in advance that you will be out of the country and confirm you have completed the steps above.

Important Note:

The university is **not responsible** for loss of internet connectivity or related issues that may occur during an online exam. While every effort is made to support a seamless testing process, students are ultimately responsible for ensuring reliable internet access and confirming their ability to complete the exam.

Failure to complete an exam due to connectivity or access issues will not result in a second attempt being granted.

Class and Clinical Attendance Policy

The faculty in the College of Nursing believe that class and clinical attendance are essential and will be taken at every class and clinical period. Students are expected to attend all classes and clinical rotations and take part willingly in class and/or group discussions. Students are expected to review the lecture objectives for each week, and the assigned readings must be completed prior to the lecture for that material. The nursing faculty consider attendance as a vital part of the learning process and, as a result, missing classes and clinical may be reflected in your grade. There will be a penalty for missed classes. Also, due to the disruption caused to your classmate's learning process, late arrivals will likewise incur a penalty. As a result, the College of Nursing is implementing the following final grade reduction policy for absences or late arrivals:

Number of missed classes	Effect on final grade
0 to < 7%	No Penalty
7% to < 14%	1 letter grade reduction
14% to < 21%	2 letter grade reduction
21% to < 28%	3 letter grade reduction
28% or greater	automatic F in the course

If you enter class late, remember that you have already been marked as absent. Therefore, it is your responsibility to inform the professor that you arrived late. Do this immediately after class; please do not interrupt the lecture further. If you leave class early without prior permission the instructor has the authority to count that as if you arrived late and will be used as such in the calculation of a grade reduction.

If you know that you will miss a class for any reason, discuss the situation with your instructor BEFORE the class is missed. **Only valid and documented excuses** will be considered [Some examples: statutory governmental responsibility (jury duty, a subpoenaed court appearance, or a military obligation), serious student illness requiring a physician's care, immediate family death (mother, father, spouse, child, brother, sister, grandparent, or grandchild), a major religious holiday observance in your own faith, and student athlete event].

Any documentation must be submitted within 1 week of a student's absence. **For an illness**, the student must present a letter from his or her physician addressed to the university, in order to be excused for a medical reason. The letter must be on the doctor's stationery and must include the dates for which he or she could not attend class. In these instances, the physician will be contacted to verify the student's absence. A copy of the original is acceptable but notes on memo pads or prescription forms will not be accepted! Mechanical difficulties with automobiles or traffic tickets/accidents are not considered acceptable excuses for tardiness or absenteeism. Students arriving from other destinations will not be excused because of "unavailable" flights or similar travel difficulties. Students must attend to any business issues (Admissions, Registration, or the Financial Aid Office) outside of class time.

Student's who attend STU-Sanctioned Events

For a student athlete event, documentation signed by the coach is required for each missed class, presentation of the team's game schedule at the beginning of the semester is not acceptable documentation. Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competition or practice outside of the championship segment (the off season). A travel roster for competition listing the names and dates that student athletes will miss class will be sent to the Deans to be distributed to Faculty, prior to the team leaving for competition. It is the responsibility of the student-athlete to communicate with each faculty member, in advance, regarding missed class time and the class work that should be completed.

It is the student's responsibility to keep up with the work covered during his or her absence or tardiness. It is the student's responsibility to obtain any lecture materials from his or her peers. This includes class notes and handouts.

Late arrival to class will be defined as >5 minutes after the official start time of the class. Two late arrivals = one absence.

Example: For a class during a 16-week semester, which has 30 scheduled class periods: your final grade in the class was a B+; if a student misses 1 or 2 classes, there will be no penalty; if a student misses 3 or 4 classes, his or her final grade will be reduced to C+; if a student miss 5 or 6 classes, his or her grade will be reduced to D+; greater than 6 missed classes will result in an F for the course.

Unexcused clinical absences will result in failure of the course. The following are considered examples of unexcused clinical absences, but are not limited to: medical and dental appointments, job interviews, and vacation.

Religious Policy

STU is committed to providing reasonable accommodations for the sincerely held religious beliefs and practices of students, unless doing so would cause significant difficulty or expense to the University. Social, political, economic philosophies, or personal preferences, are not considered to be "religious" beliefs. Further, nothing in this policy shall require STU to act in a manner contrary to the beliefs and teachings of the Catholic Church, the Archdiocese of Miami, or the University's mission as a Catholic institution or to diminish its rights as a religious organization.

Americans with Disabilities Act and Title IX Statement

Students with special learning needs should contact the St. Thomas University Office of Learning Differences and/or Accessibility, Compliance, and Academic Success Office of Compliance and Legal to make appropriate accommodations. Title IX accommodations generally apply prospectively and do not retroactively alter past academic performance. However, specific federal rules apply to late disclosures involving medically necessary absences. Such accommodations cannot fundamentally alter clinical/experiential learning standards.

If students need special assistance or consideration, they should alert the professor at the beginning of the term with a written document from the Office of Learning Differences or the Accessibility, Compliance, and Academic Success Office of Compliance and Legal describing the nature of the special need. Students with disabilities should contact:

- Ms. Valerie Hall, Associate Director, Accessibility Student Services
 - (645)-231-3868
 - learningdifferences@stu.edu
- Steven B. McCrary, Director, Accessibility, Compliance, and Academic Success Office of Compliance and Legal

BSN Make-up Quiz/Exam Policy

Students are expected to complete all assignments and examinations when scheduled. Therefore, make-up exams should only be necessary for emergencies, illness, or religious obligations. If an emergency arises and a student is unable to sit for a scheduled exam, it is the student's responsibility to notify the faculty member at least one hour before the scheduled test time. The student is responsible for setting up an appointment to take the examination within one week. If a student misses an exam for a legitimate emergency or illness, written documentation of the illness by a health care provider must be provided to the course faculty for approval. No at-home health tests will be accepted. A student who is absent for an exam due to illness or emergency must notify the faculty before the exam is scheduled for presentation. It is the student's responsibility to contact the faculty member within 24 hours to schedule an appointment for a make-up exam. If an emergency arises and a student is unable to sit for a scheduled exam, it is the student's responsibility to notify the faculty member at least one hour before the scheduled test time. The student is responsible for setting up an appointment to take the examination **within one week**. If the student does not make up the missed exam within one week, a grade of zero (0) will be assigned for that exam. **If the student does not make the exam up within one week, a grade of zero (0) will be assigned for that exam.** If it is a religious obligation and a student cannot take a scheduled exam, it is the student's responsibility to notify the faculty member at the beginning of the term/semester. Students must submit written documentation of the religious documentation from the religious entity. Once approved, the student must complete the make-up exam within one week of the original exam date or one week after the course faculty's approval, whichever is sooner.

RN-BSN Make-up Quiz/Exam Policy

Students are expected to complete all assignments and examinations when scheduled. Therefore, make-up exams should only be necessary for emergencies, illness, or religious obligations. If an emergency arises and a student cannot take a scheduled exam, it is the student's responsibility to notify the faculty member 48 hours in advance. If a student misses an exam for a legitimate emergency or illness, written documentation of the illness by a health care provider must be provided to the course faculty for approval. Once approved, there is a 7-day window for students who missed a scheduled exam due to extenuating circumstances to make up the missed exam.

Nursing Program Civility and Incivility Policy

Purpose

This policy outlines expected standards of civility and professionalism within the STU College of Nursing and establishes procedures for addressing incivility between all stakeholders: student-to-student, student-to-faculty, faculty-to-student, and faculty-to-faculty.

Definitions of Incivility

Incivility is defined as any action or behavior that disrupts the respectful, collaborative, and professional learning and working environment. Examples include:

- Disrespectful, dismissive, or hostile verbal or written communication
- Bullying, intimidation, or harassment
- Discriminatory remarks or behaviors
- Passive-aggressive behaviors, gossip, or rumor-spreading
- Cyberbullying or inappropriate social media use
- Intentional exclusion or isolation
- Abuse of authority or retaliation

Civility Expectations

General Principles for All Members

All students, faculty, and staff are expected to:

- Treat others with dignity, kindness, and respect
- Communicate with professionalism across all platforms (verbal, written, electronic)
- Address conflicts constructively, respectfully, and directly
- Promote a culture of inclusion and mentorship
- Be accountable for their own actions and words
- Refrain from retaliation in any form

Civility Guidelines by Relationship Type

1. Student to Student

Expectations:

- Collaborate with mutual respect in discussions, group work, labs, and clinicals.
- Support classmates through encouragement and inclusion.
- Avoid derogatory remarks, exclusion, or hostile behavior.

Examples of Incivility:

- Gossip, intimidation, or social media shaming
- Disrupting group cohesion or purposefully undermining peers
- Harassment based on identity or academic status

Consequences:

- Verbal/written warnings
- Mandatory conflict resolution session
- Probation or referral to Student Conduct
- Removal from group or clinical assignment if behavior escalates

2. Student to Faculty**Expectations:**

- Address faculty with professionalism, even when voicing concerns or disagreements.
- Follow appropriate grievance channels rather than using public forums or social media.
- Respect faculty authority in learning environments.

Examples of Incivility:

- Hostile or threatening communications
- Insubordination in class or clinicals
- Disrespectful tone, gestures, or language
- Public defamation or social media attacks

Consequences:

- Documentation and warning
- Behavioral agreement or professionalism counseling
- Dismissal from class/clinical if safety or learning is impacted
- Referral to Student Conduct and possible removal from the program

3. Faculty to Student**Expectations:**

- Demonstrate civility, mentorship, and fairness in instruction and evaluation.
- Address student concerns respectfully and without retaliation.
- Promote inclusive and psychologically safe learning environments.

Examples of Incivility:

- Public shaming or belittling students
- Discriminatory comments or favoritism
- Retaliation for complaints or questions
- Ignoring or dismissing student feedback inappropriately

Consequences:

- Report to administration following the chain of command.
- Performance improvement plan and professionalism training
- Monitoring or reassignment of teaching duties
- Possible referral to Human Resources or university grievance board

4. Faculty to Faculty**Expectations:**

- Foster collegiality, collaboration, and peer support.

- Address disagreements privately and constructively.
- Mentor others and avoid power plays or isolation tactics.

Examples of Incivility:

- Sabotage, exclusion, or gossip
- Refusal to collaborate or share resources
- Abuse of power or undermining peers in meetings
- Dismissive or hostile written/verbal communication

Consequences:

- Informal resolution with mediation
- Written plan for improvement with timelines
- Probation or contract review if behavior persists
- Termination for repeated or egregious acts

Reporting & Investigation Procedures

Reporting

- Any incident should be reported in writing to the administration following the chain of command.
- Include factual description, names, dates, and prior attempts at resolution if applicable.
- If physical harm or threats are involved, contact Campus Security immediately.

Investigation

- A neutral third-party administrator or designated academic leader will review the complaint.
- All parties will be interviewed and given an opportunity to respond.
- Outcomes and required actions will be communicated in writing.

Non-Retaliation Clause

- Retaliation for reporting any act of incivility is strictly prohibited and may result in immediate disciplinary action, up to dismissal or termination.

Support and Resources

Students and faculty are encouraged to seek assistance when experiencing stress, incivility, or workplace conflict. Resources include:

- University Counseling Services
- Human Resources and Title IX Coordinator
- Conflict resolution workshops or professional development

Student Grievance Policy

St. Thomas University College of Nursing defines formal complaints as grievances or concerns raised by students regarding academic or administrative matters. There are two types of Grievances: *Academic Grievances* and *Non-Academic Grievances*.

Academic Grievances: include student issues/complaints about course grade(s) or the method(s) of evaluation or progression.

It is assumed that most grievances will be resolved in conversation between students and their professor. Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student identifies a concern during the progression of a course.
2. The student contacts the Course Faculty within 10 days of the event causing concern.
3. The concern must be provided to the Course Faculty via St. Thomas email.

4. The concern email must include a description of the student's concern. Include all documentation, as needed.
5. If the concern cannot be addressed by the Course Faculty, the Course Faculty will provide, to the Program Director, a report of the concern, interactions, and results via email (cc the student) within 5 business days of the student/faculty meeting.
6. The student will meet with the Program Director within 10 business days of the student/faculty interaction.
7. If the concern is not addressed by the Program Director, the Program Director will provide, to the Assistant Dean, written documentation via email describing the concern, the interactions to date, and the current result (cc the student) within 5 business days of the student/program director meeting with the next step:
 - a. Academic Concerns: Appeal filed and referred to Nurse Academic Integrity Committee (NAIC) (Include the Assistant Dean in the appeal as notification only).
 - b. Within ten (10) business days, the NAIC Committee will make a decision after evaluating the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.
 - c. Possible actions made by the NAIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program.
8. The student, faculty, academic advisor, and the Dean of Nursing will be notified in writing within three (3) business days of the committee's decision.
9. If not resolved, the student will meet with the Assistant Dean within 10 business days of the Program Director's notification of the Assistant Dean regarding the student's concern.

The student may request the Dean of the College of Nursing review of the concern, but the Dean may elect *not* to review the appeal based on the supporting documentation.

**Students may contest the CON final decision based on one or more of the following:*

- *Policy violation,*
- *Procedural irregularities, or*
- *New evidence NOT available during the appeal process.*

Should the student hold and be ready to present evidence to support one of the above exceptions, they may contest the Dean's Decision by appealing to the University Academic Disciplinary Committee by emailing: Dr. Pam Cingel, Vice Provost at pcingel@stu.edu.

Informal Process of Addressing Student Grievances

Students charging an instructor with prejudiced, capricious, or unfair academic appraisal (e.g., grading, assessment, evaluation, examination, judgment) shall notify and discuss the complaint with the instructor first without fear of retaliation.

If the problem remains unresolved after the first meeting with the instructor, the student should notify and discuss the complaint with the Program Director. At the Program Director's discretion, a meeting may occur with the student, instructor, and the Program Director. Upon receipt of the complaint, the PD should attempt to offer resolution of the complaint within a reasonable time, but no more than five (5) business days. Any resolution will be provided in writing to the student.

If there is no resolution, the student may file a **formal grievance hearing request**. The student must submit in writing to the Program Director and to the chairs of the Nursing Student's Affairs Committee Chair (Nonacademic Grievance)/Nursing Academic Integrity Committee Chair (Academic Grievances) their intent of filing a formal grievance hearing request.

Non-Academic Grievances: refer to concerns and complaints that are unrelated to academic performance, coursework, or grading. This policy ensures that students have a clear, fair, and efficient process for resolving such issues.

Non-academic grievances may include, but are not limited to:

1. Discrimination and Harassment: Issues involving unfair treatment or harassment based on race, gender, religion, sexual orientation, disability, or other protected characteristics.
2. Bullying: Instances of intimidation, coercion, or threats by peers, faculty, or staff.
3. Professional Misconduct: Unprofessional behavior by faculty, staff, or peers that impacts the learning environment.
4. Administrative Concerns: Issues related to administrative processes such as registration, scheduling, financial aid, or facilities.
5. Accommodation and Accessibility: Problems related to the provision of accommodation for disabilities or other special needs.
6. Health and Safety: Concerns regarding the physical safety or health conditions within the institution's facilities.

Formal Process of Addressing Student Grievances

1. When student issues/complaints involve incidences other than academic matters such as a grade dispute/appeal in a course, the student should report the issue to the Program Director (PD). Within five (5) business days, the Program Director must discuss, in private, the charges and evidence with the student. The PD will document their decision in writing to the student.
2. If the student is dissatisfied with the Program Director's decision, the student may file an official appeal to the College's Nursing Student Affairs Committee (NSAC).
 - a. Within ten (10) business days after receiving the student's appeal, the Nursing Student Affairs Committee will convene to review the case details. Once the committee reaches a consensus and a final decision, a written notification is sent to the students, the instructor, the Program Director, and the Assistant Dean.
3. The student may request a Formal Appeal by the Assistant Dean by completing the Formal Appeal request and supporting documentation, interactions to date, and a copy of the NSAC decision.
4. The Assistant Dean will review the documents and interview the student within 10 business days of the Appeal application. The Assistant Dean will render a decision within 10 business days of the student interview.

The student may request the Dean of the College of Nursing to review the Assistant Dean's decision, but the Dean may elect not to review, based on the supporting documentation.

**Students may contest the CON final decision based on one or more of the following:*

- Policy violation,
- Procedural irregularities, or
- New evidence NOT available during the appeal process.

Should the student hold and be ready to present evidence to support one of the above exceptions, they may contest the Dean's Decision by appealing to the University Academic Disciplinary Committee by emailing: Dr. Pam Cingel, Vice Provost at pcingel@stu.edu.

Academic Anti-Retaliation Policy: Protecting Student Rights in Academic Appeals and Grievances

St. Thomas University College of Nursing is committed to maintaining a fair and respectful academic environment where students feel safe to raise concerns or file academic appeals without fear of retaliation.

Retaliation is strictly prohibited against any student who, in good faith, files an academic appeal, grievance, or complaint, or who participates in related proceedings. Retaliation may include but is not limited to unjust grading, exclusion from clinical opportunities, negative references, or differential treatment by faculty or staff.

Student Rights Under This Policy:

- Students have the right to submit academic appeals or grievances without academic or personal consequences.
- All appeals will be reviewed through an impartial process.

- Students will be informed of their rights, the process timeline, and the outcome.
- Students may consult with an academic advisor, ombudsperson, or other university support staff.
- Information shared in the appeals process will be kept confidential to the extent possible.

Violations of this policy may result in disciplinary action against faculty, staff, or students found responsible, including removal from academic duties, written reprimands, or other sanctions.

Students who believe they have experienced retaliation are encouraged to report it immediately. Please follow the appropriate chain of command when addressing concerns: first contact the course instructor, then the program director, and finally the Assistant Dean if further resolution is needed. This process allows many concerns to be addressed and resolved before the need to file a formal appeal.

Appeals and concerns will be addressed confidentially and without penalty or bias. For full details on appeal procedures and retaliation protections, see the full Academic Appeals and Grievance policies.

**All documentation related to grievances, investigations, and resolutions will be kept on file for a minimum of five years.*

Chain of Command Policy

The primary purpose of the chain of command policy at the College of Nursing is to ensure that student concerns, complaints, or issues are addressed in a structured, respectful, and effective manner.

This policy is designed to:

- Promote professional communication between students and faculty.
- Resolve conflicts efficiently at the lowest possible level.
- Uphold standards of conduct expected in the nursing profession.
- Prevent administrative overload by ensuring that higher-level administrators are only involved when necessary

All Nursing Program students are required to follow the established chain of command when addressing academic, clinical, or program-related concerns.

The required Chain of Command is as follows:

- **Faculty Member:** The student must first address the matter directly with the relevant faculty member.
- **Program Director:** If the matter remains unresolved, the student may escalate the concern to the Program Director.
- **Assistant Dean of Nursing:** If the matter is not resolved by the Program Director, the student may bring the concern to the Assistant Dean of Nursing.
- **Dean of the College of Nursing:** Only matters expressly referred by the Assistant Dean will be brought before the Dean.

Under no circumstances may a student bypass these levels and address program-related issues directly to higher administrative officers of the University, including, but not limited, to the Office of the President, without having first exhausted all steps outlined above.

Chain of Command Policy Consequences for Non-Compliance

Violation of this policy is considered unprofessional conduct and will result in disciplinary action, which may include, but is not limited to:

- Written warning placed in the student's academic file.
- Completion of a professional remediation plan for conduct.
- Suspension from clinical activities or classes.
- Referral to the Nursing Student Affairs Committee.
- Dismissal from the Nursing Program in cases of repeated or egregious violations

In addition, a Chain of Command Violation Form will be completed by the Program Director or Assistant Dean and placed in the student's official file as part of the disciplinary record (see Appendix A).

Acknowledgment: All students will be required to complete a quiz in Canvas that verifies that they have read, understood, and agreed to comply with this Chain of Command Policy as a condition of continued enrollment in the Nursing Program.

Grade Appeals

Nursing academic appeal of a failing grade must be initiated NO LATER than 30 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 30-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. If the student does not agree with the instructor's decision, the student will need to discuss the issue with the Program Director.
3. If the student does not agree with the Program Director's decision, the student can request an appeal by completing the appeal form and submitting it in writing to the Chair of the Nursing Academic Integrity Committee (NAIC). This appeal should include the specific reasons why the grade should be reviewed.
4. The Program Director will inform both the Dean of Nursing and the VP of Students of the impending situation if the matter is related to scholastic integrity.
5. The Program Director will submit the [Maxient form](#) obtained from the office of the VP of Students.

The NAIC Committee will evaluate the appeal for legitimacy of contributing factors and adequacy of the proposed plan of action to address the contributing factors that would enable the student to be successful in repeating the course and in future courses.

Actions by the NAIC committee include: (a) approval of the appeal, (b) approval of the appeal with added requirements, (c) request revision of the appeal and/or action plan, (d) request for additional information from the student, faculty, or academic advisor, or (e) denial of the appeal. Any additional information or revisions needed may delay progression in the program. The student, faculty, academic advisor, and the Dean of Nursing will be notified in writing within three business days of the committee's decision.

The student has the option to challenge the NAIC's decision by submitting an appeal to the Dean of Nursing. This appeal must be submitted within a 30-day period following the decision made by the NAIC Committee on the grade appeal. It is important to note that the Dean's decision is conclusive and cannot be appealed further.

Click here for [Appeal Form](#)

Early Priority Registration (New Policy): To ensure timely progression through the program and minimize delays in graduation. Students who are in good standing academically are eligible to early priority registration in subsequent courses before final grades are released for the previous course. However, students must meet the following criteria:

- Students requesting early registration must be in good academic standing in accordance with STU College of Nursing policies. All prior courses must have been successfully completed with a grade of "C+" (77%) or better for the BSN and RN-BSN programs and a "C+" (78%) or better for the ABSN program.
- Students understand that this registration is considered **a conditional registration** until the final grades are released with the understanding that registration may be adjusted based on academic performance. If a student does not pass a course, once the final grades are posted, the student's conditional registration will be placed on hold and denied further progression. Consequently, the student will need to repeat the failed course.
- Students must submit a request for early priority registration to the Program Director before the deadline for registration as outlined by the registrar offices for each semester.
- Students must receive prior approval for early priority registration from the Program Director.
- All students have equitable access to early priority registration based on factors such as course and faculty availability, class size limitations, and scheduling conflicts.

- Early priority registration applies for certain groups (e.g., graduating students, or students with disabilities).
- Students must meet any prerequisites or corequisites for the courses they wish to register for.
- If a student request for early priority registration is denied, the student can file an appeal to the NAIC for further review.

**All requests for early Priority registrations will be saved electronically by the College of Nursing.*

ATI Content Mastery

The CON uses ATI Content to aid student mastery of key concepts for success in both passing NCLEX and in their nursing careers. Students are encouraged to do their best work while taking ATI practice and proctored assessments, as this will enable true reflection of the student's content mastery.

Practice assessments are to be taken as assigned by the instructor.

Students will then create their individualized Focused Review, as a study guide.

Students will create a Success binder, which will contain their content knowledge gaps for easy review. The binder shall include all the Focused Reviews and supplemental materials (ATI Active Learning Templates, ATI Three Critical Points, journal entries). **Proctored final assessments (Standardized Proctored Assessment) will be assigned by faculty 1 to 2 weeks before a course final to allow ample time to create the personalized Focused Review and allow for a second attempt.**

To earn the points identified in the ATI Student Assessment and Review policy for each practice assessment, students must complete the remediation provided following the first attempt at each practice assessment. Once completed, students must take the post-remediation quiz (if available) and complete the follow-up remediation.

ATI Practice Assessment			
4 points (10%) Combine			
Complete Practice Assessment A. Remediation: Minimum 1-hour Focused Review on the initial attempt For each topic missed, complete a handwritten active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.	Complete Practice Assessment B. Remediation: Minimum 1-hour Focused Review on the initial attempt For each topic missed, complete a handwritten active learning template as part of the required remediation process. Take Post Study Quiz (if available) and complete an active learning template for each topic missed.		
ATI Standardized Proctored Assessment			
Level 3= 4 points	Level 2= 3 points	Level 1= 1 point	Below Level 1=0 points
Remediation =2 points Minimum 1-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation =2 points Minimum 2-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation =2 points Minimum 3-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.	Remediation=2 points Minimum 4-hour Focused Review For each topic missed, complete a handwritten active learning template as part of the required remediation process.

SECTION VI: CLINICAL/EXPERIENTIAL LEARNING POLICIES

Professional Demeanor

Nursing students are always expected to present and conduct themselves as professional nursing students on campus, in virtual settings, by telephone, and in clinical/experiential learning settings. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. During all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the class or the clinical/experiential learning setting.

****Many of our hospital affiliations requirement all students to do a thorough background check. Some backgrounds checks requirement students to have a social security number (SSN). Therefore, all BSN students must have or apply for an SSN card before the start of the second semester in the program.**

BSN

STU has a standard that students are always supposed to conduct themselves professionally. For further details regarding classroom decorum, please refer to Section 8.2.2 in *the [Student Policies and Standards](#) and [Student Handbook](#)*.

As a Catholic university, we uphold the values of respect, dignity, and integrity in all aspects of campus life. Students are expected to dress in modest attire, which reflects these values and maintains an appropriate, hygienic, professional appearance within the academic environment. Attire should be respectful, not inappropriate. Additionally, clothing with offensive language, graphics, or messages that contradict the moral and ethical standards of our University Mission is strictly prohibited. Any programs or classes that require uniforms or specific attire must be adhered to. The faculty Instructor is the authority of appropriate dress in the classroom.

Classroom and Clinical Student Dress Code Policy

The BSN program has adopted the following dress code guidelines for students while on campus, at clinical or in the simulation lab setting, completing online exams, or conducting a presentation.

- STU ID badge and/or clinical site's specific photo ID should be worn and visible above the waist **AT ALL TIMES**.
- Students are expected to dress in nursing program uniforms for class, lab, and clinical.
- Only navy-blue tops with STU insignia, skirts or pants may be worn.
- Plain white or navy-blue tee shirts or turtlenecks may be worn under current uniform.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from STU at all times.
- Shoes must be close-toe and black or white. If a student is wearing a pair of shoes with laces, the laces must be black or white only. No clogs are permitted. The shoes of choice may not have any openings.
- White pantyhose without patterns are to be worn by female students when wearing navy blue skirts. White socks without patterns or decorations may be worn.
- Students are to wear white or flesh-colored underwear.
- There should be no visible tattoos. Tattooing needs to be concealed.
- No obvious body piercings except ears which are limited to one pair of earrings.
- In the clinical area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Heavy makeup should be avoided.
- Fingernails must be short, and hair must be neatly worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper when in uniform.
- Chewing gum during clinical experience is not acceptable.

- Students will also adhere to the clinical site's dress code policies as well and will communicate such policies to the faculty.

RN to BSN

STU has a standard that students are always supposed to conduct themselves professionally. For further details regarding classroom decorum, please refer to Section 8.2.2 in *the [Student Policies and Standards](#) and [Student Handbook](#)*.

As a Catholic university, we uphold the values of respect, dignity, and integrity in all aspects of campus life. Students are expected to dress in modest attire, which reflects these values and maintains an appropriate, hygienic, professional appearance within the academic environment. Attire should be respectful, not inappropriate. Additionally, clothing with offensive language, graphics, or messages that contradict the moral and ethical standards of our University Mission is strictly prohibited. Any programs or classes that require uniforms or specific attire must be adhered to. The faculty Instructor is the authority of appropriate dress in the classroom.

Experiential Learning Student Dress Code Policy

The RN to BSN program has adopted the following dress code guidelines for students during online exams, while conducting a presentation, or during experiential learning or simulation lab time:

- STU ID badge while on campus or experiential learning site's specific photo ID while at an experiential learning site should be worn and visible above the waist **at all times**.
- Students are expected to dress in business casual appropriately while on STU campus.
- Students are required to identify themselves by their legal given first name and last name with STU, followed by their appropriate credential, which is BSN or Student Nurse from STU at all times.
- Shoes must be close-toe and black or white. The shoes of choice may not have any openings.
- There should be no visible tattoos. Tattooing needs to be concealed.
- No obvious body piercings, except ears, which are limited to one pair of earrings.
- In the experiential learning area and in nursing skills lab/simulation, strong perfume or aftershave colognes, acrylic nails, nail polish, dangling earrings, bracelets, necklaces, and rings other than wedding bands are not acceptable.
- Fingernails must be short, and hair must be neat and worn off the collar.
- Male students should be clean shaven or have neatly trimmed beards or mustaches.
- Large ornamental hair attachments are not considered proper during experiential learning.
- Chewing gum during experiential learning is not acceptable.
- Students will also adhere to the experiential learning site's dress code policies as well and will communicate such policies to the faculty.

Use of Electronic Devices/Social Media Policy

The College of Nursing recognizes the growing trend of modern technology, such as student possession of cellular phones and other electronic devices with video, camera, or voice recording capabilities. In support of everyone's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by STU students must be in conjunction with express consent. Students are expressly forbidden to video, use a camera or voice recording without the express consent of the subject(s) being photographed or recorded. This policy is designated to establish guidelines for appropriate and professional use of electronic devices such as cell phones, smart phones, tablets, and computers during class or experiential learning by nursing students. Students must adhere to the policies of the experiential learning site, as well as this nursing policy regarding the use of electronic devices and social media in experiential learning settings, classroom, nursing skills, and simulation labs.

If electronic devices are approved for use in the classroom and according to experiential learning site policy, the following restrictions apply:

- Electronic devices may only be used for class and experiential learning-related purposes as approved by each faculty and supervising experiential learning faculty.

- All devices must be kept in "silent" or "vibrate" mode in the classroom and experiential learning settings.
- Use of electronic devices for personal communication (e.g. email, text, social media) or other personal reasons unrelated to experiential learning is strictly prohibited.
- Taking any voice recording, photographs, or videos during class and experiential learning is strictly prohibited.
- Students are responsible for adhering to the federal Health Insurance Portability and Accountability Act (HIPAA) and Information Technology for Economic and Clinical Health (HITECH) regulations regarding protected health information.
- Students are expected to be knowledgeable of hospital and experiential learning site policies that are relevant to state and federal laws and professional standards about patient privacy and confidentiality and their application to social media and electronic media.
- Students must promptly report to faculty any identifiable breach of confidentiality of privacy.
- Students may not transmit to any electronic media any patient data or image that violates the patient's rights to privacy and confidentiality, and/or to embarrass or degrade the patient and/or family members.
- Students are prohibited to use social media during class and experiential learning hours or at any time on the premises of STU and experiential learning site's equipment or property.
- Students are prohibited to download or store any confidential patient information on a personal electronic device.

Procedures for Failure to Comply

Any student who uses his or her cellular phone to violate reasonable expectation of privacy of others or produce any media as a result of the cellular phone capabilities without expressed consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Judicial Affairs as a violation of the STU's Community Standards. The following sanctions may apply:

- For any student who violates the electronic devices and social media policy, the College of Nursing may take action to dismiss the student from the program.
- Students may be held personally liable for proprietary, defamatory, or libelous material posted on any form of social media.
- Students will face sanctions for posting materials that are defamatory, profane, threatening, harassing, hateful, or humiliating to patients, students, hospital staff, preceptors, nurses, and STU faculty and staff.
- Sanctions consistent with STU policy will be determined by the nursing faculty and/or the appropriate nursing administrator.
- Improper use of social media may result in being sued for defamation, invasion of privacy, or harassment. Occurrences of inappropriate use of social and electronic media may be submitted to the State Board of Nursing, which may affect licensure or eligibility for licensure.

Prior to Beginning Clinical/Experiential Learning - American DataBank Requirements

Background Checks

Students are required to complete a one-time background check after notification of conditional acceptance to the College of Nursing. However, it must be completed prior to beginning coursework. If for any reason, a student takes a LOA for a year or more, he or she must repeat the background check at his or her cost. If any student's background check indicates a history that might prevent participation in clinical/experiential learning nursing practice of the College of Nursing, the program director will consider the student's situation and decide about admitting the student into the College of Nursing.

Criminal Background Checks Level II criminal background check and the Agency for Health Care Administration (AHCA) background results are maintained confidentially within the College of Nursing and reviewed during the admission process. It is important to note that admission to the College of Nursing does not guarantee eligibility for licensure in nursing in the State of Florida. If there is an arrest and/or conviction record, the Florida State Board of Nursing, in accordance with the rules and regulations of Nurse Practice Act, will

determine a College of Nursing graduate's eligibility for licensure. Students should contact the Florida State Board of Nursing for information regarding rules and regulations. Information regarding this matter may be found at <http://www.doh.state.fl.us/mqa/nursing>. RN-BSN students residing in Georgia, Alabama, or South Carolina may refer to the Nurse Practice Act of their state. Other clinical/experiential learning compliance requirements include:

- Student consent for release of information to authorized third party
- Annual physical examination by a licensed physician, nurse practitioner or a physician assistant
- Basic life support (BLS) certification from an authorized American Heart Association (AHA) training centers and/or instructors – copy of card front and back
- Influenza immunization
- Drug testing
- SSN Validation
- NSNA Membership (or membership to any other nursing organization)

Professional Liability Insurance

Prior to enrolling in any required clinical/experiential learning course, all RN to BSN students must complete and submit proof of a current professional liability insurance with limits of \$1,000,000/\$3,000,000.

Drug Screening

Impaired Student Nurse Policy: The Alcohol, Tobacco and Other Drug Policy (ATOD) of STU is designed to promote healthy lifestyles. The purpose of the ATOD is to protect the health and welfare of all STU students through education, monitoring, intervention, and punitive and rehabilitative measures when deemed appropriate. The goal of the College of Nursing at STU is to create a drug-free and smoke-free environment by reinforcing the ATOD policy to ensure that all nursing students:

- do not violate the policy,
- remain healthy, and
- practice safely

Therefore, all students enrolled in any of the nursing programs at STU are strictly prohibited from possessing or being under the influence of alcohol or illegal drugs while on campus and/or engaged in any clinical/experiential learning activity. All nursing students at STU are prohibited from being under the influence of alcohol or drugs while taking part in on-campus activities. Any student found in violations of the ATOD may be subject to disciplinary action up to and including discharge from the College of Nursing as set forth under the Student Code of Conduct, the ATOD policy, and/or other STU or the College of Nursing's rules and regulations.

Drug and Alcohol Possession and Use Policy

STU is a student-centered learning environment committed to inspiring students and creating global leaders for life. As such, the College of Nursing believes that the use of alcohol, controlled substances, or any other illicit drugs is inconsistent with the expected behavior. The student engaged in clinical/experiential learning activities is prohibited to use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia while on campus, at a clinical/experiential learning site, or while engaged in clinical/experiential learning activities in the simulation lab or classroom at STU.

The student may not report to STU classroom, simulation lab, or the premises of clinical sites or remain on duty, engage in any classroom and/or clinical/experiential learning activities while under the influence of or impaired by alcohol or drugs, to any degree.

The following circumstances may constitute exceptions to this policy:

- In circumstances that a student is prescribed medications to manage medical conditions, the use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia is not prohibited by this policy, if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage, provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical/experiential learning activities.

Procedures:

Failure to comply with the procedures set forth herein may result in serious consequences for the student's ability to complete the nursing program and clinical/experiential learning rotation. STU reserves the right to randomly request a drug test at the student's expense.

To assure compliance with this policy and as a condition of continuing to participate in clinical/experiential learning activities and/or a clinical/experiential learning rotation, students are required to cooperate with the procedures outlined herein, including drug and alcohol testing. The tests may be administered upon a finding of reasonable suspicion that a student has used drugs or alcohol while engaged in clinical/experiential learning activities. Reasonable suspicion shall be determined by supervising faculty, based upon various factors, including but not limited to observation of signs or symptoms commonly associated with intoxication.

When a finding of reasonable suspicion is made, the following steps will be implemented:

1. The faculty will request the student to leave the clinical/experiential learning setting.
2. The student must schedule a drug test within 24 hours of the time they were asked to leave the clinical/experiential learning setting.
3. The drug test results must be presented to the faculty.
4. The test must indicate no inappropriate drugs or alcohol noted.
5. The student may not return to the clinical/experiential learning setting until cleared by the faculty of record.

If the decision is to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. A student who refuses to undergo testing shall be presumed to have violated this policy. In the case of a positive test, the student shall be contacted by the dean and/or the program director, who shall determine whether there is a legitimate explanation for the test result being positive.

If there are no legitimate explanations, the student shall be counseled, offered psychological counseling, and an official warning shall be issued for the first offense. If the student's behavior persists and there is a second offense, the student shall be expelled from the program. The faculty of STU will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student alcohol and drugs testing and test results. A written report documenting the observed student behaviors and measures taken will remain in the student's academic record.

Post-Surgical Return to College/Clinic and Chronic and Short-Term Illness or Injury

Any student enrolled in the nursing programs at STU who requires surgery must provide documentation verification from a licensed MD, DO, DDS, ARNP, or PA that returning to school and clinical/experiential learning activities without restrictions will not impact their recovery. The documentation verification must be submitted on the practitioner's official letterhead stationery and must include the dates for which the students could not attend class or clinical/experiential learning. In these instances, the practitioner will be contacted to verify the students' absences. A student with a cast or crutches will be required to follow STU or clinical/experiential learning site institution's policy.

If a student is under the care of a medical provider for a chronic or short-term illness or injury, prior to returning from a medical leave, students may be required to provide a "fitness for duty" statement from their healthcare provider. This document would indicate that they are able to resume academic and clinical/experiential learning responsibilities. This clearance must address the student's ability to meet the essential requirements of the program and will apply only to the condition for which the leave was taken.

Student Pregnancy Policy

A doctor's note verifying pregnancy and any medical restrictions must be submitted to the nursing department. A student who is pregnant should consult with her faculty prior to going to clinical/experiential learning rotation. Both the student and supervising faculty are responsible for inquiring and being aware about clinical/experiential learning site policies related to pregnant individuals, such as not entering where radiation therapy is being administered and potential risks for bodily harm such as, communicable diseases, strenuous activity, and exposure to toxic substances. STU, the nursing program of STU, nor its affiliating clinical/experiential learning sites assume responsibility for any harm that might occur to a pregnant student or a fetus. It is the pregnant student's responsibility to be aware of the potential risks to some learning experiences and ensure her safety.

Professional Demeanor

Nursing students are always expected to present and conduct themselves as professional nursing students on campus, in virtual settings, by telephone, and in clinical/experiential learning settings. Students are required to wear the official STU photo identification (ID) badge, which should be visible above the waist. Students are expected to assume responsibility and be accountable for their behavior and actions. Additionally, students should take safety measures to protect and advocate assertively for themselves and their patients. During any

and all class discussions, pre- and post-conference discourse, students are expected to behave and respond in a professional manner. As such, any verbal or non-verbal nonprofessional conduct will not be tolerated, and the student may be asked to leave the class or the clinical/experiential learning setting.

Purpose and Intention Statement

Students in the undergraduate nursing program engage in clinical/experiential learning rotations and training on the campus of STU and at various types of health care facilities, including, but not limited to, nursing skills or simulation laboratories, hospitals, private practice offices, long-term care facilities, clinics, schools, and community agencies.

For the RN to BSN students, STU strongly encourages students to secure their preceptors, as this is the best way to accommodate a experiential learning location and schedule to your needs. If assistance with experiential learning placement is needed, you may be required to commute outside your local area, as STU cannot guarantee a experiential learning site within your immediate location. (Note: in some cases, students have been placed at experiential learning sites over 100 miles away from their residence). Students should communicate a request for assistance with experiential learning placement as soon as possible.

Drug and alcohol use may adversely affect the educational process and the quality of care provided by students in the clinical/experiential learning setting. Drug and alcohol use may also pose serious safety and health risks to students, patients and others. STU and the nursing program require that all nursing students engaged in clinical/experiential learning activities be free from the influence of illegal drugs and alcohol. This policy is enacted in accordance with a position statement on the subject of substance abuse in nursing education published by the American Association of Colleges of Nursing (AACN) and also with the standards set forth in the Florida's Nurse Practice Act.

Deadlines

Deadlines are determined based upon when clinical/experiential learning sites need specific information to clear each student for clinical/experiential learning in their institutions. Deadlines are very specific and non-negotiable. The drug screen needs to be within 30 days of the date each student submits all paperwork and immunizations. Therefore, information should not be uploaded into Complio until the assigned 30-day window. A student can purchase the package to check immunization and document requirements prior to the 30-day window. All Complio requirements must be approved 30 days before the start of the semester.

Returning Students

Students consecutively enrolled in the clinical major are expected to keep all Complio requirements updated. It is the student's responsibility to know when immunizations, tuberculosis testing, CPR, and all other requirements need to be updated. This information can be found on the American DataBank website. Complio requirements CANNOT expire during a semester. If any requirement is met at the beginning of an academic term but expires during the term, a student will not be allowed to begin the semester.

Students who have any lapse in enrollment in the clinical/experiential learning will need to purchase and complete the entire Complio package again, as a new incoming student would, and provide an updated drug screen, immunization information, signed documents, and all other requirements. Students should first contact American DataBank for any questions regarding testing and submission of requirements. If you need assistance with your Complio account, visit the American DataBank Service Desk at <https://stthomasuniv.complio.com> or call 1-800-200-0853. After graduation, a student may continue to access and use data submitted in Complio.

Student Health and Basic Life Support Certification

A student's health has an important relationship to his or her ability to profit from and progress in the total educational experience. Nursing students have a responsibility to follow good health practices for their own protection, as well as for their patients. The CON has adopted the following requirements to maintain and promote good health practices and to comply with the clinical/experiential learning agency agreements. Consequently, students must submit proof of current BLS certification and required immunization information once accepted into a nursing program. It is the student's responsibility to ensure that all requirements are up to date and on file in Complio. If the student's PPD expires during a semester, then the student must have a new PPD on file before the start of that semester in Complio.

Basic Life Support (BLS)

All students must be certified every two years to meet the requirements of the clinical/experiential learning agency agreements. BLS training must be Health Care Provider training through the American Heart Association. Documentation of BLS training must be uploaded into Complio. Students must be BLS certified prior to beginning clinical/experiential learning.

Required Physical Exam & Immunizations

- Annual Physical Exam
- The student must present evidence of the following immunizations prior to enrollment in clinical/experiential learning nursing coursework:
 - Measles, mumps, and rubella immunizations (2 immunizations with at least 1 of these being since 1980) or a positive blood titer for all 3 components (MMR).
 - A Tdap (DT with Pertussis) within the last 10 years is required.
 - Hepatitis B series (3 immunizations) or a positive blood titer.
 - Varicella (chickenpox) series (2 immunizations) or a positive blood titer
 - Annual Influenza (Flu) vaccine(s) due by 10/31 of each fall semester.
 - Annual Tuberculosis Screening: PPD, QuantiFERON TB gold test, or Chest X-ray with TB risk assessment form (current year) stating that student has no symptoms.
 - Meningitis – one dose after the age of 16 years
- Students may obtain any of the immunizations at the Student Health Center for a fee or from the health care provider of their choice.
- Students must upload documentation of immunizations into Complio.

SECTION VII: STUDENT SERVICES

UNIVERSITY OFFICES AND DEPARTMENT

CONTACT INFORMATION



Admissions Office

Location: Mimi Dooner Hall, Room 103
Phone: (305) 563-8792 (Call or Text)
Fax: (305) 628-6591
Email: Admissions@stu.edu

Business Office

Location: Mimi Dooner Hall, Room 102
Phone: (305) 474-6977
Email: businessoffice@stu.edu
Website: [Business Office](#)
University Tuition and Fees Information
[Undergraduate Tuition Rates](#)

Campus Ministry

Office Location: Mimi Dooner Hall, Suite 111
Phone: (305) 628-6525
Email: Campus Ministry

Office of Financial Aid

Location: Mimi Dooner Hall, Suite 117
Website: [Financial Aid](#) **Phone:** (305) 474-6960
Fax: (305) 474-6930
Email: financialaid@stu.edu

Student Success Center (SCC)

Location: Mini Dooner Hall, Room 114
Email: StudentSuccessCenter@stu.edu
Phone: (305) 474-6900 or (800) 367-9010
Website: [Student Success Center](#)

Office of Information Technology (OIT)

[Office of Information Technology \(OIT\)](#) assists login issues for all the STU accounts.
[What's my username?](#)
[Create/reset password.](#)

Chapel of Saint Anthony

Location: Next to Mimi Dooner Hall
Mass Services
Monday-Friday at 12:15 PM
Sunday Mass at 7:00 PM

UNIVERSITY SUPPORT

Academic Calendar [Academic Calendar](#)

Transcripts

[Transcripts, Diplomas & Degree Verifications](#)

Student Success Center (SSC)/Academic Advising

[Student Success](#) Center eliminates gaps from admission to placement to academic advising and provides students with a single point of contact.

[Career Services](#) fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities.

Communication

The university email account provided to each student is the official mode of communication between students and professors. It is expected that students use their university email addresses when communicating about academic matters, including inquiries, assignments, discussions, and feedback. Students should include pertinent information about themselves, i.e., their full name, student ID, program, and course details (course and section number). This aids in identifying the sender and helps professors address inquiries accurately.

Faculty is expected to respond to any email inquiries or course message from students within twenty-four (24) to forty-eight (48) hours. Faculty is expected to provide feedback on course assignments within seventy-two (72) hours of due date.

Students are also encouraged to utilize the Nursing Help Chatbot at nursinghelp.stu.edu

Grade Review and Challenge Policy for Online Students

Students are expected to regularly review their grades and feedback in Canvas throughout the course. If a student believes that an assignment grade has been incorrectly assessed and wishes to challenge the grade received, the student must contact the instructor within **10 calendar days of the grade being posted**. Grade concerns must be submitted directly to the instructor and should clearly explain the basis for the request for review. Students are encouraged to review instructor feedback and grading criteria before submitting a grade challenge.

After the 10-day period has elapsed, the grade will be considered final and will not be eligible for review or adjustment, except in cases of documented instructor or institutional error.

St. Thomas University Library

The University Library provides services for all STU students, faculty and staff on-campus and online. For online students, the Library provides a number of services and resources.

Reference Desk Phone: (305) 628-6667

Interlibrary Loan: (305) 628-6671

Email: circ@stu.edu

Website: [Library](#)

Student Health Center

[Student Health Center](#) promotes the physical and mental health of the STU community in a professional and confidential manner covered by the student health insurance, including the Supplemental Plan. Appointments are recommended, but walk-ins are welcome. **Location:** Student Center, **Phone:** (305) 628-6921, **Website:** [Student Health Center](#) **Services offered:**

[Health Clinic](#)

[Counseling and Referrals](#)

[Student Health Insurance](#)

[Frequently Asked Questions \(FAQs\)](#)

Graduation/Commencement

[Commencement Services/Cap & Gown, and Tickets](#)

[Graduation Frequently Asked Questions](#)

[Commencement Information](#)

Student Affairs/Reporting Protocols

[Student Affairs](#) - enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services, and activities that promote a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness, and social consciousness.

[CARE Team](#) - is a multi-disciplinary team that works to address concerning or threatening behaviors of STU community members.

[Student Complaint](#)

[Title IX](#) - protects people from discrimination based on sex, pregnancy and parenting, sexual assault, dating violence, domestic violence, or stalking.

[Judicial Affairs](#)

STU Online Students

- o Out-of-state STU Online students who have completed the internal institutional grievance process and the applicable state grievance process may appeal noninstructional complaints to the FL-SARA PRDEC Council. If the student is not satisfied with the outcome, he/she may appeal the complaint to the PRDEC Council by sending an email to FLSARainfo@fldoe.org.
- o For additional information on the complaint process, please visit the [FL-SARA Complaint Process](#) page.

Canvas Support

24/7 Canvas Support

To access the 24/7 Canvas Support, click the Help link on the global navigation located on the lefthand side of your screen.

[Canvas Student Guide - Table of Contents](#)

[Mobile Guides - Canvas Student](#)



**Nursing Program Undergraduate Student
Handbook Confirmation of Receipt
Student Acknowledgment**

I, _____, hereby acknowledge that my signature on this document certifies that I have received the official St. Thomas University Nursing Student Handbook. I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns, or points in which I need clarification.

I further understand that the Nursing Student Handbook policies and procedures may be amended and/or changed during my enrollment. In the event of any change or amendment to the Nursing Student Handbook, I will be able to view them electronically online on St. Thomas University's website. I understand that it is my responsibility to review the changes and/or amendments in their entirety.

I understand that the St. Thomas University Nursing Student Handbook contains program-specific policies and procedures for which I must comply. In the event a conflict exists between the university catalog and the Nursing Student Handbook, the Nursing Student Handbook shall supersede the university catalog. Since healthcare is an ever-changing environment, the Nursing Student Handbook may be updated frequently to improve educational outcomes and client safety. I acknowledge I am personally responsible and must comply with current policies and procedures throughout my enrollment.

By signing this document, I acknowledge I have read, understood, and received an electronic copy of the St. Thomas University Nursing Handbook.

Student Name _____
Student Signature _____
Student ID _____
Date _____