# Swain Department of Nursing
# Student Nurse Handbook

2026 – 2027

Citadel Core Values
Honor • Duty • Respect

The Characteristics of Principled Leadership
Lead with humility.

Embrace a true, authentic self.

Act and speak with courage.

Develop and value people and resources.

Empower and hold others accountable.

Respect others by building trust and learning from mistakes.

Serve others before self.

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# 1. Program Background

## A. Introduction:

Welcome to the Swain Department of Nursing!

The Swain Department of Nursing Student Handbook provides information about the policies and procedures that are specific to the nursing program, the curriculum, and clinical expectations. The Student Nursing Handbook is updated annually. Students are held responsible to the policies and procedures listed in this handbook. These policies and procedures are applied in conjunction with those of The Citadel, as communicated in the Citadel College Catalog.

A traditional four-year baccalaureate program is available to students who are admitted into the Corp of Cadets and for students who are Veterans. The 2 + 2 Evening Completion Program is offered for community-based students who have earned the required general education and prerequisite courses at another institution and wish to complete their nursing degree at The Citadel. Classes and clinical experiences for Cadets are held during the day, and classes for the Evening program are completed during evening hours. Students must be aware that there is a possibility of an occasional change to this schedule. Both the Corps of Cadets and evening students earn a Bachelor of Science in Nursing (BSN) Degree upon completion of the program and are eligible to sit for the National Council Licensure Exam – RN (NCLEX-RN®).

Information in this Handbook is based upon information that was available at the time of publication. Changes to the polices of the Handbook that occur following publication, will be communicated to the students via email to all enrolled nursing students.

## B. History

The Citadel is a landmark in Charleston South Carolina that is noted for its educational reputation as well as its rich history. Founded in 1842, The Citadel has an undergraduate student body of about 2,300 students who make up the South Carolina Corps of Cadets. Another 1,000 students attend The Citadel Graduate College, a civilian evening program that offers graduate and professional degrees as well as undergraduate programs.

The growth of the Swain Department of Nursing has been made possible by a generous donation from David (Citadel Class of 1980) and Mary Swain, and Christopher (Citadel Class of 1981) and Debora Swain. The Swain family's desire to help build a nursing program at The Citadel stems from both personal and professional interests. Together, the Swain brothers founded the O.B. Hospitalist Group (OBHG) in Mauldin, South Carolina, in 2006 with a vision to elevate women's health care by providing quality medical care to expectant mothers. Professionally, the Swain brothers know first-hand the critical value of skilled nurses in the labor and delivery room. However, their passion for the profession runs deeper on a personal level as well. The Swains have a long-standing history of nurses in the family, including Mary and Debora, whose careers as Registered Nurses has inspired their decision to support the nursing program.

## C. Faculty and Staff

**Full-Time Faculty / Staff**

| | | | |
|---|---|---|---|
| Kim Subasic, PhD., MS, RN, CNE | Professor, Department Head | Byrd Hall 319 D | 843-953-1852 |
| Ashley Bukay, DNP, MSN, RN | Assistant Professor | Byrd Hall 319 E | 843-953-0696 |
| Dana Bowers PhD, MSN, RN, CEN | Assistant Professor | Byrd Hall 319 G | 854-275-2215 |
| Andrea Coulter, MSN, RN | Instructor | Byrd Hall 319 H | 843-953-0960 |
| Kaitlin Couture, MSN, RN, CHSE | Instructor / Simulation Coordinator | Byrd Hall 319 F | 843-953-1312 |
| Kellie Devereaux BSN, RN, CEN, CPEN, TNS | Clinical Lab Coordinator | Byrd Hall 201 B | 843-953-5041 |
| Katherine Plitnick, PhD, RN, CCRN | Instructor | Byrd Hall 319 B | 843-953-5323 |
| Samantha Williams, FNP-C, MSN, RN | Instructor | Byrd Hall 319 C | 843-953-0697 |
| Ivana Ford | Administrative Coordinator | Byrd Hall 116 | 843-953-1630 |

**Adjunct Faculty** Byrd Hall 319 I

Jacqueline Bielopetrovich BSN, RN
Stephanie Brooks, MSN, RN, NBC-HWC
Matthew Burgess BSN, RN, PMH-BC
Crystal Cronizer MSN, BSN, ASN
Danielle Dickerson BSN, ENPC, TNCC
Linda Edgerton DNP, MSN, BSN, CPNP-AC
Shawna Fox MS, APRN FNP-BC
Mariela Henderson MSN, RN, Med Surg-BC
Ruth Henderson MSN, RN, CHSE
Peyton McInnis MSN, FNP-BC, Med Surg -BC
Jessica Moody BSN, RN
Maryalice Morro DNP, MS, RN, NEA-BC
Polina O'Brien BSN, RN
Beth Ann Reichbach MSN, CFRN, CCRN, CEN, CPEN, TCRN
Shana Seabrook BSN, RN
Erica Grate Simmons MSN, RN
Youlanda Wlaker APRN, WHNP-BC

## D. Baccalaureate Degree Program

The Citadel is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and specialist in education degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500 for questions about the accreditation of The Citadel. Additionally, the Bachelor of Science in Nursing degree at The Citadel is accredited by the Commission on Collegiate Nursing Education (CCNE), located at 655 K Street, NW, Suite 750, Washington, DC 20001. Telephone: 202-887-6791; Fax: 202-887-8476; Web address: www.ccneaccreditation.org. Normal inquiries about the institution, such as admissions, educational programs, educational policies and practices, etc. should be addressed directly to The Citadel and not to the Commission's office. This contact information is published exclusively for accreditation-related purposes.

## E. Mission, Vision and Goals:

The mission of the Swain Department of Nursing is to educate and develop our students to become

principled leaders in the health care environment and profession of nursing by incorporating the core values of The Citadel of honor, duty and respect into their learning experience. The curriculum is focused on holistic and person-centered care across the lifespan and within various healthcare environments. The Citadel nurse understands the impact of the social determinants of health and integrates this knowledge to meet the unique care needs of the communities they serve.

The application of clinical judgement enables the student to apply abstract concepts to concrete situations using methodological skills and current evidence. The Citadel nurse understands and applies evidence-based practice in accordance with accepted standards of professional practice. He/she provides safe and quality care as a contributing member of the interprofessional team. The vision of the Swain Department of Nursing is to educate nurses who are prepared to be leaders in the healthcare environment.

**Core values of the Swain Department of Nursing are:**

Honor

The commitment to honor is a life-long obligation to moral and ethical behavior. Citadel nurses will uphold the long-standing tradition of being recognized as the most trusted profession through advocacy for persons and families as well as the health of communities.

Duty

Duty is a call to serve others before self. Citadel nurses will recognize the responsibility of being a leader within the inter-professional healthcare team and promote holistic health, healing and caring practices to individuals, families and communities.

State

To promote the health of individuals, families, and communities throughout South Carolina through service, education, advocacy, and leadership.

Country

To support health and well-being of the nation by serving diverse populations, responding to public health needs, and advancing the nursing profession.

## F. Guiding Framework

The guiding framework for the curriculum of the Swain Department is Benner's model of Novice to Expert. Awareness and acknowledgement is given to the progression and development of nursing skills, and the understanding of patient care occurs over time based on educational foundation and personal experience. The model acknowledges five levels of nursing experience: novice, advanced beginner, competent, proficient, and expert. The levels of novice to expert are adapted to correlate with the expectations of a baccalaureate prepared student nurse.

## G. BSN Expected Program Outcomes

The purpose of The Citadel nursing program is to prepare nurses who are baccalaureate educated and are able to assume leadership roles within the healthcare team, providing quality and safe practice in a complex healthcare environment.

1. Graduates will exhibit the knowledge, skills, and professional attitudes required for success in nursing, along with the competently needed to perform at the entry level of the profession.
2. Graduates will deliver safe, compassionate, evidence-based person-centered care that demonstrates accountability and promotes collaboration with clients, families, and healthcare teams.

3. Graduates will demonstrate the knowledge, skills, and attitudes that are utilized to support the health of diverse populations.
4. Graduates will promote scholarly inquiry and research that advances nursing knowledge, fostering a culture of disciplined inquiry and service.
5. Graduates will demonstrate the knowledge, skills and attitudes necessary to assess, monitor, and improve patient safety and quality of care through evidence-based practices, quality improvement strategies, and interprofessional collaboration.
6. Graduates will collaborate effectively across disciplines, exemplifying leadership, discipline, and service in team-based care.
7. Graduates will demonstrate the ability to navigate healthcare systems efficiently ???? more
8. Graduates will develop the ability to effectively use healthcare technologies and informatics to support patient care, improve clinical outcomes, and enhance nursing practice.
9. Graduates will demonstrate professionalism through ethical practice, accountability, and commitment to The Citadel's core values of honor, duty, state, and country.

# 2. Admission and Progression in the Nursing Major

The Swain Department of Nursing Student Nurse Handbook is intended to augment university policies as indicated in the respective college catalog. In select instances, requirements of the BSN program exceed college requirements due to the rigorous nature of the program and professional expectations. When requirements exceed college requirements, the BSN program expectations are delineated in this Handbook. Upon admission into the program, an academic advisor from the nursing program will be assigned.

## A. Admission

The following criteria are used for admission into the nursing program:

- Overall cumulative GPA of a 2.7 or higher
- A grade of a C or better in all math and science courses
- Meet the Core Performance Requirements (listed below)

### *Corps of Cadets:*

Cadets interested in applying to nursing will be admitted through the Undergraduate Admissions Office according to the requirements and standards described in the Admissions section of the University Catalog.

### *Veteran status:*

If a veteran is accepted into the nursing program, he / she has the option to attend the day or evening nursing program.

### *Evening Undergraduate:*

Students may apply for admission to the nursing program upon completion of the general education requirements, and the required science and mathematics courses as indicated in the College Transfer Program Undergraduate Academic Catalog. Students may transfer 60 credits into the program and will complete the remainder of the degree requirement at The Citadel. Science courses must be completed within 5 years of the date of the admission application. Transferred courses must meet the college requirements for transfer credits. Nursing courses may not be transferred into the program.

## B. Core Performance Requirements

Students are required to meet the following core performances to be in the nursing program. This is communicated during the admission process. Nursing is a physically and emotionally demanding profession. Students must indicate that they can meet the Core Performance Requirements of the program.

Upon acceptance into the nursing program students are required to complete, and to pass, a background check before they are allowed to participate in the clinical component of the course. The background check and other clinical documentation are mandated by our clinical partners. If a student does not complete the clinical requirements, they will not be able to progress in the program. The background check and clinical requirements are required annually.

The following Core Performance Requirements are essential to the expected activity of the nurse.
Student Nursing Responsibilities include:

- Performing physical exams and health histories
- Providing health promotion, counseling and education
- Administering medications, wound care, and numerous other personalized interventions
- Interpreting patient information and making critical decisions about needed actions
- Coordinating care, in collaboration with a wide array of healthcare professionals
- Conducting research in support of improved practice and patient outcomes

Providing patient care is physically and emotionally challenging. To meet the challenges of nursing, the student must be able to meet the following core performance requirements:

| **Core performance requirement for nursing students** | **Standard** | **Examples (not all-inclusive)** |
|---|---|---|
| Critical Thinking | Critical-thinking ability to allow for clinical judgement for safe and quality patient care | Understand the underlying pathophysiology of the individual and be able to identify the expected course of action based on guidelines, standards of care and clinical judgement. Develop written plans of care with the interdisciplinary team so that the care of the individual is coordinated and organized. Calculate medication dosing, including intravenous medications. Be able to prioritize conflicting demands so that care is safe and of good quality. Understand and apply infection control principles including sterile and clean techniques. Use equipment safely and appropriately. |
| Interpersonal | Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds | Establish rapport with clients, clients' families, colleagues, and other healthcare providers. Demonstrate the ability for interprofessional work as an accountable member of the healthcare team |
| Communication | Communication abilities sufficient for verbal and written interaction with | Use principles of good communication. Is able to teach patients and families using evidence-based techniques. Document nursing care fully and |

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|---|---|---|
| | others | completely in the medical record. Communicate to other healthcare professionals, including other nurses, in a clear and concise manner using standardized procedures for transitions in care. |
| Mobility | Physical abilities sufficient for movement from room to room and to maneuver in small spaces | Ability to stand and/or walk for long periods of time. Able to bend, kneel, stoop and reach overhead. Can work in confined spaces, such as patient care rooms, exam rooms, and other treatment spaces. Able to administer treatments during emergency situations, such as chest compression. Use assistive equipment as available, able to push/pull/lift/transfer individuals. Can push/pull/lift up to 35 pounds. Able to assist others with routine activities of daily living (bathing, toileting, eating, etc.) |
| Motor Skills | Gross and fine motor abilities sufficient for providing safe, effective nursing care | Able to safely use equipment associated with patient care activities such as but not limited to: intravenous pumps; feeding pumps; cardiac monitors; vital sign equipment; medication administration equipment; suctioning equipment and electronic equipment, such as computers. |
| Sensory: Hearing | Auditory ability sufficient for monitoring and assessing health needs | Hear monitor alarms, emergency signals, auscultation of client assessment to determine normal versus abnormal heart, lung, and bowel sounds; hear cries for help |
| Sensory: Visual | Visual ability sufficient for observation and assessment necessary to implement nursing care | Able to see and observe changes in patient condition such as skin color, respirations, pain responses, non-verbal signaling. Able to read and understand charts and other medical documents. Able to read and understand equipment related to patient care such as medication labels, vital sign machines, cardiac monitors, etc |
| Sensory: Tactile | Tactile ability sufficient for physical assessment | Perform palpation (pulse, temperature, tactile fremitus), functions of physical assessment and/or those related to therapeutic interventions. |
| Sensory: Olfactory | Sense of smell sufficient for accurate client assessment and maintaining client safety | Distinguish smells that contribute to assessment and/or safety (such as wound or breath odor, smell smoke/fire). |
| Self - Care | Ability to identify and maintain personal physical, cognitive, and emotional health. | Ability to read and understand directions, assignments, and client' documents; ability to present a professional appearance as described in the nursing student handbook (available on the web page for review) and/or requirements for cadet appearance as described in the blue book; ability to maintain own physical health in |

| | | |
|---|---|---|
| | | order to work with vulnerable clients; energy and stamina to complete clinical requirements; ability to implement Universal Precautions which includes protective personal equipment, such as a mask; emotionally able to maintain a calm demeanor in crisis and emergency situations; ability to make ethical decisions; ability to accept constructive feedback; self-discipline to meet rigorous deadlines; adhere to the ANA Code of Ethics for Nurses and other professional behaviors which includes abstinence from chemical substances that affect clinical judgment. |
| Environment | Ability to work in a variety of healthcare settings with diverse client populations under variable conditions. | Ability to work in temperature changes (such as cold of operating room or heat of outdoor clinic); ability to drive or otherwise provide transportation to and from clinical settings; ability to work in settings with noises that may be a distraction; work in presence of noxious odors, contact with liquids, and potential hazards |

## C. Student Accommodations

The Swain Department of Nursing is committed to providing reasonable accommodation for students with disabilities. The Citadel complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request through Services for Students with Disabilities in the Student Success Center to verify their eligibility and to identify appropriate accommodations. Students are required to notify their course professor of the approved accommodation at the beginning of the semester.

## D. Progression in Nursing

1. To progress in the major, student must:
    - Successfully complete all nursing prerequisite courses.
    - **Must maintain a GPA of 2.7**
    - Achieve a grade of 76 % or higher in all nursing courses.
    - Achieve a grade of a C or better in all science courses.
    - Demonstrate honor, duty, respect, and professionalism.
    - Continue to meet Core Performance Requirements.
    - Maintain compliance with all health and clinical agency requirements.
    - Submit clinical agency requirements on time as directed by staff and / or faculty.

2. If a student is found to be in violation of The Citadel Honor Code they will be reported to the Honor Court and potentially be dismissed from the nursing program and will be subject to further review and actions according to the policies of the Honor Code.

3. If a student fails to meet the required GPA of 2.7, they will be dismissed from the program.

4. If a student fails two different nursing courses or two failures in the same course, they will be dismissed from the program.

5. The student **must pass both the didactic and associated clinical course** that are deemed as co-requisites. If the student fails either the didactic or the clinical component of the course, they will fail both classes and will need to repeat both courses. The failure of the didactic and clinical course will constitute as one failure in the nursing program.

6. If a student achieves the numerical grade between 76 – 79 in a science of nursing course, they will be permitted to progress in the nursing program. The student will receive a grade of a C on the academic transcript. A numerical grade will be reported to the Registrar's Office that will allow the student with a grade of 76 – 79 to progress in the program. If a student receives a grade of 76-79 in a nursing course, they will be required to meet with the Department Head.

Incomplete grades:

If a student receives an incomplete grade in a prerequisite, corequisite, or nursing course, the incomplete grade must be completed in accordance with the policies described in the College Handbook. If the incomplete is in a nursing course, the work must be completed, and the final grade must be entered no later than 4 weeks prior to the start of the term so that clinical placement can be secured. If unfinished coursework is not completed within the designated time frame, the grade will be converted to failing grade.

## E. Term Limits

Term limits for the completion of the program are no longer than six years from the start of the first class. If a student exceeds the six-year time limit, they will be dismissed from the program. Under extenuating circumstances, such as deployment, individual consideration will be given by the Department Head. If a student exceeds the term limits, they will need to reapply to the nursing program.

## F. Academic Withdrawal, Dismissal, and Readmission

A student may choose to withdraw from the BSN program at any time, and are subject to college policies related to grades, refunds, etc.

A student may be required to withdraw and/or be dismissed from the BSN program resulting from poor academic performance, unsafe practice, health or behavioral issues inconsistent with safe nursing practice, and/or unsafe practice. Details regarding academic policies are located on the webpage of Academic Affairs.

Dismissal from the nursing program does not necessarily mean that the student is dismissed from The Citadel. If a student is seeking readmission into the nursing program, they must follow the appeal policy of The Citadel as noted in the College catalog.

## G. Leave of Absence or Delay in Progression

If a student needs to take a leave of absence, they must communicate the anticipated date of leave and subsequent return, verbally and in writing to the Department Head of Nursing. When the student returns, placement in the program may vary by semester, course availability, resources and clinical availability.
The student will maintain the same catalog requirements that were in effect at matriculation if their leave does not extend beyond a full academic year. If the leave of absence causes the student to extend beyond the term limits of the program completion, the student will need to reapply.

**If a student has a gap in nursing courses for longer than 6 months they are required to demonstrate proficiency of skills learned in prior NURS courses.**

### H. Graduation

The policies for graduation are communicated in the College Catalog.

## 3. BSN Curriculum

### A. Definition of Course Offerings

*Definition of an On-campus Course*

Students meet with the instructor at regularly scheduled times (synchronous learning), primarily in a classroom. Students in face-to-face courses will normally be expected to be physically present for the term/semester.

*Definition of an Online Course*

Courses in which instruction is conducted solely in an online learning environment within the Citadel's approved learning management system. For a course to be considered an online class, 100% of the content must be delivered online either synchronously or asynchronously or a combination of both. If synchronous online instruction is required, the specific dates and times of the online meetings must be listed in the schedule of classes. The course must go through The Citadel's Online Course Review process which includes completion of The Citadel's Parity Table.

*Definition of a Hybrid Course*

Hybrid Courses meet 50% on-campus, face-to-face, and 50% online asynchronously. In this model, face-to-face instruction is reduced but not eliminated. In compliance with the US Department of Education credit hour definition, the combined face-to-face and online instructional time must remain equivalent to a traditional face-to-face course as evidenced by completion of The Citadel's Parity Table for the asynchronous part of the course. The syllabus must indicate both in-class and online requirements including:

a. The number of hours that are face-to-face vs. online including meeting dates/times
b. The activities that will be held face-to-face vs. online
c. Student attendance/participation for the face-to-face component is mandatory.

### B. Sequencing of Courses

The curriculum of the nursing program is built to promote the application of previously learned content as a building block to content learned in subsequent courses. Students are expected to follow the course sequencing outlined in the college catalog for the academic year in which they are admitted. Students must meet with their advisor each semester to ensure the proper course alignment is maintained.

### C. Study Abroad Options for Nursing Students

Students in the Corp of Cadets are eligible to participate in a semester of study abroad during the first semester of the sophomore year. The student is required to abide by the policies and procedures for study abroad as communicated by The Citadel Center for International and Special Programs. Summer study abroad programs are available to all nursing students.

### D. Nursing Curriculum Grid

The curriculum grid for the Corp of Cadets and for the Degree Completion Program are listed in the appendices.

# 4. Academic Policies and Procedures Specific to Nursing

Academic policies and procedures as communicated in The College Catalog are enforced for all students taking classes at The Citadel. It is important that students review these policies and procedures. In addition to college-wide policies, nursing students are also expected to abide by policies and procedures that are specific to the Swain Department of Nursing.

## A. Email

Upon admission to The Citadel, every student will receive a Citadel email. It is the student's responsibility to review their email on a daily basis.
In the event of severe weather or other circumstances that require the school to cancel classes, this will be communicated by the College through a campus wide announcement using the Bulldog Alert system. Students should register to receive these notifications at: https://go.citadel.edu/bulldogalert/what-is-bulldogalert/

## B. Student Acknowledgment of Policies and Procedures

Students are required to acknowledge that they have read and understand the content in the Student Nursing Handbook. The students' attestation regarding the contents of the Student Nursing Handbook will be required. Students who do not acknowledge having read and understand the Student Nursing Handbook will jeopardize their ability to progress in the program. An example of the attestation to understanding the contents of this document is listed at the end of the Student Handbook. Changes to the Student Handbook An electronic acknowledgement will be required.

Students are required to download Respondus Lockdown Browser onto their computer, which will be used for all exams.

****** **Chrome Notebooks are not supported for testing.** On the day of an exam, the student is responsible for having a computer.

## C. Student Code of Conduct

Nursing students are obliged to abide by The Citadel Student Code of Conduct while on or off campus, and in clinical sites. Healthcare agencies have codes of conduct that are directed toward the healthcare worker. Students are encouraged to refer to The American Nurses Association Code of Ethics: Code of Ethics for Nurses With Interpretive Statements (View Only for Members and Non-Members) (nursingworld.org)

If a student is charged with criminal behavior while they are in the nursing program, they must promptly communicate this to the Clinical Coordinator. Failure to do so, may result in the student's inability to be placed in a clinical setting. This may cause a delay in the progression in the nursing program.

## D. Professional Behavior

Professional behavior is expected of students entering the profession of nursing. These behaviors include honor, duty, respect, punctuality, ethical behavior, safety, completion of assignments, adherence to policies and procedures, and other behaviors that are consistent with professionalism. If a student violates any of these professional behaviors, they will receive a Violation of Professional Behavior form and are counseled by the faculty member completing the form. The student will also be required to meet with the Department Head. If a student receives more than 3 violations of professional behavior, this may be cause for dismissal from the program.

## E. Attendance Policy for Class

By the act of enrollment, the student is responsible for all course work. The student is expected to attend classes regularly and to arrive at class, lab and/or clinical prior to the expected start time. In the case of absence from class, it is the student's responsibility to get announcements, handouts, lecture objectives etc., from a fellow student. Absenteeism for cadets will be reported into the Cadet Accountability System (CAS). In addition to communicating your absence to the instructor, cadets will be expected to communicate their absence to the TAC Officer.

Children are not permitted in class.

## F. Grading and Testing Policy

Course syllabi identify specific percentage or point allotment to graded assignments. Course syllabi convey testing procedures for specific courses. Students are expected to take all tests at the scheduled time that has been communicated by the faculty member or in the course syllabus. The final exam schedule is distributed by the Registrar's Office. Final exam will be given in accordance with The Citadel final exam schedule.

It is the responsibility of the student to notify the faculty member of the course at least 24 hours prior to the start of a scheduled exam if he / she is unable to take the exam at the scheduled time.

If a student is unable to take a test at the scheduled time, a makeup exam will be given on the day and time that is determined by the faculty member. A missed exam must be taken within 2 days of the scheduled exam. The format of the makeup exam will also be at the discretion of the faculty member. This may include but is not limited to essay format, open-ended questions, select all that apply, and other testing formats. Failure to complete the exam within 2 days of the scheduled time may result in the grade of a zero for the exam.

Student athletes must notify the faculty at the start of the semester about potential conflicts with athletics and the class schedule.

## G. Fees and Expenses

In addition to the College tuition and fees, a nursing program fee is charged each semester for as long as the student is enrolled in a nursing course. The nursing program fees are used to provide ATI learning resources, textbooks, and an onsite NCLEX review. Laboratory fees that are assigned with specific courses are applied to supplies and resources that are used during simulation, nursing skills review, and skills remediation. This includes teaching models, disposable medical supplies, health assessment tools and equipment, computers, software, and other educational resources that support student success.

Students will be required to submit content into a clinical verification tracking system, as required by our clinical partners. Students are required to assume the cost associated with clinical requirements. Additional expenses in the nursing program will include the purchase of nursing scrubs and a lab coat through the College Bookstore. The student is expected to pay for clinical associated fees.

## H. Health Insurance Portability and Accountability Act (HIPAA)

The Citadel Nursing Program protects student health information in accordance with HIPAA and other applicable laws. Health records submitted for admission, enrollment, or clinical participation are stored securely and accessed only by authorized personnel.

**Use and Disclosure of Health Information**

The Nursing Program may disclose health information:

- To provide emergency medical treatment.
- When required by law or legal process.
- To protect the health and safety of students, patients, or others.
- To process insurance claims related to program activities.
- For authorized law enforcement, medical examiner, or national security purposes.
- As required in the event of a student's death.

**Student Rights**

Students have the right to:

- **Review and obtain copies** of their health records by submitting a written request to the Nursing Administrator.
- **Request corrections** to inaccurate or incomplete health information.
- **Request restrictions** on the use or disclosure of health information, subject to program, clinical agency, and patient safety requirements.

**Changes and Revocation**

The Nursing Program may update this privacy notice at any time. Students may revoke authorization for future disclosures by submitting a written request to the Clinical Coordinator; however, disclosures already made cannot be withdrawn, and required records must be retained.

## I. Student Violation of HIPPA

Students are exposed to a multitude of private documents and data when in the clinical setting. In accordance with the policies of HIPPA (HIPAA for Professionals | HHS.gov), students are expected to maintain confidentiality of all any information obtained, discussed, read, or care rendered about a person or their family during a clinical experience. Violation of HIPPA is a federal offense. **A HIPPA violation will constitute an immediate dismissal from the nursing program.**

## J. Student Grievance Process

The Swain Department of Nursing strives to provide a positive learning environment for all students. However, if a substantive concern about the Nursing Program arises, the student should follow the procedure outlined below. A substantive concern is defined as a written statement by a student or group of students that describes a situation perceived by the student(s) to result in an injustice to the individual(s). In the event of a student concern about a course or a clinical instructor, the student should employ the following course of action:

- Meet with the instructor to try and resolve the concern.
- If unable to resolve, the student should arrange a meeting with the Department Head of Nursing.
- Attempts to resolve the concern will occur immediately.
- If additional time is needed, the student(s) will be requested to attend a follow-up meeting with the Department Head or receive a written response regarding the concern within 2 weeks.
- Student concerns will be maintained in a secure file in the Nursing Department Office.
- Information regarding the number, type, and resolution of concerns is available to students upon

request.

Students have the right to file a student grievance if the student disagrees with the Department's decision to withdraw or dismiss the student. Please refer to the student grievance policy and procedure in The Citadel College Catalog.

### K. Leave of Absence

If a student needs to take a leave of absence, they must communicate the anticipated date of leave and subsequent return, verbally and in writing to the Department Head of Nursing. When the student returns, placement in the program may vary by semester, course availability, resources and clinical availability. The student will maintain the same catalog requirements that were in effect at matriculation as long as their leave does not extend beyond a full academic year. If the leave of absence causes the student to extend beyond the term limits of the program completion, the student will need to reapply. Please refer to the content under Term Limits in this Handbook, section 2-E.

**If a student has a gap in nursing courses for longer than 6 months they are required to demonstrate proficiency of all nursing skills that were learned in Nursing Fundamentals and Health Assessment.**

## 5. Clinical Expectations, Policies and Requirements

All students must arrive for the clinical experience prepared to care for their assigned patient. Failure to be adequately prepared will result in dismissal from the clinical day and may result in failure of the course.

Students must notify the primary nurse and the clinical instructor to leave the clinical area. Failure to abide by this will result in a failed clinical day on the first offense; the second offense will result in dismissal from the program for unsafe practice.

Students are guests at the clinical site and are expected to behave professionally. If a student exhibits unprofessional behavior, they will be immediately dismissed from the clinical site and will be required to meet with the Department Head within 24 hours of the incident. The severity of the infringement may be cause for dismissal from the program or the grade of an F for the course.

Students should be aware that clinical facility requirements may change and cannot be guaranteed by the Nursing Program or The Citadel. Each clinical agency independently determines the health, immunization, and documentation requirements that students must meet in order to participate in clinical experiences at its site. The Citadel does not control, influence, or grant exemptions to the requirements established by its clinical partners.

Students who are unable to provide documentation of required vaccinations or other clinical compliance items as mandated by a clinical agency will not be permitted to attend clinical experiences at that site. Failure to meet clinical requirements may result in an inability to complete course objectives and may place the student at risk of failing the course.

By enrolling in The Citadel Nursing Program, students acknowledge and accept that clinical agency requirements are subject to change and that The Citadel cannot guarantee placement at any specific facility, alter clinical requirements, or customize clinical schedules to accommodate individual preferences.

# A. Required Documentation

Nursing students are required to submit various documents to be allowed to attend clinical experiences. This list contains items required to perform patient care in clinical settings. If these are not submitted promptly, the clinical agency will not be able to process the student for this learning experience, which will ultimately delay the student's ability to progress in the major. Clinical requirements must be completed and valid for the entire academic year.

Clinical requirements are due by **June 15th** for the summer and fall semesters and by **December 15th** for the spring semester. Failure to meet this deadline will result in the inability to take the clinical course. Exceptions will not be made. These deadlines are in place so the clinical agencies may begin processing the required documentation for your learning experience. A student must submit all the documentation needed by the required date to be allowed to take the course. Failure to meet deadlines will directly impact the student's ability to progress in the nursing major.

Failure to submit all clinical requirements by the identified due date may inhibit your ability to participate in the clinical experience. You will not be able to take the clinical component of the course, which will place you in jeopardy of repeating the course and delaying your progression in the nursing major.

Direct questions regarding clinical documentation to Kellie Devereaux (Byrd Hall 201). She may also be reached at 843 -953-5041.

i. (Measles, Mumps, Rubella) (Two vaccine doses required or positive antibody titer for each – Measles, Mumps, Rubella.) You may be exempt from this requirement only if (1) You are pregnant or trying to conceive or (2) you are allergic to eggs. **If the results of the titer show that you do not have immunity, a booster vaccine is required.**

ii. Tetanus-Diphtheria (Primary series with DtaP or DTP and booster with Td) = completed within the last 10 years. If longer than 10 years, a new immunization is required.

iii. Hepatitis B: Students must show proof of completion of the vaccines or proof of immunity by titer by the end of the first year of clinical courses. Three doses of vaccine or a positive Hepatitis surface antibody meets the requirement. If the results of the titer show that you do not have immunity, a booster vaccine is required.

iv. Meningitis Vaccine – initial or booster dose must be on or after the 16th birthday. Documentation of vaccine or signed waiver is required.

v. Varicella – 2 vaccines given 4 – 8 weeks apart, or a titer that shows immunity.

vi. COVID vaccine and appropriate booster series. You must provide documentation if you have a medical or religious waiver.

vii. Annual flu shot: This will be required by **October 15th**.

viii. 2-Step TB Skin (PPD) Test: The tine (prong) test is unacceptable. If the above TB skin test is equal to or greater than 10mm, a chest x-ray is required. If there is a positive TB skin test history, a chest x-ray within 6 months prior to the nursing program enrollment is required. Students must be screened yearly for tuberculosis and provide documentation to the nurse administrator at the beginning of each academic year.

2–Step PPD testing to detect tuberculosis:

Visit 1: Place the first PPD

Visit 2: 48-72 hours later, the PPD is read.

Visit 3: 1-3 weeks after Visit 1; the second PPD is placed.

Visit 4: 48-72 hours later, the PPD is read.

In summary, 2-step PPD testing requires 2 PPDs to be placed, 1-3 weeks apart, with each of those tests read 48-72 hours after placement.

ix. A student may choose to get a TB Blood Assay (QuantiFERON-TB Gold®), a single blood test.

x. Criminal Background Check - use https://catch.sled.sc.gov/

xi. Urinary drug screen – 10 panel

xii. If you use Low Country Drug Screening, located-4600 Goer Dr. Ste 205, North Charleston, SC 29406. The cost is approximately $50. They take walk-ins & do not require a provider order.

xiii. Copy of Professional Liability Insurance. Students may be able to add insurance coverage to existing current insurance policies, or you can purchase this insurance from:

1. Nurses Service Organization https://www.nso.com/
2. Proliability https://www.proliability.com/professional-liability-insurance/student-nurse.html

xiv. American Heart Association Basic Life Support for Healthcare Providers Cardiopulmonary Resuscitation Certification (CPR)

xv. Copy of health insurance card

xvi. Completion of care learning modules for clinical sites. Modules will be assigned to you before attending the clinical rotation.

**If a student opts to submit a medical or religious waiver, the clinical site determines and accepts the student's request for a clinical requirement to be waived. If the clinical site refuses to accept a clinical waiver, the student will not be permitted to engage in the clinical rotation. The completion of clinical courses is a requirement of the nursing program. The Citadel Swain Dept of Nursing will not offer alternative clinical experiences.**

## B. Lab/ Clinical Dress Code and Professional Attire

- Students and faculty are expected to adhere to Department of Nursing standards as well as to the policy of the clinical agency. Students will purchase scrubs and lab coats at the Bookstore. The clinical dress code and description of expected professional attire are as follows:

- Gray scrub top with appropriate Citadel logo/patch – cadet top differs from evening student top.
- Gray scrub pants that exactly match the color of the scrub top.
- White lab coat with The Citadel insignia.
- Students will wear white or light-colored shoes (fully enclosed, flat-heeled, and fluid-resistant), no Crocs, and must be kept clean.
- White crew neck undershirt (short or long sleeve) is to be worn under the uniform top.
- Undergarments should not be visible while wearing the uniform (bending over, reaching up, etc).
- A watch that has a second hand.

  Students are required to wear The Citadel's OneCard campus ID card on the chest of the outer garment unless otherwise specified by faculty. The name must be visible and not covered by stickers and/or pins. A student who does not have their appropriate ID badge(s) will be sent home. This absence may result in a failure of the course.

  The OneCard Program Office is located at 208 Richardson. The OneCard office is open from 0730–1730 Mon-Thurs for the summer. The OneCard office is open from 0830 -1700 Mon - Fri during the regular school year. You can schedule an appointment by calling OneCard at 843- 953-7000 or by emailing onecard@citadel.edu.

  Picture ID must be worn as provided by clinical agencies. Select agencies may provide photo IDs for use in the agency and may do so for free or charge a small fee. Students with clinical experience at a federal agency (VA Medical Center, Joint Base Charleston) MUST have their federal ID badge displayed at all times. Students will wear their agency or federal ID in addition to their Citadel ID.

- Hair that is shoulder length or longer must be pulled back, off the collar, and secured with an elastic band. Hair decorations, such as bows and ornate barrettes, are not acceptable. Hair coloring must be within a natural color range. Agencies that prefer hair should conform to natural hair colors and non-extreme styles. Facial hair must be neatly groomed and close to the face for infection control purposes.
- A one stud-style earring per earlobe may be worn. Religious necklaces and jewelry may be worn inside the uniform. All rings other than simple wedding bands are to be left at home for safety purposes. Hospital regulations require that all jewelry be removed while a student is in the operating room. Students must remove body-piercing jewelry before the clinical experience and skills lab.
- The Swain Department of Nursing follows the student policy and regulations regarding tattoos according to The Citadel, and in accordance with the policies of clinical sites.
- Students are not permitted to be on the clinical unit if their hygiene has a strong body odor. Students are not permitted to wear perfume or cologne. Makeup must be minimal and conform to body tones.
- Students must keep their fingernails clean and trimmed (no longer than the tip of the finger); only a colorless polish is permitted—no acrylic fingernails.

Select agencies prefer business casual/professional attire as opposed to the uniform. Acceptable business casual/professional attire includes dresses, skirts or slacks, blouses, and shirts with collars. Dresses and skirts must be no shorter than 2 inches above the knees. Shorts or cut-off pants (capri style) are not appropriate. Fully enclosed, flat-heeled, non-canvas shoes are required in all clinical settings and must be kept clean.

If students fail to arrive at the clinical setting in the appropriate dress code, the student will be sent home and required to make up the clinical day.

## C. Clinical Uniforms / Scrubs

Students are only permitted to wear Swain Dept of Nursing clinical uniforms (scrubs and lab coats) during a clinical day or if directed differently by a nursing faculty member. **Scrubs may not be worn in the Mess Hall unless you are ONLY picking up a grab / go meal that has been prepared.** If a student is found wearing the clinical uniform outside the designated clinical day and/or violates school policy, disciplinary action may occur, including dismissal from the nursing program.

## D. Attendance and Tardiness Policy for Clinical

Attendance:

A student must attend all scheduled clinical days. If a student misses a clinical day, a clinical make-up day is required. In case of an emergency, the student will work directly with the clinical instructor and the course coordinator. A doctor's note is required if a student is absent from a clinical experience. If a student is absent from 2 or more days of clinical, they may be dismissed from the nursing program or receive a failure for the clinical course.

If a student must make up a clinical day, the clinical date will be based on the availability of the clinical site and the clinical instructor. **If the missed clinical day cannot be made up during the typical semester, due to the needs of the student, faculty, or clinical site, the clinical day will be made up at the end of the traditional semester following the completion of the student's last final exam.**

Until the clinical course requirements are met, the student will receive the grade of an Incomplete. The extension of the Incomplete grade will be in accordance with the time frame that is determined by the College, as communicated by the Office of the Registrar. Make-up days will be arranged by the Clinical Coordinator.

If the clinical requirements are not completed within two weeks of the completion of the course, pending unexpected circumstances, the student will receive a failing grade for the clinical course and will consequently need to repeat both the clinical and the associated didactic course. The student can only proceed in the nursing program after completing the clinical requirement.

Clinical Tardiness:

If a student is more than 5 minutes late to arrive at the clinical site, they will not be allowed to participate in the clinical experience for the day. This tardiness will result in an unexcused absence. The student will be required to make up the clinical day.

If a student's tardiness is disruptive to the workflow of the clinical instructor, the student will be sent home and receive a clinical absence. This absence will need to be made up per the policy for clinical make-up.

An excused absence is at the faculty member's discretion and must be communicated to the course

coordinator.

## E. Cell Phone

Students may not use their phones for personal use during the clinical day. Cell phones must be silenced and placed on vibrate. Some clinical sites forbid the use of cell phones while on site. Students will be made aware of this regulation during their clinical experiences. Failure to adhere to site regulations may result in the student being asked to leave the clinical setting and will result in a recorded absence for the day.

## F. Confidentiality Policy

The Citadel Nursing Program understands the federal regulations addressing patient/healthcare confidentiality, the Health Insurance Portability and Accountability Act (HIPAA). Students and faculty receive HIPAA training as part of their annual updates and as specified by the agencies in which they practice. Records of student healthrequirements are maintained on file and released according to Nursing Program Student Handbook.

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

A nursing student will limit his/her discussion of client/family/agency to structured learning situations during pre or post clinical conferences, or in private conversation with the clinical faculty member. At no time are clients/families/agencies to be discussed at lunch tables, clinical or university dining facilities, elevators, dormitories, and/or other public settings. A nursing student will respect the rights of colleagues/classmates to keep personal information and papers confidential.

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

## G. Transportation Policy

It is the students' responsibility to arrange for transportation to and from clinical sites. It is important for students to understand that the faculty cannot pair students in the same clinical group to accommodate for transportation needs.

Community Health clinical rotations will require students to have transportation to various locations on the same clinical day. Students must have access for their own transportation for the Community Health clinical rotation.

## H. Simulation

The Simulation Laboratory, located on the second floor of Byrd Hall, is an alternate location for the Department of Nursing to conduct clinical-focused learning experiences while using high and low fidelity simulation. This learning space is also used to test acquisition of nursing skills via return demonstration. When students are in this learning space they are to mimic the behaviors and expectations as required for a traditional clinical experience. Students are expected to wear scrubs, or a nursing lab coat when in this setting. Students may be asked to participate in required simulations outside of a designated course and clinical time. The required simulation dates and times will be outlined in the didactic course syllabus and relayed to students at the beginning of the term. In preparation for a simulation experience, students may be asked to complete prework as assigned by the course and/or simulation coordinator. These experiences are mandatory and will

follow all lab and clinical guidelines.

### I. Policies for the Nursing Simulation Room

This learning space requires the same respect and professional behaviors that occur in the clinical setting. The Clinical Lab Coordinator and the Simulation Lab Coordinator will oversee all activity of the lab. Students are not permitted in the lab unless a member of the nursing faculty or staff are present. The number of students in the lab at one time may be limited to ensure space, to provide safety, and to securely distribute equipment and supplies.

Students cannot remove any equipment or supplies from the lab without permission from the Clinical Coordinator. If a student removes equipment or supplies, or defaces any components of the laboratory space, they will incur the cost to replace the equipment and may face disciplinary action.
Students are required to complete pre-simulation work prior to participating in the simulation activities. Failure to complete the pre-work will be recorded as being unprepared for clinical, and the student will not be able to participate in the simulation.

### J. Clinical Related Incident or Exposure Policy

Clinical experiences may expose a student or faculty member to a clinical-related injury or exposure to a communicable disease. Communicable illnesses are typically transmitted through contact with contaminated surfaces, blood, bodily fluids, or air droplets. If a clinical incident or an anticipated exposure to a communicable disease occurs, the student must immediately notify the Clinical Instructor or the Clinical Coordinator for the Swain Department of Nursing. The student will complete an incident report with the Clinical Instructor or Clinical Coordinator. The student will be directed to engage in follow-up care according to the current recommendations and professional guidelines according to The Centers for Disease Control and Prevention (CDC), the South Carolina Department of Health and Human Services, or the clinical agency where the injury or exposure occurred.

## 6. Student Support Services

Numerous services and resources are available to support student success. For a complete list of these services, please refer to Cadet Life Services at https://engineering.citadel.edu/root/cadet-life-services . Below are a few of the highlighted services that may be used by a student.

### A. Student-Faculty Advisors

Upon admission into the nursing program, students are provided with a faculty mentor. It is the responsibility of the student to meet with their faculty advisor prior to registering for classes, and to receive advisement more often as needed. The faculty advisor is also available to discuss aspects of the nursing program, expected course requirements, and other academic concerns or opportunities. If a student fails to meet with the faculty advisor prior to registration for courses, the responsibility for a potential delay in the anticipated graduation will fall upon the student.

Students are encouraged to discuss course related concerns with the faculty of record. If a concern is not resolved, the student should follow the organizational chain of command within the Nursing Program.

### B. Student Success Center

117 Thompson Hall 843-953-5305 https://www.citadel.edu/root/ssc

The Student Success Center offers numerous programs to assist students to achieve academic success.

Appointments are required and can be made online from the webpage. Academic services are available for the following programs:

- Academic coaching
- Athletic academic coaching
- Mathematics Lab
- Services for students with disabilities
- Subject-area tutoring
- Supplemental instruction
- Writing Lab.

## C. Counseling Center

9 Hammond Avenue 843-953-4827 https://www.citadel.edu/infirmary/

The Counseling Center is available to all students at The Citadel. In addition to counseling services for personal well-being, services are available for alcohol, tobacco and substance abuse, and for sexual assault prevention and response. Policies and procedures for the services of the Counseling Center are described on the website.

## D. Title IX

192 Bond Hall 843-953-6881 https://www.citadel.edu/root/title-ix

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. -Title IX of the Education Amendments of 1972. Officers of Title IX fall under the oversight of the Office for Institutional Compliance. Policies and procedures to make a formal or informal complaint are communicated on the website.

## E. Alcohol, Tobacco& Substance Abuse Services

843-953-0510

https://www.citadel.edu/counseling-center/alcohol-tobacco-substance-abuse-services/

The Counseling Center provides evaluation and assistance in the prevention and short-term treatment of alcohol, tobacco, and substance abuse. Resources utilized include an in-depth alcohol and substance use evaluation, reading material, an interactive computer program, an online alcohol education course and appropriate referrals using on-campus resources or off-campus for long-term inpatient and/or outpatient treatment. These strategies are aimed at reducing a student's risk for developing serious problems associated with the abuse of alcohol, tobacco, and other substances.

## F. Bookstore

1st Floor Mark Clark Hall 843-953-5110 https://www.citadel.edu/root/bookstore

**Nursing scrubs and lab coats are for sale through the bookstore.** In addition, a wide range of Citadel apparel and gifts, supplies, electronics, textbooks, and a full range of Apple iPads, Macbooks, watches, Airpods, and accessories are available. Textbooks are offered for purchase or to rent.

## G. Career Center

203 Richardson Avenue 843-953–1617 https://www.citadel.edu/career/

The Career center hosts a variety of hiring and recruiting events. Students are encouraged to visit with the career center to assist with interview techniques, resume writing, and assistance in securing internships. The Career Center is located at 573 Huger Street. The website list lists a multitude of services to assist with career planning and preparation.

## H. The Daniel Library

171 Moultrie St 843-953-6845 https://library.citadel.edu/home

The Daniel Library is integral to student learning. Numerous resources are available via the Daniel Library. The Nursing Reference Center is a database specific to nursing and highly recommended for nursing students. The Nursing Reference Center Database is a useful tool to augment nursing content.

## I. Financial Assistance

Bond Hall 138 843-953-5187 https://www.citadel.edu/financial-aid/

The Office of Financial Aid & Scholarships provides you with optimal financial assistance while attending The Citadel. Information regarding financial aid and scholarship opportunities are available.

## J. Honors Program

https://www.citadel.edu/honors/

The Honors Program is dedicated to providing an augmented college experience for intellectually gifted and highly motivated undergraduate students. This is facilitated within the structure of the rigorous Citadel experience by promoting challenging academics, creating opportunities for exploration, encouraging engagement and leadership beyond the classroom, and supporting a personalized collegiate environment that includes one-on-one development with Citadel faculty and advisors.

# 7. General Information and Policies

## A. Students Right and Responsibilities

Students have the right to quality learning experiences without regard to race, ethnicity, religion, gender, age, political affiliation, national origin, or handicap. Students have the right to be fully engaged and participate in the learning process and the freedom to learn and explore all aspects of the subject matter. Students have the right of confidentially relative to information about their personal views, beliefs and associations in which faculty may acquire in the course of their work. It is the right of the student to have regular objective evaluation of their progress in their course. Students have the right to a voice in the determination of curriculum and institutional policy affecting academics and student affairs.

Students have the responsibility to interact professionally with other regardless of race, ethnicity, religion, age, gender, political affiliation, national origin, or handicap. Students are expected to be prepared and participate in the learning process. Maintenance of confidentially in all areas of professional practice is expected of all nursing students. Students have the responsibility to commit to life-long learning and continuous self-evaluation. Students are expected to become familiar with the nursing program's mission, vision, concepts of the nursing curriculum, program objectives and their relationship to the overall curriculum.

## B. Academic Calendar and Add / Withdrawal

Refer to the Office of the Registrar for add / withdrawal dates, and other important dates in the academic calendar.

## C. Social Media Policy

Citadel students are expected to adhere to the same standards of conduct online as they would in face-to-face interactions. Laws, policies respecting contracting, and conflict of interest apply online and in the social media context. Likewise, applicable policies and guidelines, including the College Regulations, the Blue Book guidelines (for cadets) and policies, for interacting with students, parents, alumni, donors, media, all other Citadel constituents, and the public apply online and in the social media context as well. Do not post confidential or proprietary information about The Citadel, cadets, students, employees, alumni, hospitals and/or individuals in the clinical area and community.

*Thinking twice before posting*:
Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the individual and The Citadel. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not make a statementat a conference or to a member of the media, consider whether you should post it online.

*Being respectful:*
Content contributed to a social media site can encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or The Citadel and its institutional voice.

*Do not post or approve comments that include:*
(1) Profanity or abusive language (2) Threats of physical or bodily harm (3) Sexual Harassment (4) Sensitive information (i.e. information that could compromise public safety, intellectual property, or national security), (5) Offensive terms (i.e. language that targets specific ethnic or racial groups).

Violations of these standards may result in disciplinary action by the program and potential fordismissal from the program. Further, violations will be reported to the college and referred to the honor court for college action.

Students are encouraged to review the social media guidelines of the National Council State Boards of Nursing ( Social Media Guidelines for Nurses | NCSBN ) and their guide for use of social media.

## D. Technology Policy

The Citadel provides computing resources to support the college's mission; instruction, academics, scholarship, research, service; administrative functions; student and campus life activities; and the free exchange of ideas among members of the college community and between the college and the wider local, national, and world communities.

The use of college computing resources, like the use of any other college resource or activity, is subject to the normal requirements of legal, ethical, authorized and appropriate behavior. Users must abide by all applicable restrictions, whether they are integrated intothe computing resources and whether or not they can be circumvented by technical means. Students must use information technology and electronic communications in aresponsible manner and in compliance with College Regulations and applicable state or federal laws.

Information Technology Services (ITS), on behalf of the college, may restrict the use of its computers and network systems in response to complaints presenting evidence of violations of college policies or codes, or

state or federal laws. Specifically, the college reserves the right to limit access to its networks through college-owned or other computers.

# 8. Nursing Student Opportunities

## A. Sigma Theta Tau

Sigma Theta Tau, the National Honor Society of Nursing is an international professional organization. The Citadel chapter of Sigma Theta Tau is the Gamma Omicron at-Large Chapter. Nursing students who meet specific academic qualifications will be inducted into the honor society. Students must have a minimum GP of a 3.0, rank in the highest 35% of their nursing class, and have impeccable academic integrity.

# 9. Eligibility for licensure as a Registered Nurse

Applicants for registered nurse licensure in South Carolina are eligible to apply to take the NCLEX-RN examination upon submitting evidence to the Board of Nursing that a course of study in an approved nursing program, such as The Citadel, has been completed and that the applicant has not committed acts or misconduct that are grounds for disciplinary action. In accordance with the SC Code of Laws, Title 40 Professions and Occupations, Chapter 1 Professions and Occupations, Chapter 33 Nurses, and Chapter 91 Department of Labor, Licensing and Regulation-State Board of Nursing, the SC Board of Nursing may deny licensure to an applicant based on the same grounds for which the board may take disciplinary action against a license. The student is directed to the SC Board of Nursing for further information http://www.llr.state.sc.us/POL/Nursing. Information about the NCLEX-RN licensing examination can be found at https://www.ncsbn.org/nclex.htm.

## Acknowledgement of Review of The Citadel Swain Dept of Nursing Student Nursing Handbook

I, _____ have received, reviewed, and agree to follow the policies and procedures as communicated in the Swain Dept of Nursing Student Handbook.

During my time as a student, I may have questions and will strive to get the answer from the most appropriate source. I recognize that the policies and procedures written in this handbook are designed to assist me in being successful in the nursing program. I understand that it is my responsibility to review the Student Handbook each time a new one is distributed, as well as to review changes to policies or procedures that are changed and communicated throughout the year.

Signature _____

Print _____

Date _____

# Cadet Curriculum Grid:

| | FALL | Cred. | | SPRING | Cred |
|---|---|---|---|---|---|
| **Fresh** | LRDS 101 - First Year Experience | 1 | | BIOL 217 - Human Anat and Physiology I | 3 |
| **Year** | FSEM 101 - Freshman Seminar | 3 | | BIOL 227 - Human Anat and Physiology I | 1 |
| | FSWI 101 - Freshman Linked Writing Intensive | 3 | | NURS 200 - Intro to Nursing | 2 |
| | BIOL 130-Intro to Bio **OR** BIOL 105-Foundations in Bio | 3 | | MATH 104 - Elementary Math | 3 |
| | BIOL 131-Intro Bio Lab **OR** BIOL 115 -Foundations Bio Lab | 1 | | HLED 401 - Nutrition | 3 |
| | CHEM 103 - Introduction to Chemistry **Or** CHEM 105 | 3 | | PSYC 201 - General Psychology | 3 |
| | CHEM 113 - Introduction to Chemistry Lab **Or** CHEM 115 | 1 | | | |
| | RPED 260 Phys Fitness, Resiliency, & Wellness | 3 | | | |
| | 101 - 1st Year Basic ROTC | | | 102 - 1st Year Basic ROTC | 1 |
| **Credits** | | **18** | | | **16** |
| | | | | | |
| **Soph** | LDRS 202 - Prin Leadership Amer. Govt STRAND | 3 | | NURS 201 - Health Assessment | 3 |
| **Year** | BIOl 290 - Microbiology + Lab | 4 | | NURS 211 - Health Assessment Lab | 1 |
| | BIOL 218 - Human Anat and Physiology II | 3 | | NURS 340 - Pathophysiology | 3 |
| | BIOL 228 - Human Anat & Physiology II Lab | 1 | | NURS 202 - Fundamentals of Nursing | 3 |
| | COMM 260 - Technical Writing and Comm | 3 | | NURS 212 - Fundamentals of Nursing Lab | 1 |
| | Strand course #1 - English | 3 | | PSYC 202 - Developmental Psychology | 3 |
| | | | | | |
| | LDRS 211 - Leadership Services Lab | 0 | **OR** | LDRS 211 - Leadership Services Lab | 0 |
| | 201 - 2nd Year Basic ROTC | 0 | | 2nd Year Basic ROTC | 0 |
| **Credits** | | **17** | | | **14** |
| | | | | | |
| **Junior** | LDRS 311 - Jr Ethics Enrichment Experience | 0 | | LDRS 371 - Leadership in Organizations | 3 |
| **Year** | Strand course #2 - History | 3 | | RPED - Required Physical Education | 0 |
| | STAT 160 - Statistical methods | 3 | | NURS 302 - Adult Health II | 3 |
| | NURS 351 Mental Health Nursing | 3 | | NURS 312 - Adult Health II Lab / ROTC Fulfillment | 2 |
| | NURS 361 Mental Health Nursing Clinical | 2 | | Strand Course #3 - Natural Science | 3 |
| | NURS 301 - Adult Health 1 | 3 | | NURS 403 Evidenced Based Practice | 3 |
| | NURS 311 - Adult Health 1 Lab/ ROTC fullfilment | 2 | | NURS 352 Informatics & Healthcare Technologies | 2 |
| | NURS 342 - Pharmacology I | 1 | | NURS 343 Pharmacology II | 1 |
| | | | | | |
| **Credits** | | **17** | | | **17** |
| | | | | | |
| **Senior** | LDRS 411 - Senior Leadership Seminar | 0 | | NURS 404 Nursing Leadership / ROTC Fulfillment | 3 |
| **Year** | NURS 405 - Adult Health III | 3 | | NURS 451 Community & Population Health | 3 |
| | NURS 415 - Adult Health III Clinical / ROTC fulfillment | 2 | | NURS 461 Community & Population Health Clinica | 2 |
| | NURS 401 - Maternal Child Nursing | 3 | | NURS 450 Professional Nursing Practice | 4 |
| | NURS 411 - Maternal Child Clinical | 2 | | | |
| | Strand Course # 4 - Social Science | 3 | | Req Phys Ed. | 0 |
| | Strand Course # 5 - Elective | 3 | | | |
| | NURS 344 Pharmacology III | 1 | | | |
| **Credits** | | 17 | | | **12** |
| | | | | TOTAL credits = 128 credits | |
| | | | | NURSING credits = 62 credits | |

# Degree Completion Program Curriculum Grid

| | | | | Citadel Courses | |
|---|---|---|---|---|---|
| **Required Prerequisites** | | | **Semester** | **course** | **credit** |
| **course** | **credit** | | Summer | NURS 200 Introduction to Nursing | 2 |
| | | | | EUGS 101 Citadel Experience | 1 |
| **Writing / English** | 6 | | | **Credits** | **3** |
| **History** | 3 | | Fall | NURS 202 Health Assessment | 3 |
| **Social Science** | 9 | | | NURS 211 Health Assessment Lab | 1 |
| Psychology (3) | | | | HLED 401 Nutrition | 3 |
| Dev. Psychology (3) | | | | NURS 340 Pathophysiology | 3 |
| Sociology (3) | | | | NURS 202 Fundamentals of Nsg | 3 |
| **Mathematics** | 6 | | | NURS 212 Fundamentals of Nsg Lab | 1 |
| General Math (3) | | | | **Credits** | **14** |
| Statistics (3) | | | Spring | NURS 301 Adult Health I | 3 |
| **Science** | | | | NURS 312 Adult Health I Clinical | 2 |
| Anat & Phys I + Lab (4) | 20 | | | NURS 342 - Pharmacology I | 1 |
| Anat & Phys II + Lab (4) | | | | NURS 351 Mental Health | 3 |
| General Chemistry + lab (4) | | | | NURS 361 Mental Health clincial | 2 |
| Microbiology + lab (4) | | | | NURS 403 Evidence Based Practice | 3 |
| Biology + Lab (4) | | | | **Credits** | **14** |
| **General Electives** | 16 | | Summer | NURS 302 Adult Health II | 3 |
| **Total transfer credits** | **60** | | | NURS 312 Adult Health II Clinical | 2 |
| | | | | NURS 343 Pharmacology II | 1 |
| | | | | **Credits** | **6** |
| | | | Fall | NURS 405 Adult Health III | 3 |
| | | | | NURS 415 Adult Health III | 2 |
| | | | | NURS 344 Pharmacology III | 1 |
| | | | | NURS 401 Maternal and Child Health | 3 |
| | | | | NURS 411 Maternal and Child Health clinical | 2 |
| | | | | NURS352 Informatics and Healthcare Technologies | 2 |
| | | | | **Credits** | **13** |
| | | | Spring | NURS 451 Community and Population Health | 3 |
| | | | | NURS 461 Community and Population Health clinical | 2 |
| | | | | NURS 404 Nursing Leadership CAPSTONE | 3 |
| | | | | NURS 450 Professional Nursing Practice | 4 |
| | | | | **Credits** | **12** |
| | | | | **Total credits** | **62** |