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## **Alice Ramez Chagoury School of Nursing 2019-2020 Nursing Student Handbook**

Welcome to the Alice Ramez Chagoury School of Nursing (ARCSON) at the Lebanese American University. We are happy you have chosen to study nursing at LAU. Nursing is a profession that offers unlimited career opportunities and rich rewards. The ARCSON faculty and staff are here to assist and support your learning while you are at LAU. We hope your educational experience will be the foundation for life-long pursuit of knowledge and excellence.

The Nursing Student Handbook provides information regarding policies, procedures, available resources and issues of concern specific to nursing students' academic life. It outlines the rights and responsibilities of nursing students and academic and nonacademic policies and procedures of the School. Use it when questions arise about nursing-specific rules, policies, and procedures. You are responsible for:

- Reading the Nursing Student Handbook in its entirety.
- Reviewing and understanding any changes made to this handbook while you are enrolled as a student in ARCSON.
- Recognizing that changes made to policies and procedures may impact you as a student.

In addition to the Nursing Student Handbook, the LAU Academic Catalog (<http://publications.lau.edu.lb/catalog/>) includes the academic policies and procedures that pertain to all undergraduate students at LAU and provides information about University-wide resources for students.

Note that the information in this handbook is updated regularly. Changes may be made during the academic year. These changes will be posted on ARCSON's website and you will be notified of the changes via your LAU e-mail address. The information in the handbook is updated as of September 1, 2019.

### **School of Nursing Information**

#### **History**

The establishment of the School of Nursing was approved by the LAU Board of Trustees in 2007. A gift from generous benefactors, Gilbert and Rose-Marie Chagoury, led to the School being named to honor Mr. Chagoury's mother, Alice Ramez Chagoury. Planning for the Bachelor of Science in Nursing (B.S.N.) program began in 2009. ARCSON started with a vision for interprofessional education and modern modes of instruction. The school is in the same building as the School of Medicine and the School of Pharmacy, which supports interprofessional learning experiences for nursing, medical and pharmacy students. The B.S.N. program of the Alice Ramez Chagoury School of Nursing at LAU is accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.ccneaccreditation.org/>) and registered by the Department of Education of New York State, HEGIS code 1203.10.

## Mission Statement

ARCSON is dedicated to improving the health of the people of Lebanon and the Middle East region by educating professional nurses and contributing to advances in health care through innovative research, scholarship and service. To ensure academic excellence the curriculum is built on a liberal arts foundation and complements nursing science with knowledge from the biomedical and social sciences. Through an interprofessional educational process we engage students as whole persons, preparing them to be empathic, competent and ethical clinicians and future leaders in healthcare.

## Vision

To be the pioneering school of nursing in Lebanon and the Middle East region through interprofessional education of knowledgeable, skilled and conscientious professional nurses and the generation of new nursing knowledge to address contemporary health care needs.

### School of Nursing Directory

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Name & Title	Office Location	e-mail	Phone 09/547 262
Clinical Simulation Center (CSC)	CHSC 4200/4300	N/A	2936
Nursing Faculty Office, LAUMC-RH	2 <sup>nd</sup> Floor, E Building	N/A	6952
Nursing Faculty Office, Beirut Campus	320 Orme Gray	N/A	1841

### Official School of Nursing Communications

Each student is assigned an LAU e-mail address when admitted to LAU. ARCSON uses the LAU email address to communicate with you electronically. We consider e-mail via your LAU e-mail address as the official means of communication between the School of Nursing and nursing students. When asked to provide your e-mail address for class or other School purposes, please provide us with your LAU email. You are expected to adhere to LAU policies related to proper use of the LAU e-mail system. You can learn how to set your email account on the following link <http://itweb.lau.edu.lb/ITIS/EmailWeb/email.html>.

You will be assigned an LAU mail box where you will receive all official mail. It is important that you check your mailbox regularly.

### Bachelor of Science in Nursing Program Information

The nursing faculty is committed to providing a high quality education and a learning environment that promotes personal development, scholarly thinking and competent practitioners who are skilled in the caring art and science of nursing. Graduates of the B.S.N. program are prepared for entry into nursing practice as generalist nurses and also have the foundation required to pursue graduate education in nursing.

#### Educational Objectives

The purpose of the Bachelor of Science in nursing program is to:

1. Offer a curriculum that has depth in the biomedical and nursing sciences and a broad base in liberal arts and sciences.
2. Provide interprofessional learning experiences in the classroom, clinical laboratory, and health care settings.
3. Foster in students an appreciation for the values that are the foundation of professional nursing practice.
4. Use innovative pedagogical approaches that enable students to integrate knowledge, skilled know-how, and ethical comportment to plan, provide, and evaluate patient care.

5. Prepare students to practice in a rapidly changing and complex health care environment.
6. Promote the skills of scholarly inquiry and research to lay the foundation for life-long learning and graduate education in nursing.

### **Student Learning Outcomes**

Graduates of the Bachelor of Science in nursing program will be able to:

1. Combine knowledge from liberal arts and sciences with knowledge of nursing and biomedical sciences to care for individuals, families, communities and populations.
2. Provide holistic, evidence-based nursing care to promote the health and well-being of individuals, families, communities and populations.
3. Base practice on the fundamental nursing values of accountability, advocacy, altruism, autonomy, human dignity, integrity and social justice.
4. Provide care that is respectful and sensitive to diversity in patients' cultural traditions, religion, age, gender and socioeconomic circumstances.
5. Use biomedical and information technologies to deliver high quality care, support clinical decision making, communicate and mitigate error.
6. Show leadership through involvement in patient safety and quality improvement initiatives.
7. Partner with patients and members of the interprofessional team to achieve optimal outcomes of care.
8. Practice nursing with an awareness of the influence that economics, policy, regulation and changes in the environment have on the delivery of care and the nursing profession.
9. Assume responsibility for life-long learning and professional development.

### **The Curriculum**

The B.S.N. program is a 3-year, 103-credit program for students who have earned the Lebanese Baccalaureate II and enroll as sophomore students. Freshman and students in other majors at LAU can also enroll in the program through the petition process. The curriculum includes two summers of study and cooperative learning experiences. Courses are taken in the School of Arts and Sciences, as well as in Nursing. Many learning experiences will be integrated with the Schools of Medicine, Pharmacy, Nutrition and Social Work programs.

Table 1 outlines a typical program plan for full-time students enrolled in the B.S.N. program. Nursing course descriptions are available in the School of Nursing section of the Academic Catalog <http://publications.lau.edu.lb/academic-catalog/>.

Table 1. Typical Program Plan for the B.S.N. Major

#### **BSN I (sophomore) Year**

*Fall Semester (12 credits)*

CHM200	Essentials of Chemistry	3
BIO200	Basic Biology	3
NUT201	Fundamentals of Human Nutrition	3
PSY201	Introduction to Psychology	3

*Spring Semester (17 credits)*

ENG202	Advanced Academic English	3
PSY234	Development across the Lifespan	3
BIO222	Microbiology, A Human Perspective	3
NUR201	Fundamentals of Nursing and Health Assessment	4
BIO260/261	Human Anatomy and Physiology/Lab	4

*Summer Semester (6 credits)*

COM203	Fundamentals of Oral Communication	3
NUR210	Professional Nursing Concepts I	3
NUR230	Nursing Cooperative Experience I	0

**BSN II (junior) Year***Fall Semester (17 credits)*

NUR310	Pathophysiology for Nursing Practice	4
NUR312	Pharmacology for Nursing Practice	3
NUR320	Health and Illness Concepts I	4
NUR340	Core Nursing Practicum I	3
---	LAC Arts & Humanities	3

*Spring Semester (17 credits)*

STA205	Biostatistics	3
---	LAC Social Sciences	3
NUR321	Health and Illness Concepts II	4
NUR341	Core Nursing Practicum II	3
NUR342	Core Nursing Practicum III	3
NUR330	Nursing Cooperative Experience II	1

*Summer Semester (3 credits)*

NUR315	Health Care Research and Evidence-based Practice	3
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**BSN III (senior) Year***Fall Semester (16 credits)*

---	LAC Arts and Humanities	3
NUR410	Professional Nursing Concepts II	3
NUR420	Health and Illness Concepts III	4
Student enrolls in 2 of the following:		
NUR441	Mental Health Clinical Intensive	3

NUR443	Promotion of Healthy Lifestyles Clinical Intensive	3
--------	--	---

*Spring Semester (15 credits)*

---	LAC	3
	Student enrolls in a third clinical intensive from above options	3
NUR411	Professional Nursing Concepts III	3
NUR444	High Acuity Nursing Clinical Intensive	3
NUR475	Nursing Synthesis	2
NUR480	Clinical Capstone	4

The curriculum is organized in three levels, each reflecting a stage of development of nursing knowledge and skills. You must complete each level successfully before proceeding to the next level.

The focus of **Level 1** is learning to participate in health care. Students are introduced to the fundamental nursing techniques, health assessment and professional nursing concepts. Clinical experiences introduce students to inpatient settings. Level 1 learning outcomes are:

1. Demonstrate appropriate assessment skills and techniques.
2. Exhibit beginning fundamental nursing skills for patient care.
3. Demonstrate cultural sensitivity when providing nursing care to different populations.
4. Explore the influence of human diversity when providing health care.
5. Use appropriate communication skills with patients, colleagues, mentors and faculty.
6. Exhibit responsibility for professional development and presentation of self as a professional nurse.

Level 1 nursing courses are:

NUR201 Fundamentals of Nursing and Health Assessment – BSN I spring

NUR210 Professional Nursing Concepts I – BSN I summer

NUR230 Nursing Cooperative Experience I – BSN I summer

The focus of **Level 2** is planning, delivering and analyzing patient care in inpatient and community settings, building on the fundamental knowledge learned in Level 1. Students study and apply health and illness concepts to care for patients in healthcare settings and gain experiences working with other members of the interprofessional team. Students also are introduced to research and evidence-based practice. Level 2 learning outcomes are:

1. Use clinical reasoning, clinical judgment and the nursing process to plan, deliver, document, and evaluate safe nursing care.
2. Analyze the impact of bio-physiologic, psychosocial and human diversity factors on selected health and illness concepts.
3. Establish rapport with patients and their families through use of therapeutic communication.
4. Implement primary, secondary and tertiary prevention in working with patients in both inpatient and outpatient settings.
5. Collaborate and develop working relationships with members of the interprofessional team to plan and provide evidence-based care.



6. Exhibit responsibility for professional development and presentation of self as a novice professional nurse.

Level 2 nursing courses are:

- NUR310 Pathophysiology for Nursing Practice – BSN II fall
- NUR312 Pharmacology for Nursing Practice – BSN II fall
- NUR320 Health and Illness Concepts I – BSN II fall
- NUR340 Core Nursing Practicum I – full semester – BSN II fall
- NUR321 Health and Illness Concepts II – BSN II spring
- NUR341 Core Nursing Practicum II – 7 weeks, BSN II spring
- NUR342 Core Nursing Practicum III – 7 weeks, BSN II spring
- NUR315 Health Care Research and Evidenced-Based Care – BSN II summer
- NUR330 Nursing Cooperative Experience II – BSN II summer

The focus of **Level 3** is analysis, evaluation, and synthesis of professional nursing practice within the health care system. Clinical and classroom courses provide a wide array of learning activities that enable students to integrate the knowledge, professional skills and attitudes they have gained since the beginning of their studies. In this level they select clinical experiences consistent with their learning needs, interests and career goals. Level 3 learning outcomes are:

1. Synthesize knowledge, skills, and research findings to provide therapeutic interventions for selected patient populations.
2. Describe ethical and legal considerations related to the scope of professional practice.
3. Evaluate the influence of policy, regulation and economics on the delivery of health care.
4. Delegate and supervise nursing care given by others while retaining accountability for the safety and quality of care provided.
5. Explain how quality improvement processes enhance patient outcomes.
6. Demonstrate competence and leadership in managing and evaluating patient care in a selected health care setting.
7. Understand the impact of current issues and trends in Lebanon and the global environment on the nursing profession.
8. Exhibit responsibility and accountability for life-long learning, professional development and presentation of self as a professional nurse.

Level 3 nursing courses are:

- NUR410 Professional Nursing Concepts II – BSN III fall
- NUR420 Health and Illness Concepts III – BSN III fall
- NUR441, NUR443 and NUR444 Clinical Intensives – each 7 weeks long, student enrolls in 2 for BSN III fall, and a third for BSN III spring
- NUR411 Professional Nursing Concepts III – BSN III spring
- NUR475 Nursing Synthesis – BSN III spring
- NUR480 Clinical Capstone – 7 weeks – BSN III spring

### **Features of the B.S.N. Program**

The B.S.N. program at Lebanese American University offers innovative features that distinguish it from other nursing programs and that will prepare you to work in today's fast-paced health care settings as well as lay the foundation for graduate study in nursing or related fields. The uniqueness of the program includes but is not limited to the following:

**Concept-based learning.** The ARCSON uses a concept-based curriculum that fosters in-depth understanding and helps students apply the knowledge essential for today's professional nurse. Concept-based learning moves the student beyond memorization of facts about a topic to integration and application of knowledge. The aim of the concept-based curriculum is to enable students analyze facts and patient data, actively engage in learning and realize the relevance of what students learn to the care they provide to patients. The concepts students learn in the program will be applicable as a nursing student, and as a professional nurse. Concept-based learning will provide you with foundational knowledge of health, illness, and professional nursing, and will also help you develop the skills needed to be a life-long learner.

While studying at ARCSON, students will learn health and illness concepts for the most common health problems that occur in Lebanon and elsewhere in the world. Students will learn to apply this knowledge through activities in the classroom, Clinical Simulation Center, and hospitals and community health settings. These concepts address topics across the life span, the health continuum (i.e. health and illness) and in an environment of diverse settings.

Students continue to learn professional nursing concepts, which pertain to the values, roles and responsibilities of professional nurses and the health care system. These concepts address topics related to the individual nurse, the teams of care providers, and the organization of the health care system. As with the health and illness concepts, professional nursing concepts will be taught in the classroom setting, and students will learn to apply them in the classroom, Clinical Simulation Center and clinical practice settings.

**Clinical learning experiences.** "Practicum" and "clinical" courses refer to learning experiences in hospitals and other health care agencies. In clinical you will apply concepts learned in the classroom and laboratory setting to the care of patients. You also begin to apply clinical leadership skills.

The main clinical site for ARCSON is Lebanese American University Medical Center - Rizk Hospital in Beirut. Other hospitals, community health agencies and Non-Governmental Organizations in Lebanon are used for clinical experiences. Using a variety of agencies helps ensure that students have experiences with various patient populations, are able to examine differences and similarities in health care delivery systems and have the opportunity to interact with and learn from a wide variety of nursing and health care providers.

**Interprofessional learning.** All professional nurses work as members of health care teams. Research reports indicate that collaboration leads to improved patient outcomes and reduced errors. At LAU we have designed innovative experiences in interprofessional education (IPE) for students enrolled in our health professions programs: medicine, nursing, nutrition, pharmacy and social work. These

experiences include IPE Days, participation in interdisciplinary simulation activities, working together to care for patients in the clinical setting, community learning activities and more. As a result, when students graduate they will feel confident functioning as an equal partner of the health care team to plan, deliver and evaluate patient care. IPE activities are incorporated throughout the nursing curriculum.

**Cooperative education experiences.** Cooperative education (co-op) is practice-based learning in which students alternate periods of classroom study with planned, career-related work experiences. During co-op experiences students are supervised, evaluated and compensated by the employer. The nursing curriculum at LAU includes two required cooperative learning experiences: NUR230 Nursing Cooperative Experience I, and NUR330 Nursing Cooperative Experience II. Through these experiences students will grow professionally and personally in all three domains of learning: cognitive, affective and psychomotor. The learning that takes place complements but does not replace or duplicate the learning that occurs in the student's clinical coursework. Students will complete co-ops during the summer terms. Although co-op experiences will be graded on a Pass-No Pass basis, students do not earn credits for the co-ops and thus do not pay tuition to participate.

Co-op entails three phases: preparation, activity, and reflection. During co-op *preparation* students will work with faculty to identify a potential co-op site and prepare for the experience. During this phase students prepare a professional resume and get ready to interview for a co-op position. The result of the preparation activities is a plan that supports the student's professional development. Each student has an opportunity for a different but equally valuable co-op experience.

In the *activity* phase of co-op students will be working at the co-op site. Your role as a student employee during co-op is different from your role as a student in school, even though clinical practice and co-op experiences may seem similar. See Table 2 for a comparison.

Table 2. Differences between Clinical Nursing Courses and Co-op Experiences

<b>Co-operative Experiences</b>	<b>Clinical Courses</b>
Student is a provider of a service (patient care).	Student is a consumer of a service (education).
Student is an employee.	Student is a learner.
Learning is incidental to work.	Work is incidental to learning.
Job descriptions are designed by the employer in consultation with SON faculty to meet staffing needs of the employer (and the learning needs of students).	Courses are designed by nursing faculty to meet objectives of the nursing curriculum and professional accreditation standards.
Co-op experiences are planned by students in consultation with SON faculty.	Clinical experiences are planned by nursing faculty.
Co-op activities are assigned by supervising nursing staff.	Clinical activities are assigned by nursing faculty or nursing staff in consultation with nursing faculty.
Co-op activities are part of a job description.	Clinical activities are part of a nursing course.

Co-operative Experiences	Clinical Courses
Student is referred for job interviews by the SON and is hired by the employer.	Student is assigned to course and clinical practice area by nursing faculty.
Student is supervised by nursing staff.	Student is supervised by nursing faculty or nursing staff in consultation with nursing faculty.
Student's work performance is evaluated by nursing staff, through self-evaluation, through collaboration with faculty.	Student's clinical performance is evaluated by nursing faculty.
Student must fulfill the expectations of the job description.	Student must meet the objectives of a nursing course.
Student earns a Pass - No Pass grade for co-op experience.	Student earns a letter grade for a nursing course.
Student completes co-op requirement.	Student earns academic credit.
Student pays no tuition for the co-op work period.	Student pays tuition for the academic study period.

Students working as co-op are employed as assistants to practical nurses and registered nurses. The hospital Department of Nursing, in consultation with ARCSON, determines the co-op job description within the guidelines of the Lebanese Order of Nurses and the hospital's institutional policies. Co-op students must work under the supervision of a registered nurse when providing nursing care. Nursing responsibilities are delegated to co-op students by the supervising RN and may vary according to institutional policy, clinical unit routine, academic level, experience, and qualifications of the student. If students have questions at any time about what they may or may not do during co-op, they should contact their RN supervisor or ARCSON.

During co-op, students will have opportunities to improve their basic nursing skills and perform a variety of nursing procedures. Co-op positions include some functions similar to those carried out by practical nurses. Through the co-op students can improve their observation, assessment, teaching/coaching, reporting and documentation skills, as well as their organizational, priority-setting and communication skills. Finally, by completing two co-op experiences students will be able to explore different nursing work settings.

The third phase of co-op is *reflection*, which involves review, contemplation and self-evaluation of your work as a co-op student. Reflection helps students integrate their learning between school and work. It begins during co-op and continues when students are back on campus. Each summer students will be enrolled in one nursing course with the co-op. Some assignments in the course will help them reflect on their work and observations at the hospital. Another part of the reflection phase is evaluation. The student and their work supervisor will complete a formal evaluation of student's work, which will help them reflect on what they learned about nursing, patient care, the health care system and themselves as a nurse. This will also be reviewed with the faculty. The co-op evaluation will be used by faculty to determine the co-op grade (P – NP).

**Hybrid or web-enhanced courses.** ARCSON faculty use Blackboard Learn™, a learning management system, to support student learning, access to course materials and communication about

the course. Materials including the course syllabus, class announcements, handouts, homework, assignments and other resources are made available to students on Blackboard Learn™.

The nursing courses offered in summer terms are “hybrid” or “web-enhanced” courses. This means that some of the content will be offered in the traditional classroom setting, on the Byblos campus. Other learning activities will be offered via Blackboard Learn™. Students will participate in on-line class discussions and learning activities instead of coming to campus for class.

### **Academic Policies and Procedures**

This section of the Nursing Handbook outlines the policies and procedures specific to the B.S.N. program. In some situations the School of Nursing policies and procedures differ from those of the LAU Academic Catalog. When there is a difference, the School of Nursing policies and procedures supersede the University policies and procedures.

#### **Student Advising**

Student advising is essential for student progress in the program. All B.S.N. students will be assigned a nursing faculty advisor. The faculty advisor provides guidance to the student in planning the program, monitors student’s progress, facilitates solutions to academic problems, and helps student access ARCSON and University resources, including use of learning resources or counseling services. The student’s advisor will be available during the office hours posted on his/her office door, by appointment, and by email. Students are required to meet with their faculty advisor at least once a semester to register for enrollment in the following academic term. In addition, students meet with their advisor to:

- Make a change in their academic program
- Add or drop a course after the Drop/Add deadline
- Complete academic petitions
- Discuss academic difficulties student may encounter
- Seek an exception to a School or University regulation
- Discuss future career plans, work opportunities, and graduate studies

#### **Transferring from One LAU Campus to Another**

Students can enroll on the Beirut campus for the fall semester of the sophomore year (BSN I). However, students will be required to declare their intent to transfer to the Byblos campus for the spring semester of the sophomore year. To do this, they need to fill out a Transfer Form and submit it to the Registrar’s office by the specified deadline.

#### **Attendance and Tardiness in Nursing (NUR) Didactic Courses**

- All nursing classes are held as scheduled during the Add/Drop period at the beginning of each semester.
- Students are expected to arrive to class on time. Students may be considered absent if they are more than 5 minutes late to class.
- If the instructor is late to class, students are required to wait 15 minutes before leaving and the instructor is required to make up the session at a time convenient for students.
- Students are expected to attend all classes and laboratories. **An absence does not excuse students from learning the material presented in the classroom.** Makeup work and exams, if any, will be completed according to the procedure spelled out in the course syllabus. The number of absences allowed is no more than the equivalent of two weeks of classroom instruction, including the Drop/Add period. However, instructors have the right to impose more rigid attendance regulations in their courses.
- Exception to the above is absence from clinical courses, which is outlined in the “Clinical Course Rules and Procedures” section below.
- Any prolonged or unexplained absence will be reported by the course professor to the Assistant Dean of Nursing.
- If students exceed the allowed number of absences or do not attend class although registered, they must withdraw from the course. If they do not withdraw within the time period specified by the University the course grade will be recorded as “F.” In exceptional cases students may be given permission by the Assistant Dean to continue in the course.

### Tests and Examinations in Nursing (NUR) Courses

Policies specific to the ARCSON are the following:

- If a student misses an examination he/she must notify the course professor within 24 hours of a valid excuse, then submit a written request to take the exam at another date; the request must be submitted to the course professor within 72 hours of the missed exam. A valid excuse is either a medical illness confirmed by a physician or requiring hospitalization, or death of a direct family member (e.g. parent, sibling, spouse, child, grandparent, aunt, uncle or first cousin).
- Conduct during exams
  - Students are expected to abide by the Student Code of Conduct during all examinations. For more details on conduct during examinations refer to the Code of Conduct on the LAU main website. [www.lau.edu.lb/governance-policies/policies/student\\_code\\_of\\_conduct.pdf](http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf)
  - If a student is caught cheating during an exam they will receive a “0” on the exam. A “0” on an exam will be calculated in the course grade and cannot be removed. If a student is caught cheating a second time in the same course he/she will fail the course.
  - Talking during the exam, looking at cell phones, smart watches, smart pens or other electronic devices and leaving the classroom unattended are not allowed and can result in a grade of “0.”

- In order to improve the effectiveness of the educational process, all students are expected to submit their course evaluations by the last day of classes. Students who fail to complete the evaluation of all registered courses by the set deadline: 1. will not be able to access their course grades from Banner or Portal until two weeks after the end of the final exams period; and 2. will not be able to request transcripts. The anonymity of the process and the students will be maintained at all times.”

### **Academic or Clinical Warning (Progress Report)**

- If a student has an NUR course grade that is below a C average in the midterm, he/she will receive a written academic or clinical warning from the course instructor. The purpose of the warning is to alert the student to the risk of course failure and encourage the student to meet with the course professor to discuss ways to address the problem. The warning will be shared with the nursing advisor and placed in the student’s ARCSO student file. Course warnings in semester long courses will be issued in the 8<sup>th</sup> week, in 7-week courses they will be issued in the 4<sup>th</sup> week, and in the 5-week summer modules they will be issued in the 3<sup>rd</sup> week.

### **Posting of Grades in NUR courses**

- Grades for homework, assignments and exams will be posted on the course Blackboard Learn™ site within one week of the exam date or due date of the assignment. The final grade for the course is due 72 hours after the final exam.
- All exams will be reviewed by both the student and the instructor.
- Exams will be kept in the instructor’s office for one year after the exam is taken.

### **Academic Progression Requirements**

For progression in the B.S.N. program students must:

- Maintain a minimum cumulative grade point average (CGPA) of 2.00. Students will not be placed on academic probation until they have 20 or more credits counted in the CGPA.
- All classroom and clinical courses designated with NUR must be completed with a grade of C or higher to meet requirements for graduation. The following required NUR courses are the professional courses in the nursing curriculum: NUR201, NUR210, NUR310, NUR312, NUR315, NUR320, NUR321, NUR340, NUR341, NUR342, NUR410, NUR411, NUR420, NUR441, NUR443, NUR444, NUR475 and NUR480.
- If students earn less than a C grade in an NUR course (listed above) he/she will be required to repeat the course and will be given two opportunities to repeat that course. Withdrawal from a course counts as a repeat. If a student must repeat a course he/she must meet with your faculty advisor to prepare a revised program plan.
- If a student is required to repeat an NUR course and do not achieve a minimum grade of C on the third attempt he/she will be asked to change major immediately. If the third failure in a clinical course is at the end of the first 7-week rotation in a semester, the student will not be

- allowed to begin a new clinical course in the second 7-week rotation. The student may complete semester-long non-nursing courses currently in progress.
- A course grade of incomplete (I) may be assigned only to a student who has a passing grade on the completed material throughout the course and has not exceeded the allowed number of absences. The (I) grade must be negotiated with the faculty no later than the last week of class. All incomplete grades must have a specific plan that outlines the remaining work to be completed.

### **Placement on Probation**

- Students will be placed on LAU academic probation when their course work drops below the satisfactory level (CGPA less than 2.0) and they have 20 or more credits counted in the CGPA, as established in the general LAU rules and regulations.
- If after completing 12 credits in the nursing major (NUR courses), the student's average in the major is less than 2.00, he/she will be placed on nursing (departmental) probation.
  - If a student is placed on nursing probation he/she must meet with the Assistant Dean to make a remedial plan to address areas of weakness; the remedial plan must be no less than the equivalent of one semester of full-time study (i.e. not less than 12 credits).
  - If a student does not successfully complete the remedial plan (GPA less than 2.0 for the remedial courses) he/she will be asked to change major.
  - Upon successfully completing the remedial plan (GPA of 2.0 or above for the remedial coursework) the student must repeat the NUR courses in which he/she earned a grade of C- or lower.
  - Students can be placed on nursing probation only once.

### **Academic Suspension**

- Academic suspension and readmission to LAU by nursing students will follow the general LAU regulations and procedures.
- However, a nursing student will be readmitted to ARCSON after a suspension from LAU if she/he has a nursing minimum CGPA of 2.0 or has been placed on only one nursing probation at the time of the suspension. In such cases, students will be required to repeat NUR courses in which they have earned a grade of C- or lower.

### **Program Completion Time Frame**

A student must complete all B.S.N. coursework within seven years from the time he/she first enroll in NUR201. If a student does not graduate within seven years he/she will be dismissed from the major. Under exceptional circumstances a student may petition for an extension to complete the program. The petition should include a specific time request. The student may be required to take additional courses if the curriculum has changed, or repeat courses if it is determined that they require current content or skills. The student may be asked to take a clinical skills test.



### Clinical Course Rules and Procedures

- A student will be required to travel to clinical agencies outside campus for clinical and observational experiences. Generally, the School of Nursing provides transportation from Byblos campus to clinical sites in Beirut (and from Beirut campus to clinical sites in Byblos). For all other travels, students are responsible for their own transportation. Students are required to be on time for the transportation and inform Ms. Cynthia Bou Gharios if they will be absent or late.
- **Health Clearance.** Students must provide proof of vaccinations and infectious disease testing to the Registered Nurse in the Health Services Office on each campus upon enrollment at LAU. Because all health care professionals must have routine vaccinations to prevent the spread of infectious diseases to the patients for whom they provide care, students' vaccinations will be validated well before they enroll in co-op and clinical experiences. Students will be notified by the campus registered nurse about any immunizations that need to be updated or completed. Students cannot start their co-op and clinical experiences before receiving clearance from the Health Services Office. (Table 3)

Table 3. Health Clearance Requirements

Condition	Validation Required	Estimated Cost*
Tetanus and diphtheria	Completion of the 4-injection immunization series with a tetanus booster every 10 years. If it has been more than 10 years since the last tetanus vaccination, the student should have a booster dose and present confirming paperwork.	25,000-30,000 LL
Measles, Mumps, and Rubella (MMR)	Completion of the 2-injection immunization. If vaccination cannot be validated the student should receive the 2-dose vaccination (minimum of 4 weeks between injections) and present documentation.	25,000 LL
Hepatitis B	Completion of HBV vaccination according to Centers for Disease Control and Prevention standards. Validation of adequate immunity will be verified through Hepatitis B antibody titer and booster provided if necessary.	Provided by LAU
Hepatitis A	Completion of 2-dose immunization or proven past history of Hepatitis A infection.	15,000 LL
Varicella zoster	Completion of 2-dose immunization or proven past infection with chicken pox.	70,000-80,000 LL
Tuberculosis	PPD testing at LAUMC-RH. If positive, chest x-ray at LAUMC-RH may be required.	Provided by LAU
Seasonal flu	Yearly vaccination in fall for students enrolled in clinical courses.	Provided by LAU
Bacterial meningitis	Completion of the meningococcal vaccine if prior vaccination cannot be validated. For students who have received the	90,000-100,000 LL

Condition	Validation Required	Estimated Cost*
	meningococcal vaccine before the age of 16 years, a booster will be required.	

*\*The cost is per dose of vaccine.*

- **Equipment**

You are required to purchase the following equipment before you enroll in NUR201:

Item	Description	Estimated Cost
Watch	The watch should be with a second hand	20 USD (any watch with a second works)
Penlight	A good quality pen light	10 USD
Stethoscope	A good stethoscope is one with a bell and diaphragm and rubber tubing (not plastic)*	30- 50 USD (A stethoscope costing less than \$30 is generally inadequate.)
Two uniforms (see below "Clinical Dress Code")	SON uniforms. You will be emailed details about how to acquire these.	20 -30 USD / uniform
Lab coat	SON lab coat or any lab coat you already have. You will be emailed details about how to acquire a SON lab coat.	15 -20 USD/ lab coat

- **Clinical Attendance**

- All clinical hours are mandatory. All missed clinical hours, even excused absences, must be made up.
  - It is the student's responsibility to promptly inform the clinical faculty in the event of an absence or illness. If a student cannot reach a faculty member in a clinical course, he/she should call the nurse in charge of the unit to which they are assigned, at least one hour (or earlier, if possible) before the scheduled clinical day. When calling the clinical unit to report an absence due to illness, a student should give the nurse in charge the following information:
    - Student's name
    - Class (i.e. junior or senior)
    - Scheduled time for clinical experience
    - Name of clinical instructor to whom the message should be given
    - Nature of illness

- Anticipated duration of the illness
  - An excused clinical absence for reasons such as hospitalization, hospital/clinic visit or death in the family, requires permission of the instructor. All excused absences require appropriate documentation, such as a medical report (from LAUMC-RH if the student resides in Beirut or from Notre Dame des Secours Hospital (NDDS) if student resides in Byblos) or evidence of death of the immediate member (e.g. parent, sibling, spouse, child, grandparent, aunt, uncle or first cousin). If the student is in good standing (i.e. above average performance) and has an excused absence, he/she may be allowed by the instructor to make up the missed clinical with an alternative learning experience, and transportation to the clinical agency will be provided by the School of Nursing as per the above rules. Excused absences do not result in lowering the final grade.
  - An unexcused clinical absence is absence from the scheduled clinical activity without permission of the instructor. Examples of this include:
    - Not calling in advance of an absence
    - Not showing up for clinical
    - Taking personal vacations
    - Taking a day off to study
    - Sickness without submitting an appropriate medical report
    - Death of a family member without proper documentation
  - Unexcused clinical absences must be made up, however, the School of Nursing will not provide transportation to the clinical agency
    - One unexcused clinical absence will result in lowering the final grade for the course by one step, e.g., B becomes B-. Two unexcused clinical absences will result in failure of the course.
  - If a student misses two clinical days or 15% of the required clinical time for any reason, the Assistant Dean will be notified. The Assistant Dean will review the circumstance to determine whether the student will be allowed to complete the course or be required to withdraw from the course. This decision will be made on a case-by-case basis considering factors such as nature and centrality of the missed experiences, opportunity to make up the experience/clinical hours, current standing in the course and projected length of absence.
  - Students are responsible for informing the clinical instructor of all anticipated prolonged illness, situations resulting in an interruption of the program, and situations involving convalescence at home. Anticipated absences of more than 2 days are reviewed by the Assistant Dean to determine your ability to complete the course based on factors listed above.
  - Determining absences includes those that occur in the Add/Drop period.
- **Clinical Progression**
    - If there is doubt about the student's ability to meet the clinical course requirements, a failing grade may be assigned at any point during the term.
    - Failure in a clinical course occurs if a student's performance in the clinical setting does not meet the course learning outcomes, shows lack of good judgment, significant issues related to patient safety, unsafe clinical practice, unprofessional behavior, or two (2) unexcused absences as indicated above.

- An Incomplete (I) grade will only be assigned at the discretion of the course faculty or Assistant Dean.
- The work to remove an incomplete grade must be completed by 4 weeks into the following semester for a 7-week clinical course (NUR341, NUR342, NUR441, NUR443, NUR444, and NUR480) and by 8 weeks into the following semester for a semester-long clinical course (NUR340).
- When a student is required to repeat a clinical course the instructor will decide on the most appropriate clinical setting; this will be based, in part, on availability. The student should confer with the Assistant Dean to discuss plans for repeating a clinical course.

- **Nurse-Patient Relationship**

- Students are expected to demonstrate behavior appropriate to the nursing profession. Students must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care.
- Unacceptable behavior includes, but is not limited to, the following:
  - Providing unsafe nursing care.
  - Carrying out a procedure without competence or without the guidance of a qualified nurse or other health professional.
  - Intentionally doing physical and/or mental harm to a patient.
  - Exhibiting careless or negligent behavior when giving care to a patient.
  - Refusing to perform the assigned and necessary care for a patient and failing to inform the instructor immediately so that an alternative means for providing the care can be found.
  - Falsifying patient records or fabricating patient data or documentation of patient care.
  - Failing to report that the student did not give care that was ordered for the patient.
  - Failing to report an error in treatment or medication administration.
  - Stealing any patient/ hospital/ staff or colleagues' property.
  - Using prescribed or over-the-counter medications in a manner that impairs one's judgment or performance as a nursing student. Illegally using, selling, possessing or distributing drugs or alcohol, or using, possessing, selling or distributing illicit drugs is cause for disciplinary action.

- **Patient Confidentiality**

Students are required to respect the confidentiality of patient information and patient records to which they have access, including, but not limited to diagnostic tests performed, medical history, and medications prescribed.

- All patient information and patient medical records (paper or electronic) are considered confidential and must be managed accordingly by students.
- Students must follow the clinical agency's policy regarding use of and access to medical records.

- Disrespecting the privacy of a patient, such as using the full name of a patient in written assignments or patient data of any sort is not allowed.
- Removing computer generated forms that include the patient's name or identification number from the clinical area is not allowed.
- Discussing confidential information in inappropriate areas, such as hospital elevators, hospital cafeteria and other public areas.  
Discussing confidential information about a patient with anyone without the patient's permission.
- Storage of personal belongings and valuables in clinical settings: In all cases we recommend that valuables be kept at home. Clinical agencies will have space for the students to store necessary personal belongings while at the hospital for clinical experiences.
- Occasionally, students will have special health concerns that could affect their ability to safely provide patient care or that would jeopardize the student's health and safety. Students are required to report any type of health problem affecting patient care or their performance. Examples include unstable diabetes, seizures, contagious infections, or conditions that impair immunity. Student's ability to have a safe experience is determined by ARCSON, the student's health care provider and the hospital or clinical agency requirements and policies.
- If students are injured during a clinical experience (e.g. accidental needle stick) they must immediately contact the clinical instructor or the nurse in charge of the unit. Students may be sent to the emergency room for a serious injury. The incident must be reported appropriately to the hospital/institution at which the incident occurred.
- Students are required to be able to accurately calculate medication dosages for patients across the lifespan. A medication calculation exam will be given at each level of the curriculum. To pass the exam at Level I you must earn a score of 90%. To pass the exam at Levels II and III students must earn a score of 100%. A student cannot pass a course if he/she fails the medication exam. Students are required to re-take the medication exam until they pass it. Students are not allowed to give medication unless they have passed the medication exam.
- **Clinical Dress Code**

A clinical dress code has been established because the mode of dress affects a nurse's rapport and working relationship with patients, families and colleagues. It is also important for infection control.

- Always wear your student uniform when giving nursing care, including giving care in the simulation lab, unless a different policy is defined for the clinical setting (e.g. psychiatry setting or community setting).
- Students will be informed where to purchase the uniform.
- When students go to a clinical agency and will not be giving patient care, they may wear the lab coat over business casual attire.
- Veils and wrist-length tops worn under the uniform must be white.

- White comfortable shoes, clogs, or all-white athletic shoes, with white or neutral color stockings are required.
  - White or navy blue washable sweater (if desired).
  - All clothing should be clean and in good repair.
  - An ARCSON clinical ID must be worn anytime you are in the clinical setting, whether in uniform or wearing a lab coat.
  - Clear or pale nail polish only. Artificial nails, visible tattoos and any visible body piercing (except for one piercing in each ear) are not allowed.
  - Hair below collar length should be tied back.
  - Males must be clean shaven.
  - Make-up should be moderate and perfumes/fragrance should be minimal.
  - Cleanliness is of utmost importance. Students should take all necessary measures to prevent body odor.
  - Students will wear their clothes to the clinical site and arrive with enough time before their shift to change into the clean uniform they have brought with them.
  - Inappropriate attire, including t-shirts, tank tops, jeans, shorts, skirts above the knee, tight fitting or suggestive clothing, flip flops, sneakers, sandals, athletic wear, leggings, bare midriffs and low-cut garments (low-cut necklines or low-rise pants), should not be worn to any clinical setting.
  - Students must follow the dress code of the agency when the agency has more restrictions than the ARCSON dress code.
  - Students will be asked to leave the clinical site if faculty or agency has determined that your attire is not appropriate.
- LAU learning experiences offered at affiliated hospitals or health care facilities involve contractual agreements. Students are expected to adhere to the rules and regulations of the facilities at which they have clinical experiences. Failure to adhere to these rules may result in dismissal from that facility. Students should also be aware that while participating in clinical learning experiences off-campus, they continue to be under the jurisdiction of the Student Code of Ethics & Student Code of Conduct found on the LAU web site ([www.lau.edu.lb/governance-policies/policies/student\\_code\\_of\\_ethics.pdf](http://www.lau.edu.lb/governance-policies/policies/student_code_of_ethics.pdf) and [www.lau.edu.lb/governance-policies/policies/student\\_code\\_of\\_conduct.pdf](http://www.lau.edu.lb/governance-policies/policies/student_code_of_conduct.pdf)). Any breaches in conduct committed by a student in a clinical setting will be considered a cause for disciplinary action as if the student were on campus.

### **Graduation Requirements**

To qualify for the Bachelor of Science in Nursing (B.S.N.) degree, a student must:

- Earn at least 103 credits of which basic undergraduates must take 52 credit hours in residence. Transfer students must take 30 credit hours in residence.
- Successfully complete all requirements including liberal arts courses, professional courses and prerequisite courses.

- Earn a grade point average of at least 2.0 in all professional courses.
- Earn a cumulative grade point average of at least 2.0.
- Earn P (pass) grades in the cooperative education experiences.
- Complete the required courses within seven years from the time of first enrollment in NUR201.

### Assessment of Learning

Student learning in the B.S.N. program will be assessed as follows:

- Didactic courses: For didactic courses your learning will be assessed based on written assignments, presentations and examinations. Although each course will have a variety of assessment methods based on the instructor and course syllabus, the grading methods will be uniform (see Table 4). **The methods of assessment in the course syllabus are considered to be a contract between faculty and students.**
- Clinical courses: Assessment of student learning in clinical settings will be based on specific outcomes and skills with the idea that you will progress in your skills and the application of theory from basic, dependent learning to committed, independent learning. The clinical instructor and preceptors will assess your learning in the various clinical settings using the Summative Evaluation Form.
- Self-evaluation: The purpose of self-evaluation is to allow the student to assess his/her own learning and to participate in planning how to address areas in need of further development. Self-evaluation will be based on the expected learning outcomes for each course.
- Nursing Co-operative Experiences: During each co-op experience the student learning will be assessed by his/her clinical partner. The evaluations will be reviewed by your co-op faculty to determine the grade (P or NP).

Table 4. University and ARCSON Grading System Numerical Equivalence

Letter Grade	Numerical Grade	GPA
A	≥90	4.00
A-	87-89	3.67
B+	83-86	3.33
B	80-82	3.00
B-	77-79	2.67
C+	73-76	2.33
C	70-72	2.00
C-	67-69	1.67
D+	63-66	1.33
D	60-62	1.00

F	≤ 59	0
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### **Academic and Professional Nursing Conduct**

LAU has a Student Code of Ethics and a Student Code of Conduct. You are expected to adhere to these codes that can be found in the link: <http://www.lau.edu.lb/about/governance-policies/policies/> . These codes apply to academic integrity, your rights and responsibilities, cheating and plagiarism, disciplinary proceedings and grievances. Any questions regarding the Codes should be addressed immediately to relevant faculty, the ARCSON Assistant Dean, or the Dean of Students Office. Students must also abide by the LAU Clinical Simulation Center policies & procedures found in the Participants Manual <http://csc.lau.edu.lb/policies-procedures-manual-for-participants.pdf>

In addition to the above, you will be expected to adhere to the International Council of Nurses Code of Ethics for Nurses [http://www.icn.ch/images/stories/documents/about/icncode\\_english.pdf](http://www.icn.ch/images/stories/documents/about/icncode_english.pdf) . You will be introduced to the Code of Ethics for Nurses in your nursing courses and will be expected to provide nursing care that is consistent with the Code.

Students suspected of using, manufacturing, possessing, exchanging, trafficking, or distributing alcoholic beverages, narcotics or any controlled substance in the clinical setting will be removed from the clinical setting immediately and will be subject to LAU disciplinary policies.

### **School of Nursing Pinning and Recognition Ceremony**

ARCSON holds a ceremony each spring to recognize graduating students and present them with the ARCSON Nursing Pin. Awards are also presented at the ceremony. This ceremony is in addition to the main LAU graduation ceremony. Students who expect to complete their course work in the following Summer or Fall term may participate in the Recognition Ceremony. Students must have completed the application for graduation by the deadline announced by the University in order to participate in the University's annual graduation ceremony. Students who complete their course work in summer or fall may attend the spring graduation that occurs after the completion of their coursework.

### **Student Awards**

Nursing students can be nominated for any University-wide award if they meet the eligibility criteria. The ARCSON offers a number of nursing awards also. At present these include:

#### **University Awards:**

- Rhoda Orme Award (one female per campus)
- President's Award (one student per campus)
- Riyadh Nassar Leadership Award (one student per campus)
- Torch Award (one student per school)



**ARCSON Awards:**

- President's Circle Award – given to a graduating student in recognition of professional presentation, delivery of patient-centered nursing care and strong academics.
- Dean's Award for a BSN II student: This award undergraduate is sponsored by the Dean of the ARCSON and awarded to one BSNII student who demonstrates compassion to nursing profession and promote the image of LAU through service activities.
- Research Award (Dean's award BSN III student): The Undergraduate Research Award is sponsored by the Dean of ARCSON. It is awarded to one graduating student who demonstrates promise or potential to contribute to nursing research.
- The Chady Wehbe and Hiba Yazbeck Wehbe Award for a Graduating student: This award is given in recognition of spirit and practice of volunteerism, as well as caring and compassionate manner.
- The Chady Wehbe and Hiba Yazbeck Wehbe Award for a BSN II student: This award is given in recognition of spirit and practice of volunteerism, as well as caring and compassionate manner.
- The Badre Shaheen Award for a Nursing Student is given to a graduating student to recognize nursing professionalism and advocacy.
- The Inspirational Nursing student award: This award is given to a student for his/her exceptional dedication to the profession and outstanding work as president of the nursing club.
- Sheké Ketefian Award for a Graduating Student - given in recognition of excellent academics, patient-centered care delivery and strong leadership potential.
- Shaké Ketefian Award for a BSN II Student - given to recognize a student who shows strong compassion, caring, effective communication and sound clinical judgment when delivering patient care.
- The Dean's Recruitment award is given for a graduating student who helped in recruiting students into the nursing program.

Each spring ARCSON nominates a BSN II student for the Lions Club Nursing Award, which is given to one student from each school in recognition of high academic achievement and leadership.

**Student Representatives**

Students have representatives on two School of Nursing faculty committees: Curriculum and Academic Council and Student Affairs Council. Your representatives will be elected by student vote. ARCSON Faculty By-Laws outline the role and voting privileges of student representatives on the committees. In general, student members of ARCSON faculty committees will collaborate with faculty by making suggestions for the development or revision of policies, curriculum, and operating procedures. They present relevant student concerns to the respective committee.

One student will be elected by each B.S.N. class to serve as class representative. The class representative serves as a liaison between the nursing students and the nursing faculty and

administration. The class representative and student representatives on faculty committees will help communicate actions of the faculty and the committees to their fellow students.

The Dean holds periodic Town Meetings with each class to share updates about the School and B.S.N. program and solicit student feedback. Class representatives can request Town Meetings for their class to address an issue pertaining to the nursing program.

Nursing students are encouraged to participate in university-wide student governance activities. Nursing students elect one representative to serve on the Byblos campus Student Council. Information about how to get involved in the University Student Council (USC) can be found at the following site: <http://students.lau.edu.lb/activities/student-governance>

### **Nursing Club**

The Nursing Club at the Alice Ramez Chagoury School of Nursing was founded in 2012. Through the club students organize activities on campus to raise awareness about health related topics and participate in off-campus events to promote the nursing profession within the community. The club also organizes lectures and presentations on topics of interest to its members. (Appendix A: Nursing Club By-laws).

### **Student Evaluation of Teaching, Courses, and Program**

Evaluation is necessary to ensure that the B.S.N. program meets student needs, program objectives and accreditation standards. Evaluation data are collected from nursing students and reviewed regularly by the SON faculty and administration. Some of the specific ways that feedback will be obtained are the following:

- At the end of each classroom and clinical course students are invited to evaluate the course, faculty teaching, and clinical sites (when applicable) using an on-line course evaluation system. The purpose of the evaluation is to identify areas of strength and areas in which the course and the quality of teaching can be improved. All evaluation data for each course are compiled into a composite report so that each student's feedback is anonymous. We encourage students to take the evaluation process seriously and professionally by completing the evaluation for each course you take each semester. The data are used to improve your learning experiences, so the students' honest and helpful feedback is desired.
- Students may be invited to provide feedback to the School faculty and administration about the program and related school services at various times during their enrollment. These evaluation data may be obtained by meetings with students, through paper and pencil forms, or through on-line forms.

- Shortly before graduation, students will be asked to complete an on-line evaluation called the Skyfactor™ survey. This is a very important survey that gathers information from students about their perceptions of the B.S.N. program in its entirety and their experience at LAU. This is a survey that is completed by many other American nursing programs so it allows us to compare our progress from year to year and to compare our school with other B.S.N. programs.

### **Students Rights, Responsibilities & Disciplinary Proceedings**

As a student at ARCSON you have both rights and responsibilities. Table 5 outlines students' general rights and responsibilities. There are several University policies that pertain to students. They can be found on the LAU website: <http://www.lau.edu.lb/governance-policies/policies/>. Particular policies and procedures that students may find helpful in clarifying their rights and responsibilities and procedures for problem solving are listed below:

- Student Grievance Procedures
- Student and University Policy
- Student Code of Conduct
- Student Code of Ethics
- Harassment Policy

When a student has a specific concern about an academic matter related to a nursing course the process outlined below should be used to address the concern (see the flow chart in Appendix B).

1. The first step is to talk with the course instructor about the concern.
2. If the concern is not addressed in a manner satisfactory to the student, the student may bring the concern to the attention of the course coordinator.
3. If not resolved after discussion with the course coordinator (or if the course does not have a course coordinator), the student may file a petition to the SON Curriculum and Academic Council, using the petition form available on the Registrar's web site: <http://students.lau.edu.lb/registration/registrar-forms.php>. The petition is submitted to the Assistant Dean of Nursing.
4. A student who feels the concern is not resolved at the Curriculum and Academic Council level may submit an appeal to the Dean of Nursing.
5. If the student still has a concern after appealing to the Dean of Nursing, an appeal can be submitted to the Council of Deans, via the Byblos campus Provost's Office.

When a student has a non-academic concern, i.e. one that is not related to a nursing course, the student should follow the steps listed below to address it (see flow chart in Appendix B).

1. First, the student should talk with his/her nursing faculty advisor about the concern.
2. If the concern is not addressed to the student's satisfaction by talking with the advisor, a petition may be submitted to the SON Student Affairs Council, using the petition form that is available on the Registrar's web site: <http://students.lau.edu.lb/registration/registrar-forms.php> . The petition is submitted to the chair of the Student Affairs Council.
3. A student who feels the concern is not resolved through this process may submit an appeal to the Dean of Nursing.
4. If the student still has a concern after appealing to the Dean of Nursing, an appeal may be made to the campus Dean of Students.

Table 5: Nursing Student Rights and Responsibilities

The student has the RIGHT to ...	The student has the RESPONSIBILITY to ...
<ul style="list-style-type: none"> <li>• Be treated with respect and professionalism by his/her peers, instructors, and School of Nursing staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Interact with instructors, School of Nursing staff, and peers in a respectful, professional, and constructive manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Receive clear communications from his/her instructors about course objectives, assignments, grading guidelines, and general policies regarding student work.</li> </ul>	<ul style="list-style-type: none"> <li>• Read the course syllabus, comply with its guidelines for the course performance, and ask questions if anything in the syllabus or course is unclear or perceived as unreasonable.</li> <li>• Stay informed of School and course information by keeping up with emails, in-class announcements, and Blackboard Learn™ postings.</li> <li>• Obtain and maintain an LAU e-mail account. E-mail is the official means of communication from the School of Nursing to nursing students.</li> <li>• Contact the IT office at LAU for any difficulties in accessing email or Blackboard Learn™.</li> </ul>
<ul style="list-style-type: none"> <li>• Grading of his/her work that upholds the importance of excellence and is consistently applied to all students.</li> </ul>	<ul style="list-style-type: none"> <li>• Work diligently to fulfill assignment guidelines and grading criteria.</li> <li>• Complete and submit assigned course work on time.</li> <li>• Use available resources to improve the quality of your work.</li> <li>• Respond to the evaluation of your work in a civil manner, even if you do not agree.</li> </ul>

The student has the <b>RIGHT</b> to ...	The student has the <b>RESPONSIBILITY</b> to ...
<ul style="list-style-type: none"> <li>• A learning environment that is conducive to his/her learning, comfort, and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to a positive classroom learning environment by:               <ul style="list-style-type: none"> <li>○ Silencing mobile phones and pagers during class meetings (if you must respond to a page or call, leave the room)</li> <li>○ No text messaging during class or exams</li> <li>○ Using class breaks to have personal conversations</li> <li>○ Arriving on time for class</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Have faculty be available for appointments at the scheduled time, or be notified by the faculty in advance of the need to cancel an appointment.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep scheduled appointments with faculty and peers, or cancel as soon as you know you cannot make it.</li> </ul>
<ul style="list-style-type: none"> <li>• Receive from faculty a response to his/her email message within 2 working days unless otherwise notified about changes in faculty availability.</li> </ul>	<ul style="list-style-type: none"> <li>• Include clear contact information with student's messages.</li> </ul>
<ul style="list-style-type: none"> <li>• An appeals process, consistent with LAU policy as outlined above.</li> </ul>	<ul style="list-style-type: none"> <li>• Behave in a professional and constructive manner when informing instructors that the student would like them to reconsider a decision they have made.</li> </ul>
<ul style="list-style-type: none"> <li>• Work in an environment free of intimidation, bullying or inappropriate foul language</li> </ul>	<ul style="list-style-type: none"> <li>• Zero tolerance for bullying, intimidation or use of foul language</li> </ul>

## Financial Aid

Various types of financial assistance are available specifically for nursing students. All nursing students are eligible for the Nursing Program Grant from LAU if they complete a financial aid application. Generally, this grant will remain in effect for all 3 years of the program. LAU has some scholarship funds that have been designated by donors for nursing students who meet specific criteria. If you meet the criteria for these scholarships you will be informed of your eligibility as well as any steps you need to take to apply.

Nursing students also may be eligible for University-wide financial assistance and scholarships. Merit-based entrance scholarships are awarded to newly admitted students based on SAT I scores and high school grades. Continuing students may be eligible for merit-based scholarships if they maintain a CGPA of 3.50 or above. New and continuing students may qualify for need-based aid (grants, loans, and

work aid) based on family financial status. Further information about tuition and fees and financial aid is available at [http://studentaffairs.lau.edu.lb/financial\\_aid.php](http://studentaffairs.lau.edu.lb/financial_aid.php).

Students can learn more about the many sources of financial aid and scholarships by contacting the SON or by visiting the website:

<http://nursing.lau.edu.lb/students/financial-aid.php>

### **National Colloquium**

Following successful completion of the program of study, the B.S.N. graduate may apply to take the National Examination for Licensure (colloquium) as a registered nurse (RN) in Lebanon. A Certification of Completion from the University is required by the Ministry of Education and Higher Education (MEHE) to register to take the examination. This certification will be submitted by the School representative to the MEHE. This usually occurs between May and June for spring graduates. The list of required documents will be emailed to you in due time. Further information is available at <http://www.higher-edu.gov.lb/>.

## APPENDIX A

### BY-LAWS OF THE NURSING CLUB

#### **Preamble:**

We, the students of the Alice Ramez Chagoury School of Nursing of the Lebanese American University, believing that the student club creates opportunities to exercise individual responsibility and leadership, do establish the following bylaws. It is clear that it will be the responsibility of every student to advance the objectives of the club.

#### **Article I – Name**

The name of the organization shall be the Nursing Club of the Lebanese American University.

#### **Article II – Objectives**

- Section 1. Organize health awareness and teaching campaigns.
- Section 2. Teach Lebanese American University students about general and recent health issues.
- Section 3. Introduce the concept of Nursing as a discipline to the Lebanese American University community.
- Section 4. Cooperate with and work alongside Lebanese American University's School of Medicine (SoM) and School of Pharmacy (SoP) student organizations.
- Section 5. Gather nursing students with mutual goals and shared mission in one setting.
- Section 6. Engage nursing students in extracurricular activities.
- Section 7. Engage nursing students in scholarly pursuit and advancement through health-related campaigns, seminars, and lectures.
- Section 8. Promote volunteer work to serve the Lebanese community.

#### **Article III – Membership**

- Section 1. The Nursing Club is for both Beirut and Byblos Campuses. Students on either campus can join the club and can serve as officers on the cabinet.
- Section 2. All students enrolled full-time at the School of Nursing (Beirut & Byblos) shall be **voting members** of the society. (Voting members are those enrolled in an academic program and who are full-time students carrying not less than 12 credits per semester. Thus, those who are part-time students, carrying less than 12 credits per semester, are non-voting members. Non-voting members are entitled to participate in activities but have no right to vote.)

#### **Article IV – Advisor**

- Section 1. The Nursing Club will have a faculty advisor selected from the faculty of the School of Nursing. The Nursing Club Cabinet shall nominate two non-voting faculty from among its full-time faculty with the rank of clinical instructor and above and recommend them to the dean to serve as Nursing Club Advisor. The final decision of appointing the advisor remains in the hands of the Dean of the School of Nursing.
- Section 2. The Advisor shall attend all Cabinet and general meetings.

- Section 3. The advisor and the Cabinet shall be responsible for the elections of the new Cabinet.
- Section 4. The advisor shall see that the by-laws are followed.
- Section 5. The advisor shall approve the annual report before it is submitted to the Dean of the School and the Office of the Dean of Students.
- Section 6. The advisor shall vote only in the case of a tie of Cabinet members.

#### **Article V – Officers**

- Section 1. The Cabinet of the Nursing Club shall consist of: President (BSN III), Vice President (BSN II), Secretary (BSN I), Treasurer (BSN III), and an elected club representative from the classes of BSN I and BSN II.
- Section 2. Club representatives from classes BSN I and BSN II are elected from their respective classes. It is the duty of class members to elect their representatives. Each class must then submit the name of their representative to the President of the Nursing Club.
- Section 3. The Cabinet shall transact all business in the interim and in the general assemblies of the Nursing Club. At least two general assemblies will be held per year: one at the beginning of the year to present the proposals and the other at the end of the year to sum up the achievements for the same year.
- Section 4. The president shall:
- a. Plan a calendar of meetings for the club and Cabinet;
  - b. Preside over all meetings of the Nursing Club and the Cabinet and shall exercise the role pertaining to that office;
  - c. Dismiss members from meetings, after warning them, if their presence is disrupting the meeting within the rules of order;
  - d. Inform the vice president in advance of his/her absence from a meeting;
  - e. Take leadership in general planning and coordination of activities of the Nursing Club and be its official representative;
  - f. Authenticate by his/her signature all the acts, orders and proceedings of the club;
  - g. Prepare in coordination with the secretary, the agenda for each meeting following consultation with the Cabinet members;
  - h. Sign jointly with the club advisor requests, to order supplies from the Office of the Dean of Students at the Lebanese American University; all requests require approval and signature of the Office of the Dean of Students;
  - i. Submit a report of the activities of the Nursing Club to the Office of the Dean of Students and the Dean of the School of Nursing at the end of the academic year and present it orally in the end of year general assembly.
- Section 5. The vice president shall:
- a. Assume duties during the president's absence or incapacitation as acting president until the president is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the upcoming annual elections;
  - b. Take minutes in the absence of the secretary.
  - c. Assist the president in general planning and coordination of activities.
  - d. Assist the president in preparing the end of year report.
  - e. Assist in duties delegated by the President.



- Section 6. The secretary shall:
- a. Record attendance at meetings;
  - b. Keep minutes of all Nursing Club and Cabinet meetings and send copies to the Dean of the School, the Nursing Club Advisor, and the Nursing Club President;
  - c. Post notices on bulletin boards of all special meetings at least a week in advance;
  - d. Handle all correspondence and notifications including proposals, reports, official letters and courtesy notes;
  - e. Keep a file of all written or printed material pertaining to the club;
  - f. Submit an activities report by the end of each academic year to the Office of the Dean of Students, the President and advisor of the Club, and the Dean of the School of Nursing.
- Section 7. The treasurer shall:
- a. Prepare the budget along with a financial report for events;
  - b. Submit requests for needed material for each event to the Club President;
  - c. Keep a record of all used supplies;
  - d. Provide the Office of the Dean of Students with upcoming spending plans at least 15 working days prior to an activity/meeting.
- Section 8. The class representative shall (BSN I and BSN II):
- a. Be the representative for the respective class on the Nursing Club Cabinet;
  - b. Participate in the decision making of the Cabinet;
  - c. Assist in the implementation of the projects;
  - d. Carry out specific projects as requested by the cabinet;
  - e. Channel class issues via the Nursing Club to the School of Nursing.

#### **Article VI– Elections**

- Section 1. The president, vice president, secretary and treasurer shall be elected during the month of October on a date decided by the Cabinet.
- Section 2. The nominees shall present their nominations to the Club Advisor two weeks prior to the date of the elections and have two club members supporting the nomination.
- Section 3. The president to be elected shall be a full-time senior student.
- Section 4. The nominees shall possess the academic and professional characteristics recommended by the faculty of the School of Nursing at the time of running.
- Section 5. Withdrawal from candidacy should be submitted in writing to the Advisor one week before the elections.
- Section 6. The Cabinet and its Advisor shall organize and conduct the elections.
- Section 7. Members shall vote for all the positions on the same ballot.
- Section 8. In the event that no quorum is attained at the scheduled election meeting, a second meeting shall be called at a date not earlier than 48 hours nor later than one week from the date of the first elections. Any number of voting members in attendance shall constitute a quorum at this second meeting. However, all nominees shall be present.
- Section 9. After each election, the names of the newly elected Cabinet members together with their positions and LAU e-mail addresses will be announced by the Office of the Dean of Students.

Section 10. Students placed on probation or receiving a dean's warning during their term of office will be removed from office.

### **Article VII – Meetings**

- Section 1. Meeting schedule
- a. General meetings of the club shall be held at least twice per semester according to the schedule posted at the beginning of each semester.
  - b. Cabinet meetings shall be held regularly at least four times per semester according to the schedule posted at the beginning of each semester. A Cabinet member who is absent (without an excuse) more than once will be asked to resign.
  - c. Special meetings for both Cabinet and General Assembly shall be called upon the request of the president, or three or more members of the Cabinet, or one third or more members of the club.
- Section 2. The presence of half plus one of the members at a Cabinet or general meeting shall constitute a quorum. In case a quorum is not reached at a certain meeting, another meeting shall be called for by the President at any laps of time, and the number present shall constitute a quorum.
- Section 3. All meetings shall be governed by Robert's Rule of Order, latest edition.
- Section 4. The minutes of each meeting shall be submitted by the Secretary within 1 week to the Nursing Club Advisor and President for their approval.

### **Article VIII – Organization Policy**

- Section 1. The club will abide by the letter and spirit of the University regulations. In all matters not specifically covered by these By-Laws, Robert's Rule of Order (latest edition) shall prevail.

### **Article IX – Modifications**

- Section 1. To amend these By-Laws, the proposals shall be presented in writing to the Cabinet for approval.
- Section 2. A two-third vote of the members present at the general meeting of the Nursing Club shall be required to pass any amendment.
- Section 3. Any amendment shall be presented to the Dean of the School and is placed into effect upon signature.

**APPENDIX B**

**Flow Charts for Academic and Non-Academic Problem Solving**

**PROBLEM SOLVING FOR AN ACADEMIC (COURSE-RELATED) CONCERN**



