



2024-2025 Nursing Student Handbook

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Alice Ramez Chagoury School of Nursing	4
Overview about ARCSON	4
History	4
Mission Statement	5
Vision	5
School of Nursing Directory	5
Official School of Nursing Communications.....	6
Bachelor of Science in Nursing Program Information.....	6
Program Goal	6
Educational Objectives	6
Student Learning Outcomes	7
The Curriculum	7
Academic Policies and Procedures	11
Student Advising	11
Transferring from One LAU Campus to Another	11
Attendance and Tardiness in Nursing (NUR) Didactic Courses.....	11
Tests and Examinations in Nursing (NUR) Courses.....	12
Clinical Course Policies and Procedures.....	13
Equipment.....	14
Clinical Attendance:	14
Clinical Rules and Regulation:	15
Clinical Progression	15
Nurse-Patient Relationship	16
Patient Confidentiality	16
Clinical Dress Code	17
Academic or Clinical Warning (Progress Report).....	18
Posting of Grades in NUR courses.....	18

Academic Progression Requirements	18
Placement on Probation	19
Academic Suspension	19
Program Completion Time Frame.....	19
Graduation Requirements	20
Assessment of Learning	20
Student Evaluation of Teaching, Courses, and Program.....	21
Academic and Professional Nursing Conduct	22
Academic and non-academic students' complaint/grievance.....	22
School of Nursing Pinning and Recognition Ceremony	22
University Awards:	23
ARCSON Awards:.....	23
Student Representatives.....	23
Nursing Club.....	24
Students Rights, Responsibilities & Disciplinary Proceedings	24
Financial Aid	26
Degree Equivalency.....	27
APPENDIX A.....	28
BY-LAWS OF THE NURSING CLUB.....	28
APPENDIX B.....	33
Flow Charts for Academic and Non-Academic Student complaint/grievance procedure.....	33
Appendix C	35
Technical Competencies for Nursing Practice	35

Alice Ramez Chagoury School of Nursing

2024-2025 Nursing Student Handbook

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

This Nursing Student Handbook provides information regarding policies, procedures, and resources, related to the academic life of nursing students. It outlines the rights and responsibilities of nursing students at the school. Please refer to it whenever you have questions related to nursing-specific rules, policies, and procedures. You are accountable for:

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

In addition to the Nursing Student Handbook, the LAU Academic Catalog [Preface | Academic Catalog 2024–2025 | LAU](#) 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 regularly updated. Amendments are sometimes made during the academic year. Changes in this handbook will be posted on ARCSON’s website and emailed to you. The information in this handbook were updated as of September 1, 2023.

Overview about ARCSON

History

The establishment of ARCSON was approved by the LAU Board of Trustees in 2007. A fundamental contribution by Mr. Gilbert and Mrs. Rose-Marie Chagoury, led to the establishment of this school, so it was named to honor Mr. Chagoury’s mother, Alice Ramez Chagoury. Planning for the Bachelor of Science in Nursing (BSN) program began in 2009. ARCSON started with a vision for interprofessional education and modern modes of education. The school is located in a building that hosts both the School of Medicine and the School of Pharmacy, which supports the interprofessional learning experiences for nursing, medical and pharmacy students. The BSN program of ARCSON 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

The Alice Ramez Chagoury School of Nursing is committed to preparing empathic, competent, and ethical professional nurses as future leaders dedicated to improving the health of the people of Lebanon and the Middle East region through interprofessional education, innovative research, scholarship, and community engagement.

Vision

To be the pioneering school of nursing in Lebanon and the Middle East region through interprofessional education of knowledgeable, competent 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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Official School of Nursing Communications

Each student is provided with an official university e-mail address when admitted to LAU. ARCSON uses this email address to communicate with you electronically. Communicating through the LAU e-mail address is the official means of communication between ARCSON and nursing students. When asked to provide your e-mail address for class or other purposes, please provide your LAU email address. You are expected to adhere to LAU policies related to the proper use of the LAU e-mail system. You can learn how to set your email account on the following link [Webmail | Services | Information Technology | LAU](#).

You will be also assigned an LAU mail box through which 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 at ARCSON are committed to providing a high-quality education and an effective learning environment that promotes personal development, scholarly thinking, and competent practitioners who are skilled in the art of caring and the science of nursing. Graduates of the Bachelor of Science in Nursing (BSN) program are prepared for entry into nursing practice as generalist nurses and also have the foundation required to pursue graduate education in nursing.

Program Goal

The Alice Ramez Chagoury School of Nursing BSN program provides a well-rounded concept-based curriculum that integrates biomedical, nursing, and liberal arts sciences, offering state of art interprofessional learning experiences across various settings. The program aims to develop students' professional values, competencies, and ethical practice, preparing them to lead and thrive in a dynamic healthcare environment and foster a commitment to lifelong learning and research.

Educational Objectives

The purpose of the BSN program is to:

1. Offer a curriculum that explores the biomedical and nursing sciences, in addition to liberal arts and sciences.
2. Provide interprofessional learning experiences in the classroom, simulation center, 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, competence, and ethical comportment to plan, provide, and evaluate patient care.
5. Prepare students to practice in a rapidly changing and complex healthcare 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 BSN 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, caring, diversity, equity, and collaboration.
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 BSN program is a 3-year, 103-credit program for students who have earned the Lebanese Baccalaureate II and enrolled as sophomore students. Freshman and students from other majors at LAU can also enroll in the program through a petition process. The curriculum includes two summers of study and internship learning experiences. 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 BSN program. Nursing course descriptions are available in the School of Nursing section of the Academic Catalog:

[Nursing | Academic Catalog 2023–2024 | LAU](#)
[Nursing | Academic Catalog 2024–2025 | LAU](#)

Table 1. Program Plan for the BSN Major

Applicable to students admitted <u>before Fall 2024</u>	Applicable to students admitted <u>starting Fall 2024</u> (Revised Curriculum)
BSN I (sophomore) Year	BSN I (sophomore) Year
<i>Fall Semester (12 credits)</i>	<i>Fall Semester (14 credits)</i>
CHM200 Essentials of Chemistry 3	BIO200 Basic Biology 3
BIO200 Basic Biology 3	CHM200 Essentials of Chemistry 3
NUT201 Fundamentals of Human Nutrition 3	NUT201 Fundamentals of Human Nutrition 3
PSY201 Introduction to Psychology 3	NUR200 Professional Nursing Concepts I 2
	PSY201 Introduction to Psychology 3

<p>Spring Semester (17 credits)</p> <p>ENG202 Advanced Academic English 3</p> <p>PSY234 Development across the Lifespan 3</p> <p>BIO222 Microbiology, A Human Perspective 3</p> <p>NUR201 Fundamentals of Nursing and Health Assessment 4</p> <p>BIO260/261 Human Anatomy and Physiology/Lab 4</p> <p>Summer Semester (6 credits)</p> <p>COM203 Fundamentals of Oral Communication 3</p> <p>NUR210 Professional Nursing Concepts I 3</p> <p>NUR230 Nursing Cooperative Experience I 0</p>	<p>Spring Semester (17 credits)</p> <p>BIO222 Microbiology, a Human Perspective 3</p> <p>BIO260 Human Anatomy & Physiology 3</p> <p>BIO261 Human Anatomy & Physiology Lab 1</p> <p>ENG202 Advanced Academic English 3</p> <p>NUR201 Fundamentals of Nursing & Health Assessment 4</p> <p>PSY234 Development across the Lifespan 3</p> <p>IPE200 Intro to IPE and Communication Tools 0</p> <p>Summer Semester (6 credits)</p> <p>NUR211 Summer Nursing Internship I 0</p> <p>NUR309 Pathophysiology for Nursing Practice 3</p> <p>LASC1 Humanities and Arts 3</p>
<p>BSN II (junior) Year</p> <p>Fall Semester (17 credits)</p> <p>NUR310 Pathophysiology for Nursing Practice 4</p> <p>NUR312 Pharmacology for Nursing Practice 3</p> <p>NUR320 Health and Illness Concepts I 4</p> <p>NUR340 Core Nursing Practicum I 3</p> <p>LASC Arts & Humanities 3</p> <p>Spring Semester (16 credits)</p> <p>STA205 Biostatistics 3</p> <p>LASC Change Makers 3</p> <p>NUR321 Health and Illness Concepts II 4</p> <p>NUR341 Core Nursing Practicum II 3</p> <p>NUR342 Core Nursing Practicum III 3</p> <p>Summer Semester (4 credits)</p> <p>NUR315 Health Care Research and Evidence-based Practice 3</p> <p>NUR330 Nursing Cooperative Experience II 1</p>	<p>BSN II (junior) Year</p> <p>Fall Semester (16 credits)</p> <p>COM203 Art of Public Communication 3</p> <p>NUR312 Pharmacology for Nursing Practice 3</p> <p>NUR318 Health and Illness Concepts I 3</p> <p>NUR319 Health and Illness Concepts II 2</p> <p>NUR343 Core Nursing Practicum I 3</p> <p>NUR344 Core Nursing Practicum II 2</p> <p>IPE300 Teamwork & Conflict Management 0</p> <p>Spring Semester (18 credits)</p> <p>NUR322 Health and Illness Concepts III 4</p> <p>NUR345 Core Nursing Practicum III 4</p> <p>NUR346 Core Nursing Practicum IV 2</p> <p>NUR307 Informatics in Healthcare 2</p> <p>STA205 Biostatistics 3</p> <p>LASC1 Change Makers 3</p> <p>Summer Semester (6 credits)</p> <p>NUR311 Summer Nursing Internship II 0</p> <p>LASC1 Change Makers 3</p> <p>LASC1 Digital Culture 3</p>
<p>BSN III (senior) Year</p> <p>Fall Semester (16 credits)</p> <p>LASC Change Makers 3</p> <p>NUR410 Professional Nursing Concepts II 3</p> <p>NUR420 Health and Illness Concepts III 4</p> <p>NUR441 Mental Health Clinical Intensive 3</p> <p>NUR443 Promotion of Healthy Lifestyles Clinical Intensive 3</p> <p>Spring Semester (15 credits)</p> <p>LASC Digital Culture 3</p> <p>NUR411 Professional Nursing Concepts III 3</p> <p>NUR444 High Acuity Nursing Clinical Intensive 3</p> <p>NUR475 Nursing Synthesis 2</p> <p>NUR480 Clinical Capstone 4</p>	<p>BSN III (senior) Year</p> <p>Fall Semester (13 or 14 credits)</p> <p>NUR415 Health Care Research and Evidence-based Practice 3</p> <p>NUR421 Health and Illness Concepts IV 4</p> <p>NUR441 Mental Health Clinical Intensive 3</p> <p>or NUR444 High Acuity Clinical Intensive 4</p> <p>NUR443 Promotion of Healthy Lifestyles Clinical Intensive 3</p> <p>Spring Semester (12 or 13 credits)</p> <p>NUR412 Professional Nursing Concept II 3</p> <p>NUR441 Mental Health Clinical Intensive 3</p> <p>or NUR444 High Acuity Clinical Intensive 4</p> <p>NUR450 Clinical Capstone 6</p> <p>IPE400 Ethics – an Interprofessional Approach 0</p> <p><u>No LASC or ENG courses can be taken in this semester to allow for the Clinical Capstone Schedule.</u></p>

Students admitted starting Fall 2022 are to follow the Liberal arts and Science Curriculum - LASC curriculum Z, and select from a list of options in each of the following areas: Digital Culture (3cr.), Arts and Humanities (3cr.), and Change makers (6 cr.).

Students admitted prior to Fall 2022 are to follow the LASC Curriculum A, and select from a list of options in each of the following areas: Social Sciences (3cr.), Arts and Humanities (6cr.), and Free Elective (3cr.). The LASC Curriculum can be found [here](#).

Features of the BSN Program

The BSN program at LAU offers innovative features that distinguishes it from other nursing programs. It prepares you to work in today's fast-paced health care settings as well as lay the foundation for graduate studies in nursing or health 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. 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 at national and international levels. Students will learn to apply this knowledge through activities in the classroom, clinical simulation center, 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 where 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 the clinical practice, you will apply concepts learned in the classroom and at the simulation center. You also begin to apply clinical leadership skills.

The main clinical sites for ARCSON are the Lebanese American University Medical Center – Rizk Hospital (LAUMC-Rizk Hospital) in Beirut and LAUMC-St John Hospital in Jounieh. Other hospitals, community health agencies and Non-Governmental Organizations in Lebanon also constitute other clinical training sites. Using a variety of agencies helps ensure that students have experiences with various patient populations. It allows them to examine differences and similarities in healthcare delivery systems and have the opportunity to interact with and learn from a wide variety of nursing and healthcare providers.

Interprofessional learning. All professional nurses work as members of healthcare 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 workshops, participation in interdisciplinary simulation activities, practicing teamwork and collaboration in caring 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.

Summer Nursing Internship Experiences: Internship education is practice-based learning in which students alternate periods of classroom study with planned, career-related work experiences. During internship experiences, students are supervised and evaluated by the employer. The nursing curriculum at LAU includes two required Internship learning experiences: NUR211 Summer Nursing Internship I, and NUR311 Summer Nursing Internship 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 internships during the summer terms.

During Internship preparation, students will be assigned to one of the pre-selected sites by ARCSON and prepare for the experience. The students follow the rules and regulations of the perspective clinical setting. 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 internship experience.

During their internship experience, students are paired with practical nurses or registered nurses to support them meet the course outcomes. Nursing responsibilities are delegated to nursing students by the supervising PN/RN and may vary according to institutional policy, clinical unit routine, academic level, experience, and qualifications of the student.

Through their internship experience, students can improve their observation, assessment, teaching/coaching, reporting, and documentation skills, as well as their organizational, priority-setting and communication skills. 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 internship evaluation will be used by faculty to determine the internship grade (P – NP). Finally, by completing two internship experiences students will be able to explore different nursing work settings.

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™. Students will participate in online class discussions and learning activities instead of coming to campus for class.

Academic Policies and Procedures

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

Student Advising

Student advising is essential for the student's progress in the program. All BSN students will be assigned a nursing faculty advisor. The faculty advisor provides guidance to the student in planning the program, monitors student's progress, and facilitates solutions to academic problems, and helps the student access ARCSON and University resources, including 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 students 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 must 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 an Intercampus Transfer form and submit it to the Registrar's office by the specified deadline on the Academic Calendar.

Attendance and Tardiness in Nursing (NUR) Didactic Courses

- Students are expected to attend ALL class sessions and to arrive on time.
- Students are considered absent if they are more than 10 minutes late to class sessions without an approved valid excuse. **Any graded activity conducted during the first 10 minutes for late students will be graded as zero.**
- **Students are not allowed to be absent for more than the equivalent of one week of the course time.** Otherwise, he/she must withdraw from the course. If the student does not

withdraw within the time period specified by the University the course grade will be recorded as “F.”

- Absences to class sessions are not allowed except in extreme circumstances and with proper documentation or evidence **approved by the concerned faculty**, such as the death of a direct family member or medical illness confirmed by a physician from LAU medical centers. In case of absence, the student will be responsible for the material covered in class and the student has to communicate with the course coordinator and to send a valid excuse within 24 hours of absence along with the required evidence and documentation. Makeup work and exams, if any, will be completed according to the procedure spelled out in the course syllabus.

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 coordinator within 24 hours of a valid excuse, and then submit a written request to take the exam at another date. The request must be submitted to the course coordinator within 72 hours (about 3 days) 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. ([Code of Ethics \(lau.edu.lb\)](http://lau.edu.lb)) and ([LEBANESE AMERICAN UNIVERSITY STUDENT CODE OF CONDUCT](#)).
 - If a student is caught cheating during an exam, he/she will receive a “0” on the exam and receive a written warning from the course coordinator. 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 on the same course or different, he/she will receive “F” on the course and official warning from the Dean.
 - Talking during the exam, looking at cell phones, smart watches, smart pens, or other electronic devices, and leaving the classroom without excuse are not allowed and will 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 on time. 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.”

Clinical Course Policies and Procedures

A student will be required to commute to their assigned clinical sites outside campus for clinical and observational experiences. Generally, the School of Nursing provides transportation from the Byblos campus to clinical sites in Beirut (and from the Beirut campus to clinical sites in Byblos). Students are required to be on time for the transportation and inform Ms. Patricia Habib (patricia.habib@lau.edu.lb ext. 2452) if they will be absent or cancel transportation. For all other destinations, students are responsible for their own transportation.

Health Clearance: Students must provide proof of vaccinations and infectious disease testing to the Registered Nurse in the Health Clinics on each campus upon enrollment at LAU. Because all healthcare 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 internship and clinical experiences. Students will be notified by the campus registered nurse about any immunizations that need to be updated or completed. Students must be cleared from the Health Service Office prior the start of the Summer Nursing internship I in Summer Semester (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.	Required by the student
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.	Required by the student
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, at LAU health clinics.	Provided by LAU
Hepatitis A	Completion of 2-dose immunization or proven past history of Hepatitis A infection.	Required by the student
Varicella zoster	Completion of 2-dose immunization or proven past infection with chicken pox.	Required by the student
Tuberculosis	PPD testing at LAU-health clinics. If positive, chest x-ray is required on the expense of the student.	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 meningococcal vaccine before the age of 16 years, a booster will be required.	Required by the student

Equipment

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

Item	Description
Watch	The watch should be with a second hand
Penlight	A good quality pen light
Stethoscope	A good stethoscope is one with a bell and diaphragm and rubber tubing (not plastic) *
One or Two uniforms (see below "Clinical Dress Code")	ARCSON uniforms. You will be emailed details about how to acquire these.
Lab coat	ARCSON lab coat or any lab coat you already have. You will be emailed details about how to acquire a ARCSON lab coat.

Clinical Attendance:

- Students are expected to attend ALL class sessions and to arrive on time.
- Students are expected to attend all clinical prep-labs and days, and labs/simulations. **Absences to clinical or lab sessions are not allowed except in extreme circumstances and with proper documentation or evidence approved by the concerned faculty.**
- A student can miss **no more than the equivalent of 1 week of clinical instruction in a 7-week course and 2 weeks of instruction in a 14-week course.** Otherwise, the student must withdraw from the course.
- Missed excused clinical hours need to be made up for at a time convenient for the instructor.
- Students are expected to arrive to their clinical rotation at least 15 minutes early to allow enough time for changing into the clinical uniform and receiving report. Students must be at the assigned unit in clinical attire at 7:00 am sharp. If the student arrives within 10 minutes late (between 7am and 7:10am), he/she will get a 10% grade deduction in the weekly formative evaluation. If the student is late for more than 10 minutes, he/she gets an incremental 10% grade deduction for every extra 10 min, and is considered absent from the clinical day, to make it up at a later date.

Clinical Rules and Regulation:

- Any breach of safety measures in clinical rotations will lead to a “U” on the weekly formative evaluation.
- Clinical attire must conform to the regulations stated in the ARCSON Student Handbook and the respective clinical agencies’ policies and regulations.
- LAU learning experiences offered at affiliated hospitals or healthcare 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 website www.lau.edu.lb/governance-policies/policies/student_code_of_ethics.pdf and [LEBANESE AMERICAN UNIVERSITY STUDENT CODE OF CONDUCT](#)). 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.
- In addition, students are expected not to engage in any political or religious discussion in a clinical setting. Failure to adhere to this rule will be considered a cause for disciplinary action as stated in the student code of conduct.
- Any damage committed by a student either by negligence or on purpose to an equipment or a patient’s belongings in a clinical setting will be fully reimbursed by the student at the actual currency rate.

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 Clinical Coordinator or Nursing Program Director.
- The work to remove an incomplete grade must be completed within the first 4 weeks of the following semester for a 7-week clinical course and within the first 8 weeks of the following semester for a semester-long clinical course.
- 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 Clinical Coordinator and the Nursing Program Director 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 sites usually 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. A 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 Levels I, II, and III you must earn a score of 90%. A student cannot pass a course if he/she fails the medication exam. Students are not allowed to give medication unless they have passed the medication exam and this will be reflected on their weekly evaluation as a failing grade.

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 site and will not be giving patient care, they may wear the lab coat over business or decent 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.

- 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 (lau.edu.lb/about/policies/code_of_ethics.pdf) and ([LEBANESE AMERICAN UNIVERSITY STUDENT CODE OF CONDUCT](#))

- 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.

Academic or Clinical Warning (Progress Report)

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 BSN 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 the requirements for graduation.
- If students earn less than a C grade in an NUR course (listed above) he/she will be required to repeat the course. If a student must repeat a course, he/she must meet with his/her faculty advisor to prepare a revised program plan.
- The student is allowed to repeat a course up to two times. Withdrawal fail "WF" from a course count as a repeat.
- If a student is required to repeat an NUR course and does not achieve a minimum grade of C on the third attempt, he/she will be dropped out of the program and asked to change major immediately.

- If a student fails a clinical course 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 and must drop the second clinical course. The student may complete semester-long didactic nursing courses and 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 program probation
 - If a student is placed on probation, he/she must meet with the Nursing Program Director 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 complete the remedial plan (GPA less than 2.0 for the remedial courses) he/she will be asked to change major.
 - Upon 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 BSN coursework within seven years from the time he/she first enrolls 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.

Graduation Requirements

To qualify for the Bachelor of Science in Nursing (BSN) 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 and Sciences 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 internship education experiences.
- Complete the required courses within seven years from the time of first enrollment in NUR201.

Assessment of Learning

Student learning in the BSN 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.
- Summer Nursing Internship: During each internship experience the student's learning will be assessed by his/her clinical partner. The evaluations will be reviewed by your internship 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

Student Evaluation of Teaching, Courses, and Program

Evaluation is necessary to ensure that the BSN program meets student needs, program objectives, and accreditation standards. Evaluation data are collected from nursing students and reviewed regularly by the ARCSON 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 online 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 enrolled course in each semester. The data are used to improve the 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 online evaluation called the Skyfactor™ survey. This is a very important survey that gathers information from students about their perceptions of the BSN 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 BSN programs.

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: [University Policies | About LAU | LAU](#) . 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 Nursing Program Director, or the Dean of Students Office. Students must also abide by the LAU Clinical Simulation Center policies & procedures found in the Participants Manual ([Code of Conduct & Confidentiality Agreement \(lau.edu.lb\)](#)).

In addition to the above, you will be expected to adhere to the International Council of Nurses Code of Ethics for Nurses ([ICN Code-of-Ethics EN Web.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.

Academic and non-academic students' complaint/grievance

A student complaint refers to a formal expression of dissatisfaction raised regarding an issue the student has encountered in the academic or non-academic environment at the university. Students are often encouraged to address their concerns informally first, such as speaking directly with the person involved, whether it's a faculty member, staff, or fellow student. This can sometimes lead to a quick and manageable resolution. Refer to **Appendix B** (Procedure of academic or non-academic complaint).

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 must have completed the application for graduation by the deadline announced by the University to participate in the University's annual graduation ceremony. Students who complete their coursework in the 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:

- **President's Award:** Given to one High Distinction graduating student from each school (except medicine) who demonstrated strong leadership traits.
- **Rhoda Orme Award:** Presented to one female graduating student per campus who shows dedication and service to others.
- **Riyad Nassar Leadership Award:** Given to one graduating student from each campus based on good academic standards and exemplary leadership skills, and who spent at least one academic year at LAU.
- **Torch Award:** Given per campus by each school to a graduating student who shows high leadership and service spirit.

ARCSON Awards:

- **Dean's Award for Clinical Excellence for 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.
- **Dean Inspirational Award** for BSN III student: This award is sponsored by the Dean of the ARSCON and awarded to a BSN III student who demonstrates exceptional dedication to the profession and outstanding voluntary work in the community.
- **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. 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 BSN 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 the actions of the faculty and the committees to their fellow students.

The Nursing Program Director holds periodic Town Meetings with each class to share updates about the School and BSN 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: [The Student Councils | LAU Experience](#) .

Nursing Club

The Nursing Club at the Alice Ramez Chagoury School of Nursing was founded in 2011-2012. 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. [Nursing Club | The Alice Ramez Chagoury School of Nursing | LAU](#). (Appendix A: Nursing Club By-laws).

Students Rights, Responsibilities & Disciplinary Proceedings

As a student at ARCSON, you have both rights and responsibilities. Table 5 outlines students' general rights and responsibilities. Several University policies pertain to students. They can be found on the LAU website: [University Policies | About LAU | LAU](#) . 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 ARCSON Curriculum and Academic Council, using the petition form available on the Registrar's web site: [Registrar | LAU](#) .

4. A student who feels the concern is not resolved at the Curriculum and Academic Council level may submit an appeal to the Nursing Program Director.
5. If not resolved after discussion with the program director, the student may submit an appeal to the Dean of Nursing.
6. 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 ARCSON Student Affairs Council, using the petition form that is available on the Registrar's web site: [Registrar | LAU](#) . 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 Nursing Program Director.
4. If the student still has a concern after appealing to the program director, an appeal may be made to the Dean of Nursing.
5. 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"> ● Be treated with respect and professionalism by his/her peers, instructors, and School of Nursing staff. 	<ul style="list-style-type: none"> ● Interact with instructors, School of Nursing staff, and peers in a respectful, professional, and constructive manner.
<ul style="list-style-type: none"> ● Receive clear communications from his/her instructors about course objectives, assignments, grading guidelines, and general policies regarding student work. 	<ul style="list-style-type: none"> ● Read the course syllabus, comply with its guidelines for course performance, and ask questions if anything in the syllabus or course is unclear or perceived as unreasonable. ● Stay informed of School and course information by keeping up with emails, in-class announcements, and Blackboard Learn™ postings. ● Obtain and maintain an LAU e-mail account. E-mail is the official means of communication from the School of Nursing to the nursing students. ● Contact the IT office at LAU for any difficulties in accessing email or Blackboard Learn™.

<ul style="list-style-type: none"> ● Grading of his/her work that upholds the importance of excellence and is consistently applied to all students. 	<ul style="list-style-type: none"> ● Work diligently to fulfill assignment guidelines and grading criteria. ● Complete and submit assigned course work on time. ● Use available resources to improve the quality of your work. ● Respond to the evaluation of your work in a civil manner, even if you do not agree.
<ul style="list-style-type: none"> ● A learning environment that is conducive to his/her learning, comfort, and safety. 	<ul style="list-style-type: none"> ● Contribute to a positive classroom learning environment by: <ul style="list-style-type: none"> ○ Silencing mobile phones and pagers during class meetings (if you must respond to a page or call, leave the room) ○ No text messaging during class or exams ○ Using class breaks to have personal conversations ○ Arriving on time for class
<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Keep scheduled appointments with faculty and peers or cancel as soon as you know you cannot make it.
<ul style="list-style-type: none"> ● Receive from faculty a response to his/her email message within 2 working days unless otherwise notified about changes in faculty availability. 	<ul style="list-style-type: none"> ● Include clear contact information with student's messages.
<ul style="list-style-type: none"> ● An appeals process, consistent with LAU policy as outlined above. 	<ul style="list-style-type: none"> ● Behave in a professional and constructive manner when informing instructors that the student would like them to reconsider a decision they have made.
<ul style="list-style-type: none"> ● Work in an environment free of intimidation, bullying or inappropriate foul language 	<ul style="list-style-type: none"> ● Zero tolerance for bullying, intimidation or use of foul language

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 ([Financial Aid and Scholarships | Apply to LAU](#)).

National Colloquium

Following successful completion of the program of study, the BSN 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 exam is usually set in July. The list of required documents will be emailed to you in due time.

Degree Equivalency

Once nursing graduates receive their LAU Degree, they are asked to submit documents to the school, usually towards July. Some documents will be ordered from the registrar and stamped from MEHE.

The school representative to MEHE will be in charge of submitting the applications and collecting them, usually towards October or November of the same year.

Once graduates have both their colloquium certificates and equivalency, they contact the Ministry of Public Health and provide documents and apply themselves for their license.

Use of E-Mail in Academic and Professional Contexts:

- In the academic context, all electronic mail (e-mail) correspondence should be considered formal, professional communication.
- Always include a topic in the "Subject" heading of your e-mail
- To this end, begin e-mails with a formal salutation ("Dear X,").
- The body (text) of the e-mail should be written in complete sentences, without the use of slang or contemporary e-mail jargon (BTW, ...).
- E-mail correspondence should be ended formally followed by your name ("Thank you," "Sincerely," "Best Wishes," etc.).
- Strive to be concise and to the point; avoid multiple, lengthy paragraphs.
- Always proofread e-mail before sending it. Try to envision what the receiver will see when they open your email. Use the proofreading feature of your communication program.
- Avoid use ALL CAPS in your correspondence (this is considered disrespectful).

- Be very careful when responding to e-mails that you use “Reply All” only when necessary, or when specifically requested to do so (for example, when setting up a small group meeting).
- E-mail is a very convenient form of communication. Use it thoughtfully.
- Faculty and staff need up to two working days to respond to your email.

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

Below are the objectives that are already adjusted

I. Awareness and community services:

1. Host campaigns to raise awareness on health-related issues within Lebanese community.
2. Engage in health fairs, vaccination drives and volunteer at local healthcare facilities.

II. Professional and academic development:

1. Help nursing students to grow professionally.
2. Build environment that connects all nursing students together and engage in activities to improve their well-being such as drama therapy.

III. Interprofessional collaboration:

1. Collaborate with other clubs in the School of Medicine, School of Pharmacy and Nutrition club at School of Art and Sciences to foster team spirit and encourage interprofessional teamwork.

IV. Professionalism and ethical conduct

1. Maintain professionalism throughout all activities of the club.
2. Adhere to ethical and professional values and respect confidentiality and privacy of patients and clinical settings.

V. **Social activities**

1. 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 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. Communicate class issues and concerns 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 October on a date decided by the Cabinet.
- Section 2. The nominees shall present their nominations to the Club Advisor two weeks before 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

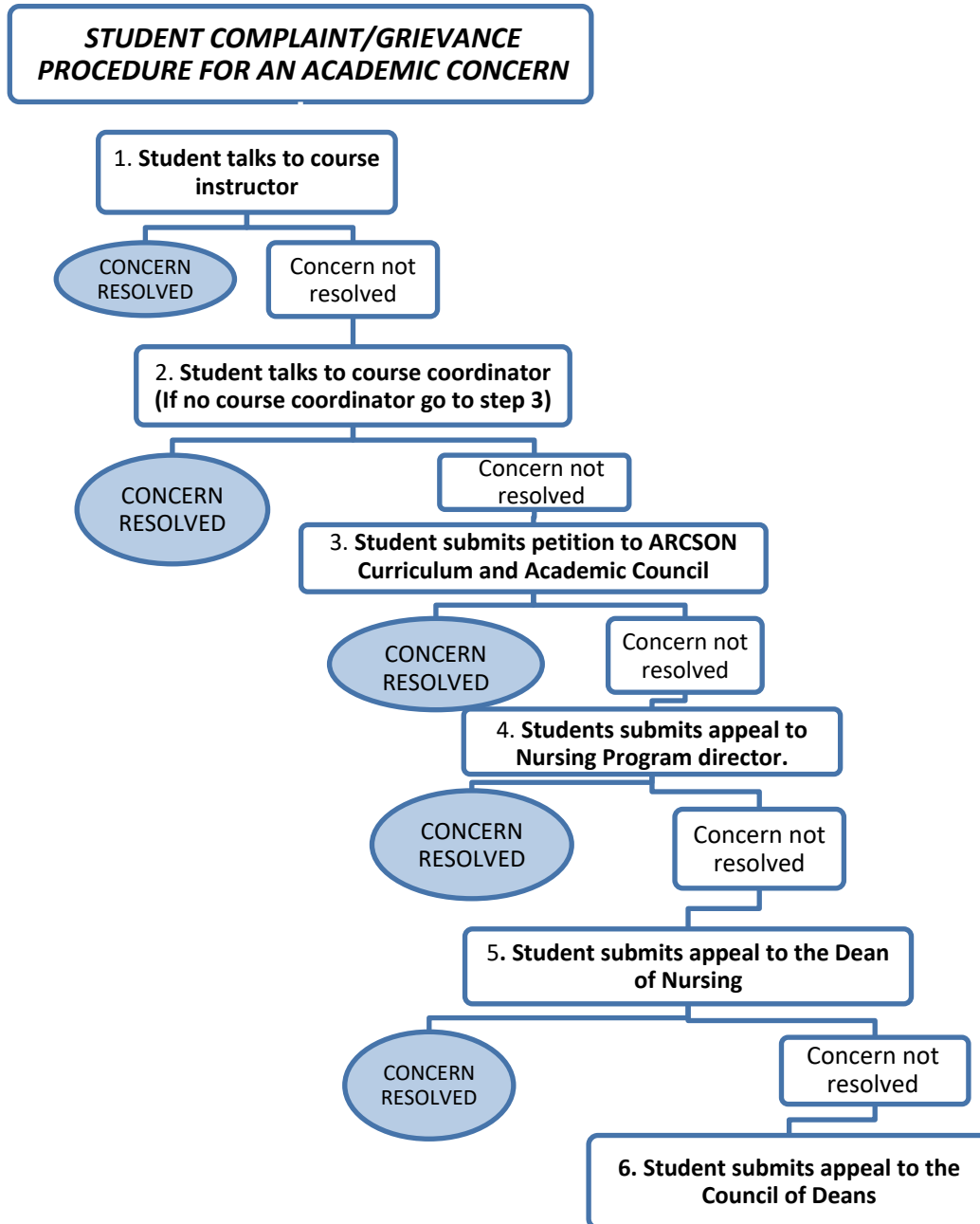
Section 1. To amend these By-Laws, the proposals shall be presented in writing to the Cabinet for approval.

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.

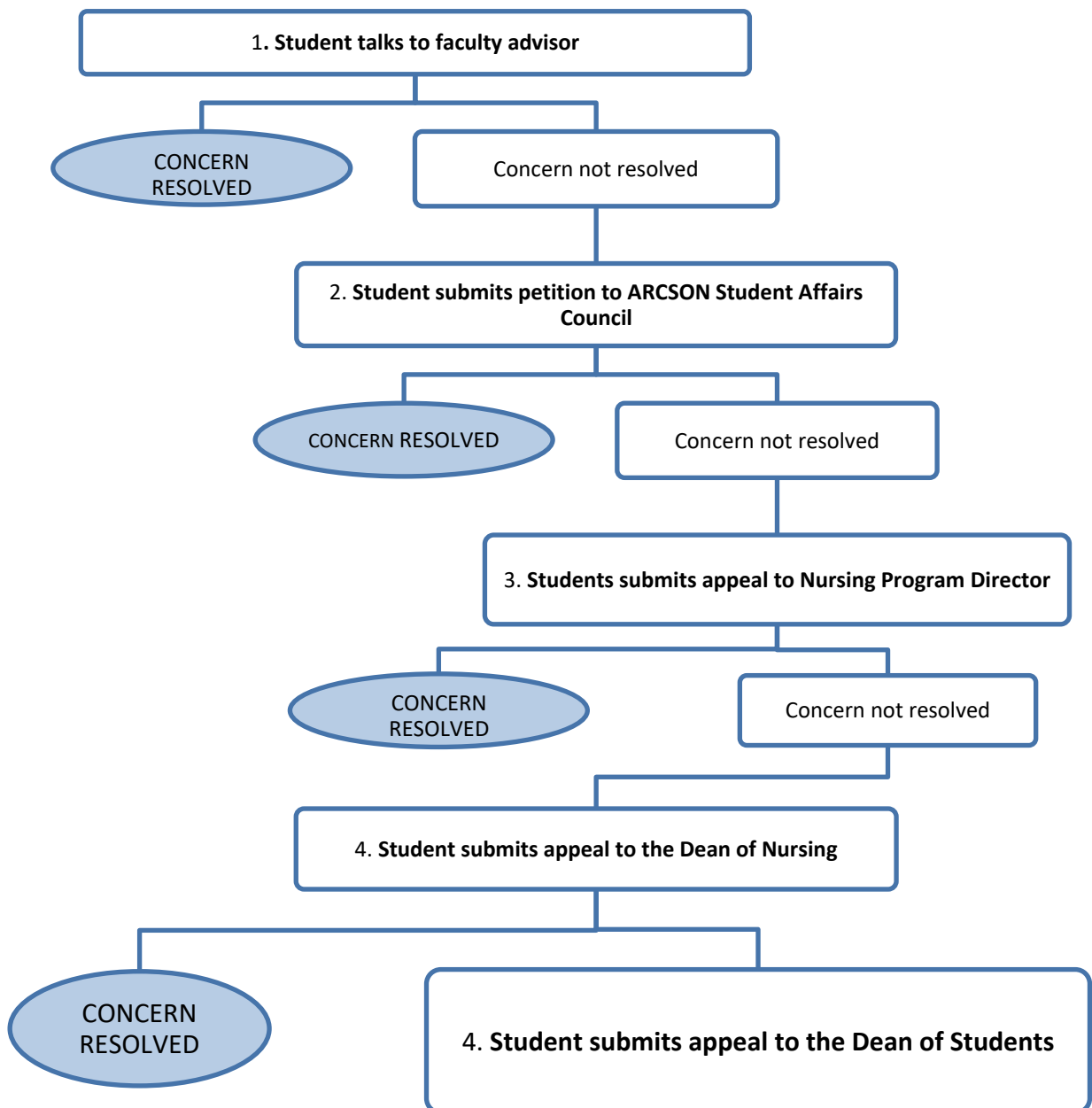
Section 3. Any amendment shall be presented to the Dean of the School and is placed into effect upon signature.

APPENDIX B

Flow Charts for Academic and Non-Academic Student complaint/grievance procedure



STUDENT COMPLAINT/GRIEVANCE PROCEDURE FOR A NON-ACADEMIC CONCERN



Appendix C

Technical Competencies for Nursing Practice

Introduction

The BSN degree at the Alice Ramez Chagoury School of Nursing (ARCSON) is a general degree that prepares students to practice as a general nurse in different hospital and community settings. Essential abilities are required from nursing students for the completion of the BSN degree and entering practice as a registered nurse. These abilities include sensory-motor, interpersonal/communication, mental/emotional, and critical thinking abilities.

While ARCSON strives to select applicants who have the potential to become successful nurses in the community, and since the practice of nursing takes places in a variety of settings that may be physically, and emotionally challenging, and require a certain level of knowledge, skills, and professional behavior, it is the responsibility of ARCSON to select and evaluate its students, design curricula, and determine who should be awarded the degree. The purpose of these competencies is to help students make informed decisions regarding their career as a nurse. Students are required to maintain these competencies for their admission, progression and graduation from the nursing program. In order to successfully complete the BSN degree at ARCSON, and be able to practice nursing, students must be able to meet all the below requirements.

Competencies

Prospective and current students enrolled in the School of Nursing must exhibit all essential skills and characteristics in order to progress in the nursing program and be able to fully participate in the practice of nursing. These include but are not limited to the following competencies:

A. Sensory-motor

Student must be able to observe and learn from experiences in the basic sciences as well as in clinical laboratory, and clinical simulation courses such as, but not limited to, reading calibration from a syringe, measure medication accurately, recognize color changes, assess heart and pulmonary sounds, assess abnormal skin color changes, and observe pupil changes. Students must be able to observe and assess patients using visual, auditory, olfactory, and tactile information and safely perform nursing intervention.

B. Communication

Student must be able to effectively and respectfully communicate with people verbally and non-verbally and in different formats with peers, other caregivers, faculty, staff, patients, patient's family and the

community in general. Student should be able to sensitively communicate with others taking into consideration cultural values. Student must be able to accurately read information from images, and reports in order to meet academic and clinical requirements.

C. Psychomotor

Student must have sufficient motor function in order to collect information from patients by palpation, auscultation, percussion among others. Students should be able to perform basic tests as well as being able to provide general care and emergency treatment to patients such as moving from one room to another, cardiopulmonary resuscitation, inserting IV, administration of intravenous medication, application of pressure to stop bleeding and assisting in moving/lifting patients.

D. Cognitive

Student must demonstrate effective critical thinking skills in order to safely and effectively perform nursing processes, and must be able to recognize patterns and deviation from patterns in order to recognize clinical problems. Critical thinking is the ability to synthesize knowledge and integrate relevant aspects of a patient's history, physical exam and tests. Student must exhibit problem solving capacities such as observing facts, collecting, analyzing and interpreting data, and using scientific thinking.

E. Mental/Emotional

Student must exhibit self-care and hygiene routine, demonstrate self-control when receiving feedback for his/her improvement, show awareness of and attend to the needs of others in an effective way. Student must be able to adapt with dynamic clinical, professional and academic contexts.

Student must also possess the emotional health required to use his/her intellectual abilities while caring for patients. Student must be able to work in a physically demanding work space, exhibit flexibility and learn to function under uncertain circumstances. Student must show compassion, integrity, concern for others as well as interest and motivation.

F. Ethical

Students must adhere by the University and School code of conduct as well as all LAU's policies and procedures.

Student must demonstrate personal and professional integrity and commitment to uphold professional ethics and conduct in order to protect the patient and the community.

Inclusion Statement

ARCSON does not discriminate against qualified individuals with disabilities who apply for admission or who are enrolled in the BSN program. Qualified students shall not be excluded from admission or participation in the program activities solely by reason of their disability or medical condition. ARCSON is committed to provide reasonable accommodation in its academic program to qualified individuals with disabilities. A reasonable accommodation is one that does not require a fundamental alteration in the nature of the program or lower academic and/or clinical standards.

Should a prospective or current student have or develop a condition that would place patients or others at risk, or that would jeopardize his or her ability to complete the BSN program and pursue licensure, the person may be denied admission or be removed from the program.