CITY UNIVERSITY
FACULTY OF PUBLIC HEALTH

NURSING DEPARTMENT STUDENT HANDBOOK

CITY UNIVERSITY

TRIPOLI NORTH LEBANON

Table of Contents

Welcome Letter

Dear Students,

Welcome to the Nursing Department at City University, Tripoli, Lebanon. We are delighted to have you join our esteemed program and embark on a journey towards becoming skilled and compassionate healthcare professionals.

This Student Manual has been prepared to provide you with essential information about our program, including academic policies, clinical practice guidelines, and resources available to support your learning and development. Please familiarize yourself with its contents and refer to it throughout your time with us.

We are committed to your success and are here to support you every step of the way. We look forward to seeing you thrive in our program and make meaningful contributions to the field of nursing.

Best regards,

Dr. Riad Madani

Dean of Public Health Faculty

Introduction to the Nursing Department

The Nursing Department and its program was established and licensed to start teaching in the specialty of Nursing at the level of Bachelor's degree as of the academic year 2010/ 2011. The license was granted for the governing institution named "*Al Manar University*", which was officially re-named as "*City University*" in 2017 under the decree number: 1907. Since its inception, the Nursing Program have graduated 280 students with a Bachelor of Science in Nursing. This year, the nursing department houses 310 actively registered students.

The Nursing Department has been consistently collaborating, for the last 14 years, with clinical agencies (hospitals, clinics, medical centers) for their utilization by our nursing students in order to develop and enhance their learning and clinical experiences. These clinical agencies include Nini Hospital, Dar Al Shifa, Al Salam Hospital, Islamic Charity Hospital, Alzahraa Medical Center and Haykal Hospital.

Currently, City University has Six Faculties, including Architecture & Design, Arts & Human Sciences, Business Administration, Engineering & Information Technology, Public Health, Tourism. The Nursing Program is located under the Faculty of Public Health alongside two other programs, Nutrition & Dietetics and Environmental & Occupational Health.

Program Overview

The Nursing Department at City University is dedicated to preparing competent and compassionate nurses who will provide high-quality care to individuals, families, and communities. Through a rigorous curriculum, hands-on clinical experiences, and supportive learning environment, we strive to cultivate clinical expertise, critical thinking skills, and ethical decision-making among our students.

The Nursing Program has undergone a review of its mission and vision statement after fourteen years of its inception in order to cope with the every changing needs of the healthcare sector. The Vision and Mission statements are mentioned below:

New Vision
To be an innovative foundation of nursing education with a global reach via the use of knowledge and technology to offer a patient-centered caring perspective.

New Mission
To offer a dynamic, comprehensive and innovative educational experience of excellence that will enable students to expand their knowledge and enhance their professional skills in order to meet the health care needs of a diverse community within the context of respect for culture, beliefs and values.

The above mentioned statements align to enable the Nursing Department to meet its newly set goals. The goals include the following:

- Provide quality education in nursing to graduate practicing nurses with high medical, research and clinical competencies.
- Employ the notions from the general education for humanities and the diverse attributes of sciences functionally into nursing practice.

- Adopt and practice inclusive policies, legal and ethical standards of the nursing profession.
- Acquire equitable professional knowledge and clinical practice prospects through a troubleshooting methodology and evidence-based learning.
- Engage electronic administration of health information.
- Focus on the pledge to the principle of "lifelong learning and service".

The above mentioned goals cannot be sincerely achieved without having aligned a newly set of values for the programs. The values include the following:

- Realize and integrate the humanistic and community principles with the ethics of the profession.
- Benchmark our quality performance and responsiveness in education excellence with the ever evolving knowledge and skills for patient-centered clinical care.
- Strive to validate the foundation of individual confidence to empower leadership, partnerships and sense of responsibility.
- Instill an environment of transparency and good governance to ensure academic excellence and applied competencies aligned with the strategic plan of the university.
- Corroborate the methodic pursuit of self-education probing innovation in life-long learning, medical research and public engagement.

Official School of Nursing communication

Upon admission to City University, each student is provided with an official university e-mail address. The Nursing Department uses this e-mail address as the primary means of communication with students. It is important to note that communication through your City University e-mail address is considered official correspondence between the Nursing Department and nursing students. When asked to provide your e-mail address for class or other purposes, please ensure you provide your City University e-mail address. You are expected to adhere to all City University policies regarding the proper use of the e-mail system.

Accreditation Information

The Nursing Program at City University has been considered Eligible for the International Candidacy by the Accreditation Commission for Education in Nursing (ACEN) in the USA during 2023. Currently, the program is undergoing the candidacy process for approval in 2024. Such process ensures that the program meets rigorous standards of quality and excellence in nursing education. This signifies our commitment to continuous improvement, adherence to professional standards, and accountability to stakeholders.

Admission Requirements

Prospective students must meet specific admission criteria, including academic prerequisites of completion for Lebanese School Baccalaureate known as the Lebanese general Secondary Diploma or its equivalency successfully, letters of recommendation, and completion of a nursing program application. Admission decisions are based on a holistic review of each applicant's qualifications, achievements, and potential to succeed in the nursing profession. Those who have completed a vocational diploma will be considered on a case-by-case basis. All applicants must demonstrate a proficiency in English.

Nursing Faculty Commitment and Educational Objectives

The nursing faculty at City University are dedicated to providing a high-quality education and fostering an effective learning environment that encourages personal growth, critical thinking, and the development of competent nursing practitioners. Our goal is to prepare skilled professionals who are proficient in both the art and science of nursing. Graduates of the Bachelor of Science in Nursing (BSN) program are not only ready to enter nursing practice as generalist nurses but are also equipped with a solid foundation to pursue graduate-level education in nursing.

Educational Objectives of the BSN Program

The purpose of the BSN program is to:

1. Offer a curriculum that integrates biomedical and nursing sciences, alongside liberal arts and sciences.

2. Provide interprofessional learning experiences both in the classroom, in the simulation center, and within real-world healthcare settings.

3. Foster an appreciation for the values that form the foundation of professional nursing practice.

4. Employ innovative pedagogical methods that enable students to combine knowledge, competence, and ethical standards to plan, provide, and evaluate patient care.

5. Prepare students to practice in a dynamic and complex healthcare environment.

6. Encourage the development of skills in scholarly inquiry and research to establish a foundation for lifelong learning and graduate education in nursing.

Student Learning Outcomes

Graduates of the BSN program will be able to:

1. Integrate knowledge from liberal arts, sciences, nursing, and biomedical sciences to provide comprehensive care for individuals, families, communities, and populations.
2. Deliver holistic, evidence-based nursing care that promotes the health and well-being of individuals, families, communities, and populations.
3. Practice nursing with a foundation in core values such as accountability, advocacy, altruism, autonomy, human dignity, integrity, caring, diversity, equity, and collaboration.
4. Provide culturally sensitive care that respects the diversity of patients' cultural traditions, religion, age, gender, and socioeconomic circumstances.
5. Utilize biomedical and information technologies to deliver high-quality care, support clinical decision-making, communicate effectively, and reduce errors.
6. Demonstrate leadership by engaging in patient safety and quality improvement initiatives.
7. Collaborate with patients and the interprofessional healthcare team to achieve optimal care outcomes.
8. Recognize the impact of economics, policy, regulation, and environmental changes on the delivery of care and the nursing profession.
9. Take responsibility for lifelong learning and continuous professional development.

Curriculum Information

The Nursing Curriculum

The BSN program at City University is a 4-year, 120-credit program designed for students who have completed the Lebanese Baccalaureate II and are admitted as sophomore students. Freshman students and those from other majors at City University may also be eligible to enroll in the program through a petition process. The curriculum includes two summers of study and hands-on cooperative learning experiences. Many of the learning opportunities will be integrated with programs from the Nutrition department providing students with a collaborative and interdisciplinary learning environment.

Table 1: The suggested curriculum map for the program of study of a full-time student at City University Nursing Program includes:

Year one

Fall term

BMD 200	General biology	4 cr
CHM 100	General chemistry	3 cr
NUR 100	Orientation to nursing	1 cr
NUR 200	Introduction to professional nursing 1	3 cr
ENG 201	Academic English	3 cr / **14**

Spring term

NUR 201	Introduction to professional nursing 2	3 cr
BMD 205	Human physiology 1	3 cr
CHM 205	Bio/organic chemistry	4 cr
COMP 201	Computer applications	3 cr
PDS 201	Personal development Skills	3 cr / **1**

Year two

Fall term

BMD 206	Human physiology 2	3 cr
MTH 205	Introductory biostatistics	2 cr
NUR 206	Development over the lifespan	3 cr
NUR 230	Pathophysiology	3 cr
PSY 201	Psychology	3 cr
GHN 201	Society and environment	3 cr / **1**

Spring term

MTH 206	Introductory to epidemiology	2 cr
NUR 204	Drugs and disease	3 cr
NUR 220	Illness management 1	3 cr
NUR 221	Nursing illness 1	3 cr
NUR 330	Infection prevention and control	2 cr
	Electives	3 cr / **16**

Summer term

	Electives	3 cr / **3**
	Continuation of nursing illness 1	

Year three
Fall term

NUR 315	Quality management in nursing and health care	3 cr
NUR 320	Nursing elderly families	3 cr
NUR 224	Illness management 2	3 cr
NUR 25	Nursing illness 2	3 cr
CS 201	Cultural studies	3 cr / **15**

Spring term

NUR 350	Nursing research	3 cr
NUR 235	Illness management 3	3 cr
NUR 236	Nursing illness 3	3 cr
	Electives	3 cr
ARAB 201	Introduction to Arabic language	3 cr / **15**

Summer term
Continuation of nursing illness 2

Year four
Fall term

NUR 305	Mental health nursing	3 cr
NUR 306	Mental health nursing, clinical	3 cr
NUR 208	Maternity/pediatric nursing	3 cr
NUR 209	Maternity/pediatric nursing, clinical	3 cr
NUR 212	Legal and ethical issues in nursing	3 cr / **15**

Spring term

NUR 325	Community nursing	4 cr
NUR 399	Clinical internship	5 cr / **9**

Program Structure

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.

- **Nursing Phase**: Students complete prerequisite coursework in areas such as anatomy and physiology, microbiology, psychology, and nutrition, laying the foundation for nursing education. Students are introduced to the fundamental nursing techniques, health assessment and professional nursing concepts. Clinical experiences introduce students to inpatient settings. Upon completion of Nursing Phase Level, students will be able to:
    - Demonstrate effective assessment skills and techniques in patient care.
    - Exhibit fundamental nursing skills necessary for providing basic patient care.
    - Show cultural sensitivity while delivering nursing care to diverse populations.
    - Understand and consider the impact of human diversity in healthcare delivery.
    - Apply effective communication skills with patients, colleagues, mentors, and faculty.

- o Take responsibility for their professional development and present themselves as professional nurses.
- **Core Nursing Curriculum Phase**: students engage in a structured curriculum that includes classroom instruction, laboratory experiences, and clinical rotations in various healthcare settings. The focus of this phase is planning, delivering and evaluating patient care in inpatient and community settings, building on the fundamental knowledge learned in previous phase. Students study and apply health and illness concepts to care for patients in healthcare settings and gain experience working with other members of the interprofessional team. Students also are introduced to research and evidence-based practice. Upon completion of the Core Nursing Curriculum, students will be able to:
  - o Apply clinical reasoning, clinical judgment, and the nursing process to plan, deliver, document, and evaluate safe nursing care.
  - o Analyze the effects of bio-physiological, psychosocial, and human diversity factors on various health and illness concepts.
  - o Build rapport with patients and their families through the use of therapeutic communication.
  - o Implement primary, secondary, and tertiary prevention strategies when working with patients in both inpatient and outpatient settings.
  - o Collaborate with members of the interprofessional team to plan and provide evidence-based care.
  - o Take responsibility for their professional development and present themselves as novice professional nurses.
- **Clinical Rotations** & **Capstone Phase**: Students gain hands-on experience in medical-surgical nursing, maternal-child health, pediatric nursing, psychiatric-mental health nursing, and community health nursing, under the supervision of qualified clinical instructors. In their final year, students participate in a capstone course or internship, allowing them to integrate and apply their knowledge and skills in a real-world setting while working alongside experienced nurses and healthcare professionals. Upon completion of this phase, students will be able to:
  - o Synthesize knowledge, skills, and research findings to provide therapeutic interventions for specific patient populations.
  - o Describe ethical and legal considerations relevant to the scope of professional nursing practice.
  - o Evaluate the impact of policy, regulation, and economics on healthcare delivery.
  - o Delegate and supervise nursing care provided by others, while maintaining accountability for the safety and quality of care.
  - o Explain how quality improvement processes contribute to enhanced patient outcomes.
  - o Demonstrate competence and leadership in managing and evaluating patient care within a selected healthcare setting.
  - o Understand the influence of current issues and trends in Lebanon and globally on the nursing profession.
  - o Take responsibility for lifelong learning, professional development, and present oneself as a professional nurse.

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.

"Practicum" and "clinical" courses provide hands-on learning opportunities in hospitals and other healthcare settings. During your clinical practice, you will apply concepts learned in the classroom and the simulation center, as well as begin to develop and apply clinical leadership skills. The Nursing Department is affiliated with many medical centers in the Tripoli and Koura area, in addition to various community health organization, and BGOs across the country for clinical experience.

Course Descriptions

BMD205   Human Physiology I

This Human Physiology course is designed to provide students with an in-depth understanding of the fundamental principles underlying human physiological functions. Through comprehensive theoretical knowledge and practical applications, students will explore the intricacies of the human body's mechanisms and systems.

NUR230   Pathophysiology for Nursing

The Pathophysiology for Nursing course is designed to provide nursing students with a comprehensive understanding of altered physiological processes and their impact on health and disease. This course focuses on the study of pathological changes within the human body systems and their relationship to clinical manifestations.

NUR330   Infection Prevention & Control

The Infection Prevention & Control course is designed to equip nursing students with comprehensive knowledge and skills necessary to prevent, control, and manage infections in healthcare settings. This course focuses on understanding the principles of infection prevention and implementing strategies to ensure patient and healthcare worker safety.

NUR110   Orientation to Nursing

The Orientation to Nursing course serves as an introductory foundation for students entering the nursing profession. This course aims to familiarize students with the core concepts, values, ethical principles, and fundamental skills essential for success in the field of nursing.

NUR206   Development over the Lifespan

The Development Across the Lifespan course is designed to provide nursing students with a comprehensive understanding of human development from conception to end-of-life stages. This course focuses on the physical, cognitive, psychosocial, and moral dimensions of human growth and development.

NUR325   Community Nursing

The Community Nursing course is designed to prepare nursing students to deliver comprehensive and culturally competent care within diverse community settings. This course focuses on the promotion of health, prevention of disease, and management of healthcare needs for individuals, families, and communities.

NUR204   Drugs & Disease for Nursing

The Drugs & Disease for Nursing course provides nursing students with a comprehensive understanding of pharmacology and the relationship between drugs and various disease

processes. This course focuses on the principles of pharmacodynamics, pharmacokinetics, and the use of pharmacotherapeutics to manage diseases commonly encountered in nursing practice.

NUR224   Illness Management 2 for Nursing
The Illness Management 2 for Nursing course is designed to further advance nursing students' knowledge and skills in managing complex illnesses and health conditions across the lifespan. Building upon foundational nursing principles, this course focuses on in-depth understanding, assessment, and management of various acute and chronic health conditions encountered in nursing practice.

NUR224   Illness Management 3 for Nursing
The Advanced Illness Management for Nursing Practice course is designed to equip experienced nursing students with advanced knowledge, skills, and competencies necessary for managing complex and critical health conditions across diverse patient populations.

NUR200   Introduction to Professional Nursing I
The Introduction to Professional Nursing 1 course serves as the foundational cornerstone for nursing students entering the profession. This course is designed to introduce students to the core concepts, values, theories, and fundamental skills essential to excel in the multifaceted field of nursing.

NUR201   Introduction to Professional Nursing II
The Introduction to Professional Nursing II course serves as a continuation and expansion of the foundational principles introduced in Introduction to Professional Nursing I. This course aims to further immerse nursing students into the multifaceted aspects of the nursing profession, focusing on more advanced concepts, skills, and professional development.

NUR212   Legal & Ethical Issues in Nursing
The Legal & Ethical Issues in Nursing course is designed to provide nursing students with a comprehensive understanding of the legal and ethical dimensions inherent in nursing practice. This course focuses on navigating complex legal regulations, ethical dilemmas, and professional responsibilities encountered in various healthcare settings.

NUR208   Nursing Care in Maternity & Pediatrics
The Nursing Care in Maternity & Pediatrics course is designed to equip nursing students with the knowledge and skills necessary to provide comprehensive and compassionate care to women during pregnancy, childbirth, newborns, infants, children, and adolescents.

NUR305   Mental Health Nursing
The Mental Health Nursing course is designed to provide nursing students with a comprehensive understanding of mental health disorders, therapeutic interventions, and the nursing care required for individuals experiencing psychiatric and mental health conditions.

NUR350   Nursing Research
The Nursing Research course is designed to introduce nursing students to the fundamental concepts, methodologies, and applications of research in nursing practice. This course aims to develop students' understanding of research processes, critical appraisal skills, and the utilization of evidence-based practice in healthcare.

NUR315 Quality Management in Nursing & Healthcare

The Quality Management in Nursing & Healthcare course aims to provide nursing students with a comprehensive understanding of quality improvement principles, methodologies, and their application in healthcare settings. This course focuses on fostering competencies in assessing, implementing, and evaluating quality initiatives to enhance patient care and healthcare outcomes.

NUR209 Nursing Care in Maternity & Pediatrics- Clinical

The Nursing Care in Maternity & Pediatrics - Clinical course is a clinical practicum designed to provide nursing students with hands-on experience and practical application of theoretical knowledge in caring for women during pregnancy, childbirth, infants, children, and adolescents.

NUR320 Nursing Elderly Families

The Nursing Care for Elderly Families course is designed to equip nursing students with the knowledge and skills necessary to provide holistic care to elderly individuals and their families. The course focuses on understanding the unique health needs, challenges, and considerations related to aging populations.

NUR220 Illness Management 1 for Nursing

The Illness Management 1 for Nursing course serves as an introduction to foundational concepts and principles related to illness management within nursing practice. This course aims to provide nursing students with a comprehensive understanding of common illnesses, their manifestations, and basic interventions.

NUR221 Nursing Illness 1

The Nursing Illness 1 course serves as an introduction to essential concepts and principles related to understanding illness within the context of nursing practice. This foundational course aims to provide nursing students with a fundamental understanding of various illnesses, their manifestations, and nursing interventions.

NUR225 Nursing Illness 2

The Nursing Illness 2 course serves as a continuation and expansion of foundational concepts introduced in Nursing Illness 1. This course aims to provide nursing students with a deeper understanding of complex and diverse illnesses, their management, and nursing interventions in various healthcare settings.

NUR236 Nursing Illness 3

The Nursing Illness 3 course is an advanced-level course designed to deepen students' understanding of complex, multisystem illnesses and refine their nursing interventions in diverse healthcare settings.

NUR299 Clinical Internship 1

The Clinical Internship 1 course provides nursing students with their initial hands-on clinical experience in healthcare settings. This internship aims to apply theoretical knowledge in practical patient care situations, fostering the development of basic clinical nursing skills and professional competencies under the guidance of clinical instructors and preceptors.

NUR399 Clinical Internship 2

The Clinical Internship 2 course represents an advanced clinical experience in which nursing students further develop and apply their knowledge, skills, and critical thinking abilities in diverse healthcare settings. Building upon the competencies gained in Clinical Internship 1,

this internship offers increased autonomy and deeper engagement in nursing care under supervision.

NUR499   Clinical Internship 3
The Clinical Internship 3 course represents an advanced and comprehensive clinical experience for nursing students. This internship focuses on synthesizing and refining the knowledge, skills, and clinical judgment necessary for professional nursing practice in a variety of healthcare settings.

BMD206   Human Physiology 2
The Human Physiology 2 course serves as a continuation of the study of human physiological processes introduced in Human Physiology 1. This advanced course focuses on deeper exploration and understanding of complex physiological mechanisms in the human body.

CHM201   General Chemistry
The General Chemistry course, accredited by ACEN, introduces nursing students to the fundamental principles of chemistry essential for understanding biological systems, medications, and various aspects of healthcare practice.

CHM205   Biochemistry for Nursing
The Biochemistry for Nursing course offers nursing students an in-depth exploration of essential biochemical concepts and their application in understanding human physiology, health, and disease.

PSY201A   Psychology for Nursing
The Psychology for Nursing course aims to familiarize nursing students with foundational psychological theories and concepts essential for effective patient care, communication, and understanding human behavior in healthcare settings.

BMD200   General Biology
The General Biology course serves as an introduction to fundamental biological concepts and their relevance to human health and healthcare practice.

MTH205   Introductory Biostatistics
The Introductory Biostatistics course introduces nursing students to basic statistical concepts and methodologies relevant to healthcare, research, and evidence-based practice.

MTH206   Introductory Epidemiology
The Introductory Epidemiology course introduces nursing students to the basic principles and methods of epidemiology—the study of disease patterns and determinants in populations.

PDS201   Personal Development Skills for Nursing
The Personal Development Skills for Nursing course focuses on fostering the personal and professional growth of nursing students, emphasizing the development of essential skills required for successful nursing practice.

Academic Policies & Procedures

This section of the Nursing Student Handbook outlines the policies and procedures specific to the BSN program.

Student Advising

Student advising plays a crucial role in supporting your progress throughout the nursing program. Each nursing student will be assigned a nursing faculty advisor who will provide guidance on academic planning, monitor your progress, help resolve academic challenges, and assist in accessing nursing and University resources, including learning resources and counseling services.

Your faculty advisor will be available during posted office hours, by appointment, and through email. Students are required to meet with their faculty advisor at least once each semester to register for courses for the upcoming term. Additionally, students should meet with their advisor to:

- Make changes to their academic program
- Add or drop courses after the Drop/Add deadline
- Complete academic petitions
- Discuss any academic difficulties
- Request an exception to School or University regulations
- Discuss career plans, job opportunities, and graduate study options

Regular meetings with your advisor will help ensure that you are on track and receiving the support you need to succeed.

Attendance and Tardiness in Nursing (NUR) Didactic Courses

- All nursing classes will be held as scheduled during the Add/Drop period at the beginning of each semester.
- Students are expected to arrive to class **on time**. Arriving more than 10 minutes late will result in being marked as absent.
- If the instructor is late to class, students are required to **wait for 15 minutes** before leaving. In such cases, the instructor must **schedule a make-up** session at a time that is convenient for students.
- Students are expected to attend all classes and laboratories. An absence does not excuse students from the material presented during class. Any makeup work or exams will be completed according to the procedure outlined in the course syllabus. The maximum number of absences allowed **is equivalent to two weeks** (or 6 hours, as specified in the syllabus) of classroom instruction, including the Add/Drop period. However, instructors have the right to implement stricter attendance policies for their courses.
- An exception to this attendance policy applies to clinical courses, which are governed by the "Clinical Course Rules and Procedures" section below.
- Any prolonged or unexplained absence will be reported by the course instructor to the Nursing Program Administrator.
- If a student exceeds the allowed number of absences or fails to attend classes despite being registered, they **must** withdraw from the course. If the student does not withdraw within the timeframe specified by the University, the course grade will be

recorded as "**F**." In exceptional cases, the Nursing Program Administrator may grant permission for the student to continue the course.

Clinical Course Policies & Procedures

A student will be **required** to commute to their assigned clinical sites outside campus for clinical and observational experiences.

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 City University. 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 clinical experiences. Students will be notified by the campus preceptor nurse about any immunizations that need to be updated or completed.

Students must be cleared from the campus Nurse Preceptor prior the start of the Nursing clinical experience in Summer Semester. Table below highlights the health Clearance requirements.

Table 1: Details for the health clearance requirements at City University - Nursing Department. Students are required to provide validation of vaccination for the below listed conditions.

Condition	Validation Required
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.
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.
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, with a booster provided, if necessary, at the student's expense.
Hepatitis A	Completion of 2-dose immunization or proven past history of Hepatitis A infection.
Varicella Zoster (Chicken Pox)	Completion of 2-dose immunization or proven past infection with chicken pox.
Tuberculosis	PPD testing at any of the affiliated health clinics. If positive, chest x-ray is required at the expense of the student.
Seasonal Flu	Yearly vaccination in Fall for students enrolled in clinical courses.
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.

Students are required to purchase the following equipment before enrolling in NUR 201:

Item	Description
Watch	A watch with a second hand.
Penlight	A good quality penlight.
Stethoscope	A good stethoscope with a bell and diaphragm, and rubber tubing (not plastic).
Lab Coat	City University lab coat or any lab coat you already have.
Uniform(s)	One or two nursing uniforms (refer to "Clinical Dress Code" below). You will be emailed details on how to acquire these.

Clinical Attendance

- **Mandatory Clinical Hours**: All clinical hours are mandatory. Any missed clinical hours, including excused absences, must be made up.
- **Reporting Absences**:

- It is the student's responsibility to notify the clinical faculty promptly via email in the event of an absence or illness.
- The student must also call the nurse in charge of the assigned clinical unit at least one hour (or earlier if possible) before the scheduled clinical day. If reporting an absence due to illness, the student should provide the following information to the nurse in charge:
  - Student's name
  - Class (e.g., junior or senior)
  - Scheduled clinical time
  - Name of clinical instructor to whom the message should be delivered
  - Nature of illness
  - Anticipated duration of the illness

Excused Absences:
- Excused clinical absences (e.g., hospitalization, clinic visits, or death in the family) require permission from the instructor and appropriate documentation.
- Documentation may include a medical report from any hospital affiliated with Nursing Department (for students residing in Tripoli), or proof of the death of an immediate family member (e.g., parent, sibling, spouse, child, grandparent, aunt, uncle, or first cousin).
- If the absence is excused, the instructor may allow the student to make up the missed clinical hours. Excused absences do not affect the clinical course final grade.

Unexcused Absences:
- An unexcused clinical absence refers to missing a scheduled clinical activity without prior permission from the instructor. Examples include:
  - Not attending clinical without notice
  - Taking personal vacations
  - Taking a day off for studying
  - Reporting sick without submitting a valid medical report
  - Death of a family member without appropriate documentation
- Unexcused absences must be made up, but the School of Nursing does not provide transportation to clinical sites.
- Consequences for unexcused absences:
  - One unexcused absence will lower the final course grade by one step (e.g., B becomes B-).
  - Two unexcused absences will result in failure of the clinical course.

Assessment in Nursing (NUR) Courses

Missed Examinations:

If a student misses an examination, they must notify the course coordinator within 24 hours and provide a valid excuse. A written request to reschedule the exam must be submitted to the course coordinator within 72 hours (3 days) of the missed exam. Valid excuses include medical illness confirmed by a physician or hospitalization, or the 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 follow the Student Code of Conduct during all examinations.

- If a student is caught cheating during an exam, they will receive a "0" on the exam and a written warning from the course coordinator. The "0" will be included in the course grade and cannot be removed. If a student is caught cheating a second time, whether in the same course or a different one, they will receive an "F" for the course and an official warning from the Dean.
- Talking during the exam, using cell phones, smartwatches, smart pens, or other electronic devices/ AI driven devises, and leaving the classroom unattended will result in a "0" grade for the exam.

Course Evaluations:

To enhance the effectiveness of the educational process, all students are required to submit course evaluations by the last day of classes. Failure to complete course evaluations by the deadline will result in the following:

1. Students will not be able to access their course grades via SIS until two weeks after the final exams period.

2. Students will not be able to request transcripts. The anonymity of the evaluation process will be maintained at all times.

Grading Criteria

Grading Scale: The grading scale for nursing courses follows the standard scale of A, B, C, D, and F, with corresponding grade point values.

Clinical Performance: Clinical performance is evaluated based on established criteria, including professionalism, communication skills, clinical judgment, and technical proficiency.

Grade Requirements: A minimum grade of C is required in all nursing courses to progress in the program. Students must maintain a cumulative grade point average (GPA) of 2.2/4.0 to remain in good academic standing.

Academic Integrity

Plagiarism and Cheating: Academic dishonesty, including plagiarism, cheating, and unauthorized collaboration, is strictly prohibited. Violations of academic integrity will result in disciplinary action, which may include failure of the assignment, course, or dismissal from the program.

Citation and Referencing: Students are expected to properly cite sources and reference materials used in academic assignments following the international guidelines.

Clinical Requirements

Health Clearance: Prior to participating in clinical rotations, students must provide documentation of up-to-date immunizations, health screenings, and required vaccinations as outlined by the nursing department and clinical affiliates.

Background Checks and Drug Screening: Students may be required to undergo criminal background checks and drug screening prior to clinical placement. A positive result may result in ineligibility for clinical practice and dismissal from the program.

Progression Requirements

Course Progression: Students must successfully complete all prerequisite courses before progressing to advanced nursing courses. Failure to meet prerequisite requirements may delay progression in the program.

Clinical Competency: Students must demonstrate clinical competency as determined by faculty evaluations and clinical assessments to progress in the program.

Clinical Rotation Guidelines for Nursing Program

Clinical Site Selection

We ensure that clinical rotations are conducted in a variety of healthcare settings, including hospitals, clinics, long-term care facilities, community health centers, and specialty units. This includes adequate supervision, appropriate patient populations, and opportunities for student learning.

Clinical Rotation Schedule

We develop a structured rotation schedule that provides students with exposure to different specialties and patient populations over the course of the program. We plan clinical rotations to align with the nursing curriculum, allowing students to apply theoretical knowledge and skills in real-world clinical practice.

Clinical Preceptorship

We assign experienced and qualified preceptors to supervise students during clinical rotations. Our preceptors possess expertise in the specialty area and demonstrate a commitment to student learning and professional development. We also assist preceptors with training and support to enhance their mentoring skills, facilitate student learning, and ensure consistency in clinical supervision.

Clinical Learning Objectives

We define clear and measurable learning objectives for each clinical rotation, outlining the knowledge, skills, and competencies students are expected to achieve. We ensure that clinical learning objectives align with the overall goals and objectives of the nursing program and relevant course content as clearly mentioned in the preceptor manual.

Clinical Evaluation and Feedback

We implement both formative and summative evaluation methods to assess student performance during clinical rotations. Provide ongoing feedback to students to support their learning and professional growth. We have developed standardized clinical evaluation tools to assess student competencies and track progress throughout the clinical rotation.

Patient Safety and Quality Care

We emphasize the importance of patient safety and adherence to quality care standards in all clinical settings. Encourage students to participate in patient safety initiatives and quality improvement projects. We also promote collaboration and communication among healthcare team members to ensure coordinated and effective patient care delivery.

Regulatory Compliance

We ensure that students meet all licensing and credentialing requirements necessary to participate in clinical rotations, including background checks, immunizations, and CPR

certification. We also educate students on the importance of patient confidentiality and regulations during clinical practice.

Internship Opportunities

Collaboration with Healthcare Facilities:

We have established partnerships with healthcare facilities, including hospitals, clinics, long-term care facilities, and community health centers, to offer internship opportunities for nursing students. We have designated a faculty member or internship coordinator to oversee the internship program, including placement, supervision, and evaluation of students.

Diverse Settings:

We offer internship placements in diverse healthcare settings to provide students with exposure to different specialties, patient populations, and healthcare environments. We consider students' career goals, interests, and learning needs when assigning internship placements to ensure a meaningful and relevant experience.

Structured Internship Schedule:

We develop a structured internship schedule that aligns with the nursing curriculum and allows students to integrate classroom learning with practical experience. We determine the duration of internships based on program requirements and industry standards, typically ranging from a few weeks to a semester-long experience.

Clear Objectives:

We define clear and measurable learning objectives for each internship placement, outlining the knowledge, skills, and competencies students are expected to develop. We ensure that internship learning objectives align with the overall goals and objectives of the nursing program and relevant course content.

Qualified Preceptors:

We assign experienced and qualified preceptors to supervise and mentor students during internships. Preceptors should provide guidance, feedback, and support to facilitate student learning and professional development. We encourage students to take advantage of networking opportunities, professional development events, and continuing education opportunities offered during their internships.

Formative and Summative Evaluation:

We implement both formative and summative evaluation methods to assess student performance during internships. Provide regular feedback to students to support their learning and growth. We encourage students to reflect on their internship experiences, identify areas for improvement, and set goals for future professional development.

Licensing and Credentialing:

We ensure that students meet all licensing and credentialing requirements necessary to participate in internships, including background checks, immunizations, and CPR certification.

Student Resources

Providing adequate student resources is crucial for the success and well-being of nursing students.

Registration and Fees

Admission Requirements

All new applicants need to submit the following documents:

1- a completed SIS application form after paying the fees,
2- two recent passport size photos,
3- a copy of the identity card or passport,
4- a certified copy of the Lebanese Baccalaureate or its equivalent,
5- Entrance Exams:
       a- proof of English proficiency (TOEFL, IELTS, SAT) or CITYU English Entrance Exam

Students are responsible for being acquainted with the University Rules & Regulations pertaining to registration and complying with them in the interest of facilitating the registration procedure.

Applicants who fail - for a valid and acceptable reason - to submit all documents required for admission could be granted a probationary admission for only one semester. During this period, they should provide the Registrar Office with the missing documents; otherwise, they will lose their status as enrolled students.

Registration Guidelines

The bachelor of Nursing degree is a four-year program covering 120 credits. The Guidelines are set in place so students can follow a structured process to ensure that students fulfill curriculum requirements, progress efficiently towards graduation, and maintain academic standards. The outline of registration guideline is shown below:

- **Academic Advising**: Nursing students are typically required to meet with their academic advisors before each registration period. During these advising sessions, advisors help students plan their course schedules, review degree requirements, and address any academic concerns or questions. *It is recommended to download the plan of study sheet that belongs to your major, this sheet details the courses according to either fall or spring semesters. You will notice that the courses in these sheets are listed with either prerequisites or co-requisites. Prerequisite (Requirement) of a course means that you are not qualified to take the designated course without passing firstly its requirement.*

- **Course Selection**: Students select courses based on their degree requirements, academic interests, and availability. Nursing programs usually have a prescribed curriculum that

includes core courses in mathematics, sciences, Nursing fundamentals, and specialized courses in Nursing disciplines. *It is recommended to try to register block by block, that is, the Fall Semester block contain all the courses that you should register in the Fall semesters according to the year that you are in. You should have no conflicts among the courses in one block*.

- **Prerequisites and Co-requisites:** Students must ensure they meet any prerequisites or co-requisites for the courses they plan to take. Prerequisites are courses that must be completed before taking a higher-level course, while co-requisites are courses that must be taken concurrently. *It is very important to understand that missing a course, for example, from the fall block may cause a delay in your graduation. Also, the course you may miss could be a prerequisite for a course offered either in the following spring or in the fall of the following year.*

- **Degree Audit**: Before registration, students may run a degree audit or consult with their academic advisor to ensure they are on track to meet all degree requirements. This involves verifying completed courses, in-progress courses, and remaining requirements.

- **Registration Period**: Registration typically occurs during designated periods before each academic term. Students are assigned specific registration dates based on factors such as class standing or academic performance. During this period, students use their university's online registration system to enroll in courses.

- **Course Availability**: Nursing programs often have high-demand courses with limited seats. Students are advised to have alternative course options in case their preferred courses are full.

- **Waitlisting**: If a desired course is full, students may have the option to join a waitlist. If a seat becomes available, students on the waitlist are notified and given the opportunity to register for the course.

- **Class Schedule**: Once registered, students receive a class schedule indicating the courses they are enrolled in, along with their meeting times, locations, and instructors.

- **Continuous Monitoring**: Throughout the term, students are encouraged to monitor their academic progress, attend classes regularly, and seek assistance if needed from professors, academic advisors, or tutoring services.

Academic Support Services

- Tutoring Center: Access to peer tutoring services for assistance with coursework, exam preparation, and study strategies.
- Writing Center: Guidance on academic writing, including paper structure, citation styles, and grammar.
- Study Groups: Opportunities to join study groups for collaborative learning and peer support.

Counseling and Wellness Services

- Counseling Services: Confidential counseling and mental health support for students experiencing stress, anxiety, or other personal challenges.
- Wellness Programs: Workshops, seminars, and resources promoting physical and mental well-being, stress management, and work-life balance.
- Health Promotion Activities: Opportunities to participate in health promotion activities and initiatives aimed at fostering a healthy campus community.

Health Services

- Student Health Center: Access to basic healthcare services, including primary care, immunizations, screenings, and referrals to specialists.
- Health Education: Information and resources on health-related topics, preventive care, and managing chronic conditions.

Library and Learning Resources

- Library Services: Access to a comprehensive collection of nursing and healthcare-related books, journals, databases, and online resources.
- Online Learning Platforms: Integration of online learning platforms and resources to supplement classroom instruction and facilitate self-directed learning.
- Research Support: Assistance with literature reviews, research methodology, and accessing scholarly resources for academic projects and assignments.

Professional Development

- Career Services: Guidance on career exploration, resume writing, job search strategies, and interview preparation.
- Networking Opportunities: Events, conferences, and networking sessions to connect students with nursing professionals, alumni, and potential employers.
- Professional Organizations: Information and support for joining professional nursing organizations and associations for career development and networking.

Financial Aid and Scholarships

- Financial Aid Office: Information and assistance with applying for financial aid, scholarships, grants, and other forms of financial assistance.
- Scholarship Opportunities: Access to nursing-specific scholarships and financial support programs to help offset the cost of education.

Probation

A full-time or part-time student is placed on academic probation if the overall GPA is less than 2 out of 4.0 at the end of the 2nd regular semester; if the semester average is less than 2.1 at the end of the 3rd or 4th regular semester; or if the semester average is less than 2.2 in any subsequent semester, excluding the summer term. **For evaluation purposes, the minimum number of credits at the end of the 2nd regular semester should be 24 cr. and 12 cr. in each subsequent semester for full-time students, and 18cr and 9 credits in each subsequent semester for part-time students.** Credits taken during a summer term are counted towards the semester average of the next regular semester. If the number of credits taken in any one regular semester is less than 12 cr. for approved reasons, credits taken during that semester are counted towards the semester average of the next regular semester. Credits for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

Accordingly, the probation rules are applied as follows:

- The student is considered expelled from department if the student had been on probation for four consecutive semesters; summer is not counted. The Total GPA should be cumulative and hence the number of probations is based on cumulative GPA not on semester GPA.

- The student will be expelled from the Public Health Faculty and asked to join another Faculty at City University, if the GPA correction is met and the student did not pass the required number of credits since he/she joined. That is an average of 11 credits per semester since the student joined City University.

- The student is allowed to petition the expel notice if he has a steady record of an increasing GPA over two semesters. Fluctuating semester-GPA will not be considered under any circumstances. This rule will be applied only for students whose total GPA is 1.8 or higher.

- After issuance of grades each semester, students who do not meet the aforementioned criteria will be automatically blocked by the registrar's office.

- A student on probation will not be permitted to register for more than 16 credits if s/he is on academic probation, and no more than 13 credits if s/he is on a second academic probation or higher. A student on probation will not be permitted to register for more than 7 credits during a summer term.

- If students' §GPA falls under 2.0 at the end of a given semester, an academic warning will be issued and they will be put on academic probation. This will result in reducing their credit hours for registration to a maximum of 12. During probation, students have to improve their GPA to above 2.0. If they fail to do so, they will be subject to further

credit hours' reduction to reach a maximum of 9 credit hours upon registration. Should a GPA remain below 2.0 after the second probation, students will be subject to study suspension, dismissal, or advised to change major.

Probation is removed when the student attains a semester average of 2.1 or more in the 3rd or 4th regular semester, or a semester average of 2.2 or more in any subsequent regular semester. Probation should be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes his or her graduation requirements.

Study Suspension or Dismissal

CITYU students have the right to suspend their study for two consecutive or none consecutive semesters. Should study suspension exceed two semesters, students should refer to the CITYU Administration which reserves the right to readmit them or deny their admission in the light of the reasons behind suspension.

A student will be dismissed from the faculty for any of the following reasons:

- If the student's overall average is less than 1 at the end of the second regular semester (After 24 credits).

- If the student fails to clear academic probation within two regular semesters, excluding the summer term, after being put on probation.

- If the student is placed on academic probation for a total of four regular semesters, including the grace period.

- If the student is deemed "unable" by the faculty to continue for professional or ethical reasons.

A student will normally be considered for readmission only if, after spending a year at another recognized institution of higher education, the student is able to present a satisfactory record and recommendation. Exceptions may be made for students who left the University for personal or health reasons. Transfer credit will be considered after departmental evaluation of a student's course work.

Withdrawal from University

Students who wish to leave the university before the end of a semester must apply for withdrawal at the Registrar's Office.

Students who do not attend classes, without officially withdrawing from the course will be assigned a failing grade "F" for such a course. Students are liable for payment of fees in full for all registered courses.

Repeating Courses:

Students who fails a required course with a grade less than 70% must repeat the course at the earliest opportunity. When a course is repeated, the highest grade is considered in the

calculation of the cumulative average. All course grades will remain a part of a student's permanent record. Students may repeat any course to improve his/her grade average. However, a student is not allowed to repeat a course more than three times, including withdrawals, which leads to blocking of the student file at the registrar's office with a notification to the school to re-evaluate the student's profile for Engineering. Students enrolled in repeated courses will not be eligible to be placed on the dean's honor list at the end of the semester in which the repeated course is taken. Students who fail a course for three consecutive times are allowed to submit a request to CITYU Administration to cross-register it in any other accredited university. A "W" grade does not count towards one of the three attempts.

Clinical Practice Guidelines

Dress Code and Professional Appearance

We have guidelines for appropriate attire, including uniforms, shoes, and accessories, to promote a professional appearance and ensure compliance with healthcare facility policies. We emphasize the importance of personal hygiene, grooming, and adherence to infection control practices to prevent the spread of illness and maintain patient safety.

Professional Conduct and Ethics

We educate students on the Lebanese Order of Nurses Code of Ethics and professional standards of conduct, including principles of autonomy, beneficence, nonmaleficence, and justice. We train on appropriate professional boundaries and expectations for student interactions with patients, families, colleagues, and healthcare team members.

Patient Confidentiality and Privacy

We train students on the regulations regarding patient confidentiality and privacy rights. We require students to sign confidentiality agreements and adhere to institutional policies regarding the protection of patient information.

Safety Protocols and Infection Control

We implement safety protocols to minimize the risk of injury and promote a safe environment for patients, staff, and students. We educate students on standard precautions, hand hygiene, personal protective equipment (PPE), and transmission-based precautions to prevent the spread of infection in healthcare settings.

Medication Administration

We provide training on medication administration techniques, dosage calculations, medication reconciliation, and documentation practices to ensure safe and accurate medication administration. We train on procedures for reporting and addressing medication errors, adverse drug reactions, and near misses to promote continuous quality improvement and patient safety.

Patient Assessment and Documentation

We teach students comprehensive physical, psychosocial, and cultural assessments to gather relevant data for nursing diagnosis, care planning, and evaluation. We strongly emphasize the importance of accurate and timely documentation in patient records, including electronic health records (EHRs), to maintain continuity of care and legal compliance.

Interdisciplinary Collaboration

We foster effective communication and collaboration among interdisciplinary healthcare team members to promote coordinated and patient-centered care. We define the roles and responsibilities of nurses and other healthcare professionals in the delivery of healthcare services and patient advocacy.

Professional Development and Lifelong Learning

We encourage students to engage in continuing education, professional development activities, and lifelong learning to stay current with advances in nursing practice and technology. We provide guidance and support for students pursuing specialty certifications and licensure exams to enhance their career opportunities and professional competence.

Code of Ethics

Nursing Codes of Ethics are the professional guidelines and principles that provide a framework for ethical nursing practice. These codes help nurses navigate complex ethical dilemmas and ensure the highest standards of care, safety, and ethical conduct. Below are code of ethics elements used at CU:

1. **Patient-centered Care**: The fundamental principle of nursing is to prioritize the well-being and best interests of the patient.
2. **Compassion and Respect**: Nurses are expected to treat all patients with compassion, dignity and respect, regardless of their background or circumstances.
3. **Advocacy**: Nurses are expected to demonstrate honesty, integrity and transparency in all their professional interactions.
4. **Accountability**: Nurses are accountable for their actions and decisions, and they take responsibility for the quality of care they provide.
5. **Confidentiality**: Nurses must protect the privacy and confidentiality of patient information.
6. **Autonomy**: Patients have the right to make decisions about their care and treatment, and nurses support and respect their choices.
7. **Beneficence**: Nurses are committed to promoting the well-being of patients and providing care that is in their best interests.
8. **Non-Maleficence**: Nurses must do no hard, avoiding actions that could cause harm to patients.
9. **Justice**: Nurses promote fairness and equality in the allocation of healthcare resources and the delivery of care.
10. **Informed Consent**: Nurses ensure that patients have the information they need to make informed decisions about their care, including the risks and benefits of treatment.
11. **Ethical Decision-Making**: Nurse use ethical frameworks and principles to navigate complex ethical dilemmas and make morally sound decisions.
12. **Professional Competence**: Nurses are expected to maintain and continually improve their clinical and professional competence.
13. **Cultural Competence**: Nurses respect and value the diversity of cultures, beliefs, and practices of patients.
14. **Research Ethics:** Nurses involved in research uphold ethical standards for research involving human subjects and ensure patient safety and welfare.

15. **Collaborative Practice**: nurses work collaboratively with other healthcare professionals and respect their expertise and contributions.
16. **Whistleblowing**: Nurses have a duty to report unethical or unsafe practices that may comprise patient safety or the integrity of the profession.

Student Responsibilities and Expectations

Academic Responsibilities

- Attend Classes: Attend all scheduled lectures, labs, and clinical rotations promptly and consistently.
- Active Participation: Actively engage in classroom discussions, group activities, and hands-on learning experiences.
- Preparation: Come prepared for class with required textbooks, materials, and completed assignments.

Clinical Responsibilities

- Professional Behavior: Demonstrate professional conduct, ethical behavior, and respect for patients, families, colleagues, and healthcare team members during clinical rotations.
- Clinical Preparedness: Review patient assignments, care plans, and relevant clinical information prior to each clinical rotation.
- Safety Practices: Adhere to safety protocols, infection control measures, and facility policies to ensure patient and personal safety in clinical settings.

Communication and Collaboration

- Effective Communication: Communicate effectively and professionally with patients, families, colleagues, and members of the healthcare team.
- Interdisciplinary Collaboration: Collaborate with interdisciplinary healthcare team members to coordinate patient care and advocate for patient needs.
- Conflict Resolution: Address conflicts and disagreements in a constructive and respectful manner, seeking guidance from faculty or preceptors as needed.

Clinical Documentation

- Accurate Documentation: Document patient assessments, interventions, and outcomes accurately and promptly in accordance with facility policies and legal standards.

Professional Development

- Self-Reflection: Reflect on clinical experiences, identify areas for improvement, and set goals for professional growth and development.
- Continuing Education: Engage in continuing education activities, professional development opportunities, and lifelong learning to stay current with best practices and emerging trends in nursing.

Ethical Conduct and Integrity

- Code of Ethics: Uphold the principles of the Lebanese Order of Nurses and the American Nurses Association (ANA) Code of Ethics and professional standards of conduct in all academic and clinical activities.
- Academic Integrity: Maintain academic honesty and integrity, avoiding plagiarism, cheating, and other forms of academic dishonesty.

Professionalism and Respect

- Professional Demeanor: Present oneself professionally through attire, demeanor, and communication, reflecting the values of the nursing profession.

- Cultural Competence: Demonstrate cultural competence and sensitivity in interactions with patients from diverse backgrounds, respecting their beliefs, values, and preferences.

Compliance with Policies and Regulations

- Program Policies: Familiarize oneself with and adhere to all program policies, procedures, and requirements outlined in the student handbook and course syllabi.
- Regulatory Compliance: Comply with all regulatory requirements, including licensure, certification, immunizations, and background checks necessary for participation in clinical practice.

Grievance Procedures

The grievance procedure for the nursing program's academic issues typically involves a structured process for students to address concerns or complaints about their academic experiences. Here's the outline of how the procedure is structured:

- **Informal Resolution**: We encourage students to resolve issues informally whenever possible. This might involve talking directly with the faculty member involved, seeking guidance from academic advisors, or discussing concerns with department heads or program coordinators.
- **Formal Grievance Procedure Initiation**: If the issue cannot be resolved informally, students would be informed about the formal grievance procedure. This typically involves submitting a written complaint outlining the nature of the grievance and providing any supporting documentation.
- **Review by Academic Department or Program**: The written complaint is usually submitted to the Nursing Department. A designated committee will review the complaint and investigate the matter further if necessary.
- **Meeting or Hearing**: Depending on the severity and complexity of the grievance, a meeting or hearing may be scheduled where the student can present their case and provide any additional evidence or testimony. The faculty member or members involved may also be given an opportunity to respond.
- **Decision and Resolution**: After reviewing all relevant information, the department or program will make a decision regarding the grievance. This decision will be communicated to the student in writing, along with any actions that will be taken to address the grievance, such as changes to grades, adjustments to academic policies, or recommendations for further action.
- **Appeal Process**: Students will be informed of their right to appeal the decision if they are dissatisfied with the outcome of the grievance process. The appeal process typically involves submitting a written request for reconsideration and providing any additional evidence or arguments to support their case. The appeal will be reviewed by a higher authority within the institution, such as the dean of the nursing school or an academic appeals committee.
- **Final Decision**: Once the appeal process is complete, a final decision will be made, and the outcome will be communicated to the student in writing.