

The cover features a complex background of overlapping shapes and textures. In the top left, there's a circular inset showing a building with a large arched window. To its right is a large green fan-like shape with radiating lines. Below these are a grey stone-like pattern and a red textured area. The bottom half of the cover is a light green area with a white vertical stripe and several grey silhouettes of people in dynamic, athletic poses. The text is centered over these elements.

Christine E. Lynn
College of Nursing

Undergraduate
Student Handbook
2010-2011

www.fau.edu/nursing

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NOTE: The most current program information can be found on the Christine E. Lynn College of Nursing website at www.fau.edu/nursing. Information contained in this handbook may not be current and individuals are advised to check the College of Nursing website for the most recent updates on all policies, programs and procedures. Florida Atlantic University policies and procedures are printed in the Florida Atlantic University Catalog in the section titled Academic Policies and Regulations and can be found at the FAU website at www.fau.edu.

College of Nursing Information

Mission Statement

The Christine E. Lynn College of Nursing, as an integral part of Florida Atlantic University, is committed to the pursuit of higher education grounded in the arts, sciences, and humanities. The College faculty supports the University mission of education, scholarship, and service. Faculty members are dedicated to:

1. Offering innovative approaches to nursing education within a caring philosophy.
2. Knowing self, students and colleagues as caring persons.
3. Creating a context for learning which respects, nurtures, and celebrates the interconnectedness of person and environment.
4. Preparing nurses to deliver exemplary health care within a multicultural society through scholarly activities and research that advance knowledge of the discipline.
5. Preparing nurses to respond to the health care needs of individuals, families, and communities in urban and rural underserved areas.
6. Preparing nurses to critically analyze and creatively respond to emerging challenges in health care.
7. Advancing the understanding of caring as unique in nursing.
8. Building transdisciplinary, international, and global linkages to enhance and humanize health care.

Statement of Philosophy

Nursing is a discipline of knowledge and a field of professional practice grounded in caring. Scholarship and practice in nursing require creative integration of multiple ways of knowing. Nursing makes a unique contribution because of its special focus: nurturing the wholeness of persons and environment through caring. Caring in nursing is a mutual human process in which the nurse artistically responds with authentic presence to calls from clients. The experience of nursing takes place in nursing situations: lived experiences in which the caring between the nurse and client fosters well-being within a co-creative experience. Nurses participate with members of other disciplines to advance human understanding to enhance personal and societal living within a global environment.

Person is viewed as a unique individual dynamically interconnected with others and the environment in caring relationships. The nature of being human is to be caring. Humans choose values, culturally derived, that give meaning to living and enhance well-being. Well-being is creating and living the meaning of life. The well-being and

wholeness of persons, families, groups, communities, and societies are nurtured through caring relationships.

Beliefs about learning and environments that foster learning are derived from an understanding of person, the nature of nursing and nursing knowledge and the mission of the knowledge within a context of value and meaning. A supportive environment for learning is a caring environment. A caring environment is one in which all aspects of the human person are respected, nurtured, and celebrated. The learning environment emphasizes collegial relationships with faculty and students. The above fundamental beliefs concerning person, nursing, and learning express the College's values and guide the endeavors of its faculty.

Organizing Framework for Curricula

The unique focus of nursing at the Christine E. Lynn College of Nursing is nurturing the wholeness of persons through caring. Caring is the basis for examination and further development of the discipline of nursing. Caring in nursing is a mutual human process in which the nurse artistically responds with authentic presence to calls from clients. The caring person demonstrates compassion, commitment, consciences, competence, and confidence.

Nursing situations have simultaneous commonalities and uniqueness. In each nursing situation, there is a call from the client and a response from the nurse. The call arises from the person; the nurse is able to enter the world of the other and respond appropriately to the call to nurture wholeness through caring. Nursing is studied in each course through the examination of nursing situations and case studies.

Multiple ways of knowing (personal, empirical, ethical, and aesthetic) providing an organizing framework for asking epistemological questions in nursing. In order to experience knowing the whole of nursing situation with caring at the center, each of these patterns comes into play.

Central themes of nursing are explored in all courses of the discipline: images of nurse and nursing, nursing as a discipline of knowledge, nursing as profession, wholeness of person connected with others and the environment through caring, and the practice of nursing that demonstrates an understanding of nurturing the wholeness of others through caring. These five themes are introduced in the undergraduate program and expanded in the graduate program. All courses that focus on the practice of nursing have these themes as objectives; sub objectives then address the unique aims of each individual course.

All undergraduate nursing practice courses build on the introductory course, which introduces the five themes to study nursing as a discipline and a profession. Then follows the course on general nursing situations in which students study the meaning of caring as related to self and others in the context of nursing situations involving healthy persons across the life span. In successive practice courses, students study the art of caring in nursing situations involving individuals, families, groups, and communities in a variety of settings including long-term and acute care. In the culminating course, Introduction to Professional Nursing Practice, students study nursing situations within organizational structures as caring environments that influence clients, self, colleagues, and the organization.

Undergraduate Studies Information

Introduction

The faculty and staff of the Christine E. Lynn College of Nursing at Florida Atlantic University welcome you to our innovative Undergraduate programs in nursing. We are committed to both the study and practice of caring and we hope that you will experience that as you become engaged within our college and you partake in your curriculum. The Undergraduate Studies office staff is available to assist you at each stage of your studies, from orientation to course work, and through to graduation.

Your advisor is key to helping you plan your courses and staying on top of class registration and helping you keep track of any requirement(s) needed for successful completion of the program. Make appointments to see him/her often. A section of this book will allow you to enter your advisor's name, phone and email address for easy reference.

The real strength of any undergraduate program is its faculty. You will meet many in your coursework, where some faculty may teach primarily in the undergraduate program or teach additionally in graduate level programs and we will help you to come to know them and their research. Feel free to contact any of the faculty directly and make an appointment to talk about your work, interests, and/or nursing career goals. You can see the recent publications of faculty listed in the faculty section of the college website and posted near the office of associate dean for research and scholarship on the third floor.

The Undergraduate Program office always welcomes you to assist in your undergraduate studies, however, so that you can get the most time and effective answers to your questions and concerns we highly recommend that you make an appointment with your advisor. Please feel free to call or email, as you need, in addition to making an appointment. This handbook is available online for reference and should answer many of your questions as you begin your undergraduate study.

Program Addresses

**FAU Boca Raton
Campus**
777 Glades Road
Boca Raton, FL 33431
(561) 297-6261

**FAU Broward
Campus/Davie**
Liberal Arts Building located
at BCC Central
3200 College Avenue, LA
226
Fort Lauderdale, FL 33314
(954) 263-1276

**FAU Treasure Cost
Campus/Port St. Lucie**
500 N.W. University
Blvd.
Port Saint Lucie, FL
34986
(772) 873-3381

Undergraduate Program Objectives

The purpose of the Undergraduate Program is to advance the study, understanding, and professional practice of the discipline of nursing.

The overall goal of the undergraduate curriculum is to prepare nurses whose practice nurtures the wholeness of persons through caring in nursing situations in a variety of settings.

The outcome objectives of the Undergraduate Program are that the graduate of the program will be able to:

- ❖ Be a generalist in nursing practice.
- ❖ Use personal, empirical, ethical, aesthetic, and other ways of knowing in responding critically and reflectively to calls within nursing situations.
- ❖ Demonstrate an understanding of the complexity of caring through social-cultural responsibility and accountability as a member of the nursing profession.
- ❖ Create caring-healing environments through personal and professional leadership.
- ❖ Use systematic inquiry to make decisions about nursing practice, evaluate outcomes, and contribute to nursing knowledge.
- ❖ Collaborate with persons, families, groups, and colleagues in nursing and other disciplines to promote the well being of the global community.
- ❖ Be prepared for the pursuit of advanced study and life-long learning in nursing.
- ❖ **Please refer to the College of Nursing website, <http://nursing.fau.edu>, for the most current plans of study for each program and track. Specific program information can be found under the CURRENT STUDENTS tab under the heading “Academic Programs,” <http://nursing.fau.edu/index.php?main=2&nav=294>.**

Getting Started

Parking Decal

Each year you need to get a parking decal from Traffic and Parking department. You have already paid for this decal when you registered. To get your parking decal, logon to your parking and transportation account through MyFAU.

If you prefer to obtain your decal in person:

1. When on campus go to Traffic and Parking
2. The office hours are Monday through Thursday 7:00AM – 5:00PM and Friday 8:00AM - 5:00PM.
3. Fill out paperwork
4. Put sticker on rear drivers' side window.

Note: You can only get a student decal on line the first month of each semester; after that time period, you must go to Traffic and Parking office to obtain your decal. For more information, call 561-297-2771.

Frequently Asked Questions

Q: My classes are on the weekend, do I have to get a decal?

A: Yes, the traffic and parking enforcement will write you a ticket if you do not have one in your vehicle.

Owl Card

Every student must get an Owl Card. You may need your OWL card to obtain entrance to the College or Nursing for weekend classes.

The Owl Card is your:

1. Library Card
2. Meal Plan Card
3. Discount Card
4. Copy Card
5. Debit Card (if you have Bank Atlantic)
6. Identification Card

Frequently Asked Questions

Q: Is there a fee for this card?

A: Yes, it is included in the cost of your first semester's tuition.

Q: There is not an expiration date, when does it expire?

A: Your card is good for 5 years from the date of issue.

Q: I lost my card, can I get another one?

A: Yes, there is a \$10 replacement card fee.

Q: How do I put money on my card for copies?

A: There are Cash to Card machines located through out campus.

Q: How can I use my card as a debit card?

A: You must first open a Bank Atlantic Checking account (it's free) then take your card to the bank, and they will code it for debit use.

Q: What identification do I need to obtain an Owl Card?

A: You will need an official, government issued, picture ID (Driver's License, Passport, Military ID), a current tuition payment receipt, or proof of financial aid (scholarship or loan award letter).

FAU Student E-Mail

As FAU increasingly uses e-mail to correspond with its students, it becomes more important to have accurate and reliable e-mail addresses for them. **When contacting students via e-mail, the University will use only the student's FAU e-mail address.** This will ensure that e-mail messages from FAU administration and faculty can be sent to all students via a valid address. E-mail accounts are provided automatically for all students from the point of application to the University. The account will be disabled one semester post-graduation or after three consecutive semesters not registered for a course.

To find out what your username is, also known as FAUNetID, from FAU's homepage, go to the CURRENT STUDENTS tab and then click on "MyFAU login." Then select "Lookup Username/FAU Net ID." This will take you to a secure site where you can enter your Social Security number and your PIN. Your PIN, unless you've changed it, is 2 zeros followed by the 2-digit day and 2-digit year of your birth (if your birthday were August 4, 1987 your PIN would be 000487). Once you've entered your SSN and PIN, the system provides you with your username. Your initial password will be the same as the PIN you had entered.

You cannot forward your FAU e-mail messages to another e-mail address for security purposes. You must use MyFAU to read messages. Accounts not used for 60 days are automatically disabled (not removed) for security purposes. If your account is disabled, contact the IRM Helpdesk at 7-3999 to re-activate your account.

The FAUNetID is used for various computing services offered by FAU: MyFAU (e-mail, calendar, announcements, etc.), Blackboard, computer lab access, file storage (also known as Active Directory/ANDI). For more information on these services, visit the FAUNetID/Accounts page and click on FAQ/Help. The MyFAU site also includes an interactive demo of MyFAU features.

Financial Support

Undergraduate Financial Aid Application Procedure

Specific requirements for the various financial aid programs are contained in the Florida Atlantic University Catalog, financial aid brochures, and information sheets which are provided to students with their award letters. The procedures for an applicant's applying for financial aid are in accordance with the guidelines set up by the federal government and details can be found at: <http://www.fau.edu/finaid>.

Additional scholarship information for the University is found on the following website: <http://www.fau.edu/admissions/scholarships-all.php>

Undergraduate Scholarship Information

The College of Nursing has a limited number of scholarships to be awarded annually. These awards are intended to be supplemental to more comprehensive forms of need-based financial aid. Therefore, it is necessary that a student applied for need-based financial aid through the University by filing the FAFSA forms (<http://www.fafsa.ed.gov/>).

The majority of these scholarships are awarded annually at the beginning of the fall semester. Announcements regarding scholarships are available online at the College of Nursing web site. For specific information on dates and application procedures, all students must visit the Christine E. Lynn College of Nursing website at www.fau.edu/nursing. The Financial Aid and Scholarship section is located under the "Future Students" tab. The College of Nursing content is considered the most current information on all issues and overrides any information that might be found in this section.

It is advisable for students to begin the search for financial aid and scholarships early in their career at Florida Atlantic University.

Undergraduate Financial Aid Policy

The Florida Atlantic University financial aid program is administered without regard to race, creed, color, sex, physical handicap, or national origin. Financial aid is awarded on the basis of greatest financial need with priority given to those students who apply by the priority deadline of April 1. Aid is awarded to students in the form of loans, grants, work-study positions, and scholarships. A majority of the funds are awarded on the basis of need.

University Resources

Library

<http://www.fau.edu/library/>

FAU Libraries' mission is to support the University's instructional, research, and service activities through provision of access to information and materials, assistance and instruction in their use, and preservation of collections for use by future generations of students and scholars.

The main library is the S.E. Wimberly Library on the Boca Raton campus. There are also collections and services at our branch and joint use facilities:

- University/College Library located on the Davie campus of Broward Community College
- John D. MacArthur Campus Library in Jupiter, the Treasure Coast Campus Library in Port St. Lucie
- Downtown Fort Lauderdale's Broward County Public Library for students at the FAU Tower.

The libraries have approximately 2.5 million items including books, periodicals, government documents, microforms, and audiovisual materials. We also subscribe to several hundred databases and thousands of electronic journals.

Like many other university libraries, the FAU Libraries are somewhat complex and intimidating at first glance; the electronic environment where many of our resources reside can make the new user anxious. To assist with research we offer a full range of services:

- reference help in person, by phone, email or instant messenger
- circulation help for accessing and borrowing materials
- interlibrary loan to locate items we do not own
- workshops and instructional sessions to develop research skills

The librarians and staff of FAU Libraries wish you much success in your academic career at Florida Atlantic University, and look forward to working with you.

Writing Center

<http://wise.fau.edu/UCEW/WC/>

The **University Center for Excellence in Writing** (UCEW) is devoted to the support and promotion of writing for all members of the FAU community—undergraduate and graduate students, staff, faculty, and visiting scholars. Our Center provides a range of free support services, including informed and sensitive readers who help writers become more reflective readers and more self-sufficient crafters of their written work. We will help at any point in the writing process (i.e. brainstorming, drafting, revision) with papers for courses, senior or master theses, dissertations, job applications, applications for graduate school, articles for publication, grant proposals, and other documents. In the future, we hope to provide a host of other services, including supporting computer-facilitated teaching and learning for writing classes, and hosting brown-bag discussions, workshops, and presentations by guest speakers for FAU and local communities. The UCEW will eventually serve as the clearinghouse on campus for research in literacy, pedagogy, and computer-facilitated writing across the curricula.

CONFERENCES

Conferences will vary according to the writing project. In some cases, writing consultants will help writers unpack difficult readings, understand assignments, or generate and clarify ideas. In other cases, they may help writers flesh out weak or biased arguments, understand documentation and citation practices, or follow task-appropriate format. Also,, conferences may help writers develop strategies for identifying patterns of error that can be tracked and proofread for conformity to American academic English. Consultants specializing in creative writing will also provide expert perspectives for creative projects.

We provide writing aid rather than an editing service. Consequently, consultants will write with, not for writers. This means that consultants may not get to all of a paper's issues, but writers will come away with a fresh perspective on their work and documents that are improved in one or more aspects.

We encourage all writers to take advantage of this free service to interact with other writers, gain perspective on their own work, and further develop strategies in reading and writing for all writing projects.

We welcome suggestions for improving our services.

FREQUENTLY ASKED QUESTIONS:

What services does the University Center for Excellence in Writing offer?

- Writing consultants help writers at any point of the writing process (i.e. brainstorming, drafting, revision) with a variety of documents: papers for courses, senior or master theses, dissertations, job applications, applications for graduate school, articles for publication, grant proposals, course syllabi, among other documents.
- Consultants help writers understand assignments, generate ideas, and flesh out weak or biased arguments.
- Consultants help writers identify and address patterns of error in sentence structure, mechanics, grammar, and documentation format, as well as share proven proofreading strategies.
- Consultants will provide consultations for creative writers and their writing projects.

Who may use the Center?

- Our services are available to all members of the FAU community: full- and part-time undergraduate and graduate students, staff, faculty, and visiting scholars.

Office of Multicultural Affairs Diversity Programs & Activities

<http://www.fau.edu/oma/index.php>

The **Office of Multicultural Affairs** is committed to extending the educational experience of Florida Atlantic University constituency with particular emphasis on the enhancement of knowledge and the acquisition of skills that will prove useful during and after matriculation, through the utilization of support services and retention

programs. Pre-collegiate preparatory programs are offered conducive to influencing positive attitudes toward postsecondary education.

SUPPORT SERVICES

The Office of Multicultural Affairs has support services geared to help students of different backgrounds and languages accomplish their undergraduate degree by offering such services as:

- Workshops for testing & studying skills
- Book Loan Service
- Peer Tutoring Service
- Community Outreach Involvement

For more information refer to: <http://www.fau.edu/oma/supportsvcs/>.

APPRECIATION CLUBS & ORGANIZATIONS

FAU students have access to a wide variety of clubs and organizations that are specifically designed to promote the importance of diversity as well as address the academic, social, professional, and living needs of underrepresented populations at the University.

To get involved with or find information on campus diversity clubs & Organizations, go to: <http://www.fau.edu/oma/divclubsorgs/>.

College of Nursing Resources

Use of the Casual Learning Area & Simulation Lab: NU 218

Guidelines

The Casual Learning Area at the Christine E. Lynn College of Nursing provides space, equipment, supplies, and instructor support to serve the learning needs of nursing students. The purpose of the lab is to provide a safe, nurturing and non-threatening environment where nursing students can come to practice technological and physical assessment skills. The Casual Learning Area has an extensive library of books, videos, and computer-based learning modules; seven open computers with internet and printing capability; and three assessment rooms which are all available for student use. Additionally, customized simulation experiences can be created to provide enhanced understanding of nursing concepts and skills. Students are expected to behave in a professional manner during nursing practice experiences.

The Casual Learning Area is located in NU 218 on the Boca Campus. Open learning hours are scheduled for each semester. Since we encourage students to come and use this space and its resources as much as possible, additional appointment times can always be scheduled with the Casual Learning Area Coordinator to meet specific learning needs.

General Guidelines

The guidelines listed below are designed to facilitate the use of the Casual Learning Area:

- A faculty member or teaching assistant must be present at all times when the Casual Learning Area is in use.
- Students may not remove any of the audiovisual materials, technological, or physical assessment equipment from the lab without the approval of the Coordinator of the Casual Learning Area.
- All materials used should be returned to their original location prior to leaving the area.
- All equipment and lights should be turned off upon leaving.
- The Casual Learning Area is a smoke-free environment (in accordance with the College of Nursing Building).

Referral and Use: General Information

Faculty commitment to students includes the referral to resources within both the college and the university. Within the college, the Casual Learning Area is available to students for review and practice of technological skills in preparation for nursing practice course requirements.

Possible uses of the Casual Learning Area include:

- Math practice
- Assessment of specific systems or general assessment skills
- Technological skills
- Competency development and practice
- Use of the extensive collection of resource materials, including books, videos, computer-based learning modules, task training manikins, and human patient simulators.
- A place to meet with other students for study groups

Referral

Faculty and instructors can refer students to the Casual Learning Area for additional practice and review of nursing skills and concepts. The faculty member will give the student a referral form as needed. The student will then contact the Casual Learning Area coordinator for an appointment. Students are to bring the referral form to their scheduled appointment, as it will be signed and sent back to the referring faculty member to [communicate learning progress?](#)

Availability

Open learning hours will be posted each semester on the College of Nursing website located under CASUAL LEARNING AREA under CURENT STUDENTS, <http://nursing.fau.edu/index.php?main=3&nav=409>. Additional times can always be scheduled with the Casual Learning Area Coordinator.

Additional Assistance for Students

The College has resources for tutoring and assistance available for at-risk students. Arrangements for these resources can be made by contacting the Assistant Dean for Undergraduate Programs.

CON Committees and Associations

Student Nurses' Association (SNA)

The goals of SNA are to promote on- and off-campus educational programs related to prevention and awareness of health issues, community service, and student health. All undergraduate students in the professional phase are eligible for membership in FAU's SNA chapter. Contact any SNA member for more information.

Students are strongly encouraged to join as this organization is the pre-professional organization for nurses and prepares students to become American Nurses Association (ANA) members upon graduation. <http://www.nursingworld.org/>

Student Participation on College of Nursing Committees

The College of Nursing Faculty Bylaws provide for student representation on the Standing Committees of the College. Students may choose to serve on each of the following committees for one academic year. Student representatives are responsible to communicate issues, solicit input, and represent colleagues at committee meetings.

- Committee on Programs
- Committee on Students
- Committee on Faculty
- Committee on Undergraduate Programs

Student representatives are invited to attend general Faculty meetings except during discussion on personnel matters.

Academic Honesty Policy

Beliefs about learning and environments that foster learning are derived from an understanding of person, the nature of nursing knowledge, and the mission of the University. Learning involves the creation of understanding through the integration of knowledge within a context of value and meaning. A supportive environment for learning is a caring environment. A caring environment is one in which all aspects of the human person are respected, nurtured and celebrated. The learning environment emphasizes collegial relationships with faculty and students.

One piece of academic honesty involves the written word. While not all written work is original, to avoid plagiarism, students must credit the author's work if their words are used in any papers. There are many websites that address what plagiarism is and what it is not. A sample of these may be seen at www.plagiarism.com.

The University policies regarding academic integrity are enforced in the Christine E. Lynn College of Nursing. **The honor code is found in the Florida Administrative Code, Section 6C5-4.001 and has been included in the following section of this handbook.** Adherence to the Honor Code for academic honesty is a professional competency and an expectation of all students. ANY act of dishonesty that violates the honor code and misrepresents your efforts or ability may be grounds for immediate failure of a course, or may result in dismissal from the College.

The software program "SafeAssign," may be utilized in nursing courses and by nursing instructors. SafeAssign is a plagiarism prevention service offered through Blackboard. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, SafeAssign also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content. You may either be asked to submit your written work for detection prior to handing it in at the scheduled time for a grade OR the faculty member may submit the paper on your behalf. For information about this program, go to <http://www.fau.edu/irm/blackboard/safeassign.php>.

The handbook informs students about the consequences of not following instructions as well as the consequences of plagiarizing. Specific consequences for each course are delineated in the syllabus. These consequences may range from a grade of zero on the assigned work, to failure of the course. Students should always read the entire syllabus to be aware of requirements, responsibilities, and consequences of failure to do as instructed.

Florida Atlantic University
Regulation 4.001: Honor Code, Academic Irregularities,
and Student's Academic Grievances

- (1) Academic irregularities frustrate the efforts of the faculty and serious students to meet University goals. Since faculty, students, and staff have a stake in these goals, the responsibility of all is to discourage academic irregularities by preventative measures and by insuring that appropriate action is taken when irregularities are discovered. Thus, FAU has an honor code requiring a faculty member, student, or staff member to notify an Instructor when there is reason to believe an academic irregularity is occurring in a course. The Instructor's duty is to pursue any reasonable allegation, taking action, as described below, where appropriate.
- (2) The following shall constitute academic irregularities:
 - (a) The use of notes, books, or assistance from or to other students while taking an examination, or working on other assignments unless specifically authorized by the Instructor are defined as "acts of cheating".
 - (b) The presentation of words or ideas from any other source as one's own – an act defined as plagiarism.
 - (c) Other activities that interfere with the educational mission within the classroom.
- (3) Initially, the Instructor will determine whether available facts and circumstances demonstrate that there is reason to believe that a student is involved in an academic irregularity.
 - (a) The Instructor will, in conference, apprise the student with the Instructor's perception of the facts. Early appraisal is desirable.
 - (b) If, after this conference, the Instructor continues to believe that the student was involved in an academic irregularity, the Instructor will mail or give the student a brief written statement of the charges and the penalty.
 - (c) A copy of this statement shall be sent to the Department Head, who will notify the Registrar that an electronic notation of the irregularity should be attached to the student's transcript. The notation will be part of the student's internal University record, but will not appear on the printed transcript. If the charges are dropped in the appeal process, or if there is no second offense during the student's stay at the University, the notation will be expunged from the record upon written request from the student following graduation from or two semesters of non-attendance at, the University.
 - (d) The student may appeal the Instructor's actions by requesting a departmental conference within ten (10) days of the incident. The conference, held as soon as possible, will be among the student, the Instructor, and the Head of the Department administering the course (in the College of Nursing, this would be the Associate Dean for Academic Programs). An advisor may attend to provide counsel to the student, but not to answer in place of the student. The Department Head's written statement of action taken pursuant to the conference will be delivered to the student and the Dean of the College administering the course.
- (4) When the Department Head (in the College of Nursing, this would be the Associate Dean for Academic Programs) notifies the Registrar of the irregularity (paragraph (3)(c), the Registrar will inform the Department Head as to whether the student is a repeat offender. If the student is a repeat offender, the Department Head

will recommend to the Dean a penalty suspension or expulsion. The Dean will make the decision as to the penalty and notify the student in writing.

(5) The student may appeal the actions of the departmental conference or the Dean, at a faculty-student council. This council will be established by each College and will be composed of the Dean, two faculty members, and two students. Requests for a hearing must be presented in writing within ten (10) days of the departmental conference. Records of appeals and minutes will be maintained by the Dean. These hearings are considered to be educational activities. The strict rules of evidence do not apply. Students may be assisted by attorneys, but may not abdicate the responsibility to respond to charges to their legal advisors.

(6) The student may appeal the faculty-student council's action to the Vice President of Academic Affairs by requesting a hearing within ten (10) days of the committee's decision. These appeals are limited to the following bases:

- (a) Failure to receive due process.
- (b) Arbitrary actions including lack of commensurateness of penalty to offense.
- (c) New pertinent information not available during earlier proceedings.

(7) Penalties will vary with the offenses.

(a) The Instructor's penalty, paragraph (3)(b) above, ranges from a grade of F on any work up to an F for course.

(b) Penalty grades cannot be removed by drop or forgiveness policy.

(c) Penalties assigned by the Dean, subsection (4) above, may include suspension or dismissal.

(d) Each College or Department may adopt a policy of penalties more severe than prescribed above. Such a policy must be widely distributed in the Colleges.

(8) The Vice-President for Academic Affairs may act on an appeal as follows:

- (a) Dismiss the appeal and uphold the action taken by the College.
- (b) Order a new hearing by a different student-faculty council.
- (c) Reduce the severity of the penalty administered.

(9) Student grievances arising from academic activities require a written request for conference with the Instructor. If unsatisfied, the student may request further discussion in a department conference similar to the one in paragraph (3)(d) above. Grades will not be changed except by the Instructor, and grievances involving the judgment and discretion of a faculty member in assigning grades shall not proceed under this rule beyond the conference with the Instructor. This is an application of the concept of academic freedom. The exception to this rule occurs if the student can demonstrate malice on the part of a faculty member. A grievance involving a charge of malice may be appealed to the student-faculty council, as above, and subsequently to the Vice President of Academic Affairs. In the event of a finding of malicious action, the University may take disciplinary action against the faculty member and, at the option of the student, remove the grade from the record and refund the student's fees for the courses. Students, whose accusations of malice are found to be frivolous by the Vice President of Student Affairs, are subject to disciplinary action.

Specific Authority 240.227(1), 240.261 FS. Law Implemented 120.53(1)(b), 240.202, 240.261 FS., 6C-6.0105, F.A.C. History—New 10-1-75, Amended 12-17-78, 3-28-84, Formerly 6C5-4.01, Amended 11-11-87. Formerly 6C5-4.001.

Policies and Regulations

Students with Disabilities

Florida Atlantic University encourages academically qualified students with disabilities to take advantage of its educational programs. Accepted applicants with a documented disability and enrolled students who believe they have a disability who, in each case, request accommodations, have the responsibility for documenting their disability and the need for accommodations. Such applicants and students must contact the FAU Office for Students with Disabilities (OSD) at (561) 297-3880 or www.osd.fau.edu for more information.

Nursing is a physically and mentally demanding profession. Therefore, the Southern Council on Collegiate Education for Nursing (2004) recommends core performance standards (see chart below) expected for members of the nursing profession. The OSD provides students with disabilities the services and reasonable accommodations needed, within the framework of these performance standards, to successfully participate in the full academic program of the FAU College of Nursing. Students must register with the OSD to receive authorized academic accommodations. Registering includes: completing an "Application for Support Services," providing documentation of the disability, and participating in an intake interview. An OSD representative will collaborate with a representative from the College of Nursing to explore whether the requested accommodations are reasonable within the structure and goals of the curriculum.

If a student believes that he or she cannot meet one or more of the standards described below without accommodations or modifications, the OSD in collaboration with the College of Nursing will determine, on an individual basis, whether the necessary accommodations or modifications can be made reasonably. Reasonable accommodations include: making existing facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; appropriate adjustments to or modifications of examinations, training materials or policies; and the provision of qualified readers or interpreters.

If it is determined that the student, with or without reasonable accommodations, cannot fulfill the standards of the program, the student will be referred to appropriate resources to assist her/him in developing a new career plan.

| Dimension | Standard | Examples of necessary activities (not all-inclusive) |
|-------------------|--|--|
| Critical thinking | Critical-thinking ability sufficient for clinical judgment | Identify cause/effect relationships in clinical situations, develop nursing care plans |
| Interpersonal | Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual | Establish rapport with patients/clients and colleagues |

| | | |
|---------------|--|---|
| | backgrounds | |
| Communication | Communication abilities sufficient for verbal and written interaction with others | Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses |
| Mobility | Physical abilities sufficient for movement from room to room and in small spaces | Move around in patient's room, work spaces and treatment areas; administer cardiopulmonary procedures |
| Motor skills | Gross and fine motor abilities sufficient for providing safe, effective nursing care | Calibrate and use equipment; position patients/clients |
| Hearing | Auditory ability sufficient for monitoring and assessing health needs | Hear monitor alarm, emergency signals, auscultatory sounds and cries for help |
| Visual | Visual ability sufficient for observation and assessment necessary in nursing care | Observe patient/client responses |
| Tactile | Tactile ability sufficient for physical assessment | Perform palpation, functions of physical examination and/or those related to therapeutic intervention (such as insertion of a catheter) |

Reference:
Southern Regional Education Board
The Americans with Disabilities Act: Implications for Nursing Education
http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html

Background Check

Legislation and policy changes now require a full background check for all individuals applying for, or in process of admission to Christine E. Lynn College of Nursing programs. Each nursing program has required coursework that involves patient contact such as practice in a health care facility, conducting a research study or project, or interfacing with patients individually or collectively. Partnering agencies where students receive nursing practice experiences also now require background checks, as well as additional information such as arrests without convictions, verification of employment, and social security verification, aimed at protecting the public.

Therefore, a two part background check is required of all applicants prior to full admission to the College of Nursing and for all students in order to secure access to

nursing practice experiences as required by the College of Nursing degree programs.

- **Undergraduate Program applicants** will complete the background check process after notification of conditional acceptance to the program but prior to beginning coursework.

Background check results are maintained confidentially within the College of Nursing on the Boca Raton campus and reviewed during the admission process.

If any applicant's background check indicates a history that might prevent participation in a nursing practice component of the program, the Advisory Panel of the College that rules on such student issues will consider the applicant's individual situation and make a decision about admission to the program.

If the background check results in a current student being denied admission to a clinical agency and/or access to patients in the agency, and if a comparable assignment cannot be made to meet course objectives, the academic requirements of the program cannot be met, and the student will be denied progression in the College of Nursing resulting in withdrawal or dismissal from the program.

Components of the Christine E. Lynn College of Nursing background check include:

1. Certified.com provides data management for all aspects of the background check. Certified.com can be accessed at <http://www.certified.com/medical.php>
2. A Level II Criminal Background Check from the Florida Department of Law Enforcement (FDLE) in conjunction with the Federal Bureau of Investigation.

Instructions for both components of the background check can be accessed on the College of Nursing website at <http://nursing.fau.edu> in the "Current Students" section under Background Checks, <http://nursing.fau.edu/index.php?main=3&nav=501>. All associated fees and costs are the responsibility of the applicant or student. Applicants to the College of Nursing must have the results of both background checks on file with the College of Nursing prior to consideration for full admission. Contact the affiliated program advisor for specific program requirements. Results usually take several days for the VerifiedCredentials.com check and up to 8 weeks for the FDLE Level II check.

Upon admission to the College of Nursing, a drug screening may also be required. Additional screenings may be required throughout the program. In addition, clinical agencies may require students to undergo drug screening prior to placement in their agency. Students whose drug screening results are unsatisfactory may be denied access to clinical experiences by the clinical agencies, and if a comparable assignment cannot be made to meet course objectives, the student will be denied progression in the College of Nursing.

It is important to note that **admission to the Christine E. Lynn College of Nursing does not guarantee eligibility for licensure in nursing in the state of Florida.** The Florida State Board of Nursing, in accordance with the rules and regulations of the Nurse Practice Act, will determine a nursing program graduate's eligibility for licensure if there is an arrest/conviction record. Students should contact the Florida State Board of Nursing for information regarding regulations. Information may be found on their website at <http://www.doh.state.fl.us/mqa/nursing>. Detailed information can also be found on the Florida Atlantic University College of Nursing website at <http://nursing.fau.edu>. Completion of the nursing curriculum does not

guarantee that the Florida Board of Nursing (or any other licensing body) will allow students with criminal records to take the licensing examination.

Oath and affirmation statements are required on a yearly basis after the original background check. If the student experiences a break in enrollment of one or more calendar year(s) from the original background check or most recent oath and affirmation statement, a new complete background check (both components) will be required before the student may resume coursework.

For additional information, please contact Student Services at 561-297-6162

College of Nursing Professional Statement

When students of nursing begin their course of study, they enter into an implied professional agreement—agreeing to abide by the American Nurses Association (ANA) Code of Nursing Ethics and to conduct themselves in all aspects of their lives in a manner becoming a professional nurse.

The College of Nursing faculty holds a professional ethic of caring and healing, recognizing that each person's environment includes everything that surrounds an individual. Similarly, the College hopes to create an environment that preserves the wholeness and dignity of self and others. The faculty encourages self and socially responsible behavior and will not accept actions that can be perceived as hostile, threatening or unsafe to others. It is the College's expectation that students promote a positive public image of nursing. It is the College's goal, as a professional college, to build an expanding community of nursing scholars and leaders within the context of its' caring-based philosophy. Safety of the person being nursed and accountability for individual actions are priorities (or critical components) of a professional nursing education.

Students who do not abide by this policy will be subject to appropriate academic sanctions, which may include dismissal from the College of Nursing and/or disciplinary action, which may include suspension or expulsion from the University.

Communication Devices

In order to enhance and maintain a productive atmosphere for education, all electronic devices are to be turned off during class sessions.

Recruitment and Retention of Disadvantaged Students

The Christine E. Lynn College of Nursing is committed to recruitment and retention of qualified students, including those who are financially and/or situationally disadvantaged. Students who have life circumstances that place them at a disadvantage to succeed academically should talk with the Director for Undergraduate Programs and/or their advisor about their special needs.

The College of Nursing has identified strategies to increase recruitment of disadvantaged students, including providing information on program offerings at special functions such as College Days. Scholarship information is available on the

College of Nursing website at www.fau.edu/nursing. Information on services that may assist students with special needs is available through the Division of Student Affairs and Student Financial Aid at the University level.

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absence and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Nursing Practice Attendance Policy

- Attendance is required for all nursing practice experiences.
- Students need to practice, synthesize, and integrate the knowledge learned in the classroom.
- Time is needed to complete all of the nursing practice course objectives.
- To meet State and National Accreditation guidelines, a student must have a specified number of nursing practice hours—this is accomplished by attending all nursing practice experiences.
- It is expected that students attend all nursing practice experiences. Absences should be rare and for exceptional circumstances only.
- Absences may affect a student's grade and ability to complete course objectives and pass the course.
- To protect patients, students with communicable diseases/illnesses should not attend nursing practice experiences.

The faculty realize that on rare occasions, an individual student might need an exception. Each student must adhere to the guidelines of each course syllabus and talk to clinical faculty regarding any exceptions. During your orientation to the nursing practice course at the beginning of each semester, your faculty will discuss whom to call in case of illness. Talk to the faculty member about any arrangements for an alternative assignment. Undergraduate Students in the accelerated and traditional programs must complete a clinical absentee request form and submit it to their clinical faculty. The **Clinical Absentee Form** can be found on the College of Nursing website under "Undergraduate Student Information – Clinical Information," <http://nursing.fau.edu/?main=3&nav=491>. This form will be reviewed by the Undergraduate Programs Committee to approve the absence and develop an alternative clinical plan for missed clinical hours.

Religious Accommodation

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations and work assignments. Students who wish to be excused from coursework, class activities, or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Continuous Enrollment

The University policy requires that students are enrolled for at least one credit during at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for the degree. Students who fail to maintain continuous enrollment, as defined above, lose their eligibility for the degree and will have to reapply for admission.

Please refer to the Progression & Retention Policy below for further requirements on retaining enrollment within the undergraduate programs.

Progression and Retention Policy

The following are requirements for progression and retention in the nursing program within the Christine E. Lynn College of Nursing.

- Students must achieve a grade of C (2.0) or better in each course with an NUR prefix in order to continue in the undergraduate nursing program.
- Each student admitted to the professional phase of the nursing program will be formally evaluated periodically throughout the semester. Students who are not making satisfactory progress toward meeting course objectives at any time during the semester will be notified in writing and offered counseling to develop a plan for remediation. Failure to comply with the recommendations on this plan will result in failure of the course. Students who demonstrate unsafe behaviors in the practice setting may be removed at any time.
- A report of unsatisfactory work will be completed for any student not meeting course objectives at midterm and the student will be offered counseling to develop a plan of remediation.
- Any fully admitted generic or accelerated BSN student who withdraws from a course with an NUR prefix, with the exception of a filed medical withdrawal, is dismissed from the program.
- Students are expected to demonstrate professional behavior consistent with the College's philosophy and conceptual framework as expressed in the 'College of Nursing Professional Statement'. Failure to do so may result in dismissal from the program.

Grading Policy

The College of Nursing has adopted the following Uniform Grading Scale (approved 1/29/07).

| | |
|------------|------------|
| 93-100 = A | 73-76 = C |
| 90-92 = A- | 70-72 = C- |
| 87-89 = B+ | 67-69 = D+ |
| 83-86 = B | 63-66 = D |
| 80-82 = B- | 60-62 = D- |
| 77-79 = C+ | 0 – 59 = F |

Process of Undergraduate Student Evaluation

Report of Unsatisfactory Work

Reports of unsatisfactory work are completed by the faculty at midterm, and may be completed as necessary during the semester, for students who are performing unsatisfactorily in either theory or nursing practice courses. The Report states which requirements have not been met and identifies specific areas and goals for improvement. For nursing practice courses, a report is sent if students are demonstrating unsafe practice, questionable practice for the level expectations, or if absences are excessive. If a student earns a grade below a C (2.0), they will not be able to progress to the next nursing course. (See Progression and Retention policy)

The **Report of Unsatisfactory Work** is submitted by faculty to the Undergraduate Program Office and sent via certified mail to the student. A copy of the Report is retained in the student's file in the College of Nursing until graduation at which time they are removed. The **Report of Unsatisfactory Work** will include specific areas and objectives in which the student needs improvement for final satisfactory completion of the course objectives and to obtain a minimum passing course grade of C (2.0). Students are asked to meet with the faculty to discuss strategies for nurturing student growth in achieving successful performance of the course objectives.

Nursing Practice Course Evaluations

Midterm Evaluations: A student's performance is evaluated at least once in the middle of a semester. The nursing practice evaluation instrument is completed by faculty. Students complete a self evaluation using this instrument and results of both are shared and discussed. Face to face meetings to discuss performance at mid-term are expected. A formal grade does not need to be awarded at midterm.

Final Evaluations: At the end of each semester, the nursing practice evaluation instrument is completed by faculty and a grade is awarded for the course. Students complete a self evaluation using the same instrument. Space is provided for both faculty and student to sign. All critical elements on the nursing practice evaluation must be passed at a satisfactory level for the student to receive a satisfactory passing grade of C (2.0) in the nursing practice course. A failure of any critical element will result in a F grade in the course. Face-to-face meetings to discuss performance and final grade are expected. The completed evaluation is filed in the individual student's evaluation folder in the College of Nursing Undergraduate Office.

Guidelines for Directed Independent Study (DIS)

Procedure:

1. A proposal for directed independent study is developed with the student after initial consultation with the faculty. This document can be found online on the College of Nursing website under the "Current Students" in the "Graduation Student Information" section, "General Forms" link. The form may be accessed at <http://nursing.fau.edu/index.php?main=3&nav=444>
2. The proposal for directed independent study form is completed and is jointly approved/signed.
3. The proposal must be submitted to the Student Services Office and must be approved prior to registration for the DIS.
4. The independent study must be completed and the final product submitted to the faculty at least one week before grades are due to the registrar.

REMEMBER: A 3-credit DIS represents at least 45 hours of class time, as well as normal preparation time.

Guidelines for Independent Study

The purpose of an independent study is to enhance the student's professional and personal development. It provides the student with an opportunity to integrate previously learned knowledge and skills into an area of particular interest within the discipline and profession of nursing.

The following serve as guidelines for independent study in the nursing program:

- The student must be in the professional phase of the program.
- The student must have an overall GPA of 3.0.
- The semester prior to the independent study, the student must:
 1. Write objectives for the learning experience.
 2. Contract with a faculty member who will guide the independent study.
 3. In conjunction with the faculty, determine grading criteria related to the course objectives.

Incomplete Grades

A student who is passing a course but has not completed all of the required work because of exceptional circumstances may, with the approval of the instructor, receive a grade of incomplete or "I." The grade of I is neither passing nor failing, and is not used in computing a student's grade point average; it indicates a grade of deferral and must be changed to a grade other than I within a specified time, not to exceed one calendar year from the end of the semester during which the course was taken.

The "I" grade is used only when a student has not completed work assigned to all students as a regular part of the course. It is not to be used to allow students to do extra work subsequently in order to raise the grade earned during the regular term. The instructor will record in writing, and file with the Registrar, the work that must be

completed for a final grade, the time frame for completion, and the grade that will be assigned if the work is not completed. It is the student's responsibility to make arrangements with the instructor for the timely completion of this work.

When the work has been completed or the time for completion has expired, the instructor should submit a change of grade form to the Undergraduate Program Office. Unless a different grade is submitted, the Registrar will enter on the student's transcript the default grade indicated on the Report of Incomplete Grade form.

Dismissal Policy*

A student who is enrolled in the nursing program, who fails to meet professional and/or academic standards as defined in the Progression and Retention Policy and includes issues related to academic honesty, as well as the College of Nursing Professional Statement, will be dismissed from the Christine E. Lynn College of Nursing. Academic Standards are defined in the Progression and Retention Policy; Professional Standards are defined in the College of Nursing Professional Statement.

*Students recommended for dismissal have the right to utilize the Student Appeal Procedure. The **Student Appeal form** can be found at: <http://nursing.fau.edu/index.php?main=3&nav=566>.

Withdrawal

Exceptional Circumstance Withdrawal (Medical Withdrawal)

Students withdrawing from **all** classes in the current semester due to exceptional circumstances, such as illness of the student, military conscription, call to active duty, or death of an immediate family member (parent, spouse, child, sibling, or grandparent), may receive a full refund, less nonrefundable fees. Students seeking Exceptional Circumstance withdrawals should contact the Office of the Dean of Student Affairs for the appropriate paperwork or visit www.fau.edu.

Drop/Add and Withdrawal

Schedule changes may be made by accessing FAU's online registration system at <http://myfau.fau.edu> by the appropriate deadlines. Drop/add requests and withdrawals also may be made through FAU's Self-Service portal.

For fall and spring semesters, the end of the eighth day of the semester (see the Academic Calendar at www.fau.edu) is the last day for adding/dropping courses and changing sections without incurring a fee and without receiving a "W" on the transcript for dropped courses. Students may continue dropping courses without receiving a "W" on the transcript from the ninth through the 15th day of the semester, but they are fee-liable for the courses during this time.

If a student drops or withdraws from a course from the 16th day of the semester through the eighth week of classes, the student will receive a grade of "W" on the transcript and will be fee-liable for the course. The student may use MyFAU during this period to drop or withdraw from a course. Beyond the eighth week of classes, drops or withdrawals from courses can only be arranged in person in the Office of the Registrar. After the eighth week of classes, a drop or withdrawal incurs an "F" on the student's transcript and the student remains fee-liable.

The extended drop period does not apply during summer terms. To drop or withdraw from courses during summer terms, students should follow the procedures above, but note the shorter time frames in which to complete the drops: the end of

the first week of classes is the last day for adding/dropping courses and changing sections. Courses are fee-liable after this date. Refer to the Academic Calendar at www.fau.edu for specific deadlines (and consequences) to drop summer courses after the first week of classes. The Registrar's Office will determine appropriate dates for dropping and withdrawing from intensive or abbreviated classes proportionate to full semester courses

Dropping or withdrawing from courses in which the student is involved in academic irregularities is not permitted. Any fully admitted generic or accelerated BSN student who withdraws from a course with an NUR prefix, with the exception of a filed medical withdrawal, will be dismissed from the program.

Final Exam Period

Fall and spring term final course examinations will be scheduled during the final week of the term. Some final examinations may be scheduled on Saturdays and Sundays. The summer semesters do not have final examination periods; course examinations may be given at the discretion of the faculty member teaching the course.

Graduation Process

All students are required to submit an Application for Degree form to the College of Nursing Student Services Office before the deadline stated in the Academic Calendar. Any student who fails to meet the deadline, will not be allowed to officially walk with the graduation class or receive tickets for the event. The application for degree is due early in the semester in which the student graduates.

Petition Policy and Forms

College of Nursing Petition

Academic petitions requesting exceptions to standards or policies specific to individual colleges or programs that meet or exceed university regulations require approval through the College of Nursing's Undergraduate Committee. Students may petition to be allowed to repeat a course in which they received a grade less than a C. Specific course grades; however, cannot be appealed except on a claim of malice by the professor.

<http://nursing.fau.edu/index.php?main=3&nav=566>

The committee meets approximately one time per month during the traditional academic calendar August – May (fall and spring semesters) and at the end of the summer semester. Colleges may approve or deny these items, without need for them to be seen by the Undergraduate Studies and Admissions office.

Students may petition to be allowed to repeat a course in which they received a grade less than a C. Specific course grades; however, cannot be appealed except on a claim of malice by the professor.

Undergraduate Request to Waive a University Regulation

The Undergraduate Studies office oversees the policies and procedures of the university. University policies and procedures are printed in the Florida Atlantic University Catalog in the section titled Academic Policies and Regulations and can be found at www.fau.edu.

Student Appeal Policy and Procedure

College Procedure: The following is the procedure used to appeal a petition decision, a dismissal decision, or other any other sanction or policy decision handed down by the College of Nursing.

1. The student will complete a Student Appeal Form found on the College of Nursing website at <http://nursing.fau.edu/index.php?main=3&nav=566> in the CURRENT STUDENTS tab in the Undergraduate Student Information section under Forms/Applications. The appeal must be made within 30 days from when the initial disputed decision or sanction was applied.
2. Undergraduate Students will return the appeal form to the Student Services Office. The Director of Undergraduate Programs will have the involved faculty member(s) fill out the Faculty Response to a Student Appeal form. Then the Program Director will forward the documents and the matter to the Undergraduate Programs Committee.
3. The Committee on Students will meet to render a decision on whether to accept the appeal or reject it. The student will be informed of the date of the meeting and will be given a decision no more than 10 days after the meeting.
4. If the issue is still unresolved after the meeting with the Committee on Students, the student can take the issue to the University Vice President of Academic Affairs (STEP FOUR). The student is referred to the University Process in the catalog. University policies and procedures are printed in the Florida Atlantic University Catalog in the section titled Academic Policies and Regulations and can be found at www.fau.edu.

Request for Letter of Recommendation

At times you will need letters of recommendation when applying for scholarships and/or employment. To obtain a letter of recommendation from a faculty member, please complete the "Request for Letter of Recommendation Form." The form may be found at the following link

<http://nursing.fau.edu/index.php?main=3&nav=566>

Requirements for Entering Nursing Courses

Health Requirements

As a requirement, before starting the practice component of the professional nursing program at the Christine E. Lynn College of Nursing, each student must present documentation of having met specific health requirements. **Each student must provide photocopies of the required original documents listed below to the Student Services Office in the College of Nursing one month prior to the start of classes.** Students are encouraged to keep copies of all of their health records; these records are not kept in the nursing office. If the information is not received, the student will not be allowed to attend the nursing practice courses.

1. Dated, evidence of health insurance, including company name and contract number including period for which the premium has been paid.
2. Evidence of current cardiopulmonary resuscitation (CPR) certification that covers Basic Cardiac Life Support. Students are required to complete the 8 hour health care provider course given by the American Heart Association. (This **DOES NOT** include the 'Heart Saver' Course.)
3. Must complete the following health requirements:
 - Dated copy of the College of Nursing required Student Health Form (this can be found on the College of Nursing Website at www.fau.edu/nursing.)
 - Evidence of a negative PPD test within the past six months or appropriate medical follow-up of a positive reaction. Results must be reported in mm (millimeters), not just “positive” or “negative”.
 - Documentation of adult diphtheria-tetanus (Td) immunization within the past ten years.
 - Documentation of rubella (German measles) and rubella (red measles) immunization.
 - Documentation of Hepatitis B immunization or the required waiver form.
 - Documentation of date of chicken pox or titer results. If negative, varicella immunization is strongly recommended.
 - Evidence of a seasonal flu shot if required by the clinical agency
4. Health form, copy of health insurance card, BLS card, and annual PPD must be submitted to the Student Services Office yearly and at least one month before the start of the first semester of nursing practice courses. No student will be allowed to participate in a nursing practice course if complete information is not on file.

***STUDENTS ARE RESPONSIBLE FOR ANNUALLY UPDATING ITEMS 1, 2, 3, & 4**

Additional Requirements for RN-BSN Students

Students will be notified of any additional requirements related to the nursing practice courses and specific institutional requirements. Additional information regarding vaccines maybe reviewed at the following site
<http://nursing.fau.edu/index.php?main=3&nav=566>

Information on immunization requirements for nursing practice

The diphtheria-tetanus immunization, tuberculin test, and rubella titer are available through the Student Health Service at FAU for a fee for registered students. Rubella, Hepatitis B, and Varicella immunizations are available through the Palm Beach County or Broward County Health Departments.

Further information on Rubella, Hepatitis B and Varicella can be found on the Department of Health and Human Services, Center for Disease Control:

<http://www.cdc.gov/vaccines/spec-grps/adults.htm>

Clinical Appearance and Attire

In order to maintain a professional image in any setting, each student will be expected to follow these guidelines:

1. The appropriate dress for off-campus laboratory experiences varies with the course and practice facility. Faculty will direct appropriate attire for individual practice experiences. In most instances, this will include a white polo shirt with the FAU insignia (purchased through Copy's uniforms) and dress slacks or knee length skirt in khaki, navy, or black. Shirt is to be tucked in. Please be aware of the need for loose fit and appropriate undergarments with this attire.
2. An FAU name pin must be worn during off-campus nursing practice experiences and in all clinical settings. The following is an example of the student's name pin. The pin must have a white background with black letters.

J. Smith, BSN Student
Christine E. Lynn College of Nursing
Florida Atlantic University

If the last name is long, 4 lines may be used:

J. Smith-Robinsonoff
BSN Student
Christine E. Lynn College of Nursing
Florida Atlantic University

Name pins may be ordered through Copy's Uniform Store with the FAU insignia.

1. Every student must wear the FAU photo ID (Owl card) or facility issued picture ID as well as the CON name pin whenever entering a clinical setting or making an agency visit for any purpose.
2. When it is appropriate to wear the College or Nursing uniform for a nursing practice experience, the following guidelines are recommended:

Females A white uniform - uniform pants/blouse, knee length uniform skirt, shirt/blouse, knee length uniform dress, or CON Polo shirt and white uniform pants. White support stockings are encouraged due to the demands of being on your feet for extended periods of time in the practice setting. Plain white socks are permissible if their height prohibits the view of any skin. Minimum makeup and no perfume are to be worn in the practice setting as a representation of professionalism and out of respect for those with allergies.

Males White uniform pants and shirt or CON Polo shirt with FAU insignia (available through Copy's uniforms).
Crew neck white undershirt
Plain white socks are permissible if their height prohibits the view of any skin.

All Students A name pin and FAU picture ID or facility ID with picture.
All white closed leather shoes with rubber soles or plain white athletic running shoes if allowed by the facility. Shoes must not be altered to

conceal logos, stripes, or other areas with color.
A white sweater or lab coat may be worn with uniform
Short nails (no longer than 3mm (1/4 inch))

Faculty and students must adhere to the CDC guidelines for hand hygiene in health care settings during clinical practice. Detailed information may be found at

<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5116a1.htm>

No nail polish or nail jewelry
No artificial nails
2 pair of stud or post type earrings are permitted excluding any type of hoop or dangles, no other visible body jewelry

No visible tattoos
Hair is to be worn off the collar, neatly combed, and away from the face
Jewelry - only a watch and wedding band if appropriate

3. A lab coat, FAU student name pin, and FAU picture ID or facility issued student picture ID may be worn in place of the uniform when obtaining assignments in acute care settings or wherever indicated by the faculty. You may also wear the FAU white polo shirt with the logo. The lab coat is to be worn over appropriate dress or pants (no jeans; dress pants, knee length skirt, or dress), stockings, or white socks of a height which prohibits the view of any skin with closed shoes.

Safety Guidelines for Clinical Practice

GUIDELINES FOR SAFETY IN COMMUNITY SETTINGS

For the promotion of safety while in community-focused nursing practice courses, please follow the guidelines listed below:

1. Community Health Visits:
 - a. Wear a uniform or designated dress, student I.D., name tag, and minimal jewelry.
 - b. Carry only a sufficient amount of money for the day's needs. Important papers, etc., should be locked in your trunk before leaving home. Keep your cell phone handy for emergency use only.
 - c. Be in the field only during daylight hours and at those times specifically assigned. Report to the instructor when departing for and returning from your assignment.
 - d. Visit only those clients at addresses that have been approved by your instructor.
 - e. Leave with the instructor a list of the families or organization and the sequence in which you will visit prior to your departure. This list includes full name, exact address, apartment number, and phone number. If the family has a phone, telephone that family prior to your visit to confirm visit.
 - f. Phone your instructor for approval prior to any change in sequence or if you find the family is at another address. Under no circumstances, should you go to any address or apartment that is not on your list without approval from the instructor, at least by telephone.

- g. Check with the instructor for the exact location of your destination and review the exact transportation you will use prior to departure.
- h. Walk briskly with a sense of purpose. Never loiter. Obtain clear directions prior to departure for the visit. Consult a map, the client, police, or post office department. Know exactly where you are going. After departure, if in doubt, ask a storekeeper, police officer, postman, or any official agency representative.
- i. Walk on the curb side of the street, avoid doorways and alleyways.
- j. Use streets that are active and busy and contain residences rather than deserted, dimly lit streets with quiet warehouses and bar areas.
- k. Speak to storekeepers and those neighborhood people you see each week. Identify yourself and the agency you represent. Familiarize yourself with the geography of the neighborhood and the locations of "safe" places.
- l. Notice which shops have phones you could use in an emergency.
- m. Under no circumstances should you enter any building when observation or intuition tells you something is "not right". Call the agency or the instructor or the police - 911 will put you in direct emergency contact with the police in the town or neighborhood in which you find yourself.
- n. Should anyone demand your property during a robbery, give it up and proceed to the most active situation at hand (traffic, neighborhood store, health center, police or fire department. Report all frightening experiences to the police, your instructor, and the College of Nursing at (561) 297-3887.
- o. Should you at any time, for any reason, feel unsafe or frightened, call the Police, 911- and request assistance. Also notify your instructor and the College of Nursing at (561) 297-3887.
- p. Should anyone confront you or follow you in an unfriendly manner, seek the assistance of the closest individual on foot or in a motor vehicle. This will attract attention to you. Do not, however, enter any vehicle other than a public bus, licensed cab, or police car.
- q. In the event any unusual incident occurs, proceed into the most active situation available, the police precinct, fire house, neighborhood store, social service or health agency, school, housing project office, or board a bus.
- r. Use a phone in any one of these places to call the agency or, if indicated, 911 the police. Maintain a list of Police Dept. non-emergency numbers or information requests. Identify yourself, the agency you represent, where you are, and the problem.
- s. Students are responsible for adhering to all safety guidelines for external assignments.
- t. Students should make community visits in pairs if possible.

2. When arriving or leaving the clinical agency (including utilizing the parking lot) you should:

- a. Lock all doors when leaving car. You should not remain in a parked car.
- b. Know the designated area for parking.
- c. Park in well lighted designated areas.
- d. Leave the agency with the group or ask for an escort to your car.

REMEMBER

- 1. Personal Safety is a priority.
- 2. Help is a phone call away - 911 or university telephone 297-3261.
- 3. A police cruiser can reach you in minutes.
- 4. Your best protection is to:
 - a. Know your neighborhood resources
 - b. Know the neighborhood people.
 - c. Have the neighborhood know you in your professional role

CRITICAL INCIDENTS

It is expected that all undergraduate students adhere to the policies and procedures of the practice site, including HIPAA regulations. Professional behavior is expected at all times. Information specific to the assigned clinical agency will be reviewed during the clinical orientation.

Critical incidents include errors and events in clinical settings in which there is potential/actual injury or harm to a client, staff member, or student. In the event of a critical incident in any clinical setting, the student must follow the policies/procedures of the agency as to completion of the proper documents.

In cases where the student has sustained a physical/chemical injury or has been exposed to an infectious agent, the student must follow the procedure of the institution as to the reporting of the incident and follow-up. Students are required to maintain personal health insurance and follow approved guidelines as to follow-up following injury or exposure to potentially harmful infectious/chemical agents. The following sections outline the American Nurses Association's Position Statement on Post-Exposure Programs in the Event of Occupational Exposure to HIV/HBV.

<http://www.nursingworld.org/MainMenuCategories/OccupationalandEnvironmental/occupationalhealth/SafeNeedles/Positions.aspx>

All critical incidents are to be reported by the student to the course faculty member immediately. The clinical faculty member will inform the Director of Undergraduate Programs of the incident within two working days of the event.

HEALTH CARE ASSOCIATED INFECTIONS (HAIs)

Policy

Healthcare-associated infections (HAIs) are infections caused by a wide variety of common and unusual bacteria, fungi, and viruses during the course of receiving medical care. Wherever patient care is provided, adherence to infection prevention guidelines is needed to ensure that all care is safe care. This includes traditional hospital settings as well as outpatient surgery centers, long-term care facilities, rehabilitation centers, and community clinics.

Nursing professionals are at risk for exposure to infections and blood borne pathogens including the human immunodeficiency virus (HIV) through needles or other sharp instruments contaminated with blood or through splashes of blood onto the mucous membranes of the eye, nose, or mouth or skin. **Therefore, universal precautions must be used in all appropriate clinical situations.** There are no exceptions to this policy.

Procedures to prevent infection must be implemented in a timely manner for all exposures. Post-exposure prophylaxis (PEP) should begin in 1-2 hours. It may not be effective if started longer than 24-36 hours after exposure.

Procedure

All students must have current health insurance and should carry with them the phone number to call to receive emergency services that are reimbursed by their insurance.

1. Post-exposure: immediately wash cuts and needle sticks with soap and water. Flush splashes to the nose, mouth, or skin with water. Irrigate eyes with clean water or saline.
2. Report the exposure immediately to your clinical faculty and to the health care agency supervisor and ask to be referred immediately to the agency person responsible for managing exposures (occupational health nurse, infection control specialist, emergency department supervisor). The faculty will assist the student in getting immediate care through a provider for whom they have insurance. The faculty is responsible for seeing that an incident report using the agency's form is completed.
3. There is no time to lose following exposure. You need to be immediately seen by a health care provider. You must have counsel regarding the risks of your exposure and weigh the risks and benefits of treatment. Balancing risks is challenging. It is recommended that HIV post-exposure treatment begin within 1-2 hours.
4. Within 24 hours, excluding the weekend, please file an incident report with the Director of Undergraduate Program's office, (561) 297-2535
5. You should be tested for HIV antibody as soon as possible after exposure and then at 6 weeks, 12 weeks, and 6 months. You should be assured that your test results will remain confidential. If the patient source of the blood does not have a previous diagnosis of AIDS or HIV, the patient should be told of the health care worker's exposure and an informed consent obtained for taking an HIV antibody test. They do have the right to refuse.
6. If you are taking PEP, you should have your blood drawn for a CBC and hepatic/renal function at baseline and at 2 weeks.
7. You should report any severe flu-like illness that occurs during the 12 week follow-up period--this is the usual time for HIV infection to develop. Likewise, most infected people will seroconvert by 12 weeks.
8. During the first 12 weeks of exposure, until your blood test demonstrates that you remain free of HIV infection, you should refrain from sexual intercourse or inform your partner and practice safe (but not risk free!) sex with latex condoms used consistently. In addition, women should not breast-feed during this time.

REFERENCES:

<http://www.nursingworld.org/MainMenuCategories/OccupationalandEnvironmental/occupationalhealth/SafeNeedles/Positions.aspx>

GUIDELINES FOR UNIVERSAL PRECAUTIONS

The concern for occupational exposure to hepatitis B virus (HBV) and human immunodeficiency virus (HIV) among health care workers had led to the development and implementation of "universal precautions" for all hospitalized patients. Universal precautions were designed and recommended by the Centers for Disease Control (CDC) in 1987 and were revised in 1988, based on epidemiologic evidence regarding the transmission of HBV and HIV. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV, and other blood borne pathogens. Physical examinations and a medical history cannot reliably identify all patients infected with HIV or other blood borne pathogens. In the emergency care setting especially, the risk of blood exposure is increased and the infection status of the patient is usually not known. Universal precautions are

intended primarily to prevent parenteral, mucous membrane, and non-intact skin exposures of health care workers to blood borne pathogens; therefore, they apply to blood and to other body fluids containing visible blood. Blood is the single most important source of HIV, HBV, and other bloodborne pathogens in the occupational setting. Universal precautions also apply to the following:

- Tissues
- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Pleural fluid
- Synovial fluid
- Pericardial fluid
- Peritoneal fluid
- Amniotic fluid

Universal precautions do not apply to the following list of substances **unless** they contain visible blood. The risk of transmission of HIV and HBV from these fluids and materials is extremely low or nonexistent:

- Feces
- Nasal secretions
- Sputum
- Sweat
- Tears
- Urine
- Vomit
- Human breast milk
- Saliva

Gloves need not be worn when feeding patients or wiping saliva from skin; although it is recommended that dentists use special precautions since in their profession contamination of saliva with blood is predictable. Health care workers may want to wear gloves if they work in situations in which exposure to breast milk might be frequent.

1. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing blood, or other body fluids to which universal precautions apply. Wash hands immediately after gloves are removed.
2. Use protective barriers to prevent skin and mucous membrane exposure to blood, body fluids containing blood, and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
 - Wear gloves when touching blood or body fluids, mucous membranes, or non-intact skin of all patients.
 - Wear gloves when handling items or surfaces soiled with blood or body fluids.
 - Wear gloves when performing venipuncture and other vascular access programs.
 - Wear gloves for performing phlebotomy if cuts, scratches, or other breaks in the skin are present.
 - Wear gloves in situations in which contamination with blood may occur--for example, when performing phlebotomy on an uncooperative patient.

- Wear gloves for performing finger or heel sticks on infants and children.
 - Change gloves after contact with each patient.
 - Do not wash or decontaminate disposable gloves for reuse.
 - Wear masks and protective eyewear or face shields during procedures that are likely to generate splashing or droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes.
 - Wear gowns or aprons when you anticipate splashing of blood or other body fluids to which universal precautions apply.
3. Take care to prevent injuries when using, handling, or cleaning needles, scalpels, and other sharp instruments or devices.
 - Do not recap used needles by hand.
 - Do not remove used needles from disposable syringes by hand.
 - Do not bend, break, or otherwise manipulate used needles by hand.
 4. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant, leak-proof, labeled, or color-coded containers for disposal. Locate these containers close to the use area and replace routinely.
 5. To minimize exposure during emergency mouth-to-mouth resuscitation, ensure that protective mouthpieces or manual resuscitator bags are available for use in areas in which the need for resuscitation is predictable.
 6. Refrain from direct patient care or handling of patient-care equipment if one has exudative lesions or weeping dermatitis.
 7. For laboratory specimens, consider all blood and other body fluids from all patients to be infective. Put these specimens in a well-constructed container with a secure lid to prevent leakage during transport. Avoid contaminating the outside of the container and place laboratory requisitions outside of the container.

EXPOSURE TO INFECTIOUS DISEASES

Nurses are at some risk for Health Care Associated Infections (HAIs). HAIs are conditions caused by medical personnel or procedures or through exposure to the environment of a health-care facility. The most common infections are hepatitis B virus (HBV) and herpes simplex. The most common type of occupational injury for nurses surpassing even sprains and strains, are injuries that occur as a result of needlesticks. Nurses will need to be familiar with the following list of communicable diseases to which they may be exposed at work.

Hepatitis B Virus (HBV)

The highest percentage of HBV is found in blood and blood-derived body fluids and is transmitted parenterally, through mucous membranes or non-intact skin, sexually, and perinatally. Hepatitis B poses a serious threat to ICU nurses. The greatest bloodborne risk healthcare workers face is the HBV. The HBV can be transmitted from environmental surfaces (countertops, machines, etc.). These are a major source of HBV infection on certain units, such as hemodialysis units. A single needle-stick injury of contaminated blood has as much as a 30% chance of transmitting the disease. Up to 7,400 health-care workers every year acquire HBV Infections through occupational exposure. Universal precautions should be taken to protect against HBV. Nurses at high risk should be immunized with one of the HBV vaccines. The three-dose series of injections costs up to \$150. Employers are now required by an Occupational Safety & Health Administration rule to offer free HBV vaccine to every employee who can be reasonably anticipated to have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material.

Herpes Simplex Virus (HSV)

Nurses are at risk for HSV unless they practice careful hand washing and wear gloves on both hands when handling respiratory tract secretions or placing their fingers in patients' mouths. If the nurse has a break in the skin on a finger or around a cuticle the virus can invade and cause an infection called a herpetic whitlow. This infection causes vesiculopustular lesions at the junction of the nail bed and the skin. Since it is usually too painful to cover the lesions with a glove or dressing, the nurse cannot perform patient care duties. Before returning to work clearance should be given by the employee health service.

Cytomegalovirus (CMV)

A member of the herpes virus family, CMV is found in blood and body fluids and is transmitted by cutaneous or mucous membrane contact with infectious secretions. Hand washing is sufficient for prevention of transmission. Pregnant nurses should avoid contact with patients known to be infected with CMV because it causes obvious infection in newborns. Patients most likely to have CMV infection are those who are immunosuppressed, such as those having organ transplants, AIDS, or cancer.

Chickenpox (Varicella)

Employees who have not had chickenpox may acquire it from contact with a person who has active chickenpox or disseminated varicella zoster (shingles). The patient is also contagious in the last 48 hours of incubation before the typical vesicular rash occurs. If a nurse has had chickenpox as a child, he or she can usually be safely considered immune.

Rubella

Rubella is transmitted through inhalation of infected droplets of respiratory secretions. Nurses at the highest risk for acquiring rubella are those who work with infants and children and who are not immune to the rubella virus. If a pregnant woman contracts rubella during the first trimester of pregnancy, her fetus may develop major organ systems malformations. All nurses should be tested by their employers to determine rubella immunity. Non-pregnant nurses without immunity should be given a rubella vaccination.

Meningitis

Several viral and bacterial agents can cause meningitis, but only one requires hasty identification and follow up of exposed health care workers - *Neisseria meningitidis*. Meningococcal disease is transmitted via inhalation of infected droplets of respiratory secretions. Exposure can occur if a staff member comes within three feet of a patient without wearing a face mask. Staff members have had high-risk exposure to meningococcal meningitis if they have provided the following care to an infected patient:

- mouth-to-mouth resuscitation
- intubation or suctioning
- oral or fundoscopic exam
- assistance during vomiting or when coughing directly at staff member
- close patient care where the patient breathed directly on staff member

Prophylactic treatment for high-risk exposure is with rifampin, 600 mg orally twice daily for four doses. Staff members who choose not to take rifampin should be alert for signs of meningitis which include: upper respiratory tract infection, nausea, vomiting, fever, headache, malaise, lethargy, confusion, stiff neck, and petechiae.

Pertussis

Exposure to pertussis (whooping cough) may occur through respiratory secretions from face-to-face contact. A nurse who has been exposed will require Erythromycin prophylaxis because past immunization wanes with age and cannot ensure protection.

Tuberculosis (TB)

Tuberculosis infection occurs when aerosolized droplets containing viable organisms are inhaled by a person susceptible to the disease. A nurse may be exposed to TB if there has been face-to-face contact (without a mask) with a patient who has active laryngeal or pulmonary infection caused by *Mycobacterium tuberculosis*. If exposure is suspected, a purified protein derivative (PPD) skin test should be performed. If a change in PPD status has occurred, one year of isoniazid (INH) therapy may be recommended.

Infectious Diarrhea

Acute diarrhea is transmitted via the fecal-oral route. Most infectious diarrhea is caused by viruses and is of short duration. If the diarrhea persists, it may be bacterial (e.g. Salmonella, Shigella). In such cases diagnosis will be confirmed by stool cultures.

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is caused by the Human Immunodeficiency Virus (HIV). The occupational risk for HIV infection among health care workers is minimal, although it does exist. By far, the most prevalent exposure has been through injury when stuck by a needle. A health-care worker has less than a 1% chance of infection from an HIV-contaminated needle-stick. Legislation has been passed directing the states to adopt new CDC guidelines that call on health-care workers to know their HIV status and to stop doing exposure-prone procedures if they are infected.

Methicillin-resistant *Staphylococctits aureus* (MRSA)

MRSA and other resistant strains of *aureus* have become one of the most common causes of hospital and community acquired infections. MRSA is resistant to many antibiotics. It is likely that hospital staff carry MRSA from one patient to another on their unwashed hands. Another reservoir for MRSA is the inanimate environment. Everything in the room of a patient infected with MRSA can become infected. Nurses who care for patients infected with MRSA risk becoming carriers of the bacteria. In some hospitals nurses who become colonized with MRSA are assigned to care only for patients with MRSA or are removed from patient care until they are no longer colonized. Treatment of colonized (not infected) carriers include regimens such as: (1) oral antibiotics, (2) topical antibiotic ointments for the anterior nasal passages, and (3) bathing and shampooing with skin disinfectants.

Acknowledgement Form

I acknowledge that I have read this handbook and am familiar with its contents. I also acknowledge that I will refer to the Christine E. Lynn College of Nursing website at www.fau.edu/nursing for the most current information on College policies, programs, and procedures.

I am aware that specific Florida Atlantic University policies and procedures are printed in the Florida Atlantic University Catalog in the section titled Academic Policies and Regulations and can be found at the FAU website at www.fau.edu.

Student Signature: _____

Date: _____

Student Name (PRINTED): _____