

Newberry College Nursing



BSN Student Handbook Spring 2026

**NEWBERRY COLLEGE NURSING
BSN STUDENT HANDBOOK
Spring 2026**

Preface

The Newberry College Nursing Student Handbook is the official policy manual for the Newberry College BSN program. Its purpose is to provide a reference for the programs' mission, goals, structure, requirements, policies, academic information, and available resources for students. Comprehensive college policies and procedures are found in the Newberry College Academic Catalog. Newberry College reserves the right to make changes to this handbook as necessary.

Newberry College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033 or call 404-679-4500 for questions about the accreditation of Newberry College. All other inquiries about the college should be directed to Newberry College, 2100 College Street, Newberry, South Carolina 29108 or 864-864-7151.

The BSN program at Newberry College is accredited by the Commission on Collegiate Nursing Education (CCNE) located at 655 K Street, NW, Suite 750, Washington, DC 20001. Phone (202) 877-6791.

Director of Nursing: Dr. Emily Livingston, DNP, APRN, FNP-BC
Location: Darby Nursing and Health Science Center
Office 125
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As part of professional accountability in nursing, all students are expected to read the Newberry College Nursing Student Handbook each Fall semester and Spring semester. Students are responsible for the content in the handbook and for adherence to policies of Newberry College Nursing. Any questions regarding policies should be referred to the Director of Nursing.

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Welcome to Newberry College Nursing! We are honored to have you join our community of future nurses who are passionate about learning, growing, and serving others.

Nursing is more than a career—it is a meaningful vocation that will not only allow you to impact the lives of countless others but will also transform your own life in profound and lasting ways. Through the joys, challenges, and rewards of this journey, you will grow into a compassionate, skilled, and confident professional who is prepared to make a difference.

Our faculty and staff are here to support you every step of the way. This handbook will serve as a valuable resource, outlining the expectations, policies, and opportunities available to you throughout your time in the program. We encourage you to use it as a guide and reference as you navigate your academic and clinical experiences.

We are excited to walk alongside you as you pursue this calling, and we look forward to witnessing the incredible impact you will have as a nurse.

With warm regards,
Dr. Emily Livingston

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**NEWBERRY COLLEGE NURSING
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Approval and Accreditation Statements

Newberry College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate, baccalaureate, and master's degrees. You may contact SACS-COC at 1866 Southern Lane, Decatur Georgia, 30033 or (404) 679-4500 for questions related to the accreditation of Newberry College.

The Bachelor of Science in Nursing program is approved by the South Carolina Board of Nursing for South Carolina. You may contact the SCBON at 110 Centerview Dr. Suite 202, Columbia, SC 29210 or (803) 896-4550).

Both the BSN and the RN-BSN programs offered at Newberry College are accredited by the Commission on Collegiate Nursing Education. You may contact CCNE at 655 K Street, NW, Suite 750, Washington, DC 20001 or (202) 887-6791.



Admission Requirements for the Bachelor of Science in Nursing Major

Nursing education is a cumulative process, in which the prerequisite courses establish a foundation for the content mastery in nursing courses and successful entry into practice.

Admission to Newberry College and successful completion of pre-requisite course work does not guarantee admission to the Nursing (upper division) major. Admission to the Nursing major is a separate process that occurs in the Fall and Spring semesters, contingent upon the applicant's completion of the Newberry College Nursing Application Package (*see below*), all 10 pre-requisite courses (*see Newberry College Nursing Application Package below*), qualified TEAS testing scores (*see Newberry College Nursing Application Package below*), and is based on the student's ability to compete academically with other applicants. The number of students admitted to the major in any given year is limited to those who can be accommodated, given available resources, and within the regulations set forth by the State Board of Nursing for South Carolina.

Newberry College Nursing Application Package

The cut-off date for admission into the Nursing major for both the Fall and Spring semesters is the last day of classes in the semester preceding the semester of anticipated entry into the Nursing program. All requirements listed in the Newberry College Nursing Application Package must be completed and submitted by this deadline. Applications submitted after the cut-off date may be considered by the Newberry College Nursing Admissions Committee, however acceptance is not guaranteed.

All applicants must adhere to the following:

Applicants must submit a complete Application Packet to the Administrative Coordinator for Nursing, which includes:

- Newberry College Application for Admission to Nursing
- Documentation of academic performance showing final grades for all ten (10) prerequisite courses
- Qualifying TEAS scores in accordance with the Newberry College TEAS Policy
- Three (3) academic references from instructors of prerequisite *Science or Math* courses
- One-page essay, single-spaced, 12-point font, addressing:
 - Why you have chosen Nursing as a profession, and
 - How you are prepared for the academic rigor of the Nursing program.

The Newberry College Nursing Admissions Committee reserves the right to request an informal interview with any applicant.

To be eligible for consideration, applicants must:

- Have completed or be currently enrolled in a minimum of 33 credit hours applicable toward the degree.
- Earn a minimum grade of “C” in each of the ten (10) required pre-nursing prerequisite courses.
- Hold a minimum 3.0 GPA in each of the following two categories:
 - Pre-nursing courses (ENG 113, MAT 111/150/211, MAT 200, PHE 220/EXS 220/NUR 220), and
 - Pre-nursing *science* courses (BIO 101/121/130, BIO 215, BIO 216, BIO 212, BIO 303, CHE 105 or CHE 113 & CHE 114).
- Repeat no more than one (1) prerequisite course in each of the two GPA categories, and each course may only be repeated once.
- Achieve a TEAS composite score of “Proficient” or higher and a minimum science sub-score of 50%.

Courses completed through StraighterLine or Sophia Learning do not satisfy prerequisite requirements.

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If the number of qualified applicants exceeds available program capacity, admission decisions will be based on:

- Newberry College pre-nursing GPA requirements
- TEAS scores
- Number of core required credit hours completed by each student

**Newberry College Nursing
Application for Admission to Nursing**

Name: _____ ID# _____

E-mail Address: _____

Mailing Address: _____

Contact #: _____ Advisor: _____

- List semesters & grades for each pre-nursing course below.
- A minimum grade of C in each course is required.

Course	Semester	Grade/HRS	Qual Pts	Comments
BIO 101: Principles of Biology (4) OR BIO 121: Biological Science (4) OR BIO 130: Human Biology (4)				
BIO 212: Microbiology (4)				
BIO 215: Human Anatomy/Phys I (4)				
BIO 216: Human Anatomy/Phys II (4)				
BIO 303: Pathophysiology (3)				
CHE 105: Gen, Org, & Biochem (4) OR CHE 113/CHE 114				
ENG 113: Freshman Composition (3)				
MAT 111: College Algebra (4) OR MAT 150: Precalculus Math (4) OR MAT 211: Calculus I (4)				
MAT 200: Applied Statistics (3)				
NUR 220: Nutrition for Healthy Living (3)				
Totals				

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Current Pre-nursing GPA _____

- Includes ENG113, MAT111/150/211, MAT200, PHE/EXS/NUR220
- 3.0 minimum GPA required

Pre-Nursing Science GPA _____

- Includes BIO101/121/130, BIO212, BIO215, BIO216, BIO303, CHE105/113/114
- 3.0 minimum GPA required

ATI-TEAS Composite score _____

- Composite score must meet a score of at least Proficient

ATI-TEAS Science sub-score _____

- Science sub-score must meet at least 50%

Date TEAS test was taken _____

Please list the names of 3 academic references from prerequisite Science or Math courses:

1. _____
2. _____
3. _____

Please attach a one-page essay, 12-point font, single-spaced stating why you are choosing Nursing as a profession and how you are prepared for the academic rigor of the Newberry College Nursing program.

Return completed Application Package to the Administrative Coordinator for Nursing.

Applicant Signature

Date

For official use only

Date received by the Registrar's Office: _____
Received by: _____
Application Package complete: Yes _____ No _____

PHILOSOPHY AND CURRICULUM

Overview

The Baccalaureate Degree Program in Nursing at Newberry College provides students with a broad two-year foundation for nursing (pre-nursing) followed by two years of upper division nursing courses resulting in a Bachelor of Science degree with a major in Nursing (BSN). Students have a variety of learning experiences with expert nurses both in the classroom and in the clinical setting. Graduates must take the licensing examination (NCLEX) to become registered licensed nurses (RN) after graduation.

Newberry College Nursing Vision

Newberry College Nursing will be recognized for preparing nurse leaders who provide high-quality, holistic, evidence-based nursing care in diverse settings, and who are committed to life-long learning and service in their communities.

Newberry College Nursing Mission

The Newberry College Nursing provides a baccalaureate education in the Christian tradition through collaboration with students in a dynamic learning environment.

Newberry College Nursing Philosophy

Newberry College Nursing offers an educational program that prepares nursing graduates at the generic baccalaureate level. Baccalaureate-prepared nurses are generalist nurses who can provide “direct care of the sick in and across all environments, clinical prevention, and population-based health care. A defining feature of professional nursing practice is the focus on health promotion and risk reduction” (AACN, 2008). Baccalaureate nursing education is built on a rich liberal arts education base that provides students with courses from the natural and behavioral sciences, communications, religion, and ethics to utilize a holistic perspective in providing care for diverse populations. Learning must occur in the cognitive, affective, sensorimotor, and sociocultural domains. Nursing practice is an applied discipline that combines the unique body of nursing knowledge, theory, and research with knowledge from selected other disciplines so that nursing graduates can: 1) provide direct and indirect care to individuals, families, groups, and populations/communities; 2) effectively design, coordinate, and manage nursing care; and 3) participate as members of the profession through practice, research, patient advocacy, and global citizenship. Baccalaureate-prepared nurses provide care that is patient-centered across the health-illness continuum and the lifespan, respectful, holistic, evidence-based, built on standards of professional practice and ethics, and in partnership with the patient, i.e., the recipient of that care, within a dynamic healthcare system. Baccalaureate nursing practice requires the ability to combine compassion, critical reasoning, clinical judgment, and communication and assessment skills in providing patient-centered care, plus a vision and commitment to life-long learning in today’s evolving society.

Newberry College Nursing Program Standards

Three sets of professional standards guide the Newberry College Nursing – the *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008), the *ANA Code of Ethics for Nurses*, and the *ANA Scope and Standards of Nursing Practice*. These standards are integrated throughout the program as evidenced through the individual course and level objectives, and the program outcomes.

The Newberrian Creed

As a Newberrian,

I will honor the code of honesty in my academic and social life.

I will respect the rights of every other member of this community as a person and a creature of God.

I will connect with, and support, Newberry College as a place of open dialogue and free inquiry for all.

Conceptual Framework

Nursing education at Newberry College utilizes the Neuman Systems Model (NSM) as its conceptual base. The Neuman Systems Model addresses the four metaparadigm concepts that comprise nursing's phenomenon of concern as follows.

- **PERSON:** The patient/client system or recipient of care can be an individual, a family, a group, or a community. The patient/client system is an open system in constant interaction with the environment. The patient/client system is depicted graphically as a set of concentric circles composed of a Basic Core common to all patient/client systems, surrounded by Lines of Resistance which are internal attributes unique to that patient/client system, enclosed by the Normal Line of Defense, and with an accordion-like perimeter known as the Flexible Line of Defense. (See discussions under Health and Nursing for more on these structures/concepts.) Holistic assessment of the patient/client system incorporates assessing five variables – physiological, psychological, sociocultural, developmental, and spiritual.
- **ENVIRONMENT:** The patient/client system's environment can be internal, external, or created. Stressors to the patient/client system arise from the environment. Stressors can be actual or potential in nature. Stressors are classified by their site of origin or source in the environment – intra-system stressors, intersystem stressors, or extra-system stressors. Stressors can penetrate the lines of defense and lines of resistance. The patient/client system's reactions to stressor encounter and penetration can be positive or negative.
- **HEALTH:** Health is viewed as a continuum between optimum wellness or a full open system in interaction with the environment, and death, where the patient/client system becomes a closed system. The Normal Line of Defense depicts the patient/client system's usual state of wellness that has evolved over time. The Flexible Line of Defense represents short-term adaptations that can strengthen the patient/client system.
- **NURSING:** The purpose of clinical nursing practice is “to assist clients to retain, attain, or maintain optimum system stability” (Neuman & Fawcett, 2011). Nursing interventions occur

as primary, secondary, and/or tertiary prevention measures, in relation to the degree of stressor encounter and penetration of the patient/client system. Primary prevention involves strengthening the lines of defense prior to stressor encounter to “retain” system health. Secondary prevention involves early case finding and symptom management resulting from stressor penetration to “attain” system health. Tertiary prevention involves reconstitution of the patient/client system following stressor penetration of the lines of defense and lines of resistance, along with re-adaptation, and reeducation, i.e. to “maintain” system health. Nursing care is based on a mutual partnership between the nurse and the patient/client system.

Learning is viewed as an active partnership/collaboration involving the teacher/facilitator and the student/learner. Learning encompasses timing, motivation, engagement, minimization of barriers to learning, and maximization of facilitators to learning. Nursing students must develop the ability to combine compassion, critical reasoning, clinical judgment, and communication and assessment skills in providing patient-centered care, plus a vision and commitment to life-long learning in today’s evolving society. Students/learners must have opportunities for hands-on experiences both in simulation laboratories and in actual healthcare settings. The nursing faculty employ a variety of strategies to facilitate learning in the cognitive, affective, sensorimotor, and sociocultural domains.

References

- American Association of Colleges of Nursing. (2008). *Essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author.
- American Nurses Association. (2001). *Code of ethics for nurses with interpretive statements*. Washington, DC: Author.
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- Dettmer, P. (2006). New blooms in established fields: Four domains of learning and doing. *Roepers Review*, 28(2), 70-80.
- Neuman, B, & Fawcett, J., eds. (2010). *The Neuman Systems Model, 5th ed.* Upper Saddle River, NJ: Prentice Hall

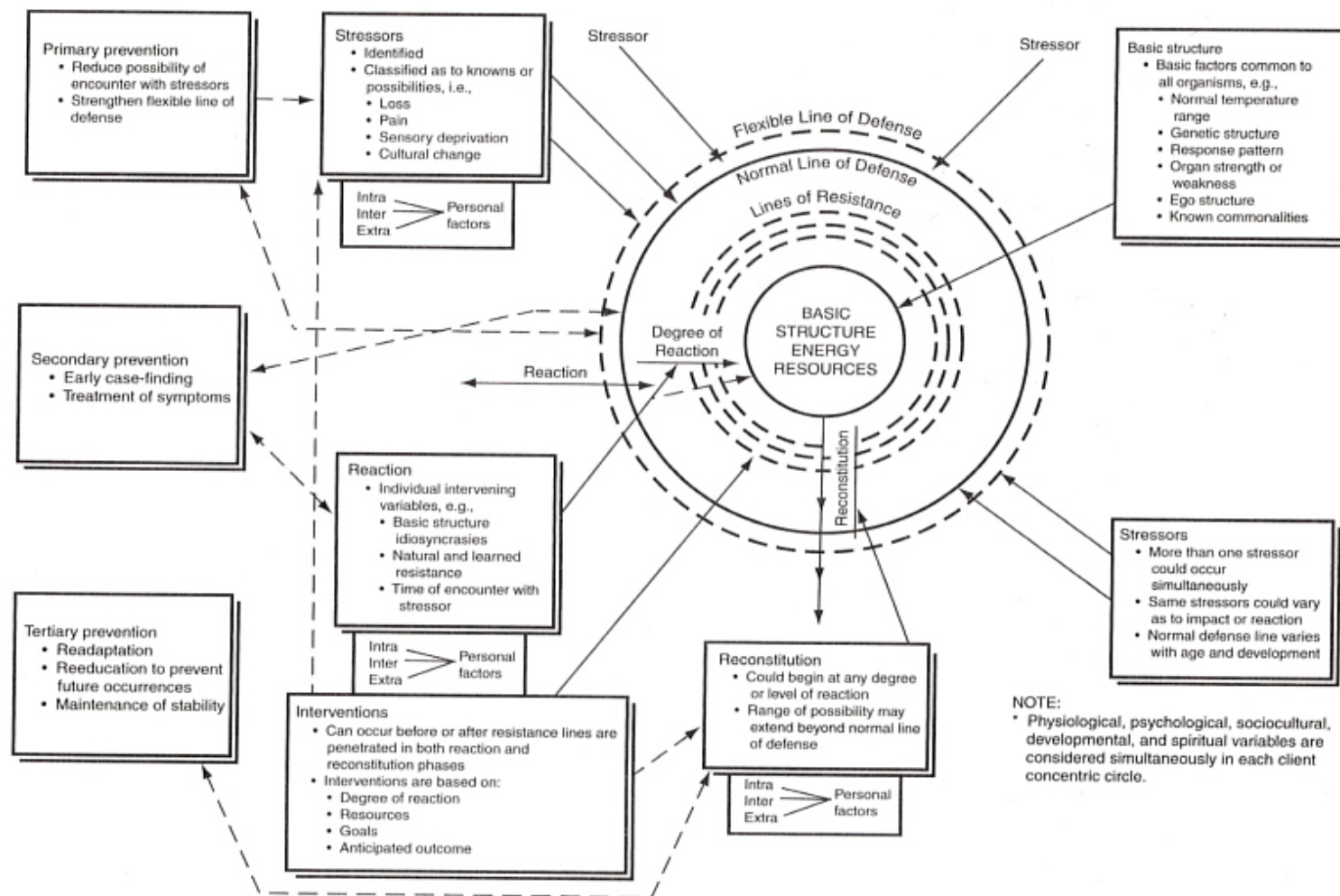


FIGURE 1-3. The Neuman Systems Model. (Original diagram copyright © 1970 by Betty Neuman.)

Newberry College Nursing Goals

The goals of Newberry College Nursing are to:

1. Provide a generalist baccalaureate nursing education that incorporates the *Essentials of Baccalaureate Education for Professional Nursing Practice*.
2. Offer a nursing curriculum that is grounded in theory, research, and the Christian tradition.
3. Prepare nursing graduates capable of affecting necessary changes in the healthcare environment.
4. Educate professionals with an appreciation of life-long learning and service in society.
5. Graduate individuals who possess the capacity to be successful on the NCLEX-RN examination and obtain entry-level positions as registered nurses.

Curriculum Threads

The following key concepts are woven through the curriculum:

- Diversity within client systems and populations
- Health-illness continuum across the lifespan, including health promotion and risk reduction
- Nursing care, including provision and management
- Neuman Systems Model
- Evidence-based practice
- Professionalism, including standards, leadership, ongoing development, service to society
- Patient safety

Curriculum Change Process

The process for curriculum decision making for nursing includes the following steps:

- Proposed nursing course curriculum changes may originate with faculty, with the Nursing Faculty, the Faculty Council/Core Committee, or from other sources such as legislative or legal requirements, agency or institutional requirements.
- Proposed nursing course curriculum changes are routed to the Nursing Faculty for review and recommendations. After review by the Nursing Faculty, recommendations for nursing course curriculum changes are brought before the Nursing Advisory Board for discussion, review, and approval. Following approval by the Nursing Advisory Board, proposed changes are forwarded to the Director of Nursing for approval. Upon approval, the Director will forward the proposed changes to the Faculty Council/ Core Committee. When the change is sent to the Faculty Council/Core Curriculum Committee, a course approval, deletion or modification form is placed on file according to college policy.

Actions of the Faculty Council/Core Committee are reflected in the minutes which are sent to the full faculty for approval. The Director of Nursing will submit a written proposal to the State Board of Nursing for SC to obtain approval for substantive curricular changes as outlined by the Laws Governing Nursing in South Carolina. The Director of Nursing notifies the current accrediting body for curriculum changes that will affect the length, design or pattern of the curriculum.

ACADEMIC AND CLINICAL POLICIES AND PROCEDURES

Newberry College Academic Integrity Policy

(Revised by the Office of Academic Affairs 06-16-2025)

Introduction and Definitions

The Newberrian Creed calls for honesty in one's social and academic life and applies to all students of Newberry College. Academic integrity is important for:

- **STUDENTS:** Students invest time, energy, and money in their future. Maintaining integrity in their academic work ensures that they develop the skills and knowledge they need and that their degree is reflective of their personal academic achievements.
- **NEWBERRY COLLEGE:** Academic honesty is integral to the Newberry College mission to nurture *lifelong intellectual and personal development* through a *supportive academic community*.
- **EMPLOYERS:** Today's employers expect that college graduates will be able to solve complex problems, think critically, and demonstrate consistent, ethical decision-making skills. Learning and applying these skills in a supportive academic community prepares students for a successful, meaningful future.

Academic dishonesty takes many forms. The Newberrian Creed is intended to create a community that discourages all forms of academic dishonesty. The following examples, though not exhaustive, illustrate the types of conduct that violate the Creed.

- **CHEATING:** Using unauthorized materials, information, or study aids in any academic exercise
 - Copying from another student's work on any academic assignment or exam
 - Using notes or books during an exam without permission
 - Obtaining access to the contents of an exam or the purchase, sale, or theft of unauthorized material before or during an exam
- **COLLUSION:** Working with others on assignments, projects, or exams without explicit permission of the instructor
- **PLAGIARISM:** Representing the words, ideas, or work of another as one's own in any academic exercise
 - Copying text, images, or data from a source without proper citation
 - Paraphrasing someone else's work without acknowledgement
 - Submitting the same work for multiple assignments without permission from all instructors involved
- **FABRICATION:** Unauthorized invention or falsification of information or citations in one's academic work
 - Creating fake data or results for research projects
 - Altering data to fit expected outcomes
 - Citing sources that do not exist or were not used
 - NOTE that generative AI tools like ChatGPT typically use fake or unverifiable sources

- **DECEPTION:** Providing false information or fabricating excuses to improve one's grade or helping another person lie to preserve or improve their own grade
 - Lying about reasons for missing a class, exam, or assignment deadline
 - Forging signatures or documents
- **IMPROPER USE OF TECHNOLOGY:** Using technology inappropriately to gain academic advantage
 - Using electronic devices to access unauthorized information during an exam
 - Altering or manipulating academic records or files
 - **IMPROPER USE OF ARTIFICIAL INTELLIGENCE:** Using AI tools to complete assignments, generate content, or perform tasks without explicit permission from the instructor
 - Submitting AI-generated essays or projects as one's own work
 - Using AI to bypass plagiarism detection tools
 - Employing AI to conduct research or solve problems without disclosure
 - Employing AI to rewrite, revise, or correct one's work

Whenever a student is uncertain as to whether conduct would violate the Creed, *it is the responsibility of the student* to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

Procedures for Resolving Allegations of Academic Dishonesty

1. Academic Resolution

- If the instructor of record determines that a student has been dishonest in their academic work, the instructor must notify the student in writing within three (3) business days of discovery and complete the Academic Integrity Incident Report in Wolf Den after meeting with the student. The instructor must provide evidence to support the allegations in the report.
- The student must meet with the instructor in person or virtually to discuss the alleged violation within three (3) business days of receiving the written notification. Both the student and instructor are permitted to have a witness to the conversation present. *Failure of the student to meet will be regarded as an implicit acceptance of responsibility and the penalty assigned by the instructor will stand.*
- The conversation can result in two possible outcomes:
 - **Student accepts responsibility for the violation:** If the student accepts responsibility, the instructor's options include, but are not limited to 1) a grade of "F" for the assignment on which the violation occurred, 2) a grade of "F" for the course, 3) an ungraded assignment that directly addresses the violation and in which the student admits responsibility, 4) a reasonable penalty commensurate with the violation. The student will receive a letter from the Office of Academic Affairs noting the violation and resolution. If the student accepts responsibility, they waive the right to appeal the instructor's sanction and the issue will be considered resolved.
 - **Student does not accept responsibility for the violation:** If the student does not accept responsibility, the instructor will assign a grade penalty that will 1)

remain in place until the issue is fully resolved and/or 2) be the final resolution of the issue. The student will receive a letter from the Office of Academic Affairs noting the violation, grade penalty, and the appeal process.

- In the case of an alleged violation that significantly impacts a student's final grade, the instructor can assign an Incomplete (I) grade that will remain in place until the issue is resolved. Graduating seniors will receive priority in resolving final grades. An Incomplete grade must be resolved before the student can receive their diploma.

2. Appeals

- If the student contests the alleged violation and/or the grade penalty imposed by the instructor, the student has two options for appeal. The student must choose one option and submit the written appeal within three (3) business days of meeting with the course instructor.

- **OPTION 1: INFORMAL ADMINISTRATIVE REVIEW**
 - The student may appeal to the Associate Vice President for Academic Affairs for an informal administrative review of evidence. The purpose of the informal administrative review is to resolve the allegations without a formal hearing.
 - The detailed appeal must be made for one or all of the following reasons:
 - New evidence not available to the instructor at the time of the sanction that would significantly impact the instructor's decision.
 - The grade penalty is inappropriate or too harsh in relation to the violation.
 - The instructor demonstrates bias that influences their impartiality in assigning the grade penalty.
 - The student is required to meet in person or virtually with the AVPAA to discuss the appeal. In the event the student fails to meet, the AVPAA will make a decision based on information available at the time of the scheduled meeting. The possible outcomes are:
 - **Responsible:** The AVPAA finds, based on the evidence, that it is more likely than not (51% or more) that a violation occurred.
 - **Not Responsible:** There is insufficient evidence to determine that the accused is responsible.
 - The AVPAA reserves the right to assign additional, non-academic sanctions.
 - The decision of the AVPAA is final. [Note the option to appeal in the case of subsequent violations below.]

- **OPTION 2: FORMAL HEARING**
 - The student may appeal to the Newberry College Judicial Council (NCJC) for a formal hearing. The NCJC consists of students, faculty, and staff, chosen at the discretion of the Assistant Dean of Student Affairs (faculty members will always be present at a hearing for an academic issue).
 - The detailed appeal must be made for one or all of the following reasons:
 - New evidence not available to the instructor at the time of the sanction that would significantly impact the instructor's decision.

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- The grade penalty is inappropriate or too harsh in relation to the violation.
- The instructor demonstrates bias that influences their impartiality in assigning the grade penalty.
- Formal hearing procedures and student rights are located in the [Newberry College Student Code of Conduct](#). If the student fails to appear at the formal hearing, the NCJC will make a decision based on information available at the time of the hearing.
- The hearing panel will base their determinations of responsibility solely on the information presented during the hearing, applying the preponderance of the evidence standard. The possible outcomes are:
 - **Responsible:** The NCJC finds, based on the evidence, that it is more likely than not (51% or more) that a violation occurred.
 - **Not Responsible:** There is insufficient evidence to determine that the accused is responsible.
- A “responsible” finding by the hearing panel may include additional sanctions.
- The hearing panel decision is final.

For both appeal options, the student will receive a notification of the outcome. All documents related to the violation will be retained in the student’s disciplinary record for a length of time specified by the type of sanction (see the [Newberry College Student Code of Conduct](#)).

3. A list of possible sanctions, aside from grade penalties, can be found in the [Newberry College Student Code of Conduct](#).

4. **Subsequent Violations**

If the student is reported for a second or subsequent academic integrity violation and has been found responsible for a previous violation, through admitting responsibility or through an appeal, they will lose the option of accepting an Academic Resolution from the instructor and will proceed immediately to the Informal Administrative Review. If they are unsatisfied with the outcome of the Informal Administrative Review, the student may appeal to the Newberry College Judicial Council. All decisions of the NCJC are final.

Beyond the first violation, students are subject to more severe sanctions, including suspension and/or expulsion from Newberry College.

Academic Honor Code

(Aligned with Newberry College Academic Integrity Policy, Revised June 16, 2025)

Academic integrity is a foundational value of the nursing profession and a core expectation of students within the Newberry College Department of Nursing. As future healthcare providers, nursing students must consistently demonstrate honesty, responsibility, and ethical behavior in all academic and clinical settings.

Students are expected to complete their own work both inside and outside of class, including classroom assignments, clinical paperwork, laboratory exercises, simulations, and exams. Any form of academic dishonesty is taken seriously and may jeopardize a student's standing in the program.

Unacceptable behaviors include, but are not limited to:

- Sharing or receiving unauthorized information about assignments, simulations, or exams.
- Collaborating on individual work without instructor approval.
- Plagiarism or misrepresentation of another's work as one's own.
- Using generative artificial intelligence (e.g., ChatGPT, AI tools) to complete work without explicit permission from the course instructor.

Students should NOT:

- Loan or distribute assignments or clinical paperwork to current or future students.
- Discuss simulation content, testing scenarios, or answers with classmates or other cohorts.
- Use AI or technology to generate responses or bypass academic expectations unless clearly approved.

All nursing students are expected to comply with the institutional **Newberry College Academic Integrity Policy**, which outlines procedures for academic resolution, appeals, and consequences for violations. Nursing faculty will follow institutional reporting procedures for any suspected dishonesty, and substantiated violations may result in course failure, removal from the Nursing program, and/or dismissal from Newberry College.

Important Note: Academic dishonesty, including violations involving clinical documentation or simulations, may also lead to a professional conduct review. Nursing students are held to a higher standard due to the integrity expected in clinical practice and licensure. Refer to the Newberry College Academic Catalog and the Student Code of Conduct for full institutional procedures and appeal options.

American Nurses Association Code of Ethics for Nurses

Nursing students are required to adhere to the standards of conduct expressed in the [American Nurses' Association Code of Ethics for Nurses with Interpretive Statements](#). The ten standards are listed below:

- **Provision 1:** The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- **Provision 2:** A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- **Provision 3:** The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- **Provision 4:** Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- **Provision 5:** The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- **Provision 6:** Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- **Provision 7:** Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- **Provision 8:** Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
- **Provision 9:** Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- **Provision 10:** Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Reference: American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2001, 2015, 2025

Professional Conduct Policy

Newberry College Nursing recognizes professionalism as an essential characteristic for students preparing to enter the nursing profession. Nursing students are required to adhere to standards of conduct set forth by Newberry College Nursing as stated in the policy and procedure manual, as well as standards expressed in the American Nurses Association Code for Nurses.

Infractions are formally documented and retained in the student's permanent file on a Professional Violation Form; unless it is a Dismissal Event (see Dismissal Events Policy). The first infraction is a warning and is placed on file. The second infraction or a repeat occurrence of the same infraction is grounds for disciplinary probation. Students on disciplinary probation will

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be ineligible for roles and activities such as: leadership roles, special events, nursing mission trips, nursing scholarship/awards, student marshal, etc. A third infraction is grounds for permanent dismissal from Newberry College Nursing.

Written faculty and student accounts of the infraction must be attached to Professional Violation Form before placement in the student's permanent file. The student will be provided with a copy of the form and a copy will be forwarded to the student's advisor. Professional misconduct includes, but is not limited to, the following:

- Insubordination
- Violation of the Academic Honor Code
- Misrepresenting yourself or Newberry College
- Smoking, use of electronic cigarettes, and/or use of other tobacco products while in the student uniform
- Disrespectful behavior toward faculty, classmates, patients, or clinical facilities/staff, including disparaging social media use.
- Unexcused absence from mandatory nursing events

Incivility Policy

Incivility is officially defined by the American Nurses Association as “repeated, unwanted, harmful actions intended to humiliate, offend, and cause distress in the recipient” (American Nurses Association, 2015). These rude and/or disruptive behaviors can result in psychological and physiological distress, and can be physical, verbal, or emotional actions. Any aggressive, rude, or malicious behaviors, verbal or nonverbal, are considered uncivil. Additionally, these behaviors are not limited to person-to-person interaction; this policy also extends to an online environment. Incivility is also known as disruptive behavior, lateral violence, verbal abuse, horizontal violence, or bullying. This policy includes the following relationships: student to student, student to faculty or staff, and student to patient.

The following behaviors are examples, but not limited to those listed, warrant a Professional Violation form documented for each time a student is found uncivil:

- Verbal actions (such as yelling, shouting, responding abruptly or snidely). In addition, any use of foul language directed at another student or at a faculty member is considered unprofessional and is not allowed.
- Nonverbal actions or body language (such as making disrespectful, exaggerated facial expressions)
- Any act of sabotage. This could include withholding relevant information from other students or faculty to intentionally cause intimidation or discrimination, deliberately setting up a negative situation, or recognizing a negative situation and not stopping it at the expense or danger of another student or faculty member.
- Activities that are detrimental to the well-being and the community of the group. These activities could include infighting (hidden conflict or competitiveness between students), scapegoating (singling out another student/group of students for unmerited negative treatment or blame), ‘backstabbing’, demeaning, belittling, or any other

malignant, spiteful behaviors that interfere with another student's ability to do well within the program. Negative or inflammatory behaviors, comments, posts, etc. on social media sites are not tolerated. Students will not harass other students or other faculty members through the Internet, whether on their personal accounts or on their Newberry College-approved accounts. (See **Social Media Policy**)

- Activities that are discourteous and ill-mannered to faculty or staff members:
 - The sending of inflammatory emails, text messages, letters, or voicemails to any faculty or staff member is never allowed.
 - Students will not falsify any information sent to faculty or staff members on assignments or otherwise, including the manipulation of email time stamps, plagiarism of assignments, etc.
 - 'Venting' to faculty or staff members or students concerning other faculty or staff members/students is prohibited. Taking part in any negative discussions concerning the program or its members is prohibited. If there is an issue with a faculty or staff member, it is advised to meet with the Director of Nursing to discuss these matters.
 - The use of bribery, whether tangible or intangible, to pressure an instructor to enhance a grade or to reward extra credit, is not allowed. The incessant badgering of a faculty member to enhance a grade or to reward extra credit is prohibited.
 - Students are expected to conduct themselves professionally and courteously when conversing with a faculty or staff member and/or other students. Following the appropriate chain of command when communicating is welcomed and respected. Students are expected to converse with a friendly, humble tone and attitude. Arguing, incessantly interrupting, or speaking in a condescending manner will not be tolerated.
 - When students are within a faculty or staff member's office, classroom, or clinical, the student is expected to act accordingly, not in a disruptive or disrespectful manner. Whether on or off campus, if a student is representing Newberry College and its Nursing Program, these guidelines apply.
 - Any harassing or offensive behaviors, including those that violate a faculty or staff member or a student's professional boundaries, is not tolerated.

Everyone is responsible for promptly reporting incidents of uncivil behaviors. The incident is to be reported to the Director of Nursing. There will be no retaliation or adverse action taken against the person reporting the incident of uncivil behavior. Faculty is responsible for completing a Professional Violation Form and the student will receive a copy.

Documentation of the incident of incivility is an important part of the process and should include the following:

- Date and time of incident
- Names of those involved and contact information
- A description of the incident that is factual and objective without analysis or opinions
- Consequences of the behaviors
- Actions taken (if any) and by whom
- List of witnesses and contact information
- Signature of person submitting the report
- Professional Violation Form

Prelicensure BSN Major Requirements and Progression

Any Newberry College student may declare pre-nursing as their initial program of study either upon admission to the College or after admission to the College. This declaration will mark the pre-nursing (lower division) curriculum. Upon declaring their intent to the College, students must schedule an appointment with a nursing faculty advisor. In addition to completing courses included in the Newberry College core, pre-nursing students must complete the ten pre-requisite courses. It is recommended that students complete any minor courses before applying to nursing due to the rigor of the program.

Americans with Disabilities Act (ADA) Compliance

Students who wish to register with the Center for Student Success, located in Wessels Library, must have appropriate documentation on file in this office. Once approved for accommodations, students are responsible for scheduling a conference with their professors to discuss how to implement these accommodations. However, instructors are not permitted to discuss students' accommodations with them until they have registered with the Center for Student Success. Students must initiate any conversation with instructors about accommodations. Students should request accommodation at the beginning of the semester to ensure they receive the academic support needed; however, accommodation may be granted during the semester if a student's needs change.

**Core Performance Standards
for Admission and Progression Based on the ADA**

Issue	Standard	Examples of necessary activities (not all-inclusive)
Critical thinking	Critical-thinking ability for effective clinical reasoning and clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans, accurately calculate medication dosages; prioritize care; maintain aseptic technique; gather and assemble correct equipment; maintain safety for self and clients.
Professional Relationships/ Interpersonal	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds	<p>Establish rapport with patients/ clients and colleagues.</p> <p>Capacity to emotionally handle personal and emotional stressors involved with patient care.</p> <p>Ability to deliver non-biased care to patients from the community and various backgrounds (including those from different economic backgrounds, LGBTQ community and other diverse backgrounds.)</p>
Communication	Communication adeptness sufficient for verbal and written professional interactions with all individuals & groups.	<p>Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses.</p> <p>Ability to discuss sensitive subjects (including but not limited to) involving patient care including birth & lactation, alternative lifestyles, life-saving</p>

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		<p>measures, abuse, and addictive behaviors.</p> <p>Ability to communicate effectively in English (verbal, non-verbal, written, and electronic forms of communication).</p>
Mobility	Physical abilities sufficient for movement from room to room and in small spaces.	<p>Move around in patient’s room, workspaces, and treatment areas; administer cardiopulmonary procedures.</p> <p>Ability to lift, push, and pull up to 50 pounds using proper technique.</p> <p>Ability to push and pull heavy objects and equipment including hospital beds, crash carts, and defibrillators.</p> <p>Ability to work in small and enclosed spaces for lengths at a time as well as stoop, kneel, and bend.</p> <p>Capacity to wear goggles and masks without respiratory difficulties.</p>
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<p>Calibrate and use equipment; position patients/clients.</p> <p>Draw up medications in a syringe and ability to have hand/finger coordination.</p> <p>Therapeutic positioning of patients.</p> <p>Motor skills sufficient to use electronic equipment such as</p>

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		computer keyboards, scanners, and other medical equipment.
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<p>Hearing monitor alarms and emergency signals; auscultation during client assessment to determine normal versus abnormal heart, lung, and bowel sounds; hear cries for help.</p> <p>Ability to have interpersonal conversations in person and over the phone.</p> <p><i>These hearing competencies may be achieved with the use of an assistive device such as a hearing aid or specified stethoscope.</i></p>
Visual	Visual ability sufficient for observation and assessment is necessary in nursing care.	<p>Observe patient/client condition and responses to treatment.</p> <p>View syringe calibration; read charts, care plans, printouts, or monitors; read labels.</p>
Tactile Sense	Tactile ability is sufficient for physical assessment.	Perform palpation (e.g. temperature, pulses), functions of physical examination, and/or those related to therapeutic intervention (such as insertion of a catheter).
Olfactory	Sense of smell is sufficient for accurate client assessment and maintaining client safety.	Distinguish smells that contribute to assessment and/or safety (such as a wound or breath odor; smell smoke/fire).

Adapted from the “The Americans with Disabilities Act: Implications for Nursing Education” statement of the Southern Regional Education Board’s (SREB) Council on Collegiate Education for Nursing, <https://www.sreb.org/publication/americans-disabilities-act>.

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**NEWBERRY COLLEGE
Bachelor of Science in Nursing Degree
Pre-licensure Track**

Requirements for Major	Credit Hours	Requirements for Major	Credit Hours
Freshman 1 Semester		Freshman 2 Semester	
*BIO 101/BIO 121/BIO 130	4	*BIO 212	4
*ENG 113	3	INQ 101	3
*MAT 111/MAT 150/MAT 211	4	*MAT 200	3
COL 101	2	GL or SB Tagged Course	3
REL 110 or and REL 12X course	3	COL 102	1
Sophomore 1 Semester		Sophomore 2 Semester	
*BIO 215	4	*BIO 216	4
*CHE 105 / CHE 113 & CHE 114	4	*NUR 220	3
SPE 110	3	HF tagged course	3
FLC – Foreign Language	3	CE tagged course	3
*BIO 303	3	GL or SB tagged course	3
		Any Explore (EXP) course	3
Total Hours Required: 66			

Admission requirements for NUR major:

- Completion of the pre-nursing pre-requisites (marked above with a *)
- "C"(3.0) or better in each of the required pre-nursing courses
- At least 3.0 Pre-nursing GPA (MAT(one of the above), ENG 113, MAT 200, and NUR 220) including at least 3.0 Science GPA (BIO (one of the above), BIO 212, BIO 215, BIO 216 and CHE 105)
- A score of at least "Proficient" on the ATI TEAS exam including at least 50 science sub-score.

Requirements for Major	Credit Hours	Requirements for Major	Credit Hours
Junior 1 Semester		Junior 2 Semester	
NUR 300: Intro to Nursing	2	NUR 318: Advancing in Nursing	1
NUR 301: History and Trends	2	NUR 320: Research	3
NUR 308: Patho Pharmacology	3	NUR 324: Pharmacology I	2
NUR 311: Health Assessment	3	NUR 330: Adult Health I	5
NUR 313: Fundamentals	5	NUR 332: Mental Health	4
Senior 1 Semester		Senior Two Semester	
NUR 401: Selected Topics	2	NUR 420: Professional Development	2
NUR 411: Adult Health II	5	NUR 430: Critical Care	4
NUR 413: Childbearing Families	4	NUR 432: Diverse Populations	4
NUR 415: Children and Families	4	NUR 434: Leadership	4
NUR 425: Pharmacology II	1		
Total Hours Required: 60			

BSN Program Outcomes and Level Objectives

Program Outcomes:

Graduates of the baccalaureate nursing program at Newberry College will be prepared to:

- Provide culturally competent care for patients, families, groups, and populations across the health-illness continuum and across the lifespan.
- Utilize the Neuman Systems Model to provide holistic nursing care in a variety of settings within a complex and dynamic healthcare system.
- Design, coordinate, and manage nursing care that integrates a liberal education with nursing theory and research, clinical expertise, and patient values to assist patients in reaching their optimum level of wellness.
- Incorporate professional standards, critical thinking, patient advocacy, patient safety, compassion, and leadership into their nursing practice.
- Engage in on-going professional development, life-long learning, and service in society.

Level Objectives:

There are three distinct levels to the pre-licensure nursing curriculum at Newberry College – Level I (junior first semester courses), Level II (junior second semester and senior first semester courses), and Level III (senior second semester courses). The individual courses taught in each level contribute to learner mastery of the level objectives. In turn, mastery of the level objectives results in mastery of the Program Outcomes listed earlier.

Program Outcome 1

Provide culturally competent care for patients, families, groups, and populations across the health-illness continuum and across the lifespan.

- Provide nursing care for patients to meet their basic needs, demonstrating awareness of the patient's position on the health-illness continuum, cultural influences, and age.
- Provide culturally sensitive and developmentally supportive nursing care for patients, families, and groups to meet various health and illness needs.
- Same as Program Outcome 1

Program Outcome 2

Utilize the Neuman Systems Model to provide holistic nursing care in a variety of settings within a complex and dynamic healthcare system.

- Incorporate concepts from the Neuman Systems Model in providing individualized care for people in long-term or extended care settings within traditional healthcare systems.
- Integrate concepts of the Neuman Systems Model in providing holistic nursing care in structured and non-structured settings within changing healthcare systems.
- Same as Program Outcome 2

Program Outcome 3

Design, coordinate, and manage nursing care that integrates a liberal education with nursing theory and research, clinical expertise, and patient values to assist patients in reaching their optimum level of wellness.

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- Assimilate concepts from physical and biological sciences, mathematics, and communication with nursing theory and patient values as the basis for providing nursing care for patients to meet their basic needs.
- Merge concepts from liberal arts and sciences, nursing science, clinical expertise, and patient values as the foundation for providing evidence-based care for patients, families, and groups across the lifespan who are experiencing variations in wellness.
- Same as Program Outcome 3

Program Outcome 4

Incorporate professional standards, critical thinking, patient advocacy, patient safety, compassion, and leadership into their nursing practice.

- Demonstrate understanding of the basic elements of the ANA *Code of Ethics for Nurses*, the ANA *Standards of Clinical Nursing Practice*, critical thinking, patient advocacy, patient safety and compassion, and assume accountability for personal actions as a team member.
- Assimilate elements of the ANA *Code of Ethics for Nurses*, the ANA *Standards of Clinical Nursing Practice*, critical thinking, patient advocacy, and compassion, patient safety and function as a coordinator of nursing care with assigned patients.
- Same as Program Outcome 4

Program Outcome 5

Engage in on-going professional development, life-long learning, and service in society.

- Assess your own professional practice, identify strategies for personal and professional growth, and identify community needs for possible service in society.
- Assume responsibility for own professional practice and growth, and service in society.
- III. Same as Program Outcome 5.

Program Outcome 6

Utilize informatics, data, and healthcare technologies to enhance nursing practice, support clinical decision-making, and improve health outcomes across care settings.

- Apply foundational concepts in health informatics and technology
- to support clinical practice and documentation.
- Employ data and healthcare technologies to promote safety and
- quality of care across settings.
- Same as Program Outcome 6

Requirements for Successful Progression in the Nursing Major

Once admitted to the Nursing major, students must:

- Complete all required Nursing (NUR) courses in sequence with a grade of “C” or above.
- Repeat no more than one (1) required Nursing (NUR) course in which a grade below “C” was earned for a maximum of one (1) time only.
- Complete and return all required “professional screening” documentation covering the complete academic year by Friday of the first week of class each semester.

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- Successfully complete the appropriate Medication Calculation Test before the end of the Drop/Add period each semester (or by the last day of classes for the initial NUR semester)
- Complete the formative outcome tests (i.e., designated standardized achievement tests) included with selected Nursing (NUR) courses.
- Maintain enrollment at Newberry College during both semesters of the academic year.

Any student who exceeds the repeat policy (#2 above) will be reclassified as an “Undecided” major in the College until the student selects a new major. Any student who fails to meet the progression requirements listed above other than the repeat policy (#2 above) will be listed internally as “Out-of-Sequence” and can join an upcoming Nursing cohort on a space-available basis once eligibility for progression is re-earned. Students already progressing in a class have priority for space in that class and must be registered before an out-of-sequence student is allowed a seat in the upcoming nursing class. In the event there is insufficient space available in an upcoming class, the student who is out of sequence is obliged to make alternate academic decisions.

Direct Transfer Students

Direct transfer students from other institutions who meet all the following qualifications will be considered for admission to the remaining seats in the Nursing major. Direct transfer students must:

- Have completed or be enrolled in a minimum of 33 credit hours of coursework, excluding developmental courses or other courses that do not carry graduation credit.
- Have a minimum “C” grade in each of the 9 required pre-nursing courses.
- Have a minimum pre-nursing (ENG 113, MAT 111/150/211, MAT200, PHE220/EXS220/NUR220) GPA of 3.0 (not rounded) and a minimum pre-nursing science (BIO 101/121/130, BIO215, BIO216, BIO212, CHE113 & CHE114/CHE105) GPA of 3.0 (not rounded) at their current institution at the time of application to the nursing program and at the point that the student enters the nursing program.
- Composite Score of “Proficient” or higher on the TEAS exam and Science sub-score of at least 50.
- Have an application for admission to Newberry College with transcripts on file at the point of consideration. (An official transcript reflecting grades should be submitted immediately after completion of application.)

* Effective Changes for Fall 2026:

- Students may only repeat up to three nursing pre-requisite courses, and each course may only be repeated once.
- NUR 303: Pathophysiology will be designated as a required pre-requisite course and must be completed prior to entering the upper division Nursing major.

In the event there are more qualified direct transfer applicants than open seats, admission will be determined by the Director of Nursing based on the pre-nursing GPA of each student at his/her

previous institution. No direct transfer student will be admitted to the Nursing major until after all qualified Newberry College students are admitted during the regular admission period.

Transfer Credit Policy

Transfer credit for nursing coursework completed at other institutions will be evaluated on an individual basis. Acceptance of transfer work is determined at the discretion of the Director of Nursing, in consultation with the Registrar's Office as needed. Only courses that meet the standards, learning outcomes, and accreditation requirements of the Newberry College Nursing Program will be considered for transfer.

Students Who Already Possess a Baccalaureate Degree

Follow the admission requirements above with these exceptions:

- Meet admission requirements to Newberry College.
- Must have a 3.0 GPA in the nine prerequisite courses. This includes courses taken at any institution of higher education. See admission to the nursing major. Students must have completed their required prerequisite science and math courses (listed in admission to nursing) within the last 5 years before admission to Nursing.
- Students wishing to pursue a nursing degree from Newberry College with any nursing courses from other nursing programs will be considered on a case-by-case basis with the following considerations:
 - Students with any unsuccessful nursing courses ("D" or "F") from any other institution will be required to complete ALL the nursing curriculum at Newberry College.
 - Students may be asked to furnish a letter from the previous nursing school's dean or chair speaking to their eligibility for readmission or progression in their program.
 - Students may be asked to participate in an interview with Newberry College Nursing faculty. Providing requested documents or participating in an interview does not guarantee admission into Nursing.

Additional Guidelines for Admission & Progression (Prelicensure)

The following policies will be used to clarify and supplement the above admission and progression guidelines.

- **Out-of-Sequence Students:**
 - Students seeking readmission to a major program nursing course(s) will be classified internally as "out-of-sequence."
 - Students, who are out of sequence, will need to submit an Application for Re-admission to Nursing Classes Form. Students will not be allowed to repeat a course without submitting the Application for Re-admission to Nursing Classes Form. Completion of the form does not guarantee a seat in the class. Applications will be reviewed by the Director of Nursing after final grades are posted and seats granted based on availability. Students will be notified by email if their application is approved or denied. In the case of a greater number of applications than seats, students will be ranked by institutional GPA.

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- Students admitted to the nursing major are required to take all nursing courses at Newberry College.
- A progression decision record will be maintained in the Newberry College Nursing.

**Requirements for Graduating
with a BSN Degree (Prelicensure)**

- Completion of Newberry College requirements for graduation including all CORE and GPA requirements as stated in the *Newberry College Catalog*.
- Complete all required pre-nursing and nursing courses with a minimum grade of a “C” in each course.
- Complete all required Nursing (NUR) courses within three years of starting them.
- Repeat no more than one (1) required Nursing (NUR) course in which a grade below a “C” was earned for a maximum of one (1) time only.
- Complete the comprehensive standardized nursing content examination through ATI at a level predictive of NCLEX-RN success as part of NUR 420.
- Students may only have one unsuccessful (grade of D or F) major program nursing course (NUR). Nursing program graduation requirements exceed those of the college as indicators that the student has developed a current and comprehensive nursing knowledge base supported by an adequate foundation in science and mathematics. Eligibility requirements to become licensed as a registered nurse in South Carolina may be found at: <https://lir.sc.gov/nurse/bonexam.aspx#Exam%20Requirements>

**Eligibility to Become Licensed
as a Registered Nurse in South Carolina**

Students are advised that the following requirements apply to persons seeking to become licensed as registered nurses (RN) in South Carolina. [[SC Board of Nursing](http://www.lir.state.sc.us/POL/NURSING/index.asp) website, www.lir.state.sc.us/POL/NURSING/index.asp]

- Be at least 18 years of age. (Filing of a birth certificate or a valid passport is required.)
- Be a permanent resident of the US or a resident alien. (Filing of a social security card, a permanent resident card, or an alien identification number required.)
- Have not committed any acts that are grounds for disciplinary action. (Filing of a criminal records check required.)
- Complete all requirements for graduation from an approved school of nursing.
- Earn a passing grade on the NCLEX-RN examination.

Financial Assistance

All financial support is handled through the Financial Aid Office. Any nursing student who is experiencing financial difficulties should IMMEDIATELY consult with the Financial Aid Office.

Advisement

All nursing students are advised by a faculty member within the Newberry College Nursing Department. Students are expected to meet with their assigned advisor throughout the academic year and should proactively communicate in any situations that may adversely affect their academic or clinical performance.

Advising appointments may be conducted via email, phone, virtual meeting, or in person. It is the student's responsibility to regularly check their Newberry College email for notifications and updates from their advisor.

Students should meet with their academic advisor:

- Before course registration to plan an appropriate academic schedule.
- Prior to adding or dropping a course.
- When experiencing significant academic concerns or personal challenges that may
- impact academic progress.

It is the responsibility of the student to follow the approved curriculum plan for the nursing degree. All continuing students are expected to register during their assigned registration period each semester. Failure to register on time may interfere with eligibility for required courses.

The advisor will review and approve nursing course schedules; however, students are ultimately responsible for their academic progression and course selections.

Each semester, at specified times, registration is held for the following term. Announcements regarding registration dates are communicated to students via email and are published on the Newberry College Academic Calendar. Students are responsible for understanding the requirements for both the Nursing major and the Liberal Arts Core curriculum. While advisors are available to assist, it is the student's responsibility to select and register for all appropriate pre-nursing courses and LAC requirements to meet graduation expectations.

Retention/Remediation Policy

An at-risk student is defined as follows:

- Risk of academic failure, as indicated by failing examination grades.
- Risk of clinical failure, as indicated by not meeting clinical objectives.
- Personal issues that disrupt the learning process (i.e., absences, tardiness, sleeping in class, etc.).

First Examination Failure:

The student is expected to meet with the course coordinator to review academic

performance and discuss improvement strategies.

Second Examination Failure:

The student is referred to the Director of Nursing, who may assist the student in developing a formal remediation plan.

- Faculty may refer students by completing a review form.
- Students may also self-refer by reaching out to a faculty member.

Documentation of Outreach and Remediation Plan:

The documentation of outreach and improvement plan is recorded by the course coordinator. The Director of Nursing is notified of the plan.

Additional Resources:

Students have access to the Early Alert System, Center for Student Success, general education tutors, workshops on notetaking, test-taking skills, time and stress management, and the health and wellness center.

Clinical Performance Improvement:

If a student has unsatisfactory clinical performance, they are encouraged to work with the clinical instructor to develop a written correction plan before the next clinical week.

Ongoing Support:

Students are encouraged to continue with the remediation process until they demonstrate a pattern of progression or success.

Note: While students are encouraged to participate in the retention/remediation process, non-compliance with meetings or steps in this process will not prevent them from continuing in the course or taking exams. The support provided is intended to help students succeed but is not a requirement for course progression.

Withdrawal from Newberry College

Nursing majors who find it necessary to withdraw from all classes must complete the Newberry College process for official withdrawal. A nursing major who withdraws from all nursing courses with a “W” must withdraw by date specified on the academic calendar of the current semester. Students may only withdraw from all nursing courses **once** to be eligible to continue in the nursing program and may re-apply and re-enter if seats are available, subject to the approval of the Director of Nursing.

Re-Admission Policy for

Academic Withdrawal, Leave of Absence, or NUR Course Failure

Students who become out of sequence due to withdrawing from NUR courses, taking an approved leave of absence, or failing a NUR course must complete the following steps to be considered for re-admission to Newberry College Nursing:

- Submit a statement detailing the circumstances that led to the withdrawal, leave, or course failure, and clearly stating their intention and readiness to return to the program.

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- Provide a written academic success plan outlining the strategies, resources, and actions they will use to meet academic expectations and successfully progress through the curriculum.
- Meet with the Director of Nursing to discuss moving forward in the program.
- Additional documentation or requirements may be requested at the discretion of the Director of Nursing. Re-admission into the program is not guaranteed and is contingent upon space availability, academic standing, and demonstration of readiness to return.

Dismissal from Program

Recognizing the significant ethical and legal responsibilities inherent in the profession of nursing, there are instances where the conduct of the student may be so extreme as to warrant bypassing the Professional Conduct Policy. (*see Professional Conduct Policy*)

The faculty and Director of Nursing reserve the right to dismiss any student whose conduct violates the standards of the most recent Code of Ethics for Nurses as adopted by the American Nurses Association (see American Nurses Association Code of Ethics for Nurses above).

Reasons for permanent dismissal include but are not limited to:

- Violations of the Academic Honor Code
- Falsification of documents, records, reports, or emails
- Dismissal from a clinical agency for any reason
- Violations of accepted practices in maintaining patient confidentiality (HIPPA).
- Any grossly unsafe or negligent clinical event or unethical practice.
- Any physical contact including slapping, hitting, or punching.
- Physically threatening a faculty member, a fellow student, or a patient. Example: Verbal threats of harm to person or property: telling the patient: “If you don’t let me do this; I will fail clinical.”
- Stealing equipment/intentionally breaking lab items.
- Two positive drug tests
- Denial to clinical site for any reason

If a violation occurs, the student will meet with the Director of Nursing to discuss the dismissal and complete the Professional Violation Form.

When this occurs, the student is permanently dismissed from the program and changes their major to “Undecided”. The student is not allowed to re-apply or come back into the program at a later time. While the overall goal is to have the student be successful at Newberry College, the utmost importance of Newberry College Nursing is to graduate competent, trustworthy, and reliable nursing students. Thus, following the South Carolina Board of Nursing, the Baccalaureate Essentials, and the American Nurses Association Code of Ethics for Nurses is vital.

Nursing Student Orientation to ATI

Orientation to ATI will promote student success within the ATI Nursing website, including navigating through the products, taking assessments and tutorials, retrieving reports, and creating customized Focused Reviews. Orientation consists of completing an online live ATI Orientation Webinar and completing the ATI Plan – Student Orientation tutorial video and assessment. ATI Plan – Student Orientation tutorial consists of a short getting started video designed to help students get started using their ATI products to support their NCLEX success and nursing practice success. Students access the tutorial by logging into www.atitesting.com with their username and password. If students have not yet created an ATI account, they will need to select **CREATE AN ACCOUNT** and create a username and password. It is very important that each student has entered their Product ID code (which starts with CDN) to have access to all enabled tutorials. Your product ID code will be provided to you by the nursing office. Once the Product ID code has been entered students select the **MY ATI** tab, and then the **LEARN** tab. Once students are in the **LEARN** section, they will locate the ATI Plan - Student Orientation Getting Started with ATI tutorial and select the green arrow to begin to the tutorial. The minimum time students should spend in the tutorial is 8 minutes and 48 seconds (total video time). Students are encouraged to view this video as many times as needed. Once students view the full tutorial, they will take the ATI Plan Student Orientation test in the same location as the lesson. After completing the test, students should print their tutorial report that shows their name, the institution name (Newberry College), and the time spent in the entire tutorial.

ATI Tutorials

ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Review Modules/E-books

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are expected to use these modules to supplement coursework and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

ATI Assessment and Review Policy

Newberry College Nursing augments its curriculum through a leading e-learning provider called ATI. The use of ATI online materials improves program outcomes and student NCLEX pass rates and has been very favorably received by students. **Students need to take personal responsibility and utilize the ATI resources as directed by their Newberry College Nursing faculty. However, utilizing only the ATI resources as assigned and encouraged is not a guarantee of passing the NCLEX the first time.**

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- There are multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and encompass the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, can be accessed from “My ATI” tab. **It is highly advised that students spend time navigating through these ATI orientation materials.**

Focus Reviews/Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual assessment report will contain a listing of the Topics to Review. Students will remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students will be required to provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page and/or by submitting handwritten remediation. Written remediation includes ATI Active Learning Template for each topic missed or “3 Critical Points to Remember” for each topic missed. The materials below explain Newberry College Nursing’s grading and assessment policies that apply to all nursing students.

Content Mastery Series Grading Rubric

The Content Mastery Series is a grouping of nursing topics and content, listed below, that students access online throughout the program via an ATI account they create. In addition to the “excellent nursing content”, ATI provides valuable testing assessments for each of these topics. Students earn points according to their scores and can earn additional points for remediation efforts. **These ATI points will account for 5-10% of the total theory and lab course points. Completion of the proctored assessment is required to pass the course.**

Fundamentals	Community Health
Maternal Newborn	Adult Medical Surgical
Nursing Care of Children	Nutrition
Mental Health	Pharmacology
Leadership	

There are two types of assessments – Practice and Proctored.

- Version A Practice Assessments are taken first to allow students to see rationales.

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- Version B Practice Assessment is given without students accessing rationales.
- Proctored assessments will have close instructor oversight.

ATI Mastery	2 Points	1 Point	0 Points	Total Points
Complete Practice Assessment A (Rationales on)	N/A	Yes	No	/1
Practice A Remediation	1-hour Focused Review on initial attempt AND For each topic missed, complete an active learning template (3 critical points)	1-hour Focused Review on initial attempt OR For each topic missed, complete an active learning template (3 critical points)	No Remediation	/2
Complete Practice Assessment B	N/A	Yes	No	/1
Practice B Remediation (Rationales off)	1-hour Focused Review on initial attempt AND For each topic missed, complete an active learning template (3 critical points)	1-hour Focused Review on initial attempt OR For each topic missed, complete an active learning template (3 critical points)	No Remediation	/2
Proctored Assessment Remediation	1-hour Focused Review on initial attempt AND For each topic missed, complete an active learning template (3 critical points)	1-hour Focused Review on initial attempt OR For each topic missed, complete an active learning template (3 critical points)	No Remediation	/2

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Assessments

There are practice assessments available for students, as well as, standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

ATI Proctored Exams

ATI proctored exams are part of the students test grade as their final exam grade in the course. The students will be allowed two attempts before recording the grade, and the higher of the two attempts will be recorded for the grade. If a student scores below Level 1 on the proctored exam, a grade of 70% will be assigned as their final exam grade. While 70% may result in a passing course grade, the student will be required to remediate and retake the proctored exam in the following semester. This policy ensures students demonstrate the necessary competency to support successful progression and ultimately achieve a passing NCLEX score.

ATI Scoring for Final Exam Grades

Exam	Level 1	Middle (Level I Plus)	Level 2	Middle (Level II Plus)
Adult Medical Surgical	56.7% to 62.79%	62.8% to 68.89%	68.9% to 75.54%	75.55% to 82.1%
Community Health	58% to 65.99%	66% to 73.99%	74% to 78.99%	79% to 83.99%
Fundamentals	50.0% to 57.4%	57.5% to 64.99%	65.0% to 73.34%	73.35% to 81.6%
Leadership	60% to 68.34%	68.35% to 76.6%	76.7% to 83.34%	83.35% to 89.9%
Maternal Newborn	55.0% to 60.84%	60.85% to 66.6%	66.7% to 74.1%	74.2% to 81.6%
Mental Health	56.7% to 61.69%	61.7% to 66.6%	66.7% to 75.84%	75.85% to 84.99%
Nursing Care of Children	51.7% to 58.34%	58.35% to 64.99%	65% to 71.64%	71.65% to 78.2%
Nutrition	48.3% to 57.4%	57.5% to 66.6%	66.7% to 74.99%	75% to 83.2%
Pharmacology	53.3% to 62.4%	62.5% to 71.6%	71.7% to 79.1%	79.2% to 86.6%

Below Level I	D	70%
Level I	C	78%
Level I+	C+	84%
Level II	B	88%
Level II+	B+	93.9%
Level III	A	100

Grading Scale for Nursing (NUR) Courses

Didactic

The following grading scale will be used in all Nursing (NUR) courses in both prelicensure and RN-BSN courses, carrying letter graded credit.

A = 94.0 – 100	D+ = 75.0 – 77.9
B+ = 91.0 – 93.9	D = 68.0 – 74.9
B = 86.0 – 90.9	F = 00 – 67.9
C+ = 83.0 – 85.9	+ a Satisfactory grade in clinicals
C = 78.0 – 82.9 (Minimum passing grade for NUR courses)	

The following grading scale will be used in all Nursing (NUR) courses carrying pass/fail credit.

P* = Pass or Satisfactory (*Minimum passing grade for NUR courses)

F = Fail or Unsatisfactory

A student must have a cumulative combined average of at least 78.0 on all assignments & tests in order to pass a course. If the student receives a 78.0% or below on a test, the student needs to refer to the Retention & Remediation Policy above.

Questions concerning grades on any test or paper must be addressed within 1 week of receiving the grade. No changes to grades will be made after 1 week.

Final Course

Final course grades in all NUR courses are determined without rounding so that 78.0 and above is passing.

Clinical/Laboratory

The laboratory component (both campus and clinical lab) of Nursing (NUR) courses is graded on a Satisfactory or Unsatisfactory basis dependent on criteria set for each level in the nursing curriculum. Clinical grades are not included in the didactic grade derived from classroom performance. However, students who are evaluated as Unsatisfactory in the laboratory component of a Nursing (NUR) course will receive a grade no higher than a “D+” in the course, regardless of the grades on the didactic/classroom portion of the course.

Comprehensive Predictor and NCLEX-RN Endorsement Policy

All nursing students preparing to take the Comprehensive Predictor exam are required to attend a 3-day ATI NCLEX Live Review. All students are required to be alert, engaged, and respectful to the instructor during the review. Attendance and punctuality are mandatory for all 3 days of the live review. Arriving late and/or leaving early is not acceptable.

A score of **90% or higher probability of passing the NCLEX-RN** is required to meet the passing standard of Newberry College Nursing on the Comprehensive Predictor exam. Students are given two attempts to achieve this score.

- Students who earn a 90% or higher on either attempt will be endorsed by the Director of Nursing to the State Board of Nursing to take the NCLEX-RN.
- Students who do not achieve a 90% or higher after two attempts must sign a NUR 420 Action Plan, acknowledging the expectations and requirements for obtaining a “green light” through Virtual ATI after graduation by a designated date. Students who are required to obtain a “green light” through Virtual ATI will still be permitted to participate in the Pinning Ceremony and Commencement.
- Failure to obtain a “green light” through Virtual ATI by the date designated in the NUR 420 Action Plan will require the student to re-enroll in and complete NUR 420 course the following semester.
- Endorsement by the Director of Nursing to the State Board of Nursing to take the NCLEX-RN will not occur until the student has obtained a “green light” through Virtual ATI by the designated date in the NUR 420 Action Plan or completes the NUR 420 course the following semester and obtains within two attempts a 90% or higher on the Comprehensive Predictor.

Comprehensive RN Predictor Grading Rubric

The Comprehensive Predictor is administered in the last semester of the nursing program. The test offers an assessment of the student’s comprehension and mastery of basic principles including fundamentals of nursing, pharmacology, adult medical-surgical nursing, maternal newborn care, mental health nursing, nursing care of children, nutrition, leadership, and community health nursing. The percentage of questions from all major NCLEX® client need categories (management of care, safety and infection control, health promotion and maintenance, psychosocial integrity, basic care, and comfort, pharmacological and parenteral therapies, reduction of risk potential, and physiological adaptation) will be like the percentage of questions on the NCLEX-RN®. The student has 180 minutes (3 hours), unless approved accommodation is documented, to complete this assessment. These ATI points will account for 10 points of the course grade. Completion of the proctored assessment is required to pass the course; failure results in a delay in the letter of endorsement being sent until the student obtains the “green light” from ATI (at least 90% on the Comp. Predictor probability of passing the NCLEX).

Endorsement for NCLEX-RN Examination (Prelicensure)

Students completing the Bachelor of Science in Nursing shall meet the following requirements before being endorsed to take the NCLEX-RN examination:

- Complete all Newberry College and Nursing program requirements.
- Complete NUR 420 NCLEX Endorsement Requirements.
- Receive recommendation from the Director of Nursing.
- Meet the state requirements for endorsement to take the professional nurse licensure examination.

NCLEX Preparation Timeline

The following timeline is provided to guide students through preparation for the NCLEX-RN licensure examination. Adhering to these steps will help ensure optimal readiness for first-time success.

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- Junior Year: Begin ATI testing and remediation in all major nursing courses.
- Senior Year – Fall Semester: Complete Capstone ATI assessments and participate in scheduled review sessions.
- Senior Year – Spring Semester: Complete ATI Comprehensive Predictor Exam. If benchmark not met, complete assigned remediation plan.
- Pre/Post-Graduation: Attend a live NCLEX review (college-sponsored or approved vendor). Schedule the NCLEX-RN examination within three (3) months of graduation for optimal pass rates.

Nursing Attendance and Punctuality Policy

Punctuality and attendance are critical components of professionalism in nursing. Nursing professionals are expected to be reliable, timely, and fully present. This policy reflects the expectations that will be required upon graduation and prepares students for the demands of healthcare roles. Failure to adhere to this policy may lead to academic penalties, up to and including course failure. This policy will be strictly enforced to uphold the high standards of Newberry College Newberry College Nursing and support the professional growth of our students.

Definitions:

- **Tardy:** A tardy occurs when a student arrives late for a scheduled class or clinical session. For example, if class begins at 8:00am, arriving at 8:01am or later will be recorded as tardy. After the 3rd tardy this will be recorded as an absence.
- **Absence:** An absence is recorded when a student:
 - Fails to attend a scheduled class or clinical session whether excused or unexcused.
 - Arrives after 1/2 of the scheduled time frame has passed. Example: Class begins at 8:00; arriving after 8:37 a.m. is recorded as an absence.
 - Is physically present but does not engage in the class, such as by sleeping or failing to participate.
 - After the 3rd absence the student will be counseled regarding attendance and punctuality expectations.
 - After the 5th absence an official write-up indicating failure to meet program attendance requirements will be issued.
 - Once a student reaches 6 absences, the Newberry College Academic Withdrawal policy will be implemented due to missing 25% of the class content.

Please see the current editions of the Newberry College Catalog for additional information about student attendance and FA policies.

Documentation for Absences

Health related:

Students must provide documentation of health-related absences within 24 hours electronically to the Student Center Success and Nursing Faculty. Documentation must include:

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- A note from a healthcare provider, preferably from Newberry Health Hospital Clinic or an accepted local provider, a note on official letterhead or a prescription pad, signed by a healthcare provider and including a contact number.

Sport related:

Students must provide documentation of sports-related absences 24 hours prior to missing class.

Testing Policy

To ensure fairness, integrity, and consistent expectations for all nursing students, the following policy outlines the requirements and procedures related to exam administration within the Newberry College Nursing Program.

Technology Requirements

All proctored exams are required to be taken on a personal laptop computer; sharing of laptops is not permitted. **iPads, Chromebooks, or tablets are not permitted for exam use.*

It is the responsibility of the student to:

- Ensure their laptop meets the technical requirements of the testing platform(s) (e.g., ExamSoft, Respondus, ATI, etc.).
- Arrive to class with their laptop and in working order.

Exam Scheduling and Attendance

Failure to attend a scheduled exam requires the following steps for a make-up exam to be considered:

- The student must contact the course instructor within 24 hours of the missed exam to request a make-up.
- If approved, the student must schedule and complete the exam within three (3) calendar days of the original test date, or the prescriptive timeframe as approved by the course instructor. Failure to do so will result in a zero for the missed exam.
- Make-up exams may be delivered in an alternate format.
 - Exception: Students absent due to Newberry College–approved events may receive a make-up exam with different questions in the same format.
- Only one make-up exam per course per semester will be allowed. All additional missed exams will receive a grade of zero.
- Final exams are given as scheduled per the Newberry College Nursing Department final exam schedule.

Course Unit Testing

- Students will not be permitted to re-take a course test in which a failing grade was achieved. Newberry College Nursing recognizes any grade below a 78% as failing.

Testing Environment

- No additional time will be granted to students who arrive late for an exam.
- No personal belongings will be allowed in the classroom during testing.

Violation of any part of the Testing Policy may result in the student being dismissed from the exam session, marked absent, and/or reported for academic dishonesty.

Late to Test

All students are expected to be on time for all exams. If a student is late for an exam due to reasons beyond his or her control (accident, stuck in traffic), the student must notify the faculty member as soon as safely possible. Faculty reserve the right to verify accident reports or traffic patterns. The faculty member, with consultation of the Director of Nursing, will use his/her discretion to determine if the student can take the exam as regularly scheduled or will need to take a makeup exam. Failure of the student to notify the course instructor/proctor directly of the tardy will result in a grade of zero.

Medication Calculation Competency Policy

Each prelicensure student is required to pass a Medication Calculation Test (MCT) to assess medication administration competency. All J2, S1, and S2 students must complete a Medication Calculation Test with 95% accuracy in the first week (Monday) of the current semester. Students have a maximum of two attempts to pass the competency exam.

The second MCT will be proctored on Friday morning of the same week. Any student who is unable to meet the 95% competency by the second exam will be dismissed from the program, with the option of re-applying the following semester. The student must drop all current nursing courses and meet with their academic advisor.

****Starting Fall 2026** – All J1 and J2 students must complete a Medication Calculation Test with 95% accuracy in the first week (Monday) of the current semester. Students have a maximum of two attempts to pass the competency exam. The second MCT will be proctored on Friday morning of the same week. Any student who is unable to meet the 95% competency by the second exam will be dismissed from the program, with the option of re-applying the following semester. The student must drop all current nursing courses and meet with their academic advisor.

The following rules and guidelines apply to the MCTs:

1. Students are responsible for reviewing information and practicing questions on their own before taking the tests.
2. The MCTs will be computer-based in ATI; whiteboards will be provided by the proctor and must be returned at the end of the test. A calculator is provided within ATI (no physical calculators allowed- to mimic NCLEX testing environment).
3. Students will be allowed two minutes per question for a 30-question test. Students requiring an ADA accommodation must notify the proctor by the designated date and time.

4. Attendance and punctuality are mandatory for the scheduled MCTs. Any student absent or arriving after 15-minutes from the start of the exam will forfeit their first attempt. The student will then have a single opportunity to complete the assessment during the second attempt (Friday).
5. No help or suggestions will be given to any student during the testing.
6. Any student absent or arriving after 15-minutes from the start of the second attempt will forfeit their second attempt and be dismissed from the program, with the option of re-applying the following semester.

Late Assignment Policy

All assignments (including ATI Remediation, Adaptive Quizzing, assigned papers) are due at the due date in Wolf Den as assigned (via electronic submission). Late assignments will result in a loss of 10% per day late unless specified by the instructor as some assignments will not be allowed to be submitted late (For example, 10 points off per day late on a 100 points assignment, after one week of the due date, the assignment will not be accepted resulting in a zero; See syllabus for individual course assignments).

On-campus Laboratory Dress Policy

When attending on-campus laboratory settings, students will follow the clinical dress policy. *See **Clinical Dress Policy** for a detailed outline of requirements.*

CLINICAL POLICIES AND PROCEDURES

Clinical Practice Guidelines

Safe Clinical Practice:

The following are accepted as standards of behavior of Newberry College Nursing students in clinical laboratory experiences.

1. Prepares for Clinical Practice
 - Follows clinical preparation guidelines given by course/clinical unit faculty.
 - Demonstrates knowledge of medication client(s) is/are receiving.
 - Demonstrates knowledge of the physiology and pathophysiology related to client's condition.
 - Documents clinical laboratory preparation as directed by course/clinical faculty, e.g., nursing care plan.
 - Bring necessary supplies and equipment to perform effective nursing care for the client.
 - Reviews unfamiliar procedures, drugs, and treatment strategies

2. Recognizes Need for Assistance and seeks Faculty Supervision in Clinical Activities including but not limited to:
 - Administration of medication
 - Intravenous therapy
 - Initial performance of technical skills
 - Selected clinical practice and strategies

3. Practices Within the Parameters of Role and Title
 - Demonstrates knowledge of role expectations and limitations
 - Functions at anticipated level for current student level status

4. Maintains Client Safety
 - Maintains a safe client environment. Including but not limited to side rails in appropriate positions related to the client condition, age, and situation
 - Practices and teaches aseptic technique
 - Refrains from attendance in the clinical setting when own health level is detrimental to client or colleagues

5. Practice Health Safety by Maintaining your Own Level of Health
 - Maintains adequate rest and sleep practices to function safely in the clinical setting
 - Seeks medical/health care when needed for self
 - Utilizes over-the-counter drugs or other health maintenance strategies judiciously to protect own health state

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6. Functions Without Influence of Drugs and/or Alcohol (see policy regarding substance abuse)
 - Takes drugs prescribed for own health problems in the way they are prescribed
 - Demonstrates knowledge of effects prescribed drugs may have on clinical judgment and performance
 - Does not attend clinical laboratory when prescribed medications may negatively affect judgment, nursing practice, compromise client safety
 - Refrains from use of alcohol prior to or during clinical laboratory experience

7. Identifies the Effect of Attitudes and Behaviors on Client Care
 - Utilizes therapeutic communication techniques
 - Does not demonstrate behaviors reflecting distaste for performance of unpleasant tasks or procedures necessary for therapeutic care
 - Interacts with staff in a manner reflective of client centered goals and mutual respect
 - Interacts with faculty in a manner reflective of mutual respect

8. Shares Accurate Information Regarding Nursing Activities
 - Truthfully reports nursing activities related to care of client
 - Documents actual events surrounding client assessment and nursing care

9. Performs No Activities Detrimental to the Health and Safety of Client
 - Provides nursing care according to principles and established protocols
 - Questions unusual directions of nursing practice
 - Validates appropriateness of planned nursing care

10. Assumes Responsibility for Completion of Nursing Activities
 - Performs assigned and required nursing activities
 - Completes nursing activities within a reasonable time
 - Communicates nursing activities required but not completed to appropriate clinical faculty and agency staff.

11. Demonstrates increasing competence in skill performance
 - Performs technical skills safely and efficiently
 - Utilizes the nursing process and Tanner's Clinical Judgment Model
 - Utilizes the Neuman Systems Model to assess clients
 - Organizes client care to conserve resources and time
 - Manages human and physical resources effectively

Unsafe Clinical Practice:

Clinical practice may be considered unsafe when a student fails to use the nursing process effectively by engaging in one or more of the following activities: (please note that this list is not all-inclusive. Unsafe clinical practice is at the discretion of each professor.)

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- Failure to be prepared for clinical practice.
- Failure to recognize the need for assistance when unfamiliar with nursing action.
- Performing activities outside the parameters of nursing practice as defined by the South Carolina Nurse Practice Act.
- Failure to take nursing action when such action is essential to the health and safety of the client.
- Attending clinical laboratory with active infectious disease process or when the health state does not allow minimum safe practice.
- Failure to recognize the influence of own attitudes and behaviors on the care of the client.
- Dishonesty in giving information regarding nursing care, e.g., lying or deliberately giving inaccurate information.
- Performing nursing activities which are detrimental to the health and safety of the client.
- Failure to assume responsibility for completing nursing action.
- Abandonment of a patient

To hold students accountable for the above standards, clinical instructors and faculty will give formal documentation to students who exhibit unsafe practices. This formal documentation will reference the policy and procedure manual and the exact standard the student failed to display in the clinical practice.

The documentation of unsafe clinical practice will be delivered in a face-to-face meeting with the clinical course coordinator after consultation with the Director of Nursing. Both the student and course coordinator will sign the documentation, the student will receive a copy, and a copy will be filed in the office of the Administrative Assistant for Newberry College Nursing. This documentation of unsafe clinical practice will be maintained in the student's permanent file in the department from semester to semester regardless of the student's status (out of sequence, etc.).

Students will be dismissed from the nursing program upon issuance of a 3rd infraction of this unsafe clinical practice policy. Any grossly unsafe or negligent clinical event or unethical practice (including but not limited to those covered above) may constitute an automatic course or program failure without the student receiving counseling or warning. (Please refer to the Ineligibility to Continue in the Major Due to Student Conduct Policy- Section III). Students may receive unsatisfactory clinical performance at the discretion of each course coordinator.

Education/Training Requirement for Clinical Agencies

Students enrolled in clinical nursing courses are required to meet clinical agency requirements for education/training regarding safety and protection (including but not limited to occupational exposure to bloodborne pathogens and other infectious agents, hazardous waste disposal, and fire safety).

These requirements may exceed those for other Newberry College students due to the nature of risks encountered in healthcare delivery. Students must be aware of policies and procedures to reduce the risk of infection to themselves and others. Students with unique health concerns that may place them at risk during clinical experiences should discuss their situations with the course coordinator before beginning the clinical experience. These students may be required to submit medical clearance with specific guidelines for their clinical experiences. Students who are unable to provide clinical care without undue risk may be required to delay taking clinical courses until they are safely able to do so.

Professional Confidentiality and HIPAA Standards

All members of Newberry College Nursing comply with federal regulations addressing patient/healthcare confidentiality, i.e. the Health Insurance Portability and Accountability Act (HIPAA). Students and faculty receive HIPAA training as part of their annual updates, and as specified by the agencies in which they practice. Records of student health requirements for the nursing program are retained as employee files and released according to the Newberry College Nursing policy.

The student is expected to comply with the terms of the statement throughout the nursing program. (Failure to do so is grounds for failing the nursing course in which the incident occurs.) Components of the confidentiality statement are listed below.

- A nursing student will hold in confidence all personal client information entrusted to him/her.
- Confidential clinical information and research data (written or oral) given to a nursing student will be considered privileged within the content of the learning site.
- A nursing student will limit his/her discussion of client/family to structured learning situations (conferences and clinical). At no time are clients/families to be discussed at lunch counters, clinical dining facilities, elevators, dormitories, and/or other public settings.
- Similarly, a nursing student will respect the rights of colleagues/classmates to keep personal information and papers confidential.
- Failure to comply with this Professional Confidentiality policy represents unethical conduct for a nursing student and may result in an unsatisfactory grade in the nursing course.

Critical Behaviors for Satisfactory Achievement in Campus and Clinical Laboratory

To achieve a passing grade in any clinical nursing course, the student must demonstrate safe nursing care and acceptable professional behavior. Failure to adhere to the following practices may result in a failing grade for the course, Newberry College Nursing Professional Violation Form, and/or suspension from the nursing program.

Students will:

- Present a professional appearance and behavior.
- Maintain confidentiality of patient information.

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- Communicate with faculty and health team members honestly and accurately including reporting errors of omission or commission and near misses to appropriate persons.
- Practice standard precautions and appropriate blood and body fluid precautions.
- Be prepared for all laboratory experiences by acquiring the knowledge, skills, and equipment needed for the laboratory or patient care.
- Carry out nursing practice in accordance with the student's level of preparation, legal limitations, nursing scope of practice, and agency policy.
- Conform to the ANA *Code of Ethics for Nurses*.
- Seek appropriate supervision/consultation in the planning and provision of nursing care.
- Refrain from engaging in patient care when physical or emotional condition is a threat to patients and/or others; notify faculty (or designated individual[s]) in advance if he/she will be absent from any assigned experience.
- Adhere to all clinical policies.

Prelicensure Clinical/Laboratory Evaluation

Students are evaluated as satisfactory or unsatisfactory in the laboratory/clinical component of nursing courses, based on the results of the CLINICAL PERFORMANCE EVALUATION tool. Students who are evaluated as unsatisfactory in laboratory/clinical will earn a grade no higher than a "D" in the course. In nursing courses using an alternate method of clinical assessment, students are expected to meet all required clinical/laboratory components to earn a grade of satisfactory and pass the course. Course Coordinators will complete summative clinical evaluations with each student by the last day of classes.

Leadership Practicum Policy

Students enrolled in the Leadership Practicum are required to complete a total of 120 clinical hours, which includes ten twelve-hour shifts and one twelve-hour shift with the house supervisor. All hours must be completed prior to the final day of the semester.

- Clinical hours cannot be completed the night before or on the day of scheduled classes, as clinicals do not constitute an excused absence from class.
- In NUR 434, students are required to submit a clinical rotation schedule, signed by both the preceptor and course coordinator, as part of a mandatory assignment.
- This signed schedule must be uploaded and approved before attending clinicals.
- Students are not permitted to attend clinicals without prior approval. Hours completed without this pre-approved agreement will not count toward the required hours.
- Students must adhere to the scheduled clinical dates and times as per the pre-approved plan.

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- Any changes to the clinical schedule must be communicated in advance to the course coordinator and Director of Nursing.
- Clinical hours completed without proper notification and approval will not be counted.
- If a student attends clinicals without prior approval or outside the prearranged schedule without notifying the course coordinator and Director of Nursing, a Professional Violation Form will be filed.
- Two unapproved clinical attendances or excessive tardies (15 minutes or more) will result in course failure.
- Failure to complete the 120 required hours by the end of the semester will also result in course failure.

This policy emphasizes the importance of accountability, professionalism, and effective communication in the Leadership Practicum. Adhering to these guidelines is essential for success in the course and future practice.

Medication Administration Policy

First and second semester nursing students must administer medication with the direct supervision of a clinical instructor. Third and fourth semester nursing students must administer medication with the direct supervision of a clinical instructor or RN Preceptor unless permission is granted by the course coordinator. If the clinical instructor or RN Preceptor is not available to provide supervision, the student **MUST NOT** administer any medications. Students must (1) wait for the clinical instructor/preceptor to provide supervision or (2) have the client's primary nurse administer the medication, whichever serves the client's care most appropriately. Senior nursing students **MUST** adhere to the course standards for medication administration as stated in the syllabus. Students must consult with the clinical instructor/preceptor before administering medications to clients.

Clinical Dress Policy

The purpose of outlining professional dress parameters is to assist the beginning nursing student in establishing a professional appearance. Projecting a professional image of the Newberry College nursing student to professional nurse colleagues and to the public is always the responsibility of each student. Specific questions or concerns about professional dress should be addressed to the course faculty members. Violations of this policy will be addressed by individual clinical instructors and may include dismissal from the clinical experience and an unsatisfactory grade.

Uniform - The official Newberry College nursing student uniform consists of the approved short-sleeved, gray scrub top and scrub pants and the red scrub warm up jacket with the Newberry College logo embroidered on the upper left chest area. No Capri pants, overalls, exposed cleavage, midriff, or back, including when bending will be accepted as part of the uniform. Uniforms are to be worn by students in providing nursing care when involved in

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clinical laboratory settings. Uniforms must be clean, smoothly pressed, and in good repair. The hemline for the scrub pants must not be touching the floor. Sweaters, hoodies, kimonos, etc. are not to be worn with scrubs.

NOTE: Students are required to purchase one set of scrub/uniforms and one lab coat, although two sets of scrubs is highly recommended. The vendor and style of scrubs and lab coat will be provided to all incoming nursing students prior to the start of the semester. Students are permitted to purchase their shoes from various vendors, but the shoes must conform to the specifications listed below.

Lab Coat – Purchase of a white lab coat with the Newberry College logo embroidered on the upper right chest area is optional. Lab coats may be worn over Newberry College designated scrubs in clinical laboratory settings. Lab coats may be worn for warmth when giving direct patient care but should not be a replacement for appropriate outer wear. Lab coats must be clean, smoothly pressed, and in good repair.

Undergarments – Appropriate underwear must be worn under the uniform but neither the outline nor color/pattern must be visible through the uniform material. Undergarments should not be exposed when bending. Male students are required to wear a plain white t-shirt under scrub tops. Female students may choose to wear a plain white t-shirt under scrub tops. All students may wear white, long-sleeved T-shirts under scrub tops for warmth when permitted by the hospital.

Shoes - Solid white shoes (closed toe/closed heel) are required; porous (i.e. Keds, Vans, HeyDudes, canvas shoes, etc.) shoes are not allowed due to exposure to pathogens. All shoes must be kept clean and polished. No flip-flops, sandals, clogs, or crocs may be worn.

Socks - Plain white socks that cover the ankles are preferred.

Name Badge - The Newberry College nursing student name badge complies with the Lewis Blackmon Act and other applicable state and federal regulations. The name badge is to be worn on the left chest of the lab coat or scrub top, below the Newberry College logo.

Accessories - Uniform accessories are a part of each uniform and include the following:

- a. Watch with a second sweep hand.
- b. Name Badge: Worn on the left chest below the Newberry College logo on uniform/lab coat.
- c. Stethoscope
- d. Penlight
- e. Nursing equipment as required by the specific course.

Jewelry - Only the following jewelry may be worn with the uniform or lab coat:

- a. Smooth wedding bands with no stones.
- b. One pair of small stud-style earrings - silver, gold or white (should not exceed 8mm). NO dangle or loop earrings with stones may be worn.

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- c. A short religious necklace that does not interfere with nursing activities may be worn inside the uniform or lab coat.
- d. No other necklaces or bracelets of any sort except for Medic Alert jewelry may be worn in the clinical area.

Body art including visible tattoos and piercings - All visible tattoos must be concealed. All visible piercing jewelry including tongue rings/bars/balls must be removed except for the single pair of earrings listed above.

Other Apparel - Outer apparel appropriate to weather conditions should be worn over the uniform to and from the clinical facility. Such outer apparel may not be worn while giving direct patient care. (Lab coats may be worn in the clinical areas for warmth.) Sweaters are not allowed during clinical practice.

Clinical Agencies - Students are expected to follow dress policy modifications specific to clinical areas, e.g., labor and delivery, nursery, operating room, recovery room, and community settings.

Hospital Scrubs - When the clinical experience requires the student to wear hospital-provided scrubs, the student will wear the official student uniform to the clinical area and change into the hospital-provided scrubs in the clinical area.

Personal Hygiene - Personal cleanliness is a prerequisite for patient care. Regular bathing, hair washing, and use of deodorant are part of personal cleanliness. No cologne, perfume, scented lotion, or makeup, or after shave is allowed in any clinical area.

Hair - Hair must always be neat. Hair cannot touch the collar of the uniform or lab coat. Long hair must be neatly pinned up to keep it off the uniform collar. Hair must be restrained so that it will not interfere with nursing activities. Extreme hairstyles and/or colors are to be avoided. Devices used to restrain the hair are to be unobtrusive and of a color consistent with the hair color. Bows and/or banana clips are not acceptable. Hair color is to be that typically occurring naturally in humans, i.e., black, brown, blonde, natural shades of red, and gray. Final determination of appropriate appearance of hair for any given clinical experience will be made by the faculty member responsible for each course. Beards and mustaches should be kept trimmed and neat.

Makeup - Makeup may be worn but should be adequate to look attractive, but not so much as to attract attention. Artificial eyelashes are prohibited.

Fingernails - Nails should be kept clean and short enough to avoid scratching patients. They should be even with the end of the fingers. **No nail polish may be worn.** No designs, gel nails, or artificial nails are allowed.

Gum Chewing - Chewing gum is NOT permitted in any clinical settings.

Smoking/Vaping/Juuling – Smoking/Vaping/Juuling is not recommended at any time, before, during, or while in your uniform. Individuals who wish to smoke must adhere to agency policies.

Clinical/Laboratory/Classroom Disciplinary Action

Students may be subject to disciplinary action by the Director of Nursing for unprofessional conduct or breaches of policy.

This policy is intended to foster responsibility, professionalism, and preparedness for the nursing field. Special circumstances will be considered on an individual basis.

Missed Clinical and Laboratory Policy

Students must attend all scheduled laboratory and clinical sessions. Absences are permitted only for sickness or other approved extenuating circumstances. Absences due to sickness must be accompanied by a Newberry College approved Out of Class note. Failure to meet attendance requirements may result in course failure.

Sickness is defined as any condition that could compromise the health and safety of the student, peers, patients, or faculty. This includes, but is not limited to:

- Fever (temperature of 100.4°F or higher)
- Vomiting
- Symptoms of viral illnesses, such as influenza, COVID-19, or other contagious conditions

There may be extenuating circumstances beyond a student's control that prevent attendance in clinical and/or laboratory. These may include:

- Family emergencies, such as the death or critical illness of an immediate family member
- Court appearances or legal obligations
- Severe weather or natural disasters that impact safety or travel
- Other unforeseen events deemed appropriate by faculty and the Director of Nursing

While potentially uncontrollable, there are situations that are not considered valid reasons for missing scheduled laboratory or clinical sessions. Examples include, but are not limited to:

- Work or employment obligations
- Childcare issues or a child's illness
- Transportation issues

Notification of Clinical Absence

In the event of an absence, the student must notify the clinical instructor and the clinical agency at least two hours before the scheduled start time or as soon as possible via email to the facility, course coordinator, and Director of Nursing. (Example: If clinical starts at 6:45 a.m., the student must notify by 4:45 a.m.)

Failure to notify the course coordinator, facility, and the Director of Nursing via email as required will result in an unexcused absence, with implications determined by the course coordinator, potentially leading to course failure.

Make-up Laboratory/Clinical Experience

Students must make up both excused and unexcused absences by the assigned due date via the course instructor. Failure to do so by the assigned due date will result in a failing grade for the laboratory/clinical component which could result in failure of the clinical course. Students will make up both unexcused and excused clinical absences at the discretion of the course instructor. Hours for one clinical absence must be made up as directed by the course coordinator to maintain regulatory compliance. A second absence will result in a course failure and administrative withdrawal (AW), regardless of classroom attendance. If a student misses a scheduled off-unit rotation (e.g., Endoscopy, Cath Lab), the rotation will not be rescheduled. For valid written, pre-arranged absences, students are required to complete a make-up experience.

Clinical Tardies and Absences

- On the third tardy, the student will be sent home and recorded as absent. A fourth tardy will result in a course failure (AW).
- Missing more than one third (1/3) of any lab or clinical session will be recorded as an absence.
- Being sent home for disciplinary reasons, including inappropriate conduct, failure to wear a name tag or any prescribed clinical standard (dress code), will result in an absence.
- Illegally parking at the clinical site will result in a disciplinary absence and written warning.

Athletic Absences

While participation in athletics is a valuable aspect of your experience at Newberry College, the South Carolina Board of Nursing mandates the completion of a specific number of clinical hours to meet licensure requirements. To accommodate athletic commitments while maintaining compliance with these requirements, the following must be adhered to:

Schedule Submission:

Game schedules and practice times must be provided to the course instructor at the beginning of the semester, prior to the start of the athletic season.

Missed Clinical Sessions:

If more than one clinical session is anticipated to be missed due to athletic commitments, the student must schedule a meeting with the course instructor and the Director of Nursing to discuss potential solutions and ensure compliance with clinical hour requirements.

Failure to meet these requirements may impact course progression.

Leaving Assigned Clinical Area without Permission

Leaving the clinical area without explicit approval from the clinical site coordinator is prohibited. Such actions may result in disciplinary measures, including potential removal from the program.

Illness During Clinical or Laboratory

If a student becomes ill after arriving to clinical or laboratory, they must immediately notify the course coordinator/instructor and the appropriate clinical contact (e.g., clinical instructor) before leaving. Make-up of the missed clinical experience will be determined by the course coordinator.

Electronic Devices in the Clinical Area

Electronic devices are not allowed in the clinical setting for personal use unless prior permission is given by your course instructor. Failure to adhere to this policy is grounds for failing the nursing course in which the incident occurs and may constitute dismissal from the nursing program.

Photography and Videography in Clinical/Laboratory Settings

Students are not permitted to photograph or video in clinical/laboratory settings. Such activities may be utilized by clinical instructors in the laboratory setting to augment the clinical experience in the laboratory setting.

Transportation & Meals During Clinical

The Nursing Program arranges clinical placements at healthcare facilities in collaboration with course faculty. Students are expected to comply with all assigned clinical schedules, including early morning, evening, weekend, or night shifts, based on agency availability.

Transportation Requirements:

- Students are required to provide their own reliable transportation to and from clinical agencies/sites, which may be located **within a 75 mile radius** of campus.
- Students are responsible for arriving at clinical experiences **on time** and remaining on site for the entire scheduled experience.
- Students **may not leave the clinical site for lunch** due to liability. Leaving the site without permission will result in a **Professional Violation Form**.
- Students who choose to transport classmates assume **personal liability** in the event of an accident.

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- If a student carools with a student-athlete and the athlete must leave class or clinical early, the nursing student must stay and complete class or clinical (and secure alternate transportation) or will be marked absent.
- Newberry College does not provide transportation or reimburse students for mileage, fuel, parking, or travel-related expenses.

Meals During Clinical:

- Boarding students are responsible for the cost of their meals during off-campus clinical nursing experiences.
- Nursing majors who are boarding students should contact the College Business Office to arrange an alternative meal plan that incorporates **Flex Dollars** for off-campus meals.

Professional Expectations:

Failure to adhere to transportation or attendance requirements, including late arrival or leaving early without permission, may result in disciplinary action according to the Professional Conduct Policy.

Simulation Guidelines

The Nursing Simulation Labs include high-fidelity simulation, mid-fidelity simulation, low-fidelity simulation, and two laboratories, as well as storage and utility space. Each of the laboratories is outfitted with audio and video recording equipment to enhance instruction, scenario debriefing, student learning, and evaluation.

Simulation Attendance and Make-Up Policy

Simulation activities are a required component of the Nursing curriculum and are designed to replicate real-world clinical situations.

- Attendance at all scheduled simulation sessions is **mandatory**.
- An absence from simulation will be treated the same as a clinical absence and must follow the *Missed Clinical and Laboratory Policy*.
- Make-up simulations will be scheduled at the discretion of the faculty and may require additional assignments or fees for use of the simulation lab.
- Tardiness of more than 10 minutes may result in dismissal from the simulation and require a make-up session.

Purpose of Simulation

Simulation provides a safe environment in which students can apply and integrate knowledge, skills, and critical thinking.

Advantages of simulation-based instruction include:

- No threat to patient safety.
- Realistic, specific, and unique client situations can be created in which variables are controlled and the situation can be reproduced.
- Consistent and comparable experiences can occur for all students.
- Promotes experiential learning.
- Promotes student self-evaluation.
- Promotes effective clinical decision-making and critical thinking.

Before the simulation session, the student is expected to:

- Complete assigned readings
- Complete or review the assigned case study (if applicable)
- Complete assigned clinical documents
- Copy and sign the Simulation Confidentiality and Recording Permission Agreement
- Prepare to arrive for the simulation session in uniform (if indicated by the professor) and bring a pencil (no pens in the simulation)
- Review simulation learning objectives
- Identify areas of learning and/or evaluation
- Prepare for evaluation and review the evaluation rubric if indicated.

During the simulation session, the student is expected to:

- Dress appropriately for a clinical rotation.
- Introduce self to the patient and other participants as indicated.
- Use standard patient identification procedures.
- Use standard precautions before, during, and after simulation experiences.
- Demonstrate assessment and data collection skills.
- Demonstrate cognitive and psychomotor skills learned in previous coursework.
- Effectively communicate with patients, families, peers, and other members.
- Use the six rights of medication.
- Demonstrate professional behavior.

After the simulation session, the student is expected to actively participate in the debriefing session. Debriefing provides immediate feedback and is a reflective critical thinking analysis and communication tool for participants of the simulation learning experience.

Safety & Emergency Procedures

On Campus:

Follow all posted building evacuation plans in the event of fire or other emergency. Shelter in place during severe weather or lockdown situations until given an “all clear” by authorities.

Report suspicious persons or activities immediately to Campus Security (803-321-5602).

In Clinical Settings:

In the event of a patient emergency, follow facility protocols and notify your clinical instructor immediately.

For sharps injuries, body fluid exposures, or other occupational injuries:

Provide immediate first aid (wash, flush, etc.).

Notify your clinical instructor.

Follow facility exposure procedures and complete required documentation.

Submit a Newberry College Incident Report within 24 hours.

General:

Always keep emergency contacts updated in Wolf Den.

Know the location of exits, fire extinguishers, and first aid kits in all campus labs and classrooms.

Incident Reporting Policy

An incident is defined as any accident, injury, loss, contamination, medication error, or situation involving a patient, student, or clinical instructor. Incidents are events that are not consistent with routine activities. Any health or safety incident, which occurs as part of a nursing student's clinical learning experience, shall be reported to both the clinical agency and to the Director of Nursing. Timely and accurate documentation is necessary to:

- Inform College administrators about situations which may result in risk or liability to the school.
- Identify patterns of accident-prone behavior.
- Assure that the health or safety incident is explored as a learning experience.
- Demonstrate expected professional behavior.

Procedure:

1. Report in person to the clinical instructor and/or facility's unit supervisor any health or safety incident that involves a client, student, or clinical instructor. The clinical instructor should immediately notify the course coordinator of the event and assist in completing the necessary clinical agency documentation.

2. A Newberry College Nursing Incident Record must be completed and submitted to the office of the Administrative Assistant for Newberry College Nursing in a confidential manner when clinical incidents occur. Completed forms are due the office of the Administrative Assistant within 48 hours of the incident. If the event occurs over the weekend, then the forms are due on Monday or the next college business day. The Director of Nursing and the course faculty will review incident records.

3. The party involved shall report in person to the Director of Nursing to discuss the incident if requested. In the event of an injury, the student is expected to seek first aid and medical care as indicated. The student shall be financially responsible for the needed care. (Ex. If an injury occurs at a Lexington Medical Center facility, the student should report to an LMC

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urgent care or ER as appropriate. If the injury occurs at any other facility or experience, the student should report to the closest treatment facility, as appropriate).

4. If the injury occurs on the campus of Newberry College the student should follow up for needle sticks/contamination with body fluids at Newberry Health Clinic at Newberry College or Newberry Health Hospital Emergency Room. Students are responsible for their own charges with their own private insurance.

For additional assistance contact the Newberry Health Clinic at Newberry College, Newberry Health Hospital Emergency Room. In the event of a needle stick or contamination with body fluids, students are encouraged to follow agency policies. If the student has possible exposure to HIV, Hepatitis B, or Hepatitis C (as determined by the clinical agency), the PEP Quick guide answers will be utilized as it answers the most common questions on treating exposures. If needed the faculty/facility PEP line can be called for more assistance ([888-448-4911](tel:888-448-4911)). Students should NOT call this number. The guide can also be found online at <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/> Report the incident immediately to the supervisor and clinical faculty to authorize medical evaluation. Supervisors are responsible for ensuring students are offered immediate medical care, appropriate diagnostics and treatment.

- Percutaneous Exposure (e.g., needle stick, cut, animal bite) – Immediately wash or flush the exposed area with soap and water for 10 minutes.
- Mucous Membrane Exposure (i.e., eyes, nose or mouth) – Flush the exposed area with water. If exposure is to the eyes, flush eyes (holding open) using the eyewash station for 10 minutes.
- The student or supervisor should immediately notify the appropriate entity within the health care institution where the exposure occurs, in order to initiate testing of the “source patient” for HIV, hepatitis B, and hepatitis C infection. It is important for rapid HIV testing to be completed with results available within a few hours. Each institution has its own procedures for obtaining “source patient” testing, and supervising faculty should know these procedures. If there is uncertainty about whom to contact within the host institution, instructions should be obtained from one or more of the following:
 - Employee health office
 - Charge nurse for the floor or unit where the exposure occurred
 - Infection control nurse
 - Administrative officer of the day
 - Clinic director (for outpatient sites)

Once the necessary “source patient” testing has been ordered, seek medical treatment as soon as possible after the incident.

Worker's Compensation

Nursing students are covered by Worker's Compensation while engaged in clinical laboratory activities (From SC Code of Laws 42-7-60). Any nursing student who is injured in clinical laboratory should report the incident to the clinical faculty and should contact the Newberry College Human Resources to file a report of injury form.

CLINICAL COMPLIANCE REQUIREMENTS

Vendor Used for Required Clinical Compliance

Newberry College Nursing uses an approved vendor, Viewpoint Screening, for the management of clinical requirement tracking. The vendor and submission process assigned to you at the time of your admission to the nursing major is the process that you should continue unless you are notified to do otherwise. <https://www.viewpointscreening.com/newberry>

Requirements for Entering Clinical Nursing Courses

To meet the standards of Newberry College Nursing, the South Carolina Board of Nursing, and clinical agency requirements, and all nursing students must present evidence every semester of a current clear criminal background check and 10-panel drug screening, health screening, current immunization status, health and liability insurance, and bi-annual CPR certification (*see Clinical Screening Requirements*). Evidence of the requirements listed above must be submitted and the approved vendor profile must be compliant prior to starting any clinical or lab rotation. The documentation must be valid throughout the academic year and not subject to expiration during clinical rotations.

Returning students must submit current clear criminal background check and 10-panel drug screening each semester. Failure to comply by the posted deadline will result in dismissal from the clinical rotation and be assessed as an absence. If absences exceed the allowed days, students will fail the course.

Failure to comply with timely submission of this requirement will result in forfeiture of space in clinical nursing classes. Students denied access to clinical sites will be ineligible to continue in the nursing major. The student is responsible for submitting completed documentation and keeping a copy of the documentation for personal use. All required documentation must be uploaded through the vendor website of Viewpoint Screening.

Required Clinical Screening

All Newberry College Nursing students are required to provide updated documentation of the following:

The Health Screening form signed by a physician or nurse practitioner within the last year that verifies student health status must be submitted. The health screening includes:

- 1. Tuberculin Skin Test (TB)**

A negative Tuberculin Skin Test (TST) – if a student has not been tested within the preceding 12 months there must be a documented negative *two-step* TST. After the initial two-step testing, a one-step test is required annually. If a student has a positive TST there must be documented treatment for the positive TST/TB disease with a chest x-ray showing no evidence of active TB infection within the last 12 months. Thereafter, documentation of annual assessment is required, based upon CDC guidelines. A quantiferon blood test is also acceptable for the one-step and two-step tests.

2. Measles, Mumps, Rubella (MMR) Vaccination

Verification of two MMR (Measles, Mumps, Rubella) vaccinations are required and/or titers (greater than 1:8). Students having titer results that are not positive (immune) must complete the immunization process. Newberry College Nursing only accepts two reasons for the declination of MMR vaccination: 1) Documented medical reasoning and 2) Documented religious objection following appropriate protocols. A declination form can be obtained from the Administrative Coordinator for Nursing and signed by the student. Upon approval of the declination by the Director of Nursing, the form must be uploaded into the student's ViewPoint Screening account for the MMR requirement. If a student is granted the MMR declination and there is an outbreak at a clinical facility, the student may not be able to attend clinical for an extended amount of time.

3. Varicella (Chicken Pox) Vaccination

Varicella vaccinations or serologic immune status (titers). Students having titer results that are not positive (immune) must complete the immunization process. Newberry College Nursing only accepts two reasons for the declination of Varicella: 1) Documented medical reasoning and 2) Documented religious objection following appropriate protocols. A declination form can be obtained from the Administrative Coordinator for Nursing and signed by the student. Upon approval of the declination by the Director of Nursing, the form must be uploaded into the student's ViewPoint Screening account for the Varicella requirement. If a student is granted the Varicella declination and there is an outbreak at a clinical facility, the student may not be able to attend clinical for an extended amount of time.

4. Hepatitis B (HepB) Vaccination

Verification of three Hepatitis B vaccinations or a positive serologic immune status. Dates of shot series, or positive titer must be submitted. Students having titer results that are not positive (immune) are strongly recommended to complete the immunization series. Hepatitis B is an infectious disease with serious and sometimes fatal outcomes. The Hepatitis virus can be transmitted to health care workers by needle stick injury or exposure to body fluids of infected individuals. Infected individuals are unknown to healthcare workers 90% of the time. Nursing students are therefore advised that Hepatitis B immunization is strongly recommended when engaging in client care activities in clinical nursing courses. Newberry College Nursing only accepts two reasons for the declination of Hepatitis B: 1) Documented medical reasoning and 2) Documented religious objection following appropriate protocols. A declination form can be obtained from the Administrative Coordinator for Nursing and signed by the student. Upon approval of the declination by the Director of Nursing, the form must be uploaded into the student's ViewPoint Screening account for the Hepatitis B requirement. If a student is granted the Hepatitis B declination and there is an outbreak at a clinical facility, the student may not be able to attend clinical for an extended amount of time.

5. Diphtheria and Tetanus (Td or Tdap) Vaccination

Verification of vaccination against diphtheria and tetanus (Td or Tdap) within the past 10 years. Newberry College Nursing only accepts two reasons for the declination of Tdap: 1)

Documented medical reasoning and 2) Documented religious objection following appropriate protocols. A declination form can be obtained from the Administrative Coordinator for Nursing and signed by the student. Upon approval of the declination by the Director of Nursing, the form must be uploaded into the student's ViewPoint Screening account for the Tdap requirement. If a student is granted the Tdap declination and there is an outbreak at a clinical facility, the student may not be able to attend clinical for an extended amount of time.

6. Influenza (Flu) Immunization

Documentation of a flu shot is due October 31st of every year enrolled in the nursing program, or a declination waiver is required. Newberry College Nursing only accepts two reasons for the declination of the Influenza vaccination: 1) Documented medical reasoning and 2) Documented religious objection following appropriate protocols. A declination form can be obtained from the Administrative Coordinator for Nursing and signed by the student. Upon approval of the declination by the Director of Nursing, the form must be uploaded into the student's ViewPoint Screening account for the Influenza requirement. Clinical agencies may require unique identification of individuals who have declined the flu vaccine and may require the student to wear a face mask when in patient care areas during flu season. The renewal date will be set for 1 year from the administered date of the vaccine.

7. Health Screening Form

All beginning junior nursing students must have a physician or nurse practitioner complete the bottom portion of the Health Screening Form (available on ViewPoint Screening). All questions and dates MUST be completed, or the form will be rejected.

8. Health History Form

All beginning junior nursing students must complete a Health History Form (available on ViewPoint Screening), detailing their general health history.

9. Health Insurance

Health insurance is required for all nursing students. Students are responsible for the cost of health, accident, or chronic care following an illness or injury incurred during clinical laboratory learning experiences. A copy of your current health insurance card must be uploaded to your ViewPoint Screening account. Any student unable to obtain health insurance coverage must sign a Health Insurance Waiver (available from the Administrative Coordinator for Nursing) and upload it to their ViewPoint Screening account for the health insurance requirement.

10. Professional Liability Insurance

All nursing students are required to have professional liability insurance coverage in the amounts of not less than \$300,000 per occurrence; \$600,000 aggregate effective throughout the academic year. This insurance can be purchased through Nurses Service Organization (www.nso.com), Proliability (www.proliability.com), or your personal insurance company. Remember to purchase coverage for "RN student nurse."

A copy of the *Certificate of Insurance* showing the dates and amounts of coverage must be uploaded to your ViewPoint Screening account.

11. Driver's License

All nursing students must upload a copy of their valid, current driver's license to their ViewPoint Screening account.

12. Birth Certificate

All nursing students must upload a copy of their birth certificate to their ViewPoint Screening account.

13. CPR Certification

All nursing students must show evidence of certification of CPR throughout the academic year. You may receive your CPR certification through one of the following courses:

- The American Heart Association – BLS (Basic Life Support) Provider
- Red Cross – BLS (Basic Life Support) for Healthcare Providers
- A CPR certification course is taught **twice** a year (once at the beginning of each semester) in the Darby Nursing and Health Science Center.

These courses include adult, child, infant CPR; management of obstructed airway; and use of an AED. A copy of your CPR certification must be uploaded to your ViewPoint Screening account.

14. Criminal Records Check

All nursing students are required to have a criminal records check prior to the start of every semester they are enrolled in the nursing program. The records check will be conducted by ViewPoint Screening based off the basic information you enter when setting up your ViewPoint Screening account. Results will be automatically uploaded to each student's individual ViewPoint Screening profile. *(See Criminal Records Check for more detail.)*

15. Drug Screening

All nursing students are required to have a drug screen performed prior to the start of every semester they are enrolled in the nursing program. Students will be sent to a drug screening site closest to the residential address entered when setting up their ViewPoint Screening account. Results will be automatically uploaded to each student's individual ViewPoint Screening profile. Students **MUST** go through ViewPoint Screening for all drug screening. No outside vendor will be accepted. *(See Drug and Alcohol Policy for more detail.)*

All students admitted to the nursing major are required to complete all clinical screening requirements by the first day of classes each semester. It is the student's responsibility to ensure that all screening requirements are fully completed and uploaded to their ViewPoint Screening account prior to the start of the semester.

Any student that does not meet all clinical screening requirements may not participate in clinical or laboratory sessions until compliance is achieved. These absences will **NOT** be considered excused and will be managed in accordance with Newberry College Nursing's *Missed Clinical and Laboratory Policy*. A Professional Violation Form (*see Forms section*) will be submitted to the Director of Nursing for any student who is noncompliant with the screening requirements. Accumulation of three Professional Violation Forms will result in dismissal from the nursing program.

Criminal Records Check

Student nurses are required to have a criminal record check as required by state law and/or clinical agency contracts for those having contact with vulnerable populations needing care. Conviction of certain crimes may make a student ineligible to apply for nursing licensure (*see SC Board of Nursing website at www.llr.state.sc.us*), ineligible to take certification examinations, or ineligible for employment in certain fields. Conviction of, plea of guilty, plea of *nolo contendere* (no contest), or pending criminal charges involving the following may be grounds for denial of clinical placement:

- Crimes involving violence against the person including but not limited to murder, manslaughter, use of deadly force, assault and battery, sex crimes, abuse of children or the elderly, abduction, robbery
- Crimes occurring within 5 years of application involving the distribution of drugs
- Crimes occurring within 5 years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects
- Crimes occurring within 5 years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny, bad check)
- Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from clinical rotation

All criminal records checks are conducted by ViewPoint Screening and will be automatically uploaded to each student's individual account. No outside vendor will be accepted.

Positive results will be first forwarded to the Director of Nursing then to clinical agencies for their review and appropriate action. Any student denied access to a clinical site based upon the results of the criminal records check will be changed to the undecided major.

Procedure for Positive Criminal Records Check

The following steps will be taken upon notification of a positive criminal records check:

- ViewPoint Screening will notify the Director of Nursing when a student is found to have a positive criminal record.
- The Director of Nursing will contact any clinical agencies the student would attend to inquire about their policy with a positive criminal background check. No identifying information about the student will be disclosed.
- The Director of Nursing will meet with the student about the report and provide a copy to the student.

- If a clinical agency declines to allow the student to participate in any of its programs due to a positive criminal record, the student will be dismissed from the Nursing program immediately.

Drug and Alcohol Policy

The use of substances that interfere with the judgment and/or motor coordination of nursing students poses an unacceptable risk for patients, Newberry College, the faculty and staff, and clinical agencies. In compliance with clinical agency requirements, Newberry College Nursing requires drug screening each semester for all students enrolled in the nursing program.

In accordance with Newberry College Nursing, random drug testing will be conducted each semester. Testing will be performed each month during the semester. Two students from each cohort will be randomly selected to participate in the drug testing. Refusal by a student to submit to testing will result in that student's dismissal from Newberry College Nursing.

Additionally, upon reasonable suspicion of drug and/or alcohol use in the clinical, classroom, or laboratory settings, Newberry College Nursing has the right to require a student to submit to testing for substance abuse. Refusal by a student to submit to testing will result in that student's dismissal from Newberry College Nursing.

Procedure for Drug Testing

Before participating in clinical experiences, students are required to follow the drug testing procedures established by Newberry College Nursing. Tests are evaluated by a qualified laboratory using established methods and procedures through ViewPoint Screening. The testing must be completed within 90 days before the first clinical experience. The student may be screened for amphetamines, cocaine metabolites, marijuana metabolites, opiates, phencyclidine (PCP), propoxyphene, barbiturates, benzodiazepines, methadone, methaqualone, and other chemicals as required by clinical agencies. A drug test will be presumed positive if any of the drugs tested are found.

Reasonable Suspicion of Drug/Alcohol Use

In addition to the pre-clinical screening process for substance abuse, for the protection of patients, faculty, staff, and students, Newberry College Nursing reserves the right to require a student to submit to testing for substance abuse at the Newberry College Nursing's expense when a faculty or staff member has reasonable cause to believe that a student is under the influence of alcohol and/or other drugs during a classroom, a clinical or a laboratory experience. As this policy refers to positive drug/alcohol screen procedures, the following definitions of positive will be used:

- Screen results indicating the use of an illegal drug.
- Screen results indicating non-therapeutic drug levels of prescribed or nonprescribed drugs.
- Screen results indicating the presence of alcohol in the blood.
- Refusal to consent to a drug screen or inability to provide adequate specimens for drug/alcohol testing after 2 hours from the start of the testing session.

During classroom, clinical, or laboratory experiences, any one or more of the following behaviors may also constitute evidence that a student is under the influence of alcohol and/or drugs:

- Observable lack of motor coordination without reasonable explanation. Such behavior must be described objectively by persons making such observations and includes, but is not limited to, slurred speech, impaired physical coordination, inappropriate comments or behaviors, pupillary changes, noticeable change in grooming habits, or odor of alcohol or other drugs.
- Incoherent speech without reasonable explanation
- Inappropriate decision-making behavior without reasonable explanation. This behavior must be described objectively by people making such observations and must be inappropriate based on reasonable expectations of students at the same academic level. It may include information that the individual has caused or contributed to the harm of self, visitors, staff, or patient while under the influence of drugs.
- Odor of alcohol on the breath of student detected from a maximum distance of two feet.
- A report of drug use by credible sources or direct observation of drug use. (Reporting source may be identified in accordance with clinical agency policy.)
- Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs.

Procedure for a Positive Drug Screen

The following steps will be taken upon notification of a positive drug screen:

- ViewPoint Screening will notify the Director of Nursing with results of the drug screen as soon as possible. If the drug screen is positive, the Director of Nursing will meet with the student (and academic advisor if the student desires) about the report and will give the student a copy of the report.
- At that time, the Director of Nursing will inform the student that the student is being dismissed immediately from the Nursing program and will not be allowed to complete any of the required NUR courses. The student will be changed to an “Undecided” major. The academic advisor will discuss the student’s options with the student at that time.
- When a student is found to have a positive drug screen indicating the use of an illegal drug, a non-therapeutic drug level of prescribed or non-prescribed drugs, or the presence of alcohol in the blood in the classroom, clinical, or laboratory setting, the Director of Nursing will immediately notify the Vice President for Academic Affairs of the results and consequences of the substance abuse. The positive results will also be reported to the Student Conduct Office within 24 hours. Reports should be made via the Newberry College Office of Student Conduct incident portal www.newberry.edu/wecare.
- A positive drug screen following the first offense will result in immediate dismissal from the Nursing program. The student will not be allowed to re-apply and a change of major will be completed.

Diluted Specimen Results

Students are responsible for checking their ViewPoint Screening account for the results of any completed drug testing. If a drug screen results as a diluted specimen, the student must have a second urine drug screen. The student will be required to contact the approved vendor site within 24 hours to obtain instruction for authorization for this second urine drug screen. The student must retake their urine drug screen within 72 hours of the original result. If the result of the second urine drug screen is also a diluted specimen, the student must submit to hair testing. All drug testing is at the student's expense.

An inconsistent temperature of the specimen may call to question the validity of the sample. This will result in suspension until an accurate sample is obtained.

Record of Test Results

ViewPoint Screening will report all positive criminal records checks and drug screening results to the Director of Nursing. Positive checks and results will be maintained in a file in the student's permanent record. For positive drug screening results, the report filed to the Newberry College Office of Student Conduct incident portal will also have this information, which is a safe and secure platform that requires authorization for access and two forms of authentication.

STUDENT POLICIES AND PROCEDURES

Bill of Rights and Responsibilities for Students of Nursing

The National Student Nurses' Association (NSNA) Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). For the most recent information on the Student Bill of Rights and Responsibilities, go to <https://www.nсна.org/nsna-code-of-ethics.html>

Newberry College Student Nurse Code of Conduct

- Students will support the fair treatment of themselves and others by facilitating a safe, respectful, and caring learning environment.
- Students will accept responsibility and accountability for their behavior when interacting with other students, faculty, and staff.
- Students will respect and protect the rights and property of others.
- Students will speak or behave in a manner that does not disrupt or interfere with the learning or work of others.
- Students will practice personal and academic integrity and expect it from others.
- Students will demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion, or intimidation against any member of the academic community.
- Students will demonstrate a willingness to listen and be open to hearing the perspectives of others.
- Students will explore controversial issues through open dialogue and respectful deliberation.
- Students will respect others' freedom of expression while recognizing that such tolerance does not require agreement with expressed ideas.
- Students will uphold policies and regulations related to academic and clinical performance, acknowledging that at times institutional resources and persons may be required to resolve conflict.
- Students will abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

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- Students will strive to reach an optimal level of personal physical, emotional, and spiritual health and will accept responsibility for seeking treatment if experiencing impairments related to mental health, substance abuse, and other health issues.
- Students will note that Newberry College Nursing will not tolerate disrespectful or abusive speech or disruptive behavior from individuals or groups.

(Adapted from the University of Southern Maine Commitment to Civility and the National Student Nurses' Association Code of Academic and Clinical Conduct)

Social Media and Cell Phone Policy

Newberry College Nursing supports the use of social media to reach audiences important to the College, for students, prospective students, faculty, and staff. Any Newberry College presence or participation on social media is guided by college policy. Distribution of sensitive and confidential information is protected by HIPAA and FERPA whether discussed through traditional communication channels or through social media. Students within Newberry College Nursing must adhere to a consistent policy which governs electronic devices (such as cell phones), and other forms of communication including email and text messaging.

Social media sites are not limited to Facebook, Facebook Messenger and Facebook LIVE, Group Me, Instagram, Snapchat, LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Tumblr, Allnurses.com, Skype, Twitter, Reddit, TikTok, and YouTube; any social media sites. While this policy may need to be modified as recent technologies emerge, the policy will remain to protect sensitive and confidential information. Social media may span traditional boundaries between professional and personal relationships and takes additional vigilance to make sure one is protecting personal, professional, and college and department reputations.

Students need to represent Newberry College and Newberry College Nursing in a fair, positive, accurate, and legal manner while protecting the brand and reputation of the College and the nursing division. When publishing information on social media sites, students need to keep in mind that information may be public (communication, pictures, and postings). There is no such thing as a “private” social media site. Comments can be forwarded or copied. Students are held responsible for what is posted or what appears on the site and on the sites of others (tagged). Bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (defined by the courts). Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace. Each student is responsible for this policy and any updates to this policy.

The following must be adhered to by every student enrolled in the Newberry College Nursing program:

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- Do not post confidential or proprietary information about the college, staff, faculty, students, clinical facilities, patients or clients or others with whom one has contact in the role of Newberry College Nursing.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the College. For guidance, visit the Newberry College's library site or seek consultation with the Nursing department faculty.
- Do not use Newberry College logos and graphics on personal social media sites. Do not use the Newberry College name to promote a product, cause or political party.
- No personal phone conversations or texting are allowed while in patient/client and clinical areas. (These areas include: the nurses' stations, patients' rooms, elevators, and other hospital area facilities). If a student needs to use his/her cell phone for personal use during clinical, it needs to be done during break times (such as lunch time) in the break rooms or outside. If a student needs to use his/her cell phone during class time, it needs to be used during break time in the hallway or outside. If a student needs to respond to an emergency text or phone call during class or clinical, the student will be asked to leave the classroom or clinical area and respond as deemed necessary. No students can take photos with their cellphones of electronic records including lab values, assessments. HIPAA guidelines are non-negotiable.
- Use of computers (iPad, Notebooks etc.) during class shall be restricted for notetaking, test taking and classroom activities.
- Please turn your cellphones off during class as this can be a distraction.
- No student shall videotape and/or audiotape professors or fellow students for personal or social media use without the express written permission of the faculty or student. At NO time shall patients or clients be videotaped or photographed without written permission of the patient/client and of the facility.
- No photos or videos can be taken on any clinical site or property without the permission of the faculty.
- No Newberry College nursing student should take pictures in Newberry College nursing scrubs with any questionable items (i.e., alcohol, cigarettes, e-cigarettes, drug paraphernalia, gang symbols, sexually explicit material, or any other inappropriate material). This also includes posting inappropriate pictures in a Newberry College nursing uniform on a social media site.
- Be aware of the association with Newberry College in online social media networks. Each student needs to ensure his/her profile and make sure related content is consistent with Newberry College policies. Each student needs to be professional to colleagues, clients, and on Newberry College's behalf. Each student is responsible for each posting on social media.
- Each student is responsible for using professional email etiquette when emailing staff, faculty and other students. Students MUST use only Newberry College email to communicate with faculty and staff within the Newberry College Nursing. Faculty and staff will not accept assignments or other communication from personal emails (including Gmail, Yahoo, etc.). Text messaging is NOT an acceptable form of communication with nursing faculty unless otherwise indicated by the faculty

member. Please keep in mind that any emails or text messages can be recoverable if deleted so please be careful.

- HIPAA and FERPA guidelines are non-negotiable. A violation at a clinical site may result in removal and refusal of entrance which will result in removal from the program.

Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program. Each student is responsible for individual postings. See also the Professional Violation Form.

Additional resources can be found at:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Physical and/or Mental Health Concerns

According to the South Carolina Code of Laws Title 40 Chapter 33, competency means “the ability of a licensed nurse to perform safely, skillfully, and proficiently the functions within the role of the licensee. The role encompasses the possession and interrelation of essential knowledge, judgment, attitudes, values, skills, and abilities, which are varied and range in complexity”.

Applicants for a nursing license may be required to “submit to a mental or physical examination if the board finds that probable cause exists that a licensee or applicant may be addicted to alcohol or drugs or may have sustained a physical or mental disability that may render practice by the licensee or applicant dangerous to the public.” As part of the Newberry College Nursing Student Nurse Code of Conduct, students are expected to “strive to reach an optimal level of personal physical, emotional, and spiritual health and will accept responsibility for seeking treatment if experiencing impairments related to mental health, substance abuse, and other health issues”.

In keeping with this documented philosophy, faculty or staff who suspect a nursing student may have a physical or emotional/psychological problem that may interfere with client care, or who suspect a student may be in a physical or emotional/psychological crisis, are to adhere to the following procedure:

- Notify the Director of Nursing of their concerns.
- Notify Newberry College Health Services of the concern.
- Submit the completed paper form to the Newberry College’s Wellness Center for physical issues, or Counseling Services for emotional/psychological issues or submit the online form as directed.

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- If the faculty member is concerned that the student may be a danger to themselves or others, the student may be escorted over to the Newberry College Wellness Center. If the incident occurs on campus and is after business hours (or the weekend), campus security should be notified at (803) 940-0672. For an emotional/psychological crisis occurring off-campus, call 911 or the Wolf Wellness line at (833) 434-1217 for 24/7 support.
- For any health concern or behavior that may be considered an emergency, call 911.
- Students who suspect a fellow nursing student is experiencing a physical and/or emotional/psychological health crisis should notify the Newberry College Wellness Center regarding their concerns and/or follow the guidelines outlined above for emergencies.

Student Support and Wellness Resources

Newberry College Nursing is committed to the academic success and personal well-being of every student.

- **Counseling Services:** Confidential counseling is available through the Newberry College Wellness Center.
- **Academic Support:** Tutoring, study skills workshops, and test-taking strategy sessions are available through the Center for Student Success.
- **Peer Mentoring:** The Nursing Program offers peer support through upperclassmen mentors and the Student Nurses Association.
- **Crisis Support:** If you are in crisis, contact Campus Security (803-321-5602) or the Suicide & Crisis Lifeline (988).

Students are encouraged to proactively seek support for personal, academic, or health-related challenges to prevent disruption in academic and clinical performance.

Surgeries and Other Physical Health Concerns

Maintaining clinical requirements, including issues regarding health, is an integral part of being in the nursing program. Students who have illness or surgery may compromise the safety of clients, colleagues, or themselves, and violate agency contracts. At their discretion, a clinical agency (or site) may prohibit a student from attending clinicals based on liability and safety concerns. If a student is denied access to a clinical agency (or site) or poses a liability to the nursing program, the student will be ineligible to continue in the clinical nursing courses that semester. In the event a student has a health concern/illness or surgery that requires that the student miss a clinical/laboratory experience, the student must adhere to the following:

- Notify the faculty course coordinators in all clinical courses if the student will be missing a clinical/laboratory due to health reasons. Students must adhere to the policies in the handbook regarding absences.

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- Notify the Director of Nursing.
- Bring a health release from his or her Healthcare Provider stating that the student can resume all clinical requirements and activities without limits or the use of an assistive device unless allowed by the clinical agency.
- Students should refer to the Nursing Core Performance Standards for specific guidelines on clinical expectations.
- If the student is not able to resume the full student role in the clinical/laboratory setting, the student may be required to withdraw from the associated courses (follow Newberry College Nursing and Newberry College policies).
- If a student does not inform the faculty of the significant health concern or present a release, the student may be found guilty of Unprofessional Conduct and/or Unsafe Clinical Practice and may receive a clinical failure in all associated clinical courses.
- All surgeries require documentation of a health release even if the surgeries are performed during the summer, holiday, or other break. Documentation must be submitted to the Director of Nursing.

Pregnancy Policy

Any student who is pregnant or suspects she may be pregnant is strongly encouraged to disclose this to the course coordinators and the Director of Nursing for the safety of the student and the unborn child.

Once pregnancy is disclosed, the student is responsible for providing a tangible clinical release form from an obstetric physician or midwife within seven days of disclosure clearly stating the student's ability to attend clinical at full capacity. Pregnant students who do not provide the clinical release form to the course coordinator within seven days of disclosure will not be allowed to attend clinical. Students failing to provide a written release from the health care provider will be subject to the clinical/lab attendance policy.

Students who are not medically cleared for clinical participation will meet with the course coordinator to discuss alternative options to meet the clinical requirements. Alternative experiences will be considered on a case-by-case basis. Any information received from the student concerning the pregnancy may be shared between the clinical instructor/preceptor, the course coordinator, and the Director of Nursing.

While medical attention during pregnancy is necessary and important, missing class or clinical time for these appointments should be avoided. Excessive absences will hinder the learning process and could result in an academic withdrawal from the course. Copies of medical appointments must be documented and verification given to the Newberry College Nursing Administrative Coordinator for inclusion in the student record.

Newberry College Nursing is committed to fostering an inclusive and supportive environment for all individuals. As part of this commitment, a private room designated for breastfeeding and pumping is available upon request. This area is equipped with comfortable seating, an electrical outlet, and a lockable door. The location will be accessible during regular operating hours. Please inform the Administrative Assistant for Newberry College Nursing, to ensure the room is available and ready for use. Users are encouraged to keep the space tidy for the next person. The privacy of individuals using the room will be respected at all times. Information regarding room usage will not be disclosed. For further assistance or to report any issues with the space, please contact the Director of Nursing.

Pregnant students will be expected to follow the Clinical Dress Policy stated above with the following exceptions:

- Pregnant students will be allowed to wear gray scrubs purchased from any store of their choosing.
- Scrubs will not be required to include the embroidered Newberry College logo, however the student may choose to do so.
- The student's Newberry College issued name badge must be worn on the scrubs at all times, along with any facility required ID.
- Failure to adhere to this policy may result in removal from the clinical setting and will be subject to the Nursing Department's missed clinical policy.

This policy is in alignment with our commitment to supporting the well-being of all individuals within our community.

Self-Care & Emotional Intelligence

Nursing school can be challenging and stressful at times. Nursing is a challenging profession and can be demanding as well. Studies have shown that stress and anxiety in nursing school can lead to emotional issues and depressive symptoms. Nurses also can have stress, anxiety, and sometimes depression. The nursing profession requires a broad range of technical skills (be able to use sophisticated technology and equipment, work as a team, and adapt to change) and strong emotional abilities. Technical abilities and emotional abilities will ensure success in nursing school and as a nurse. Nursing students who are admitted into the program must be able to care for themselves while caring for sick patients and families throughout the program. *To be successful in nursing school, students must take care of themselves holistically first and foremost (spiritually, physically, and emotionally) to take care of patients and families in a holistic manner.* Self-care may include spiritual self-care (praying daily, having weekly devotions, attending chapel and church), adequate rest and exercise, using an appropriate sense of humor, proper stress management, and positive peer support when needed. Nursing students must be able to remain calm during times of intense stress, being able to react quickly, and professionally. Students must be able to handle their own emotions consistently in a positive way while caring for sick patients and stressful situations (both in and out of the classroom), which implies a strong emotional intelligence.

Emotional Intelligence (EI) is defined as: “a type of social intelligence that involves the ability to monitor one’s own and others’ emotions, to discriminate among them and to use the information to guide one’s thinking and actions.” (Mayer & Salovey, 1993, p. 433). Emotional Quotient (EQ) or EI is suggested to be a better predictor of job performance than Intelligence Quotient (IQ). IQ accounts for 20% of the prediction, and EI accounts for the rest in job performance and success. According to Goleman (1995), there are five realms of EI: self-awareness/self-assessment, self-motivation, self-regulation, social awareness, and social skills.

- Self-Awareness: Recognizing one’s emotions, being open to feedback and understanding strengths and weaknesses, recognizing negative influences
- Self-Motivation: Keeping commitments, remaining optimistic
- Self-Regulation: Maintaining self-control, trustworthy
- Social Awareness: Having empathy, understanding diversity
- Social Skills: Good communication, able to deal with conflicts and work as a team

Nursing students at Newberry College are encouraged to work on their own self-care and emotional intelligence while in nursing school; so that the student is successful as a nursing student and as a nurse.

Adapted from Johns Hopkins Newberry College Nursing Abilities, www.eiconsortium.org

Balancing Educational and Personal Responsibilities

The nursing curriculum is rigorous, requiring dedicated preparation and study time beyond scheduled classes, labs, and clinical experiences. It is understood that many students may have work, family, and childcare obligations. However, in the interest of maintaining a safe and effective learning environment, **children, friends, and/or family are NOT allowed in the classroom, laboratory, or clinical setting** due to safety precautions and the need for students' full, undivided attention.

It is crucial for students to arrange work schedules and reliable childcare prior to enrolling, as work and childcare issues **are not considered a valid excuse for absences or tardiness**. Likewise, students should be aware that certain clinical and practicum experiences are particularly demanding, often requiring full focus and potentially additional time commitments. Students are encouraged to plan for such intensive periods and adjust personal obligations as needed.

While we recognize the importance of balancing responsibilities, **work, childcare and other personal obligations will not be considered valid reasons to miss class, lab, or clinical sessions**. Students will not be permitted to make up quizzes, tests, labs, or clinical sessions missed due to these issues. Your commitment to the program and proactive planning for childcare will help support your academic success.

Balancing Educational and Employment Demands

Many students find it necessary to work while enrolled in nursing school to help defray living and educational expenses. However, the nursing curriculum at Newberry College is demanding and requires preparation and study time in addition to scheduled classes, labs, and clinical experiences. Students who try to balance full-time employment and a full-time academic load often place themselves at risk for academic failure. Certain clinical and/or practicum experiences involve intensive clinical work requiring the student's full attention.

Students should plan for such experiences, and they may need to reduce or eliminate work commitments during the nursing program. Work is NOT a valid excuse to miss class, lab or clinical. A nursing student will NOT be allowed to make up quizzes, tests, labs, or clinicals due to work.

Bereavement Policy

Bereavement leave is to support students during difficult times, while ensuring continuity in their academic responsibilities. Faculty and program administration will work with students to provide reasonable support and accommodations where possible, providing clear communication and accountability are put into effect by the student. The bereavement policy will be enacted for immediate family members of the student only.

Student must submit a written email notification of the absence for bereavement to his or her faculty members and the Director of Nursing 48 hours before the anticipated absence. Faculty and Director of Nursing approval of the **absence is required**. Absences without prior approval may not be excused. Student will be required to submit an order of service or bulletin from the funeral as documentation of the bereavement and proof of attendance. Upon approval and submission of documentation, the absence will be considered excused and will not count against the student's attendance record.

Electronic Equipment/Technology/Computer Use

Students taking Nursing (NUR) courses are **REQUIRED TO PROVIDE A LAPTOP COMPUTER (not a Chromebook)** with wireless network capability meeting or exceeding the recommended requirements under the Technology Tab in Wolf Den.

The Newberry College Nursing Program recognizes that technology is essential for nursing education and practice. Students are expected to use electronic devices in a professional, responsible, and secure manner, consistent with HIPAA guidelines, the Social Media and Cell Phone Policy, and all clinical site requirements.

- General Expectations for Electronic Device Use:
- Electronic devices are to be used for academic and clinical purposes only during class, lab, and clinical time.
- Unauthorized use of devices for texting, social media, gaming, or non-course-related activities during class, clinical, or simulation is prohibited.
- Photography, video, or audio recording in clinical or simulation settings is not permitted unless explicitly authorized by faculty and clinical site policies.

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- All devices must be silenced during instructional and clinical hours.
- Each instructor reserves the right to further restrict the use of laptop computers in class and/or laboratories.
- All students are required to use their official Newberry College email account to communicate for any Newberry College Nursing and Newberry College business.

Device Requirements:

- Access to a reliable computer meeting minimum specifications for ATI, Wolf Den, and other learning platforms.
- Stable high-speed internet connection.
- Working audio and video capabilities for synchronous online learning.

Software Proficiency:

- Ability to use Microsoft Word, PowerPoint, Excel, and PDF readers/editors.
- Familiarity with navigating the learning management system (Wolf Den) and ATI Testing portal.

Online Professionalism:

- Joining virtual class sessions on time with camera and microphone ready when required.
- Maintaining professional attire, background, and behavior during virtual sessions.
- Actively participating in online discussions, breakout groups, and collaborative projects.

Communication:

- Checking Newberry College email and Wolf Den announcements daily.
- Responding to faculty communications in a timely and professional manner.

Failure to maintain technology readiness may result in missed assignments, inability to participate in course activities, or course failure. Students are responsible for securing and maintaining their own technology resources and seeking assistance before issues interfere with coursework.

The use of electronic equipment such as cell phones, smart watches, air pods, wireless/wired headphones, Bluetooth devices, pagers, and music playback devices are not permitted during NUR class sessions, labs, clinical experiences, or other course-related activities.

Specifically, students may not make or accept cell phone calls, accept or send text messages, read or send e-mail messages, or listen to recorded media during class. If there is an extenuating circumstance that requires a cell phone to be on during a class, the student must obtain permission from the faculty prior to class to leave the phone on vibrate. In addition, electronic equipment must be stowed away in the OFF position for the duration of the class/lecture. Each instructor reserves the right to further restrict the use of cell phones in class and/or laboratories.

Violation of this policy will result in an absence for the class and will be subject to the absenteeism policy for the program.

Alcohol/Drug Use at Nursing Sponsored Events

All students are prohibited from the use, possession, sale, or distribution of alcohol and/or illegal drugs before or during any (on or off campus) function sponsored by Newberry College Nursing. This includes but is not limited to faculty-sponsored nursing socials, Student Nurses Association events, student nurse Conferences, fundraising events, volunteer activities, and professional workshops.

Smoking and Tobacco Use

Smoking, or the use of any other tobacco products (including electronic cigarettes), is not permitted in any clinical setting whether in uniform or in street clothes. An odor of smoke or use of tobacco products or electronic cigarettes during clinical or while in uniform may result in being dismissed from a clinical site and being subject to an unsatisfactory clinical day.

Professional Boundaries Policy

Faculty/staff members must maintain professional boundaries with students. All communication between faculty/staff and students must always remain professional. While it may be necessary to share cell phone numbers with students so that they can contact faculty/staff during the clinical day and for related Newberry College Nursing activities, students should be notified that this is the only appropriate use of these numbers. Any other communication with faculty/staff members should be done via Newberry College email accounts, Wolf Den, or faculty/staff office phones. If a current student has a professional relationship with a faculty/staff member outside the classroom (babysitter, yard work, pet sitting, child tutoring, etc.), the faculty/staff member should maintain a professional relationship and communication. Faculty/staff must ensure that all student records, information, and tests are secure in their office and home. In addition, faculty/staff members should not meet with an individual student outside of campus or clinical settings. Faculty/staff should consider their relationships with students like the relationship between a nurse and a patient. The following concepts have been adapted from “A Nurse’s Guide to Professional Boundaries,” published by the National Council of State Boards of Nursing (NCSBN) (NCSBN, 2012):

- Professional boundaries are the spaces between the faculty/staff member’s power and the student’s vulnerability.
- Boundary crossings are brief excursions across professional lines of behavior that may be inadvertent, thoughtless or even purposeful, while attempting to meet a special therapeutic need of the student.
- Boundary violations can result when there is confusion between the needs of the faculty/staff member and those of the student.
- Professional sexual misconduct is an extreme form of boundary violation and includes any behavior that is seductive, sexually demeaning, harassing or reasonably interpreted as sexual by the student.

To help the faculty/staff member determine whether something is a potential boundary violation, or could be perceived as a boundary violation, relationships with students should be examined for the following behaviors (NCSBN, 2012):

- Excessive self-disclosure on the part of the student or faculty/staff member
- Addressing students or allowing students to address the faculty/staff member in an unprofessional manner
- Secretive behavior
- Singled-out student treatment or student attention to the faculty/staff member
- Selective communication and texting conversations unrelated to school.
- Flirtations
- “You and me against the world” behavior
- Favoritism
- Failure to protect the student.
- Extensive office visits unrelated to class, clinical, or nursing activities
- Meeting with a student outside of class and clinical for meals

Adapted from a policy suggested by the SC Board of Deans & Directors and the National Council of State Boards of Nursing. (2012). A nurse’s guide to professional boundaries [Brochure]. Chicago, IL: Author.

Use of Laboratories Outside of Scheduled Times

Nursing laboratories may be used by students for practice outside of scheduled times but within the normal operating hours of Newberry College Nursing. Students should prearrange practice time in the labs through the office of the Administrative Assistant for Newberry College Nursing office. Students must bring their personal disposable supplies for use in the lab such as alcohol wipes and thermometer covers. Equipment owned by Newberry College Nursing, such as teaching stethoscopes, blood pressure cuffs, Ambu bags, or stationary models/manikins, may be used by the students in unsupervised practice after permission from course or laboratory faculty is obtained. Practice involving use of human patient simulators, electronic devices such as the audiometer or IV pumps, or needles/syringes must be supervised by the laboratory instructor for the course or another nursing faculty member. Students are responsible for any damage to Newberry College Nursing property that occurs while they are using the lab. No equipment owned by Newberry College Nursing will be taken out of the nursing building without signed permission on file in the office of the Administrative Assistant for Newberry College Nursing office.

Use of Building After Hours and/or for Non-Newberry College Functions

The Darby Center for Nursing and Health Science is open during normal Newberry College office hours of 8:00am to 4:30pm Monday through Friday. Students are NOT permitted to use the building after hours in the evenings or on weekends unless a faculty/staff member is in the building. Use of the Darby Center for Nursing and Health Science for non-Newberry College

functions must be requested through the Administrative Assistant for Newberry College Nursing and approved by the Director of Nursing.

Resolution of Student Problems and Complaints

If a student has a complaint or an issue regarding a specific course or instructor, the student needs to follow the proper chain of command. The chain of command will follow:

- Clinical instructor or course instructor must be contacted first.
- Course Coordinator
- Director of Nursing
- Vice President of Academic Affairs

*Please note: Parents of nursing students may NOT contact nursing faculty members. Parents with complaints or who wish to communicate regarding issues of the nursing program, must contact the Director of Nursing to set up an appointment. (FERPA rules apply and are non-negotiable).

If a student intentionally breaks the chain of command with an issue or complaint, a Professional Violation Form may be completed (See Professional Violation Form). Complaints about the Nursing program at Newberry College may come from numerous sources (students, parents, agencies, consumers) and submitted at various levels (State Board of Nursing, College President, Vice President for Academic Affairs, Director of the Newberry College Nursing).

When official written program complaints are submitted, the following principles for management and resolution apply:

- Appropriate Newberry College and Newberry College Nursing administrators are appraised
- Effort is made to bring the parties together for mutually agreed upon resolution
- Existing mechanisms for resolution are accessed as appropriate
- Communication between and among parties is conducted in writing and is retained
- A mutually agreed upon third party may be used to assist with the arbitration process
- Resolution of the complaint is communicated with those individuals having a “need to know”
- All written complaints about the Newberry College Nursing program and subsequent correspondence are maintained in a Program Complaint File kept on the external hard drive located in the locked office of the Administrative Assistant for Newberry College Nursing.

*This procedure supplements, but does not replace, the formal process in the College Catalog.

Nursing Academic Grievance and Grade Appeal Procedures

Nursing students follow the Newberry College institutional grievance and grade appeal procedures outlined in the Academic Catalog. However, due to the unique nature of nursing courses, the following steps are recommended for resolving academic grievances or grade disputes:

- Discuss the concern directly with the course faculty within five (5) business days of receiving the grade or decision.
- If unresolved, submit the concern in writing to the Course Coordinator within five (5) business days of the faculty meeting.
- If still unresolved, submit a written appeal to the Director of Nursing, detailing the issue, steps taken, and desired resolution.
- If necessary, follow the formal appeal process through the Office of Academic Affairs as outlined in the Newberry College Academic Catalog.

Students are encouraged to address concerns promptly and professionally, maintaining clear documentation of all communications and outcomes at each step. Failure to follow the sequence outlined above may result in delays or dismissal of the appeal.

This process is designed to ensure that student concerns are addressed fairly, consistently, and in a timely manner, while respecting both student rights and faculty authority.

Cohort Leadership Policy

Developing leadership is essential for a working nurse. Upper cohorts will serve as mentors for the lower cohort. Assignments and identification of partners for this program will be completed by the faculty in consultation with the Director of Nursing.

Failure to comply with this activity will result in official counseling.

Cohort Advisory Committee

The first week of each semester, each cohort will select one representative to serve on the Cohort Advisory Committee during the current semester. Members of this committee will meet with the Director of Health Science once at midterm and once at the end of the semester. Additional meetings may be called as needed throughout the semester. This is an opportunity to discuss any issues, concerns, or suggestions relevant to the continued success of the nursing program.

Blessing of the Hands Ceremony

Blessing of the Hands is an event fully supported by Newberry College Nursing and is scheduled on the first Wednesday of each semester during chapel. This ceremony is to honor all nursing cohorts by having their hands blessed for before entering clinicals.

Pinning Ceremony

The Pinning Ceremony is an event fully supported by Newberry College and Newberry College Nursing, in order to honor the achievements of nursing students, with particular emphasis on the graduating class. The ceremony is held in both Spring and Fall semesters following final exams.

Attire

Newberry College Nursing faculty will wear white lab coats over business professional attire. Graduates will wear the approved clinical uniform including lab coat. Students must adhere to the approved clinical dress policy (including hair and make-up). RN-BSN students will wear academic regalia.

Nursing Pins

Nursing pins will be purchased by Newberry College Nursing for each qualifying graduate.

Nursing Stoles

Stoles will be made available to students for photographs but must be returned to the Administrative Assistant for Nursing no later than three days prior to the pinning ceremony. Damaged or lost stoles will not be duplicated.

Marshals

Members of the Upper Level 3 (Senior 1) class having the highest scholastic achievement will be invited to serve as marshals for the Pinning Ceremony. Marshals will wear all-black professional attire.

Student Speaker

The student speaker is chosen by members of the graduating class. This speech is to give remarks to the graduating class. Speeches must be submitted to the Director of Nursing for approval. They must be submitted three days prior to the pinning ceremony.

August Graduates

Students who complete graduation requirements in August have the option to participate in the Pinning Ceremony in December.

Graduate Biographies

Graduate biographies must be returned to the Administrative Assistant for Nursing no later than three days prior to the pinning ceremony. No changes/edits will be made three days prior to the ceremony.

Graduate Pictures

A desire to use the Darby Nursing and Health Science Center must be approved prior to any photography. This will only be allowed during normal business hours 8:00 AM – 4:30 PM Monday -Friday. A request for utilization of the facility outside of these hours must be submitted in writing to the Director of Nursing for approval.

Student Nurses Association

The name of this organization shall be the Newberry College Student Nurses Association (NCSNA), a constituent of the Student Nurses' Association of South Carolina and the National Student Nurses Association, Inc.

Purpose:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the whole person, the professional role, and responsibility for the health care of people of all walks of life.
4. To foster the development of professional responsibilities.

Newberry College Student Nurses Association is a pre-professional student organization that supports Newberry College student nurses through activities, leadership, and service; provides opportunities for continued leadership development; promotes service within the community and encourages lifelong contributions to the global nursing community. The state and national divisions of this association offer workshops, conventions, and seminars for the students' benefit. Membership dues are both national through NSNA (National Student Nurses Association) and on the local level for the Newberry College Chapter. Dues should be paid to the faculty advisor of the Newberry College Student Nurses' Association. Students are encouraged to join the national level. More information may be accessed at <https://www.nsna.org>

Newberry College Student Nurses Association is a recognized student organization on the Newberry College campus. One-time membership dues for the NC-SNA are \$10. Membership in the NC-SNA includes receiving a multi-colored cord of red, gray, and white at the nursing pinning ceremony held prior to the student's graduation. Dr. Emily Livingston serves as faculty advisor for the NC-SNA.

One-time membership dues for the National Student Nurses Association are \$45. Membership in the NC-SNA includes receiving a multi-colored cord of purple, teal, silver at the nursing pinning ceremony held prior to the student's graduation.

Professional Development Opportunities

Students are encouraged to participate in activities that enhance their professional growth, leadership skills, and networking within the nursing profession. Opportunities include, but are not limited to:

- Attending state and national nursing conferences.
- Participating in community health fairs and volunteer events.
- Engaging in nursing research projects and poster presentations.
- Holding leadership roles in the Student Nurses Association or cohort committees.
- Applying for nursing scholarships, grants, and awards.

Newberry College Nursing Forms and Agreements

(begin on following page)



**Newberry College Nursing
Academic Performance Review Form**

Faculty Name: _____

Date of Test: _____

Student Name: _____

Date of Review: _____

Situation: Test 1 Grade: _____

Test 2 Grade: _____

Test 3 Grade: _____

Test 4 Grade: _____

Test 5 Grade: _____

Current test average: _____

Other: _____

Task: Develop interventions to ensure academic success

Actions:

- Student advised to be sure to:
- Actively read and take notes on all assigned course readings
- Complete all assignments (ATI, adaptive quizzing, handouts, etc.)
- Schedule time each day to study course content
- Make post-it notes/posters for important charts/tables and place in frequently seen areas
- Other actions as indicated

Objective to Review: _____

Date to improve performance by: _____

Student Comments: _____

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Faculty Signature

Date

Student Signature

Date

Further Action Needed (none, further counseling, consequences imposed): _____

Faculty Signature

Date

Student Signature

Date

Copy of Review Form placed in student's electronic file

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**Newberry College Nursing
Professional Violation Form**

Academic Misconduct Personal Misconduct Clinical Misconduct

This form is to be completed by the faculty member involved and the Director of Nursing, discussed with the student, signed and filed in the student's Newberry College Nursing permanent file.

Student Name: _____ Student ID #: _____
Date of Violation: _____

Description of Violation and Documentation: (Additional pages can be attached if needed. May include the policy that has been violated.) _____

Does this student have a previous violation on record? Yes or No

Sanction: (Note: Three professional violations result in dismissal from Newberry College Nursing. However, some violations can and will result in an immediate dismissal from the nursing program.)

Dismissal from the Newberry College nursing program / Not able to re-apply
 Failure of nursing course
 Other (please describe below)

Comments: _____

Faculty

Date

Director of Nursing

Date

Student

Date

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**Newberry College Nursing
Incident Report**

Student Name: _____ Student ID: _____

Date/Time: _____

Location: _____ Instructor: _____

Description of Incident: _____

Action Taken: _____

Instructor's Responsibility:

- Send student to ER or approved Urgent Care or dial 911.
- Within the hospital: notify Charge Nurse and/or Infection Control Nurse
- Place a copy of this form in Student's file.

Student Statement (Optional): _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Director of Nursing Signature: _____ Date: _____



**Newberry College Nursing
Simulation Confidentiality and Recording Permission Agreement**

Confidentiality Agreement

I, _____ (student's name), understand and acknowledge that as a participant in simulation activities at Newberry College Nursing, I am bound by strict confidentiality policies. This agreement ensures the integrity and effectiveness of the simulation-based learning experiences.

Confidentiality of Scenario Content:

- I agree not to disclose any details of the simulation scenarios, including specific patient cases, situations, outcomes, and any other content, to anyone outside the simulation environment.
- I understand that sharing these details with others who have not participated in the simulation can compromise the learning experience for future participants.

Confidentiality of Performance:

- I agree to maintain the confidentiality of the performance of fellow students and instructors during simulation activities.
- I will not discuss or share observations or opinions about others' performances outside of the simulation environment.

Use of Information:

- I understand that the information and experiences shared during simulations are intended for educational purposes only and are not to be used outside the educational context.

Recording Permission Agreement

I, _____ (student's name), give my permission for Newberry College Nursing to record simulation activities for the purposes of debriefing and educational review.

Purpose of Recording:

- I understand that recordings of simulation activities are used to enhance learning through review and analysis.
- Recordings may be used in debriefing sessions to facilitate feedback and reflection.

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Usage and Storage:

- I understand that recordings will be stored securely and will only be accessible to authorized faculty and staff involved in the simulation program.
- Recordings will not be shared outside the educational context without my express permission.

Right to Privacy:

- I understand that my participation in recorded simulation activities is voluntary, and I have the right to withdraw my consent at any time without penalty.
- If I choose to withdraw my consent, recordings involving my participation will be excluded from future use.

Student (Printed)

Faculty/Instructor (Printed)

Student Signature

Faculty/Instructor Signature

Date

Date



Newberry College Nursing Trajecsys Clock-In/Out Policy for Clinical Hours

Clocking in and out of clinical is necessary to ensure accurate tracking of clinical hours for all nursing students, maintain accountability, and uphold the integrity of clinical experience records. This will be carried out through the Trajecsys system. **The clock-In/Out procedure also allows assurance of student arriving and leaving assigned clinical rotations in a timely manner.** Students should only clock in and clock out at the clinical site. In accordance with this policy, the following will be adhered to for every student enrolled in the Newberry College Nursing program:

- All students are required to clock in and clock out at the start and end of each clinical shift, **at the assigned clinical site. The clinic coordinator should be informed of any failure to clock in or clock out. Failure to clock in or out while at the assigned clinical site is considered a failure.**
- Students are allowed a maximum of two missed clock-ins/outs during the clinical period without penalty.
- If a student misses clocking in/out more than twice, any additional missed clock-ins/outs will result in those shifts not counting toward the required clinical hours.
- If a student experiences technical issues with Trajecsys, they must notify their preceptor and clinical instructor immediately to seek a resolution. In the lieu of the Trajecsys documentation, the student must receive documentation from the clinical preceptor/clinical instructor. This must include date/time/ rotation and clinical preceptor/instructor's signature verifying attendance.
- Failure to report technical issues at the time they occur may lead to hours not being counted.
- Failure to comply with the clock-in/out policy may affect the student's ability to fulfill clinical requirements, which will impact course completion and progression in the nursing program.

By signing below, I agree to abide by the Trajecsys clock-in/out policy for clinical hours.

Student Name

Date

Student Signature

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**Newberry College Nursing
Leadership Practicum Experience Plan**

Nursing Student Name: _____

Preceptor Name: _____ Facility/Unit: _____

Course/Rotation: _____ Semester/Year: _____

Date of Form Completion: _____

Practicum Schedule Plan

The practicum consists of ten 12-hour shifts. Please record the planned dates below.

Shift #	Date		Time	Initials (Student)	Initials (Preceptor)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*Both parties **MUST** sign to acknowledge their understanding and commitment to the plan.*

Student Signature

Date

Preceptor Signature

Date

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**NEWBERRY COLLEGE NURSING
STUDENT HANDBOOK CERTIFICATION STATEMENT
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I will fully comply with the Newberry College Nursing Student Handbook AND updated nursing student policies for Spring 2026. I understand that the handbook is updated as necessary each semester. I am responsible for reading the handbook in its entirety each semester that I am in the program.

I am responsible for reviewing and understanding any changes or updates during the entire time that I am enrolled as a student in Newberry College Nursing, and that any changes may impact me as a student. I understand the responsibility to ensure that I stay current with the policies and procedures in the handbook each semester. My signature indicates that I have fully read the Newberry College Nursing Student Handbook AND any updates made to the policies and procedures.

Student (Sign)

Student (Print)

Student ID#

Date