

Division of Nursing

UNDERGRADUATE STUDENT HANDBOOK 2023-2024

A SUPPLEMENT TO THE HU STUDENT HANDBOOK

Amendment Spring 2024



*Promoting a Culture of Excellence:
Nursing Leadership for America and the Global Community*

HOWARD
UNIVERSITY

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I. INTRODUCTION

The Division of Nursing Undergraduate Student Handbook provides information related to policies, procedures, resources, and other relevant issues of concern to student academic life. It serves as a companion to the Howard University Student Handbook 2023-2024.

The Undergraduate Student Handbook is reviewed annually and can be accessed online via the Department of Nursing Website <https://cnaahs.howard.edu/programs/nursing>. Students are responsible for accessing the handbook and using it as a resource; especially when it comes to compliance with the academic and non-academic policies and procedures of Howard University.

Each student must sign the Signature Page of the Howard University Undergraduate Handbook. This page is located both in the appendix section of the handbook and the Undergraduate Program Office. The signed form will be kept in the student's academic file in the Undergraduate Program Office.

Please Note: When submitting the form, the student confirms that they have read and understood the policies stated in the handbook.

Policies and procedures within the handbook are subject to change during the academic year. Change of any policies therein will be distributed by the Undergraduate Program Chairperson and/or Office of Student Affairs. Distribution of changes will also be posted on [Canvas](#) by the Program Chairperson. In addition to this, hard copies of any changes in policies will be available for review in the Offices of the Program Chairperson and Student Affairs.

For questions related to the content of the Division of Nursing *Undergraduate Student Handbook* please contact the Chairperson of the Undergraduate Program or the Office of Student Affairs.

II. MISSION STATEMENTS

A. Howard University Mission Statement

Howard University, a culturally diverse, comprehensive, research intensive, and historically Black private university, provides an educational experience of exceptional quality at the undergraduate, graduate, and professional levels to students of high academic standing and potential, with particular emphasis upon educational opportunities for Black students. Moreover, the University is dedicated to attracting and sustaining a cadre of faculty who are, through their teaching, research, and service, committed to the development of distinguished, historically aware, and compassionate graduates, and to the discovery of solutions to human problems in the United States and throughout the world. With an abiding interest in both domestic and international affairs, the University is committed to continuing to produce leaders for America and the global community.

B. College of Nursing and Allied Health Sciences Mission Statement

The Mission of the College of Nursing and Allied Health Sciences is to provide exemplary educational experiences within the health professions to an ethnically diverse population of students with high scholarship and leadership potential. Emphasis is placed on the University's historical commitment to provide educational opportunities to Black students and other underserved minority groups. The College fosters the development of competent, ethical, and compassionate graduates endowed with a strong sense of the University's core values of excellence, leadership, service, and truth. As scholars and leaders, graduates are empowered to address issues of social justice and inequities in health care in the United States and the global community, inclusive of the underserved. The College is committed to recruiting and retaining a diverse cadre of qualified and competent faculty and staff dedicated to teaching, research, professional practice, and service.

C. Division of Nursing Mission Statement

The mission of Division of Nursing is to provide an exceptional undergraduate and graduate nursing education within an urban setting that prepares students for nursing practice as a generalist or advanced practice nurse within diverse local, national and international health care settings. Emphasis is placed on educating students from underrepresented groups and promoting the development of students for leadership roles in nursing service, education, and research within the global community. The faculty engages in leadership roles in the practice of nursing in service, education, and research.

D. College of Nursing and Allied Health Sciences Vision Statement

The College of Nursing and Allied Health Sciences will be comprised of top-ranked educational programs that prepare healthcare professionals to be leaders and innovators in practice, education, research, and service. Graduates will deliver patient-centered, inter-professional care and utilize cutting-edge technology and evidence-based practice to improve the health of all people with an emphasis on promoting health equity toward eliminating health disparities.

(Approved by the faculty of the College of Nursing and Allied Health Sciences 2.9.17)

III. NURSING PROGRAM

A. Goals of the Division of Nursing

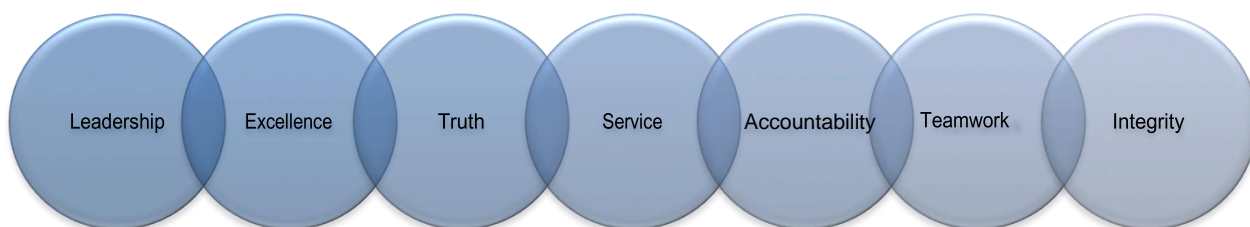
1. To offer baccalaureate nursing education and support services through a variety of pathways based on sound nursing theory and a balanced foundation in the sciences and liberal arts. To prepare graduates with the ability to provide evidence-based care for culturally diverse groups in entry-level professional nursing positions.
2. To offer master's and post-master's education programs in nursing and support services through a variety of pathways based on sound nursing theory and a balanced foundation in the sciences and liberal arts. To prepare graduates with the ability to provide advanced practice and take on leadership roles in evidence- based care for culturally diverse groups.
3. To support efforts to engage in research of a disciplinary or interdisciplinary nature that gives special emphasis to reducing health disparities locally, nationally, and globally.
4. To strengthen efforts to increase private support for academic programs and services.
5. To foster participation in community service that addresses a variety of professional and health-related needs within a broad sociocultural and geopolitical environment.

(Adopted by Faculty May 2, 2003)

B. Vision

The Division of Nursing will be a unique, nationally and internationally recognized center of excellence in education for preparing underrepresented students for leadership in public policy, service, research, and education.

C. Core Values



D. Philosophy

1. The Division of Nursing seek to assure quality health care for all recipients of nursing care. The Division of Nursing Faculty promotes excellence in the profession of nursing through its teaching, research, scholarly endeavors, and service to the community.
2. The Division of Nursing Faculty believe that by uniquely integrating physical, intellectual, psychosocial, spiritual, cultural, and environmental components, develops perceptions about life and health through a variety of interpersonal relationships.

3. The Division of Nursing Faculty believe that the family contributes to the development of strong communities by nurturing and socializing its members in an environment that is comprised of physical, biological, chemical, and social forces that can influence both internally and externally.
4. The Division of Nursing's Educational Philosophy is comprised of the following components:

Health- A state of physical, mental, spiritual, and social well-being. We believe in promoting, maintaining, and restoring optimal health while also providing comfort for a peaceful death. Illness can only occur when there are disturbances in growth, development, function, or adjustment to forces within a person's internal and external environments.

Education- An interactive, goal-oriented process between the teacher and the learner involving multi-sensory approaches which result in changes in cognitive, psychomotor, and affective behaviors. Education is most meaningful when it relates to personal goals and embraces cultural differences and practices. Principles of adult learning are an integral part of the educational process. The faculty promotes the pursuit of lifelong learning.

Nursing- An art and a science that provides the necessary knowledge, skills, and support to promote and restore health for individuals, families, and communities. Caring is the foundation of nursing. The profession has the responsibility to generate and refine the knowledge of the discipline through ongoing scientific inquiry. The practice of nursing is carried out independently and collaboratively with other disciplines to facilitate optimal well-being across the lifespan. Effective communication is essential to the practice of nursing. We believe that the nursing profession must continue to provide leadership in health care for the global community.

(Approved by Faculty Organization December 15, 2008)

E. Organization and Administrative Structure

ORGANIZATION AND ADMINISTRATIVE STRUCTURE	
<p>Dean Gina S. Brown, PhD, MSA, RN</p>	<p>The Dean is responsible to the President of the University, and reports to the Provost and Chief Academic Officer. The Dean is responsible for the execution of the roles and regulations of the University and the College.</p>
<p>Associate Dean for Academic Affairs and Administration Patricia Talbert, PhD, MPH, MS, CPHA, CHES, cPHN</p>	<p>The Associate Dean of Academic Affairs and Administration serves to provide leadership, direction and administrative oversight for College-wide matters related to academic affairs and administration. The Associate Dean is accountable to the Dean of the College of Nursing and Allied Health Sciences.</p>

<p>Chairperson of Nursing Division Devora Renee Winkfield, PhD, RN, FNP-BC</p>	<p>The Chairperson of the undergraduate program is accountable to the Associate Dean for the strategic and operational outcomes of the Undergraduate Program.</p>
<p>Assistant Chairperson of the Undergraduate Program Sasha Sherwood, DNP, RN, APRN, FNP-BC</p>	<p>The Assistant Chairperson of the Undergraduate Program will assist the Chairperson in providing leadership and direction for the undergraduate nursing curriculum. This includes strategic planning and academic outcomes.</p>
<p>Assistant Chairperson of the Graduate Program Caron Strong, DNP, APRN, FNP-BC, CDE</p>	<p>The Assistant Chairperson of the Graduate Program will assist the Chairperson in providing leadership and direction for the undergraduate nursing curriculum. This includes strategic planning and academic outcomes.</p>
<p>Director of Student Affairs Ameenah Rashid, RN, BSN, CD, COPE, CLC</p>	<p>The Director of Student Affairs is accountable for facilitating activities and functions related to student life, from admission through graduation. This includes developing and implementing activities to enhance recruitment and retention of students and maintaining a database of student enrollment.</p>
<p>Student Affairs Coordinator Monique Jones, BS</p>	<p>The Student Affairs Coordinator will work with the chairperson and director of student affairs to support and advise nursing students as they matriculate throughout their program. This includes supervising student projects and engaging students in research and conference opportunities.</p>
<p>Coordinator of Clinical Affairs M. Darleen Richardson, MSN, FNP-BC, RN</p>	<p>The Coordinator of Clinical Affairs is accountable to the Associate Dean and is responsible for the coordination of clinical sites for the Division of Nursing.</p>
<p>Administrative Coordinator Ayushi Singh, BA</p>	<p>The Administrative Coordinator assist with the workflow of the department, implements office procedures and practices. This includes directives from leadership to coordinate administrative procedures within the department.</p>
<p>Coordinator of Learning Resource Laboratory (LRC) Ellen Spratley-Edwards, MSN, RN</p>	<p>This individual provides support to faculty and students through coordinating laboratory learning experiences and availing resources for learning experiences. They are accountable to the Undergraduate Chairperson and Graduate Director.</p>
<p>Faculty</p>	<p>Faculty, full-time and part-time, participate in the governance of the Division of Nursing through the Faculty Organization Meetings and membership on committees and Ad-hoc task forces of the DON, College and/or University.</p>

Staff	The role of the staff is to provide support for students and faculty.
Students	<p>Students participate in governance through service on the College and Division of Nursing Executive Committee, the Division of Nursing Program Committees (Curriculum and Admission), Research Committee, Student Affairs Committee, Outcomes Assessment Committee, and the student government.</p> <p>Students may also be invited to participate on Ad-hoc committees or task forces by the Associate Dean or Program Chairperson.</p>

F. Undergraduate Nursing Curriculum

The Undergraduate nursing curriculum consists of a minimum of 120 credit hours, and is sequenced over four academic years, with the liberal arts and science courses offered in the lower division, and the nursing courses offered at the upper division.

G. Undergraduate Nursing Program Outcomes

The graduate of the baccalaureate program at Howard University Division of Nursing will:

- Synthesize knowledge from liberal arts, sciences, and humanities, and nursing discipline in critical thinking and decision-making for the implementation, management, and evaluation of safe, holistic care for individuals, families, and communities.
- Practice professional nursing within ethical, legal, and professional standards of practice.
- Provide culturally competent care across the life span in partnership with the inter-professional health care team.
- Demonstrate communication skills essential to the role of the nurse as provider, designer, manager, coordinator of care, and member of the profession.
- Collaborate with colleagues and other members of the inter-professional health team to promote health and well-being of individuals, families, and communities.
- Engage in professional role behaviors that serve to improve nursing and health care delivery systems and address the changing needs of a multicultural society.
- Apply leadership and management skills to provide quality, cost-effective nursing in a variety of settings.
- Engage in critical inquiry and incorporate evidence-based research in the practice of professional nursing.

Adopted by Faculty November 21, 2008

H. Accreditation

The College of Nursing and Allied Health Sciences, Division of Nursing is accredited by The Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036 <http://www.aacn.nche.edu/ccne-accreditation>

I. Undergraduate Nursing Program Track Descriptions

There are (3) three program tracks of study at the baccalaureate level, each offered to a different type of entering student.

Basic

LPN to BSN

RN to BSN

1. Basic Track Program of Study

The Basic Track is offered for high school graduates and transfer students to pursue a Bachelor of Science in Nursing degree. The curriculum consists of 120 credit hours that are distributed among the natural sciences, social sciences, general education requirements, and nursing courses. It is sequenced over four academic years with the concentration of courses for the nursing major at the junior and senior levels (upper division). The first two years (lower division) require completion of the liberal education, which provides a foundation in the natural and physical sciences, psychosocial sciences, humanities, and fine arts. A foundation in liberal education provides the requisite knowledge for the development of critical thinking and decision making for nursing practice. Clinical experiences are obtained in a variety of health centers, hospitals, and community health agencies in the District of Columbia, Maryland, and Virginia tri-state area.

2. LPN to BSN Program of Study

The LPN to BSN Track offers a mechanism for licensed practical nurses (LPNs) to obtain a Bachelor of Science Degree in Nursing; The LPN must possess a valid LPN license for practicing in the United States. All prerequisite courses must be completed prior to enrolling in the upper division/LPN to BSN Track

3. RN to BSN Program of Study

The RN to BSN Track is an online plan of study for the RN with an associate degree or diploma to pursue study for a Bachelor of Science in Nursing Degree. The RN can complete the degree requirements in one academic year of full-time study, a total of two semesters of full-time study. A part-time plan of study is also available.

Please visit the nursing website <https://cnaahs.howard.edu/programs/nursing>, and click on the program to find out more about admission requirements and the plan of study for each track offered.

IV. ACADEMIC POLICIES

A. Academic Integrity

“As part of Howard’s community of scholars, you are expected to hold the pursuit of learning and the search for truth in the highest regard while displaying unquestionable integrity and honesty. There is no place for academic dishonesty, regardless of any seeming advantage or gain that may accrue from such dishonesty. Student will be disciplined for any intentional act of dishonesty in the

fulfillment of academic course or program requirements and for intentionally representing as one's own, any ideas, writing and work of another without acknowledging that author."

Source: <http://www.howard.edu/policy/academic/student-conduct.htm>

B. Academic Code of Student Conduct

"Howard University is a community of scholars composed of faculty and students both who must hold the pursuit of learning and search for truth in the highest regard. Such regard requires adherence to

the goal of unquestionable integrity and honesty in the discharge of teaching and learning responsibilities. Such regard allows no place for academic dishonesty regardless of any seeming advantage or gain that might accrue from such dishonesty. To better assure the realization of this goal, any student enrolled for study at the university may be disciplined for the academic infractions defined below."

Source: <http://www.howard.edu/policy/academic/student-conduct.htm>

C. Code of Conduct for Professional Nursing Students

The purpose of the American Nurses Association (ANA) Code of Conduct for Professional Nursing Students is to provide nursing students and faculty in the Nursing Programs with guidelines for professional behavior in the classroom, clinical setting, online, and other forms of communication. This document gives notice of the minimum standard of conduct that is expected of students enrolled in the Nursing Programs. This document explicates the civil, ethical, and respectful behavior expected of all nursing professionals.

- **Civility** – defined as courtesy, politeness, and good manners. Civility is the awareness and recognition of others in all interactions and demonstration of a high level of respect and consideration. It is important to recognize that no action is without consequence to others or ourselves. We need to anticipate what these consequences will be and, therefore, choose to act in a responsible and caring way.
- **Incivility** – defined as acts of rudeness, disrespect, and other breaches of common rules of courtesy. These acts of incivility range from disrespectful verbal and non-verbal behaviors to physical threats to another's well-being. Incivility is a lack of awareness and recognition (intended or unintended) of others in our interactions when we fail to give them a high level of respect and consideration. Incivility usually results when one does not anticipate how actions will affect others.

Reference: *American Nurses Association. (2001) Code of ethics for nurses. Silver Spring, MD: American Nurses Publishing.*

Behavior that is disruptive to the teaching-learning environment will initially be addressed as part of student advisement. Continued or ongoing disruptive behavior is an infraction of the HU student code of conduct. This can result in a formal faculty complaint and referral to the Office of Student Services and will follow the processes outlined in the HU Student Code of Conduct.

D. Definitions of Academic Infractions

Academic Cheating: Any intentional act (s) of dishonesty in the fulfillment of academic course or program requirements. This offense shall include (but is not limited to) utilization of the assistance of any additional individual (s), organization, or document or other aid not specifically and expressly authorized by the instructor or department involved. (Note: this infraction assumes that, except for, authorized group assignments all work shall be completed by an individual student only, without any consultation or collaboration with any other individual, organization, or aid.

- **Plagiarism:** to take ownership and distribute the ideas, writings, etc., of another without attribution (without acknowledging the author).
- **Copyright Infringement:** Copyright infringement occurs when copyrighted work is reproduced, distributed, performed, publicly displaced, or made into a derivative work without the permission of the copyright owner.

E. Administration of the Code

This Academic Code of Student Conduct applies in all schools and colleges. In professional schools and colleges that have adopted honor codes, the honor code may supersede this Code. The authority and responsibility for the administration of this Academic Code of Conduct and imposition of any discipline upon any particular student shall vest in the Dean and faculty of the School or College in which the student is enrolled but may be delegated by the faculty to the Dean of the School or College in which the student is enrolled. The Dean shall be assisted in this responsibility by any faculty members and administrative officers in the School or College the Dean shall consider appropriate. Any student accused of an infraction of this Code shall have the right to a limited hearing. For details see: <http://www.howard.edu/policy/academic/codeofconduct.htm>

F. Academic Dishonesty in the Nursing Program

Students enrolled in the Nursing Programs at Howard University are preparing for roles as a beginning professional nurse or advanced practice nurse for professional nursing practice. The practice of nursing is guided by standards of practice and the *American Nurses Association Code of Ethics*, that provide guidelines for accountability for honesty and integrity as a professional nurse. Students enrolled in a professional nursing program of study are held to these standards, which require accountability throughout all facets of professional life. There is no tolerance for the academic dishonesty in the education of professional nurses.

Academic dishonesty, as defined by the University and the Division of Nursing, involves any act of cheating or plagiarism. Cheating is further defined as actions that include, but are not limited to, the following:

- Copying from another student's examination paper or other exam instrument (e.g., computer)
- Allowing another student to copy from an examination paper or other exam instrument
- Unauthorized use of books, notes, electronic devices, or other materials to complete an examination quiz, project, or other academic assignment.
- Unauthorized collaboration with others on a text, quiz, assignment, or other academic project

- Using or processing unauthorized or concealed materials (e.g., notes, formula lists, cheat sheets, web sites) during an examination.
- Receiving communications (e.g., but not limited to notes, text messages, phone messages, computer-based messages, non-verbal signs) during examinations.
- Disclosing examination questions or topics to other students; receiving information about examination questions or topics from other students.
- Submission or use of falsified data.
- Theft of or unauthorized access to an examination.
- Submission of the same work for credit in more than one course, without obtaining permission of all faculty members beforehand.

Source: Drexel University College of Nursing and Health Professions BSN Student Handbook 2009- 2010, by permission

G. Americans with Disabilities Act (ADA)

In compliance with the ADA, Howard University is committed to providing disabled students with reasonable accommodations. All students attending Howard University with documented disabilities are eligible and encouraged to register for physical or academic accommodation. Specific guidelines for the acquisition of accommodations are located at <https://studentaffairs.howard.edu/diversity-inclusion/accomodations-requests>

In accordance with this policy, students in need of accommodations due to a disability should contact the Office of Student Services for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester. Students should submit the following documents:

- A Student Request for Accommodation Form
- Rights and Responsibilities Form
- A copy of the documentation of student's specific disability
- Information regarding student's academic history (transcripts, IEP, etc.)

The forms can be obtained at:

<https://studentaffairs.howard.edu/sites/studentaffairs.howard.edu/files/2020-10/OSS%20Student%20Request%20for%20Accommodations%20form%20V1Oct20.pdf>

Students should complete the designated forms and emailed them to the Office of Student Services at **oss.disabilityservices@howard.edu**

Upon notification of a student who requires ADA accommodations, a copy of the information is sent to the Undergraduate program office for ensuring compliance and filing.

**Students must request accommodation for each semester enrolled at Howard University. Accommodations and services provided are not retroactive.*

To guide compliance with the ADA, the core performance standards were developed for nursing education programs using the definition of nursing as a practice discipline with cognitive, sensory,

affective, and psychomotor performance requirements.

Core Performance Standards for Admission and Progression

Issue	Standard	Examples of necessary activities (not all-inclusive)
Critical thinking	Critical-thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds	Establish rapport with patients/clients and colleagues
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, work spaces and treatment areas: administer cardiopulmonary procedures
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Hear monitor alarm, emergency signals, auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention (such as insertion of a catheter)

Source: Southern Region Education Board Council on Collegiate Education for Nurses, 2004

H. ADVISEMENT

A. Faculty Advisor Advisement

Each student enrolled in the undergraduate nursing program will be assigned to a nursing faculty advisor throughout the program. All academic matters (e.g., advisement, registration, change of program, etc.) must be approved by the faculty advisor.

1. Assigned Faculty Advisor's Responsibilities

The primary role of the assigned faculty advisor is to:

- Assist the student with academic concerns, planning the program of study, and assuring that graduation requirements are met
- Have at least four hours per week available for office hours throughout the academic semester
- Be knowledgeable about educational program requirements, curriculum, professional, and career opportunities
- Be knowledgeable about academic requirements, institutional policies, and procedures to ensure academic success
- Seek information and refer students to appropriate campus resources as needed

2. Advisee's Responsibilities

- All students must schedule an appointment with their faculty advisor each semester prior to participating in the general registration to outline their individual plan of study and to receive a registration pin number as needed. Pins are not given over the phone or by email, students must meet with their advisors, face-to-face to obtain their pins.
- Course registration and changes associated with registration are processed via Bison Web during the published general registration period. Signed override cards should be turned into the Office of Student Affairs. Please consult the University calendar (available online) for important deadlines.
- Students who fail to register during the general registration will incur a late registration fee.
- Students must contact their faculty advisor in case of any academic difficulty, interruption in program, or potential change in academic status.
- A student/advisee must provide the faculty advisor with feedback and follow-up on faculty advisor's recommendations.

3. Course Coordinator's Advisement Responsibilities

A Course Coordinator is responsible for monitoring the progress of each student enrolled in the course and notifying in writing the student, assigned faculty advisor, and the program Chair of unsatisfactory progression in the course.

V. ACADEMIC PERFORMANCE EXPECTATIONS

A. Attendance and Tardiness

Attendance at all classes, laboratory, and clinical experiences is mandatory. Records of attendance will be maintained. If a student has an extenuating circumstance and is absent from class, a valid excuse, such as a provider's notice of care or a funeral program must be provided to the course coordinator.

Absence in excess of five percent (more than **2 unexcused absences**) will warrant Executive Council review and warning and may result in failure in the course. If a student is absent from clinical, the faculty is not obligated to arrange clinical makeup. Clinical absence due to lack of current health clearance and/or CPR training will count as an **unexcused** clinical absence and cannot be made up. **Unexcused** missed clinical days can result in course failure.

Each student is expected to arrive in class or on the assigned clinical unit 10 minutes before the expected starting time. A faculty member has the authority to deny the student entry into the classroom or to engage in clinical practice if the student reports after the scheduled starting time of the class or clinical.

In the event of inclement weather, the Division of Nursing will respond in accordance with the University's decision. However, due to the requirements of regulatory and accrediting agencies for the Division of Nursing, alternative methods, including the use of technology, could be utilized to meet learning outcomes during inclement weather.

B. Cell Phone Usage

Unless permitted by the instructor, the use of cell phones, including texting messaging, is not allowed during class and/or clinical laboratory experiences.

C. Clinical Clearance Procedures

In order to comply with the clinical practicum requirements, a health clearance is required for every health science student. This health clearance is reviewed annually beginning with the year you begin any clinical rotation.

Each junior and senior nursing student must complete the following requirements prior to participating in any clinical experience:

- A physical examination
- Blood titers (proof of immunity for MMR, Hepatitis B, and Varicella)
- Annual Tuberculosis Screening (Chest X-Ray for positive results)
- Tetanus Screening
- Completion and submission of a drug screening
- Annual Influenza vaccination

Please Note: No student will be cleared for clinical rotations until all requirements are met.

Students are required to use the PyraMED Patient Portal to submit medical/immunization records. The Student Health Center **will not accept** any documents, faxed, or sent via email. Students must login to the **PyraMED Patient Portal** for all information exchanges and document uploads.

Once completed and verified, students will receive a health clearance certificate from the Student Health Center, as well as an immunization record. The certificate will have an expiration date which reflects the expiration of the physical exam, TB screening, Tdap, or titers/booster vaccines, if needed. The immunization record will have all requirements and dates. Students must submit a copy of the certificate and individual health requirements to the Viewpoint Screening Health Portal at <https://www.viewpointscreening.com/howard>.

For more information regarding the health clearance process, go to:
<https://www.hustudenthealth.com/health-clearance>

D. CPR Training

Each junior and senior student must complete a healthcare provider CPR training course and provide evidence of completion. The **only** acceptable CPR certificate is the Basic Life Support (BLS) Healthcare Provider training course through the **American Heart Association**. The CPR training must be valid for the academic year.

E. Criminal Background Check

Background checks are required for all students to ensure the safety of the patients treated by students in the clinical education program and is at the student's expense. Junior and senior nursing students are required to complete the criminal background check in sufficient time to be reviewed by the program coordinator or associated hospital administrator prior to starting the clinical rotation.

Background checks are conducted by Viewpoint Screening at www.viewpointscreening.com/howard. In the event of a positive criminal background report, the student will be contacted by the Coordinator of Clinical Affairs to discuss program implications for clinical practice assignments. At this time, it is the student's responsibility to contact the State Board of Nursing regarding the effect the positive criminal background report could have on the nursing licensure application process for the respective state.

F. Drug Screening

A student with a positive drug screen for illegal substances will be disciplined in accordance with the H-Book and Undergraduate Nursing Student Handbook. In this case, a student may be unable to complete the Nursing Program as clinical sites may be unwilling to allow the student a placement.

G. HIPAA - Health Insurance Portability and Accountability Act and OSHA - Occupational Safety and Health Administration Training

All students are required to complete HIPAA & OSHA training every year. Only Howard University Hospital HIPAA & OSHA training will be accepted. The training is completed online on the HealthStream. Logon information is emailed to students by the Compliance Office, to access HealthStream

and complete mandatory courses, <http://www.healthstream.com/hlc/huhscompliance>.

Courses should be completed on a laptop or desktop computer. It is not recommended to try to complete courses on IPHONES or tablets. The HIPAA Compliance course should be completed first, then the Infection Control course. Upon completion of the HIPAA and OSHA training, students must submit copies of the training certificates to the Viewpoint Screening Health Portal.

DRESS CODE POLICY

Classroom Attire

Students enrolled in the Howard University Division of Nursing are expected to dress appropriately. Navy polo and navy scrub pants are required for both junior and senior upper division students. Business and professional clothing is expected for courses that require business and professional wear, i.e., Intro to Professional Nursing and Nursing Leadership. Students attending class virtual are expected to attend in casual professional clothing or clinical uniforms as directed by faculty.

Clinical Skills Laboratory Attire

The dress code policy for Clinical Laboratory has been developed in accordance with the Division of Nursing Dress Code Policy. It is important that students present themselves and be perceived by others as a professional nursing student.

Clinical Skills Laboratory Uniform Requirements

Students attending clinical skills laboratory (attending in person or virtually), are expected to dress according to the following guidelines:

- Hair is to be worn in a natural color (prohibited colors include pink, blue, purple, green, etc.)
- Hair is to be worn neatly and off collar (wigs, weaves, extensions etc. must comply with uniform policy)
- White nondecorative hair coverings related to religious/cultural customs may be accepted (no patterns, hats, or hoods)
- Eyelash extensions are not permitted.
- Make-up should be appropriate for daytime wear (natural look, a light touch is best)
- Only one pair of petite pearl, gold, or silver stud earrings, worn one per ear is permitted (no larger than 1 mm in diameter, no dangling or hoop earrings)
- Visible body piercings (including nose and tongue rings) or tattoos are unacceptable. Visible tattoos must always be covered.
- Fingernails should be short and neat, no polish. Nail extensions, acrylic or false nails are not permitted.
- Only wedding bands are permitted. Jewelry with stones and prongs are discouraged.
- Students are expected to have Howard University student I.D card in their possession.

Nursing students are required to be in full, clean, ironed official Division of Nursing (DON) clinical skills laboratory uniform:

- Navy blue polo with name embroidered,
- White lab jacket with Division of Nursing patch affixed to the left shoulder
- Official white scrub pants

- Watch (waterproof with sweeping second hand, no electronic, apple, google, smart watches)
- All White non-skid rubber sole nursing shoe (clean, nonporous, heels covered, noclogs)
- White or skin tone undergarments, white socks, or stockings
- Name tag attach to left chest

Notice to Junior Students: Prior to Convocation Junior students are required to wear white V-neck scrub top, white scrub pants, white or skin tone undergarments, white non-skid rubber sole shoe, and white socks or stockings. A waterproof watch with sweeping second hand is also required. Junior Students will convert to wearing the official DON laboratory uniform after Convocation or as instructed by Course faculty and/ or Learning Resource Center Coordinator.

Clinical Attire

Students are required to be in a full, clean, ironed uniform for clinical experiences. The uniform for females consists of a standard white uniform, white hose, white shoes, and name pin. The uniform for males consists of white pants, white V-neck scrub top (with DON patch), white socks, white shoes and name pin.

In specialty areas the student will wear the appropriate uniform which may include navy blue scrub pants for that area as designated by the faculty. Students are required to wear a Howard University Division of Nursing patch affixed to the left shoulder of the uniform top. It is the student's responsibility to obtain the designated uniform. Information about the uniform requirement and appropriate attire for the clinical setting will be provided in the first clinical course.

- Any student who is in the clinical area for any Division of Nursing related purpose (Example: Picking up a clinical assignment or participating in clinical) is required to wear a white laboratory coat over casual professional attire. No jeans, shorts, or sandals are to be worn in any clinical area when in the student role. The midriff is to be completely covered. Students must wear a name pin above the left side of the chest and have a current Howard University Student Card in their possession.
- Students attending clinical or training experience in the Howard University Health Simulation and Clinical Skills Center is expected to conduct themselves in a professional manner address as designated by the faculty in clinical attire or in professional attire. Acceptable professional attire for males includes white lab coat, dress slacks, dress shirt and tie, dress shoes; Female attire include white lab coat, dress/skirt appropriate length (below knee) OR dress slack with blouse, and dress shoes not higher than 1 ½ inch heel. Shorts and open toe shoes are not to be worn in the Center at any time.

Information taken from Howard University Health Sciences Simulation Center "Rules of Engagement".

When in the clinical area, all students must wear a small wristwatch with a sweep second-hand and come prepared with the necessary diagnostic tools and equipment. Only one pair of petite pearl,

gold, or silver stud earrings (no larger than 1 mm in diameter) is permitted, in the clinical area. Visible body piercings (including nose and tongue rings) or tattoos are unacceptable. Visible tattoos must always be covered. Students will be sent home from the clinical site if not in the appropriate uniform. Appropriate shoes for the clinical area must be closed (fully covering the feet, no clogs, or sandals), white, and clean. Tennis shoes are not permitted in the clinical area.

Hair is to be worn off the collar so it cannot touch the patient. Make-up should be appropriate for daytime wear. No eyelash extensions. Nails are to be clean, unpolished, short, neatly trimmed not extending over the tip of the fingers. Only wedding bands are permitted. Jewelry with stones and prongs and long nails are a safety risk to the clients. Make-up and fragrances should be conservative. Failure to follow the above dress code will result in the following:

- **1st Offense** – Student will be dismissed from the learning activity in which they were scheduled to participate and will be sent to the Course Coordinator. This will result in an unexcused absence.
- **2nd Offense** – Student will be sent to the Undergraduate Chairperson. This will result in an unexcused absence.
- **3rd Offense** – Student will be sent to the Undergraduate Chairperson, a formal letter of reprimand will be placed in the student's file, and the student will be sent home with an unexcused absence.

In addition, the student will have a meeting scheduled with the Associate Dean of Howard University College of Nursing and Allied Health Sciences to discuss continued disregard for the policy.

H. Early Intervention Remediation Program for Upper Division

The purpose of the Early Intervention Remediation Program is to facilitate students' academic success in specific courses. Mandatory attendance is required for all students meeting the criteria outlined below.

The procedure for this program is as follows:

- Determinant of the need for early intervention will be based on an assessment of the student's performance early in the course.
- If a student makes a grade of 75 (based on a 100%) or less on the first course examination, the student is required to attend the Early Intervention Remediation Program for the course.
- Any student whose subsequent examination grade average drops to 75 or less is required to attend the Early Intervention Remediation Program.

The Course Coordinator will notify, in writing, each student who will be required to attend the Early Intervention Remediation Program designed for the specific course. Although the Early Intervention Remediation Program is required, based upon an assessment of a student's performance on course examinations, the program is open to all students.

I. GRADING

Division of Nursing Grading Scale

The following grading scale is used for the Division of Nursing for all nursing courses (e.g., NURS). This grading scale differs from that of Howard University.

Grade	Range	Quality Points
A	91.0 – 100	4 Excellent
B	82.0 – 90.9	3 Good
C	75.0 – 81.9	2 Fair
D	66.0 – 74.9	1 Failure in Nursing
F	Below 66	0
I	Incomplete	0
W	Withdrawal	0
UW	Unofficial Withdrawal	0
S	Satisfactory	0
U	Unsatisfactory	

J. Incomplete Grades

Incomplete grades are given to students in accordance with the policy of the University. All incomplete grades carry an alternate grade (e.g., I/B, IC, I/D, I/F). Students who receive an incomplete grade have until the end of the next semester in which they are enrolled in the university to remove the alternate grade.

To remove the alternate grade, the student must complete the required course assignment within the specified time period. The student has responsibility for initiating the contact with the professor who taught the course and/or the Program Chairperson. If the incomplete grade is not removed by the last day of the semester in which the student is next in residence at Howard University, the alternate grade will become the permanent grade.

The Course Coordinator will complete an *Incomplete Grade Processing Form* at the time the incomplete grade is recorded, and the student will be required to sign the form. This form documents the specific requirements the student must meet to remove the incomplete grade and the timeframe. A copy of the completed form will be given to the student and course coordinator and filed in the student's academic record in the Program Office.

At the time a student meets the course requirements, and the incomplete grade is removed, the Course Coordinator initiates a *Special Grade Report Form* and submits it through the Program Chairperson and Dean to the Office of Enrollment Management/Records. (Appendix II)

K. EXAMINATIONS

Standardized Examinations:

Students in the Basic and LPN to BSN tracks of the baccalaureate program will be required to take nationally normed content mastery examinations throughout the curriculum. The purposes of these content specific assessment tests are to:

A. Determine comprehension of the required knowledge in specific content areas

- B. Guide performance improvement in specific content areas, and
- C. Assess readiness for NCLEX-RN.

Students who fail to achieve a predetermined required score on any content specific examination will be required to remediate. After mandatory remediation, students who do not achieve the predetermined required score on retake of the content mastery examination will not receive a specified percent of the course grade from performance on the content mastery examination. In the last semester of the curriculum, students will be required to take a comprehensive exit exam and achieve a predetermined target score to be eligible for graduation.

Please Note the following:

- The Division of Nursing Faculty reserves the right to select and administer an alternate Comprehensive Nursing Exam annually.
- 100% participation in standardized examinations is required.
- Student must achieve the predetermined required target scores for graduation and the awarding of the Bachelor of Science in Nursing degree.

Content Mastery Practice Examinations

- Students must complete the content mastery practice examinations during the content specified course and achieve a passing score.

Proctored Content Mastery Examinations

Students in the Basic and LPN to BSN tracks are required to take Proctored Content Mastery Exams as a part of the course requirements in selected courses. A student must score an acceptable performance or above.

Students who reach an acceptable performance score and above on the first write will receive five percent (5%) toward the course grade (e.g., converts to points) based upon 100%. If a student is not successful on the Proctored Content Mastery Exams on the first write, the student must remediate and will be permitted to take a second write. Students who reach an acceptable performance score and above on the second write will receive two and one-half percent (2.5%) toward the course grade (converts to points) based on 100%. A student who fails to reach an acceptable score and above on the second write will not receive a percentage of the final course grade from the Proctored Content Mastery Examination.

Comprehensive RN Predictor Examination:

A Comprehensive Examination is administered to all Basic Track and LPN to BSN students in the last semester of the program. This exam is a course requirement during the last semester of the program of study.

If a student is unsuccessful in achieving the target score set by the Division of Nursing on the first-write of the Comprehensive Exam, the student is required to remediate and will be allowed to retake the Comprehensive Exam one (1) additional time during the last semester of the program of study. If a student is unsuccessful after two (2) attempts on the Comprehensive Examination, the student will receive a grade of "F" for the course. A student must successfully complete the comprehensive nursing

course to meet the requirements for graduation.

Medication Administration Competency Test (MACT):

Beginning the fall semester of the junior year, nursing students are required to successfully complete the Medication Administration Competency Test (MACT). The MACT will be administered prior to assigned clinical practice. The student must achieve a passing score of 90 percent (90%) or greater on the MACT.

If the student is unsuccessful on the first attempt, the student will have one (1) additional opportunity to take the test after remediation.

A Student who is unsuccessful after the 2nd attempt will not be able to begin clinical practice. Non-attendance at scheduled clinical practice hours because of unsuccessful attempts on the MACT will be documented as an unexcused absence.

L. TEST ITEMS: FRAMEWORK, ADMINISTRATION AND GRADING

Test Framework

The framework for developing test items is consistent with the NCLEX-RN Test Plan and taxonomy, NCLEX-RN content areas, integrated processes, and client needs. This framework will be used for test items related to specific topics taught in a course. Students may access information about the NCLEX-RN Test Plan by navigating through the National Council of State Boards of Nursing website.

Test Administration

If a student is late for an exam, the student will not be permitted to take the exam at that time and will email the Course Coordinator and Chairperson.

Students will be seated in every other seat on every other row of the testing room, if possible, or as directed by the proctors. Student are expected to be dressed in classroom uniform. No hats or hoodies are allowed to be worn during an examination. No electronics are allowed during the examination (I.E., watches, cell phones, ear buds, etc.).

Test directions should include statements, as appropriate, about:

- How much time is available to take the exam
- How to record answers
- Whether to show work on problem
- Point totals on different items
- Giving students notice when there are 10 minutes remaining for the test
- Students refraining from talking in the corridor outside the testing room as a consideration to students still testing

Test Grading

Grades will be finalized and released within seven (7) business days of test administration for computerscored tests. Any delay beyond seven (7) working days would be due to technology support.

The standard policy for all courses will be that test grades and (other grades) will be reported out to two decimal points until the end of the course.

At the end of the course, the final grade will be determined by rounding up to the next whole number only if the grade average is 0.50 or higher.

Giving students additional points for any evaluation outcome method is prohibited.

Course Coordinators will release grades for posting on Canvas.

Final Grades will only be released by posting on Bison Web.

M. COURSE LOAD AND CHANGE OF PROGRAM

A normal course load in the Division of Nursing is 15-17 hours for undergraduate students. The maximum number of hours a student may enroll is 18 hours in a semester.

Full-time Course Load

Full-time students are those who register for and complete a minimum of 12 credit hours per semester.

Part-time Course Load

Part-time students are those who register for and complete less than 12 semester hours per semester.

Change of Program

If a student needs to make changes in a program after registering, the student may do so during General Registration and during the change of program period at the beginning of each semester.

During this period, the student may add and drop courses with his/her advisor's approval. For more details regarding the change of program see [www.howard.edu/secretary/ documents/H-Book.pdf](http://www.howard.edu/secretary/documents/H-Book.pdf)

N. PROGRESSION, RETENTION, PROBATION, SUSPENSION AND DISMISSAL

Effective August 2009, first-time-in-college (FTIC) nursing students, must follow the plan of study for the Basic Track for the Undergraduate nursing program. A science course (e.g., College Algebra/or higher, Biology, Anatomy and Physiology, General Chemistry I Lecture, General Chemistry I Lab and Microbiology) may be repeated only once. If a student receives a grade of "D" or "F" in the same science course twice, or if the student receives a grade of "D" or "F" in two different science courses, the student will be dismissed from the nursing program.

*The Division of Nursing will not accept transfer of any courses for students enrolled in the Basic Track

Progression

Students are required to achieve a grade of "C" or better in non-nursing courses, a science cumulative average of 3.00, a minimum cumulative grade point average of 3.00 on a 4.0 scale and have completed all prerequisite courses, in order to be eligible to apply to the upper division.

Below are the admission criteria for the upper division:

- Completion of upper division nursing application
- Completion of all lower division prerequisite courses (**All prerequisite courses for upper must be**

completed by the end of the spring semester)

- Minimum cumulative grade point average of 3.0 on a 4.0 scale
- Minimum science grade point average of 3.0 on a 4.0 scale. Includes prerequisite Mathematics (College Algebra or higher), General Chemistry, Biology, Microbiology and Anatomy & Physiology I & II
- Completion of the current version of the Test of Essential Academic Skills (TEAS) ***Two attempts allowed***
- Interview with the Undergraduate Nursing Program Admissions Committee (***by invitation only***)

March 15th is the application submission deadline for the upper division, for continuing students and March 25th for transfer applicants

Any student registered for nursing courses without the necessary prerequisites, will be administratively withdrawn from the courses. To enroll in a nursing course, a student must be officially classified as an upper division nursing student. Further, a student enrolled in a clinical nursing course for credit.

O. Retention

For retention in the nursing program a student must:

- Comply with the Code of Conduct for Howard University and the Division of Nursing Code of Conduct for Professional Nursing Students
- Maintain a minimum cumulative GPA of 2.5 on a 4.0 scale from the junior year through the end of the senior year
- Comply with all course requirements

Q. Academic Probation

A student enrolled in the lower division undergraduate nursing program, whose cumulative grade point average is less than 2.0 at the end of the first semester or any subsequent semester will incur academic probation.

A student enrolled in the upper division undergraduate nursing program, whose cumulative grade point average is less than 2.5 at the end of the first semester of the junior year and any subsequent semester, will incur academic probation.

Students on probation must adhere to the following conditions for continued enrollment:

- Enroll in a maximum 13 credit hours if full -time and seven credit hours if part-time.
- Establish and maintain contact with their assigned faculty advisor for academic advising, counseling, assistance, and referral to support services at least once per month.
- Probationary status for a nursing student in the upper division, will be removed when the student has achieved a cumulative grade point average of at least 2.5.
- Probationary status must be removed within one semester, exclusive of summer sessions, or the student will incur suspension.
- Any student who voluntary withdraws from the University while on academic probation will be subject to stipulations as a condition for readmission.

For more information, go to <http://www.howard.edu/policy/academic/readmission.htm>

R. Academic Suspension

Any student who fails to remove his/her probationary status within one semester, exclusive of summer sessions, will be suspended. Official notification of suspension will be from Office of Enrollment Management.

Requests for readmission must be initiated by submitting the following, to the Office of Enrollment Management/Admission, at least 60 days prior to the registration period for the fall semester, and 15 days prior to the spring semester.

- An application for admission to the EM/Admission; (Reinstatement Petition Form -Appendix VI)
- A completed petition for readmission to the school or college in which the student was last enrolled.

The request should include a description of the student's activities during the suspension period, the steps that have been taken to ensure success if the request is approved, and appropriate supporting documentation.

Requests for readmission will be reviewed by the appropriate designee of the school of last attendance and an admission committee, which will render a decision based on the student's previous academic record, contents of the request for readmission, and other relevant factors.

If the appeal is granted, the student will be required to follow specific stipulations during the extension period.

If the appeal is denied, the student is not eligible for readmission for at least one semester. For more information, see <http://www.howard.edu/policy/academic/readmission.htm>

S. Dismissal from the Division of Nursing

A nursing student could be dismissed from the undergraduate program for the following:

- Failure to comply with the Code of Conduct for Howard University and/or the Division of Nursing **Code of Conduct for Professional Nursing Students**.
- Failure to maintain a cumulative GPA of 2.5 on a 4.0 scale, in the upper division, and/or during a probationary period and any subsequent semester
- Earning a grade of D or F in any two courses, science, math, or nursing

*A student is allowed only one failure or withdrawal from a nursing course. The student will be dismissed from the nursing program upon failure or withdrawal from a second nursing course.

T. Readmission

Conditions under which a nursing student dismissed from the undergraduate or nursing program can be considered for readmission are as follows:

- A nursing student dismissed from the Basic, LPN to BSN, or RN to BSN Track of the Bachelor of Science in Nursing (BSN) Degree Program, is not eligible for readmission to the undergraduate nursing program.

- A nursing student who has been dismissed from the BSN Program and receives a BSN from another university may be considered for admission to the graduate nursing program.
- Any nursing student who has not been enrolled in nursing courses for two (2) consecutive semesters, and has not been dismissed from the program, must apply for consideration for readmission to the undergraduate nursing program.

U. REGISTRATION

General Registration is available via Bison Web. Students are required to meet with their academic advisors for discussion and approval of proposed course selections before registering for courses via Bison Web.

An Alternate PIN is required for ALL Continuing students, with the exception of Graduate students, in the School of Business and the Division of Allied Health Sciences.

A Late Registration Fee will be assessed for all continuing students who do not register during General Registration. For more information regarding registration procedures see:

www.howard.edu/secretary/documents/H-Book.pdf .

V. Consortium Participation

Through the Consortium of Universities of the Washington Metropolitan Area (CUWMA) qualified junior and senior undergraduate students and graduate students are offered the opportunity to enroll at other institutions for courses not available on the campus of Howard University during the given semester or year.

The CUWMA Universities include:

- American University
- Catholic University of America
- Gallaudet University,
- Georgetown University
- George Mason University
- George Washington University
- Marymount University
- Southeastern University
- Trinity University
- University of the District of Columbia
- University of Maryland-College Park

Registration for the Consortium is completed at Howard University. Consortium grades are received by the Office of Records and are recorded on the student's academic record.

To participate in the consortium a Howard University nursing student must meet the following requirements:

- Be a fully admitted degree-seeking student.
- Be actively enrolled in courses at Howard University at the same time, that the consortium course is being

taken and carry as many hours at Howard as at the other consortium institution. Be in good academic standing.

- Obtain academic approval (from Chairperson or Academic Dean) and administrative approval (Consortium Coordinator to participate in the Consortium).
- Must obtain a grade of “C” or better in order to receive transfer credit.

For additional information regarding the Regulations for the Consortium go to <http://www.consortium.org>

W.TRANSFERS

Transfer of Credits

The Office of Student Affairs will receive transcripts of prior coursework. Only courses that have been taken at a recognized accredited institution and with a grade of “C” or better will be considered for transfer credits. Students may be required to submit course descriptions or course syllabi to the Director of Student Affairs for review by the Admission Committee and or appropriate department Chairperson.

Science courses taken within the last five years (5), with an earned grade of C or better will be considered, except for “Pass/Fail” grade or “S” for satisfactory grade.

Any course taken longer than five (5) years prior to enrollment will be reviewed by the Admission Committee on an individual basis.

No course will be accepted for credit using CLEP or other commercial examinations for students enrolled in the Basic Track.

Transcripts

All official transcripts must be sent to the Office of Admission, after a student has been admitted into the undergraduate nursing program. Students must direct the forwarding institution to send transcripts to:

Office of Admission
Howard University
2400 Sixth Street, NW
Washington, DC 20059

A. Intra-University Transfer (IUT)

Students desiring to transfer into or out of the Division of Nursing can access the Transfer Request at: <https://www2.howard.edu/academics/registrar/forms>

The IUT form should be completed and submitted with attachments that include a Howard University unofficial transcript must be submitted at the end of the semester, in which the student is enrolled. Students who have also completed courses outside of Howard, must submit an official transcript. The Division of Nursing requires a 3.00 minimum Cumulative Grade Point Average (GPA) to be eligible for consideration for transfer. Intra-University Transfer requests must be submitted to the Office of the

Registrar, by the first of class to be effective for that semester.

Although IUT students may be accepted into the Division of Nursing, this acceptance does not necessarily indicate that a student will be eligible to enroll in the nursing courses (courses with a NURS abbreviation).

International Students/Transcript Evaluations for Admission and Advanced Standing:

Foreign-educated applicants are required to have a transcript evaluation completed by an official evaluation service such as the WES. Contact WES at (202) 331-2925 or www.wes.org, for procedural information. CGFNS evaluations may be acceptable in some instances for foreign educated Registered Nurses. Courses recognized through transfer, validation, or escrows are awarded credits only. Grades do not transfer. Courses accepted for transfer/validation have no impact on the grade point average.

X. WITHDRAWAL

A. Course Drop and Withdrawal

All students are permitted to add/drop classes until 11:59 PM on the last day of the add/drop period. After that deadline, seniors, juniors, and sophomore students, who wish to remove themselves from one or more (but not all) classes, must complete a course withdrawal, via BisonWeb (if they have no holds). <https://www2.howard.edu/academics/registrar/withdrawal>

Freshmen, athletes and students with holds) must complete a Change of Program (Course Withdrawal) form, <https://powerforms.docuSign.net/17f4c0cf-cfde-4c4c-8686-ccaf13c4dc23?env=na1&acct=78fca188-d9d7-43be-a97a-9ed4f83dc6b6>

Students may withdraw from a course up to eight weeks after the first day of instruction (Fall and spring semesters only) and receive a grade of “W” (withdrawn), that has no grade point value.

Students who fail to officially withdraw after the designated withdrawal time identified by the University, will receive a UW from the instructor. The last day to withdraw from a course, no later than 4 weeks prior to the end of the semester.

Students will receive a failing grade for courses in which they discontinue attendance without completing the required withdrawal process.

B. Total Withdrawal

A student who wishes to withdraw from all classes must complete a Total Withdrawal Request Form (TW). This form can be accessed at. <https://powerforms.docuSign.net/adf13ae3-d4c7-4ee1-a720-cef431609941?env=na1&acct=78fca188-d9d7-43be-a97a-9ed4f83dc6b6>

To implement an official total withdrawal from the University, the Total Withdrawal Request Form must be submitted by the end of the 12th week of classes for the semester in which the student wishes to withdraw. The effective date of the withdrawal will be the date on which the Total Withdrawal was generated. Students should visit the University Calendar for specific dates and deadlines for each

semester.

A student who leaves the University without completing a Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. The student may also be required to repay federal funds received in a given semester, as a result of total withdrawal from the University.

A student who resides in University housing is required to check out of his/her residence hall within 24 hours of completing the total withdrawal process.

Completing a total withdrawal from the University requires that the student surrenders all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.

Y. GRADUATION

Certification

The Division of Nursing Faculty certifies by vote that each candidate for the Bachelor of Science in Nursing Degree has met all academic requirements for BSN Graduation. Payment of all fees and the settlement of all other financial obligations with Howard University are required in order to receive the Bachelor of Science in Nursing Degree.

Commencement

Commencement is held the second Saturday in May. Attendance at commencement is required for students who complete the degree requirement at the end of the spring semester. Students who complete the degree requirements in the fall semester or summer semester may participate in the spring commencement.

Application for Graduation

Once designated as a prospective graduate, students will be able to apply for graduation via Bison Web. <https://www2.howard.edu/academics/registrar/graduation>. Students cannot apply for graduation without prior approval from their school/college. Students who are uncertain of their eligibility status may contact their academic advisor or the Office of Student Affairs

Students must complete the online graduation application by the indicated deadline. It is extremely important that students provide accurate mailing addresses to ensure timely delivery of diplomas. A \$100.00 graduation fee will be charged to students 'respective account upon submission of graduation application.

**Please note students must complete and fulfill all academic and financial requirements established by the university to be eligible to participate in commencement exercises.*

Grade Point Average

Division of Nursing Students are required achieve a minimum of 2.5 cumulative grade point average to receive the Bachelor of Science in Nursing Degree

Honors Distinction

Honors at commencement will be awarded as follows:

- *Cum laude* (3.2 to 3.49 cumulative grade point average)
- *Magna cum laude* (3.5 to 3.79 cumulative grade point average)
- *Summa cum laude* (3.8 or greater cumulative grade point average)

Please note students are ineligible to graduate with honors if:

- They have not carried at least 12 semester credit hours each semester enrolled, except for the last semester in residence.
- Did not complete the last half of the work required for their degree in residence at Howard.
- Have repeated courses to raise their cumulative grade point average.

Z. Licensure Application

A recent nursing student graduate must complete an application for licensure and forward it to the Chairperson of the Undergraduate Program for review and validation.

Each applicant must also submit with the application an original document that verifies satisfactory completion of a NCLEX-RN Review Course after completion of the BSN program requirements at Howard University.

Satisfactory completion of a NCLEX-RN Review Course will be evidenced by the student presenting original documentation of a NCLEX-RN Review Course post assessment that documents 95 percent (95%) probability of passing the NCLEX-RN.

A Board of Nursing, in its discretion, may refuse to accept the application of any individual who has been convicted of a criminal offense.

In keeping with the regulations of the DC Board of Nursing, if a BSN graduate delay taking the NCLEX- RN or is unsuccessful on the NCLEX-RN for three (3) years after graduating from the Division of Nursing, the student will be required to complete a nursing program of study before the Division of Nursing will validate the application for NCLEX - RN for any state. Also, the graduate must meet the application requirements regarding the NCLEX-RN Review Course in the preceding paragraph under Section V, Licensure Application.

P. STUDENT RIGHTS AND RESPONSIBILITIES

A. Academic Grievance Process

The Division of Nursing defines an academic grievance as a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. Please note that grades may not be grieved.

Before seeking the formal process to resolve the issue, the student must engage in the informal process for resolution.

B. Informal Process

A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the course faculty. The student must schedule an appointment with the involved faculty within

Three working days of identifying the academic issue which is being grieved. After the meeting takes place, the course faculty shall prepare a summary of the points discussed during the meeting, outcome of the meeting and place the summary in the student's file and forward a copy to the student, course coordinator, program chairperson, and the associate dean.

If the student is unable to resolve the dispute with the course faculty, the student should schedule an appointment with the course coordinator for intervention within *5 working days* of identifying the academic issue which is being grieved. After the meeting takes place, the course coordinator shall prepare a summary of the points discussed during the meeting, outcome of the meeting and place this summary in the student's file and forward a copy to the student, program chairperson, and associate dean.

If the student is unable to resolve the dispute with the course coordinator, then the student is advised to seek the intervention of the program chairperson within *10 working days* of identifying the academic issue which is being grieved. After the meeting takes place, the program chairperson shall prepare a summary of the points discussed during the meeting and the outcome of the meeting and place this summary in the student's file and forward a copy to the student, program chairperson, and associate dean.

If the student is unable to resolve the dispute at the level of the program chairperson, then the student is advised to file a with the Associate Dean of Research, Institutional Assessment & Operations, within *2 working days* of receipt of the meeting summary from the program chairperson.

The associate dean will arrange a meeting within *3 working days* with the involved parties to attempt to determine the cause of the continued dissatisfaction and alternatives for the student. The student will not attend this meeting. Within *2 working days* following this meeting, the associate dean will notify the student in writing of the results of the meeting.

All disputes which are not resolved at the Associate Dean level are then brought to the Dean of the College, whereupon the Dean or the designee will seek to reach an informal resolution through mediation between parties.

If the mediation at the Dean's level fails, then the student's grievance is consigned to the committee designated by the College to address student grievances, herein referred to as the Student Grievance Committee.

C. Formal Process

Student grievances which are consigned to the Student Grievance Committee must be specified in

writing and given to the Dean or his/her designee.

A student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.

The second party to the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s).

After the date has been set, each party to the dispute is sent a certified letter which informs him/her of the charges and date of the meeting as well as a statement requesting his/ her presence.

During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.

Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.

The committee's decision is sent to the Dean of the College in the form of a recommendation.

The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it. Reference: [Academic Grievance Procedure](#)

Q. COMMUNICATION

The Division of Nursing values accurate and prompt communication between students and faculty and administrators. Therefore, several methods are in place to communicate information in a timely manner.

A. Electronic Communication

Each student is issued a Howard University email address and is required to use the Howard University e-mail address for correspondence regarding the business of Howard University as a whole, the College of Nursing and Allied Health Sciences, and the Division of Nursing.

Each course will use Canvas for posting course information, general announcements, and other materials for students.

Each student has the responsibility for checking various methods of electronic communication daily, including [Canvas](#).

B. Basic E-mail Guidelines

Communication on the Internet is not secure. Never include anything in an e-mail message that you would not want printed in the newspaper.

Be cognizant of the size of the e-mail messages and attachments that you send. The recipient's Internet Service Provider (ISP) may have limits regarding the size of attachments or mailbox quotas.

Do not request a "read receipt" for every e-mail message that you send. Instead, save this for communication that is time-sensitive and/or requires a fast response.

Do not type in ALL CAPS. This denotes screaming or yelling. Instead, use **bold** type or underline if you feel the need to emphasize your point.

Do not type in all lower case as this is seen as overly informal and unprofessional.

Remember that the recipient is a person with feelings. Since they cannot see your non-verbal cues in an e-mail message you should try to be cautious about how your messages are worded. When in

doubt, ask a co-worker or friend to read it and tell you how they interpret its tone before you send it. Be to the point without rudeness or being abrupt. It's a good idea to start a message with a "Good morning" or "Good afternoon" and title (Ms., Dr. or Professor).

C. Other Methods of Communication

- Bulletin Board
- Handwritten notes
- Face-to-face conference

For additional information regarding communication at Howard University go to the [HU Social Media Access Policy](#) .

D. Permission to Record

A student must obtain the permission of the faculty to videotape, audio record or copy faculty developed materials before engaging in the activity.

VIII UNIVERSITY FACILITIES AND SERVICES

A. Office of Undergraduate Studies (OUS)

The Office of Undergraduate Studies offers a wide array of support services and programs to students, from New Student Orientation to graduation. OUS is located in the Carnegie building, 2395 6th, NW, 2nd floor.

Services offered by the Office of Undergraduate Studied include:

- Academic advising
- Retention Counseling
- Academic Recovery Program
- Tutoring (math, science) through the Center for Academic Excellence
- Honors & Scholars Development
- Career Development (Office of Career Services)
- For more information contact OUS at (202) 806- 4029 or at OUS@howard.edu

B. Louis Stokes Health Sciences Library

The Louis Stokes Health Sciences Library is located at 501 "W" Street adjacent to the Annex I building. The library offers a variety of support services to students. The hours of operation are posted at the Louis Stokes Health Sciences Library website and can be accessed at by phone at <http://hsl.howard.edu/> or by phone at (202) 884-1520. A current Howard University ID must be presented to enter the building.

C. Enterprise Technology Services (ETS) (I-Lab, Computer labs and Help Desk) Computer Lab

ETS provides a variety of technology services to students. The I-Lab and Help Desk are located at 2301 Georgia Ave, NW. For information about admission to the lab, their services and use of computers go to: <https://technology.howard.edu/>.

For help desk services including Canvas support and password reset call 202-806-2020 or email at helpdesk@howard.edu

The computer labs general policies can be found at:

http://www.howard.edu/technology/policies/lab_policy.html _

For technology information refer to: <http://www.howard.edu/technology/>

D. Learning Resource Center

The Learning Resource Center (LRC) is located on the eighth floor at 801 North Capitol, College of Nursing and Allied Health Sciences. It houses a variety of resources for students, faculty, and staff. LRC personnel consist of a Coordinator. It has been designed to accommodate the students and faculty of the Division of Nursing, in an effort to promote experiential learning.

Hours of Operation: 8:30 a.m. to 5:00 p.m., Monday through Friday.

Access to the LRC before or after hours must be scheduled through the Coordinator of the LRC.

E. Office of Student Services

The Office of Student Services provides assistance, in both the in-and out-of-class development of Howard University students. It offers a range of programs and services to help students reach their academic goals and enhance their personal, intellectual, and social development.

Students requiring special services such as ADA accommodations are urged to contact the Office of Student Services, located at:

1851 9th St., NW.

Hours of Operation: Monday - Friday from 9:00 am – 5:00 pm

Telephone: (202) 238-2420

Student Request for Reasonable Accommodation & Self Identification for Disability at Disability Support Services -oss.diabilityservices@howard.edu

Student Wellness & Extenuating Circumstances: Glennis.danielsbacc@howard.edu

F. University Counseling Services

The University Counseling Services are available to all currently enrolled full-time Howard university students at no cost. A range of professional services for student wanting help with psychological issues, personal concerns, interpersonal issues and crisis are available.

The Center is located at the:

C.B. Powell Building,
6th and Bryant Streets, NW.

Hours of Operation: Monday- Friday 8:00 am -6:00 pm

Counselors can be reached at (202) 806-6870 Referrals to on-campus and off- campus support sources may be decided if clinical needs are beyond what can be provided at the Counseling Center. For psychological emergencies, after 4:00 pm, call (202) 345-6709 and (202) 714-7471.

G. Student Health Center

The Howard University Student Health Center, a patient treatment unit of Howard University for the Health Sciences, provides full-time and part-time students with access to care for acute sickness and

injuries, chronic disease management, specialty referrals, health promotion, and disease prevention education. The office is located in the Medical Arts Building

2139 Georgia Avenue NW (Georgia Ave & W St., NW) Suite 201-Second Floor

Hours of Operation:

Monday, Tuesday, Thursday -8:00 am – 5:00 pm

Wednesday, Friday 8:00 am to 7:00 p.m.

Tel:(202) 806- 7539 - 7540

Email: *Studenthealth@howard.edu*

H. Office of Career Services

The Career Services Office offers an array of services, to assist undergraduate and graduate students meet their career development goals. Services include:

- Assistance with resume writing
- Career Fairs which feature employers from all industries and sectors, to promote internship, fellowship, and job opportunities

Students can log on “Handshake” <https://howard.joinhandshake.com/>

I. Office of Student Affairs (OSA)

The Office of Student Affairs (OSA) is primarily responsible for acting in a student advocacy role. Additionally, this office is responsible for facilitating activities and functions related to student life, from admission through graduation. It is responsible for developing and implementing activities to enhance student recruitment and retention; and serves as a repository for a variety of data and records, official and non- official. Requests for letters of reference and status verification must be submitted by students in writing to the Director of Student Affairs.

The Office of Student Affairs also serves as a resource to the student organizations within the Division of Nursing and the University and coordinates communication of selected information to students. You can contact the office at (202) 806 -6509.

IX GENERAL INFORMATION

A. Address/Name Change

All students are required to keep a current registration of their local address current. Failure to comply could result in holds being placed on student accounts. It is the responsibility of the student to inform Enrollment Management/Office of Records and Articulation of a change in name or address. The Office of Student Affairs (OSA)in the Division of Nursing must also be informed of any changes, and the students must ensure that current address and phone number are on file in the OSA in the event that a student needsto be contacted. (Appendix V)

B. Emergency Response Plan: Division of Nursing

Students in the Division of Nursing will receive direction from the classroom or clinical instructor as needed for emergency response drills. In the event the nursing lab building must be evacuated, all personnel are to use the nearest stairwell exit to their office or classroom. In the event that the nearby

exit is blocked, individuals should proceed to the next nearby exit. The primary assembly point is the Annex 1 Parking Lot located on H Street. To review the Emergency Response Plan for the University, see [Classroom Evacuation Procedures](#) .

C. Incident and/or Accident Report

An incident report is to be completed when a student sustains an injury in the classroom and/or clinical settings.

On Campus:

For incidents on the campus of Howard University campus, the student must complete the Howard University Incident Report Form (Appendix III).

The course faculty and/or program chairperson must be notified and ensure completion of the incident report, appropriate signatures, and appropriate follow-up notification. The incident report is to be submitted by the course faculty to the program chairperson.

Students who require medical care should report to the Student Health Center, Medical Arts Building, 2139 Georgia Avenue & W St. NW, Suite 201, Second Floor between 9:00 – 4:00 p.m. for evaluation Monday – Friday.

Incidents that occur after the close of the Student Health Center may be followed-up through the Urgent Care Center or Howard University Hospital Emergency Room. The instructor ensures that a copy of the incident report is forwarded to the program chairperson for the files.

Off Campus:

The director of nursing instructor ensures that the student, instructor and/or affiliating staff completes the incident report in accordance with the clinical agency's policies.

The instructor ensures that a copy of the incident report is forwarded to the program chairperson for the files.

The instructor ensures that the student receives appropriate follow up_care in accordance with the policy of the clinical agency and/or the Division of Nursing. For more information see the [H-Book](#) .

D. Alcohol and Drug Abuse (Substance Abuse)

In accordance with federal law, Howard University has adopted policies consistent with the *Drug Free School and Communities Act Amendments* of 1989 and the CNAHS Division of Nursing complies with this policy Refer to the [Drug Prevention Policy](#) of Howard University.

Students, who violate the University's alcohol and drug policies will be subject to disciplinary action, up to and including the possibility of expulsion.

Sexual Harassment and Gender Based Discrimination

Howard University and the CNAHS, Division of Nursing are committed to ensuring compliance with Title IX of the Education Amendments of 1972, as amended, and the Violence Against Women Act.

See here for the detailed [Sexual Harassment/Gender Based Discrimination Policy](#) for Howard University. <https://www2.howard.edu/title-ix/home>

E. Safety

The campus is equipped with a blue light safety system to make accessible a call box located at various points on the campus.

Students are encouraged to not walk alone after dark and use the HU Shuttle for transportation to areas on the campus after dark.

F. Smoking

The Division of Nursing is a smoke-free environment.

G. Student Governance and Professional Organizations

- Chi Eta Phi Nursing Sorority DC Student Nurses Association
- National Student Nurses Association (NSNA)
- DC Black Nurses Association
- National Black Nurses Association (NBNA)
- Howard University Division of Nursing Alumni Association
- Sigma Theta Tau International Honor Society of Nursing, Gamma Beta Chapter

H. Transportation

Students are responsible for providing their own transportation to clinical sites, and for releasing the University and the affiliating institutions from liability for any accidents in which they are involved while commuting to and from the clinical sites.

X. SPECIAL EVENTS

A. Convocation

Two university-wide convocations are held annually.

B. Opening Convocation in September

Charter Day Convocation in March

Classes are suspended from 10:00 a.m. – 1:00 p.m. for convocation. Junior and senior nursing students are required to attend both events, in clinical attire, and must adhere to the DON uniform dress code.

C. Honors Day

The College of Nursing and Allied Health Sciences holds an Annual Awards Ceremony for recognition of students and faculty in the spring semester. This ceremony is traditionally held on the second Thursday in May.

D. Pinning Ceremony

A pinning ceremony is held for all BSN graduation candidates. The ceremony is held on the Friday before commencement. Each student is pinned with the Division of Nursing pin to symbolize his/her entry into the ranks of professional nurses.

Revised 09/2020

APPENDIX I

Division of Nursing 12 Points

Achievement	The desire to achieve something of significance, attains recognition, and be a success
Altruism	The tendency to treat others with kindness. To be generous and show affection. To help those in trouble and to sympathize with those who are in need or sick
Congeniality	The tendency to get along well with others. The tendency to be tolerant and understanding. The tendency not to be vengeful. To refrain from becoming angry and to avoid blaming others when things go wrong
Dedication	Self-sacrificing devotion
Dignity	A state of being worthy, honored, or esteemed. To carry oneself with distinction
Empathy	The capacity for feeling what another is experiencing
Humanism	The capacity to embrace that which asserts dignity and worth of man and the capacity for self-realization through reason
Loyalty	Faithful to the cause, ideal, and image of the profession
Orderliness	The desire to plan and organize details; to be systematic and to keep things neat and orderly
Perseverance	To persist in an undertaking in spite of counter influences, opposition, or discouragement
Pride	Justifiable self-respect and delight arising from the accomplishment of some act
Respectfulness	To consider worthy of high regard

APPENDIX II

Howard University
College of Nursing and Allied Health Sciences
Division of Nursing

INCOMPLETE GRADE PROCESSING FORM

Student Name _____ ID# _____

Course Name _____ Course # _____

Semester ____ Year ____

Midterm deficiency reported __Yes __No Incomplete grade submitted I / *

Reason for incomplete grade _____

Student has completed approximately ____ % of total course requirements and is currently earning a grade of _____ .

Coursework **COMPLETED** as of ____ / ____ / ____ Coursework **TO BE COMPLETED** by ____ / ____ / ____

***Note: The grade which appears here is the grade that will stand if the incomplete grade is not removed by the last day of the semester in which the student is next in residence at Howard University.**

Student's Signature _____ Date _____

Course Coordinator's Signature Date _____

FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE

Conditions for removal completed as of ____ / ____ / ____ and reviewed by _____

Special Grade Report # _____ reporting final grade of _____ submitted on ____ / ____ / ____

Comments:

- Cc: Academic File Graduate Program Office - Original
- Student - Copy
- Course Coordinator - Copy

Revised 7/09, 08/12, 12/16

Note: Submit a copy of this completed form with the Special Grade Report.

APPENDIX III

Howard University
College of Nursing and Allied Health Sciences

Division of Nursing

INCIDENT REPORT FORM

<http://www.howard.edu/library/services/forms/Incident.pdf>

Section A: Information about the Complainant (If no complainant is involved, complete Section B only)

Last Name First Name Middle Name
 Faculty/Staff Student Visitor HU Capstone ID
 Daytime Phone # Evening Phone # E-mail Address

Section B: Description of the Event

When? / Date of Event Time of Event
 Date Reported Time Reported

Location of Event:

What Happened? Describe the Event and How It Occurred.

Was Any Person Injured? If YES, Describe Injury, Incl. Parts of the Body. YES NO

Was First Aid Administered? If YES, by Whom? YES NO

Was Campus Police Called? If YES, Give Details. YES NO

Time Called Time Arrived Report#

Name of Officer(s)

Action Taken

Was Metro Police Called? If YES, Give Details. YES NO

Time Called Time Arrived Report#

Name of Officer(s)

What Factors Contributed to the Event?

Signature of Complainant (If Any): _____ Date: _____

Recommendation to Prevent Recurrence:

Report Completed by Signature & Date: _____

Received by Supervisor: _____ Signature & Date: _____

Appendix IV

HOWARD UNIVERSITY
College of Nursing and Allied Health Sciences
Division of Nursing

STUDENT HANDBOOK ATTESTATION OF ACKNOWLEDGEMENT

I, undersigned, acknowledge receipt of the Division of Nursing- Undergraduate Student Handbook, 2023-2024. I am responsible and accountable for all policies and requirements stated in the Undergraduate Student handbook.

Student: Print name: _____ Date: _____

Student Signature: _____ Date: _____

PLEASE NOTE:

Failure to read the Undergraduate Student Handbook does not excuse students from the policies and procedures described herein.

APPENDIX V

HOWARD UNIVERSITY College of Nursing and Allied Health Sciences Division of Nursing

Change of Name, Address or Telephone form

It is the responsibility of each student to inform the College and the University of a change of name, address or telephone number, as soon as possible by completing a "Change of Name, Address or Telephone Number" form available in the Division of Nursing, Office of Student Affairs. Students must also complete a **Student Personal Data Form** in the University Office of Records and Articulation, Mordecai Johnson Building ('A' Building), 2400 6th Street, N.W., Washington, DC 20059

Name _____ ID # _____

Old Address _____

(City/State/Zip)

Old Telephone Number _____

New Address _____

(City/State/Zip)

New Telephone Number _____

(Bring completed copy of this form to the Division of Nursing, Office of Student Affairs and the Howard University's Enrollment Management, Office of Records)

APPENDIX IV

CNAHS Academic Grievance Procedures

- Student Grievance/Complaint Forms

The Informal Process **(Student to submit all 3-pages of this document)**

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., grade dispute with the instructor.
2. If the student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of his or her **department chairperson**.
3. All disputes which are not resolved at the departmental level are then brought to the Dean's Office, whereupon the Dean or his designee (Associate Dean for Academic Affairs) will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Dean's level fails, then the student's grievance is consigned to the Student Grievance Committee to address student grievances. Committee.

The Formal Process

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee by the student.
2. A student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges, and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party can present the other side. Each side is permitted to have witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved. The Committee can invite the department chairperson or designee, to explain departmental policy as it may pattern to the grievance.
8. The committee's decision is sent to the Dean of the School/College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

Approved by the Board of Trustees April 23, 1994

Updated at CNAHS,

January 10th, 2017

Howard University
College of Nursing and Allied Health Sciences

STUDENT GRIEVANCE/COMPLAINT FORM

(Used to file and process all student grievances)

Part 1

Grievance Action Pertaining to: _____

Grievance Action Initiated by: _____ Student ID# _____

Major _____ **School/Division** _____

Classification: Undergraduate ___ Grad Student ___ Prof. Student ___ Year: 1 ___ 2 ___ 3 ___ 4 ___

Local Address: _____

_____ Phone No. _____

Grievance statement and specific request: _____ Attachments Received: Yes ___ No ___

(List and attach detailed statement and supportive evidence, and submit separately within 5 days)

Grievance filed with: _____ **Date:** _____

Print Name of Person and Title

Signature of Student: _____ **Date:** _____

Part 2

Grievance Process and Action Sequence:

(To be completed by the person or Department Chair responsible for the action taken, and returned to student)

	Initial:	Date:	Action Taken:
Informal Grievance: Yes ___ No ___			

Faculty: _____

Chairperson: _____

Associate Dean: _____

Formal Grievance: Yes ___ No ___			
---	--	--	--

CNAHS Grievance Committee _____

Recommendation to Dean _____

(All documents from informal and formal procedures and a detailed statement of action taken shall be attached and case document submitted to dean within 10 working days of the hearing)

Part 3

Dean's Final Action: _____

(Detailed statement of action taken, with justification, shall be attached if decision differs from Committee's recommendation)

_____ Print name of person making final decision

_____ Signature

_____ Date

The following is brief policy and process for students who want to file grievances:

- a. The grievance process begins with the student meeting or communicating (email or signed letter) with the **Instructor**. This is the case regardless of the department or college from which the student took a class.
- b. If the student is unable to reach an acceptable conclusion, the student may decide to take their complaint to the **chairperson of the department**. *If a student comes complaining, the first thing the Chairperson would like to know is whether the student has met with the professor or instructor.*

Note that each program Chairperson handles cases differently as they try to resolve the problem. However, chairpersons are not to be a party to the complaint. Also, Students cannot team up to file a single grievance.

- c. If the student is still not satisfied, the Chairperson will inform the student about the next step, which will be to take their appeal to the Dean. Students have two options to choose from:
 - Talk with the Dean and have the Dean try to resolve it. Take your grievance form, and your course syllabus, student handbook, and any other evidence you may have to the Dean. **The student should be informed that speaking with the Dean will void their right to a fair grievance, since the Dean makes the final decision.**
 - The student can skip the Dean and opt to appeal to the College grievance committee.
- d. If the Chair does not have a copy of the appeal form, the student would need to contact by email, the Dean's Administrative Officer for a copy of this document which includes the form. **They must fill it completely, include a direct phone number and their official bison email address, the class syllabus, and any documents relevant to their appeal, like graded sheets etc.** The form must be signed, and forwarded to the Instructor and Chairperson, who will include their comment and initials as proof they had talked with the student.

Only the student can turn in his/her grievance in person or by email to the Dean's Office. After a careful review of the complaint and supporting documentation presented by the student and other parties the Student Grievance Panel will then make a recommendation in writing to the Dean. The Dean will conduct his/her her own review, and will inform the student in writing, the final decision. In addition, the student will be advised on what to do if he/she is not satisfied with the decision taken by the College.

Note: Emails can be compiled as supporting documents to a grievance filing. They do not constitute a formal grievance.

APPENDIX V



HOWARD
UNIVERSITY

Office of Student Services
Student Request for Reasonable Accommodation
STUDENT REQUEST FOR ACCOMMODATIONS
FORM

In accordance with the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, and other relevant federal, state and local disability and anti-discrimination laws Colleges and Universities are required to ensure equal access for all students. The services provided are to assist students with disabilities maximize their education's potential.

Current documentation supporting the disability and the requested accommodations, must be provided by a qualified diagnostician that includes a diagnosis, date of diagnosis, method used to arrive at the diagnosis, the credentials of the diagnosing professional, information regarding how the condition/ disability impacts a major life activity as well as the student's ability to participate in all activities offered by the institution.

“No otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discriminations under any program or activity receiving Federal financial assistance” Section 504 of the Rehabilitation Act of 1973

A “qualified individual with a disability” is defined as one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution’s programs and activities.

Please note students must formally request accommodations for each semester enrolled at Howard University. The accommodations and services provided are not retroactive.

First Time Requesting Accommodations at Howard Univ. _____ Returning OSS Client _____

Today’s Date _____ Requesting Services for Semester: _____ Year: _____

Last Name _____ First Name _____ Middle Init _____

Date of Birth _____ Gender _____ Preferred Pronouns _____

Student ID Number @ _____ Social Security Number _____

Street Address _____

City _____ County _____ State _____ Zip Code _____

Primary Phone Number _____ Secondary Phone Number _____

Email Address: _____

If you would like to request this form in an alternative format, please contact the Office of Student Services by phone at 202-238-2420 or email at oss.disabilityservices@howard.edu.

Office of Student Services/Disability Support

1851 9th Street NW, 2nd Floor Washington DC 20001
 202-238-2420 oss.disabilityservices@howard.edu



Armed Forces Status: Active Duty _____ Reserved _____ Retired _____
 Veteran _____ Dependent/Survivor _____ N/A _____
 Scholarship Recipient: Yes _____ No _____

Academic Advisors' Name: _____

Enrollment Status		
<input type="checkbox"/> Incoming Freshman	<input type="checkbox"/> Incoming Grad Student	<input type="checkbox"/> Incoming Prof Student
<input type="checkbox"/> Visiting Student	<input type="checkbox"/> Prospective Student	<input type="checkbox"/> Transfer Student
<input type="checkbox"/> Current Student	<input type="checkbox"/> Current Graduate Student	<input type="checkbox"/> Other
Level of Study		
Undergraduate	Graduate	Professional
<input type="checkbox"/> Freshman	<input type="checkbox"/> First Year	<input type="checkbox"/> First Year
<input type="checkbox"/> Sophomore	<input type="checkbox"/> Second Year	<input type="checkbox"/> Second Year
<input type="checkbox"/> Junior	<input type="checkbox"/> Third Year	<input type="checkbox"/> Third Year
<input type="checkbox"/> Senior	<input type="checkbox"/> Fourth Year	<input type="checkbox"/> Fourth Year
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
Professional School of Study		
<input type="checkbox"/> Arts & Sciences	<input type="checkbox"/> Business	<input type="checkbox"/> Communications
<input type="checkbox"/> Dentistry	<input type="checkbox"/> Divinity	<input type="checkbox"/> Education
<input type="checkbox"/> Engineering and Architecture	<input type="checkbox"/> Graduate School	<input type="checkbox"/> Law
<input type="checkbox"/> Medicine	<input type="checkbox"/> Nursing and Allied Health	<input type="checkbox"/> Pharmacy
<input type="checkbox"/> Social Work	<input type="checkbox"/> Other:	

DISABILITY INFORMATION: Check all documented disabilities that apply to you		
<input type="checkbox"/>	ADD/ADHD Attention Deficit Disorder	<input type="checkbox"/> Low vision
<input type="checkbox"/>	Autism Spectrum Disorder	<input type="checkbox"/> Medical Condition
<input type="checkbox"/>	Blind	<input type="checkbox"/> Mobility Impairment
<input type="checkbox"/>	Cancer	<input type="checkbox"/> Neurological Disorders
<input type="checkbox"/>	Cerebral Palsy	<input type="checkbox"/> Orthopedic Impairment
<input type="checkbox"/>	Chronic Illness	<input type="checkbox"/> Post-Traumatic Stress Disorder (PTSD)
<input type="checkbox"/>	Condition Requiring Medical Housing Accommodation*	<input type="checkbox"/> Psychiatric - Anxiety
<input type="checkbox"/>	Deaf *	<input type="checkbox"/> Psychological Disabilities
<input type="checkbox"/>	Epilepsy/Seizure Disorder	<input type="checkbox"/> Speech Impairment
<input type="checkbox"/>	Food Related Medical Condition	<input type="checkbox"/> Temporary Condition
<input type="checkbox"/>	Hard of Hearing	<input type="checkbox"/> Traumatic Brain Injury
<input type="checkbox"/>	Learning Disability	<input type="checkbox"/> Other:

* Supplemental form required

If you would like to request this form in an alternative format, please contact the Office of Student Services by phone at 202-238-2420 or email at oss.disabilityservices@howard.edu.

Office of Student Services/Disability Support

1851 9th Street NW, 2nd Floor Washington DC 20001
202-238-2420 oss.disabilityservices@howard.edu



Please describe the nature and extent of your disability. Describe the limitation imposed by your disability and how those limitations interfere with your ability to meet a specific academic requirement:

Previous Accommodations: List accommodations received in previous academic environments. Write NA if not applicable

List the accommodations you are requesting e.g. additional time to complete exams and assignments, permission to record lectures, seating, parking etc...

Office of Student Services/Disability Support

1851 9th Street NW, 2nd Floor Washington DC 20001
 202-238-2420 oss.disabilityservices@howard.edu



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My Course Schedule:							
Spring _____		Summer I _____		Summer II _____		Fall _____	
Class	Instructor	Course type (online/ in class)	Day(s) e.g. M/W	Time e.g. 11am-12:10PM	Building/Room #		

Expected Date of Completion: _____

Student Acknowledgements

I am responsible for contacting the Office of Student Services/Disability Support office to request accommodations.

I am responsible for completing the intake forms and providing appropriate, timely documentation to the OSS office.

I am aware that once I have completed the *intake process*, submitted my supporting documentation, and have had a formal intake meeting, the process can take three weeks or more to be completed.

I am aware that the request for accommodations must be completed each semester.

I am aware that if I drop or add classes, I am responsible for informing the OSS office

I am aware that I am responsible for providing a copy of the accommodations letter to my professors during face to face classes. For online classes, the OSS office will email a copy of the letter to me, which I may then distribute to my faculty.

If you would like to request this form in an alternative format, please contact the Office of Student Services by phone at 202-238-2420 or email at oss.disabilityservices@howard.edu.

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I am aware that if I need to request a new accommodation, I must provide updated documentation and schedule a meeting with the OSS, Disability Support office

I am aware that it is my responsibility to communicate directly with my faculty regarding exam accommodations and stay in communication about the time and place of such exams.

I am aware that it is my responsibility to contact the OSS/ Disability Support office if I am having any difficulties receiving my accommodations.

I am aware that notetaking assistance as an accommodation in any form are for my use only and may not be shared.

I am aware that notes provided by a notetaker will only be provided when I am present.

I am aware that approval of requested accommodation is dependent upon the documentation provided, the diagnosis of a disability, and the accommodation that is being requested.

I am aware that I may be eligible for temporary accommodations pending the request for additional documentation. Should this occur, I am responsible for providing the updated /additional documentation prior to requesting accommodations again.

I am aware that accommodations are not retroactive.

I am aware that accommodations may also be provided for a temporary disability.

I am aware that a request for an accommodation that creates a "fundamental alteration" or lowers the academic standards of a course will not be provided.

I am aware that the OSS is responsible for providing services for students with disabilities as per Howard University procedure, and as a result faculty are not required to provide any accommodations without a letter from the OSS

I am aware that to receive accommodations for exams and quizzes the faculty will need at least one-weeks' notice to coordinate and provide the accommodation.

By signing, I guarantee the information provided is correct to the best of my abilities, and hereby give permission to the Office of Student Services to release information to appropriate University personnel, to aid in the consideration and implementation of disability accommodations.

X Student Signature _____ Date _____
If Student is under 18 years of age

X Parent/Guardian Signature _____ Print Name _____

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OFFICE OF STUDENT SERVICES USE ONLY:

A meeting was held on (date & time) _____ and attended by:

Name Relationship Name Relationship

Name Relationship Name Relationship

This meeting was held: In person _____ By Telephone _____ Video Conference _____

Sources of Evaluation Information – Please check the documents/information relied on by team	
<input type="checkbox"/> Cognitive Assessments	<input type="checkbox"/> Social Emotional/Behavior Assessments
<input type="checkbox"/> Adaptive Behavior Assessments	<input type="checkbox"/> Health Medical Records
<input type="checkbox"/> Speech/and or language assessments	<input type="checkbox"/> Other – Note from doctor
<input type="checkbox"/> Occupational therapy assessments	<input type="checkbox"/> Other – Referral from UCS
<input type="checkbox"/> Hearing Assessments	<input type="checkbox"/> Vision Assessment
<input type="checkbox"/> Psychiatric Assessments	<input type="checkbox"/> Physical Therapy Assessments
<input type="checkbox"/> Student Report	

Documentation Was Appropriate: Yes ___ No ___ If No, list why:

Meeting Notes

Follow Up Needed/ Next Steps

If you would like to request this form in an alternative format, please contact the Office of Student Services by phone at 202-238-2420 or email at oss.disabilityservices@howard.edu.



All petitions must be typed.

NAME: _____

STUDENT ID: _____

COLLEGE: _____

MAJOR: _____

GPA: _____
(semester gpa) *(cumulative gpa)*

CREDIT HOURS EARNED: _____

PHONE: _____

EMAIL: _____

DATE OF ACADEMIC SUSPENSION: _____

REQUESTED READMISSION SEMESTER: _____

NOTE: Reinstatement petitions are only for students that were recently suspended and have documented extenuating circumstances outside of a student's control that they feel should be taken into consideration. The deadline for petitions is June 15th for fall semester and January 2nd for spring semester. Approval is not needed to attend the summer session immediately following a spring semester academic suspension. **Reinstatement petitions are rarely approved. Students should not make plans to return following academic suspension until notified of approval of a petition. It is strongly advised that students wait at least one semester prior to submitting a petition for reinstatement.**

Please provide a typed response to the following questions. Also attach documentation that supports your response.

1. Is this your first academic suspension? If not, when was your first suspension (*semester and year*)? _____
2. Do you believe that your grades were posted incorrectly and that your dismissal is an error? _____
If yes, contact your instructor and/or academic advisor immediately for information about the grade change/appeal process.
3. Are there extenuating circumstances outside of your control that explain your academic performance? _____
If so, attach supportive documentation. (Examples include: medical documentation, death or birth notices, etc.)
4. Did you regularly meet with your adviser during the semester? _____
5. What do you believe are the reasons for your academic performance, and how do you plan to return to good academic standing?

Please limit your response to the visible area. If more space is needed, please use the visible area on page 2.

STUDENT SIGNATURE: _____

DATE: _____

Use this area to continue your response to question #5. If this space is not needed, leave it blank.

Do not write below this line.

RECOMMENDED ACTION: Approve Deny *Please provide a supporting statement indicating approval or denial.*

ADVISOR SIGNATURE: _____ DATE: _____

RECOMMENDED ACTION: Approve Deny

DEAN or ASSOCIATE PROVOST SIGNATURE: _____ DATE: _____

FINAL ACTION: Reinstatement Granted Denied Deferred until: _____

IF GRANTED: Semester Effective: _____ Date: _____

Date forwarded to the Office of the Registrar for review and processing: _____