



Undergraduate Student Handbook AY 2025-26



**AMERICAN
UNIVERSITY OF BEIRUT**

**RAFIC HARIRI SCHOOL
OF NURSING**

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DEAN'S MESSAGE

Welcome to the Rafic Hariri School of Nursing (HSON). We are delighted that you have chosen to study nursing at AUB and look forward to meeting each one of you. In line with AUB's mission and vision, and our goal to continue to lead as the first school of nursing in the region whose undergraduate and graduate programs are accredited by the Commission on Collegiate Nursing education (CCNE), we continue to offer programs that respond to the changes in education and healthcare.

We have 3 undergraduate programs, the generic BSN program that most students enroll in following the Bacc II; the RN-BSN program that is intended for nurses who have technical training and want to progress towards a university degree, and the BA/BS/BSN program that accepts university graduates of non-nursing programs who decide to change careers and go into nursing. Our BSN, MSN and PhD programs are chartered in the New York State Department of Education. In addition to our current degree programs, we started in the past 2 years to offer online certificate and diploma programs that provide continuing education opportunities to working nurses and health professionals in various areas in education, research and clinical specialties.

You will be learning nursing through various modalities. In addition to classroom teaching supplemented by audiovisual and other resources in our computer lab, you will start your clinical practice learning in our state-of-the-Art simulation laboratory where you will be taught various nursing skills. You will then learn nursing practice in the hospital and community settings.

Our faculty continue their distinguished contributions in research, teaching and service, with a number having acquired awards in these areas and we are proud to have on board 2 previous presidents of the Order of Nurses in Lebanon, one member on the board of the International Council of Nurses, and others serving on regional and international committees. The Dean presides the Center of Research Excellence of the Scientific Society of Arab Nursing Faculties.

At the international level, the Chi Iota Honor Society Chapter, the first in the region, was formally chartered by Sigma Theta Tau International (STTI), the Honor Society of Nursing that includes members from over 100 countries, at the Hariri School of Nursing in 2015. This Chapter that conducts academic and professional activities includes nursing students and graduates as members.

We hope this handbook will be a useful guide for you especially during the first couple of weeks when everything is so unfamiliar. If, however, you are lost or need help, please come and find us. We are eager to do whatever we can to make this a positive and rewarding experience for you.

We also welcome any comments or suggestions you may have on how we might improve on this handbook in order to make it more helpful for future HSON students. Good luck!

Samar Nouredine, PhD, RN, FAHA, FAAN

Dean and Professor,

Rafic Hariri School of Nursing

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PREFACE

Welcome to the Bachelor of Science in Nursing (BSN) program at the American University of Beirut (AUB)!

This handbook is designed to help you navigate your academic journey as a new undergraduate student at the **Rafic Hariri School of Nursing (HSON)**. It provides important information about the BSN program, including policies, guidelines, and resources to support your success from admission to graduation.

We hope your time at AUB will be both rewarding and inspiring. The faculty and administration at HSON are committed to supporting you in reaching your academic and professional goals.

In addition to the information found in this handbook, we encourage you to refer to the **AUB Undergraduate Catalogue**, which includes university-wide policies and procedures. Both the handbook and the catalogue will be valuable resources throughout your studies.

If you have any questions or need clarification about any policy, please feel free to reach out to the **BSN Program Convener, Dr. Marina Gharibian Adra**, who is available to assist and guide you.

We look forward to being part of your journey into the nursing profession!

Historical Background

The School of Nursing, founded in 1905, was the first nursing school in the Middle East. The five-year Bachelor of Science in nursing program, established in 1936, was replaced in 1964 by a four-year program leading to the degree of bachelor of science in nursing. Students entering the school as sophomores graduate in three calendar years. The RN-BSN program was reactivated and launched in 2003. The Master of Science in nursing (MSN) program was launched in 2003. The Bachelor of Science in nursing program (BSN) and the MSN program are registered by the Department of Education of New York State, HEGIS codes 1203.00 and 1203.10, respectively. The BSN and MSN programs are accredited by CCNE, the Commission on Collegiate Nursing Education, in the USA. The AUB School of Nursing is the first School of Nursing outside the US territories to be accredited by CCNE. The PhD program, HEGIS code 1203.12, was launched in the academic year 2018-19. Effective September 2018, Hariri School of Nursing became the seventh independent faculty at AUB.

Mission

The mission of the School of Nursing is to promote and maintain the highest educational standards of excellence, integrity, and professionalism in nursing, following the American model of nursing education and practice. The school aims to provide learning opportunities that will enable students to develop into competent nurses who, guided by ethical principles, respect cultural diversity while coordinating and delivering high-quality, compassionate nursing care in Lebanon and the region. The faculty believes education is an interactive process between faculty and students with both taking responsibility for active learning. The baccalaureate program, drawn primarily from the humanities, sciences, and caring disciplines, focuses on the use of nursing theory and research as a basis for practice. The master's program focuses on preparing nurses for advanced nursing practice roles and is based on the use and generation of research-based knowledge to guide practice. The PhD program in nursing science aims to provide rigorous training for research careers in nursing and healthcare. The program is intended to produce research scientists who will make significant and original contributions to nursing practice and healthcare delivery. Nursing students at AUB learn to think critically, develop professional attitudes and leadership skills, and appreciate the value of life-long learning and freedom of speech.

ACADEMIC PROGRAMS

Undergraduate Programs

- Bachelor of Science in Nursing (BSN)
- Bridging Program: Technique Supérieur/License Technique to Bachelor of Science in Nursing (TS/LT–BSN)
- Second Degree Program: Bachelor of Science/Bachelor of Arts to Bachelor of Science in Nursing (BS/BA–BSN)

Graduate Programs

- **Master of Science in Nursing (MSN)**
The MSN program at the Rafic Hariri School of Nursing allows students to specialize in one of the following areas:
 1. Adult-Gerontology Clinical Nurse Specialist
 2. Psychiatric Mental Health Clinical Nurse Specialist
 3. Nursing Administration and Management
 4. Community and Public Health Nursing
 5. Pediatric Clinical Nurse Specialist
- **PhD in Nursing Science (PhD)**
A research-focused program that prepares nurse scholars and leaders to advance nursing knowledge and practice.

Online Graduate Diplomas

- Nursing Administration and Management
- Nursing Education
- Analytics-Informed Healthcare Quality

Admissions

The School of Nursing follows the admission policies and criteria of the university. For further details, see the section the Office of Admissions section of this catalogue.

Generic BSN program

Students holding diplomas from a 12–year secondary school may gain admission to the School of Nursing as first year nursing students (see required courses at the freshman level). Freshman students wishing to transfer to the School of Nursing from AUB or another institution may gain admission, provided they complete the required freshman courses.

TS/LT-BSN

The curriculum is designed to permit the graduates of TS/LT in nursing to pursue the degree of Bachelor of Science in Nursing as per the university entrance requirements. The time limit for completion of the program should not exceed six calendar years. A selected number of nursing courses may be validated if applicable.

Preferred requirement for admission to the program is one-year experience in addition to the University entrance requirement. Applicants should provide the TS/LT governmental exam certificate and license to practice nursing from the Ministry of Public Health. Candidates may be asked to have an interview with the program convener or a designated faculty member.

BT-BSN

According to the decree no. 855 dated 01/07/2015, issued by the Ministry of Education and Higher Education, holders of the technical baccalaureate (BT) are eligible for admission to similar fields as that of BT. In this case, holders of BT nursing may apply to any health-related major.

Those applying to the BSN program should complete the following remedial/prerequisite freshman level courses prior to the BSN II year:

- 3 credits in mathematics (choose one of: MATH 101, MATH 102, MATH 203, MATH 204).
- 3 credits in chemistry (CHEM 101).
- 3 credits in biology (BIOL 101).
- 3 credits in physics (PHYS 101, 103 or 200).

BS/BA-BSN

The School of Nursing accelerated program is designed for individuals who have a BS/BA in fields other than nursing. The streamlined curriculum permits students to earn a BSN in 24 months. Students who graduate from this program are entitled to sit for the National Colloquium Exam to become registered nurses.

The admission to the BS/BA-BSN program requires the following:

- BS/BA degree in a field other than nursing.
- A minimum GPA 3.0 including prerequisite courses and general education requirements.
- Completion of the following prerequisite courses prior to admission: ENGL 204, PSYC 201, Biostatistics course, PSYC 210, SOAN 201, and four elective courses in humanities.

Applications are available online through the AUB website. Students are urged to submit course syllabi and course descriptions for courses requiring equivalence.

BSN DEGREE REQUIRMENTS

Students admitted as sophomores have a maximum of six (6) years to complete the Bachelor of Science in Nursing (BSN) degree at AUB. Participation in graduation activities is contingent upon the successful completion of all degree requirements.

Graduation Requirements

All graduation recommendations are subject to faculty approval based on the recommendation of the Academic Committee.

To be eligible for graduation with a Bachelor of Science in Nursing, students must:

- Complete the prescribed program of study with:
 - A minimum of 103 credits beyond the freshman level (or its equivalent), or
 - A minimum of 91 credits for students entering as Registered Nurses (excluding any required remedial courses under the TS/LT–BSN program).
- Achieve an overall GPA of at least 2.3, excluding freshman-level courses.
- Complete the degree within a maximum of six calendar years, divided as follows:
 - Two years for BSN II
 - Two years for BSN III
 - Two years for BSN IV
- Refer to AUB's general academic policies for additional university-wide requirements.

Transfer Students

Undergraduate transfer students, whether from AUB or other recognized institutions—must:

- Complete all required prerequisites and nursing courses.

- Fulfill a minimum residency at AUB:
 - At least 30 credits for students transferring from within AUB
 - At least 45 credits for students transferring from external institutions
- Transfer applicable course credits based on the criteria set by the Admissions and Academic Committees.

BSN PROGRAM OUTCOMES

Graduates of the Bachelor of Science in Nursing (BSN) program are expected to achieve the following outcomes:

Integrate interdisciplinary knowledge from the arts, humanities, basic medical sciences, and nursing theory into professional nursing practice.

Demonstrate clinical competence and apply critical thinking in patient care.

Utilize current research and evidence-based knowledge in the promotion, maintenance, and restoration of health for individuals, families, and communities across diverse cultural backgrounds.

Exhibit leadership skills in managing care across various healthcare settings, aligned with contemporary health care policies.

Collaborate effectively with other healthcare professionals to enhance individual and community wellbeing.

Demonstrate responsibility and accountability while engaging in continuous professional growth and development.

Participate actively in professional and community organizations to advance the nursing profession locally and regionally.

Communicate effectively using personal, interpersonal, and group communication skills in clinical practice.

Uphold ethical principles and maintain personal and professional integrity in all aspects of nursing practice.

To ensure the achievement of the BSN program outcomes by the time of graduation, students are expected to meet specific learning outcomes at the end of each academic year. These are referred to as **level outcomes** and are designed to build progressively throughout the program

| BSN Student Outcomes | | |
|--|---|---|
| BSN II (Sophomore Year) | BSN III (Junior Year) | BSN IV (Senior Year) |
| Upon completion of the sophomore year the student shall be able to: <ul style="list-style-type: none"> A. Demonstrate beginning skills in effective communication B. Identify healthcare needs of clients based on assessment of physical, psychological, and social parameters C. Identify developmental milestones in relation to the health-illness continuum D. Provide basic nursing care based on the nursing process E. Demonstrate skills in searching the nursing literature | Upon completion of the junior year the student shall be able to: <ul style="list-style-type: none"> A. Utilize the nursing process in planning the care of the clients along the health-illness continuum B. Provide comprehensive/holistic care to individual clients across the life span C. Integrate theoretical knowledge from the social and basic sciences with that of nursing as a basis for practice | Upon completion of the senior year the student shall be able to: <ul style="list-style-type: none"> A. Utilize appropriate theories and research findings from nursing and related fields in nursing practice B. Evaluate systematically the outcomes of care in a variety of settings based on the nursing process C. Apply knowledge of group dynamics while working with groups of clients, healthcare professionals and co-workers |

| | | |
|--|--|---|
| <p>F. Identify ethical principles that govern the nursing profession</p> | <p>D. Appreciate the use of research in nursing practice (assessment and intervention)</p> <p>E. Demonstrate therapeutic communication skills with clients</p> <p>F. Demonstrate ability to work in groups</p> <p>G. Identify ethical principles that govern nursing practice</p> <p>H. Demonstrate responsibility and accountability for personal and professional growth</p> | <p>D. Demonstrate leadership skills in planning, managing, and evaluating care of clients</p> <p>E. Demonstrate responsibility and accountability to individuals, families, society at large, and personal professional growth and development</p> <p>F. Determine ethical, social, and political issues affecting the healthcare system in Lebanon</p> |
|--|--|---|

Curriculum and course requirements

The BSN curriculum consists of a total of **103 credits** for students entering as sophomores and includes **two summer terms** of study. The program is designed to provide a solid foundation in **English, Arts and Sciences, basic medical sciences, and nursing.**

Nursing courses combine **classroom instruction** with **clinical training** in various healthcare settings to prepare students for professional practice.

As part of AUB’s General Education (GE) requirements, students must complete **12 elective credits in the humanities** to be eligible for graduation. Of these, **6 credits must be selected from List I**, while the remaining **6 credits may be chosen from either List I or List II.** (Please refer to the GE section for the full list of eligible courses.)

The following table presents the **curriculum plan**

| Sophomore Fall Semester | | Cr | Sophomore Spring Semester | | Cr | Sophomore Summer Semester | | Cr |
|-------------------------|------|-----------|--|------|-----------|--|-----|----------|
| ENGL | 203 | 3 | MBIM | 237 | 3 | ENGL | 204 | 3 |
| PSYC | 201 | 3 | HUMR | 248 | 5 | Elective Culture and History GE | | 3 |
| HUMR | 244 | 2 | NURS | 201 | 2 | Elective History of Ideas GE | | 3 |
| BIOC | 246 | 4 | NURS | 202 | 2 | | | |
| NURS | 200 | 2 | NURS | 203 | 3 | | | |
| Credits | | 14 | Credits | | 15 | Credits | | 9 |
| Junior Fall Semester | | Cr | Junior Spring Semester | | Cr | Junior Summer Semester | | Cr |
| PHRM | 240 | 3 | NURS | 210B | 1 | SOAN | 201 | 3 |
| PSYC | 210 | 3 | NURS | 302 | 5 | ARAB | 201 | 3 |
| NURS | 210A | 1 | NURS | 306 | 5 | NURS | 307 | 0 |
| NURS | 300 | 5 | Elective Human Values GE | | 3 | | | |
| NURS | 304 | 5 | Credits | | 14 | Credits | | 6 |
| Credits | | 17 | Credits | | 14 | | | |
| Senior Fall Semester | | Cr | Senior Spring Semester | | Cr | Total = 103 | | |
| NURS | 400 | 4 | IPEC | 300 | 1 | | | |
| NURS | 402 | 5 | NURS | 408 | 5 | | | |
| NURS | 404 | 2 | NURS | 410 | 5 | | | |
| NURS | 406 | 3 | NURS | 411 | 0 | | | |
| Credits | | 14 | Elective Culture and History GE | | 3 | | | |
| | | | Credits | | 14 | | | |

Course Descriptions

Nursing courses are numbered according to level and normally follow a sequence. Below is a list of all undergraduate nursing courses. To the right of the course title is a set of 3 numbers that indicate the following:

- The first number following the title of the course indicates the number of class hours per week.
- The second number indicates the number of clinical hours per week. (Please note that not all courses include clinical hours.)
- The third number indicates the number of credit hours applied toward graduation.

NURS 200 Introduction to Nursing 2.0; 2 cr.

This course is designed to introduce major concepts that are basic to nursing practice. It familiarizes the students with the nature, history, and trends of nursing and the nurses' role in meeting healthcare needs of society in different settings. This course focuses on concepts related to the nurse, client and healthcare environment, professional nursing practice, family development, and human needs. It uses a combination of face to face (f2f) modules (in class meetings) and online modules (online activities). Fall and spring.

NURS 201 Introduction to Nursing Practice 1.3; 2 cr.

This course introduces students to concepts and interventions that are basic to nursing practice. The course uses the nursing process as the organizing framework, and the concepts of health, nursing, client, and environment are integrated throughout. Performance of basic client care skills are emphasized, including the scientific rationale for both health promoting and health restoring nursing interventions. Prerequisites: NURS 200 and HUMR 244; concurrent: HUMR 248.

NURS 202 Health Assessment 1.3; 2 cr.

The course focuses on assessment of health of adults and older adults and provides the students with the knowledge and skills needed to assess the health status of adults and older adults. Emphasis is placed on assessment of the physical, psychosocial, and cultural dimensions of the individual. The course includes lectures and practical experiences in the assessment of individuals to identify normal and abnormal findings. Prerequisite: NURS 200; corequisites: NURS 201 and HUMR 248. Spring.

NURS 203 Biostatistics for Nurses 3.0; 3 cr.

This course is designed to introduce BSN students to the concepts and applications of statistics in the nursing field. The course starts with a general overview of probability, types of data, and ways to summarize and present them. The course then introduces the concept of hypothesis testing and the methods to carry them. Applications on the computer using the SPSS software will be discussed in class. Spring.

NURS 205 Foundation of Professional Nursing 2.0; 2 cr.

In this course students will explore recent issues affecting the nursing profession in terms of role expansion of the nurse. The nursing process is covered as an organizing framework for nursing practice.

NURS 210A Pathophysiology I 1.0; 1 cr.

This course relates normal body functioning to the physiological changes that occur because of disease, as well as the body's remarkable ability to compensate for these changes. Emphasis is placed on the following: Introductory concepts of health, disease, pathology and pathophysiology, inflammation, cardiovascular and respiratory pathophysiology, neoplasia, immune system, hematologic, gastrointestinal and musculoskeletal pathophysiology. Prerequisites: NURS 201, NURS 202, BIOC 246, HUMR 248, and MBIM 237. Fall.

NURS 210B Pathophysiology II 1.0; 1 cr.

This course is a continuation of NURS 210A. Emphasis is placed on the following: genetics and genomics in nursing, neurologic, sensory, endocrine, renal, integumentary, hepatic and biliary pathophysiology, as well as the infectious process. Prerequisites: NURS 210A. Spring.

NURS 300 Nursing Care of Adults and Older Adults I, Theory and Practicum 2.2.6; 5 cr.

This course covers scientific principles in the care of adults and older adults presenting with medical surgical problems. It builds on the framework of man, environment, health and nursing. The practicum provides students with opportunities to apply knowledge in clinical practice. Prerequisite: NURS 201 and NURS 202; corequisites: PHRM 240 and NURS 210A. Fall.

NURS 302 Nursing Care of Adults and Older Adults II, Theory and Practicum 2.2.6; 5 cr.

This course is a continuation of NURS 300. Emphasis is placed on the following dysfunctions: metabolic and endocrine, neurologic, eye ear nose and throat, renal and urinary, integumentary, hepatic and biliary, rheumatic, care of the older adult as well as the infectious process. The clinical component reinforces transfer of learnt scientific knowledge to practice fostering effective communication and safe nursing care. Prerequisites: PHRM 240, NURS 300 and NURS 210A; corequisites: NURS 210B. Fall.

NURS 304 Nursing Care of the Expectant Family, Theory and Practicum 2.2.6; 5 cr.

This course focuses on reproductive health, from conception to the neonatal period. The content stresses the nurse's role in reproductive health and risk management. The practicum provides clinical application of knowledge, focusing on women in the childbearing cycle, the newborn, and families as clients in the hospital and outpatient settings. Prerequisites: NURS 201 and NURS 202; corequisites: PHRM 240 and NURS 210A. Fall.

NURS 306 Nursing Care of Children, Theory and Practicum 2.2.6; 5 cr.

This course focuses on the care of children, from infancy through adolescence. Topics include ambulatory and in-patient care, as well as primary, secondary, and tertiary care. The practicum provides the students with opportunities to assess health needs of children based on knowledge of growth and development, and to implement nursing care based on the nursing process. The roles of nurses as teachers, patient advocate, and nurturer are emphasized. Prerequisites: PHRM 240, NURS 304, NURS 210A, and PSYC 210 or EDUC 225; corequisite: NURS 210B. Spring.

NURS 307 Practicum I 0.6; 0 cr.

This course is designed to provide students with opportunities to practice advanced nursing skills learned in previous nursing courses and builds on experiences gained in sophomore and junior years. Prerequisites: NURS 210B, NURS 302, and NURS 306. Summer.

NURS 308V Maternal Child Nursing, Theory and Practicum 3.8; 6 cr.

This course focuses on the childbearing family from conception to the newborn period as well as primary and tertiary care of the ill child from infancy to adolescence. The clinical component emphasizes the application of knowledge acquired in class in the care of the childbearing family and children with illnesses from infancy to adolescence. Corequisite: PSYC 210 or EDUC 225.

NURS 311V Nursing Care of Adults and Older Adults, Theory and Practicum 3.8; 6 cr.

Facilitates the development of advanced knowledge and application of scientific principles in the care of clients representing medical–surgical problems of the adult population. This course builds on the framework of person, environment, health status, and nursing. The clinical component provides an opportunity for advanced clinical application of concepts discussed in class in the care of patients and their families.

NURS 312 Mental Health and Psychiatric Nursing, Theory and Practicum 3.6; 5 cr.

The holistic philosophy of clients as bio–psycho–social entities is stressed in both mental health and mental illness. General theories of psychiatry and mental health therapies are presented. The course provides clinical experience in psychiatric–mental health settings. Emphasis is placed on the quality of coping abilities of clients in varying degrees of stress and crisis. Opportunities are provided for students to work collaboratively with multi-disciplinary health teams to assess, plan, and implement relevant nursing interventions in both mental health and illness. Prerequisites: SOAN 201 and PSYC 201. Fall and spring.

NURS 313 Leadership and Management in Nursing, Theory and Practicum 3.6; 5 cr.

This course discusses concepts of leadership, management, creativity, analysis, power, change, and evaluation. Students investigate, analyze, and conceptualize the different modalities of leadership, utilizing nursing and management theories. The practicum allows students to explore their roles as potential leaders. The learners observe and assist in the practice of different modalities of leadership and managerial skills in a variety of healthcare settings.

NURS 314 Community Health Nursing, Theory and Practicum 3.6; 5 cr.

The course provides knowledge in the broad area of the field of nursing, public health, and primary healthcare. The levels of prime concern are the small group, including the family and its individual members, and the large group, including the community. The focus of the clinical component is on the promotion and maintenance of high levels of health and wellbeing and prevention of illness and disability. Fall and spring.

NURS 400 Critical Care Nursing, Theory and Practicum 2.2.4; 4cr.

This course focuses on the care of clients with critical care problems. Emphasis is placed on cardiovascular and respiratory problems, neurologic disturbances, shock, sepsis, metabolic and endocrine imbalances, altered nutrition, renal failure, emergency, and disaster nursing. The practicum provides opportunities to apply knowledge in clinical settings. Prerequisites: NURS 302 and NURS 307. Fall.

NURS 402 Psychiatry and Mental Health Nursing, Theory and Practicum 3.6; 5 cr.

This course offers a comprehensive overview of mental health and psychiatric disorders, highlighting the essential role nurses play in psychiatric and mental healthcare environments. It merges theoretical knowledge with practical application, incorporating classroom instruction and clinical practice to prepare students to develop and foster effective therapeutic relationships with patients. The course applies psychiatric nursing principles to specific clinical disorders, utilizing the nursing process and the Diagnostic and Statistical Manual for Mental Disorders (DSM-5) for diagnoses. It explores coping responses from adaptive to maladaptive, emphasizing the quality of coping abilities in individuals, families, and communities under various stress and crisis conditions. Prerequisites: senior standing, PSYC 201, SOAN 201, and NURS 307. Fall and spring

NURS 404 Nursing Informatics 2.0; 2 cr.

This course focuses on the history of healthcare informatics, basic informatics concepts, and health information management applications. Students improve from developing knowledge of basic concepts and methods of healthcare informatics to learning about specific information management applications in healthcare administration, practice, education, and research. Prerequisite: consent of instructor. Fall.

NURS 405V Critical Care Nursing, Theory and Practicum 2.6; 4 cr.

This course addresses the management of critically ill adults. Emphasis is placed on diagnostic reasoning, interventions, and outcome assessment in patients presenting with complex cardiovascular, respiratory, renal and metabolic problems, as well as trauma. The clinical component provides experiences where students apply concepts learned in class in critical care areas in the hospital. Prerequisite: NURS 311V.

NURS 406 Nursing Research 3.0; 3 cr.

Focuses on the process involved in the scientific approach and its application to nursing. Special emphasis is on the basic research steps, the research design, assessment measures, and data analysis with a focus on research utilization. Prerequisites: NURS 203 and ENGL 203; concurrent: ENGL 204. Fall. Senior standing.

NURS 408 Community Health Nurses 3.6; 5 cr.

This course introduces students to the field of community health nursing. The primary targets are individuals, families, and communities. The competencies acquired in this course enable students through collaboration with other health professionals to provide care on a continuum from health promotion, prevention and maintenance of illness and disability. Prerequisites: SOAN 201 and NURS 307; Senior standing. Fall and spring.

NURS 410 Leadership and Management in Nursing, Theory and Practicum 3.6; 5 cr.

This course discusses how professional nursing incorporates the concepts of leadership, management, creativity, analysis, power, change, and evaluation. In this course, students investigate, analyze, and conceptualize the different modalities of leadership, utilizing nursing and management theories. The practicum allows students to explore their role as potential leaders. Students observe and assist in the practice of different modalities of leadership and managerial skills in a variety of healthcare settings. Prerequisites: NURS 307 and NURS 400. Senior standing. Spring.

NURS 411 Intensive Practicum in Area of interest 0.9; 0 cr.

This course focuses on preparing students for their transition to professional nursing practice. Opportunities are provided for students to synthesize knowledge and refine skills acquired in the planning, provision and evaluation of nursing care, communication, and interdisciplinary practice in a clinical area of their interest. Consent of instructor is required for the site of clinical practice. Prerequisites: NURS 307 and NURS 400. Senior standing. Spring.

IPEC 300 Interprofessional Education and Collaboration 1.0; 1 cr.

In this course, students from nursing and public health will learn how population health is best promoted and safe. Patient-centered care is best provided through a collaborative health teams approach. This is a required course for senior undergraduate Nursing and Master of Public Health students. The course is case-based on health topics across the life-course on which interprofessional collaboration is necessary. Discussion groups combining public health and nursing students will be moderated by faculty members from the two professions. Students will learn the roles and responsibilities of other health professions and how to function in inter-professional teams. Prerequisites: senior standing.

ACADEMIC RULES AND REGULATIONS

Categories of Students

Full-Time Students

To be considered a **full-time student**, you must register for a minimum of **12 credits per semester**. Students may register for up to **17 credits** without special approval. If you wish to take **more than 17 credits** in a given semester, you must provide a valid reason and obtain approval from both your academic advisor and the Registrar's Office.

Part -Time students

- **AUB staff members** who are pursuing a degree.
- Students who need **fewer than 12 credits** to complete their undergraduate degree requirements.
- Students who have received **special permission** from the appropriate faculty committee to take a reduced course load due to **health issues or family circumstances**.

Supervision

Each student is assigned to an academic advisor during their first semester. The advisor will provide guidance on academic matters throughout the student's years of study. Students are required to consult with their advisor and obtain approval for their course schedule every semester.

You can find the name of your assigned advisor by logging into the Student Information System (SIS).

Attendance

CLASSES AND LABORATORIES

Students are expected to attend all classes, laboratories, and any other required activities. Absence by students, whether excused or not, from any class or laboratory session does not excuse them from their responsibility for the work done or from any announcements made during their absence.

Students who are absent from more than one fifth of the number of lectures of any course during a semester lose all credit for the course.

Students may not be excused from laboratory and field requirements. All missed clinical and field requirements must be made up. In case of repeated absences from clinical courses, over one fifth of the total hours, the student may be asked to drop the course.

Some nursing courses that contain clinical component parts will have an Objective Structured Clinical Examination (OSCE) as part of course assessment

- A cumulative average of 2.3 (or C+) and above should be scored on the exams, regardless of the total course grade
- Passing a course requires:
 - o Scoring above 2.3 (Grade of C+) as total average on the theory part,
 - o Passing the clinical part.

Examinations and Quizzes

Students may not be absent from announced final examinations and quizzes unless they present an excuse considered valid by the coordinator of the course. The course coordinator may then require the student to take a make-up examination.

Students taking non-nursing courses from the other faculties of the University are required to follow the attendance regulations of that faculty.

Grading System

AUB uses a 4.3 letter grade system according to the following table: The GPA is capped at 4.0

| Course Letter Grade | Quality Points |
|---------------------|----------------|
| A+ | 4.3 |
| A | 4.0 |
| A- | 3.7 |
| B+ | 3.3 |
| B | 3.0 |
| B- | 2.7 |
| C+ | 2.3 |
| C | 2.0 |
| C- | 1.7 |
| D+ | 1.3 |
| D | 1.0 |
| F | 0.0 |
| I Incomplete | |
| P Pass | |
| PR In Progress | |
| W Withdraw | |
| NP No Pass | |

The passing grade in all nursing courses is 2.3 (or C+) except in NURS-203 (passing grade is D). Evaluation of the student's achievement will include their work in theory, practice, as well as professional attitudes and behavior.

Incomplete Grades

Incomplete course work will be reported as an "I" followed by a letter grade that reflects the evaluation of the student available at the end of the semester.

To secure permission to complete the work for a course, a student must submit a valid excuse to the instructor of the course and the Academic Committee within two weeks from the date of the final exam for the course.

Students permitted to complete work for a course must do so within **four weeks** from the start of the next regular semester. When the incomplete work has been completed and evaluated by the instructor, the grade will be changed by the course coordinator through Online Petition and Forms System (OPFS). If no valid excuse is presented and the work is not completed within the time limits specified above, the “I” will be dropped, and the letter grade available becomes the final grade in the course.

ACADEMIC YEAR AND COURSE REGISTRATION

Academic Calendar

The academic year at AUB is divided into two main semesters—Fall and Spring—followed by an optional summer session. Each semester includes a reading period, a final exam period, and a break before the next term begins.

Course Registration

New students are required to register online prior to the start of the semester:

- August for Fall admission
- January for Spring admission

The registration process is explained in detail during Orientation Week, which is typically held in August for newly admitted students.

Drop and Add

Students may modify their course schedules during the Drop and Add period, which takes place shortly after classes begin (dates are announced in the University Calendar).

To make changes:

- Students must obtain approval from advisors.
- Schedule changes may require students to settle any tuition fee adjustments with the Office of the Comptroller, based on the updated number of registered credits.

ACADEMIC PROGRESS

Promotion

Students shall be promoted at the end of the summer session after completion of **30 or more credits** beyond the requirements of the previous level. However, students who register in September and who lack 6 or fewer credits for completion of a class will be registered in the next higher class at the discretion of the academic committee. **To be promoted, students must attain a minimum average of C (2.0) at the end of the second regular semester (sophomore year) and C+ (GPA 2.3) in the following years.**

Placement on the Dean's Honor List

To be placed on the Dean's Honor List at the end of a term, a student must meet the following criteria:

- Be enrolled in at least 12 credits of coursework during the term
- Pass all registered courses for that term
- Achieve either:
 - An overall GPA of 3.7 or higher, or
 - Be ranked in the top 10% of the class with an overall GPA of at least 3.3
- Have no record of disciplinary action at the University during that term

For more information, please refer to the General University Academic Information section.

Placement on Academic Probation

Students are placed on academic probation if the student's overall average is less than GPA: 2.1 at the end of the second regular term, if the term average is less than GPA: 2.2 at the end of the third or fourth regular term, or if the term average is less than GPA: 2.3 in any subsequent regular term. If students on probation withdraw (W) the entire term, then that term is counted for continued probation purposes. The term in which the student is 'on probation' is the term that immediately follows that in which the student has earned the grades leading to probation.

Students are evaluated when the minimum number of credits at the end of second regular term is twenty-four (24) GPA hours. and twelve (12) GPA hours in each subsequent fall or spring term.

GPA hours earned during a summer or winter term are counted towards the term average of the next regular term. If the number of GPA hours taken in any regular term is less than twelve (12) GPA hours, it will be counted toward the term average of the next regular term.

Credit for incomplete courses will be included in the term in which the incomplete courses were taken. The evaluation for that term will be carried out as soon as the grades for the incomplete courses have been finalized. Removal from Probation

Removal of Probation

Probation is removed when the student attains a term average of GPA 2.2 or more in the third or fourth regular term or a term average of GPA 2.3 or more in any subsequent regular term. The student is off probation during the term following the one in which such grades are earned. Probation should be removed within two regular terms after the student is placed on probation.

Repeating Courses

A student may repeat any course with the approval of both the academic adviser and the course coordinator.

All failed required courses must be repeated. No course may be taken more than three times, including withdrawals.

When a course is repeated, only the highest grade earned will be counted toward the overall GPA. Failing or withdrawing from a course may result in a delay in graduation.

Repeating the Year

The Academic Committee may require a student to repeat the academic year under any of the following

conditions:

- The student fails in one-third or more of the total credit load attempted during the year.
- The student fails to remove academic probation within two consecutive semesters.
- The student fails to achieve the minimum required yearly average.

A student who is required to repeat the year must:

- Register for a full course load.
- Repeat all courses in which the grade earned is below the minimum required for that academic year.

Dismissal from the BSN program

Students may be dismissed by vote of the faculty upon the recommendation of the academic committee in any of the following cases:

- Failure to remove probation within two terms.
- Failure in one-third or more of the load attempted during that year and failure to attain the minimum yearly average (GPA).
- Failure to make satisfactory academic progress, not showing sufficient professional promise, or having behaved in a manner below the norms expected by the school.
- Failure to meet clinical requirements as stipulated in the nursing courses syllabi.
- Failure to satisfy the requirements of the repeated year.

Students who are dropped from the program will be placed as major less for two consecutive regular terms to secure a transfer to another major by the third term of being major less or risk being dismissed from the university.

FINANCIAL AID AND SCHOLARSHIPS

AUB offers financial assistance to eligible students through need-based financial aid grants, **merit scholarships**, and the **student work-study program**.

Students applying for financial aid for the first time must complete the **online financial aid application**.

Financial need is assessed individually and considers several factors, including:

- Family income
- Number of siblings enrolled in school or university
- Family assets (e.g., home ownership, property)
- Major changes in financial circumstances

Please note: Financial need is a **necessary but not sufficient** condition for receiving aid. Students who demonstrate **high financial need** and have **strong academic records** are more likely to be awarded scholarships compared to students with lower need and average academic performance.

Scholarships for Nursing Students

Scholarships specifically designated for nursing students are available and are awarded based on a combination of **financial need** and **academic excellence**.

GENERAL POLICIES AND INFORMATION

Non-Discrimination Policy

AUB is committed to the principle of equal opportunity in admission, education, and employment. Consistent with this commitment and with Lebanese, U.S., and other applicable laws, it is the policy of AUB not to tolerate discrimination or discriminatory harassment, including sex discrimination and sexual harassment misconduct (as described in the relevant university policies) and to provide those who feel they are victims of discriminatory harassment (including sexual harassment) with mechanisms for

seeking redress, as described in the applicable procedures.

In alignment with the objectives of Title IX of the US Education Amendments of 1972, which prohibits sex discrimination in education and interprets sex discrimination as including sexual harassment, AUB maintains a Title IX Coordinator in the Office of the President. The office is also supported by a network of faculty and staff members including an Advisory Council, Title IX Deputies, and qualified Panel Members for formal investigations. Members of the network are certified by the Association of Title IX Administrators (ATIXA).

Inquiries regarding any kind of discrimination or discriminatory harassment may be directed to the Title IX Coordinator, Mitra Tauk: AUB | Office of the President | College Hall | Room 425 | 01-350000 ext: 2514, titleix@aub.edu.lb

Academic and Professional Integrity

The Rafic Hariri School of Nursing follows AUB policy regarding the academic conduct of students. **The faculty and staff at the Hariri School of Nursing take all issues related to academic and professional integrity extremely seriously.**

Students are expected to have high standards of integrity in both the clinical and academic settings. Integrity reflects self-respect and is demonstrated by a student's behavior in class and in the clinical setting.

Academic integrity and honesty are central components of a student's education. Ethical conduct at the University will be carried out into the student's professional career.

Academic dishonesty, including but not limited to cheating and plagiarism, is deplored and not tolerated. Any act of cheating may be ground for probation, suspension, and/or expulsion from the school. Any act of plagiarism may be grounds for a failing grade on the paper and in the course. In addition, other sanctions may be imposed by the school for acts of academic dishonesty.

In clinical settings, students are expected to protect patients' confidentiality, and to be honest in any documentation regarding the patient's condition and their own assessment and interventions. Students are expected to maintain high professional standards, including being physically, intellectually, emotionally and academically prepared when caring for patients.

Student Code of Conduct

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the Dean of the faculty or school to which the student belongs. Misconduct that is clearly non-academic falls under the jurisdiction of the Dean of Student Affairs who will take the necessary action in consultation with the Dean(s) of the faculty or school to which the student belongs.

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

Definitions of Misconduct

Academic misconduct includes, but is not limited to, the following offenses:

Cheating

During tests or examinations, students are expected to demonstrate their own understanding of the material and must not seek or receive assistance through any means not expressly permitted by the instructor. This includes, but is not limited to, the use of unauthorized notes, study aids, mobile phones, or another person's work.

Acts of cheating may involve, but are not limited to:

- Attempting to give or obtain information during an exam
- Substituting for another student or having someone else take an exam on one's behalf
- Gaining unauthorized access to exam materials before or during the test

Plagiarism

When students use another person's work—whether facts, ideas, opinions, or direct quotations—they must clearly indicate what has been borrowed and properly cite the source.

Failing to acknowledge the original source of documented ideas or expressions in any written work is considered plagiarism, a serious violation of academic integrity.

Classroom Conduct

Students are expected to maintain appropriate behavior during class and examinations. Disruptions such as side conversations, inappropriate conduct, or any form of misbehavior are not permitted and may result in disciplinary action.

Dishonesty

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than cheating or plagiarism. These kinds of dishonesty include (but are not limited to) the following:

- Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due date for an assignment, or in explaining an absence).
- Forging parts of, or signature on, official documents (including both university documents and relevant outside documents, such as doctors' notes).
- Taking credit for work in a team project when little or no contribution to the work of the team has been made.
- Stealing or damaging library books.
- Unlawfully copying computer software.
- Engaging in bribery of any kind.

Non-Academic Misconduct

Disruption/Obstruction

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the Dean of Student Affairs before doing so. The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the Dean of Student Affairs, or, if needed by the Board of Deans or the

president, it may become necessary for the dean of student affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or 'strikes' is strictly prohibited. This includes, but is not limited to: disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be impeded from going to their places of work.

Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the Dean of student Affairs. The campus protection office will remove from display any such unauthorized material.

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any university-authorized event off campus.

Theft

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to, the following, are subject to disciplinary procedure:

- a. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.
- b. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- c. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.
- d. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
- e. Appropriating, or attempting to appropriate or possess private property, without the consent of the owner or person legally responsible.

- f. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

Mental or Physical Harm

Acts that inflict mental or physical harm are prohibited, including the following:

- a. Engaging in physical aggression including, but not limited to, assault.
- b. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
- c. Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.
- d. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.

- e. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, on campus or at any university-authorized event off campus.

Discrimination and Harassment

Students are not allowed to discriminate on the basis of race, gender, age, religion, national origin, ethnic origin, marital status, mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (refer to the University Policy Against Discrimination and Harassment).

Smoking and Alcohol

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the student dormitories, as may be designated from time to time by the Dean of Student Affairs (refer to the University Policy on Smoking). Students must abide by the following:

- Smoking is not permitted in any University building, including the Medical Center, except for private residences and student dormitory rooms, as may be designated by the Dean of Student Affairs. Smoking is prohibited in all dormitory common rooms, corridors, lavatories, and other public spaces. Smoking is prohibited in all university vehicles.

- People smoking in outside open areas, or in private residences, or in designated dormitory rooms where smoking is permitted, are required to ensure that smoking materials are disposed of in a tidy and safe manner. On no account are cigarette butts to be disposed of on the ground or thrown into wooded or landscaped areas.
- All people on AUB property are expected to respect this Smoking Policy. Breaches of the Policy should be reported to the Environmental Health and Safety Center, extension 2360. People who are found to have breached the Policy will be subject to disciplinary actions.

Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUB access is prohibited (refer to the [University Policy on the Use of Computers](#)).

Jurisdiction over Violations

AUB holds all students responsible for actions occurring on campus and at the AUB Farm, the AUB medical center, and university-authorized events.

Students attending an off-campus function as representatives of the University (such as, but not limited to, students serving on academic or athletic teams or engaging in club activities) are subject to disciplinary sanctions for violations of this code.

Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a grade of zero on the exam or assignment where the violation occurred.

When the instructor has taken disciplinary action, he or she should send a letter to the Student Affairs Committee in the faculty or school in which the student is enrolled, informing that committee of the incident and the action taken. A copy of the letter will be placed in the student's file, as well as forwarded to the student's advisor for follow-up.

Non-Academic Misconduct

Violations of a non-academic nature are the responsibility of the Dean of Student Affairs, in consultation with the dean of the faculty or school in which the student is enrolled and, as necessary, the chief of campus protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

List of Primary Disciplinary Actions

Documentation of disciplinary actions, other than suspension and expulsion, will not become part of the student's permanent record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective Dean, for a period of up to four years after the student graduates or ceases to be a student.

Required Withdrawal from Campus Pending Hearing

In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to withdraw from the campus, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.

Secondary Disciplinary Actions

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature

Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the faculty to which the student accused of the violation belongs. Non-academic violations shall be referred to the dean of student affairs. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation may take into consideration the student's cumulative discipline record.

Range of Actions

Informal Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be recorded in the respective Dean's records and the student will be documented.

Examples: *Littering and smoking in prohibited areas.*

Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. The reprimand will be kept in the respective Dean's records.

Examples: *Inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.*

Dean's Warning

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at AUB. It is recommended that any violation of university regulations after the second Dean's Warning results in consideration of suspension. Such a warning is kept in the file of the student and the respective Dean's records.

Examples: *Plagiarism, academic dishonesty, disruption-obstruction, mental or physical harm, discrimination and harassment.*

Suspension

This will be in writing and will form part of the student's permanent record. A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee.

Examples: *Cheating, theft, and destruction of property.*

Expulsion

This will be in writing and will form part of the student's permanent record. Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University.

Examples: *Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.*

N.B. Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.

Secondary Disciplinary Actions – Academic

The student may be prohibited from participating in the work study program.

The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.

The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.

The student may be prohibited from holding a graduate assistantship.

The student may be given a failing grade in a course or a test or any other form of academic assessment.

Secondary Disciplinary Actions – Non-Academic

The student may be prohibited from representing AUB in any official role, activity, or event.

The student may be prohibited from serving as an officer of any AUB organization including club, team, or society.

The student may be prohibited from living in any AUB hall of residence or similar facility.

The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the Dean of Student Affairs.

The student may be required to make financial restitution.

The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).

Formal Hearing by the University Disciplinary Committee

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the Dean of the faculty or school regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the Dean of Student Affairs or the dean of the faculty or school to which the student belongs:

1. Procedural error
2. New evidence
3. Unsupported conclusion
4. Disproportionate sanctions

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

Students' Rights and Responsibilities

Students are members of the academic community and are also citizens. As citizens, students enjoy the same freedom of speech and right to petition that all citizens enjoy. Students have the responsibility to know and obey Lebanese law and the laws of the University. It is the responsibility of the student to know institutional regulations, policies, and established guidelines as stated in this handbook and in the University Catalogue. Students are always accountable for their behavior. Students have the right to freedom from discrimination based on race, color, religion, sex, and age. Students have the right to be

informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in classrooms and clinical activities. Students have the right to academic evaluations which are not prejudiced, and which are based on stated course requirements. As members of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and matters of general interest to the student body without fear of reprisal.

While under the direct supervision of an instructor, students also have the right to adequate safety precautions provided by the School of Nursing. Students also have the right to negotiate participation in clinical situations which they feel are threatening to their personal health or life. Students, individually or collectively, have the right to expect, within a reasonable length of time, feedback concerning all student-related issues presented to the faculty.

Freedom in the Classroom

Students are responsible for the content of the courses in which they enroll. They are also free to take reasonable exceptions to the data or views offered in any course of study, and reserve judgment about matters of opinion.

Students are responsible for complying with standards of academic performance required by each course in which they are enrolled. Such standards shall be communicated clearly in writing on or before the first meeting of each course. Students should have protection against prejudiced, arbitrary, and capricious academic evaluation.

Student Representation on Rafic Hariri School of Nursing Committees

Student representation on Rafic Hariri School of Nursing committees is encouraged. Students can request that items be placed on the agenda of any School of Nursing committee for discussion.

UNIVERSITY SERVICES

Student Services

Getting in Touch with the Right People

Students are encouraged to communicate any concerns or inquiries to the appropriate individuals. The Student Services Officer is the primary point of contact for assistance with the following:

- General inquiries about the BSN and MSN programs
- Student orientation and academic advising
- Information and follow-up on awards and scholarships available to nursing students
- Registration issues (e.g., capacity overrides, restriction removal, time conflicts, holds, elective selection, course add/drop)
- Communication with administrative offices (Registrar's Office, Office of Financial Aid, Office of Student Affairs, and HSON committees)
- Guidance on petition letters (e.g., underload/overload requests, late registration, course withdrawal, medical documentation, reactivation/readmission)
- Program evaluation and student satisfaction surveys
- Student engagement in activities such as elections, NSS events, and graduation celebrations
- Requesting official credentials post-graduation

The Student Services Office is committed to supporting and guiding students as they navigate their academic journey. It ensures students are aware of and follow the appropriate procedures and are in compliance with AUB academic policies and regulations.

Addressing Academic and Course-Related Issues

- Issues related to a specific course should first be addressed with the course coordinator.
- Concerns regarding academic performance should be discussed with the assigned academic advisor.
- For broader class-related matters, students may reach out to their class advisor. There is one class advisor for each year level: BSN II, BSN III, and BSN IV.
- If issues remain unresolved, students may escalate them to the BSN Coordinator, followed by the BSN Convener.
- If necessary, matters may be referred to the Dean of the School.

Additional Services Offered at HSON

- Locker requests
- Issuance of student ID badges
- Clearance processing upon graduation or official withdrawal
- Assistance with colloquium paper submission

Simulation and Clinical Competency Center (SCCC)

“Empowering healthcare providers through experiential learning”

The **AUB Simulation and Clinical Competency Center (SCCC)** is a state-of-the-art facility, established in 2009, and dedicated to advancing healthcare education through immersive, experiential learning. Designed to serve all healthcare students and providers, from nurses and physicians to allied health professionals, the SCCC offers a realistic, safe environment for developing clinical skills, enhancing teamwork, and improving patient safety.

SCCC Policies & Procedures are aligned with national and international standards of best practices; such as International Nursing Association of Clinical and Simulation Learning & Society for simulation in healthcare



Mission

To improve the quality of patient care by delivering high-impact, simulation-based education and training to healthcare providers across disciplines, grounded in AUB's core values of **excellence**, **collaboration**, and **service**.

Vision

To become a **regional leader and reference center** in interprofessional simulation-based education, fostering **innovation**, **leadership**, and **lifelong learning** within the healthcare community.

Target Audience

We offer tailored simulation trainings and courses for:

- Nursing and Medical Students
- Practicing Nurses and Physicians
- Allied Health Professionals (Nutritionists, Clinical Pharmacists, Phlebotomists, etc.)
- Emergency Medical Services and Prehospital Teams
- Clinical Educators and Instructors
- National and International Healthcare Institutions and Organizations (e.g., WHO, NGOs)

Core Offerings

- Hands-on Clinical Skills and Task Trainer Sessions
- Realistic Clinical Scenarios and Reflective Learning
- Resuscitation and Emergency Simulations
- Interprofessional Team Training and Crisis Management
- Faculty Development and Debriefing Skills Training
- Simulation-Based Faculty Development Programs
- Competency-Based Courses
- Certified Workshops
- Support for Quality Improvement and Accreditation Readiness

Why Train at AUB's Simulation Center?

- Multiple simulation typologies
- High-fidelity simulation labs equipped with advanced technology
- Expert faculty and instructors trained in simulation pedagogy and debriefing
- A culture of continuous learning and patient safety
- Integrated training across AUB's Faculty of Medicine, Hariri School of Nursing, and AUBMC

Code of Conduct

The following Code of Conduct outlines the requirements to be respected by all SCCC users. Any violation may result in disciplinary measures.

- The SCCC is to be considered as a clinical setting; professional conduct and communication are expected at all times in the SCCC
- No food or drink is allowed at any time in the SCCC
- Pens, Markers and Ink pens will leave a permanent mark on the manikins; Only pencils are permitted at the bedside
- No personal items are to be placed on the bed; DO NOT SIT ON THE BED
- Clean your hands before entering the lab and before touching manikins

- Gloves are to be worn while using simulators (SimMan, SimBaby, and NOELLE)
- Treat simulators with respect as if they were real patients; handle them gently and with care
- Do not use any equipment without proper training and without permission in order to prevent possible injuries
- Only special manikin lubricant/ injectable solution are to be used when inserting or injecting objects
- Communicate any known sensitivity/ allergy to latex
- Equipment/Manikin must not be removed, relocated and/or borrowed from the SCCC without prior approval from authorized personnel
- The SCCC should be left clean and tidy by all users; clean up after yourself
- Maintain safety at all times: dispose sharps in the sharp container
- Report any injury, unsafe event, equipment damage or malfunctioning to the faculty and SCCC coordinator
- SCCC staff is not held responsible for any personal items left unattended in any of the conference or skill lab rooms
- Video recording outside the debriefing and if not for educational purposes shall be approved by authorized personnel
- To ensure a safe learning environment, SCCC users are required to sign and uphold a confidentiality agreement not to disclose details of the scenario or the performance of users outside the SCCC; Any violation is to be reported

Confidentiality Agreement and Consent to Video

- During your participation in a simulated clinical experience at the Hariri School of Nursing Simulation Center (SCCC), you will be both an active participant in simulated scenarios and an observer.
- The objective of the simulated clinical experience is to educate students and healthcare practitioners to better assess and improve their performance in various healthcare situations. A simulated clinical experience is designed to challenge a healthcare professional's response and judgement in a high stress environment.
- By signing this agreement, you agree to maintain strict confidentiality regarding both yours and others performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.
- You will be discussing the scenarios during debriefing, but we believe that all that takes place in the simulation environment stays there. To maintain optimal simulation experience for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A breach of confidentiality may result in loss of privileges at SCCC.

University Libraries

The AUB library system consists of two main libraries: the University Libraries and Saab Medical Library. The University Libraries include the Jafet Library and two branch libraries: the Engineering and Architecture Library, and the Science and Agriculture Library with its annex AREC (Farm) Library.

The University Libraries are currently open 90 hours per week. The schedules of the libraries differ. Refer to the AUB website, click on libraries, to know the opening hours. Librarians also send regular emails regarding changes in their operating hours in the various semesters and during holidays. All libraries have photocopying machines that are available for student use.

Computing and Networking Services

Computing and Networking Services (CNS) offers access to a variety of services that require user authentication. To use these services, you must first activate your AUBnet account. This account grants you access to email, the intranet, the Internet, and additional features such as roaming storage, network printing, and personal web space. Activating your AUBnet account is a prerequisite for enabling other related accounts.

The AUBsis account allows access to the AUB Student Information System—a web-based platform that provides key academic and administrative services to students and faculty. These include online registration, course drop/add functions, class schedules, grades, transcripts, address updates, and billing information.

Student computer labs are available across the campus, including within the libraries, the Faculty of Medicine, and the Faculty of Health Sciences, among other locations.

An annual Internet fee is automatically added to your tuition statement. You can monitor your monthly Internet data usage via the AUB Net Resources website. While there are no restrictions on browsing time or general Internet use, there is a cap on the amount of data you can upload or download.

Student E-mail Address

To receive important announcements and updates in a timely manner, students must ensure that the School of Nursing has a current and accurate email address on file. Upon enrollment, each student is assigned an official AUB email account.

It is highly recommended that students use their AUB email as their primary means of communication throughout their studies at AUB. Doing so helps avoid missing important messages from faculty, staff, and university offices.

Students are encouraged to activate their email account during orientation week and to check their inbox at least once daily to stay informed.

The Writing Center

Students who need support with writing assignments, papers, or projects can visit the AUB Writing Center, located in West Hall Basement, Room B24. The center offers individualized assistance to help improve writing skills. To schedule an appointment, students may call extension 3157.

The Counseling Center

Adjusting to university life can be challenging, and some students may experience personal difficulties such as anxiety, depression, or other psychological concerns. The Counseling Center offers free and confidential support to help students manage these issues.

In addition to personal counseling, the center provides guidance on academic-related challenges, including exam anxiety, time management, and stress management.

The Counseling Center is in **West Hall, 2nd Floor, Room 207**.

Contact information:

Phone Extension: **3196**

Email: **counselingcenter@aub.edu.lb**

Bookstore

The bookstore services are available to AUB students, faculty, staff, and alumni to facilitate their procurement of local and foreign books, teaching materials, and paraphernalia.

The bookstore is in **Ada Dodge Basement**

Contact information:

Phone Extension: **2390, 2391**

Email: aub.bookstore@antoineonline.com

Mail Service

The University Post Office, located in the basement of Ada Dodge Hall, handles local campus mail and mail for the Lebanese postal services. To secure a campus mailbox a student must show a receipt of fee payment at the AUB Post Office. Urgent mail may be sent by Aramex through the AUB Post Office. A special rate is offered to the AUB community. Also, DHL offers special rates at the AUB Bookstore.

Food Service

The University operates a modern, cafeteria-style food service on campus in Ada Dodge Hall. In addition to the main cafeteria the University also maintains the Mary Dodge Hall Cafeteria, the Engineering Cafeteria, and the Agriculture Kiosk. These facilities provide a variety of hot and cold refreshments for students and their guests. Vending machines are available in several university buildings.

Students Housing

AUB offers its students the opportunity to live in its residence halls and share a rich community life on its beautiful campus.

They provide quality housing facilities and services to ensure an environment that enables you to thrive personally and academically. They care that you feel "at home away from home" in their residences. They also care to enrich your AUB experience with social and academic interactions and fond memories throughout the activities they organize in their residences.

Students with Disabilities

Students with disabilities applying to AUB are strongly encouraged to make their disability known to the Admission Office. This information will not affect the decision on admission; rather, it will give the University the opportunity to offer specific assistance and support through programs and services provided by different departments on campus. Students need to consult with their advisers for assistance.

UNIVERSITY HEALTH SERVICES

Medical Record

An entrance medical record form will be sent to all admitted students who have made the commitment to enroll at AUB. The form should be completed by the student's family physician before the period of registration.

All new students must have a tuberculin test at the time of the preliminary medical check, held during registration, and must report 48 hours later for the check on the test. Upon clearing the medical test, the student will be issued a clearance slip to proceed with registration. Students will not be registered unless they obtain this clearance slip. Medical checks may be completed in advance of registration

provided that the student reports to the University Health Services on campus and brings along a letter of acceptance and the entrance medical record.

Returning students are not required to complete any medical forms. Important changes in the student's medical condition and/or updating immunizations should be reported to a University Physician by appointment at the Health Services Center. Information will be kept confidential.

All nursing students are required to receive the Hepatitis B vaccine, prior to commencing clinical.

The University Health Services (UHS) provide medical care to members of the university community in Sawwaf Building.

The Sawwaf building is located near Pierre Abu Khater Building (Building 23) facing Children Cancer Center. Appointments can be made at the reception desk. A physician is also available to receive patients on a walk-in basis. Walk-in patients must have problems of an urgent nature; otherwise, they will be given appointments for a later time. In case of emergency, the patient should report directly to the Emergency Unit at the AUB Medical Center or to the nearest Emergency Service.

Health Insurance Plan (HIP)

Students may elect to enroll in the University's Health Insurance Plan (HIP), provided they register for at least six credit hours. Students enrolled in the spring semester are covered until September 30, provided they do not leave the University or drop all their courses. A married student will have the option of including his/her spouse and children for an additional fee. A student may be exempt from enrolling in HIP if he/she presents proof of coverage by another health insurance plan. HIP covers only those expenses incurred at the AUB Medical Center. Medical bills from other institutions are not covered.

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by law for all Lebanese students, excluding freshman and special students, and students who are older than 30 years. Non-Lebanese students may not join NSSF. To facilitate enrollment in the NSSF Medical Branch, students are required to bring the following items when registering:

- A social security application form filled in correctly. Copies of this form will be available for distribution at the time of registration to students.
- A photocopy of the Lebanese Identity Card.
- Their NSSF number if already registered.
- The NSSF number of either parent if insured with the NSSF through father or mother.

STUDENT EXTRACURRICULAR ACTIVITIES

Clubs and Societies

Opportunities for students to participate in extra-curricular activities, generally organized under the auspices of student-governed societies or clubs, are numerous at AUB. Membership is open to all registered students upon completion of a membership application and payment of a nominal fee. Almost all student clubs provide an outlet for artistic expression: Art, Music, Photography, and Poetry Clubs. For further information or to obtain a list of active clubs and societies, go to the Office of Student Activities in West Hall, extension 3182.

Nursing Student Society

The Nursing Student Society (NSS) brings together nursing students from all levels to engage in various professional and social activities, under the guidance of an assigned faculty advisor. Objectives of the NSS are to:

- Serve as an organization through which matters related to the welfare of students and the school is transacted.
- Provide a channel for coordination of activities between the students and faculty members, and with other student organizations.
- Organize activities that promote a spirit of loyalty and fellowship among the student body.
- Provide means for active participation in activities that foster the personal, professional and civic development of students.

The NSS has three standing committees:

1. The Educational Committee organizes educational programs of interest to the community.
2. The Social Committee is responsible for social and recreational activities.
3. The Publicity and Finance Committee is responsible for publicity and financial matters.

Athletics and Recreation

The University offers a wide range of sports, athletic and recreational programs through its athletics Department. Facilities include AUB's Green Field, which hosts international, national, and varsity sports tournaments. The Green Field includes the University's soccer field, lighted outdoor basketball courts, lighted outdoor volleyball courts, and a lighted 450-meter track.

HELPFUL TELEPHONE NUMBERS

Here are some important contact numbers you may find useful during your time at AUB:

- Clubs and Student Activities (West Hall): 3182
- Emergency Unit: 6611
- Financial Aid Office: 3160
- Student Housing: 3175
- Infirmary / University Health Services: 3000
- Registrar's Office: 2570
- Office of Student Affairs: 3170
- School of Nursing: 5950, 5951
- HSON Student Services Officer: 5954

Appendix A

Clinical Practicum Orientation Tips

These are simple “tricks” for a good clinical experience

- Punctuality:** Be 15 minutes early to the rotation. Have a good breakfast before coming.
- Preparation:** Make sure you have all the equipment you need and that you reviewed your notes very well ahead of time.
- Dress Code:** Wear clean shoes and clothes, shave, everyone will respect you when you dress well and act in a professional way.
- Caring:** Make a special time to go to the patient’s room and discuss their condition.
- Self Learner:** Be interested to learn more, ask whatever question that pops to your head, and just enjoy the learning experience.
- Professionalism:** Maintain a positive relationship with your preceptor, your fellow students and health care team.
- Safety:** Assure your own safety. Ensure you have completed your HBV. HAND HYGINE IS VERY IMPORTANT KEEP IT IN MIND.

Appendix B

**AMERICAN UNIVERSITY OF BEIRUT – RAFIC HARIRI SCHOOL OF NURSING
CURRICULUM: BACHELOR OF SCIENCE IN NURSING**

| | | | | | | | | | | |
|-------------------------|----------------------|----------------|--------------|------------------------|------------|--------------|------------------------------|------------|--------------------|---------------------|
| Name: | | ID: | | Bacc: | | | Previous College: | | | |
| Nationality: Lebanon | | Nationality 2: | | EEE: | | | TOEFL: | | English Placement: | |
| FA/ Scholarship: | | Sponsor: | | SAT I Verbal: | | | SAT I Math: | | SAT I Writing: | |
| Tel No 1: | | Tel No2: | | Composite Score: | | | Admission Type: | | | |
| E-mail: | | Adviser: | | Date of Admission: | | | Expected Date of Graduation: | | | |
| 2024-25 | Fall Semester | Cr. | Grade | Spring Semester | Cr. | Grade | Summer term | Cr. | Grade | Action/Notes |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | Total Cr/GPA | | | Total Cr/GPA | | | | | | Overall GPA: |
| 2025-26 | Fall Semester | Cr. | Grade | Spring Semester | Cr. | Grade | Summer | Cr. | Grade | Action/Notes |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | Total Cr/GPA | | | Total Cr/GPA | | | | | | Overall GPA: |
| 2026-27 | Fall Semester | Cr. | Grade | Spring Semester | Cr. | Grade | Summer | Cr. | Grade | Action/Notes |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| | Total Cr/GPA | | | Total Cr/GPA | | | | | | Overall GPA: |

Semester Schedule

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|--------|---------|-----------|----------|--------|
| 8:00 AM | | | | | |
| 9:00 AM | | | | | |
| 10:00 AM | | | | | |
| 11:00 AM | | | | | |
| 12:00 PM | | | | | |
| 1:00 PM | | | | | |
| 11:00 AM | | | | | |
| 12:00 PM | | | | | |
| 1:00 PM | | | | | |
| 2:00 PM | | | | | |
| 3:00 PM | | | | | |
| 4:00 PM | | | | | |
| 5:00 PM | | | | | |

Appendix C

Membership at the Order of Nurses in Lebanon

للانتساب الى نقابة الممرضات والممرضين في لبنان على الممرض(ة) تعبأت طلب الانتساب واحضار المستندات المطلوبة أدناه:

| غير لبناني | لبناني | المستندات المطلوبة |
|------------|--------|--|
| | x | 1- صورة عن تذكرة الهوية أو اخراج قيد فردي أو صورة مصدقة عنه أو صورة عن جواز السفر الصادر من السلطات اللبنانية |
| | x | 2- سجل عدلي لا يعود تاريخه لمدة تزيد عن الثلاثة أشهر |
| | x | 3- صورة مصدقة عن شهادة التمريض: BS/LT/TS/BT |
| x | x | 4- صورتين شمسيتين مصدقتين |
| | x | 5- صورة مصدقة عن اجازة معطاة المهنة صادرة عن وزارة الصحة العامة |
| x | | 6- صورة مصدقة عن جواز السفر |
| x | | 7- صورة عن اجازة معطاة المهنة صادرة عن المرجع المختص في بلد صاحب الجنسية ومصدقة وفقا للاصول ولا يعود تاريخها لاكثر من ثلاثة اشهر |
| x | | 8- صورة مصدقة عن اجازة العمل صادرة عن وزارة العمل في لبنان |
| x | | 9- نسخة عن الشهادة العلمية مرفقة بافادة معادلة لها صادرة عن لجنة المعادلات |
| x | | 10- صورة مصدقة عن اجازة الاقامة لاتقل عن ستة اشهر صادرة عن المديرية العامة للامن العام |

Appendix D

Online Petition and Forms System: OPFS

OPFS link: <https://epetitions.aub.edu.lb/ords/f?p=101:101:.....>

American university of Beirut
Online Petition and Forms System

The Online Petition and Forms System is a web application that automates the process of submitting petitions and forms. Active students can submit their petition forms online and track their progress. Decision makers can view corresponding submitted forms and record their decision electronically and forward them to the registrar or other parties.

Active
If you are an Active student, staff or faculty member, please login using your AUBsis ID and Pin

Login
ID:
Pin:

Inactive
If you are an inactive **FAS** student (who has left AUB for one semester or more), click on one of the two choices below:
1. [Undergraduate Student](#)
2. [Graduate Student](#)

For academic inquiries please contact the student section in your faculty.
For technical inquiries please contact as-ophs@aub.edu.lb

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Types of Petitions you can submit online:

| Title | Workflow | Level |
|--|---|---------------|
| 1 Correction of Record (Late Drop-Add) | Adviser-Instructor -Student Services Office-Chair of ACC | Undergraduate |
| 2 General Petition | Adviser- Student Services Office- Chair of ACC or Director of HSON | Undergraduate |
| 3 Withdrawal from a Course | Adviser-Instructor-Chairperson of course -Student Services Office- Chair of ACC | Undergraduate |
| 4 Overload/Underload | Adviser- Student Services Office- Chair of ACC | Undergraduate |
| 5 GE called Exceptions related to GE requirements | Adviser- Student Services Office- Director of GE Board-Chair of ACC | GE |
| 6 Course Equivalence | Adviser-Instructor-Chairperson of course -Student Services Office- Chair of ACC | Undergraduate |
| 7 General petition that is routed to the graduate committee or Dean of HSON. | Adviser- Student Services Office- Chair of GSC | Graduates |
| 8 Residency Extension | Adviser- Student Services Office- Chair of GSC | Graduates |

Appendix E

| | | | | |
|-----------------------|---|------------------|---|-------------------|
| Title: | Dress Code: Nursing Staff and Nursing Students | Index Number: | GLD-NSG-001 (Func.- Categ.-Sr. No.) | |
| Scope of application: | All Nursing Staff and Nursing Students | Original Date: | Reviewed on: | Next Review: |
| | | 22.5.2006 | 31.01.2019 | 31.01.2022 |

1. Policy

- 1.1. All nursing staff, nursing students and unit clerks shall abide by the Nursing Services policy on Dress Code.
- 1.2. The nursing staff and Floor Clerks shall abide by the standard uniforms provided by the Nursing Administration.

2. Purpose

- 2.1. To define the standards of dress code for nursing staff.
- 2.2. To ensure professional appearance of all nursing staff.
- 2.3. To prevent the spread of infections and promote safety of patients, visitors, and staff.

3. Procedure

- 3.1. Nursing uniforms shall be neat, clean, wrinkle free and in good shape.
 - 3.1.1. Veils shall be light in color and tucked inside the uniform at all times.
 - 3.1.2. Pants shall be loose fitting.
 - 3.1.3. Navy blue, black, or white jackets may be worn over the uniform.
 - 3.1.4. Male nurses shall wear a white T shirt under their top.
- 3.2. All nursing staff shall wear the identification badges/name pins at all times. ID badges shall be visible and worn above the waist (Multidisciplinary Policies and Procedures Manual, Identification Badges, GLD-ADM-001).
- 3.3. Light jewelry (such as a small necklace) shall be appropriate and not causing safety hazards or hindrances while working.
 - 3.3.1. Necklaces or chains with religious connotations shall be discreet.
 - 3.3.2. Earrings must be professional in appearance, and appropriate in the clinical area.
 - 3.3.3. Tattoos shall not be apparent.
- 3.4. Hair shall be clean, well-groomed and tidy. In clinical environment long hair shall be tied back.
- 3.5. Make up shall be discreet. Perfume shall be light.
- 3.6. Nails shall be sufficiently short to ensure safe patient contact and good hand hygiene. No False finger nails of any type, including acrylic, gels or wraps.

-
- 3.7. Male nurses shall be well shaved.
 - 3.8. Shoes shall be clean, simple, closed, comfortable and noiseless. Non-perforated clogs are permitted only in OR.
 - 3.9. A clean white lab coat shall be worn over professional attire for all nursing staff who are not involved in direct patient care. Staff shall dress in a professional manner for work. Casual clothes are not allowed (e.g. Jeans, T-Shirt and open shoes are not acceptable)
 - 3.10. All Staff shall maintain a high level of personal hygiene and appearance.
 - 3.11. Staff who need to wear special medical shoes due to a physical disability or medical reason shall submit a written medical recommendation to the nursing administration. Final approval shall be at the discretion of the Nursing administration.
 - 3.12. Staff shall not go outside the hospital campus wearing their unit-specific nursing uniforms.
 - 3.13. Staff shall change their uniform in case they become dirty or soiled.
 - 3.14. In Critical Care Units, the following shall be enforced:
 - 3.14.1. Bare Below the elbows: Nursing and medical staff shall wear their scrub suits (short sleeves), no wristwatches, no jewelry, and no ties during clinical practice.
 - 3.14.2. White Coats: Nurses shall remove their white coats prior to contact with patients or the patient's immediate environment.
 - 3.14.3. Ties, long veils, scarves and other items of clothing shall not be allowed to dangle down, they must be tucked inside the scrub suit.

4. Responsibilities

- 4.1. All management team shall enforce dress code policy under their jurisdiction:
 - 4.1.1. 1st offence – verbal warning.
 - 4.1.2. 2nd offence – verbal warning and sent home to change.
 - 4.1.3. 3rd offence – written warning in the personnel file.

[Remainder of this page left blank intentionally. Signatures follow on next page.]

5. Signatures

| Revised by | Name | Signature | Date |
|--|-----------------------------|--|--------------|
| Nurse Leader and Nurse Quality Manager | ...Ramzi Mouawad... |  | 1/2/2019 |
| Nursing Policy and OPD Coordinator | ...Hanadi Massalkhi... |  | 31/1/2019 |
| Reviewed and Concurred by | Name | Signature | Date |
| Nurse Leader | ...Walid Rashid... |  | 31/1/2019 |
| Nurse Leader | For Hayat Shreim |  | Jan 31, 2019 |
| Nurse Leader | ...Hera Arlinian... |  | Jan 31, 2019 |
| Nursing Policy and OPD Coordinator | ...Hanadi Massalkhi... |  | 31/1/2019 |
| Approved by | Name | Signature | Date |
| Director of Nursing | Ms. Iman Al Kouatly |  | 1/2/2019 |

6. References

- 6.1. AUBMC Multidisciplinary Policies and Procedures Manual. Dress Code (2017): GLD-ADM-013.
- 6.2. Community Medical Center, INC. Administrative Policy and Procedure Manual. Retrieved August 20, 2017, from http://www.communitymed.org/jobs/Dress_Code.doc
- 6.3. EMS Home Page-Nurses Dress Code. Retrieved August 20, 2017, from <http://depts.washington.edu/emsuw/nurses/dress.htm>