



Undergraduate Student Handbook AY 2024-25



**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. This is an exciting time for nursing—both at AUB and throughout the world. In 2018, AUB granted HSON independent Faculty status and appointed Dr. Huijer as founding dean of the school. We continue to be proud of these accomplishments and we look forward to working with you to celebrate these achievements. As the crisis began Interim Dean Laila Farhood led the school for 3 challenging years during which we were still able to acquire accreditation.

In the field of nursing generally, nurses are taking on new and greater responsibilities. Although taking care of patients is still our primary responsibility, we are also playing a role in setting health care policy at the national, regional, and international levels and researching important health care issues. HSON IS 119 years old and continues to develop and grow to keep up with developments in health care and the needs of Society. Our BSN and MSN programs, both chartered in the New York State Department of Education, received accreditation by the Commission on Collegiate Nursing Education in the USA for the third time in March 2022 for a period of 10 years. HSON is the first school outside the USA to get such an accreditation. The school of nursing building houses faculty offices, classrooms, an auditorium, a computer lab, a skills and simulation lab, and student lounge and related facilities.

Applicants can join the BSN program from various backgrounds. The majority enroll in the generic BSN program following passing the high school (Baccalaureate II). Other students are registered nurses who studied for a diploma or a technical degree in nursing like TS and want to progress towards a university education, so they join the (TS/LT-BSN) program. Still other applicants join after completing a university degree in another major. These are the BS/BA-BSN students.

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 and others serving on regional and international committees. At the international level, The Chi Iota Honor Society Chapter, the first in the region, was formally chartered by Sigma Theta Tau International (STTI) in 2015.

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

This handbook has been prepared for undergraduate nursing students to provide detailed information about the Bachelor of Science in Nursing (BSN) program at the American University of Beirut (AUB). The handbook includes guidelines to facilitate the student's progress in the program from admission through graduation.

The faculty and administration of the Hariri School of Nursing hope that the educational experience at AUB will be a rewarding and challenging experience for each student. We are here to assist students to reach their professional and educational goals.

In addition to the policies found in this handbook that are specific to the undergraduate program at the Hariri School of Nursing, the student should obtain and keep a copy of the AUB Catalogue, which contains policies and procedures that apply to all undergraduate programs in the University. We urge you to consult the catalogue and this handbook often. If you have any questions or are unsure of a particular policy, please contact the BSN Convener who is available to assist you.

GENERAL INFORMATION ABOUT THE SCHOOL OF NURSING

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. At present 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. In 2018, the PhD in Nursing Science program was launched.

Mission

The mission of the Rafic Hariri 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 respect cultural diversity while coordinating and delivering high-quality, compassionate nursing care in Lebanon and beyond, guided by ethical principles. The faculty believe 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. It 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, health promotion, health maintenance, population health and health care 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.

Programs

Undergraduate Programs:

- » Bachelor of Science in Nursing (BSN)
- » Bridging program: Technique Supérieur/License Technique-Bachelor of Science in Nursing (TS/LT-BSN)
- » 2nd Degree: Bachelor of Science/ Bachelor of Arts-Bachelor of Science in Nursing (BS/BA-BSN)

Graduate Programs:

Master of Science in Nursing (MSN)

MSN students can specialize in one of four 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)

UNDERGRADUATE PROGRAM OUTLINE

Admission

Students holding diplomas from a 12–year secondary school may gain admission to the School of Nursing as first year nursing students (see page 38 for 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.

Bachelor of Science in Nursing (BSN)

The School of Nursing follows the admission policies and criteria of the University.

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. The applicant should provide the TS/LT governmental exam certificate and license to practice nursing from the Ministry of Public health. The candidate 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/pre-requisite 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

THE BSN DEGREE REQUIREMENTS

A student has a maximum of six (6) years to complete an undergraduate degree at AUB, if he/she enrolls as a sophomore student. You must complete all requirements for the BSN degree in order to participate in graduation activities.

Graduation Requirements

All recommendations for graduation are made by vote of the faculty upon the recommendation of the academic committee.

To be eligible for graduation with the degree of Bachelor of Science in Nursing, the following requirements must be met:

- completion of the prescribed program of study with a minimum of 103 credits after the freshman class or equivalent, and 91 credits for those entering as registered nurses (excluding the remedial courses mentioned under section TS/LT-BSN program)
- an overall GPA of 2.3, excluding freshman courses.
- The degree program must be completed within a maximum of six years, divided as follows, two calendar years for BSN II, two calendar years for BSN III, and two calendar years for BSN IV.
- Please refer to the General university academic information for more details.

All undergraduate transfer students from AUB or from other recognized institutions of higher learning to the School of Nursing need to complete the required prerequisites and all required nursing courses. A minimum residency period of one year or 30 credits for within AUB transfers and 45 credits for transfers from outside must be completed at AUB.

Course credits pertinent to the nursing curriculum may be transferred according to criteria set by the admission and academic committees

BSN PROGRAM OUTCOMES

- I. Integrate knowledge from the arts, humanities, fundamental and basic medical sciences, and nursing theory in professional practice.
- II. Demonstrate competency in clinical skills and critical thinking.
- III. Utilize current research knowledge related to health promotion and maintenance, illness prevention and restoration of health of individuals, families and groups with diverse cultural backgrounds.
- IV. Demonstrate leadership skills in the care management of clients in different health settings based on current health care policy.

- V. Collaborate with other health providers to promote the wellbeing of individuals.
- VI. Demonstrate responsibility, accountability, and continued professional development.
- VII. Participate in professional and community organizations for the promotion of the nursing profession in Lebanon and the region.
- VIII. Demonstrate effective use of personal, interpersonal and group communication skills in practice.
- IX. Espouse principles of professional ethics and personal integrity in nursing practice.

In order to achieve the BSN program outcomes upon graduation, the student is expected to achieve at the end of each class certain learning outcomes, called level outcomes).

BSN Student Outcomes		
BSN II (Sophomore Year)	BSN III (Junior Year)	BSN IV (Senior Year)
<p>Upon completion of the sophomore year the student shall be able to:</p> <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 F. Identify ethical principles that govern the nursing profession 	<p>Upon completion of the junior year the student shall be able to:</p> <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 D. Appreciate the use of research in nursing practice (assessment and intervention) E. Demonstrate therapeutic communication skills with clients F. Demonstrate ability to work in groups G. Identify ethical principles that govern nursing practice H. Demonstrate responsibility and accountability for personal and professional growth 	<p>Upon completion of the senior year the student shall be able to:</p> <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 D. Demonstrate leadership skills in planning, managing, and evaluating care of clients E. Demonstrate responsibility and accountability to individuals, families, society at large, and personal professional growth and development F. Determine ethical, social, and political issues affecting the healthcare system in Lebanon

CURRICULUM AND COURSE REQUIREMENTS

The BSN curriculum totals 103 credits for students entering as sophomores and includes two summers of study. Students take courses in English, Arts and Sciences, basic medical sciences, and nursing. Nursing courses include classroom teaching and clinical training in health-care settings. 12 credits electives in humanities that meet the general education requirement are required for graduation. Students will be asked to take half of the elective humanities from LIST I, and the other half from either lists I or II (check list of courses under GE section). The table below shows the curriculum plan, starting with the Freshman year

BSNI Freshman Fall Semester		Cr	BSNI Freshman Spring Semester		Cr	BSNI Freshman Summer Semester		Cr
MATH 101: Calculus and Analytic Geometry I		3	MATH 102: Calculus and Analytic Geometry II		3			
BIOL 101: Basic Concepts in Biology		3	CHEM 101: General Chemistry		4			
ENGL 102: Enrichment Course in English		3	ARAB 101 or 102: Readings in Arabic Heritage I or II		3			
Natural Sciences		3	Social Sciences		3			
Elective		3	Humanities		3			
Credits		15	Credits		16	Credits		
Sophomore Fall Semester		Cr	Sophomore Spring Semester		Cr	Sophomore Summer Semester		Cr
BIOC 246: Biochemistry for Nurses ^{GE}		4	NURS 201: Introduction to Nursing		2	Elective Culture and History ^{GE}		3
ENGL 203: Academic English ^{GE}		3	NURS 202: Health Assessment		2	ENGL 204: Advanced English ^{GE}		3
HUMR 244: Introduction to Human Biology ^{GE}		2	NURS 203: Biostatistics for Nurses ^{GE}		3	Elective History of Ideas ^{GE}		3
NURS 200: Introduction to Nursing		2	HUMR 248: Anatomy and Physiology ^{GE}		5			
PSYC 201: Introduction to Psychological Sciences ^{GE}		3	MBIM 237: Microbiology and Immunology for Nursing		3			
Credits		14	Credits		15	Credits		9
Junior Fall Semester		Cr	Junior Spring Semester		Cr	Junior Summer Semester		Cr
PHRM 240: Pharmacology and Therapeutics		3	NURS 210B: Pathophysiology		1	SOAN 201: Study of Society ^{GE}		3
NURS 300: Nursing Care of Adults and Older Adults I		5	NURS 302: Nursing Care of Adults and Older Adults II		5	ARAB 201: Arabic Communication Skills ^{GE}		3
NURS 304: Care of the Expectant Family Theory + Practicum		5	NURS 306: Nursing Care of Children Theory + Practicum		5	NURS 307: Practicum I		0
NURS 210A: Pathophysiology		1	Elective Human Values ^{GE}		3			
PSYC 210: Lifespan Developmental Psychology		3						
Credits		17	Credits		14	Credits		6
Senior Fall Semester		Cr	Senior Spring Semester		Cr	Notes		
NURS 400: Critical Care Nursing Theory + Practicum		4	NURS 408: Community Health Nursing Theory + Practicum ^{GE}		5	Total Number of Credits: 103		
NURS 402: Psychiatric Nursing Theory + Practicum		5	NURS 410: Leadership Management in Nursing Theory + Practicum		5			
NURS 406: Nursing Research		3	Elective Culture and History ^{GE}		3			
NURS 404: Nursing Informatics		2	NURS 411: Intensive Practicum II		0			
			IPEC 300: Interprofessional Education and Collaboration		1			
Credits		14	Credits		14			
General Instructions								
<ul style="list-style-type: none">English level is decided according to the results of the Placement Test.Psych 101 is equivalent to Psych 201; however, there is a need to replace the credits for Psych 201 sophomore year.For GE courses options please refer to the GE List.<ul style="list-style-type: none">2 Electives Culture and History are optional.1 Critical Humanities and Liberal Art (CHLA) elective is mandatory.1 Elective Human Values (Ethics) is mandatory.								
Freshman Courses								
<ul style="list-style-type: none">Natural Sciences: BIOL 105 or 106; CHEM 102; GEOL 101, 102, or 103; PHYS 101, 103, or 200.Social Sciences: ECON 103; PSPA 101Humanities: ARAB 101 or 102; AROL 101; CVSP 110, 111, 112, or 150; ENGL 103, 104, 105, 106, 107, or 108; HIST 101 or 102; PHIL 101 or 102Math: Math 100 and 101								
Sophomore Year Courses								
<ul style="list-style-type: none">Passing grade for NURS 203 is 60.								
Junior Year Courses								
<ul style="list-style-type: none">EDUC 225 can replace PSYC 210. EDUC 225 does not require any pre-requisites.								
Senior Year Courses								
<ul style="list-style-type: none">NURS 402 and 408 are offered in Fall and Spring of the senior year.IPEC 300 is offered either in Fall or Spring of the senior year.								

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 a 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 student with the nature, history and trends of nursing and the nurses' role in meeting health care needs of society in different settings. This course focuses on concepts related to the nurse, client and health care 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 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.

NURS 202 Health Assessment 1.3; 2 cr.

The course focuses on assessment of health of adults and older adults and provides the student 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. Corequisites: NURS 201 and HUMR 248. Prerequisite: NURS 200. Spring.

NURS 203 Biostatistics for Nurses 3.0; 3 cr.

This course is designed to introduce the 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 210 A Pathophysiology I 1.0; 1 cr.

This course relates normal body functioning to the physiologic 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 210 B 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, 2.2.6; 5 cr.**Theory and Practicum**

This course covers scientific principles in the care of 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, 2.2.6; 5 cr.**Theory and Practicum**

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, as well as the infectious process. Prerequisites: PHRM 240 and NURS 300. corequisite: NURS 210A. Spring.

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

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 nurse as teacher, patient advocate and nurturer are emphasized. Prerequisites: PHRM 240, NURS 304, 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 the sophomore and junior years. Prerequisites: 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. Co-requisite: PSYC 210 or EDUC 225

NURS 311V Nursing Care of Adults and older adults, 3.8; 6 cr.

Theory and Practicum

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, 3.6; 5 cr.

Theory and Practicum

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, 3.6; 5 cr.

Theory and Practicum

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 the student to explore his/her role as a potential leader. The learner observes and assists in the practice of different modalities of leadership and managerial skills in a variety of health care 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 health care. 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 well-being, 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, 3.6; 5 cr.
Theory and Practicum**

This course covers the concepts of psychiatric and mental health disorders and emphasizes the role of the nurse in a psychiatric-mental healthcare settings, using both classroom and clinical instruction. Psychiatric nursing care transcends the bounds of mental hospitals to include general health care settings. Emphasis is placed on basic Intervention strategies and the quality of coping abilities of clients in varying degrees of health and illness. Experiences in working with multi-disciplinary health teams is stressed in order to assess, plan, and implement relevant nursing interventions. Prerequisites: Senior standing, SOAN 201, and PSYC 201. Fall and spring.

NURS 404 Nursing Informatics 2.0; 2 cr.

This course focuses on the history of health care informatics, basic informatics concepts, and health information management applications. The student progresses from developing knowledge of basic concepts and methods of health care informatics; to learning about specific information management applications in health care administration, practice, education, and research; and finally, to a hands-on experience with a specific application of his/her own choosing. 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. Prerequisite: NURS 203. 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 target are individuals, families' 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. Prerequisite: SOAN 201; NURS 307, Senior standing. Fall and Spring.

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

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 health care settings. Prerequisite: Senior standing. Spring.

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

This course focuses on preparing students towards 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 interest. Consent of instructor is required for the site of clinical practice. Prerequisite: 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 inter-professional 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, a student must carry a minimum load of 12 credits per semester. (Students can register for up to 17 credits per semester.) During the summer session, full-time students are required to take 9 credits. Registering for more than 17 credits requires the approval of the Dean.

Part -Time students

These include the following categories:

- AUB staff members who are working toward a degree.
- Those who need to complete less than 12 credits for an undergraduate degree.
- Those who are granted permission by the appropriate faculty committee for health or family reasons to take less than a full course load.

Supervision

Each student will be assigned an academic adviser in his/her first semester who will guide the student on academic matters throughout his years of study. The adviser must be consulted and approve the

student's schedule each semester. Students can find out the name of their advisers on 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 70 (or GPA of 2.2) and above should be scored on the exams, regardless of the total course grade
- Passing a course requires:
 - o Scoring above 70 (Grade of C+) as total average on the theory part,
 - o Passing the clinical part.

Examinations and Quizzes

Students may not absent themselves 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.

Computer Literacy

Undergraduate students are expected to have a basic level of computer literacy. Ability to use Microsoft Word and Power Point programs is a minimum requirement, since most courses require term papers and oral presentations. If you feel that you are weak in this area, please take advantage of the various free computer programs that the Academic Computing Center offers throughout the year. You can reach the computing center through the AUB website or by calling 2599.

Grading System

The School of Nursing uses the following grading system:

Numeric Course Grade to Letter Course Grade

Starting with Numeric Course Grade /100	Corresponding Course Letter Grade
< 60	F
60	D

61–62	D+
63–65	C–
66–68	C
69–71	C+
72–74	B–
75–78	B
79–82	B+
83–86	A–
87–92	A
93–100	A+

The passing grade in all nursing courses is 70 (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 numerical 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 numeric grade available becomes the final grade in the course.

REGISTRATION

Academic Year

The academic year at AUB is divided into two semesters, fall, and spring, followed by a summer session. Each semester has a reading period and a final exam period, followed by a break before the next semester.

Course Registration

New students should register on-line via the Internet in August (Fall admissions) or January (for Spring Admissions) prior to the start of the academic year. The registration procedure is explained during the orientation week that is usually held during August.

Drop and Add

After the start of classes, at a date indicated in the university calendar, students may make changes in their schedules through a process known as “Drop and Add”. After obtaining the approval of their advisers, students may change their courses. Depending on the changes that are made, students may need to settle their accounts at the Office of the Comptroller to adjust their tuition fees according to the final number of credits registered.

Payment of Fees

Each AUB student must pay all his/her tuition fees and other charges levied.

1. All students must finalize registration, including payment of tuition fees according to the academic calendar for the first and second semesters. Under special circumstances, late registration will be permitted for a period of no more than five working days after the announced deadline, but subject to a late registration fee.
2. Students who demonstrate financial need may make formal application for deferred payment arrangements for tuition fees to the Office of the Comptroller according to the academic calendar for the first and second semesters. These students are still required to complete all registration formalities within the set deadlines. Deferred payments are not permitted for the summer session in any faculty.
3. A student who applies for deferred payment must pay at least 50% of the net amount of tuition due. All other charges must be paid in full with no deferrals by the set deadlines. A student must pay a deferred payment application fee of \$33, whether approved or not.
4. Every student granted deferred payment must sign a statement indicating agreement that failure to complete payment by the set deadline will result in receiving no credit for the semester in which the student failed to pay.

Students are expected to meet all financial obligations by the set deadlines. The University reserves the right to place a hold on the student’s record that will prevent registration for future semesters and the release of transcripts and diplomas, as well as access to other University services, if he/she fails to promptly meet his/her financial obligations to the University.

Please consult the Office of the Registrar (ext: 2570 /2571) or the Registrar’s website:

<http://staff.aub.edu.lb/~webregist/> for up-to-date schedules for registration and payment of fees.

ACADEMIC PROGRESS

Promotion

Students shall be promoted at the end of the summer session after completion of **30 or more credits** beyond the requirements from 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. **In order to be promoted, students must attain a minimum average of 68 (2.0) at the end of the second regular semester (sophomore year) and 70 (GPA 2.2) 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 carry at least 12 credits of courses, have passed all the courses of the term, attained in all courses an overall average of (GPA: 3.7) or be ranked in the top 10 percent of the class and have an overall average of (GPA 3.3), and not have

been subjected to any disciplinary action within the university. Please refer to the General University Academic Information for more details.

Placement on 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 considered to be '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

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 consent of the adviser and course coordinator.

- All required courses that a student fail must be repeated. No course may be taken more than three times including withdrawal from the course.
- When a course is repeated, the highest grade obtained will be considered in the calculation of the (Overall GPA).
- A student who fails or withdraws from a course may be delayed from graduating.

Repeating the Year

The Academic Committee may require a student to repeat the year if he/she

- Fails in one-third or more of the credit load attempted during that year; or
- Fails to remove probation within two semesters; or
- Fails to obtain the minimum yearly average.

A student repeating the year must register for a full load and repeat all courses in which he/she has scored below the minimum required for that year.

Dismissal from the School of Nursing

A student may be **dropped from the BSN program** by vote of the Faculty upon the recommendation of the Academic Committee for any of the following reasons:

- Fails to remove probation within two regular semesters;

- Fails in one-third or more of the load attempted during that year and fails to attain the minimum yearly average (GP)A
- Fails to satisfy the requirements of a repeated year
- Failure to meet clinical requirements as stipulated in the nursing course syllabi
- Not making satisfactory academic progress, having not shown sufficient professional promise, or having behaved in a manner below the norms expected by the school.

Students who are dropped from the program will be placed as Majorless for two consecutive regular terms to secure a transfer to another major by the third term of being Majorless or risk being dismissed from the University. Please refer to the General University Academic Information for more details.

Application for Readmission

When, in accordance with university regulations, a student is dropped, the implication is that the student is not qualified to continue his/her education at the School of Nursing. For consideration for readmission please refer to General University Academic Information.

AWARDS, FINANCIAL AID AND SCHOLARSHIP

BSN students can be nominated for an award. A list of awards is found below for your reference. A student can nominate himself or herself. In addition, an adviser or a faculty member can nominate a student for an award. Eligible nominees should:

1. Submit a nomination form
2. Have a minimum overall average of 3.2 or 80/100
3. Not have received a dean's warning
4. Be recommended by his/her adviser
5. Have contributed to the university life
6. Portray a Professional Image HSON

Florence Nightingale Award

The HSON Florence Nightingale Award is a cash award granted to a senior student on the basis of academic achievement, professional integrity, seriousness of purpose, contribution to professional and university life, and willingness to join AUBMC after graduation

Penrose Award

This is a non-cash honorary award presented based on scholarship, character, leadership, and contribution to university life to an outstanding graduate of the school.

Janet Haddadin Nursing Award

The Janet Haddadin award is a cash award granted to a graduating undergraduate nursing student with the highest Cumulative GPA"

Salma Mansur Jurdak Excellence Award in Nursing

The Salma Mansur Jurdak Excellence award is a cash award granted to a graduating undergraduate nursing student with top academic achievement and demonstrated dedication to the profession

Women's Auxiliary Awards

WAA are certificate awards granted to senior students who meet the following criteria:

- academic achievement
- professional integrity and seriousness of purpose
- contribution to professional and university life
- willingness to join AUBMC after graduation

Lions Award

The Lion's Award is a non-cash award granted to an outstanding student who has been commended by the faculty of the School of Nursing.

The Rouzan Al-Najjar Excellence Awards in Nursing

The Rouzan Al Najjar Excellence Awards in nursing is a monetary award presented by the Yafa Foundation. It is given to three students (one senior, one junior and one sophomore) who are the most academically qualified Arab Nursing student at the end of their senior/junior/sophomore year of his/her studies, who shows outstanding academic and professional promise, and intent to work in Nursing after graduation.

Financial Aid and Scholarships

AUB offers financial aid to qualified students in the form of need-based financial aid grants, merit scholarships, and student work-study.

Students applying for financial aid for the first time should apply online. For more information, please visit the website of the Office of Financial Aid: <https://www.aub.edu.lb/faid/Pages/default.aspx>

Financial need is assessed for each student on the basis of factors such as family income, number of siblings enrolled in school/university, assets such as home(s), and other property, and major changes in financial status. Financial need is a necessary—but not a sufficient condition—for an award. Students with high need and excellent scholastic achievement records are more likely to receive awards than students with low need and average scholastic records.

Scholarships are available for Nursing students and awarded based on financial need and academic performance.

GENERAL POLICIES AND INFORMATION

Non-Discrimination Policy

AUB encourages a diverse student body and workforce and is committed to the principle of equal opportunity in education and employment. In the administration of its educational, admissions, and employment policies, and other university programs and activities, AUB does not discriminate on the basis of race, color, religion, age, national or ethnic identity, gender or gender identity, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, political affiliation, or any legally protected characteristic, except as required by Lebanese law. Addition, in compliance with Title IX of the US Education Amendments of 1972, which prohibits sex discrimination in education and interprets sex discrimination as including sexual harassment and sexual violence, the University maintains a Title IX coordinator in the Office of the Provost and may appoint deputy Title IX coordinators as needed. Inquiries and complaints regarding sex discrimination, sexual harassment, and sexual violence may be directed to the Title IX coordinator, College Hall, 5th Floor, Beirut, Lebanon, or by email at integrityofficer@aub.edu.lb. The Office of the Provost maintains a resource page on Non-

Discrimination, Harassment, and Title IX at www.aub.edu.lb/titleix. AUB will provide reasonable accommodation consistent with the law to members of the AUB community with a disability. What constitutes reasonable accommodation depends on the circumstances and, thus, will be addressed by AUB on a case-by-case basis.

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 is a reflection of 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 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 (<http://pnp.aub.edu.lb/general/conductcode/index.html>)

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

Offences involving academic misconduct include, but are not limited to, the following:

Cheating

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, cell phones, or another's work.

Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

Plagiarism

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

In-Class Disruption

Students in class are expected to behave appropriately and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

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.

- Persons 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 the wooded or landscaped areas.
- All persons 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. Persons 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 the committee 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 accountable for their behavior at all times. Students have the right to freedom from discrimination on the basis of 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 reasoned 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 at the Rafic Hariri School of Nursing

Getting in Touch with the Right People at the Rafic Hariri School of Nursing

Students are encouraged to communicate any concerns they might have to the appropriate people. They can refer to the Student Services Officer for the following issues:

- Answering queries about the BSN and MSN programs
- Student orientation and advising
- Follow up on different awards and scholarships available to nursing students
- Problems in registration (opening capacity, removing restrictions, resolving time conflict problems, removing holds, selection of elective courses, drop and add courses)
- Dealing with the administrative body (Registrar's office, Office of Financial Aid, Office of Student Affairs and specific committees at HSON)
- Writing and submitting petition letters (underload/overload credits, late registration, medical reports, course withdrawal, reactivation and readmission etc.)
- Program evaluation and satisfaction surveys
- Career guidance and work opportunities
- Student related activities such as student elections, NSS activities and graduation parties etc.
- Requesting credentials after their graduation.

The student services office seeks to assist and guide nursing students to develop their plan to academic success, by referring them to the appropriate resources and procedures, and ensuring that they are complying with AUB academic rules and regulations.

Issues related to a particular course are best discussed with the course coordinator. Problems with a student's academic progress should be dealt with the assigned advisor. Students may discuss issues related to a particular class with their advisers. There is one class advisor for each of the three years: BSN II, BSN III, and BSN IV. If the student cannot resolve problems with the course coordinator, adviser, or class adviser, he/she should talk to the BSN coordinator, and then the BSN convener. If necessary, issues are referred to the Director of the School.

Other services offered at HSON:

- Requesting lockers at the locker room
- Requesting badges
- Completing the Clearance process upon graduation or withdrawal from the university
- Facilitating colloquium papers

Simulation and Clinical Competency Center (SCCC)

The Simulation and Clinical Competency Center (SCCC) was established by the Hariri School of Nursing in 2009 to assist AUB students, faculty and healthcare practitioners to achieve higher levels of competence and safer patientcare. Individual students use the Lab facility for self-appraisal; faculty uses it for evaluation purposes and our hospital partners (AUBMC) use it to enhance clinical practice.

Introduction to Simulation

Simulation started with the aviation industry and it improved pilot performance and airline safety. Simulation is defined as the deliberate creation or imitation of a situation for the purpose of learning using different techniques and technologies.



Simulation in healthcare education is considered an effective tool in clinical teaching. Simulation has the potential to provide immersive, interactive, reflective team-learning experiences in a controlled environment. In a simulated environment, student learn practical skills (e.g., medication injection), communication skills (obtaining patient history) to critical thinking and decision-making skills regarding

the care of the simulated patient. The tools of simulation range from single body part, as an arm for injection, to full-body mannequin that are physiologically responsive to actual people playing the patient's role.



Who Uses SCCC Lab?

- AUB students from nursing, medicine, and other health related disciplines
- AUBMC practitioners from all disciplines
- Non-AUB health-care students and practitioners after securing a special permission

Why Use Simulation?

- Safe learning environment: Simulation presents a safe learning experience for healthcare students and practitioners (It is a safe place to make mistakes and learn from them - the patient can't be harmed!)
- Increase in skill development: Simulation offers a chance to practice a skill repeatedly until mastery (with or without instructor guidance)
- Builds effective healthcare teams: Simulation brings people from different healthcare disciplines to work together as a team- a requirement for safe patient care

Location and Hours of Operation

Located on the 2nd floor of the Hariri School of Nursing, the SCCC is composed of 5 spacious rooms which can be used for classrooms, skills training and physical assessment. One room is designated for high fidelity scenarios (houses the highly interactive manikin) and includes a control area and a debriefing space.

The SCCC is open Monday to Friday from 8 am to 5pm during the academic year.

Booking Ahead of Time

All are urged to book the Lab ahead of time. Priority in booking the SCCC is given to educational programs for AUB nursing and medical students. To schedule a session at the Lab, the student/learner must send an email to the Skills and Simulation Lab manager (Mrs. Randa Farha rf37@aub.edu.lb). The manager in turn will confirm by email based on Lab availability. Any changes to an existing request for a session at the SCCC must be submitted by email to the Lab coordinator.

Code of Conduct

The following are binding practices for everyone using the SCCC facility (faculty, clinical teachers and students):



- No food or drink is allowed at any time in the Lab.
- No personal items are to be placed on the beds.
- Wash hands before coming to the center – use available alcohol-based hand sanitizers.
- Sign in at all times for both practice and testing on the attendance sheet
- Treat manikins like people. Treat simulators with respect as if they were real patients- handle them gently and with care.
- Only manikin lubricant can be used on the simulators when inserting objects (e.g. catheters).
- Never use ink pens at the bedside as ink permanently stains the manikins. Please use pencil or only write at the tables at the end of the bed
- Gloves must be worn when meeting the simulators (SimMan, SimBaby and NOELLE).
- Leave the center in the same condition it was when you first started (place all the chairs back at the tables, make the bed and return all equipment and supplies to the area where found).
- Sign a confidentiality agreement not to disclose any of the proceedings of a scenario outside the Lab. Report any violation to faculty.

Definitions

Effective simulation-based learning experiences are structured to include a pre-brief and a debrief component. The following are important definitions to learn:

PRE-BRIEF FOR A SIMULATION

Pre-brief is defined as an orientation session held prior to the start of a simulation-based learning experience in which instruction or preparatory information is given to the participants. It is the foundation of a successful simulation learning experience.

DEBRIEFING AFTER SIMULATION

Debriefing is the discussion that immediately follows a simulation-based experience. It is facilitated by an educator who observes the simulated experience. The discussion fits participants' objectives and outcomes of the simulation-based learning experience. Debriefing aims to promote reflective thinking. True learning occurs through a process of self-reflection. Effective debriefing is conducted in an environment that is conducive to learning and supports confidentiality, trust, open communication, self-analysis, and reflection.

University Libraries

The AUB library system consists of two main libraries: the University Libraries and Saab Memorial Medical Library.

The University Libraries include the Jafet Memorial Library (the Central 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, in order 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. A card containing 100 photocopying units may be bought for 5,000 LL in vending machines located in each library. Photocopying is also offered at the University Book Store for a small fee.

The Saab Medical Library (SML) is probably the one you will be using the most. The SML collection consists of 1,200 printed periodical subscriptions; over 82,320 back file periodical volumes, nearly 42,000 books, and nearly 2,300 audio-visual items, including computer software. SML has many important bibliographic medical and allied health databases, and more than 2,500 electronic journals. SML is accessible through the internet at <http://www.aub.edu.lb/libraries/medical>. The library has a special collection called the Lebanese Corner, <http://192.168.100.187/>, which includes publications about Lebanon or by Lebanese authors in the fields of medicine and other health-related topics. Databases are currently accessible via the AUB website.

Computing and Networking Services

Computing and Networking Services (CNS) provides access to different services that require user authentication. Before using the service, you must activate your **AUBnet account**: The AUB net account provides e-mail, intranet, and Internet access, in addition to other services such as roaming storage space, network printing, and personal web site space. You must activate your AUB net account before you can activate other accounts.

The **AUBsis account** provides access to the AUB Student Information System, a web-based application designed to provide the following on-line services to students and faculty: On-line Registration, Drop and Add, Class Schedules, Grades, Student Transcripts, Address Information, and Billing Statements.

Student computer labs are located throughout the University, including the libraries, faculty of medicine and faculty of health sciences buildings, among others.

An Internet fee is charged every year and will automatically be added to the statement of fees. The quota of Internet data per month per student is 100MB. This is a combined quota of web and e-mail data. Through the AUB Net Resources web site you can find out your Internet data usage for the month. No limit exists on the time spent browsing and sending information on the web. The limit is only on the volume of data that is sent/received in the process.

Access to computer hardware, software, intranet, and the Internet services is provided to students for enhancing their learning. Access to the use of AUB computer facilities is through authorized computer

accounts. Students must abide by the AUBnet Code of Conduct for Users of Computing System and Internet Services.

A computer account consists of a unique log-in ID and a password. Your log-in ID tells the computer system who you are. You must always keep your password secret. To activate your AUB computing accounts go to <http://www.aub.edu.lb>, select "Get your AUB Computing Account," and follow the instructions.

Student E-mail Address

To ensure that students receive timely communication and important announcements, the student's current email address must always be on file in the School of Nursing. Every student is provided with an e-mail address. It is strongly recommended that all students use their AUB e-mail address as their primary one for the duration of the time they are studying at AUB, to avoid missing announcements or other important communication from faculty and staff. We suggest that you get an email account during orientation week and check your email once per day.

The Writing Center

For students who need assistance in writing papers or projects, the AUB writing center located in West Hall Room 307 provides assistance. Tutors from the Department of English are available Monday through Friday 9 am – 3 pm and consulting services are free. The extension to call for taking appointments is 3157.

The Counseling Center

Adjusting to university life may be difficult for some students. For students who experience personal difficulties that lead to anxiety, depression or other psychological problems, the counseling center can provide assistance. The counseling team can assist with study related issues such as exam anxiety and time management. Counseling is free and confidential. The center is in West Hall Room 206. The extension to call is 3196 or 3178.

Bookstore

The University Bookstore is located at the back of Bliss Hall across from Penrose Hall. It stocks most of the required textbooks for specific courses, dictionaries, and other reference works, and a limited number of general publications. Assorted AUB items and gifts such as clocks, mugs, T-shirts, and binders are also available.

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 is a residential university. For more information, check the AUB Catalogue, or check the student affairs Office website at: <http://staff.aub.edu.lb/~websao/house/>.

Student Transportation

AUB allows very limited automobile access to campus: only students suffering from illness or disabilities may bring cars on campus. Authorization from the Infirmary must be received before a permit can be issued. Students should contact Business Services at extension 3510 for a special permit.

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 at the following office hours:

Office hours: Monday through Friday

Offices 8:00 a.m. - 5:00 p.m.

Clinics 8:00 a.m. - 7:00 p.m.

Office hours: Saturday

Clinics 10:00 a.m. - 2:00 p.m.

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 of 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.

IMPORTANT TELEPHONE NUMBERS

Finally, here are some helpful telephone numbers for you to have:

Clubs and Student Activities (West Hall)	3182
Emergency Room	6604
Financial Aid	3160
Housing	3175
Infirmary, University Health Services	3000
Registrar	2570
Student Affairs	3170
School of Nursing	5950, 5951
HSO 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
	Total Cr/GPA			Total Cr/GPA						Overall GPA:
	2025-26	Fall Semester	Cr.	Grade	Spring Semester	Cr.	Grade	Summer	Cr.	Grade
Total Cr/GPA				Total Cr/GPA						Overall GPA:
2026-27		Fall Semester	Cr.	Grade	Spring Semester	Cr.	Grade	Summer	Cr.	Grade
	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:

المستندات المطلوبة	لبناني	غير لبناني
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	
4- صورتين شمسييتين مصدقتين	x	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 لأكثر 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	x	

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-ops@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 21, 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>