Department of Nursing

STUDENT HANDBOOK

Associate of Science in Nursing (ASN)
Accelerated LPN to ASN
RN to BSN

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INTRODUCTION

The Department of Nursing supports and complies with university policies. This handbook was developed to inform nursing students of LSUA Department of Nursing (DON) policies. Students enrolled in all nursing programs (Generic ASN, Accelerated LPN to ASN, and RN to BSN) are expected to comply with all policies as outlined in the DON Student Handbook and University policies. The student handbook is intended to supplement the University catalog to provide guidelines for students as they progress through the nursing curriculum. The handbook is updated as necessary and notification of updates will occur by announcement on the Coughlin Hall bulletin board, e-mails and posts to the departmental web site: http://nursing.lsua.edu and the University course management system.

MISSION STATEMENT

The mission of the Department of Nursing is to prepare graduates to:

- provide evidence-based, patient centered nursing care to individuals, families, and communities;
- collaborate with members of the interdisciplinary team to provide safe quality care in diverse settings;
- utilize professional standards to guide nursing practice.

STATEMENT OF PHILOSOPHY AND PURPOSE

The faculty of the Department of Nursing has established the following mutually agreed upon statement of philosophy and purpose:

Nursing education is based on the acquisition and application of concepts from nursing, the humanities, and the biological, social, natural, and behavioral sciences. Learning is an interactive, goal oriented process that guides a diverse population of students in the acquisition of knowledge, skills, and attitudes needed to function in the health care setting and society

The person is a holistic being of uniqueness and innate worth. The person has rights, freedoms, and responsibilities and exists as an individual, families, or communities. The person has physical, developmental, emotional, psychosocial, cultural, spiritual, and functional needs that influence the human experience. The person is a dynamic being who interacts with, influences and is influenced by a constantly changing environment.

Environment is the set of conditions, circumstances and factors, both internal and external, that surround, interact with and influence the person. The environment, which is fluid and ever changing, is in constant dynamic exchange with the person.

Health is a human experience involving the wholeness of the person. It is a state of optimal functioning and exists on a continuum of wellness and illness.

As an art and a science, nursing is a profession that responds to the holistic needs of individuals, families, and communities. Nursing is committed to the care of persons on all points on the health continuum. Nursing is, a partnership with the person involving promotive, restorative, and supportive roles and practice. Nursing care is accomplished through application of the nursing process and incorporation of professional standards. (ANA Standards, NLN, QSEN).

PROGRAM DESCRIPTIONS

Associate of Science in Nursing (ASN)
The DON provides an associate degree in nursing for qualified individuals who wish to provide direct patient care as members of the health care delivery system. Graduates of the ASN program are eligible to apply for the National Council Licensure Examination for Registered Nurses.

Accelerated LPN to ASN
Licensed Practical Nurses pursuing an ASN may elect to enroll in the LPN to ASN articulation track. The goal of the accelerated track is to facilitate educational mobility from the LPN nursing level to RN practice at the ASN level. Graduates of the Accelerated LPN to ASN program are eligible to apply for the National Council Licensure Examination for Registered Nurses.

RN to BSN Program
This program is designed to provide qualified registered nurses educational opportunities to broaden their career pathway. This degree also prepares students for graduate-level study.

Designed for the non-traditional working RN, the RN to BSN Program offers 100% online courses in seven weeks. Learning experiences in practicum courses are designed to facilitate achievement of course objectives and complement the student's career and academic goals.

Accreditation
All programs offered by the DON at LSUA are approved by the Louisiana State Board of Nursing (LSBN) 17373 Perkins Rd., Baton Rouge, LA 70810, telephone 225-755-7500 fax 225-755-7564 www.lsbn.state.la.us and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) at the following address: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, Phone:404-975-5000, www.acenursing.org

STUDENT LEARNING OUTCOMES

ASN

Students graduating from the ASN will:

The student learning outcomes for the Associate of Science in Nursing are presented below:

1. Integrate the nursing process in health promotion throughout the lifespan of individuals, families, and communities.

2. Integrate effective communication techniques to establish and maintain therapeutic relationships with individuals, families, and communities throughout the lifespan.

3. Conduct health teaching with consideration of literacy level, values, and culture of target audience.

4. Collaborate with interdisciplinary groups to meet the dynamic healthcare needs of individuals, families, and communities.

5. Utilize professional standards to guide nursing practice.

6. Incorporate safe, quality patient-centered care utilizing evidence-based practice.

RN to BSN Program

Students graduating from the RN to BSN Program will:

1. Integrate knowledge from liberal arts and sciences in professional nursing practice.

2. Synthesize principles of communication to effectively relate with individuals, families, and groups of diverse sociocultural backgrounds

3. Apply and share research findings after critical analysis to promote evidence based nursing practice.

4. Integrate professional standards in nursing practice to ensure delivery of safe, quality, patient centered care.

5. Serve as an effective member of the healthcare team through collaboration and advocacy to manage safe, quality, patient centered care.

6. Utilize concepts of information systems to support nursing practice and deliver safe, quality, patient-centered care.

ACADEMIC AND PROFESSIONAL STANDARDS

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ADMISSION CRITERIA
DEGREE PLANS
Refer to Current LSUA Catalog

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ASN Program (Effective Fall 2011) & Accelerated LPN to ASN Track

Applications for the first required nursing courses, Nursing 1014 and 1018, are accepted in the fall and spring semesters. The Department of Nursing accepts a pre-determined number of students for Spring and Fall admission. If the last and next to last students have the same cumulative GPA, then both students will be admitted into the nursing program. To be eligible for admission, the applicant **must:**

1. Be unconditionally admitted to LSUA, with Nursing declared as a major. (See Catalog for admission procedures.)

2. Be enrolled in coursework at LSUA the semester of application.

3. Attain a grade of "C" or better in each of the required pre-requisites.

    A. For generic ASN students, required pre-requisites are:

        CHEM 1001 or 1201

        MATH 1021

        ENGL 1001

        BIOL 1161 (This course has a 5 year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

        CMST 1061 or 2060

    B. For LPN to ASN students, pre-requisites are:

        CHEM- 1001 or 1201

        MATH 1021

        STAT 2011

        ENGL 1001

        ENGL 1002

        PSYC 2070

        BIOL 1161(This course has a 5 year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

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BIOL 1162(This course has a 5 year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

CMST 1061 or 2060

    C. For both groups all pre-requisites must be completed by the end of the semester of application. Summer coursework is not accepted when applying for fall admission.

4. Have a cumulative GPA of 2.7 or higher at the time the application is completed. An overall GPA of 2.7 or higher must be maintained through the end of the semester of application, and through the summer for fall admission. Students with a baccalaureate degree or higher may request to have the cumulative GPA used for selection, or have the GPA calculated based only on core nursing courses:

CHEM 1001 or 1201

MATH 1021

ENGL 1001

BIOL 1161(This course has a 5 year expiration. If the student took the course greater than 5 years ago, the student must repeat the course).

CMST 1061 or 2060

If the applicant chooses to use only core nursing courses, this must be indicated on the application. In keeping with University Policy all attempts at those courses will be calculated into the GPA. A student with a previous baccalaureate degree who wishes to have GPA calculated using the 5 pre requisites MUST have completed the 5 pre requisites at time of application.

5. Submit "Nursing 1014 Application" or "Nursing 1018 Application" by February 2nd for Fall selection, and by October 2nd for Spring selection.

6. Submit all official grades from other universities by May 1 for Fall selection, and by December 1 for Spring selection. Students may not be enrolled at another university the semester of application.

7. Submit "Louisiana State Board of Nursing Application to Enroll in Clinical Nursing Courses" and complete the fingerprinting process as directed by the DON selection.

8.   Have 9 credit hours of coursework completed at LSUA. Students with a baccalaureate degree or higher, may waive the 9 required hours at LSUA.

9. Complete the TEAS V Admission Assessment Examination during the semester of

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application. A copy of the scores will be provided by the student to the Department of Nursing prior to the end of the semester of application. Students are allowed two opportunities to take the examination. Dates to take the examination will be provided. A minimal composite score of 60% is required. Scores are valid for one year.

10. Bring the following items at time of application:
   a. Generic ASN Students:
      1. One Money Order made out to LSBN for $62.50
      2. Valid driver's license or photo ID
      3. TEAS V Admission Assessment Examination Scores
      4. Copy of unofficial transcript printed from IQ Web/Self-Service

   b. LPN to ASN Students:
      1. One Money Order made out to LSBN for $62.50
      2. Valid driver's license or photo ID
      3. TEAS V Admission Assessment Examination Scores
      4. Copy of unofficial transcript printed from IQ Web/Self-Service
      5. Verification of current LPN license
      6. Evidence of IV certification
      7. Evidence of current American Heart Association CPR Health Care Provider course completion
      8. Validation of a minimum of one year employment as an LPN prior to date of application.

Students who are not accepted the semester of application may re-apply the following semester, must complete all required paperwork again, and will be considered among all other applicants using the same selection criteria. Students, who are unsuccessful or withdraw from NURS 1014/1015 or NURS 1018, but remain eligible to return to the program, also may re-apply the following semester and are considered among all other applicants using the same selection criteria.

Students applying to enter the Nursing Program who have ever been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offense in any state or foreign country should access the Louisiana State Board of Nursing website at: http://www.lsbn.state.la.us/ for information regarding how to proceed for application to clinical courses.

Students who hold or have held licensure in any healthcare discipline and who have had disciplinary action against that license shall petition the LSBN for review and action regarding approval to enter the clinical nursing practice area.

Students dismissed from a nursing program at another university will not be allowed to enter the LSUA nursing program for 3 years. Students who have been placed on probation, or who have been dismissed for academic reasons or professional misconduct from another university are

ineligible for admission into the LSUA nursing program. Nursing course grades and credits from other universities are non-transferable.

Students will be eligible to receive a letter of good standing to apply to another nursing program three years after dismissal from LSUA.
Criteria for Selection in Subsequent Nursing Courses (Continuing and Re-entry Students)

    A. Continuing Students:
Once accepted into clinical nursing courses, continuing nursing students must complete an application for LSBN approval to enroll/continue in a clinical nursing course each semester.

    B. Re-Entry Students:
The number of students for each semester will vary according to the resources available to the Nursing Department at that time. If a student's progression in nursing courses is interrupted for any reason, the student **must** apply to re-enroll in a clinical nursing course. Re-enrollment applications will be accepted in the next regular semester. When completing the application for re-enrollment the student must also:

1. Submit the "Application to Re-Enter Nursing" by December 1st for Spring courses or by May 1st for Fall courses. (Example: Student fails or withdraws from a Fall semester clinical nursing course may re-apply by December 1st for Spring re-entry.)

2. Meet all academic requirements in effect at the time of re-enrollment.
    A. A student whose enrollment is interrupted for two consecutive regular semesters must complete any changed curriculum requirements in effect at the time of re-enrollment.
    B. A student whose enrollment in nursing courses is interrupted for a period of three years **must** repeat **all required** courses titled Nursing.

Course placement of students meeting criteria for re-enrollment **will vary** and **may be altered** according to resources available each term/semester. If the number of students applying for re-entry exceeds the number of openings, **re-entry applicants with the highest overall GPA** will be given preference.

Criteria for Summer Selection Of Clinical Nursing Course If Available:
Selection for summer clinical nursing courses is based upon:
   1. Completion of re-entry form.
   2. Eligibility to progress to next level with exception of this single course.
   3. Availability of space.
   4. GPA (highest GPAs will be selected first).

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ADMISSION CRITERIA

RN to BSN Program (Effective 2009)

The RN returning to the University for their RN to BSN Degree must meet all the following requirements in order to be admitted into the program:

1. Hold an Associate Degree in Nursing from an accredited ASN program.

2. Provide verification of an unencumbered RN license in the United States.

3. Be unconditionally admitted to the University and have declared RN to BSN as a major (see catalog for admission procedures).

4. Attain a minimum of "C" in each of the prerequisites under general education requirements for the Bachelor of Science in Nursing Degree from LSUA.

5. Have an overall GPA of 2.5 or higher.

6. Submit all official transcripts from other Universities.

After admission to the University, an individualized program of study will be written by a nursing advisor.

Students who have been placed on probation, or who have been dismissed for academic reasons or professional misconduct from other universities are ineligible for admission into the nursing program at LSUA.

CORE PERFORMANCE STANDARDS FOR
ADMISSION AND PROGRESSION

It is the policy of LSUA Department of Nursing not to discriminate and to render all services without regard to race, color, religion, national origin, age, sex, veteran status, political affiliation, disabilities, or in accordance with EWE 92-7 because of an individual's sexual orientation. Thus, in compliance with the American with Disabilities Act of 1990, all individuals regardless of disability are afforded equal opportunity for admission and to achieve the same results for progression as specified in course objectives as that afforded others. For individuals with disabilities, reasonable and acceptable modifications to all parties are made to policies, practices, or procedures, when such modifications are necessary to measure achievement of course objectives; unless doing so would fundamentally alter course objectives and/or client safety. Modifications are offered at no additional charge. The student reserves the right to refuse these accommodations. Students with documented disabilities who have requested modifications to policies, practices, or procedures in the Department of Nursing may file a

grievance if they believe that they did not receive appropriate accommodations or services, or if they believe they have been treated in a discriminatory manner, in accordance with LSUA Policy Statement 207.

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, develop nursing care plans accordingly.
Interpersonal Communication	Interpersonal communication skills and abilities sufficient to interact with individuals, families, and communities from a variety of social, emotional, cultural, and intellectual backgrounds, in verbal and written forms	Establish and maintain rapport with patients, colleagues, and other healthcare providers. Explain treatments, provide health teaching, document and interpret nursing actions and patient responses. Evaluate verbal and written instruction and orders, laboratory or radiographic orders, care plans, and treatments. Assess patient's current status and medical/surgical health history, and communicate accordingly through appropriate mechanisms, such as client record, nursing care plan, and admission data sheet.

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Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move freely and efficiently in patient's rooms, work spaces, and treatment areas. Administer treatments and cardiopulmonary procedures. Lift, move, position, and transport patients without causing injury, undue pain, or discomfort to the patient, or oneself. Transport and manipulate all fixed and mobile equipment in a timely, cautious, and safe manner.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and manipulate equipment necessary to provide treatments and medications for patient care.
Hearing	Auditory ability sufficient to monitor and assess patient's health needs	Hear monitor alarms, emergency signals, ausculatory sounds, or cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Sufficient vision for inspection and assessment of clients, monitoring client activities/ responses in relation to safety needs, and reading all documentation and monitoring devices.

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination, and therapeutic interventions, such as inserting a catheter, or initiating an IV.
Behavioral	Possess and exhibit sufficient psychological equilibrium, motivation, and flexibility to function in new and stressful environments	Demonstrate caring and empathy, while functioning with increasing workloads, responsibilities, and assignments.

Adopted from Southern Council on Collegiate Education for Nursing (2010).
(Note addition by LSUA Nursing Faculty of "Maintain Patient Safety".)

HEALTH INFORMATION

Health Status Forms:
ASN Students: Completed health forms are required prior to NURS 1014 and NURS 1018.

- This form must be completed by both the student and their primary care provider and submitted to the Department of Nursing by the first day of class.

- Annually students must provide proof of negative TB status. Additional vaccinations may be required per clinical agency policy.

- Any change in health status during the course of enrollment in any nursing course requires completion of the Updated Health Status form.

Students are required to submit documentation from their healthcare provider stating limitations, restrictions, or any condition that interferes with their ability to perform in the clinical setting. Examples may include pregnancy, surgery, injury, or changes/additions to prescribed medications. *Insurance:* Students sustaining injury or requiring health care during clinical or laboratory experiences will be individually responsible for the cost of their health care. At the discretion of the

student, health insurance can be purchased by the individual student through various companies.

RN to BSN Students: Students must be in compliance with healthcare agency policy.

Additional information may be requested to ensure compliance with the policies and procedures of the clinical agency.

BLS for Health Care Provider Course: Students must also submit evidence of satisfactory completion of the American Heart Association BLS for Health Care Provider Course upon admission into the Nursing Program and must maintain their BLS Health Care Provider status. Copies of American Heart Association Cards will be maintained in the student's records and are good for two years. Failure to do so will result in the student's dismissal from the course until documentation is provided.

RETENTION & PROGRESSION

To satisfactorily progress in all nursing programs a student must:

1. Maintain an overall grade point average of 2.0 or higher.

2. Be enrolled in the nursing theory component **and** the accompanying clinical/lab/practicum component of the given nursing course**.** (Example: Nursing 1014 and 1015 are mandatory co-requisites and must be successfully completed together to receive credit for the course and to continue progression in the nursing curriculum.) **Unsatisfactory performance in one of the co-requisites will result in an unsuccessful grade for both courses, and both courses must be repeated**. (Example: If a student earns a "D" in Nursing 1014, but is successful in Nursing 1015- the student will receive the earned "D" in Nursing 1014, but will be given a "NC" in Nursing 1015. If a student earns a "B" in Nursing 1014 but is unsuccessful in Nursing 1015 then the student will receive an "F" in Nursing 1014, and the earned "NC" in Nursing 1015.

3. Achieve a grade of "C" or higher in the theory component of each required nursing course. The following grading scale is used by the Department of Nursing:
   100 – 93   A
    92 – 85   B
    84 – 77   C
    76 – 65   D
    64 – 00   F
4. Achieve a "P" (Pass) grade in the clinical/lab/practicum component. Clinical skills reflect the student's comprehension and application of knowledge of nursing as it applies to safe, therapeutic nursing care for patients in various clinical settings.

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5. Withdrawing **("W")** or dropping a required nursing course that has a mandatory co-requisite means that the student is withdrawing or dropping from both components of the course (theory and clinical/lab). When the student withdraws or drops a required course it should be noted that a position in the class of choice may **NOT** be available. Students who wish to be considered for re-enrollment must complete a re-entry form. (See guidelines above)

6. All students enrolled in ASN programs must successfully pass a dosage calculation exam with a grade of 90% or higher in clinical courses. The exam may be repeated once. If the student is unable to achieve 90% or higher on the second dosage calculation exam, the student must drop the course for that semester. Prior to re-enrolling in the nursing course, the student must demonstrate remediation through one of the following methods: successful completion of Nursing 1002 or appropriate remediation determined by the course instructor. Upon re-entering the nursing course, the student must pass the dosage calculation exam at 90% or higher.

7. **Progression** in the nursing program reflects the student's commitment to the profession of nursing and demonstrates professional responsibility. The following requirements reflect this responsibility to self and others:

PROBATION/SUSPENSION/DISMISSAL

Probation: A student may be placed on probation and is subject to dismissal when failing to comply with certain standards. Probation in the Department of Nursing serves as notice to the student that a violation of standards has been committed when:

a. Professional Probation: lack of professional compatibility is demonstrated. Such status is a warning that an additional violation will result in immediate dismissal from the Department of Nursing. Professional compatibility is demonstrated by consistently meeting standards described in the Louisiana Nursing Practice Act, the American Nurses Association Code of Ethics, LSUA's Student Code of Conduct, and LSUA's Department of Nursing's Policies. (The Louisiana Nurse Practice Act is available in the James C. Bolton Library or from the Louisiana State Board of Nursing at http://www.lsbn.state.la.us/

b. Academic Probation: A grade of "W", "D", "F", or "NC" is earned in any required Nursing course, including Nursing 2048 and Nursing 2080.

Suspension: A student who is arrested, charged with, convicted of, pled guilty or no contest to, or sentenced for any criminal offense in any state or foreign country will be immediately suspended from any nursing courses. Suspension will remain in effect until a decision is made by the Louisiana State Board of Nursing.

Dismissal: A student found guilty of any of the following will be dismissed from the

Department of Nursing and subject to University disciplinary procedures:
- Academic cheating
- Plagiarism
-Unauthorized possession of examinations
- Falsification of patient and/or agency records
- Falsification of any LSUA documents
- Illegal possession, sale, use, or distribution of drugs
- Illegal possession of weapons
- Theft
- Violation of Patient Confidentiality (HIPAA)
- Positive Drug Screen
- Any other activity incompatible with professional behaviors delineated in the Nurse
  Practice Act.

A student will be dismissed from the Department of Nursing when:
   a. Earning a grade of "W", "D", "F", or "NC" in a required nursing course after enrolling* for
      the second time. (Example 1: Dropping NURS 1020 after the first test regardless of
      whether the student earns a "W" then earning a "D", "F", "W", or "NC" in Nursing 1020 in
      the subsequent semester. Example 2: Earning a "D", "F", "W", or "NC" in Nursing 1020
      then earning a second "D", "F", "W", or "NC" in Nursing 1020 when it is re-taken.)

   b. Earning two (2) grades of "D" or "F" in any required nursing courses. [Example: Earning a
      "D" or "F" in Nursing 1014, then after passing Nursing 1014, earning a "D" or "F" in
      Nursing 2044 (or any other combination of nursing courses).]

   c. Earning two (2) grades of "W" in any required nursing courses. [Example: Earning a "W" in
      Nursing 1020, then after passing Nursing 1020, earning a "W" in Nursing 2057 (or any other
      combination of nursing courses).]

   d. Students who are dismissed from the program of nursing and are currently enrolled in
      NURS2048 and/or NURS 2080 have the option of completing these courses.

   e. Continuing to demonstrate lack of professional compatibility while on professional
      probation.

   f. Having been denied approval for entry or continuance by the Louisiana State Board of
      Nursing.

   g. Failing to declare criminal charges/arrests/convictions on admission into nursing, or
      during enrollment in the nursing program. (It is the student's responsibility to notify the
      Department of Nursing within seven (7) days of the occurrence.)

* "Enroll" refers to a student who registers for credit, attends class, and sits for at least one
   examination.

PETITION FOR EXCEPTION

Petitions for Exception: Exceptions to any of the policies may be considered on an individual basis by the faculty of the Department of Nursing. Written petitions for exceptions are made to the Department of Nursing Academic and Professional Standards Committee for consideration. This committee's recommendations will be presented to the full faculty for a final decision, and the student will then be notified by written notice. Decisions made regarding the student petition will not be discussed by phone. The committee will review petitions for exception three times a year prior to the beginning of each semester. Additional meetings will not be called for the purpose of reviewing a student petition. Students who petition for exception to Department of Nursing Policy **ARE NOT GUARANTEED** that the exception will be granted.

To petition the Academic and Professional Standards Committee, the student should write a formal letter addressed to the committee. The letter should be mailed to the Department of Nursing. In the letter, students should include contact information for follow-up, extenuating circumstances leading to the request for appeal, and plans for success in future courses. Official documentation supporting the stated extenuating circumstances (i.e., death certificates, letters from doctors or attorneys, records from hospitals, etc.) needs to be mailed directly from the official agency to the Department of Nursing. Scanned, emailed, or hand-carried documents will not be accepted. Students should also submit a current unofficial transcript, if possible. A student appeal will only be entertained by the Academic Standards Committee one time on the same issue. The Nursing faculty's final decision on the appeal will stand.

READMISSION AFTER DISMISSAL

Students who are dismissed from the program for academic reasons will have the opportunity to reapply for entry into the nursing program after three (3) years. The applicant will be processed along with all other applicants during the selection process; if selected the applicant is required to take all nursing courses again, starting with NURS 1014/NURS 1018. Students re-entering the program after dismissal must meet the same academic requirements as other students applying for initial entry into NURS 1014/NURS 1018. Students re-entering the program are not given preference in selection.

Students who have been dismissed from the ASN Program for academic reasons may wish to pursue a career as a Licensed Practical Nurse. Upon receipt of LPN licensure, the student may apply to enter the Accelerated LPN to ASN Program. In doing so, the three year waiting period for re-entry is waived. (See admission requirements for the Accelerated LPN to ASN program.

LOUISIANA STATE BOARD OF NURSING CRITERIA

Louisiana State Board of Nursing's Criteria for Enrollment in a Clinical Nursing Course or For Licensure as a Registered Nurse.

ASN & LPN to ASN

The Nurse Practice Act requires that students who enroll in a clinical nursing course, or become licensed as a registered nurse by examination, follow guidelines as established by the Louisiana State Board of Nursing (LSBN). Students **must** report the following to the LSBN and petition for approval to practice as students of nursing in Louisiana prior to enrollment in a clinical nursing course:

1. any disciplinary action by any licensing/certifying board in any state,
2. any arrest, criminal charge, or conviction,
3. any addiction or impairment which may affect their ability to practice nursing with reasonable skill and safety.

Failure to disclose the required information constitutes falsification of documents and will result in denial of licensure. The Louisiana State Board of Nursing will conduct a criminal background check on all applicants for licensure as a registered nurse in Louisiana. Additional information regarding Disciplinary proceedings can be found at
http://www.lsbn.state.la.us/Discipline,Complaints,MonitoringRNP.aspx

RN to BSN

After verification of a Louisiana RN license upon enrollment in the RN to BSN Program, any subsequent disciplinary action by the Louisiana State Board of Nursing shall be reported immediately to the Chair, Department of Nursing. Failure to report any and all subsequent disciplinary actions, arrests, or impairments may result in dismissal from the program.

EVALUATION OF TEACHING EFFECTIVENESS

Students complete structured evaluation of the faculty, the course, and clinical facilities upon completion of each individual nursing course. These tools may demonstrate strength and/or improvement opportunities in the course content, instructional materials, textbooks, faculty presentation, and clinical facilities. For these reasons, care and attention should be given to objectively evaluate each course, faculty member, and clinical facility.

STANDARDIZED EXAMINATIONS FOR ASN STUDENTS

Standardized examinations are a requirement of the nursing curriculum and are administered to students prior to admission into the nursing program, to determine course credit for Accelerated LPN - ASN, and upon completion of individual nursing courses. These test results are used to assess student learning outcomes and provide remediation to assist with retention and

progression of students. Results of exams are made available to students for self-evaluation. Individual coaching is provided by nursing faculty for all students to assist with progression within the curriculum.

Each student will be responsible for completing the ATI Practice Assessment prior to the Proctored Assessment on due date established by course instructor. Students are strongly encouraged to complete a minimum of two hours of remediation IF the practice test score is below 77%. Remediation is individualized and designed to assist the student to enhance knowledge of course content. If the Practice Assessment is **NOT** completed by the due date, the student will be unable to sit for the Proctored Assessment and will receive a score of "0" for the Final Exam.

Accelerated LPN-ASN students should refer to the catalog and degree audit sheets regarding challenge credit based on standardized testing. LPN-ASN students may choose to sit for all four challenge exams; however, if the students successfully completes all four, only the two with the highest scores will be accepted.

POLICIES AND REGULATIONS

UNIFORM POLICY
ASN & LPN to ASN
The appearance and behavior of the student affects the image and prestige of the university and the nursing program. Therefore, the Department of Nursing endorses the following policy. Students are to adhere to good personal grooming and hygiene practices including being free of tobacco smoke odor. The instructor has the responsibility to enforce the policy. A student may be dismissed from the clinical area when not in compliance with the uniform policy, and will receive an unsatisfactory clinical grade for that experience.

Identification:
A current LSUA picture identification badge must be worn in all clinical areas.

 The LSUA picture identification badge is available through area uniform vendors.

Hosiery:
Female students are to wear white hosiery with dress or skirt uniforms, and wear white hosiery or solid white socks with pantsuits. Male students are to wear solid white socks. Socks are to cover the ankle.

Hair:
Students are to wear conservative hair styles which are clean, neat, kept off the collar and away from the face. The hair must not fall forward while bending. Hair must remain up until the uniform is removed. A conservative barrette or flat hair clip of the same color as the hair may be worn to secure the hair off the collar. No scrunchies, bows, or other hair ornaments will be permitted. Hair sculpting, braids, d

dreadlocks, etc or faddish coloring of the hair is not permitted (green, purple, etc.). A neat, clean, well-maintained beard or moustache may be worn.

Hands and Nails:
Hands and nails are to be clean and free of stains. Fingernails are to be short and should not be visible over the fingertips when the fingers are at eye level.   Nails are to be polish free.   Artificial fingernails and gel nail polishes are not allowed.

Jewelry:
The uniform must be worn without jewelry other than a watch with a second hand that remains visible for at least one minute. Wedding bands without stones are allowed. Earrings are not permitted. Faddish styles of ear, nose, oral, face, or other body ornaments are not permitted in clinical.

Makeup:
Moderate amounts of makeup appropriate to daytime wear may be worn. Tattoos must be covered at all times while in uniform. Artificial eyelashes, eyelash extensions or removable/visible products to the face are NOT allowed. Prescription eyeglasses or clear or natural colored contact lenses are permissible.

Perfume:
Students may not wear perfume, cologne, essential oils, or other scented body products with the uniform.

Supplies:
Bandage scissors, a black ballpoint pen, a penlight and a stethoscope are required parts of the uniform.

Cell phones and portable electronic devices **used for learning purposes only** are allowed in the clinical setting. These devices are strictly prohibited in all patient care areas.

Dress code for students Effective Fall 2014

Students admitted after Fall 2014 are required to wear Cherokee styled grape colored uniforms.
The uniform, selected from the Uniform Selection Guideline must be clean, neat and well pressed. The uniform top and bottom must fit appropriately and cover all undergarments. Female students may wear a uniform skirt bottom or pants. The length of dress/skirt uniform must be no shorter than mid-knee. Pant length must extend below the ankle. The LSUA insignia must be permanently attached to the left upper sleeve of the uniform and lab coat.

NOTE: If student chooses to wear the white lab coat, the White Lab Coat is to be worn ONLY while obtaining clinical assignments, upon entering the clinical facility, and upon exiting the clinical facility. The White Lab Coat is NOT to be worn during direct patient care.

In rotations to special clinical units, such as surgery, the student will wear the school uniform to and from the hospital. Scrub suits for special rotations will be provided by the clinical agencies and will not be taken out of the hospital.

UNIFORM SELECTION GUIDELINES:

I. LADIES WEAR	II. MENS WEAR
#8726 Landau Lab Coat (White)	#3166 Landau Lab Coat (White)
#4728 Cherokee Top (Grape)	#4725 Cherokee Top (Grape)
#4005 Cherokee Pant (Grape)	# 4043 Cherokee Pant (Grape)
#4301 Cherokee Jacket (Grape)-optional	#4450 Cherokee Jacket (Grape)-optional

NOTE: If student chooses to wear the optional grape jacket, the jacket may be worn during direct patient care.

NOTE: If a student requires a skirt as an alternative to uniform pants they should discuss the available options with the uniform vendors. Some vendors may be able to special order for the student or may purchase grape material for the student to sew the skirt if they desire.

NOTE: Students who are pregnant, please check with course instructor for proper attire OR may wear approved maternity uniform.

Shoes:
Solid white, or neutral colored (black, brown, or gray) shoes that completely enclose the foot are to be worn. Open toe/heel or clogs are not acceptable. A small product identification label on the shoe is acceptable. The shoe must have a white or gray sole. They are to be in good repair, polished, and stain free. If shoes require shoelaces, the laces must be clean and match the shoe colors.

CLINICAL ASSIGNMENTS

Obtaining Clinical Assignments:. Appropriate dates and times for obtaining assignments will be announced by the course faculty.
Either white or grape lab coat with the student's identification badge must be worn over the uniform to hospital to obtain clinical assignments. Any clothing/shoes other than listed in the uniform policy are not permitted while obtaining clinical assignments.

ATTENDANCE POLICY

Class Attendance Policy:
The Department of Nursing adheres to the University's Attendance Policy (PS 206). To derive optimum benefits from a course, the student must attend class regularly. Absences from class for any reason avoidable or unavoidable results in a loss of knowledge for the student. When excessive, it may be a direct cause for low achievement, or even failure. Because of the importance of class attendance to the student's achievement, the following policy has been adopted:

    STEP 1: WARNING - ATTENDANCE VIOLATIONS
    Students are expected to attend all classes. When a student has been absent for the equivalent of one week, the teacher completes a WARNING-ATTENDANCE VIOLATION form which specifies such absences and warns the student that further absences can seriously jeopardize the student's performance in class and will result in the student's being dropped from the course for non-attendance. This form is initiated by the

instructor and forwarded to the student's Department Chair, who notifies the student of the teacher's action by mailing or giving the warning to the student.

An attendance violation will be administered after two instances of being tardy. Tardiness is defined as arriving up to 15 minutes late for class. Arrival to class more than 15 minutes late will constitute an absence.

STEP 2: DROP FOR NON-ATTENDANCE
A student may be dropped for non-attendance from a class at any time prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar if (1) the student fails to heed the WARNING - ATTENDANCE VIOLATIONS notice received per STEP 1; and (2) if the student accumulated further absences which, in the combined judgment of both the student's teacher and the teacher's Department Chair, prevent the student's passing the course. A DROP FOR NON-ATTENDANCE form which will result in a grade of "W" being recorded for the class on the student's permanent academic ledger may be initiated by the teacher and submitted to the student's Department Chair, who will sign the form and circulate copies to the student and the Office of Admissions and Records who will drop the student's name from the official class roster.
NOTE: Dropping a student from a class for non-attendance with a "W" is an option of the teacher and not mandatory. If this option is not elected by the teacher, the student is subject to receiving an "F" in the class at the end of the semester.

STEP 3: STUDENT OPTIONS
Prior to the deadline for dropping courses or resigning from the University as specified in the Academic Calendar, a student who has been dropped for non-attendance may defend his/her delinquent attendance to the teacher, declare a firm intention to attend all remaining classes, and request reinstatement in the class. If reinstatement appears justified in the combined judgment of the teacher and the teacher's Department Chair, the teacher will indicate the requested reinstatement at the top of the initial DROP FOR NON- ATTENDANCE form retained by the student's Department Chair.

The Department Chair will circulate copies of the student's request for reinstatement to the student and the Office of Admissions and Records, who will reflect the student's actual accomplishment since students are always responsible for assignments missed. After the deadline for dropping courses or resigning from the University as specified in the Academic Calendar: (1) A student who remains officially enrolled in a class, including a student who has received a WARNING - ATTENDANCE VIOLATIONS notice but who has not yet been officially dropped for non-attendance from the class, must complete the class or receive an "F" ("NC" if the action involves a developmental education class) at the end of the semester. (2) A student who has been dropped for nonattendance may not, at this point, request reinstatement in the class.

Updated   01/2018

CLINICAL ABSENCE GUIDELINES

Since the clinical nursing experience is a major part of the nursing curriculum, attendance and participation are mandatory. Any student with repetitive tardiness and/or absences is in academic jeopardy. When clinical absences are absolutely necessary the student must:

1. Call the clinical unit at least 30 minutes before scheduled clinical time and leave a message for the instructor. If unable to reach the unit, contact the instructor as instructed.

2. Realize that after one week of clinical absence, an attendance warning violation will be issued.

3. Realize that the student will be dropped from the course with an additional one week of clinical absence following an attendance warning.

4. An attendance violation will be administered after one instance of being tardy. Tardiness is defined as arriving after the designated time of arrival as directed by clinical faculty up to 15 minutes. Arrival to clinical later than 15 minutes will constitute an absence. If a student is tardy for unforeseen circumstances, the student must notify the clinical faculty immediately The clinical absence will then be at the discretion of the clinical faculty,

5. If a clinical day is missed, alternate assignments are at discretion of faculty.

Practice Based Experience Policy for RN to BSN Students:

Since the practicum experience is a major part of the nursing curriculum, attendance and participation are mandatory. Any student with repetitive tardiness and/or absences is in academic jeopardy. When practicum absences are absolutely necessary, the student must:

1. Call the nurse leader at least 30 minutes before scheduled time and reschedule as appropriate.

2. Students are responsible for logging practicum hours and completing the number of hours required for the course by specified time on syllabus. The student may be dropped from the course or earn a grade of "NC" if the number of required hours are not met, which would also result in a grade of "F" in the theory component.

ASN CLINICAL PRACTICE GUIDELINES

Students are expected to follow patient safety guidelines at all times within the clinical setting. Failure to follow patient safety will result in immediate dismissal from the clinical setting. The faculty of the Department of Nursing has adopted the following set of guidelines to which students must adhere during clinical experiences.

Students **are prohibited** from performing the following activities:
1.   Witnessing informed consents

2.　　　Accessing narcotics without supervision
3.　　　Taking verbal or telephone orders from a health care provider.
4.　　　Placing a patient in seclusion or initiating any form of restraints.
5.　　　Removing arterial sheaths and epidural catheters

Students **may not perform independently*** the following activities:
1.　　　Administering IV chemotherapy medications
2.　　　Administering blood or blood products
3.　　　Administering emergency medications or applying the defibrillator in a code situation.
4.　　　Initiating or changing the rate of administration of patient controlled anesthesia or epidural narcotics
5.　　　Administering investigational drugs
6.　　　Administering medications by IV push
7.　　　Administering IV nutritional supplemental solutions
8.　　　Administering medication that would require cross checking by licensed nursing personnel

*May not perform independently means that the student must have prior approval of the faculty before carrying out an activity. The faculty member may give approval on a case-by-case basis, but at no time is the student to proceed without the faculty member's permission.

MAKE-UP TEST POLICY

Students who find they are unable to take an examination must notify the course coordinator either before or no later than 24 hours after the established examination time.
Make-up examinations will be given at the end of the course on a date and time specified by the course faculty. Students will be notified of the date at least one week in advance.
The type of the examination administered will be at the discretion of the course faculty. Students who notify the course coordinator in accordance with the above statement will be allowed to take the make-up examination.

A grade of "0" will be given if the student fails to:

      A. Notify the course coordinator within the established time frame, or
      B. Take the make-up examination on the established date and time.

STUDENT RECORDS

Student Records are safeguarded and confidentiality maintained. The Department of Nursing and LSUA are consistent with the regulation of the Family Education Rights and Privacy Act of 1974 and ensures student access to records and prohibits release of information without student's permission (See Policy Statement 217 Privacy Rights of Students and LSUA Student Handbook and Catalog).

Updated　01/2018

STUDENT ACTIVITIES

Student life at Louisiana State University at Alexandria provides opportunities for extracurricular activities. The nursing faculty strongly encourages students to participate in extracurricular activities because they believe these activities help in achieving a balanced maturity.

Student Nurses' Association
The LSUA Student Nurses Association (SNA) is the professional organization on campus. The LSUA chapter maintains the same goals and mission of the Louisiana Association of Student Nurses (LASN) and also the National Student Nurses Association (NSNA).

This organization is involved in projects that help the University and the Department achieve its missions by participating in community-health projects, state and national conventions, fund-raisers, scholarship funds, and also provides mentoring to all nursing students. It also affords students the opportunity to be involved with legislation affecting nurses on state and national levels and to have a voice concerning issues affecting the profession. Additional contact information can be obtained from the Nursing Department or the web site
http://nursing.lsua.edu

STUDENT REPRESENTATION ON DON FACULTY COMMITTEES

Student participation and input into matters relevant to the Department of Nursing is encouraged, and can be achieved by students participating in committee work. Student representatives will be elected each semester by their peers to serve on the following committees: Academic and Professional Standards, Curriculum, Evaluation, Learning Resources, and Professional Development.

Student representatives are expected to attend scheduled meetings and provide input to the faculty by sharing comments, views, reactions, and suggestions from peers relevant to the nursing program. It is the Student Representative's duty to keep his/her peers informed.

STUDENT SUPPORT SERVICES

Student Support Services at LSUA focuses on enhancing student development. It offers comprehensive counseling services which are important to a student's success while attending LSUA, and thereafter, throughout lifetime. Some of the services include:

Career/personal counseling services	Resume/interview assistance
Career assessment and planning	Personal growth assistance
Career workshops	Crisis intervention
Time management assistance	Support groups
Study Skills training/workshops	The Writing Center

For financial aid information and nursing scholarship contact the Office of Scholarship and Financial Aid.   http://sfa.lsua.edu/

Students in violation of standards stated in this handbook may be placed on academic/professional probation and will be dismissed from the nursing program. See Probation, Suspension, and Dismissal Policies

Appendix A

DRUG SCREENING POLICY (Approved and adopted December 2012, revised November 2014, revised March 2016)

In compliance with contractual agreements with clinical agencies, the LSUA Department of Nursing (DON) requires that all students enrolled in clinical courses be screened for drugs. Drug screening will be at the student's expense. The LSUA DON recognizes that substance abuse, chemical dependency and other medical/behavioral conditions are complex problems, which under most circumstances can be successfully treated.

Students using any legally prescribed medication which may alter the student's ability to cognitively and physically care for patients must disclose this information to the DON on the Annual Health Information Update Form, and/or the Change in Health Status Form within 7 calendar days at the beginning of each semester. Disclosure includes long-term and short-term use of medications, as well as any new prescription the student may acquire. The DON Faculty will monitor the student's performance and if safety becomes an issue, a review of the medication or student's performance will be initiated to ensure safety and best interests of the patient.

1. Students will be screened initially upon entering the first clinical course and randomly each semester thereafter. A list of students' names and ID numbers will be provided to the testing agency. The testing agency will randomly select students for drug screening. The Department Chair is the only person to whom results will be provided.

2. Students will be notified on the day of drug screening and will be required to report to a designated area within a designated time period with photo identification for drug screening. Students failing to appear for this screening within the allocated time period will be dismissed from the program and results to the Louisiana State Board of Nursing.

3. The testing agency will notify the Department Chair if individuals on the list fail to present on the designated day.

4. If screening results are positive, immediate confirmation screening will be done on the original specimen at an additional expense to the student.

5. The results of the drug screen will be made known to the Department Chair. A confidential meeting will be arranged between the Department Chair or representative and any student testing positive within 72 hours of obtaining the positive drug screen.

6. Any student who presents positive test results (other than for a properly administered prescription drug for which there is prior documentation in the student's health file in the DON)

will be dismissed from the LSUA Nursing program. Additionally, the Louisiana State Board of Nursing (LSBN) will be notified by the Chair of the Department of Nursing.

7. LSBN states that a "dilute" result may be considered positive. Any student with a dilute drug screening result will be required to undergo further testing at their additional expense as they would fall under the category of "reasonably suspect."

8. The Department Chair will maintain all student test results under lock and key. All test results will be destroyed when the student graduates. Any action taken as a result of the above policy may be appealed according to the student grievance procedure as stated in LSUA Policy Statement 207.

9. Drug Screening will also be performed on the basis of a reasonable suspicion, using objective facts and reasonable inferences that the student is under the influence of or is impaired by drugs or alcohol. When reasonable suspicions exist, the nursing faculty will notify the Department Chair for further instructions.

10. Re-entry students with a break in progression of more than one semester will be required to have a drug screen completed within 30 days prior to re-entry at the student's expense. Drug screen results are to be sent from screening agency directly to the Department of Nursing Chair.

Appendix B

SOCIAL MEDIA POLICY (Approved and adopted 2/29/2012, Revised November 2014)

In addition to reflecting the beliefs of the University, the Department of Nursing at LSUA supports the American Nurses Association beliefs of using social media. *Social networking and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. (American Nurses Association, September, 2011)*

The Department of Nursing has adopted the following principles and tips to prevent problems of social networking as stated by ANA and applies to all *nursing faculty, staff, and students.*

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Six Tips to Prevent Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, co-workers, faculty/staff, or other students even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Nursing students may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecutions as with other HIPAA violations.

In the event of a suspected or actual breach in the Social Media Policy, the "chain of command" will be followed in reporting the 'event'. Chain of command includes the appropriate course/clinical faculty member and/or Chairperson of the Department of Nursing. In the event of a report, the individual reporting 'event' would be assured of anonymity. Any identified breach will result in disciplinary action up to dismissal from the nursing program.

References:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author.
http://www.hhs.gov/

Updated   01/2018

Appendix C

Student Portfolio Effective: Fall 2015

Purpose: For the student, faculty, nursing advisor, and Department Chair to have ready access to student standardized testing performance, coaching and evidence of remediation (if indicated) in order to adequately coach, counsel, mentor and advise nursing students to promote their success.   This becomes a living document which the student can refer to at all times to identify strengths as well as areas to focus their studying. This will be a useful resource for studying for NCLEX-RN.

Contents (to be provided by student):

    a. Folder/binder with 3 rings

    b. Dividers labeled for the following courses

        1. NURS 1014/1015 OR 1018 (whichever is applicable)

        2. NURS 10201021

        3. NURS 1025/1026

        4. NURS 2048

        5. NURS 2044/2046

        6. NURS 2053/2054

        7. NURS 2057/2059

        8. NURS 2060/2061

        9. NURS 2080

    c. Dividers for evidence of best work from each course

*** Method to assemble portfolio and present at EACH advising/counselling/coaching session

Divider 1: TEAS V Admission Assessment Exam

Divider 2: NURS 1014/1015 OR 1018 (whichever is applicable); ATI Critical Thinking Entrance Exam

    (if in NURS 1014); best work, copies of coaching/advising forms

Divider 3: NURS 10201021: ATI Fundamentals Exam, best work, copies of coaching/advising forms

Divider 4: NURS 1025/1026: ATI Mental Health Exam, best work, copies of coaching/advising forms

Divider 5: NURS 2048 NO ATI exam, best work, copies of coaching/advising forms

Divider 6: NURS 2044/2046: ATI Maternal Newborn Exam, best work, copies of coaching/advising forms

Divider 7: NURS 2053/2054: ATI Nursing Care of Children, best work, copies of coaching/advising forms

Divider 8: NURS 2057/2059: ATI Medical Surgical Nursing Exam, best work, copies of coaching/advising forms

Divider 9: NURS 2060/2061: ATI Communication Exam, ATI Critical Thinking Exit Exam, ATI Capstone, best work, copies of coaching/advising forms

Divider 10: NURS 2080: ATI Pharmacology Exam, best work, copies of coaching/advising forms

Chain of Command Statement (Developed and Approved October 2015)

_____
Chain of Command Statement
_____
_____

I.   Purpose/Expected Outcome:

The purpose of the chain of command policy is to provide a process to address concerns, disputes, questions, and issues that arise with faculty, staff, and students, or anyone who has been unable to obtain an acceptable response about a reportable issue or conflict from their direct line of management or instructor. Members of the nursing department faculty and staff are obligated to work together to resolve identified problems in a timely manner, however if a resolution cannot be made then successively higher levels of command should be notified until a resolution is achieved.

The Louisiana State University at Alexandria Department of Nursing utilizes the traditional step-wise approach to reporting any concerns, disputes, questions, and/or issues concerning faculty, staff, and students. Any dispute will begin with the instructor, either in theory or clinical, and if not resolved at that level progress to the course coordinator, student advisor, and lastly the department chair If not resolved at this level the person/persons can then proceed on to the Provost and Vice Chancellor of Academic and Student affairs. At all levels the chain of command, discussion, collaboration, and mutual problem solving is encouraged. Resolution of a conflict at the point of first level is preferred.

II.   Definitions:

1. Chain of Command (COC): - Authoritative structure established to resolve administrative, clinical, student, or other conflicts, disputes or issues of concern in a stepwise fashion through the lines of authority until a resolution is reached.

2. Hierarchical Level - Provides a mechanism for reporting and /or resolving concerns through the levels of lowest to highest. The methodical flow of information for decision making, power and authority, assumes that each level is subordinate to the level to which it reports.

3. Boundaries – The COC places responsibility on everyone to know their place in the chain and to stay within those limits.

4. Positions – Instructor (either theory/clinical), course coordinator, student advisor, Department Chair, Provost and Vice Chancellor of Academic and Student affairs.

III. Policy:
   A. The COC for resolutions of conflicts, disputes, reporting unacceptable behaviors, communication issues, discredit of competency, disregarding of rules, and refusing to resolve issues of concern must start with the direct supervisor, manager, or instructor.
   B. If the issues are not resolved on the primary level then next lineage on the COC is to be notified for resolution.
   C. The COC will be as follows once an incident arises:
   D. 1. Course Instructor
   E. 2. Course Coordinator
   F. 3. Student Advisor
   G. 4. Department Chair
   H. 5. Provost and Vice Chancellor of Student and Academic Affairs
   I. 6. Chancellor

IV. Procedures/Interventions

   1. Faculty, staff, or student should begin reporting of concerns, questions, disputes, or issues within the lowest level of the COC. The person should contact the appropriate level of authority first starting with their direct lineage and allow a reasonable amount of time for a response. A second attempt should be made before the escalation to the next level of authority begins.
   2. If unable to get an acceptable response or resolution to the conflict or question of concern the faculty, staff, or student should contact the program director, the next higher level in the COC.
   3. If unable to reach a resolution at the above level and the conflict and question of concern cannot be met then the issue should then be addressed by the DON.

4. If resolution is still not reached then the Provost and Vice Chancellor of Academic and Student Affairs should be contacted of the unresolved issue.