

School of Nursing

STUDENT HANDBOOK

Associate of Science in Nursing (ASN)  
LPN to ASN

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## **INTRODUCTION**

**The School of Nursing supports and complies with university policies.** This handbook was developed to inform nursing students of LSUA School of Nursing (SON) policies. Students enrolled in the Generic ASN and Accelerated LPN to ASN programs are expected to comply with all policies as outlined in the SON 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.

## **MISSION STATEMENT**

The School of Nursing is dedicated to providing educational opportunities to students with diverse educational and cultural backgrounds while inspiring life-long learning through scholarly activities and service. Educational excellence fosters development of safe, professional, registered nurses that provide quality patient centered care in diverse health care environments.

## **PHILOSOPHY AND PURPOSE**

The faculty of the School 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 SON 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.

### **LPN to ASN**

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

### **Accreditation**

All programs offered by the SON 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](http://www.lsbn.state.la.us) and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) at the following address: 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, Phone:404-975-5000, [www.acenursing.org](http://www.acenursing.org)

## STUDENT LEARNING OUTCOMES

**Student Learning Outcomes (SLO) were based on** the framework developed by Quality and Safety Education for Nurses (QSEN) and adopted by LSUA's School of Nursing which include:

- Patient-Centered Care
- Teamwork and Collaboration
- Evidence-based Practice (EBP)
- Quality Improvement
- Safety
- Informatics

Students graduating from the ASN Program will:

1. Utilize clinical judgment and critical thinking within the framework of the nursing process to provide safe, quality patient-centered care.
2. Evaluate information from knowledge sources to provide safe, quality, patient-centered care.
3. Participate in quality improvement initiatives that improve patient care outcomes.
4. Collaborate with healthcare disciplines to deliver effective nursing care that meets the dynamic healthcare needs of patients.
5. Incorporate professional standards in the delivery of evidence-based nursing practice.
6. Demonstrate the ability to prioritize, manage, and delegate safe, quality, patient-centered care.

## **ADMISSION CRITERIA**

### **Refer to Current LSUA Catalog**

#### **Generic ASN Track Application Process**

Applications for the first required nursing course, Nursing 1030 are accepted in the fall and spring semesters. The School 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.

CHEM 1001 or 1201

MATH 1018 or 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; additionally, this course must be a full semester course).

PNUR 1013 (Students are only allowed to enroll in PNUR 1013 two times within three years. Students wishing to enroll in PNUR 1013 for a third time may elect to petition for exception following the guidelines outlined in the Student Handbook.)

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 2.65 or higher at the time the application is completed. First time Freshman without a GPA must maintain a GPA of 2.65 by end of semester of application. Students may consider only the 4 pre-requisite courses (all attempts) when cumulative GPA is less than 2.65. The 4-pre-requisite courses must be completed at the time of application in order to use the GPA from the 4 pre-requisites courses:

CHEM 1001 or 1201

MATH 1018 or 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; additionally, this course must be a full semester course).

First time Freshmen without a GPA may take the 5 pre-requisite courses (ENGL 1001, MATH 1018 or 1021, CHEM 1001 or 1201, BIOL 1161, and PNUR 1013) if they meet University admission requirements.

5. Applications for admission to the Generic ASN program are accepted in the Fall and Spring. Pre-nursing students will be notified of applications deadlines by University email. The nursing department strongly recommends that students check their LSUA email frequently to remain informed of department notifications. Information regarding the application process will also be posted on the SON website.

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 (LSBN) Application and complete the fingerprinting/background process as directed by LSBN. Information regarding LSBN policies will be provided to applicants during information meetings scheduled by the SON. Students need to check their LSUA email for dates/times of scheduled meetings.

8. Bring the following items at time of application:

1. Student ID
2. Copy of unofficial transcript printed from IQ Web/Self-Service

Students who are not accepted the semester of application may re-apply the following semester. All required paperwork will need to be resubmitted for the student to be considered among all other applicants using the same selection criteria. Students who are unsuccessful or withdraw from NURS 1030/1031 but remain eligible to return to the program may be considered for re-entry if a seat is available (refer to Re-Entry Students). If there are not available seats, the student may re-apply the following semester and are considered among all other applicants using the same selection criteria.

Students dismissed from a nursing program at another university will not be allowed to enter the LSUA nursing program for three 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 transferring from another nursing program are required to submit a letter of good standing.

### **LPN to ASN Track Application Process**

The application process for LPNs to apply for clinical nursing courses occurs during the NURS 1019 (Introduction to Professional Role) course that is offered in the Fall and Spring semesters. The School 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.

CHEM 1001 or 1201

MATH 1018 or 1021

ENGL 1001

BIOL 1161 (Both BIOL 1161 and BIOL 1162 have a five-year expiration. If the student took the course greater than 5 years ago, the student must repeat the course; additionally, these courses must be full semester courses).

NURS 1019

4. LPNs who earn a passing score of 77% or higher on the challenge exam will receive credit for NURS 1030 and NURS 1032. Credit for NURS 1031 is earned through successful completion of a head-to-toe assessment and medication administration lab practicum. To progress directly into the second semester clinical nursing courses after successful completion of the challenge exam and lab practicums the LPN must also complete ENGL 1002 with a “C” or higher. BIOL 1162 may be taken concurrently with NURS 1040/1041/1042 for LPNs advancing directly into second semester.

**NOTE:** The challenge exam and skills practicum **MUST** be completed by the completion of NURS 1019. If not completed by the completion of NURS 1019, then the student will be required to take NURS 1030/1031/1032. Students are responsible for obtaining learning resources to prepare for the skills practicum and the challenge exam.

5. Have a cumulative GPA of 2.5 to enroll in the first nursing course (NURS 1019).

Students may consider only the 4 pre-requisite courses (all attempts) when cumulative GPA is less than 2.5. The 4-pre-requisite courses must be completed prior to enrollment in NURS 1019 in order to use the GPA from the 4 pre-requisites courses:

CHEM 1001 or 1201

MATH 1018 or 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; additionally, this course must be a full semester course).

6. Applications for admission to the LPN-ASN track are accepted in the Fall and Spring. Pre-LPN students will be notified of applications deadlines by University email. The SON strongly recommends that students check their LSUA email frequently to remain informed of

notifications. Information regarding the application process will also be posted on the SON website.

7. Applications for clinical nursing courses are completed during the semester of NURS 1019: Introduction to Professional Role.

8. 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.

9. Submit Louisiana State Board of Nursing (LSBN) Application and complete the fingerprinting/background process as directed by LSBN. Information regarding LSBN policies will be provided to applicants during information meetings scheduled by the nursing department. Students need to check their LSUA email for dates/times of scheduled meetings.

10. Bring the following items at time of application:

1. Student ID
2. Copy of unofficial transcript printed from IQ Web/Self-Service
3. Verification of current LPN license
4. Evidence of current American Heart Association CPR Health Care Provider course completion

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 1019 but remain eligible to return to the program must re-enroll in NURS 1019 in order to re-apply for the following semester. Students will be considered among all other applicants using the same selection criteria.

LPNs who have had disciplinary action against their 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 three 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 transferring from another nursing program are required to submit a letter of good standing.



## CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

It is the policy of LSUA School 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 is afforded to 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 patient 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 School 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 230. Disability Services can be contacted at 318- 767-2604 or [disabilityservices@lsua.edu](mailto:disabilityservices@lsua.edu)

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment and clinical reasoning.	Identify cause-effect relationships in clinical situations, develop nursing care plans accordingly, evaluation of the effectiveness of nursing interventions.
Interpersonal Communication Professional Relationships	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	<p>Establish and maintain rapport with patients, colleagues, and other healthcare providers.</p> <p>Capacity to engage in successful conflict resolution</p> <p>Peer accountability</p> <p>Explain treatments, provide health teaching, document and interpret nursing actions and patient responses.</p> <p>Evaluate verbal and written instruction and orders,</p>

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
		<p>laboratory or radiographic orders, care plans, and treatments.</p> <p>Assess patient's current status and medical/surgical health history, and communicate accordingly through appropriate mechanisms, such as patient record, nursing care plan, and admission data sheet.</p>
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	<p>Move freely and efficiently in patient's rooms, work spaces, and treatment areas.</p> <p>Administer treatments and cardiopulmonary procedures including rescue procedures.</p> <p>Lift, move, position, and transport patients without causing injury, undue pain, or discomfort to the patient or oneself.</p> <p>Transport and manipulate all fixed and mobile equipment in a timely, cautious, and safe manner.</p>
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. Ability to safely position patients.
Hearing	Auditory ability sufficient to monitor and assess patient's health needs	Hear monitor alarms, emergency signals, auscultatory sounds, or cries for help.

Necessary Skills	Standard	Examples of Activities (Not All Inclusive)
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Sufficient vision for inspection and assessment of patients, monitoring patient activities/ responses in relation to safety needs, and reading all documentation and monitoring devices.
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 Regional Education Board (2020).

## HEALTH INFORMATION

Clinical nursing students are responsible for ensuring health information and CPR requirements are current. Upon admission students will receive information regarding establishing an account with Castle Branch and submitting all required documents. It is the responsibility of the student to review this information every semester and update documents. All required documents and completed health forms must be completed and submitted prior to NURS 1030 for generic ASN students and during the semester of NURS 1019 for LPN to ASN students:

- Students who need accommodations related to health conditions must meet with the Student Services (see Americans with Disabilities Act listed further in this handbook).
- Students must provide proof of negative TB status annually. Should the student be exposed to someone with active TB or have a positive screening, the student will be required to follow up with primary healthcare provider for further recommendations Proof of negative TB status will be required to return to the clinical setting.

- Students are required to have the following immunizations: Hepatitis B, MMR, COVID 19, Influenza, and Varicella. If student does NOT obtain Hepatitis B, MMR, or Varicella, or has signed a declination, titers are REQUIRED for a baseline to enter clinical courses. If titers are negative and student refuses to have a follow-up booster, clinical agency policy will be followed. If student does NOT obtain a flu vaccine, student is required to follow clinical facility policy for declination. If student does NOT obtain COVID-19 vaccine, student will be required to follow clinical facility policy for declination.
- Additional vaccinations may be required per clinical agency policy.

NOTE: If student refuses to follow clinical agency policy, student will be dropped from the clinical nursing course.

- **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.

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

**American Heart Association Basic Life Support:** Students must also submit evidence of satisfactory completion of the American Heart Association Basic Life Support Course upon admission into the Nursing Program and must maintain their Basic Life Support status throughout the program. Failure to do so will result in the student's suspension from clinical until documentation is provided. Refer to attendance policy for clinical absences.

Failure to comply with LSUA School of Nursing health compliance requirements including submission of required information by required due dates will result in the student receiving a clinical unsatisfactory with the inability to attend clinical until all compliance requirements are met. Receiving a clinical unsatisfactory twice may result in a clinical failure for the semester.

## **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 1030 and 1031 are mandatory co-requisites and must be successfully completed together to receive credit for the course and to continue progression in the nursing curriculum.

**NOTE:** Students should consult with assigned advisor before withdrawing from any course.

**EXCEPTION:** LPN to ASN students who are successful in one component of the placement challenge exam/skills practicum and not the other will only take the component in which they were unsuccessful. (Example: If the LPN successfully passes the challenge exam but fails the skills practicum, the LPN will only be required to take NURS 1031.)

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 School of Nursing:

100 – 93	A
92 – 85	B
84 – 77	C
76 – 65	D
64 – 00	F

**NOTE:** If a student earns a grade of “D” or “F” in theory, a grade of “NC” will automatically be assigned to the clinical co-requisite course. If a student earns a grade of “NC” in the clinical component, a grade of “F” will automatically be assigned to the theory co-requisite course.

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.
5. Note that withdrawing (“W”) or dropping a required theory nursing course that has a clinical 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 below). Students who withdraw from a theory course with a mandatory co-requisite clinical will be issued a grade of “W” for both courses. However, only one “W” will be counted towards retention or dismissal. A separate grade of “W” will count for students withdrawing from the pharmacology component.
6. Be aware that all students enrolled in the ASN program must successfully pass a dosage calculation exam with a grade of 90% or higher in each clinical course with the exception of NURS 1031 Clinical Nursing 1. All students will have 30 minutes to complete the exam. 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 withdraw from the course for that semester. Prior to re-enrolling in the nursing course, the student must demonstrate 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. **Note that Progression** in the nursing program reflects the student's commitment to the profession of nursing and demonstrates professional responsibility. The School of Nursing expects students to act in a manner which reflects the professionalism of the nursing profession; therefore, the Department of Nursing follows the Code of Ethics set forth by the American Nurses Association.

#### **ANA Code of Ethics for Nurses**

- 1) The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- 2) The nurse's primary commitment is to the patient, whether an individual, family, group or community.
- 3) The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
- 4) The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- 5) The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- 6) The nurse participates in establishing, maintaining, improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- 7) The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
- 8) The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
- 9) The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

*American Nurses Association, Code of Ethics for Nurses with Interpretive Statements (2001). American Nurses Publishing.*

### **Re-Entry Students: Criteria for Selection in Subsequent Nursing Courses**

If a student's progression in nursing courses is interrupted for any reason, the student must complete a re-entry form. **Likewise**, students should submit the application for re-entry at the time of withdrawal or failure in a nursing course.

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.

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

### **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 School 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 School 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 School 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.lsbns.state.la.us/>)
- b. Academic Probation: A grade of "W", "D", "F", or "NC" is earned in any required Nursing course, including non-clinical nursing courses.

**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 course. 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 School 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)
- Violation of Clinical Site Agreements/Contracts
- Positive Drug Screen
- Any other activity incompatible with professional behaviors delineated in the Nurse Practice Act.

**Plagiarism Policy:** Plagiarism (quoting or paraphrasing someone else's words and claiming them as your own) is academic dishonesty and is a serious offense for which you can receive an "F" for a class. Most plagiarism is accidental, so to help you avoid plagiarism please read [LSUA Policy Statement #228](#) and the School of Nursing Student Handbook. Self plagiarism is defined as using your own work that was previously submitted in the same or different course.

Students are expected to submit their own work. Instructions for the use of any generative artificial intelligence (AI) tools will be provided to you by your course faculty. Generative AI tools when utilized with the assistance of course faculty can be a help for appropriate grammar and communication within student assignments. However, information obtained from the utilization of AI should not be submitted as the final submission of course assignments. Turn-it-in will be required for assignments at the discretion of course faculty. Violations of this policy will be considered academic misconduct as defined in the student conduct policy.

A student will be dismissed from the School of Nursing when:

- a. Earning a grade of "W", "D", "F", or "NC" in a required nursing course after enrolling\* for the second time
- b. Earning two (2) grades of "D" or "F" in any required nursing courses. [Example: Earning a "D" or "F" in Nursing 1030, then after passing Nursing 1030, earning a "D" or "F" in Nursing 1040 (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 1030, then after passing Nursing 1030, earning a "W" in Nursing 1040 (or any other combination of nursing courses).]
- d. Continuing to demonstrate lack of professional compatibility while on professional probation.
- e. Having been denied approval for entry or continuance by the Louisiana State Board of Nursing.
- f. 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 School of Nursing within seven (7) days of the occurrence.)
- g. Students who are dismissed for academic reasons will not be eligible to receive a letter of good standing for 3 years.

\* "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 School of Nursing. Written petitions for exceptions are made to the School 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 two 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 School of Nursing Policy **ARE NOT GUARANTEED** that the exception will be granted. If the exception is granted related to a dismissal petition and the student is allowed to return, the student **MUST** then successfully complete remaining required nursing courses. Student will **NOT** be allowed to withdraw from any subsequent required nursing courses. Additional failure of any subsequent required nursing course will result in dismissal from the nursing program for three years with no eligibility for further petition for exception.

**NOTE:** Deadline to file for a petition for exception is **4 weeks** from the date of notification of dismissal. **Petitions will not be accepted after that time.**

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:

LSUA  
School of Nursing  
Academic and Professional Standards Committee  
8100 Hwy 71 S  
Alexandria, La. 71302

In the letter, students **must** include contact information for follow-up: mailing address, email address and phone number with alternate number, 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.) **must** be mailed directly from the official agency to the School of Nursing at the address listed above. Scanned, emailed, or hand-carried documents will not be accepted and will not be considered in the petition. Students should also submit a current unofficial transcript, if possible. **All documentation must be received by the Academic and Professional Standards Committee within 4 weeks of date of notification of dismissal and/or must be received in time for committee to review PRIOR to the first day of class.** The committee will **NOT** review documents received after that time. A student appeal will only be considered by the Academic Standards Committee one time on the same issue. The Nursing faculty's final decision on the appeal will stand.

**NOTE:** If supporting documentation of the extenuating circumstance is not received, the Academic and Standards Committee will **NOT** review the appeal. It is the student's responsibility to ensure **ALL** documentation is received by the Academic and Professional Standards Committee.

## **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 PNUR 1013 for generic ASN students and NURS 1019 for LPN to ASN students. Students re-entering the program after dismissal must meet the same academic requirements as other students applying for initial entry into either nursing program. 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 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.**

#### **Generic ASN & LPN to ASN Tracks**

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.lsbns.state.la.us/Discipline,Complaints,MonitoringRNP.aspx> this site is "forbidden" <https://www.lsbns.state.la.us/disciplinary/>

## **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.

## **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. Students are to adhere to good personal grooming and hygiene practices including being free of tobacco smoke odor. Students are to refrain from smoking, vaping, or using smokeless tobacco during clinical/class time and while in uniform. 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. The School of Nursing endorses the following policy that must be adhered to while the student is in uniform:

#### **Identification:**

A current LSUA picture identification badge must be worn and visible in all clinical areas at all times. The student should obtain the LSUA picture identification badge upon enrollment into the University.

#### **Hosiery:**

Female students are to wear white or nude hosiery with dress or skirt uniforms, and wear hosiery or socks with pantsuits. Male students are to wear socks.

#### **Hair:**

Students are to wear conservative hair styles which are clean, neat, and kept off the collar. The hair must not fall forward while bending. Hair must remain up until the uniform is removed. A conservative barrette or hair clip of neutral color may be worn to secure the hair off the collar. No scrunchies, bows, or other hair ornaments will be permitted. Student hair must be a naturally occurring color, no faddish coloring will be permitted. 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. Ear, nose, mouth, face, or other body ornaments, whether clear or metal, are not permitted in clinical.

#### **Makeup:**

Light 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, CBD oil, 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. LSUA faculty reserve the right to alter this policy according to the clinical environment.

It is at the discretion of the course instructor to allow cell phones to be used **for learning purposes only** in the clinical setting. Cell phones and other electronic devices are prohibited while gathering clinical assignment information and are strictly prohibited in all patient care areas. Students are not allowed to take pictures of any sort while obtaining clinical information and/or caring for patients.

**Students not conforming to uniform policy will be required to leave the clinical setting and will count as a missed clinical day with a clinical unsatisfactory.**

**Dress Code for Clinical Nursing Students**

**Students are required to wear Skechers by Barco 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 when sitting and standing. Tucking the shirt in the skirt or pants is not allowed. The LSUA insignia must be permanently attached to the left upper sleeve of the uniform and optional jacket.

Note: Students may choose to wear a plain long sleeve white T-shirt style shirt under the uniform top if desired.

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**

#SK101 Barco Top (Grape)  
#SK202 Barco Pant (Grape)  
#SK401 Barco Jacket (Grape)-optional

**II. MENS WEAR**

#SK1020 Barco Top (Grape)  
#SK0215 Barco Pant (Grape)  
#SK0408 Barco Jacket (Grape)-optional

SKIRT OPTION with matching top/jacket:

#701 Winks Pull on Cargo Skirt  
#101 Winks V-Neck Top  
#800 Winks Snap Front Jacket-optional

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

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

**Shoes:**

Lace up solid white, or neutral colored (black, brown, or gray) shoes with a neutral-colored sole that completely enclose the foot must be worn. Open toe/heel or clogs or slip-on shoes are not acceptable. A product identification label on the shoe is acceptable. They are to be in good repair, polished, and stain free with clean laces.

## CLINICAL ASSIGNMENTS

**Obtaining Clinical Assignments:** Appropriate dates and times for obtaining assignments will be announced by the course faculty. Dates/times for obtaining clinical assignments may be outside of the scheduled clinical day/time. Students may be required to attend clinical activities outside of scheduled clinical day/time. Every effort will be made to give student advanced notice.

**The grape lab coat with the student's identification badge may be worn over the uniform to clinical facility 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 School 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 SON Director, 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 accumulates further absences which, in the combined judgment of both the student's teacher and the teacher's SON Director, prevent the student 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 SON Director, 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 SON Director, the teacher will indicate the requested reinstatement at the top of the initial DROP FOR NON- ATTENDANCE form retained by the SON Director.

The SON Director 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" 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.

**NOTE: It is at the discretion of SON faculty to place the student on professional probation in lieu of dropping the student for attendance violation.**

### **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. Understand that 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 and the student will not be allowed to remain in the clinical setting and will receive a clinical unsatisfactory for the day. 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. Understand that if a clinical day is missed, alternate assignments are at discretion of faculty. See specific course syllabus for missed clinical days.

### **ASN CLINICAL PRACTICE GUIDELINES**

Students are expected to follow patient safety guidelines at all times within the clinical setting. Failure to follow patient safety guidelines will result in immediate dismissal from the clinical setting. The faculty of the School 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 controlled substances
3. Taking verbal or telephone orders from a health care provider
4. Placing a patient in seclusion or initiating any form of restraints including documentation regarding restraints
5. Removing arterial sheaths and epidural catheters
6. Performing any sort of invasive assessment
7. Administering IV chemotherapy medications
8. Administering blood or blood products
9. Administering emergency medications or applying the defibrillator in a code situation
10. Initiating or changing the rate of administration of patient-controlled analgesia or epidural narcotics
11. Administering investigational drugs
12. Administering medication that would require cross checking by licensed nursing personnel

Students **may not perform independently\*** the following activities:

1. Administering medications by IV push, IVPB, or IV infusion.
2. Administering IV nutritional supplemental solutions

**\*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 exams will ONLY be given if the student misses the scheduled exam due to an emergent situation (ie: motor vehicle accident, illness, death of a family member, etc.). The student MUST provide verifiable documentation of the situation (ie: accident report, doctor's statement verifying illness, death certificate, etc.) Documentation must be sent from the facility and not mailed or hand delivered by the student; documentation may be mailed by the facility directly to the School of Nursing. Therefore, student should refrain from scheduling non-emergent healthcare appointments, family vacations, etc. during scheduled class/clinical/lab times.

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, or
- C. Provide verifiable documentation of incident rendering inability to sit for scheduled Exam

## **AMERICAN'S WITH DISABILITIES ACT (ADA) ACCOMMODATIONS**

Students requiring ADA accommodations will need to be seen by student services to complete appropriate forms. The student will then submit a copy of the ADA accommodations letter to the School of Nursing to be kept on file. The ADA accommodations letter will expire at the end of the sixth consecutive semester. It is the student's responsibility to notify faculty in writing or via email at the beginning of each semester that the student requires accommodations. Faculty will then review student accommodations that are on file. If there is a break in progression for the student or if there is a change in accommodations, the student is required to submit a new/updated letter listing accommodations required. <http://www.lsua.edu/campus-life/dose/disabilityservices>

## **STUDENT RECORDS**

Student Records are safeguarded and confidentiality maintained. The School 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).

## **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 NURSE'S 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 SON 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 SON or the web site

<http://nursing.lsua.edu>

### **STUDENT REPRESENTATION ON SON FACULTY COMMITTEES**

Student participation and input into matters relevant to the School of Nursing is encouraged, and can be achieved by students participating in committee work. Student representatives volunteer to serve on the following committees: Academic and Professional Standards, Curriculum, and Learning Resources.

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	LSUA Cares
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. [financialaid@lsua.edu](mailto:financialaid@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 (Revised August 2024)**

In compliance with contractual agreements with clinical agencies, the Louisiana State Board of Nursing Practice Act, La. R.S. 37.911, La. R.S. 37.913, La. R.S. 37.921, Louisiana State Board of Nursing Regulations LAC 46:XLVII:3324, and the LSUA School of Nursing (SON), students approved to participate in clinical will be screened for drugs. Drug screening costs are assessed each semester within student fees. The LSUA SON recognizes that substance abuse, chemical dependency and other medical/behavioral conditions are complex problems, which under most circumstances can be successfully treated. The LSUA SON has adopted the following policy:

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 SON Director 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 Louisiana State Board of Nursing will be notified.
3. The testing agency will notify the SON Director if individuals on the list fail to present on the designated day.
4. The results of the drug screen will be made known to the SON Director. A confidential meeting will be arranged between the SON Director or representative and any student testing positive within 72 hours of obtaining the positive drug screen.
5. Any student who presents positive test results (other than prescribed medication for the student by the current healthcare provider) will be dismissed from the LSUA Nursing program. Additionally, the Louisiana State Board of Nursing (LSBN) will be notified by the SON Director.
6. 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."
7. The SON Director will maintain all student test results in a secured location. If the student feels the results are in error, the student must notify the Director of the School of Nursing immediately for further instructions on due process. The student will still be required to withdraw from the nursing program until cleared by the Louisiana State Board of Nursing.

8. 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 SON Director for further instructions.

**NOTE: Students MUST be able to perform all duties assigned without hindering patient/staff/faculty/or peer safety while taking ANY prescribed medication.**

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## Appendix B

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

In addition to reflecting the beliefs of the University, the School 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 School 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.

#### Students MUST:

1. remember that standards of professionalism are the same online as in any other circumstance.
2. not share or post information or photos gained through the nurse-patient relationship.
3. maintain professional boundaries in the use of electronic media. Students must refrain from online contact with patients, clinical facility staff, and faculty.
4. not make disparaging remarks about patients, employers, co-workers, faculty/staff LSUA, or other students even if they are not identified.
5. 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 Director of the School 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/>

## Appendix C

### Chain of Command Statement (Developed and Approved October 2015)

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#### Chain of Command Statement

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##### 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 School 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 SON Director. 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, SON Director, 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. School of Nursing Director
- 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 SON.
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.



## Appendix D Testing Policy

In order to maintain testing security and integrity, the School of Nursing has adopted the following policy regarding testing with Examplify/ExamMonitor may be required as determined by University Policy.

### Technical Requirements

The student:

- CANNOT use an IPAD, a ChromeBook, or a Dell Book. These devices are not compatible with the system.
- CAN ONLY use the following browsers: Google Chrome or Mozilla Firefox. Microsoft Edge and Safari are NOT compatible with the system.
- MUST clear browser history before downloading exam and must clear browser history AND CLOSE ALL browsers before taking the exam.
- MUST turn off anti-virus protection software.
- Prior to initial use of ExamSoft, student is to ensure device used meets system requirements established by ExamSoft.

### Student Responsibility Regarding Exam Integrity

The student:

- MUST adhere to the student Code of Conduct regarding honesty and integrity.
- WILL NOT be allowed extra time to alleviate problems arising from not following testing guidelines and policy.
- WILL be assisted with technical problems that arise outside of the guidelines set above.
- Who causes a delay in starting the exam by more than 5 minutes due to student not following policy or directions will result in the disciplinary actions detailed below.
- Will have the exam stopped if any problem exists longer than 5 minutes into the test that has resulted from student not following policy/directions for using Examplify/ExamMonitor. The student will NOT be given an additional download. The student will then follow the disciplinary actions listed below.
- MUST refrain from reading questions aloud during testing.
- .

Students will be provided with paper and calculator for written dosage calculation tests/questions.

Failure to comply with the above guidelines and/or directions submitted by course faculty regarding online testing will result in the following disciplinary actions:

- **First Offense:** student will not be allowed to sit for the exam and will need to schedule a make-up test with course faculty.
- **Second Offense:** student will not be given the opportunity to sit for the exam and will receive a grade of zero “0” for the scheduled exam.

Student will receive a grade of zero “0” for the exam with no option to retest.

EXAMPLES include but are not limited to:

- Prior to the test if student attempts to download or take an exam using an IPAD and experiences issues causing a delay in taking the exam by more than 5 minutes, the student will not be allowed to take the exam and will be required to follow disciplinary actions above (Rationale: use of incorrect device).
- If a student successfully downloads an exam on Microsoft Edge but then is unable to complete the exam or upload the exam, the student will be required to follow disciplinary actions above (Rationale: use of incorrect browser).

**Faculty are responsible for reviewing any issues that arise before or during testing. Faculty will have the final decision if a student has compromised testing. Disciplinary actions will be taken accordingly after additional review by course coordinator in conjunction with program coordinator and/or SON Director.**