

Grambling State University School of Nursing

Bachelor of Science in Nursing

FALL 2018

Student Handbook



Revised: August 2018

PREAMBLE

The Bachelor of Science in Nursing (BSN) Student Handbook is designed to assist your orientation to and matriculation in the School of Nursing. You are expected to be familiar with policies and procedures stated in this handbook as well as University policies which are found in the Grambling State University Student Handbook and the Grambling State University General Catalog. Students will be held accountable and responsible for information in these publications.

It is the responsibility of students to read and become familiar with the BSN Student Handbook. Students are responsible for adhering to university regulations as well as regulations set forth in this handbook.

Policies specified within this handbook are subject to review during the academic year. If any changes occur, students will be notified. The changes are effective as of the date amended unless otherwise stated. The changes will be reflected in the BSN Student Handbook and will be made available to students via different methods.

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Grambling State University

I. INSTITUTIONAL MISSION

Grambling State University is a comprehensive, historically-black, public institution that offers a broad spectrum of undergraduate and graduate programs of study. Through its undergraduate major courses of study, which are undergirded by a traditional liberal arts program, and through its graduate school, which has a decidedly professional focus, the university embraces its founding principle of educational opportunity. With a commitment to the education of minorities in American society, the university seeks to reflect in all of its programs the diversity present in the world. The university advances the study and preservation of African American history, art and culture.

Grambling State University is a community of learners who strive for excellence in their pursuit of knowledge and who seek to contribute to their respective major academic disciplines. The university prepares its graduates to compete and succeed in careers related to its programs of study, to contribute to the advancement of knowledge, and to lead productive lives as informed citizens in a democratic society. The university provides its students a living and learning environment, which nurtures their development for leadership in academics, athletics, campus governance, and in their future pursuits. The university affords each student the opportunity to pursue any program of study provided that the student makes reasonable progress and demonstrates that progress in standard ways. Grambling fosters in its students a commitment to service and to the improvement in the quality of life for all persons.

The university expects that all persons who matriculate and who are employed at Grambling will reflect through their study and work that the University is indeed a place where all persons are valued, “where everybody is somebody.”

(Revised 10/06)

II. SACS ACCREDITATION STATEMENT

Grambling State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 3033-4097; Telephone number 404-679-4501) to award associate, baccalaureate, master, and doctoral degrees. www.sacscoc.org

III. ACCREDITATION STATUS

The Grambling State University's Bachelor of Science in Nursing Program has initial approval from the Louisiana State Board of Nursing 17373 Perkins Road Baton Rouge, LA 70810; Telephone number (225)755-7500 E-mail: lsbn@lsbn.state.la.us

IV. SCHOOL OF NURSING PHILOSOPHY

The philosophy of Grambling State University's School of Nursing embodies and enlarges upon the institutional mission and philosophy. Grambling State University fulfills the role of a public university in rendering service to the local and statewide community, as well as the larger national and international community. The faculty of the School of Nursing views its role in rendering this service as providing equal access to professional nursing education for all applicants who meet admission criteria regardless of race, color, sex, national origin, age, religion, disability, and veteran status.

In keeping with the mission of the parent institution, the School of Nursing aspires to meet the needs of all students, including those who have been adversely affected by educational, social, and economic deprivation. Faculty members of the School of Nursing provide an environment for learning that enables all students to maximize their learning potential. Faculty members are committed to the motto “everybody is somebody”. Commitment to total student development is promoted through an atmosphere conducive to full realization of human dignity, respect, and productivity. The School of Nursing strives to prepare its graduates for life-long learning, self-actualization, and service to the community.

Beliefs of the Grambling State University’s School of Nursing faculty regarding the concepts of people, society, health, nursing, and teaching/learning are defined as follows.

People

People are multi-dimensional, holistic beings. These dimensions include physical, mental, social, and spiritual aspects. People adapt by mobilizing internal and external resources in response to stressors; positive adaptation produces growth.

Common characteristics and needs include holism; basic needs as delineated by Maslow; needs of acceptance, support, and independence; attachment to objects that meet needs; and physical, mental, social, and spiritual growth and development. Inherent differences in people include physical, mental, social, and spiritual characteristics; view of the world; ability to adapt and respond to stressors; and ability to provide self-care. Each person is unique, with dignity and equal rights, and is an integral part of family, group, and community systems. Patient systems are defined as the individual, family, group, and community systems of society.

Society

Society's components are considered to be multi-variant with respect to ethnic origin, culture, and socioeconomic status. This diverse composition of society has implications for professional nursing practice and preparation of nurses to practice in this environment. Students of the Grambling State University School of Nursing are derived from this multi-variant society.

Society influences all individuals and enables them to exercise a choice in promoting personal, professional, and community welfare. In a democratic society, dignity of the individual

is respected regardless of nationality, race, gender, creed, or status.

Health

Health is believed to be a relative state that is dynamic and can be represented by a continuum of wellness to illness. The wellness end of the continuum is coping effectively with stressors through the adaptation process. The illness end of the continuum is a maladaptive response to stressors. These concepts of health encompass individuals, families, groups, and communities. Wellness for the patient is the goal of nursing.

Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (American Nurses Association). Nursing is an interactive, interpersonal process that enables use of resources to cope with circumstances and environment to promote adaptation and growth of patient systems. To promote adaptation of patient systems, the nurse must understand the patient's perspective and use that understanding to plan care to meet patient needs and achieve holistic health. Diagnosis and treatment of human adaptation to stress is accomplished through the use of the nursing process. Nursing is defined by its practice as a profession and the roles of its practitioners.

Nursing Practice

Nursing practice is both an art and a science, which requires application of theoretical and research-based knowledge and principles in the care of the patient. The baccalaureate prepared nurse practices nursing in a variety of settings. This nursing practice is performed at a generalist level and focuses on assisting patient systems to use adaptive mechanisms to meet both wellness and illness needs. Students at the baccalaureate level are expected to evaluate and utilize research findings in nursing practice. Nursing practice occurs within a dynamic health care system. To meet patient system needs, collaboration and coordination with other health care disciplines are necessary.

The aims of nursing intervention are building trust, promoting positive orientation, promoting control, affirming and promoting strengths, and setting mutual health goals. Nursing practice is dedicated to help people heal and grow through facilitation, nurturance, and unconditional acceptance.

The therapeutic relationship between nurse and patient is a foundation for the nature of nursing practice. Therapeutic communication skills are necessary to establish the professional nurse/patient relationship. The goals of nursing are to assist individual, family, group, and community systems to: 1) achieve self-determined health goals, 2) reach a state of adaptation within their own unique environment, 3) maintain or improve methods of adaptation, and 4) provide direction for present and future health care for patients and groups of patients who are part of a diverse society.

Patient goals related to health care and nursing will be fulfilled, thereby improving the level of adaptation and promoting optimal functioning. This will positively influence the patient's position on the wellness to illness continuum. Utilization of teaching/learning principles in professional nursing practice is essential for promoting adaptation of patients.

Nursing Roles

The baccalaureate prepared nurse is expected to assume the following roles: provider of care, manager/leader, teacher, change agent, and advocate. Within each of these roles, the baccalaureate prepared nurse adheres to the professional, legal, and ethical standards of the American Nurses Association and the Louisiana State Board of Nursing. The professional nurse assumes responsibility and demonstrates accountability to individuals, families, groups, communities, and society. Graduates are prepared to pursue further education to assume expanded roles in nursing.

Socialization into these roles is accomplished by the integration of professional standards of practice, values, and ethics. The assimilation of role identity and professional socialization occurs in the educational setting. Students who have been adversely affected by educational, social, or economic deprivation require more support in preparing for the professional role. Socialization of students to professional nursing behaviors and role functions is a deliberate process. Role socialization is accomplished through provision of an environment that fosters self-esteem and self-worth, and through role modeling in clinical and classroom environments.

Teaching/Learning

Teaching involves a process of imparting knowledge, skills, and/or attitudes to the learner. The teacher is a facilitator of the learning process. Learning is a process of growth and development involving the whole person. The learning process is facilitated when content is presented from a simple to complex format. It is an active and creative process involving the learner through which knowledge is acquired for developing and maximizing skills. Learning has occurred when there is a demonstration of acquisition of knowledge and a change in the learner's behavior. This learning process is unique for each individual. Learning is consistently evaluated by students, peers, and educators to promote growth and development of the professional nursing student.

Professional nursing education begins at the baccalaureate level and integrates theories and concepts from physical, biological, and behavioral sciences; arts; and humanities. Nursing education is dependent upon sound teaching/learning principles. Students are afforded opportunities to utilize information technologies to prepare for a future-oriented career in nursing.

The admission policy at Grambling State University calls upon nursing faculty to use a variety of teaching strategies to meet needs of a diverse student population. The teacher is a facilitator who collaborates with students to establish an environment through which learning is maximized and quality mandated by Grambling State University and Louisiana State Board of

Nursing is achieved. The curriculum is designed to assist students in the process of adapting to change as an individual, a citizen, a nursing student, and a beginning practitioner of professional nursing. Successful students progressively assume increased responsibility for learning.

The present and future practice of nursing is influenced by the educational preparation of the practitioners; this practice requires life-long learning. Practitioners of nursing impact health care of society through continued personal and professional development in formal and informal settings. Professional behaviors are fostered through participation in professional organizations and service to communities.

V. ORGANIZING FRAMEWORK

The nursing major at Grambling State University (GSU) is at the upper division of the four-year baccalaureate program and builds upon the student's life experiences and a pre-nursing education/knowledge base in the sciences, liberal arts, and humanities.

A systematic approach through the nursing process is utilized assist patients coping with stressors to move toward growth. The theoretical framework of Modeling and Role Modeling (MRM) is utilized to provide structure to the curriculum. Specified concepts and theories are incorporated within MRM:

- Goals and interventions* of nursing to promote adaptation and positive growth;
- Stress* as defined by Selye, Lazarus, and Engle;
- Basic needs* as delineated by Maslow;
- Attachment* as defined by Bowlby and loss as defined by Engel;
- Psychosocial development* as described by Erickson; and
- Cognitive development* as described by Piaget.

The nursing process provides the structure for effective nursing care for patients. Components of the nursing process are assessment, analysis, planning, intervention, and evaluation. The nursing process involves identifying and analyzing patient problems, determining and implementing a plan of action, and evaluating achievement of goals. The nursing process is implicit in the development and implementation of skills related to critical thinking and research necessary for professional nursing practice. All aspects of the nursing process are incorporated and utilized within each level of the professional component of the program. Lecture content, course objectives, syllabi, clinical tools, and test maps reflect the emphasis of the nursing process throughout the professional curriculum.

Progression of Foci

Nurses utilize the nursing process as the guiding structure to assist patient systems to move from illness to wellness. The goal of nursing is growth of the patient by promoting effective adaptation. Progression of patient systems and progression from wellness to illness are implemented in a systematic fashion in the professional curriculum. The focus of each level in

the professional curriculum and the progression of patients systems are depicted as follows:

Level I:	Individual
Level II:	Individual within family
Level III:	Individual, family, and group
Level IV:	Individual within family and group
Level V:	Individual, family, group, and community

The wellness to illness continuum is incorporated as delineated:

Level I:	Wellness
Level II:	More predictable illnesses
Level III:	Less predictable illnesses
Level IV:	From wellness to high-risk illness in maternal/child areas
Level V:	Entire spectrum of wellness to illness

VI. MISSION STATEMENT

The mission of the Grambling State University's School of Nursing's baccalaureate program is to prepare graduates to assume the roles of beginning practitioners of professional nursing. This is congruent with the mission of Grambling State University, which states that the university prepares its graduated to compete and succeed in careers related to its programs of study.

VII. PROGRAM OUTCOMES/STUDENT LEARNING OUTCOMES

The program outcomes/student learning outcomes are derived from the AACN BSN Essentials and Quality, Safety, Education for Nursing (QSEN) and are the expected outcomes of the overall program. The program outcomes/student learning outcomes provides the foundation for the curriculum.

I: Synthesize theoretical and empirical knowledge from the humanities, and the physical, biological, and behavioral sciences with nursing theory and practice.

(BSN Essentials I: Liberal Education for Baccalaureate Generalist Nursing Practice)

(QSEN: Patient Centered Care)

II: Apply the nursing process to promote adaptation along the wellness-illness continuum for multiple patient systems throughout the life cycle in a variety of settings.

(BSN Essentials IX: Baccalaureate Generalist Nursing Practice)

QSEN: Quality Improvement & Safety

III: Assume various roles of the professional nurse to meet health needs of patient systems in a multi-variant and changing society

(BSN Essential IX: Baccalaureate Generalist Nursing Practice)

QSEN: Evidence-based practice

IV: Collaborate with other health team members to promote optimal health of various patient systems.

(BSN Essential VII: Clinical Prevention and Population Health)

(BSN Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes)

V: Utilize appropriate communication techniques with multiple patient systems in a variety of settings.

(BSN Essentials VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes)

VI: Demonstrate professional accountability incorporating legal and ethical aspects in nursing practice.

(BSN Essentials VIII: Professionalism and Professional Values)

VII: Demonstrate leadership and management skills within the practice setting to enhance the quality of health care delivery.

(BSN Essentials II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety)

VIII: Evaluate research for the applicability of its findings to nursing practice.

(BSN Essential III: Scholarship for Evidence Based Practice)

IX: Exhibit responsibility for continued personal and professional growth to prepare for present and future practice of nursing.

(BSN Essentials VIII: Professionalism and Professional Values)

X: Utilize the teaching/learning process to promote optimal health for multiple patient systems.

BSN Essentials IX: Baccalaureate Generalist Nursing Practice

BSN Essential VI: Interprofessional Communication and Collaboration for Improving Health Outcomes

XI: Integrate appropriate technology and information systems in providing safe patient care
(BSN Essential IV: Information Management and Application of Patient Care Technology)

XII: Evaluate nursing actions that reflect an understanding of healthcare policy, finance, and regulatory environment

(BSN Essential V: Healthcare Policy, Finance, and Regulatory Environments)

VIII. LEVEL OBJECTIVES

The level objectives are derived from the program outcomes/student learning outcomes. Specific level objectives provide a framework for all course objectives within the level. Course objectives are derived from the level objectives and are used to guide the teaching-learning process of all teaching-learning activities. Each syllabi list the level objectives and course objectives.

IX. ADMISSION TO THE SCHOOL OF NURSING

Grambling State University's School of Nursing is a professional program identified in the College of Professional and Graduate Studies. Admission to the professional component is not automatic. Eligible students must make application for admission. Students who declare their major as nursing will be identified as a pre-nursing student. The pre-nursing student must meet all pre-nursing requirements before applying to the professional component of the program.

A. Pre-nursing

Applicants for admission to pre-nursing program must meet general admission requirement for admission to the University and an application must be submitted to the Office of Admissions.

B. Professional Component

Admission to the professional component is competitive and it is not an automatic process. Admission is dependent on students meeting specific requirements. Students are required to adhere to all guidelines as presented in this document. Students who do not meet all pre-nursing requirements and who do not follow all guidelines as set forth in this document will be ineligible for the professional component.

The following requirements must be met to be eligible for the professional component:

1. Be admitted or currently enrolled at Grambling State University.
2. Submit admissions application packet by the date indicated or posted.
3. Submit **OFFICIAL** transcripts from all colleges and universities attended to the School of Nursing office and GSU Registrar's office.

4. Complete all required pre-nursing courses with no grade lower than a "C." (The last grade earned in a course, that is taken more than once, will be used. All science courses must be taken within five years of admission.)
5. Earn a grade point average (GPA) of at least 2.8 on a 4.00 scale in all pre-nursing courses.
6. Earn a GPA of at least 2.8 on a 4.00 scale in all science pre-nursing courses including NUR 225 Pathophysiology. The last grade earned in a science course that is taken no more than twice will be used. (Science courses taken within the last five years of admission will be considered.)
7. Two failures (D, or F) in the same required science course disqualifies a student for admission. When a student has receives a grade of D or F in three (3) required science courses, the student is not eligible for admission to the professional program. The School of Nursing does not recognize academic renewal, amnesty or bankruptcy. All previous grades are considered.
8. Pass a standardized pre-nursing admission exam.
 - a. Pre-nursing students must achieve a passing score on the nursing admission exam to be considered for admission into the professional component of the nursing program.
 - b. Once students achieve the acceptable score on the nursing admission exam, all other admission requirements to the professional component of the nursing program will be considered.
 - c. The student is allowed two testing attempts per spring semester; four attempts total.
 - d. The nursing admissions test fee is a non-refundable fee per enrollment.
9. Be in academic good standing and not on disciplinary probation.
10. Pass a drug screen and background check.
11. Be cleared by LSBN without stipulations/restrictions or pending stipulations/restrictions.
12. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form and by the American College of Nursing (AACN 1993).

Application forms are available in the School of Nursing office. **An admission packet will not be reviewed if it is incomplete or received after the application deadline.**

Applicants will be notified of their admission status after all requested credentials and materials have been received and reviewed by School of Nursing. Student enrollment may be limited in proportion to faculty load and/or clinical facilities available.

Once admitted to the professional component, the student must provide evidence of, at student expense, of the following health information to CastleBranch by the required deadlines. **Failure to adhere to the policy will result in a halt in admission or progression in the professional**

component. All absences as a result of the halt will be considered unexcused and a grade penalty will apply. The following information must be provided to CastleBranch:

1. Health history and Physical examination
2. Results of TB skin test (PPD) and/or chest X-ray (yearly)
3. Tetanus (Tdap) (good for 10 years)
4. Proof of 2 MMR vaccines or positive antibody titers.
5. Proof of Varicella vaccine or positive antibody titer (if you have had the chicken pox, you must have a titer drawn)
6. Hepatitis B (Must be all three (3) in series. Once the series is complete a Hepatitis titer must be drawn.
7. Influenza vaccine (seasonal).
8. A copy of CPR card. The course must be American Heart Association Healthcare Provider. The card must be issued by the American Heart Association.
9. Proof of health insurance.
10. Proof of liability insurance. (A policy can be purchases from current car/home insurance or from one of the following: Nurses Service Organization; Healthcare Providers Service Organization; MARSH-Proliability)

Students must maintain original records and download a copy to CastleBranch.

The Louisiana State Board of Nursing (LSBN) requires:

1. A criminal background check
2. Completion of an application to enter clinical nursing courses

Acceptance into the professional component is tentative until approval has been granted by the LSBN and all required documentation has been received by the program.

C. Transfer Students

Transfer students must meet all admission requirements of the University and the School of Nursing. Transfer students from another nursing program must be eligible to continue in the university and nursing program of their current institution to be eligible to transfer to the BSN program at GSU. After a transcript evaluation has been completed by the Office of Admission and an academic advisor, the School of Nursing administration will determine which courses are applicable to the requirements for the BSN degree at GSU.

The School of Nursing does **not** recognize academic renewal, amnesty, or bankruptcy. All courses on the official transcript are used to determine requirements and eligibility.

Transfer Credits

Students who wish to enroll in classes at another university must seek approval from the Associate Dean. The student should complete the necessary form and meet with an academic

advisor to review desired courses. Transfer credits must be approved by the Associate Dean **prior** to enrollment in any course taken to meet degree requirements.

Students, who wish to enroll in a class at another university, must decide the semester (mid-term) prior to the semester they wish to take the class. This will allow sufficient time for the academic advisor to meet with the student, review course descriptions and assist the student in making the best choice. Students who wish to enroll in courses in the summer at another institution must follow the same procedure for Summer 1 and Summer 2 sections. Transfer credits will not be accepted without prior approval.

The form is available in the School of Nursing Office. After completion of the course, an official transcript must be sent to the Registrar's office as well as the School of Nursing. Any delay in this procedure will halt admission to and progression in the professional component and delay graduation.

D. Readmission

Students who withdraw or fail a nursing course in the professional component will not be automatically enrolled the next time it is offered. ***Enrollment will only be granted if faculty resources are available.***

Students who must repeat a course, or who are returning after a semester or more of absences, must make an appointment to see the BSN Program Director. Automatic re-entry into the program is not guaranteed.

E. Academic Advising

The School of Nursing recognizes the value of academic advising for students seeking to be admitted to the professional component and those students accepted into the professional component. The academic advisor plays a key role in the growth and development of the future professional registered nurse. The aim of the academic advisor is to support the retention and progression of students.

A student is assigned to an academic advisor after admission to the professional component is granted. The student will be advised and/or counseled throughout the semester in relation to clinical and/or academic performance. It is the responsibility of the student to identify the assigned academic advisor. Academic advising is a two way process that involves collaboration between student and faculty member. The student responsibilities include:

- Schedule a meeting with academic advisor twice a semester.
- Consult with academic advisor before taking courses off campus.
- Consult with academic advisor about deficient grades.
- Solicit the support and advice of academic advisor as needed.

Academic Advisors will advise pre-nursing students regarding University procedures such as dropping/adding courses, prerequisites, repeating courses, etc., and will also explain academic regulations and the relationship to the professional component. Appointments should be made

for advising. All faculty members post office hours at the beginning of each semester in order to accommodate students.

The ultimate responsibility rests with the student to make and keep appointments with the academic advisor.

X. RETENTION AND PROGRESSION

In order to be retained and progress in the professional nursing curriculum, a student must make a grade of “C” or better in all courses in the professional nursing program.

Dismissal from the nursing program will occur whenever a student has:

- Failed two nursing courses in the professional component.

In the professional component, failure is defined as achievement of a grade of “D” or “F” or if the student withdraws from the course with a failing grade at the time of withdrawal.

Enrollment in a nursing course is defined as the 14th class day.

Student must maintain a 2.0 cumulative grade point average (GPA) to remain in good academic standing in the School of Nursing. Students who fall below 2.0 GPA will be placed on academic probation.

Dismissal

If a student is dismissed from the School of Nursing, a student may appeal to the Admissions and Academic Standard Committee in the School of Nursing. A recommendation from the committee will be forwarded to the BSN Program Director for review. The Program Director will forward the recommendation to the Associate Dean for submission to the College of Professional Studies Appeals Committee for decision related to the appeal.

A. Courses with practicum component

Nursing courses with a practicum component are considered clinical courses. Clinical courses are designed for students to receive theory knowledge and demonstrate application of knowledge in a hospital and/or lab environment.

Clinical courses are those courses with co-requisites of theory and practicum components. A student who fails the theory component but passes the practicum component must repeat both theory and practicum. A student who fails the practicum component and passes the theory component must repeat both practicum and theory. In this instance, the failure of a clinical course with a practicum co-requisite is considered one (1) failure. For example: If a student fails Fundamentals of Nursing theory and passes Fundamentals of Nursing practicum, the student must repeat both Fundamentals of Nursing theory and Fundamentals of Nursing Practicum.

Likewise, if a student fails Fundamentals of Nursing Practicum and passes Fundamentals in Nursing theory component, the student must repeat both Fundamentals of Nursing Practicum and Fundamentals of Nursing theory. This occurrence is considered one failure. A second occurrence in the same course or another clinical course is considered a second failure and the student will be dismissed from the professional component. Furthermore, if the student sustains a failure in a clinical course and another nursing course at the same level, dismissal will occur.

Students must earn a minimum theory grade of “C” or better and a practicum grade of “P” in order to successfully complete any clinical/lab course and progress to the next level nursing courses. The student must also successfully pass the clinical performance evaluation to be successful in any clinical course.

Some nursing courses in the professional component require a demonstration of skill attainment via return demonstration. Students must achieve a “P” on all return demonstrations. The student will be allowed two attempts. If unsuccessful after the first attempt, students will have a week to complete their re-demonstration. They are responsible for scheduling at least three remediation sessions with faculty/staff. Failure on the second attempt to achieve a “P” will result in the student withdrawing from the course.

Tardies and absences for return demonstrations should follow guidelines as set forth in this document regarding missed exams or tardy for exams. **If the absence is unexcused, the missed return demonstration will be considered an attempt.**

B. Interruption in Progression

A student who interrupts the nursing curricular sequence for any reason for a period of one semester or longer must meet with the BSN Program Director prior to readmission to the School of Nursing. The reason for interruption includes but not limited to unsuccessful dosage calculation testing, financial hardships, pregnancy, positive drug test, physical illness or earning a “D” or “F” in a course.

Any returning student must submit an application for readmission and meet the admission criteria in effect at the time of the planned readmission. Readmission to the professional component or course is not automatic and depends on space and faculty availability.

Applications for readmission are available in the School of Nursing office. Readmission applications must be submitted according to the guidelines as set forth in this document. The student must meet with an academic advisor before submitting an application for readmission.

C. Content Specific Proficiency

The purpose of the content specific proficiency exam is to assess the student’s readiness to progress to the next level. Content specific proficiency exams are preparatory exams to determine ability to complete and pass the National Council Licensure Examination - Registered Nurse (NCLEX-RN). Successful completion of a national standardized content proficiency

exam will be calculated as a percentage of the final theory course grade.

Students take a standardized content proficiency exam in each theory course.

D. Progression to Level V

In order to progress to Level V, all required courses (nursing and general education) through Level IV in the nursing curriculum must be successfully completed. Progression and/or graduation will be halted if required nursing courses are not successfully completed.

If the student is admitted to the professional component, and does not make a "C" or better in any general education course that is a prerequisite to a nursing course, progression in the professional program will be halted until such time that a "C" or better has been achieved in the prerequisite course.

E. Predictor Exam

Students enrolled in Level V will have to successfully complete a standardized predictor exam prior to graduation. This exam will be used to determine the likelihood of the student passing the National Council Licensure Examination- Registered Exam (NCLEX-RN).

XI. PROFESSIONAL CONDUCT

It should be clearly understood by all students that the President of Grambling State University, the Provost and Vice President of Academic Affairs, the Dean of Professional Studies, the Associate Dean for Nursing, BSN Program Director, and the faculty of the School of Nursing have the authority to require withdrawal from the school, to drop from the rolls, and to refuse readmission of any student at any time if circumstances of legal, ethical, health, social, or academic nature justify such action. Some examples of the circumstances include the following:

1. A deliberate attempt to cover up any error or negligent performance during clinical experience.
2. Unsafe, unethical, illegal practices with patient care.
3. Failure to comply with clinical agency policies and regulations.
4. Violations of the School of Nursing drug testing policy.
5. Violations of the University Code of Student Conduct.
6. Violations of the School of Nursing policies as stated in the School of Nursing student handbook.

Students enrolled in the professional component of the School of Nursing are responsible and accountable for their actions related to patient care. Faculty will determine whether a student's conduct and actions are appropriate for patient welfare. Should it be determined that a student's conduct in the clinical setting is detrimental to patients' health and/or safety, faculty may dismiss the student from the clinical course with a grade of "F" and recommend dismissal of the student from the School of Nursing.

A. HIPAA Statement

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures & must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/patient privacy, all personally identifying information must be removed from student papers, such as care plans & case studies. Information to be removed includes, the individual's name, initials, address, phone number, fax number & social security number. Student papers may not be copied for careless circulation & handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality & privacy also extends to oral communications which extend beyond the need to know for treatment &/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any & all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines &/or imprisonment.

Each semester, students must review HIPAA requirements and sign both a HIPAA statement and a Confidentiality agreement before beginning clinical practice. It may be necessary to complete additional forms and paperwork as required by health care agencies in which practicum experiences are assigned.

B. Honor and Accountability

Students are expected to conform to the code of student conduct as stated in the Grambling State University General Catalog.

C. Employment

Students should be aware that: (1) the School of Nursing assumes no responsibility for their activities as employees of an agency; (2) they are personally responsible and liable for any activity in which they participate while employed; (3) professional liability insurance purchased by students is valid only in their student role, not their employment role; (4) individuals who practice illegally may jeopardize their future nursing practice since persons who are convicted of violation of the Nurse Practice Act may not be eligible to take NCLEX-RN and subsequently receive licensure.

Students employed in an agency have a responsibility, personally and professionally, to engage

in only those activities which fall within their job description as nonprofessional workers (i.e., aides, assistants, technicians). They have a responsibility to refuse to participate in activities, which they have not been legally licensed to perform (i.e., giving medications, assuming total responsibility for a division, etc.).

Students should not wear any part of the Grambling State University School of Nursing uniform to their job.

D. Academic Dishonesty

The School of Nursing has zero tolerance for academic dishonesty. School of Nursing faculty and staff adhere to university policies regarding academic dishonesty. It is the responsibility of the student to be up to date on the most recent university policies.

The University functions best when its members treat one another with honesty, fairness, respect, and trust. Students should realize that deception for individual gain is an offense against the members of the entire community. Faculty members have a responsibility to take measures to preserve and transmit the values of the academic community. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly. They are also expected to take measures to discourage student academic dishonesty.

Examples of Academic Dishonesty

Cheating: possessing unauthorized sources of information during an examination; copying the work of another student or permitting copying by another student during an exam; completing an assignment, such as an exam, paper, lab report, or computer program for another student; submitting material produced by someone else; submitting out-of-class work for an in-class assignment; altering graded work after instructor evaluation and resubmitting it for regrading; retaining exams or other materials after they were supposed to be returned to an instructor, inventing data or falsifying an account of data collection.

Plagiarism: taking the words or ideas of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotation marks, reference citations).

Other forms: providing material to another person with knowledge it will be improperly used, possessing another student's work without permission, selling or purchasing materials for class assignments, altering another student's assignment, knowingly furnishing false or incomplete academic information, altering documents affecting student records, forging a signature or falsifying information on any official academic document.

Handling instances of academic dishonesty

Any act of cheating or plagiarism in a course by a student will be reported to the Associate Dean for Nursing and the Dean of Professional Studies and the student will receive an "F" for the course.

If a student has been reported to the Associate Dean for two instances of cheating and/or plagiarism, the student will be charged with persistent academic dishonesty. The student will be given the opportunity to respond to the charge at a hearing.

If the student is found guilty, the student will be suspended for one academic year. If a student is charged twice with persistent academic dishonesty and is found guilty on both occasions of academic dishonesty, the student will be indefinitely suspended from the University.

E. Social Media

Social media has become an vital communication tool in the society today. However, when used for the wrong reasons it can have a great impact. The faculty and staff of the School of Nursing want to ensure that nursing students understand how social media can impact patient care and nursing practice. Students will be held accountable for following the social media guidelines established by the National Council of State Boards of Nursing. The guidelines can be located at https://www.ncsbn.org/NCSBN_SocialMedia.pdf.

F. Grievance

The faculty and staff of the School of Nursing make every effort to provide students with fair and unbiased experiences. If a student has a grievance concerning grade appeals, sexual harassment, ADA issue, or EEOC issues the student should follow the appropriate University policy. If the student have a grievance concerning grades, evaluations, or workload, the following process should be utilized:

1. The student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff).
2. The student must communicate and/or meet with the person involved and attempt to resolve the complaint
3. If complaint remains unresolved, the student may meet with the next level in the chain of command (Level coordinator, BSN Program Director, Associate Dean of Nursing, Dean of Professional Studies)
4. If the complaint remains unresolved after meeting with the Department Head and/or Dean, the student must follow the procedure as presented in the Grambling State University General Catalog.

The student may discontinue the process any any point by submitting a request to withdraw the complaint.

G. Appeal Process

If a student is affected by the policies for retention and progression or dismissal, then a written appeal can be made one time for the specified condition. An appeal is to ensure that students are not deprived of due process. The appeal will be addressed by the Admissions and Academic Standard Committee in the School of Nursing. Students who wish to appeal must follow the stated guidelines set forth below:

1. Meet with their academic advisor to discuss the appeal and appeal process.
2. Submit the appeal, utilizing the approved appeal form, by the designated deadline to the Admissions and Academic Standard Committee.
3. Meet with the committee to discuss their case.
4. The committee will submit a recommendation to the Program Director for decision .
5. Decisions may be appealed to the Associate Dean of the School of Nursing and are final.
6. See Dismissal policy on page 18 for Appeal procedure for Dismissals.

XII. COURSE REQUIREMENTS

The quality and success of your education are dependent upon many factors, including meeting certain requirements. Specific objectives and requirements for each course will be stated in course syllabus. The following is provided to assist in understanding those requirements that apply to ALL Professional Nursing Courses. Please read carefully; if there are no questions regarding these statements, it is assumed that you understand and agree to comply.

The maintenance and development of appropriate attitudes and values are a requirement of students enrolled in all nursing courses. Trustworthiness and loyalty are included in the behaviors expected. These characteristics are inherent in professional nursing and are requisite to successful completion of nursing courses. Students are expected to treat the instructor and fellow students with respect and refrain from distracting behavior in the classroom and clinical areas. Students who create disturbances in the classroom or clinical area will be required to leave and reported to GSU Department of Judicial Affairs.

A. Class Attendance

The GSU School of Nursing program is considered a professional degree program. To ensure that students prepare for the professional responsibility requirements of the nursing profession, as well as meet the objectives and requirements of each course, professional nursing students are subject to stricter attendance requirements than other academic curricula.

Students are expected to attend all scheduled class meetings. Many experiences in this curriculum are impossible to duplicate; consequently, absences will prevent the learning/evaluation process from taking place. Students with accumulated absences in any course will be counseled and will be subject to failure.

Cell phones must be turned on silent when entering the classroom.

B. Clinical Experience

The student is expected to attend all clinical experiences. Absences from clinical will jeopardize the student's ability to meet the clinical objectives. Students are required to adhere to the the policies and procedures of the course and instructions provided by the course or clinical faculty member. If an absence is unavoidable, the students are required to:

1. Refer to the syllabus or clinical instructor's instructions regarding notification of an absence.

2. Notify the unit/agency ninety (90) minutes prior to beginning of clinical experiences (unless otherwise instructed). The School of Nursing office is to be notified according to instructions. Provide the reason for the absence.

The student must notify assigned clinical area and the School of Nursing each day of absence. **Failure to notify the clinical instructor and the clinical unit will result in an unsatisfactory clinical evaluation for the day.** Clinical time cannot be made up, but alternate learning methods may be assigned at the discretion of the instructor.

If a student is tardy or absent from clinical experience, it is the student's responsibility to convey the message to the instructor, clinical agency and the School of Nursing. **Messages sent with or by classmates are not acceptable.**

Should a student fail to demonstrate evidence of preparation for the clinical assignment, the student will be **dismissed** from clinical and receive an unsatisfactory clinical evaluation for the day.

Students enrolled in professional program of the School of Nursing are responsible and accountable for their actions related to patient care. Faculty will determine whether a student's conduct and actions are appropriate for patient welfare. Therefore, the School of Nursing may dismiss a student from the course with a grade of "F" and from the School of Nursing when a faculty member determines that a student's conduct in the clinical setting has been detrimental to patient welfare.

Students and faculty are guests in the clinical facilities. As guests, students and faculty must abide by the rules and regulations of the clinical facilities. Professional behavior must be exhibited at all times. Behavior reflects not only on the individual but also on the nursing program and Grambling State University. Professional nursing students who are employed cannot attend clinical if they have worked 8 hours or more immediately prior to the scheduled clinical time. *(Example; if, a student works the night shift and gets off work in the am; the student cannot participate in clinical on that same day; if the student shows up for clinical they will be sent home and will be counted as a clinical absence.)*

C. Grading Scale

The grading scale for the School of Nursing professional component is:

93 - 100	A
85 - 92	B
77 - 84	C
69 - 76	D
0 - 68	F

Individual course test scores are carried to hundredths and are not rounded to a whole number. The final overall course grade is rounded to the nearest whole number as follows: .01-.49 rounds

down; .50-.99 rounds up. Example: A score between 76.01 and 76.49 rounds down to 76; The student's final grade would be a "D". A score between 76.50 and 76.99 rounds to 77; The student's final grade would be a "C".

D. Guidelines for Examinations

If a student is unable to be present at an exam, the student must notify the main office and course coordinator prior to the administration of the examination. Exceptions to notification of course faculty are as follows: (1) *death in immediate family; (2) accident en route to examination; (3) hospitalization of the student; (4) severe illness that is life threatening and/or impedes activities of daily living or; (5) other. Supporting documents such as policy report, obituary, emergency room report, etc. must be provided to the course instructor upon return to class.

**Immediate family includes mother, father, sibling, spouse, child, grandparents, mother/father in law.*

Students who miss examination or required class assignments due to planned absence for University-approved events must present the approved University excused absence to the instructor **prior to missing class**.

Failure to provide appropriate documentation will result in a grade of zero.

Make-up Exams

Only one (1) excused make-up exam will be given per semester. Any subsequent missed exams will be recorded as a zero. The students must have a valid excuse, as listed above in the guidelines for examination, in order to take a make-up exam.

All make-up exams must be complete prior to the beginning of the University final examination period.

Written Exams

When written examinations are given to students requiring an answer sheet, answers recorded on the answer sheet will be the official answers to the test, not the test booklet.

Computer Exams

When examinations are given to students using the computer and the computer becomes inoperable, the student will be given a written exam. In this case, not more than 10 minutes will be added to examination time. Any additional time for the exam will be at the discretion of the faculty member.

Handbags, books, notebooks, purses, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are not allowed in any examination area. Other sanctions and restrictions in the testing area may be applied at the discretion of the instructor.

Time for test

Time allowed for the test will be announced at the beginning of each test. Nursing students are advised to wear a watch to the test and remain aware of time during the test. No smart watches

can be worn during examinations (ex. Apple watch). When time is called for any test, writing or typing should cease and all documents submitted immediately. Any student not following instructions of faculty member will jeopardize final grade, status in the course, and status in the professional component. Any student who continues to write or type after a faculty member ends the exam time, will have violated the academic dishonesty policy and will be considered cheating.

A student who arrives after the start of an exam and a student has completed the exam, **the student arriving late will not be allowed to take the exam**. A student who arrives after the start of an exam and no other student has left the room or computer lab will be allowed to take the exam; however, **no additional test taking time will be allotted**.

E. Uniform, Supplies, and Equipment Expenses

In addition to regular GSU fees, students admitted to the School of Nursing should anticipate the following expenses:

- Books - Student must purchase all textbooks needed for each course at every level. Recommended texts are valuable assets.
- GSU ID
- Badge holder
- Dress requirements: (1) authorized uniforms with School of Nursing patch centered on left sleeve of the uniform 1" below shoulder seam: (2) authorized lab coat with patch centered on left sleeve 1½" below shoulder seam.
- Black shoes, black socks/hose.
- Watch with a second hand.
- Stethoscope - dual head with both bell and diaphragm (adult and pediatric).
- Scissors: medium size bandage scissors.
- Pen light
- Small pocket notebook for clinical
- Ruler - for measuring centimeters
- Pen - black pen
- Fees - students must pay the following fees:
 - Malpractice insurance – yearly
 - Supply kit

F. Dress Code

Faculty members of Grambling State University's School of Nursing believe that it is the responsibility of each student to maintain professionalism when working with patients in the hospital and community and when attending classes. Each student serves as a representative of the School of Nursing and Grambling State University. It is important that each student's appearance and behavior enhance the image of the School of Nursing and GSU. The following guidelines and recommendations are offered to assist each student in maintaining or developing his/her own acceptable standards of professionalism in dress. It is the student's responsibility to

determine and conform to the policies of the agency in which he/she is practicing. Failure to conform to the dress code will result in a student being denied entry into clinical areas and dismissal from the School of Nursing. It is the student's responsibility to conform to the policies of the agency.

Identification

It is important to remember that all nursing students must wear an official GSU identification (ID) emblem, the badge holder with the student ID and an appropriate name on both uniform and lab coat. The clinical agency may require the student to wear an agency ID in addition to or instead of GSU ID. The following dress code is to be followed by all professional nursing students.

Class Attire

Attire for the class will be black/khaki pants with the black polo or any shirt with appropriate Grambling paraphernalia. The pants can not be jeggings, leggings, capris, or be made of jean material. The shirt must be tucked into the pants. Faculty members reserves the right to send any student home who is determined to be dressed inappropriately.

Jewelry

Jewelry for women is limited to a watch with a second hand, wedding band, and one pair of small stud type earrings. The stud earring must not exceed the ear lobe(s). Jewelry for men is limited to a watch with a second hand and wedding band. No other jewelry, piercing, or gauges are allowed to be worn in the clinical setting. No neck chains are permitted (exceptions: medical I.D. tags, small religious medals) while administering patient care. When If there are any questions, students are to contact their clinical instructor prior to clinical experience.

Hair/Cosmetics/Nails/Body Art

Natural hair color should be worn at all times. No unnatural hair color are allowed in the clinical setting (pink, green, purple, orange, etc.) Hair styles and cuts should be conservative. Extremes in hair styles such as cutouts and Mohawk are not allowed. Hair styles extended higher than 1 ½ inches are not to be worn in clinical area. All hair styles must be positioned above the collar and off the face to prevent threat of harm to the student or the patient's safety and well-being. Pony tails are allowed in the clinical setting if the hair is neat and secured at the nape behind the shoulder off the collar (i.e., standard clip, banana clip or braid). Barrettes are to be black, white, gold or of the same color as the hair (no bows or jeweled barrettes).

Facial hair is allowed for men. However, mustaches and beards must be neatly trimmed.

Conservative make-up may be worn. No false eyelashes are allowed. Perfume, cologne, aftershave, or strong-scented powders should not be worn because of their effect on patients/residents.

Fingernails must be short and should not to extend beyond the finger tips to assure safe and

effective patient care administration. Acrylic, silk, gel or other types of nails are not permitted in class or clinical. Nail polish is not permitted.

Tattoo marks and designs (body art) must be covered and not visible while in uniform. If there are any questions, or if tattoos cannot be covered (e.g., ring tattoos), the student must contact their clinical instructor prior to the clinical experience.

In addition to policies stated in this document, students must conformed to hospital/agency policies regarding dress code (i.e. hair, covering of body art, uniforms, wearing ID badges, etc.).

Uniforms

When choosing your uniform please avoid the terrible TOO's:

1. TOO TIGHT
2. TOO SHORT
3. TOO LOW CUT
4. TOO SHEER
5. TOO CONFINING

Students dressed inappropriately will be notified by a faculty member or the clinical instructor immediately.

Uniforms must be clean and pressed with hem-lengths for dresses/skirts no shorter than mid-knee. Appropriate underwear must be worn. Only solid white, beige, and colors that are not visible through the material are to be worn.

Uniform shoes

Students are required to wear comfortable clean black leather shoes without perforations present. Open toe or open heel shoes are not allowed.

Lab Coat

Laboratory coats are to be worn over the uniform anytime the student enters or leaves the health care agency, or in any other lab area as required by the institution or faculty member. Laboratory coats are not to be worn during direct patient care. Lab coat must be fingertip length. Pins or jewelry are not to be worn on uniform or lab coat.

Hygiene

Proper body hygiene is essential and demonstrates professionalism. Cleanliness of the student and uniform are of utmost importance. The student must come to class and clinical with a pleasant body odor.

General

Gum chewing is not permitted. GSU is a smoke free institution. All health care agencies are smoke free institutions. Smoking is not allowed in or around the School of Nursing. Smokers

should use breath fresheners. Students who smoke also need to make sure that their uniforms do not smell like cigarette smoke.

Special rotations such as day care, mental health, surgery, etc. may require special exceptions to the uniform code. Students will be notified of the exceptions prior to the planned experience.

G. Class Requirements

Class attendance is regarded as an obligation as well as a privilege. All students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so will jeopardize a student's scholastic standing and may lead to immediate suspension from the University.

A student who arrives fifteen (15) minutes after class has begun is asked to enter the back of the room and sit in the designated area so as not to disturb the other students.

Students are responsible for information presented and assignments made in relation to lecture periods. Regular attendance of lectures is the most effective means for maximum learning and use of student time and effort. Attendance is taken at each class period and recorded. Students receiving scholarships or other financial aid are responsible for adherence to regulations regarding class attendance.

Students are held accountable for thorough, safe practice and are expected to be prepared for clinical and laboratory practice in relation to given assignments.

The following are class requirements for all students enrolled in the School of Nursing:

- Attend all classes, conferences, examinations, orientation sessions, and arrive on time for class and clinical experiences.
- Complete all assigned course work and/or activities as required for class according to specified guidelines.
- Participate in classes by contributing constructively to discussions.
- Successfully complete all exams as well as clinical competency performance exam.
- Utilize computer lab, student study area, and student resource area to complete written assignments.

H. Class Participation

Active class participation is required by all students enrolled in GSU-SON. Students are responsible for retention and application of information from all previous nursing and support courses.

To participate in class the student should:

- Contribute constructively to discussions.
- Locate copies of all assigned articles or other readings.
- Utilize other resources to enhance learning activities (*computer lab, and internet*).

- Review objectives, key terms, key points, tables and boxes along with chapter exercises in the required textbook.
- Read chapters before the start of class.
- Complete all learning activities.
- Be involved with group assignments.

I. Written Assignments

Written assignments are vital in the development of the student's knowledge and skills. During the program students will be required to submit written assignments as directed by course faculty member. Written assignments may be calculated as a percentage of the total grade.

Acceptable papers must:

- Be neat and legible.
- Have student's name, name of topic, name of course faculty and date on assignment in the upper right-hand corner.
- Be submitted on time. Without prior arrangements, the instructor will deduct 5 points per day for each day the assignment is late.
- Follow the stated assignment format.
- Have correct spelling, terminology, capitalization, abbreviations (if appropriate), grammar, and punctuation. The paper should be typed and double spaced.
- Be completed in a professional manner. Unprofessional papers will be returned to the student for revisions and considered late for purposes of grading.
- Not be plagiarized. Any evidence of plagiarism will result in automatic failure of assignment.
- Avoid bias against persons based on gender, sexual orientation, racial or ethnic group, disability or age.
- Present ideas in an organized professional manner.
- Avoid jargon, wordiness and redundancy.
- Follow guidelines as presented in the most recent publication of the American Psychological Association (APA).
- Adhere to any directions and guidelines as provided by course faculty member and course syllabus.

J. Dosage Calculation

A drug dosage calculation test will be given each semester in the professional component. Refer to the course calendar for specific dates. The drug dosage calculation test is offered only three (3) times. Students must pass with 100% proficiency in order to remain in nursing courses.

If the student is not successful in passing the drug dosage calculation test, the student must withdraw from the course.

When working dosage calculation test items, all paper utilized must be turned in with the

student's name on each piece.

Approved calculators can be utilized during testing as instructed by the course faculty. Students must supply their own calculators. Acceptable calculators are those that perform simple calculations and those without electronic memory. Only answers on the specified answer sheet or approved forms will be accepted as valid answers for dosage calculation tests.

Handbags, books, notebooks, purses, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are not allowed in any examination area. Other sanctions and restrictions in the testing area may be applied at the discretion of the instructor.

Bring two pencils to exam room. From the time you enter the room there will be no talking. Talking during the examination will be construed as cheating and procedures for cheating will be followed as set forth in this document and according to GSU policy.

Students are reminded to keep the test and answer sheet flat on the desk. Not following this instruction or other instructions as provided by instructor will be construed as cheating. Evidence of cheating will be handled in accordance with GSU policies.

Students are responsible for checking their answer sheet for questions not answered and unnecessary marks. Faculty members are not obligated to review answer sheets for machine error due to incomplete erasing.

Tardy and absence for the dosage calculation exam should follow guidelines as set forth in this document regarding missed exams or tardy for exams. **If the absence is unexcused, the miss exam will be considered an attempt.**

K. Test Review

Test review is an important element of learning. Test review will be conducted for unit exams.

Handbags, books, notebooks, purses, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are not allowed in the test review area. Other sanctions and restrictions in the testing area may be applied at the discretion of the instructor.

If a student continues to have trouble understanding content after test review, the student should make an appointment with the faculty member responsible for the content not understood. This appointment should be within one week after the exam.

Any student who scores below 85% on any test is encouraged to participate in an individual test review. Any student who scores below 80% on any test must meet with course faculty for an individual test review. Individual test reviews will not be conducted 48 hours before a scheduled exam or class activity. Students must make an individual test review appointment with the

instructor within two (2) weeks of the exam date. No review will be done after two weeks.

L. Final Exam Grade

Students, who are unsuccessful in class, will be allowed to view the final exam during the week prior to the first day of classes of the next semester. The student should make an appointment with the course coordinator or designated instructor to view the final exam.

M. Transportation

Students are responsible for their own transportation for clinical experiences. For students who do not have their own transportation, car-pooling is encouraged.

Under no circumstances are students to transport patients or patients in their personal vehicles.

XIII. GENERAL INFORMATION

A. Community Service Hours

Students enrolled in GSU School of Nursing must perform 160 hours of community service before graduation. “The Community Service Form” must be completed by the Director of Nursing or Administrator of the facility or agency. Level Coordinators will provide more information regarding community hours during course orientation. Community service hours must be completed ninety 90 days before graduation. The attire for community service events includes black/khaki pants/skirt, the black polo shirt, and the lab coat or at the discretion of the instructor.

B. Requirements for Graduation

Prior to graduation, candidates must complete an application for graduation in the Registrar's Office. See GSU catalog for additional requirements.

C. Pinning Ceremony

The School of Nursing hosts a Pinning Ceremony for graduating seniors. The Pinning Ceremony is a serious and sacred event that represents the transition of the nursing student to the professional nurse role. The attire for this ceremony is professional white uniform. Jewelry, nails, and cosmetics for this ceremony must follow dress code policy. Students not dressed appropriately will not be allowed to participate in the ceremony. Students must successfully complete all course requirements, pass proficiency exams and be eligible to graduate in order to participate in the Pinning Ceremony. Students must successfully complete all Level V requirements to participate in Pinning Ceremony.

D. Student Health and Welfare

The School of Nursing complies with policies set forth by the University in providing health care. (See GSU General Catalog). All students must comply with University policies relating to health. These policies are devoted to promotion and maintenance of high health standards for students.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping, eating, and hygiene habits. Maintenance of standard weight for height is desirable. Frequent absenteeism due to illness in clinical courses will result in failure. Where frequent illness occurs, a doctor's statement should be filed with School of Nursing office.

Change of Health Status

The student must submit a "Change of Health Status" form if severe illness, surgery, hospitalization or pregnancy occurs after entry into nursing course. When student returns to class and/or clinical, this form must be completed by the healthcare provider. In order to be allowed to continue in a clinical course the physician must state that the student is able to complete the objectives of the courses without restrictions. If there are restrictions, the student cannot continue in a clinical course.

Each student participates in an accident and sickness insurance plan that is designed especially for students at Grambling State University. Information material can be procured at the Foster - Johnson Health Center.

E. Student Representation on Committees

The faculty believes in student representation and participation in matters concerning the School of Nursing. Representatives from the professional nursing courses serve on various committees as nonvoting members and are selected by their peers at the beginning of each semester.

At the present time, the following School of Nursing committees permit student representation:

- Evaluation Committee: Students will assist in development of evaluation criteria and tools for faculty, students, and courses.
- Policy Committee: Students will provide input regarding student policies, rights, and responsibilities.
- Curriculum Committee: Students will provide input into development and evaluation of curriculum.
- Level Committee: Student representatives will keep level committee apprised of concerns of students in the respective level.

If the student cannot attend a meeting, the student must communicate with the chairperson of the committee in advance of the meeting. Missing too many meeting will jeopardize the student representative position on the committee resulting in being replaced.

F. National Council Licensure Examination for Registered Nurse (NCLEX-RN)

In order to become a registered nurse, graduates from the GSU School of Nursing are required to pass the National Council Licensure Examination - Registered Nurse (NCLEX-RN). Application to take this examination, accompanied by payment of examination fee, must be made by required dates.

In order to be permitted to take the NCLEX-RN, students must complete an application that is submitted to the Louisiana State Board of Nursing. Required fees must be submitted in accordance with the dates required by the Louisiana State Board of Nursing.

If the student plans to take the NCLEX-RN in a state other than Louisiana, it is the student's responsibility to obtain the appropriate application and meet the required deadlines.

G. Change of Address

It is student's/graduate's responsibility to keep the School of Nursing informed of current address and telephone number. Important information is frequently mailed to students/graduates. A permanent address, school address, and a local telephone number should be on file in the nursing office and updated as necessary. Alumni are requested to keep the SON apprised of address changes or contact information.

H. Forms

All forms related to the School of Nursing and mentioned in this document are located in the School of Nursing office.

I. Reasonable Accommodation

Grambling State University adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities should register with the GSU office of student affairs and contact the course coordinator at the beginning of the semester to arrange for appropriate accommodations.

J. Communication

Students are expected to act in a professional manner at all times. Faculty members post office hours at the beginning of each semester. Students are expected to contact faculty members during office hours. Students can relate messages via email, office telephone, and written messages in faculty mailbox. Students are to use GSU email to communicate with GSU nursing faculty. The use of personal email is not encouraged and is not acceptable.

XIV. GRAMBLING STATE UNIVERSITY SCHOOL OF NURSING DRUG SCREEN POLICY

The mission of the Grambling State University School of Nursing Bachelor of Science in Nursing Program is to prepare graduates to assume the roles of beginning practitioners of professional nursing. The School of Nursing accomplishes this by providing a caring, engaging environment for the empowerment of student learning potential, the professional development of faculty, and the promotion of the nursing profession. Therefore, in order to uphold the highest standards of the nursing profession, the School of Nursing has adopted a drug-free environment. As a condition of admission to the professional component of the School of Nursing, each student will be required to submit to a drug test, and to submit, as requested, to additional tests

once enrolled in the professional component. Grambling State University School of Nursing Statement of Policy regarding drug use is the foundation for this policy statement.

A. Drug Testing upon Admission and Continuance in the Professional Component

A negative drug screen is required prior to enrollment into the professional component of the BSN program and/or if there is a break in attendance for a semester or more. Drug screens are conducted by sites designated by the SON and are collected according to the laboratory's policy. Those with a positive drug screen will be denied admission to the GSU School of Nursing.

Any faculty member can request a drug screen after documentation of possession of alcohol or drugs in violation of this policy or suspected behaviors are demonstrated. This drug screen test is at the expense of the student. During clinical, the student should report within 1 hour to a designated laboratory site for collection of drug screen. If request is made during attendance at the University campus, the student would be required to report to the designated site for collection of drug screen within 1 hour. The following is a partial listing of what GSU SON deems possible signs and symptoms of drug or alcohol use.

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors, particularly medication errors
- Detectable odor of alcohol
- Increasingly poor decision and judgment about patient care
- Illogical or sloppy charting
- Unusual accidents/incidents
- Deteriorating personal appearance
- Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes

Any refusal to comply with faculty request will result in immediate academic suspension and shall be reported to Associate Dean of the School of Nursing.

Tests will be conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student will be protected. The procedure for collection is determined by the collection site. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse. The testing laboratory will notify the Associate Dean or designated official of the School of Nursing with test results. The School of Nursing will ensure confidentiality of results by making the information available only to the student, appropriate GSU Administrators, and the Louisiana State Board of Nursing.

B. Non-RN Nursing Students

Confirmation of a positive drug screening will result in immediate removal from clinical course. The student will not be allowed to continue in the professional component. The Louisiana State Board of Nursing will be notified.

C. Responsibility of Obtaining Drug Screens

Random drug screens are at the student's expense and must be conducted at the designated drug screening facility within the prescribed time parameters. Failure to undergo a drug screen on the designated day and time will result in immediate withdrawal from the nursing program.

If alcohol is suspected, then the student will be asked to take a breathalyzer or serum alcohol test. Confirmation of the presence of alcohol will result in removal from clinical courses.

XV. STUDENT ORGANIZATIONS AND AWARDS

A. Awards

Students have the opportunity to receive awards at the Grambling State University School of Nursing. *Achievement Awards* will be granted to students who achieve the highest program grade. School of Nursing faculty members select the student for these awards. Criteria for the awards are listed below.

The student who receives the Achievement Award for highest program grade will:

- Demonstrate highest overall grade.
- Maintain highest overall grade without repeating any professional courses.

B. Organizations

Faculty members of the School of Nursing encourage and support student participating in professional organizations. Participation in school organization helps transition the student in the professional nurse in which active participation in professional organization is valuable. Participation in school organization is voluntary and no student will be judged for non-participation.

Student Nurse Association

The Student Nurse Association (SNA) mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Members of the SNA participate in various leadership and community endeavors.

The National Student Nurse Association (NSNA) provides Student Bill of Rights and Responsibilities. This information is located on the organization's website.

Grambling State University Professional Organization of Nurses Future Nurse Institute

Grambling State University Professional Organization of Nurses (GSU-PON) Future Nurse Institute provides mentorship to student nurses. GSU-PON is composed of GSU alumni nurses who serve as mentors in various areas of nursing education and practice. This organization helps student nurses connect with GSU graduates.

