

Grambling State University School of Nursing

Bachelor of Science in Nursing

Student Handbook



Revised August 2013

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.

Students will be notified of any changes and/or amendments to policies for admission, retention, and progression. The changes will be reflected in the BSN Student Handbook and made available to students during advisement and registration. This notification will be provided in either an individual handout, which is to be added or made an addendum to this document or by electronic notices.

The terms and provisions of this Student Handbook are subject to change by the Associate Dean for Nursing and are effective as of the date amended unless otherwise stated.

TABLE OF CONTENTS

I.	Grambling State University Mission & Philosophy	6
II.	SACS Accreditation Statement.....	7
III.	School of Nursing Accreditation Status.....	7
IV.	School of Nursing Philosophy	8
V.	School of Nursing Organizing Framework	11
VI.	Mission Statement.....	12
VII.	Competencies of Graduates	12
VIII.	Admission	13
	A. Pre-Nursing	13
	B. Professional Component	13
	C. Transfer Students	16
	Transfer Credits	16
	D. Readmission	16
	E. Registered Nurse Student	16
	F. Licensed Practical Nurse Student	17
	G. Knowledge Validating Exam	17
	H. Academic Advising	18
IX.	Retention and Progression	18
	A. Courses with Practicum Component	19
	B. Interruption in Progression	19
	C. Progression Exams	20
	D. Progression to Level V	20
	E. Exit Exam.....	20
X.	Professional Conduct	20
	A. HIPPA Statement	21
	B. Honor and Accountability	21
	C. Employment	21
	D. Academic Dishonesty	22
	E. Grievance	23

	F. Appeal Process	23
XI.	Course Requirements	24
	A. Class Attendance	24
	B. Clinical Experience	24
	C. Grading Scale	25
	D. Guidelines for Examinations	25
	E. Uniforms, Supplies and Equipment Expense	26
	F. Dress Code	27
	G. Class Requirements	29
	H. Class Participation	30
	I. Written Assignments	30
	J. Dosage Calculation Exam	31
	K. Test Review	31
	L. Final Exam Grade	32
	M. Unsuccessful Course Grade	32
	N. Transportation	32
XII.	General Information.....	32
	A. Community Service Hours	33
	B. Requirements for Graduation	33
	C. Pinning Ceremony.....	33
	D. Student Health and Welfare	33
	E. Student Representation on Committees	33
	F. National Council Licensure Examination for Registered Nurses (NCLEX-RN)	34
	G. Change of Address	34
	H. Forms	34
	I. Reasonable Accommodation	34
	J. Communication	34
XIII.	School of Nursing Drug Screen Policy	35
	A. Drug Testing Upon Admission and Continuance	35
	B. Non-RN Nursing Student	36

	C. RN-BSN Nursing Student	36
	D. Responsibility of Obtaining Drug Screen	37
	E. Diagram of Drug Screen Procedure	38
XIV.	Student Organization & Awards	39
	A. Awards	39
	B. Organizations	39
XV.	Betty E. Smith School of Nursing Curriculum.....	40

Grambling State University

I. INSTITUTIONAL MISSION AND PHILOSOPHY

Grambling State University is now 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 under girded 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 and 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.

III. ACCREDITATION STATUS

The Betty E. Smith School of Nursing at Grambling State University is approved by Louisiana State Board of Nursing (5207 Essen Lane, Suite 6, Baton Rouge, LA 70809; Telephone number 225-763-3570) and is accredited by the Accrediting Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. Telephone number 404-978-5000).

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 Betty E. Smith 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. Client 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 Betty E. Smith School of Nursing at Grambling State University 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 client 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 client systems. To promote adaptation of client systems, the nurse must understand the client's perspective and use that understanding to plan care to meet client 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 client. The baccalaureate prepared nurse practices nursing in a variety of settings. This nursing practice is performed at a generalist level and focuses on assisting client 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 client 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 client is a foundation for the nature of nursing practice. Therapeutic communication skills are necessary to establish the professional nurse/client 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 clients and groups of clients who are part of a diverse society.

Client 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 client's position on the wellness to illness continuum. Utilization of teaching/learning principles in professional nursing practice is essential for promoting adaptation of clients.

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 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 clients 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 clients. Components of the nursing process are assessment, analysis, planning, intervention, and evaluation. The nursing process involves identifying and analyzing client 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 client systems to move from illness to wellness. The goal of nursing is growth of the client by promoting effective adaptation. Progression of client 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 clients 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 Betty E. Smith School of Nursing 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 education is the cornerstone of an enlightened, creative and productive society.

VII. COMPETENCIES OF THE GRADUATE

Upon completion of the BSN curriculum, the graduate is expected to demonstrate the following competencies:

1. Synthesize theoretical and empirical knowledge from the humanities, and the physical, biological, and behavioral sciences with nursing theory and practice.
2. Apply the nursing process to promote adaptation along the wellness-illness continuum for multiple client systems throughout the life cycle in a variety of settings.
3. Assume various roles of the professional nurse to meet health needs of client systems in a multi-variant and changing society.
4. Collaborate with other health team members to promote optimal health of various client systems.
5. Utilize appropriate communication techniques with multiple client systems in a variety of settings.
6. Demonstrate professional accountability incorporating legal and ethical aspects in nursing practice.
7. Demonstrate leadership and management skills within the practice setting to enhance the quality of health care delivery.
8. Evaluate research for the applicability of its findings to nursing practice.
9. Exhibit responsibility for continued personal and professional growth to prepare for present and future practice of nursing.
10. Utilize the teaching/learning process to promote optimal health for multiple client systems.

VIII. ADMISSION TO THE SCHOOL OF NURSING

Betty E. Smith School of Nursing is a professional program identified in the College of Professional and Graduate Studies. Admission to the professional component is not automatic. 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 University Admissions Office.

Students who answers yes to any of the questions listed below are required by the Louisiana State Board of Nursing (LSBN) to submit required information directly to LSBN. The required information should be submitted by the student for review and action sixty (60) days prior to anticipated enrollment in a clinical nursing course.

Have you had, or do you now have pending, any disciplinary actions against you by a licensing or certifying board in any state?

Yes: No: _____

Have you ever been arrested, charged with, convicted of, pled guilty or no contest to, or adjudged a juvenile delinquent, for any criminal offense in any state? (Even though an arrest, conviction or plea has been pardoned, expunged, dismissed, or your civil rights have been restored, you must answer “yes”. You may answer “no” if the juvenile offense has been expunged.)

Yes: No: _____

Within the last five (5) years, have you habitually used or been diagnosed as addicted to drugs or alcohol?

Yes: No: _____

Do you have any physical or mental impairment which may affect your ability to practice safely as a registered nurse?

Yes: No: _____

A student who answers yes to any of the above listed questions will be delayed admission to the professional component until official clearance is granted from the LSBN.

B. Professional Component

Admission to the professional component is not automatic and 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 by **April 1st** for Fall admission or **October 1st** for Spring admission.
4. Complete all required pre-nursing courses with no grade lower than a "C." (The highest grade earned in a course that is taken more than once will be used. All courses must be taken within five years of admission.)
5. Earn a grade point average (GPA) of at least 2.75 on a 4.00 scale in all pre-nursing courses.
6. Earn a GPA of at least 2.75 on a 4.00 scale in all math and science pre-nursing courses including NUR 205 Pharmacology and NUR 225 Pathophysiology. The highest grade earned in a science course that is taken no more than twice will be used. (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. (Beginning Fall 2013)
 - a. Pre-Nursing students must achieve a passing score on the pre-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 pre-nursing admission exam, all other admission requirements to the professional component of the nursing program will be considered.
 - c. The student is allowed one testing attempt per semester; two attempts total
 - d. The Admissions Test fee is a non-refundable fee of 30 dollars per enrollment.
 - e. Mandatory registration for the pre-nursing entrance exam is required the semester prior to the exam.
 - f. April 1st for Fall , October 1st for Spring
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.

(Revised 8/13)

Pre-Nursing Entrance Exam (pass/fail)			
<i>Variable</i>	<i>multiplied by</i>	<i>Formula Factor</i>	<i>= Points</i>
Pre-Nursing Math/Science GPA	X	11	_____
Pre-Nursing GPA	X	8	_____
Number of Pre-Nursing Hrs (≤ 47) at GSU	X	0.5	_____
Total (<i>maximum possible = 99.5</i>)			_____

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.

All applicants are reminded that completion of the pre-nursing course requirements does not automatically assure admission to the professional component in nursing.

Admission to the professional component is competitive and involves careful review by the School of Nursing Admissions Coordinator, the Admissions and Academic Standard Committee and the Associate Dean. Admission to the professional component is not automatic and depends on space available.

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

After admission to the professional component, prior to beginning clinical and yearly thereafter the following must be on file in Certified Background Check:

1. Physical examination (yearly)
2. Results of TB skin test (Mantoux or PPD) and/or chest X-ray (yearly)
3. Tetanus (DTP) (good for 10 years)
4. Proof of 2 MMR vaccines and a Rubella titer (if you were not immunized for Mumps or Measles, you must have a titer drawn.)
5. Varicella titer (even 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. ****First series of hepatitis shot must be complete prior to first day of class****)
7. Influenza vaccine (seasonal)
8. A copy of CPR card. The card must be issued by the American Heart Association Health Care provider.

Students must maintain original records and download a copy to Certified Background Check. Admission or progression in the professional component will be halted if students do not adhere to this policy.

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 Admission/Registrar's office and an Academic Advisor, 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

A student who has been denied admission to the professional component for any reason must reapply each semester to be reconsidered for enrollment.

Readmission to the professional component or course is not automatic and depends on space availability.

E. Registered Nurse Students

A student who is registered nurse (RN) has to meet the same course requirements as the generic student for the BSN degree at GSU. General education courses are sequenced for completion prior to the professional nursing component. After general education requirements are met, an RN can complete the program in three semesters with fulltime enrollment.

Admission to the School of Nursing

Application for admission to the pre-nursing program is the same process as required by the University. The application must be submitted to the University Admissions Office.

If an RN has graduated from an accredited RN program, the laboratory hours in the required science courses may be waived if the student has a “C” or higher grade in a total of 19 semester credit hours in appropriate science courses (Human Anatomy & Physiology, Inorganic Chemistry, Organic & Biochemistry, and Microbiology).

Professional Component

The RN student must follow all admission requirements as set forth by the university and the School of Nursing. The completed admission packet must be submitted on or before the date indicated by the School of Nursing Admissions Office. The admission requirements and materials include all admission requirements as stated in this document including evidence of current license to practice in Louisiana. The license must be unencumbered and without restrictions.

When an RN completes the first semester courses of the professional component, credit will then be awarded for 42 semester credit hours of nursing, which corresponds with content of courses for which credit was earned in a previous RN program.

F. Licensed Practical Nurse Students

A Licensed Practice Nurse (LPN) who plans to pursue a BSN degree must meet the same criteria for admission to the professional program as the GSU generic student.

Prior to being admitted to the professional program an LPN may submit a request to the BSN Program Director for credit exam scheduling. Upon successfully test completion the student will receive credit for the Nursing Fundamentals Course (Nur 212 & 212K) and progress to the next level providing all Level I course requirements are met.

The student who wishes to submit a request to complete a knowledge validating exam must meet with the BSN Program Director to assist in the process. This option must be completed after being admitted to the professional component and before enrolling in courses in the professional component.

G. Knowledge Validating Exam

A standardized knowledge validating exam (KVE) is a test that assesses the student’s knowledge in a nursing course. Transfer students, LPN students and RN students who are granted admission to the professional component have the opportunity to complete a KVE. Students who have successfully completed nursing courses at another institution may request to complete a KVE that coincides with the last course successfully completed at the previous institution. The permission to complete a KVE is granted when complete review of the official transcript, copy of course syllabus from previous institution and other pertinent information is conducted by the Academic Advisor, Admission and Academic Committee and Associate Dean for Nursing.

Students must meet all pre-nursing requirements before submitting a request to complete a KVE. A student who wishes to complete a KVE must meet with the BSN Program Director to assist in the process.

Successful completion of the KVE does not automatically grant admission to the course desired. Admission to the course depends on space availability and final permission granted by the Associate Dean for Nursing.

H. Academic Advising

The School of Nursing recognizes the value of academic advising for students admitted to 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 in the School of Nursing.

A student is assigned an Academic Advisor after admission to the professional component is granted. 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.
- Adhere to academic advising contract.
- Solicit the support and advice of Academic Advisor as needed.

Advising is viewed by the School of Nursing as an integral part of each student's education. Faculty members will advise 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. Students enrolled in professional nursing courses will be advised and/or counseled throughout the semester in relation to clinical and/or academic performance. 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.

IX. 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 the second enrollment of the same nursing course in the professional component.
- Failed the second nursing course in the professional component.

- Failed more than one nursing course in the same level in the professional component.

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

Enrollment in a nursing course is defined as completion of any unit examination, quiz or assignment in that course.

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.

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 pass the practicum component, the student must repeat both theory and practicum component. A student who fails the practicum component and pass theory component, the student must repeat both practicum and theory component. 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 in Nursing and pass Fundamentals in Nursing Practicum, the student must repeat both Fundamentals in Nursing and Fundamentals in Nursing Practicum. Likewise, if a student fails Fundamentals in Nursing Practicum and pass Fundamentals in Nursing theory component, the student must repeat both Fundamentals in Nursing Practicum and Fundamentals in 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. Further, 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.

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 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. Progression Exams

The purpose of the progression exam is to assess the student's readiness to progress to the next level. The progress exam also is a preparatory exam to determine ability to complete and pass the National Council Licensure Examination - Registered Nurse (NCLEX-RN). The successful completion of a national standardized exam will be calculated as a percentage of the final course grade.

Students take a standardized progression exam in each theory course. Success or failure of the progression exam will be reflected in the final course grade.

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.

Progression to Level V will occur when the student has successfully benchmarked on the Level IV Mid-curricular Progression Exam. 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. Exit Exam

Students enrolled in Level V will have **one** (1) opportunity to complete and pass the exit exam. Students in Level V who do not successfully complete the exit exam on the first opportunity will not pass the course and will not be eligible to graduate.

X. 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, and faculty of the School of Nursing have authority to require withdrawal from 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.

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 to patient welfare. Should it be determined that a student's conduct in clinical areas has been observed to be detrimental to patients' health and/or safety, faculty may dismiss a student from the clinical course with a grade of "F" and recommend dismissal of the student from the School of Nursing.

A. HIPPA 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/client 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 HIPPA requirements and sign both a HIPPA 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.).

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 keep up to date to 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. 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 grades, evaluations, or workload, the following process should be utilized:

1. See the professor with whom you have the problem: If problem unresolved . . .
2. See Level Coordinator: If unresolved . . .
3. See Director of BSN Program: If unresolved . . .
4. See Associate Dean for Nursing: If unresolved...
5. See Dean of Professional Studies: If unresolved . . .
6. See Academic Vice President: If unresolved . . .
7. Follow procedure for various types of grievances handled by the University as presented in Grambling State University General Catalog.

F. Appeal Process

If a student is affected by the policy for admission, retention or progression, 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. This committee meets the last Friday of each month during the Fall and Spring semesters. This appeal must be presented to the Chair of the Nursing Admission and Academic Standards Committee at least two (2) weeks prior to the next scheduled committee meeting

If a student would like to appeal a decision the following procedure must be utilized:

1. Meet with an Academic Advisor to discuss appeal and the appeal process.
2. State the admission, retention or progression policy that affects the student.
3. State clearly what is being appealed.
4. Include a copy of all transcripts.
5. Provide a reason for the appeal.
6. Provide information related to extenuating circumstances for the condition of non-progression.
7. Include external documentation supporting the circumstance(s).
8. Provide a time frame (semester and year) for continuation in the nursing program.
9. Provide a plan addressing a change in behavior that will promote success.
10. State proposed solution to the problem in the appeal statement.
11. State whether you wish to appear before the committee.
12. Fill out appeal process form.

All appeals should be submitted in writing, signed and dated on the specified form available in the School of Nursing Office. Students are required to submit forms and supporting documents in a sealed envelope.

If the student desires to personally be present before the School of Nursing Admission and Academic Standards Committee, the student should present the request in writing along with forms and supporting documents.

A response regarding the decision of the School of Nursing will be provided within fourteen (14) days from the date of receiving written appeal in the School of Nursing office. If appeal is granted, student must meet all requirements for admission to professional component at time of readmission. The student must adhere to all readmission procedures set forth in this document. Readmission is not automatic and depends on space available. Decisions of the Admission and Academic Standards Committee are forwarded to the Associate Dean of Nursing as a recommendation.

XI. 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

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

Clinical absences are strongly discouraged and clinical makeup days are at the discretion of the clinical faculty. If it is necessary to be late or absent from any clinical experience, students are required to 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. Reason for absence should be left with instructor, agency and school.

Should a student find it necessary to miss a clinical day, the student must notify assigned clinical area and School of Nursing each day of absence.

Clinical absences will jeopardize the student's ability to meet the clinical expectations. Students are required to adhere to policies and procedures of course and instructions provided by course or clinical faculty member. The student will be required to make up clinical absences.

If a student is tardy or absent from clinical experience, it is the student's responsibility to convey the message to 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. The clinical faculty member determines preparation. This will be considered an unexcused absence.

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 to 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 faculty determines that a student's conduct in clinical areas has been observed to be 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
80 - 84	C
69 - 79	D
0 - 68	F

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.

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

Make-up Exams

Only one (1) excused make-up exam will be given per semester. The students must have a valid excuse, as listed above in the guidelines for examination, in order to take a make-up exam. Make-up exams will be given at the end of the semester during finals week.

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.

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, telephone, electronic devices, smart phones, 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. 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 faculty member ends the exam time, will have violated academic dishonesty policy and be considered cheating.

A student who arrives after the start of the exam and no other student have left the room or computer lab will not receive additional test taking time.

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.
- Name pin - two School of Nursing name pins are to be ordered through a uniform representative.
- Badge holder – to be ordered through a uniform representative.
- Dress requirements: (1) authorized uniform 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.
- White shoes, white 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 and red pen.
- Fees - students must pay the following fees:
 - Lab - each semester
 - Testing fees - each semester
 - Malpractice insurance - yearly

F. Dress Code

Faculty members of Betty E. Smith School of Nursing believe that it is the responsibility of each student to maintain professionalism when working with clients in the hospital and community and when attending classes. 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.

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. 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.

Shorts Policy

Shorts may not be worn to classes. Faculty member reserves the right to send any student home who is determined to be dressed inappropriately.

Name Pin

The student's name pin is to be worn on the left front of the uniform and lab coat when in the clinical areas.

Jewelry

A watch with a second hand is necessary when giving patient care. The student should consider his/her own and the patient/client safety and well-being when wearing wedding bands/engagement rings (one set permitted). Hardware/jewelry for body piercing is limited to the lower ear lobe(s). Only one small stud type earring per ear may be worn and the stud earring must not exceed the ear lobe. No neck chains are permitted (exceptions: medical I.D. tags, small religious medals) while administering patient care. 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. Hair styles and cuts should be conservative. 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 so as to present no threat to the student or the patient's/client's safety and well being. Pony tails are allowed in the clinical setting as long as the hair is neat and secured behind the shoulder (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).

Men should be clean shaven. Beards are not allowed in the clinical area. Neatly trimmed mustaches are allowed.

Conservative make-up may be worn. Perfumed cosmetics should not be worn because of their effect on patients/clients/residents.

Fingernails should be short, not to extend beyond the finger tips so as not to interfere with the safe and effective administration of patient care (sculptured nails, overlays are not permitted). 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 tattoos cannot be covered (e.g., ring tattoos), the student must contact their Clinical Instructor prior to clinical experience.

In addition to policies stated in this document, students must conform 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 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 white nursing shoes. White unadorned (without ornaments, color, logos) leather tennis shoes are acceptable. Open toe or open heel shoes are not allowed.

Lab Coat

Laboratory coats are to be worn to and from the health care agency. 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.

General

Gum chewing and fragrances are 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.

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.

RN students

A Grambling State University student, who is already a Registered Nurse, must adhere to the uniform policies as stated in this document.

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. Class participation may be calculated as a percentage of the final course grade. 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, resource room, 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 one 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 on the basis of 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 is given at the beginning of each semester in each clinical course in the BSN professional component. The drug dosage and calculation test is offered only three (3) times at the beginning of the semester in each level. Students must pass with 90% proficiency in order to remain in nursing courses.

If the student is not successful in passing the drug dosage and 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 telephone, electronic devices, smart phones, 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 #2 sharpened 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 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.

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 telephone, electronic devices, smart phones, 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.

L. Final Exam Grade

The score for the Final Exam will **not** be provided for any student prior to official University posting of semester grades. Students 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. Unsuccessful Course Grade

A student who wishes to discuss an unsuccessful course grade should make an appointment with the course coordinator and/or designated faculty member during the first week of the next semester.

N. 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 clients or patients in their personal vehicles.

XII. 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 hours include black/blue pants/skirts and white shirt/blouse with a collar or to 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. Students not dressed appropriately will not be allowed to participate in the ceremony. Students must successfully complete all course requirements, pass exit exams and be eligible to graduate 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.

Pregnancy

All pregnant students must notify the BSN Program Director, her clinical instructor, and Level Coordinator about pregnancy and due date of delivery. If a student elects to remain in school, a written statement from her physician should be submitted indicating due date and physically ability to continue in course of study. The form for the physician's statement can be obtained from the School of Nursing office. When student returns to class and/or clinical, a release form from the doctor must be submitted. 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 beginning of each semester.

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

- General Faculty Committee: Representatives from each level of program may attend all open meetings for purpose of interchanging ideas.
- Evaluation Committee: Students will assist in development of evaluation criteria and tools for faculty, students, and courses.
- Policy Committee: Students will provide input in regard to 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.

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 for a criminal background check that is submitted to Louisiana State Board of Nursing. Required fees must be submitted in accordance with the dates required by 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 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 not acceptable.

XIII. BETTY E. SMITH SCHOOL OF NURSING DRUG SCREEN POLICY

The mission of the Betty E. Smith School of Nursing Bachelor of Science in Nursing Program at Grambling State University 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. Betty E. Smith 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 admission to 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. *See flow chart for procedural actions following drug screen results.*

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 and appropriate GSU Administrators.

B. Non-RN Nursing Students

Confirmation of a positive drug screening will result in immediate removal from clinical courses for a period of one calendar year. Upon returning to the program, random drug screenings may be conducted throughout the program. *(Readmission is not automatic. Student should follow the procedure for readmission as presented in this document.)* A second positive test will render the student ineligible to continue in the program.

Upon confirmation of positive drug screen, students will be reported to the Louisiana State Board of Nursing for further follow-up. Determinations made by the Louisiana State Board of Nursing will be upheld by the School of Nursing. A student who has not received clearance from Louisiana State Board of Nursing within 1 year, will be ineligible to continue in the program.

C. RN-BSN Nursing Students

Confirmation of a positive drug screening will result in removal from clinical courses for a period of one calendar year. The RN student will be reported to the Louisiana State Board of Nursing for determination of continuation in nursing practice and school. Upon returning to the program, the RN student will be required to remain in compliance with LSBN requirements in the recovery Nurse Program through completion of the program and/or school whichever comes first. *(Readmission is not automatic. Student should follow the procedure for readmission as presented in this document.)* A second positive test will render the student ineligible to continue in the program. A student who has not received clearance from Louisiana State Board of Nursing within 1 year, will be ineligible to continue in the program.

D. Responsibility of Obtaining Drug Screens

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

The Medical Professional Panel Drug Screens includes common street drugs and those drugs that health care workers have access to and abuse. Drugs that may be monitored include: Alfentanil, Butorphanol (Stadol), Fentanyl, Ketamine, MDMA (ecstasy), Nalbuphine (Nubain), Sufentanil, Tramadol Amphetamines/Methamphetamines, Cocaine, Benzodiazepines, Marijuana, Cannabinoids, Barbiturates, Methadone, Opiate, Phencyclidine, Propoxyphene.

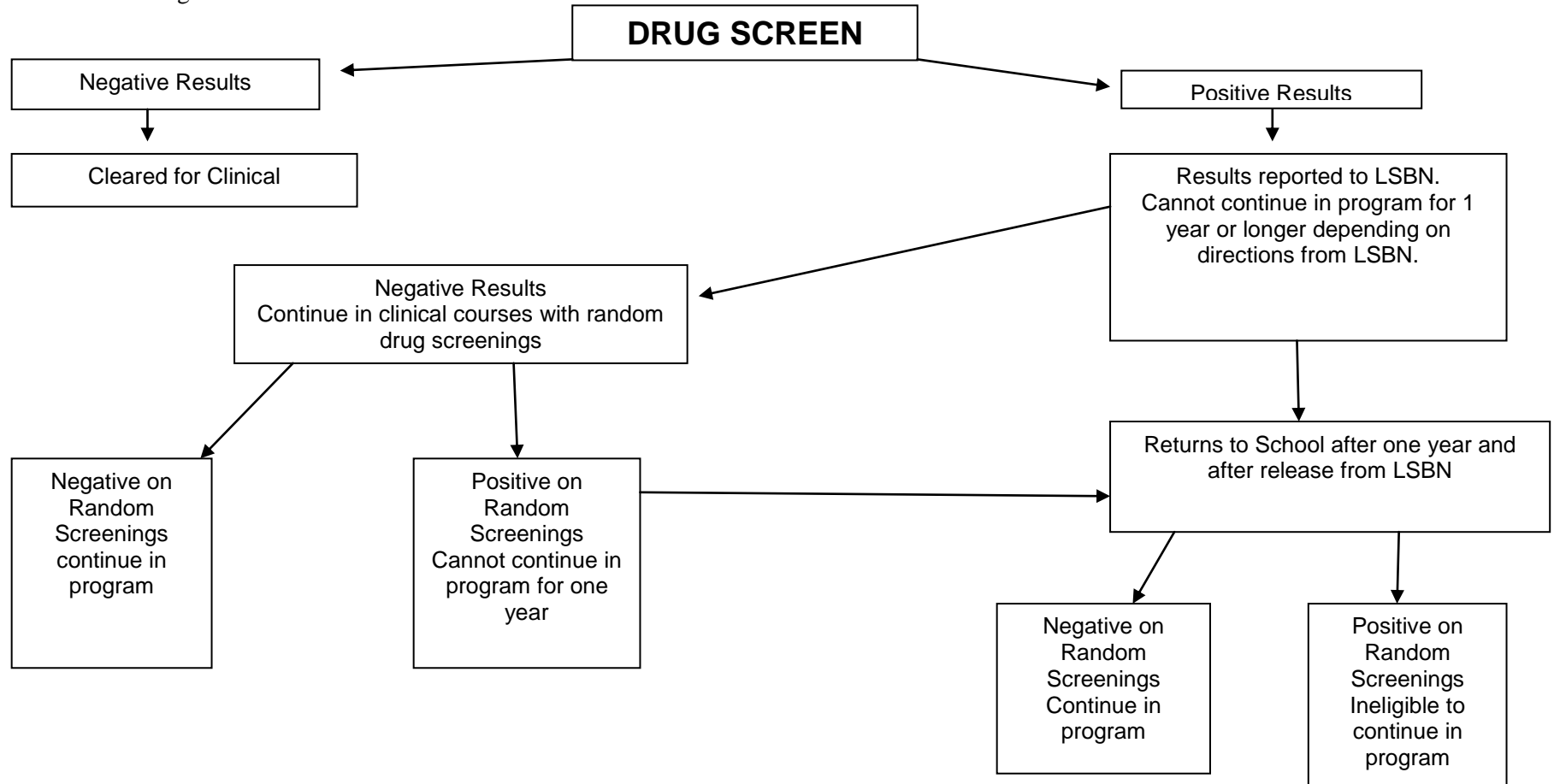
If alcohol is suspected, then the student will be asked to take a breathalyzer or serum alcohol test. Confirmation of the presence of alcohol will result in removal from clinical courses for a period of one calendar year. Upon returning to the program, random alcohol screenings may be conducted throughout the program. *(Readmission is not automatic. Student should follow the procedure for readmission as presented in this document.)* A second positive test will render the student ineligible to continue in the program.

DRUG SCREEN POLICY for BSN NURSING STUDENTS

Grambling School of Nursing

In order to meet the clinical agency eligibility, current students must provide evidence of all required immunizations as well as evidence of a negative random drug screen and a negative criminal background check. **Failure to conform to clinical eligibility will prevent the student from participating in clinical courses and will affect course progression.**

Students must have evidence of a negative random drug screen. This must be done at the designated testing site prior to the date designated by the School of Nursing.



XIV. STUDENT ORGANIZATIONS AND AWARDS

A. Awards

Students have the opportunity to receive awards at the Betty E. Smith 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 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.

Mary E. Mahoney Honor Society

Mary E. Mahoney Honor Society is an organization that represents exceptional scholarly, service and community endeavors. The organization symbolizes the student nurse who has achieved and maintained specific criteria.

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.

Betty E. Smith School of Nursing Curriculum
Freshman Year

PRE-NURSING

1st Semester	Hours	2nd Semester	Hours
Eng 101 (Freshman Composition)	3	Eng 102 (Freshman Composition)	3
Math 147 (Precalculus I)	3	Hist 101 or 104	3
Biol 207/207L (A & P /Lab)	3/1	Biol 208/208L (A & P /Lab)	3/1
Chem 105 (Inorg/Lab)	3	Chem 106/108 (Org./Bio/Lab)	3/1
FYE 101 (Fr Sem)	1	FYE 102 (Fr Sem)	1
Nur 125 (Comp Lit Exam)	0	Psy 200 (Gen Psy)	3
TOTAL	14	TOTAL	18

Sophomore Year

Professional Component

1st Semester	Hours	2nd Semester	Hours
Eng 200 (World Lit.)	3	Nur 204 (Health Assess)	3
Nur 225 (Pathophysiology)	3	Nur 212 (Fundamentals)	5
Biol 304 (Microbiology w/Lab)	4	Nur 212K (Fundamentals Practicum)	4
Nur 201 (Intro Prof Nursing)	2	Art/Music Elective	3
Nur 205 (Pharmacology)	3	GET 300 (Rising Jr Exam)	0
TOTAL	15	TOTAL	15

Junior Year

1st Semester	Hours	2nd Semester	Hours
Nur 303 (Group Seminar II)	2	Nur 305 (Group Seminar III)	2
Nur 308 (Adult MedSurg I)	6	Nur 312 (Adult MedSurg II)	3
Nur 308K (Adult MedSurg I Clinical)	4	Nur 312K (Adult MedSurg II Clinical)	2
Psy 304 (Abnormal Psy)	3	Nur 314 (Psy/Mental Health Nur)	3
TOTAL	15	Nur 314K (Psy Nur Clinical)	2
		Math 273 (Statistics)	3
		TOTAL	15

Senior Year

1st Semester	Hours	2nd Semester	Hours
Nur 403 (Group Seminar IV)	2	Nur 406 (Intro Research in Nur)	3
Nur 408 (Child Health Nursing)	3	Nur 407 (Critical Thinking in Nur)	2
Nur 408K (Child Nursing Clinical)	2	Nur 412 (Community Nursing)	2
Nur 410 (Women's Health Nursing)	3	Nur 412K (Community Clinical)	2
Nur 410K (Women's Health Clinical)	2	Nur 414 (Management in Nursing)	2
Econ 201 (Macroeconomics)	3	Nur 414K (Management Clinical)	2
TOTAL	15	TOTAL	13

Required Hours:	Nursing	- 69 hours
	General Education	- 51 hours
	Total	- 120 hours