

**Grambling State University**

**School of Nursing**

**S t u d e n t H a n d b o o k**

**2010**

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# **WELCOME TO GRAMBLING STATE UNIVERSITY**

## **SCHOOL OF NURSING**

Faculty and staff of Grambling State University take this opportunity to welcome all students into nursing school. We hope these years spent with us will be rewarding ones for each of you.

This Student Handbook is designed to assist your orientation to the School of Nursing. Students are expected to be familiar with policies stated in the handbook as well as those University policies which are found in the Grambling State University Student Handbook and the Grambling State University General Catalog. Students will be held responsible for information in these publications.

Students will be notified of any changes and/or amendments to policies for admission, retention, and progression. The changes will be reflected in the 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 the printed book or by bulletin board notices.

Please take the time early in the school year to familiarize yourself with contents of this handbook so you will know more about us as well as what is expected of you. Again, welcome to Grambling State University School of Nursing.

# **Grambling State University**

## **STATEMENT OF 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)

### **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 Student Intervention Resource Center (Special Services Facilitator) and contact their instructor(s) in a timely manner to arrange for appropriate accommodations.

### **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.

### **ACCREDITATION STATUS**

Grambling State University School of Nursing 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 National League for Nursing Accrediting Commission (61 Broadway, New York, New York 10006; Telephone number 800-669-1656).

## **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” (Philosophy of Grambling State University).

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” (Grambling State University, 2001). The faculty of the School of Nursing provides an environment for learning that enables all students to maximize their learning potential. Faculty are committed to the motto that “everybody is somebody” (Philosophy of GSU). 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 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 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 client is the goal of nursing.

## ***NURSING***

Nursing is: "the diagnosis and treatment of human responses to actual and potential problems" (American Nurses Association, 1980). 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 open 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 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.

### ***ORGANIZING FRAMEWORK***

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

A systematic approach, the nursing process, is utilized to assist clients to cope 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: Clients and Health***

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. Client systems progress as depicted:

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

## **MISSION STATEMENT**

The mission of Grambling State University 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.

## **COMPETENCIES OF THE GRADUATE**

The graduate is expected to demonstrate the following competencies, which are the Level Five (V) objectives:

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.

## ADMISSION TO THE SCHOOL OF NURSING

### 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.

**Louisiana State Board of Nursing requires students who answer yes to any of the following questions to submit information required by the Board directly to LSBN 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: \_\_\_\_\_

### Professional

Admissions requirements and materials include:

1. Eligible for or current enrollment at Grambling State University;
2. An admissions application packet must be turned in by the date indicated (posted). (Effective 1/96);
3. Receipt of **OFFICIAL** transcripts from **all** colleges and universities attended received in School of Nursing office by **July 1<sup>st</sup>** for Fall admission or **December 21<sup>st</sup>** for Spring admission (Effective 1/07);
4. Completion of 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.) (Effective 11/06);
5. Grade point average of at least 2.75 on a 4.00 scale in all pre-nursing courses. (Effective 8/99);
6. Grade point average of at least 2.75 on a 4.00 scale in all math and science pre-nursing courses. NUR 205 Pharmacology and NUR 225 Pathophysiology are included in math and science pre-nursing course GPA. (Effective 8/99);

7. No more than one failure (D, or F) in any required science course. (Two failures in the same required science course disqualifies a student for admission.) When a student has received a grade of D or F in three (3) required science courses, the student will not be eligible for admission to the professional program. (Effective 8/2007).

**All previous grades are considered; the School of Nursing does not recognize academic renewal, amnesty, or bankruptcy.** (Effective 8/94).

8. Cannot be on academic or disciplinary probation. (Effective 11/06)
9. Pass a drug screen and background check (Effective 8/10)

**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 PREPROFESSIONAL COURSE REQUIREMENTS DOES NOT AUTOMATICALLY ASSURE ADMISSION TO THE PROFESSIONAL PROGRAM IN NURSING.**

Students who meet the criteria for admission to the professional component of the BSN program are evaluated and ranked using the formula below. Qualified students will be admitted according to their rank, from the highest score in descending order of scores until all spaces have been used. (Effective 11/06)

<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 ( $\leq 48$ ) at GSU	X	0.5	_____
<b>Total (<i>maximum possible = 100</i>)</b>			_____

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.

A student who has been denied admission to the professional program for any reason must **RE-APPLY EACH SEMESTER** to be reconsidered for enrollment.

After admission to the professional segment, **prior** to beginning clinical and **yearly** thereafter the following must be on file in the School of Nursing office:

1. Physical examination including dental screening
2. Results of TB skin test (Mantou or PPD) and/or chest X-ray
3. Proof of MMR and current Td
4. Current Health Care Provider CPR card (American Heart Association)
5. Hepatitis B information form (vaccination record or signed release)
6. Titer for Rubella, Chickenpox, and Hepatitis B
7. Proof of malpractice insurance (copy of paid fees)

Students must maintain original records with **ONLY A COPY** being submitted for School of Nursing file.

## **Transfer Applicants**

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 nursing program of their current institution to be eligible to transfer to the BSN program at GSU. After a transcript evaluation has been made by the Admission/Registrar's office, School of Nursing administration will determine which courses are applicable to the requirements for the B.S.N. degree. (Effective 11/06)

**The professional 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**

Transfer credits must be approved by the Dean, Associate Dean, or Director of BSN program **prior** to enrollment in any course taken to meet degree requirements. The form is available in 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.

## **Registered Nurse Students**

Registered Nurses have the same course requirements as the generic students for the BSN degree. 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 two semesters.

## **Admission to the School of Nursing**

### **Pre-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 20 semester credit hours in appropriate science courses (Human Anatomy & Physiology, Inorganic Chemistry, Organic & Biochemistry, and Microbiology).

### **Professional**

The completed admission packet must be turned in on or before the date indicated (posted). The admission requirements and materials include:

- Current enrollment or eligibility for enrollment at GSU
- An admission application for the School of Nursing
- Official transcripts from all colleges and universities attended (GSU also)
- Completion of all required pre-nursing courses with the grade of "C" or above
- Evidence of current Louisiana license annually

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.

## **Licensed Practical Nurse Students**

A LPN who plans to pursue a B.S.N. degree must meet the same criteria for admission to the professional program as the generic student.

After being admitted to the professional program a LPN can challenge Level 1. This option must be completed during the first semester of the professional program.



## **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 either/or:

1. Failed the second enrollment of the same nursing course in the professional component.
2. Failed the second nursing course in the professional component. (Effective 1/2008)

In the professional segment, 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. (Effective 8/10).

Enrollment in a nursing course is defined as completion of any **unit** examination in that course.

Students must earn a minimum theory grade of “C” or better and a satisfactory clinical component evaluation in order to successfully complete any clinical/lab course and progress to the next level nursing courses.

Students are responsible for retention and application of information from ALL previous nursing and support courses.

Any student who interrupts the nursing curricular sequence for any reason (including unsuccessful math testing, financial hardships, physical illness, earning a “D” or “F”, etc.) for a period of one year or longer must successfully complete the knowledge validation examinations prior to readmission to the School of Nursing. Any returning student must submit an application for readmission and meet the admission criteria in effect at the time of the planned readmission. The student **may** be readmitted when there is **space available** in the desired nursing course.

Applications for readmission are available in the School of Nursing office.

After admission to the professional segment, if the student 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 may be halted until such time that a “C” or better has been achieved in the prerequisite course.

**In order to progress from Level IV to Level V, students must successfully complete the designated progression exam. If the student has to repeat Level IV but passed the progression exam, the student must still retake the progression exam and pass it when repeating Level IV.**

In order to progress to Level V, **all required courses** (nursing and general education) through Level IV in the nursing curriculum must be completed. (Effective Fall, 2000)

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, 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, health, social, or academic nature justify such action.

Students enrolled in the 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. 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 course with a grade of “F” and dismiss the student from the School of Nursing.

Each semester, students must review HIPPA requirements and sign both a HIPPA statement and a Confidentiality agreement before beginning clinical practice.

## **Honor and Accountability**

Students are expected to conform to the code of student conduct and the President's Edict as stated in the Grambling State University Student Handbook.

## **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 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). 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.).

## **Academic Dishonesty\***

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

1. **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.
2. **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).
3. **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.

### Dealing with instances of academic dishonesty

Any act of cheating or plagiarism in a course by a student will be reported to the college/school dean and the student will receive an "F" for the course.

If a student has been reported to the 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.

\*Taken from the Grambling State University General Catalog, p. 37

## **Students Rights and Responsibilities**

All members of the University Community have the right to freedom of speech and right to assemble and to petition for redress of grievances, in a peaceful and orderly fashion. All members of the University Community have the right to assume that they will not be deprived of life, liberty, or property without due process.

## **Appeals Process**

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 B. S. N. Program - If unresolved . . .
4. See Associate Dean - If unresolved...
5. See Dean - If unresolved . . .
6. See Academic Vice President - If unresolved . . .
7. Follow appeals procedure for various types of appeals handled by the University as spelled out in Grambling State University Student Handbook.

**ALL GRIEVANCES SHOULD BE SUBMITTED IN WRITING, SIGNED, AND DATED ON THE SPECIFIED FORM AVAILABLE IN THE SCHOOL OF NURSING OFFICE.**

The student completes the form, places the form in a sealed envelope, and delivers it to the appropriate person. Students are encouraged to state their proposed solutions to the problem.

If the student desires to personally present the student's appeal before the School of Nursing Admission and Academic Standards Committee, the student should present the appeal in a written form and state that the student desires to appear before the committee.

## **Student's Bill of Rights**

1. Students will be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom. Students will exercise their freedom with responsibility.
3. Policies and procedures, which provide and safeguard the student's freedom to learn are intrinsic to the philosophy of GSU School of Nursing.
4. Under no circumstances will a student be barred from admission to GSU on the basis of race, creed, age, sex, or marital status.
5. Students are free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students have protection through the grievance procedure against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performances established for each course in which they are enrolled.
7. Information about student views, briefs, and political associations which instructors acquire in the course of their work will be considered confidential and not released without the knowledge or written consent of the student.
8. The student has the right to have a responsible voice in the determination of the curriculum. The Curriculum Committee is the channel for communicating suggestions regarding the curriculum.
9. Information which is a part of a student's permanent educational record includes the transcript, official grade reports, and evaluation forms. These files are open to faculty members and available for further disclosures only upon written request of the student.
10. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately, with due respect for their peers' right to class time and short public sessions.
11. Students are allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their education. Input into schedule class time can be discussed with level faculty. The final decision here remains with the faculty.
12. The organizational chart of GSU School of Nursing along with the bylaws of the Faculty and the Student Government Association clearly illustrates the means of student participation in the formulation and application of institutional policy affecting academic and student affairs.
13. GSU School of Nursing clarifies those standards of behavior, which are considered essential to its educational mission and its community life in course objectives, clinical evaluation objectives, and "The Characteristics of the Graduate."
14. Disciplinary proceedings are instituted for the following: 1) violations of standards of the Professional Honor Code, and 2) student misconduct in clinical practice setting(s). It is the responsibility of the student to know these regulations. Grievance procedures are available for every student.

15. As citizens and members of an academic community, students are subject to the obligations, which accrue them by virtue of this membership and enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Adequate safety precautions are provided by the GSU School of Nursing policies and procedures.
18. Changes in the dress code may be suggested by student representatives.
19. Grading systems are carefully reviewed each semester with students for clarification and better student-faculty understanding.
20. The student's signature on clinical evaluation forms merely attests to the fact that the evaluation form has been read. Students have the right to make any written comments, which become a permanent part of the evaluation. The self-evaluation and instructor's evaluation are kept in the student's file.
21. Any student has the right to request assignment to an alternate clinical instructor/consultant.
22. Any student has the right to challenge a grade. The case should be presented first to the faculty involved and next have recourse to the Level Coordinator. The policy for grading of papers will be followed in all cases.
23. In the clinical setting, the student has the right to evaluate the clinical instructor at the termination of that rotation.
24. The student has the right to evaluate courses and instructors at the end of the semester.

Adapted from the student Bill of Rights as it was accepted by the NSNA House of Delegates in April 1975.

**Grambling State University  
School of Nursing  
Bachelor of Science in Nursing**

**FRESHMAN YEAR**

**Pre-Nursing Component:**

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
Eng 101 (Freshman Composition)	3	Eng 102 (Freshman Composition)	3
Math 147 (Pre-Calculus 1)	3	Hist 101 (Western Civilization)	3
Biol 207/207L (Anatomy & Physiology, Lab)	3/1	Biol 208/208L (Anatomy & Physiology, Lab)	3/1
Chem 105/107 (Inorg, Chem, Lab)	3/1	Chem 106/108 (Org. Biochem., Lab)	3/1
FYE 101 (Freshman Orientation)	1	Psy 200 (Gen. Psychology)	3
Nur 125 (Computer Literacy Exam)	<u>0</u>	FYE 102 (Freshman Orientation)	<u>1</u>
Total -	15	Total	18

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Hours</b>	<b>Professional Component: Second Semester</b>	<b>Hours</b>
Eng 200 (World Lit)	3	Nur 204 (Health Assessment)	3
Nur 225 (Applied Nur. Pathophysiology)	3	Nur 206 (Skills-Fundamentals)	2
Biol 304 (Microbiology, Lab)	4	Nur 206K (Skills Lab)	1
Nur 201 (Intro to Prof. Nursing)	2	Nur 207 (Intro to Critical Thinking)	1
Nur 205 (Pharmacology)	<u>3</u>	Nur 208 (Concepts-Fundamentals)	3
Total -	15	Nur 208K (Concepts-Clinical)	3
		Hist 104 (Modern World History)	3
		GET 300 (Rising Junior Exam )	<u>0</u>
		Total -	16

**JUNIOR YEAR**

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
Nur 303 (Group Seminar II)	2	Nur 305 (Group Seminar III)	2
Nur 308 (Adult Med Surg I)	6	Nur 312 (Adult Med Surg II)	3
Nur 308K (Adult Med Surg I Clinical)	4	Nur 312K (Adult Med Surg II Clinical)	2
Psy 304 (Abnormal Psychology)	3	Nur 314 (Psy/Mental Health Nursing)	3
Art 210 (Fine and Performing Arts)	<u>3</u>	Nur 314K (Psy Nur Clinical)	2
Total -	18	Math 271 (Statistics)	<u>3</u>
		Total	15

**SENIOR YEAR**

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
Nur 403 (Group Seminar IV)	2	Nur 406 (Intro to Nursing Research)	3
Nur 408 (Child Health Nursing)	3	Nur 407 (Critical Thinking Nursing)	2
Nur 408K (Child Health Clinical)	2	Nur 412 (Community Nursing)	2
Nur 410 (Women's Health Nursing)	3	Nur 412K (Community Clinical)	2
Nur 410 (Women's Health Clinical)	2	Nur 414 (Management in Nursing)	2
Econ 201 (Macroeconomics)	<u>3</u>	Nur 414K (Management Clinical)	<u>2</u>
Total -	15	Total	13

**Total Required Hours: Nursing - 70 hours  
General Education - 55 hours  
Total - 125 hours**

Revised: June 2008

**Grambling State University**  
**School of Nursing — BSN Program**  
**Curriculum Evaluation**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Evaluation \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluation by: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Certification by: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Degree/Training: \_\_\_\_\_

RN: \_\_\_\_\_

University Attended: \_\_\_\_\_

University Attended: \_\_\_\_\_

LPN: \_\_\_\_\_ University

Attended: \_\_\_\_\_

University

Attended: \_\_\_\_\_

**I. Pre-Nursing Component**

Grambling State University						Transferred Hours					
Course #	Course Title	Substitute Course #	Hrs	Grade	Sem	Course #	Course Title	Hrs	Grade	Sem	University
FYE 101	1 <sup>st</sup> Yr. Exp. I		1								
FYE 102	1 <sup>st</sup> Yr. Exp. II		1								
ENG 101	Fr. Comp I		3								
ENG 102	Fr. Comp II		3								
ENG 200	World Lit		3								
Hist 101	Western Civ.		3								
PSY 200	Intro Psy		3								
MATH 147	Pre Calculus I		3								
CHEM 105	Inorg. Chem		3								
CHEM 107	Inorg. Chem Lab		1								
CHEM 106	Org/Bio Chem		3								
CHEM 108	Org/Bio Chem Lab		1								
BIOL 207	A & P I		3								
BIOL 207L	A & P I Lab		1								
BIOL 208	A & P II		3								
BIOL 208L	A & P II Lab		1								
BIOL 304	Microbiol & Lab		4								
NUR 205	Pharmacology		3								
NUR 225	Pathophysiology		3								
NUR 125	Comp.Literacy Ex		0								
NUR 201	Intro Prof Nur		2								

Math/Science Hours: 29 hours    Math/Science Quality Points: \_\_\_\_\_    Math/Science GPA: \_\_\_\_\_

Pre-Nursing Hours: 48 hours    Pre-Nursing Quality Points: \_\_\_\_\_    Pre-Nursing GPA: \_\_\_\_\_

## II. Professional Component

Grambling State University						Transferred Hours					
Course #	Course Title	Substitute Course #	Hrs	Grade	Sem	Course #	Course Title	Hrs	Grade	Sem	University
STAT 27	Statistics		3								
ART 210	Fine & Perform		3								
HISTORY 104	Mod World		3								
ECON 201	Macroeconomics		3								
PSY 304	Abn. Psy		3								
GET 300	RJE		0								
NUR 202	Nur Process I		9								
NUR 204	Health Assess.		3								
NUR 207	Intro Crit. Think.		1								
NUR 302	Nur Process II		10								
NUR 303	Grp Seminar II		2								
NUR 304	Nur Process III		10								
NUR 305	Grp Seminar III		2								
NUR 402	Nur Process IV		10								
NUR 403	Grp Seminar IV		2								
NUR 404	Nur Process V		8								
NUR 406	Intro Research		3								
NUR 407	Crit Think Nursing		2								

GENERAL EDUCATION			NURSING		TOTAL	
	Required Hours	Semester Completed	Required Hours	Semester Completed	Required Hours	GPA
Pre-Nursing	40		8		48	
Professional	15		62		77	
Total	55		70		125	



## **General 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.

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

Cell phones and pagers must be turned off and put away when entering the classroom.

Failure to take exams on the day administered in class, failure to submit written work on time, and unexcused absences may result in the receipt of a zero grade for that assignment. Excused absences, permission to submit written work late, and other privileges may be granted at the individual professor's discretion, as valid excuses shall be considered.

If it is necessary to be late or absent from any clinical assignment, students are required to notify the unit/agency 30 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 at agency and school.

Clinical absences may jeopardize the student's ability to meet the clinical expectations.

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

### **MESSAGES SENT WITH CLASSMATES ARE NOT ACCEPTABLE.**

Should a student fail to demonstrate evidence of preparation for the clinical assignment, the student may 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.

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

93 - 100	A
85 - 92	B
80 - 84	C
70 - 79	D
0 - 69	F

## **Faculty Advising**

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 drop-add, prerequisites, repeating courses, etc., and will also explain academic regulations and the relationship to the student's program. 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.

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

## **Uniform, Supplies, and Equipment Expenses**

In addition to regular University fees, students of the School of Nursing may anticipate the following expenses:

- a. Books - Student must purchase all textbooks needed for each course at every level. Recommended texts are valuable assets.
- b. Name pin - two School of Nursing name pins are to be ordered through a uniform representative.
- c. Badge holder – to be ordered through a uniform representative.

- d. Dress requirements for **ALL** levels: (1) authorized uniform with School of Nursing patch centered on left sleeve of the uniform 1" below shoulder seam: (2) authorized **finger tip length lab coat** with patch centered on left sleeve 1½" below shoulder seam.
- e. White shoes, white socks/hose.
- f. Watch - A watch with a second hand.
- g. Stethoscope - dual head with both adult and pediatric bell and diaphragm.
- h. Scissors: medium size bandage scissors.
- i. Pen light
- j. Small pocket notebook for clinical
- k. Ruler - for measuring centimeters
- l. Pen - black pen and red pen.
- m. Fees - students must pay the following fees:
  - 1) Lab - each semester
  - 2) Testing fees - each semester
  - 3) Malpractice insurance - yearly

## **Student Dress Code**

The faculty of Grambling State University's School of Nursing believes that it is the responsibility of each student to maintain professionalism when working with clients in the hospital and community and when attending classes. It is the student's responsibility to conform to the policies of the agency. It is important to remember that **ALL NURSING STUDENTS MUST WEAR AN OFFICIAL GSU IDENTIFICATION EMBLEM, THE BADGE HOLDER WITH THE STUDENT ID, and AN APPROPRIATE NAME TAG ON BOTH UNIFORM AND LAB COAT.** The following dress code is to be followed by all professional nursing students. Failure to conform to the dress code may result in a student being denied entry into clinical areas and possible dismissal from the School of Nursing.

### **I. Uniform**

#### **A. General**

The GSU student nurse will wear a GSU approved uniform except in those areas as designated by the instructor. Laboratory coats are to be worn to and from the clinical

facility and may be worn in the direct patient-care areas. **Only approved pins and no other jewelry is to be worn on uniform or lab coat.**

B. Cleanliness of the Individual and Uniform is of Utmost Importance

1. Proper body hygiene is essential.
2. Fingernails are to be kept clean trimmed to fingertip length. No finger nail polish is allowed.
3. **All** students must keep hair neat, clean, non-elaborate, and styled off the collar so as not to be a source of contamination or interference. Long hair must be styled to that it is neatly retained and not hanging down on the face or neck. Bows and elaborate ornamentation are not allowed.  
**(THESE RULES APPLY AT ALL TIMES WHEN IN UNIFORM, WHETHER ON OR OFF CAMPUS OR IN CLINICAL AREAS.)**
4. Uniforms must be clean and pressed with hem-lengths for dresses/skirts no shorter than mid-knee. Lab coat must be fingertip length.
5. White hose/socks must be worn at all times.
6. No tattoos may be visible.
7. Appropriate underwear must be worn. Only solid white, beige, and colors that are not visible through the material are to be worn.
8. White nursing shoes must be worn. They are to be kept clean and polished at all times with clean white shoestrings. All leather white tennis shoes are allowed. No open toe or open heel shoes are allowed.
9. Jewelry - only wedding ring and one small stud earring per ear may be worn. Jewelry may not be worn in any other visible pierced areas.
10. Gum chewing and fragrances are not permitted.
11. **Smokers should use breath fresheners.**
12. 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.

C. Special Consideration for Male Students

Male tunics are to be worn over white t-shirt or undershirt. Beards and hair must be kept clean, trimmed and off the collar.

D. R. N. Students

A Grambling State University student, who is already a Registered Nurse, will wear white uniform, white hose, and white nursing shoes except in those areas as designated by the instructor. Approved laboratory coats may be worn in the direct patient care areas. The RN student must wear an official Grambling State University identification emblem and appropriate name pin on both the uniform and laboratory coat.

## **Standards for Written Work**

1. All written work must be typed (unless otherwise instructed) on standard size paper (8½ x 11) unless or a different form is provided. All material must be paginated.
2. For purposes of orderliness, binders (three fasteners - covers) are desirable. Papers should be stapled or fastened with a paper clip if unbound.
3. All written work must follow the APA format. The format must be used consistently throughout the assignment and documented in the reference list.
4. Only one side of the paper should be used in any written work unless otherwise stipulated by instructor. Margins must be maintained on all sides of all papers and bib cards.
5. Papers must be error free. Corrections should be retyped before the paper is submitted. Papers in which such errors are numerous, or which are defaced by many corrections, may be returned to the student for rewriting. This can affect the overall grade of the paper.
6. All materials, such as references, quotations, and quoted statistics, should be carefully checked for accuracy.
7. A grade of "0" will be assigned to any paper that indicates evidence of plagiarism.
8. All written work must be handed in by the date assigned. No student should expect credit for material completed after this date unless a request for delay together with the reason for it has been made and granted by the professor.
9. Papers that do not conform to these standards may be rejected or points deducted from the grade at the discretion of the professor.

## **Class Attendance Regulations**

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 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.

## **Testing**

A drug dosage and calculation test is given at the beginning of each semester in the BSN professional program. **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 80% proficiency in order to remain in Nursing Process courses.

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

If the student does not take the drug dosage and calculation test when scheduled, an official GSU excuse must be obtained in order to be allowed to take a makeup test.

When working math/dosage calculation problems, all paper utilized must be turned in with the student's name on each piece.

Approved calculators can be utilized during testing. Students must supply their own calculators. Only answers on the Scantron sheet will be accepted as valid answers for dosage calculation problems on unit tests.

Cell phones are to be turned off and put away during testing.

Testing may be held in NB 104 (Auditorium) or other assigned classroom. Check the seating chart prior to taking your assigned seat. Seating assignments may be changed without notice. Students are to be seated in the assigned seat five (5) minutes prior to beginning time of the test. Students are expected to be on time for all exams to avoid disturbing others. If tardy, extra time will not be allowed to complete the exam. If tardy, students are requested to sit in the designated seats so as not to disturb fellow classmates.

Bring two #2 sharpened pencils. Scantron will be furnished. No books, notebooks, or purses will be allowed at desks during the exam. All books and purses may be left at the front of the room. From the time the first exam is distributed there will be no talking.

Students are responsible for filling all requested information on the Scantron sheet.

Students are reminded to keep the test and answer sheet flat on the desk. Anyone found cheating will be dealt with in accordance with the policies stated in the Grambling State University catalog and GSU Student Handbook.

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

A student is to notify the instructor prior to the scheduled exam if the student is going to be absent from an exam. Twenty-four hours notification of absence from scheduled examinations should be given whenever possible. Illness and emergencies will be dealt with on individual basis.

### TIME ALLOWED FOR TEST

Time allowed for test will be announced at beginning of each test.

Nursing students are required to have a watch, therefore it is highly advised that students wear a watch to the test and stay aware of the amount of time remaining during the test.

When time is called for any test, pencils must be put down and Scantron sheet IMMEDIATELY held in the air. Scantron sheets will be picked up as well as the test booklets. Students should have written name on the test booklet in the provided place.

### GROUP TESTING

Students may be divided into small groups. Each group will share rationales and determine the answer to each question. Groups may not confer with other groups. Each person in a group can decide if the group answer is correct or utilize a different answer. After the allotted time, Scantron sheets will be collected

Group testing may be used only once during a semester.

### TEST REVIEW

Test review is an important element of learning. Test review will be conducted for unit tests only. During the test review all books, cell phones, purses, etc are to be placed in the front of the room. The test review will be scheduled the week after the test.

No talking or asking questions of instructors will be permitted while test booklets are being collected.

After group test review, if a student continues to have trouble understanding particular questions on a test, the student should make an appointment with the faculty responsible for the content not understood.

Each student who makes below 80% on any test is HIGHLY encouraged to participate in an individual test review.



## MISSED TESTS

When a unit test is missed and the student has an excused absence, the final exam grade will be counted as the missed unit test grade.

A valid excuse (according to GSU policy) must be presented to the Chairperson within 3 days after return to class. If absence is not excused according to GSU policy, a grade of “0” will be recorded for the test.

## FINAL EXAM GRADE

The score for the Final Exam will not be provided for any student prior to official University posting of semester grades on the University banner system. 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 Chairperson or designated instructor to view the Final Exam.

## UNSUCCESSFUL COURSE GRADE

A student wishing to discuss an unsuccessful course may make an appointment with level Chairperson and/or instructor during the first week of the next semester.

Included in the examination program related to the nursing major are **appropriate nursing examinations**, which are administered **either** at the **beginning, midsemester, or conclusion** of each semester of clinical nursing. The tests allow the student an opportunity to assess performance on a standardized examination. These exams are **required**. Results of exams will be made available to each student for evaluation of progress.

## PROFESSIONAL BEHAVIOR

Students are expected to act in a professional manner at all times. Faculty have posted office hours. Students are expected to contact faculty members during office hours. Messages can be called to the School of Nursing office or written messages left to be placed in faculty boxes.

## **Transportation**

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

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO TRANSPORT CLIENTS/PATIENTS IN THEIR PERSONAL VEHICLES.**

## **Pinning**

The pinning ceremony will be held each semester prior to graduation.

## **Requirements for Graduation**

Prior to graduation, candidates must file in the Registrar's Office an application for graduation on the form provided.

See University catalog for additional requirements. Attendance and participation in pinning ceremony and graduation are mandatory. Dean of the School of Nursing must approve any exception.

## **Student Health and Welfare**

The School of Nursing complies with policies set forth by the University in providing health care. (See University 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 can result in failure. Where frequent illness occurs, a doctor's statement should be filed with School of Nursing office.

All pregnant students **MUST** notify the Associate Dean of the School of Nursing, her clinical instructor, and Level Chairperson that she is pregnant and due date of delivery. If a student elects to remain in school, she must submit a written statement from her physician indicating her due date and that she is physically able to continue her 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, she must submit a release form from her doctor.

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.

## **Student Representation**

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:

- I. General Faculty Committee - representatives from each level of program may attend all open meetings for purpose of interchanging ideas.
- II. Evaluation Committee - students will assist in development of evaluation criteria and tools for faculty, students, and courses.
- III. Policy Committee - students will provide input in regard to student policies, rights, and responsibilities.
- IV. Curriculum Committee - students will provide input into development and evaluation of curriculum.
- V. Level Committee - student representatives will keep level committee apprised of concerns of students in the respective level.

## **National Council Licensure Examination - 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.

## **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.

## **Bulletin Boards**

Many items of interest to students are posted on bulletin boards. Students are notified by course faculty of bulletin board locations. Articles such as employment opportunities, information on financial aid, and notices from faculty regarding course assignments, etc., are posted.

## **Smoking Area**

The School of Nursing building is a smoke free building. Inside of the patio has been designated as the smoking area. Please place all cigarette butts in the appropriate container.