

**FRANCISCAN MISSIONARIES OF  
OUR LADY UNIVERSITY**

**SCHOOL OF NURSING**

**Undergraduate  
Nursing Student Handbook**

**2021-2022**

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## INTRODUCTION

This handbook serves as a guide to inform students of the nursing policies, procedures, and expectations of undergraduate nursing students at Franciscan Missionaries of Our Lady University. Failure to read this handbook, the University Student Handbook, and the University Catalog does not excuse the student from any of the policies described in these publications. In the event that policies and procedures in this Undergraduate Nursing Student Handbook are different from those posted in University publications, this handbook supersedes those in other publications.

Information contained herein, and any other information conveyed to the student, is subject to change at any time by authority of Franciscan Missionaries of Our Lady University. The policies in this handbook are subject to revision at any time during the effective period of this handbook as determined by the School of Nursing. When such changes are made, students will be properly informed of those changes via electronic communication modes (e. g., University Web site, e-mail, and Moodle).

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## SCHOOL OF NURSING PHILOSOPHY

The philosophy of the School of Nursing flows from the mission of Franciscan Missionaries of Our Lady University. Inspired by the vision of St. Francis of Assisi and the tradition of the Roman Catholic Church, the School of Nursing ascribes to the belief that all individuals are created by God and should be treated with dignity and respect. To this end, the School of Nursing facilitates the educational development of professional nurses within an educational climate of honesty, respect, inquiry, creativity, and collaboration.

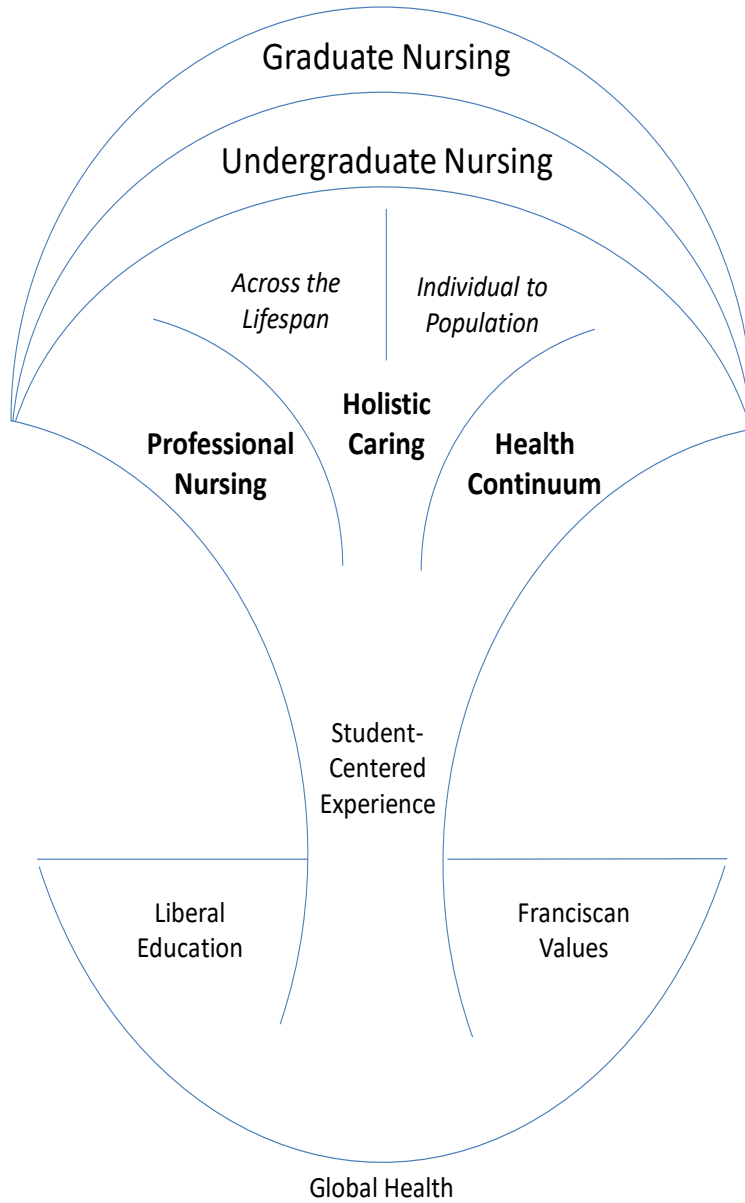
The faculty believes that learning is an active, student-centered process that involves both formal education and life experiences providing opportunities for each individual to develop to his/her greatest potential. Students assume primary responsibility for learning while faculty provides opportunities for knowledge acquisition and professional role development. The educational process facilitates the development of each person's potential and promotes cultural competence, assimilation of ethical principles, and civic engagement.

Undergraduate nursing education builds on a foundation of liberal education in the arts and sciences. The baccalaureate program establishes a solid foundation for graduate education while preparing competent, self-directed nurse generalists who can assume leadership roles in the delivery of holistic, evidence-based, and professional nursing care across the health continuum. These nurse generalists are privileged to serve patients at their most vulnerable times, while recognizing that clinical judgments are based as much on values and ethics as they are on science.

The graduate nursing programs build on baccalaureate education. A primary goal of graduate nursing education is to ensure that each student acquires the ability to analyze, synthesize and utilize knowledge to advance the practice of nursing. A hallmark of graduate education at Franciscan Missionaries of Our Lady University is the promotion of ethical and spiritual values, in addition to scholarly exploration of theoretical and clinical concepts. In preparation for advanced clinical practice, the graduate nursing programs allow students to utilize research and quality improvement methods while incorporating contemporary technology and interprofessional collaboration.

Implicit in the discipline of nursing is the awareness of an ever-changing health care environment and a sensitivity to the influences of a changing society. Nursing is dynamic and fluid, continually evolving and responding to these changes. As a result, nursing requires a commitment to life-long learning which leads to the optimal development of both the discipline of nursing and the individual practitioner.

### CONCEPTUAL MODEL



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Approved 3-5-12

## CONCEPTS AND DEFINITIONS

### Holistic Caring Construct:

*Using the nursing process and critical thinking to work collaboratively with individuals, families, communities, and populations across the lifespan to safely meet their healthcare needs with full consideration of values, preferences, strengths, and needs.*

<b>Individual, Family, Community, Population</b>	Individual: A person who has physical, developmental, psychological, ethnic, spiritual, and social characteristics.
	Family: Two or more individuals who identify themselves as a family and exhibit a degree of interdependence
	Community: Group of people acting within a social network and often living or working within a specific region.
	Population: Group of people sharing common characteristics or interests
<b>Across the Lifespan</b>	Pre-birth
	Infants (Birth - 1 year)
	Children (1 year - 12 years)
	Adolescents (13 years - 18 years)
	Adults (18 years +)
	Adults 65 years + Adults 85 years +
<b><u>Professional Nursing Concepts:</u></b>	
<i>Concepts addressing the roles and responsibilities inherent in professional nursing practice as well as the resources and influences impacting healthcare.</i>	
<b>Advocate</b>	One who pleads a cause on behalf of others
<b>Change Agent/Leader</b>	One who provides inspiration and guidance to accomplish common goals as a Franciscan servant leader
<b>Communicator/ Collaborator</b>	One who exchanges ideas in a respectful partnership for a shared purpose
<b>Safety/ Quality Improvement</b>	Reducing risk and improving health through continuous monitoring of care and care outcomes
<b>Ethical Principles</b>	Caring framework of professional and personal values including empathy, altruism, autonomy, human dignity, integrity, social justice, spirituality, and Catholic healthcare ethics
<b>Legal Principles</b>	Fundamental laws related to provision of health care
<b>Health Policy</b>	Principles or guidelines reflecting dominant social values with the goal of improving health outcomes
<b>Evidence-Based Practice</b>	Translation of existing evidence into safe nursing practice
<b>Reflective Practice</b>	The process of reflecting on one's actions for the purpose of continuous personal and professional development
<b><u>Health Continuum Concepts:</u></b>	
<i>Concepts that address the dynamic aspects of health across the lifespan and healthcare contexts.</i>	
<b>Cognition/Perception</b>	Feeling or awareness of environment
<b>Mobility</b>	Movement within a living environment
<b>Nutrition/Elimination</b>	Body functions related to the ingestion of nutrients and the secretion and excretion of waste
<b>Oxygenation</b>	Ventilation, including exchange of gases
<b>Perfusion</b>	Circulation of blood to and from the body organs and tissues
<b>Protection/Adaptation</b>	The ability to guard against or respond to internal or external stressors
<b>Regulation/Metabolism</b>	Physical and chemical processes to promote equilibrium
<b>Sexuality</b>	All aspects of sexual well-being



FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY  
 School of Nursing  
 Bachelor of Science in Nursing Programs

**ACCREDITATION**

The Bachelor of Science in Nursing (BSN) program at Franciscan Missionaries of Our Lady University located in Baton Rouge, Louisiana is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Bachelor of Science in Nursing (BSN) program is Continuing Accreditation

**MISSION STATEMENT OF THE SCHOOL OF NURSING**

In keeping with the spirit of the Franciscan Missionaries of Our Lady University, the School of Nursing prepares exceptional, innovative, reflective nursing professionals to assume leadership roles addressing the needs of individuals, families and diverse communities in the dynamic healthcare system. Graduates demonstrate service, scholarship, collaboration and lifelong learning while advancing the profession of nursing.

**MISSION STATEMENT OF BSN PROGRAMS**

The Bachelor of Science in Nursing programs build on a foundation of the arts and sciences to form self-directed, nurse generalists prepared to assume leadership roles in the delivery of evidence-based nursing care. The nursing programs develop professional nurses within an educational climate of honesty, respect, inquiry, service, and collaboration.

**PROGRAM LEVEL STUDENT LEARNING OUTCOMES**

The outcomes listed below are congruent with the mission of Franciscan Missionaries of Our Lady University and flow from the School of Nursing Philosophy. Upon completion of the Bachelor of Science in Nursing program, the graduate will be able to:

- I. Provide holistic nursing care to individuals, families, communities, and populations across the lifespan, the health continuum, and healthcare contexts.
- II. Integrate knowledge from the arts, sciences, and nursing in the delivery of high quality nursing care.
- III. Translate existing evidence into safe nursing practice.
- IV. Communicate and collaborate in respectful partnerships to optimize health.
- V. Function as a leader and change agent within dynamic healthcare systems using knowledge of health policies and legal principles.
- VI. Apply ethical principles while serving as an advocate and a caring healthcare provider.
- VII. Demonstrate reflective practice to support continuous personal and professional growth.

## **GENERAL POLICIES OF THE SCHOOL OF NURSING**

The educational environment of the School of Nursing has been carefully cultivated to foster equality for all students throughout their educational experience. Professionalism, integrity, and excellence are the cornerstones of each program. Chief among the values of the Franciscans and the University are service, justice, humility, reverence and love for all of life, and joyfulness of spirit. In turn, students enrolled in nursing courses are expected to consistently demonstrate these values in addition to kindness, compassion, honesty, integrity, patience, and respect for all others.

### **Academic Honesty**

Please refer to the University Student Handbook for the Academic Honesty Policy.

### **Accommodations**

Please refer to the University Student Handbook for information regarding disability services in its entirety. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amended Act of 2008, as updated in 2011, if you have a documented disability and wish to discuss academic accommodations, please contact the Office of Student Affairs as soon as possible at (225) 526-1620 or [studentaffairs@franu.edu](mailto:studentaffairs@franu.edu). Students must be registered through Student Affairs to receive any accommodation. Faculty must implement accommodations in a reasonable time which means a time frame that is efficient and effective to get the accommodations in place. The student or faculty member should contact Student Affairs if they have questions regarding accommodations.

### **Advising**

All nursing students are assigned an advisor. The purpose of the academic advising process is to assist the student in examining their educational goals, providing accurate information pertaining to core curriculum and major requirements, clarifying policies and procedures, evaluating and monitoring student progression, assisting students to access needed resources, and advising students on the selection of courses. Students are ultimately responsible for ensuring that they have met the obligations of their program plan of study before graduation.

### **Communication**

Students are responsible for full knowledge and compliance with all announcements and communication posted in their Moodle course shells and on the University portal. Students are required to frequently check their University e-mail and course announcements in Moodle.

### **Campus Dress Code**

It is the policy of Franciscan Missionaries of Our Lady University School of Nursing to define professional appearance guidelines that represent professional attire. The guiding norms for campus dress are neatness, cleanliness, and good taste.

- Students are to be attired in appropriate street clothes at all times in the classrooms and University offices. Dresses, walking shorts, slacks, and neat jeans are acceptable. Short shorts, tank shirts, and midriff tops are not to be worn by male and female students.
- Underwear must not be visible through clothing or above the waist band of pants.
- Students are expected to wear appropriately fitted clothing in the classroom setting. Clothing must be in good repair and well fitted, not too tight and not too loose.
- Hair should be neat, clean, and well-groomed. Extremes in hairstyles or hair coloring are not acceptable. Hair must be a human color.
- Items placed on teeth that are not required for dental or medical reasons are not permitted.
- Tattoos and body piercings (other than ear piercing) should be covered at all times. Tongue and facial piercings are not permitted.

### **Computer Competency**

All students are responsible for attaining basic computer skills. Web-enhanced courses use a variety of learning activities that require students to access and effectively use electronic information resources. Students also must complete computer training necessary to meet the requirements of clinical facilities.

Nursing courses use a learning management system for distribution of materials and for communicating with students. Students will be introduced to the course site at the beginning of the semester. Class activities and assignments are based upon the assumptions that students:

- Can type accurately
- Have personal computing experience, including using the Internet
- Have out-of-class access to a personal computer either on or off-campus
- Use University student e-mail
- Understand how to use Moodle

Any student who does not meet these assumptions should contact the Program Director prior to beginning classes.

### **Technology Requirements**

Students must have a Windows or Mac based computer available to complete coursework and take exams. Pre-licensure students must have a portable laptop meeting the specifications below.

*Note:* While tablets, smartphones and other mobile devices may allow access, they are not guaranteed to work in all areas and cannot be used for testing.

### **Supported Hardware (Minimum requirements)**

- Processor: 2GHz processor
- Memory: 8GB
- Hard Drive: 256GB, Solid State Drive (SSD) suggested
- Sound Card, Microphone, and Speakers: Required
- Adapter: Wireless Adapter
- Internet Connection: Broadband
- Webcam: Required
- Warranty: User Preference, four years suggested
- Backup Drive: Strongly recommended

### **Important Information About Surface Pro, Chromebook and iPad:**

- Surface Pro is supported but Surface (non-pro) is not supported
- Chromebook is not supported
- iPads are not recommended and cannot be used for testing

### **Supported Operating Systems**

- Windows 10 version 2004 and higher (Please note Windows RT and Windows RT 8.1 are not supported.)
- MAC OS X version 10.14.6 and higher is supported for most course materials, but there may be applications that require a supported Windows Operating System (e.g. Microsoft Office 365).

### **Productivity Tools**

- Microsoft Office 2016 (Windows)
- Microsoft Office 2016 (MAC)

### **Supported Internet Browsers**

*Note:* We recommend installing multiple browsers for use with our technologies, some web-based applications may not fully function due incompatibility issues, try using a different browser before calling support.

#### Windows OS Users

- Google Chrome version 90 and higher (Recommended)
- Microsoft Edge version 90 and higher
- Firefox version 89 and higher

#### Mac OS Users

- Google Chrome version 90 and higher (Recommended)

### **Additional Settings**

Please refer to your browser's Help features to check these settings.

- Pop-Up Blocker should be disabled
- Cookies should be enabled
- Local Administrator

### **Third-party Applications**

- Adobe Acrobat Reader (Version DC)
- Java v7 or higher
- Antivirus application (updated regularly)

NOTE: Occasionally a course may require additional plug-ins not listed here, but plan to have the plug-ins listed above installed in advance.

### **ExamSoft Requirements:**

- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%

Some courses may require additional computer requirements set by ExamSoft. You can check additional requirements based on your OS at [examsoft.com](http://examsoft.com). Please note, minimum requirements of ExamSoft may not meet the University minimum requirements.

## **HIPAA Regulations – Health Insurance Portability and Accountability Act**

HIPAA regulations are intended to protect patient privacy. Therefore, “any information that relates to the past, present, or future physical or mental health of an individual, or provides enough information that leads someone to believe the information could be used to identify an individual must be kept in strictest confidence” (NCSBN, White Paper: A Nurse’s Guide to the Use of Social Media, 2011, p. 1). Therefore, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual’s name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be carefully shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extends beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency’s requirements as part of the clinical affiliation. Be aware that HIPAA is a Federal Law (the Health Insurance Portability and Accountability Act of 1996). Penalties for wrongful disclosure range from fines to imprisonment.

All students must adhere to the HIPAA regulations in order to protect patient privacy. Breaches of patient confidentiality or privacy can be intentional or inadvertent and can occur in a variety of ways (via written or verbal communication, i.e. through clinical documentation or social media communications, or any other means referencing information pertaining to patient care). Failure to comply with the HIPAA regulations results in dismissal of the student from the program. The student may not re-enroll in the nursing degree program. The Louisiana State Board of Nursing is notified in all cases of HIPAA violations.

## **Social Networking Policy**

Please refer to the University Student Handbook for the University Social Networking Policy. Student nurses are engaging much more frequently with social networking sites and electronic communications (such as Facebook, email, texting, Twitter, Instagram, etc.) to share experiences. Without a sense of caution, the sharing of experiences can potentially result in disclosing too much information and possibly violating patient privacy and confidentiality.

Therefore, students may not engage in inappropriate and unprofessional behaviors including, but not limited to, the following:

- derogatory and defamatory statements regarding fellow classmates and faculty;
- posting information in sufficient detail allowing for patient identification;
- referring to patients in a degrading or demeaning manner;
- posting video or photos of patients or clinical settings.

Students violating the Franciscan Missionaries of Our Lady University School of Nursing Social Networking Policy will face disciplinary action including, but not limited to, dismissal from the nursing program. It is important to note that all students engaging in the conversation or responding to any postings will be held accountable.

Violations are forwarded to the Provost, Vice President of Academic Affairs for further review and may lead to dismissal from the University. Additionally, all occurrences regarding the violation of this policy are forwarded to the Louisiana State Board of Nursing.

### **Faculty/Staff-Student Relationships**

Faculty and staff must establish and maintain an appropriate level of professional cordiality and pleasantness in student interactions. However, the University strictly prohibits all faculty and staff members from having any type of social relationship with any student enrolled in the University. This includes dating and/or any other type of inappropriate non-academic, nonprofessional encounters or relationships. Therefore, **students are prohibited from being “friends” and/or “following” faculty on Social Media.**

### **Student Employment**

Students are permitted to engage in employment if scheduled working hours do not interfere with school responsibilities such as attendance at class, clinical experience, scheduled conferences, and/or official school meetings. According to Louisiana Law, the practice of nursing by nursing students is allowed only as a part of their prescribed curriculum; therefore, nursing students without a valid nursing license are not permitted to accept employment as a nurse in any institution, clinic, or office. Those students who are employed as nurse technicians must adhere to the scope of activity described in the agency position description and are accountable for their actions.

### **Course Grade Determination**

The requirements for satisfactory completion of the nursing courses are clearly stated in each course syllabus along with the process of grade determination. The final course grade for many undergraduate clinical nursing courses consists of a theory grade and a clinical grade. In order to progress in the curriculum, the student must achieve a minimum of a “C” in the theoretical component and a “PASS” in the clinical component.

The theory grade is determined by specific criteria outlined in the course syllabus. Nursing courses use a variety of methods for evaluating student achievement of course objectives such as quizzes and exams, papers, class presentations, and group assignments. Because the practice of nursing is dependent upon integrating knowledge throughout the course of study, the quizzes, exams, and other assessments include previously covered material.

### **Grading Scale (unless otherwise specified as Pass/Fail)**

A	=	94 – 100	=	4 quality points
B+	=	91 – 93	=	3.5 quality points
B	=	87 – 90	=	3 quality points
C+	=	84 – 86	=	2.5 quality points
C	=	80 – 83	=	2 quality points
D+	=	78 – 79	=	1.5 quality points
D	=	75 – 77	=	1 quality points
F	=	0 – 74	=	0 quality points

Grades are calculated to the second decimal place (hundredths column). Only the final course average is rounded off to the nearest whole number. Only the first decimal place (tenths column) is rounded. For example, a final course average of 79.50 is rounded to 80. An average of 79.49 is not rounded to 80.

The clinical grade in undergraduate nursing courses (Pass/Fail) is determined by the student's achievement of all clinical competencies. The final course grade is reported as the theory grade, provided the student passes the clinical component of the course. If the student fails the clinical component, the final course grade is reported as "F," regardless of the grade in the theory component of the course.

### **Grade Appeal Policy**

Please refer to the University Student Handbook for the Grade Appeal Policy.

### **Academic Grievance Policy**

Please refer to the University Student Handbook for the Academic Grievance Policy.

## **PRE-LICENSURE BSN PROGRAM**

### **Pre-licensure Program Outcomes**

1. At least 80% of graduates who test will pass the NCLEX-RN licensure exam on the first attempt.
2. At least 65% of students admitted to the pre-licensure BSN program will complete the program within 150% of program length (7 semesters).
3. At least 90% of graduates will be employed within 12 months of graduation.

### **Louisiana State Board of Nursing Approval**

The Nurse Practice Act of Louisiana requires that students must be approved by the Louisiana State Board of Nursing (LSBN) to practice as student nurses prior to enrolling in clinical nursing courses. The LSBN requires persons who have been arrested, charged with, or convicted of any criminal offense in any state to petition the Louisiana State Board in writing for the right to practice as a student in Louisiana. The LSBN also requires persons who have any addiction or impairment which may affect their ability to practice nursing to petition for the right to practice as a student prior to enrolling in a clinical nursing course. The *Application for Approval to Enroll in a Clinical Nursing Course* form is provided to the student upon admission to the nursing program.

Students must submit to a criminal background check per LSBN requirements. Information on the procedure for completing the criminal background check is provided to students upon admission to the nursing program. Final program acceptance may be contingent upon criminal background check results and is contingent upon LSBN approval.

### **Judicial Declarations**

Any student issued citations, summons, warrants, or arrests after initial approval to enter a clinical nursing program must disclosed such to the Associate Dean of Nursing and LSBN. All arrests related to driving while impaired are reportable. Failure to notify the program of an arrest or charge is grounds

for disciplinary action up to and including dismissal from the program, regardless of whether the arrest or charges lead to conviction.

### **Medical Disclosures**

After initial approval to enter a clinical nursing program, any student diagnosed with a medical, physical, mental, or emotional condition that could impact their ability to safely practice as a nursing student, must disclose this condition to Associate Dean of Nursing and LSBN. Failure to notify the program of a condition is grounds for disciplinary action up to and including dismissal from the program.

### **Core Performance Standards for Admission and Progression**

The practice of nursing requires specific skills, attributes, and qualities. The Core Performance Standards of the School of Nursing identify the behavioral criteria which allow the student to safely perform nursing care and successfully progress in the nursing program. If at any point the student nurse is unable to meet the Core Performance Standards, they will be dismissed from the program.

<b>ISSUE</b>	<b>STANDARD</b>	<b>EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</b>
<b>CRITICAL THINKING</b>	Critical thinking ability for clinical judgment to provide quality, safe patient care; intellectual ability to acquire, assimilate, integrate, apply information, and problem solve.	Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to priorities of care, respond appropriately to emergency situations in the clinical settings. Evaluate care plans and treatment orders.
<b>INTERPERSONAL</b>	Interpersonal skills to interact with individuals, families, and groups, in different settings and from a variety of social, cultural, and intellectual backgrounds.	Establish therapeutic relationships with patients and professionals; establish rapport with other individuals in the classroom and clinical setting.
<b>COMMUNICATION</b>	Ability to interact with others in standard English in verbal and written form. Speaking ability to be able to converse with a client about his/her condition and to relay information about the client to others.	Explain treatment and procedures, initiate health teaching, establish therapeutic relationships, document and interpret nursing actions and patient responses. Communicate information effectively with health care professionals, faculty, and students.
<b>MOBILITY</b>	Physical ability to provide for patient safety, to move around the physical plant, to maneuver in small places, and the physical health stamina to carry out nursing care.	Strength and psychomotor coordination necessary to perform technical nursing procedures and cardiopulmonary resuscitation at floor or bed level. Coordinated mobility around in patient's rooms, work spaces, and treatment areas. Lift, move, position, and transport patients without causing harm, undue pain, or discomfort to self or patient. Transport and reach mobile equipment in a timely and cautious manner.
<b>MOTOR SKILLS</b>	Gross and fine motor abilities to provide safe and effective nursing care.	Calibrate, use, and manipulate equipment and instruments in a safe and effective manner. Position patients in a safe and appropriate manner.



ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)
<b>SENSORY</b>	Use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and from a distance with auditory aids or corrective lenses, if needed).	Hear monitor alarms, emergency signals, auscultate sounds, and cries for help. Hearing ability to understand the normal speaking voice without viewing the speaker's face (to ensure that the nurse will be able to attend to a client's call for help either softly or as a cry) and to hear high and low-pitched sounds with a stethoscope. Visual acuity to identify visual changes in a client's condition or to see small print on medical equipment, medications, and supplies. Smell noxious fumes and body fluids. Observe patient's physical and emotional responses. Assess changes in color, texture, and temperature. Perform motor skills for physical examination and/or those related therapeutic interventions.
<b>BEHAVIORAL</b>	Possess and exhibit emotional and mental stability, motivation, and flexibility to function in new and/or stressful environments and to fulfill program requirements.	Recognize possible changes in patient's behavior/response or health status. Ability to demonstrate caring/empathetic behavior in the classroom and clinical setting. Manage assignments and schedule changes in classroom, laboratory, and clinical setting. Compliance with University and School of Nursing policies. Ability to respond appropriately to constructive criticism and direction from faculty, clinical staff, and peers during the learning experience. Ability to manage a progressive increase in classroom and clinical academic load. Ability to prioritize tasks in order to utilize time effectively. Ability to organize personal life in order to meet curricular requirements. Stamina to fulfill the requirements of the program and the customary requirements of the profession. Demonstrate personal and professional judgment and insight.
<b>COGNITIVE</b>	Utilize previous theory content/skills to enhance learning. Comprehension of written and verbal information. Application of previous content/skills in new situations. Ability to organize and synthesize facts and concepts.	Ability to effectively participate in classroom discussion and clinical conferences with faculty, other students, health professionals, patients, and/or family members. Ability to transfer classroom knowledge to the clinical setting. Ability to successfully complete written and computer-based assignments to prepare for licensing exams. Ability to comprehend and respond to verbal commands and questions.
<b>ETHICAL</b>	Uphold honesty and personal integrity in all campus/clinical activities. Function as a patient advocate when planning and implementing nursing care.	Serving as a patient advocate at all times and speaking on behalf of the patient's well-being when he/she is unable to do so. Reporting unethical or dangerous behavior that could affect patients or the campus community in general. Plagiarism, test cheating, withholding required information, falsifying documents, providing false information, re-constructing tests are some examples of unethical behavior.

## Course Policies

### Class Attendance

Learning is an interactive process whereby the student and teacher work together to achieve the desired results. Regular attendance in class increases the student's chance of being successful in nursing courses. Therefore, all class attendance is **MANDATORY, whether offered face-to-face or online**. Attendance is monitored, and students are expected to be **on time** for classes. Faculty reserve the right to restrict classroom entrance once class begins.

In the event that a student must be absent from class, **the student must** notify the course faculty at least thirty minutes prior to the scheduled class time. This communication must be directly from the student to the faculty member (not through a classmate).

- 1) The second absence will result in a conference with course faculty.
- 2) A third absence will require a conference with the Retention Coordinator during which a Success Plan will be developed.
- 3) Failure to adhere to the Success Plan may result in an F grade in the course and possible program dismissal.

See the course syllabus for course-specific policies regarding attendance and tardiness. Students who are quarantined or experiencing symptoms of unconfirmed COVID-19 **may** be allowed to attend classes via Zoom. Permission will be granted by course faculty on a case-by-case basis.

### Class Cancellation

In the event that a class must be cancelled, faculty will make every effort to notify students at least 24 hours before the scheduled class time.

### Preparation

Students are expected to complete required assignments prior to attending class and clinical. Active class participation is expected. Classroom and clinical time are intended to discuss and clarify pre-class/clinical assignments. Information covered in pre-class/clinical assignments, class, and clinical may be included on exams.

### Behavior

Students are required to adhere to the values and behaviors of civility, respect, and human dignity outlined in the Community Creed and the mission of the University.

Mobile devices must be silenced or turned off and may not be used during class or clinical time for personal phone calls, texting or taking pictures. Students should inform family and/or significant others to call the University main number at 225-526-1700 or the School of Nursing office at 225-526-1750 in case of an emergency.

### Zoom Etiquette

You've had years to learn how to behave in a face-to-face classroom but what about an online classroom? Here are five easy-to-follow rules to ensure you are making the best virtual impression.

- **Clothing is NOT optional.** Remember that, even though you may be alone at home, your professor and classmates can SEE you! While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in the best possible

light at least from the waist up. Put on a clean shirt. Run a brush through your hair. Brush your teeth and put on deodorant... no, they can't smell you through the screen but that is just good common hygiene.

- **Be aware of your surroundings.** Your professor and classmates can also see BEHIND you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your messy bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can employ a Virtual Background to hide what you don't want seen.
- **Mute is your friend.** Once you log in to the virtual classroom, be sure to mute your microphone (lower left-hand corner). This will help to eliminate background noise that could distract others.
- **Raise your hand and wait to be called upon.** If you wish to speak, either physically raise your hand or use the "Raise Hand" button at the center of the bottom of your screen. Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, indicate you are done by saying something like "That's all" or "Thank you" and then mute your microphone again.
- **If you don't have anything nice to say...** The Zoom chat feature is a tool to make comments and ask questions without interrupting the speaker but be aware that your comments are public and are recorded in the minutes of the session. As you most likely learned in your first face-to-face classroom back in kindergarten, "If you don't have anything nice to say, don't say anything at all."

### Written Assignments

The faculty of the School of Nursing provides opportunities to enhance writing skills throughout the curriculum. Written assignments must be completed in compliance with APA guidelines and the faculty's instructions. The student must use correct grammar, punctuation, and spelling.

After completing any online assignment, keep a copy of your completed assignment and your grade (if appropriate). This avoids receiving a grade of zero as a result of technological errors.

### Quizzes

Policies regarding quizzes can be found in the course syllabus or supplemental course materials.

### Late Assignments

The due date and time for assignments will be posted in the course calendar and/or course management system (Moodle). If a student is unable to submit an assignment on the due date, the student may contact course faculty no later than 24 hours prior to the due date in an attempt to arrange a mutually agreed upon alternative due date. If the student fails to submit the assignment by the due date or the alternative due date, the grade on the assignment will be reduced by 10% of the total assignment grade for each day the assignment is late. Assignments submitted later than 72 hours after the due date will receive a zero.

## Testing Policies

### **General Testing Policy (Includes exams, standardized tests, or other proctored assignments)**

1. It is the student's responsibility to know their student identification number and all login information.
2. Students should answer each question before moving to the next question. Students will not be allowed to backtrack to review or answer previous questions.
3. Students must have the following items for computer-based exams or risk forfeiture of attempt:\*\*
  - a. A fully charged laptop that meets the specifications outlined in this handbook and in ExamSoft literature along with a power cord (unless testing occurs on University computers); laptop should be able to operate on battery for at least 3 hours and notifications should be turned off. Set updates to manual, not automatic, to avoid potential incompatibilities with Examplify.
  - b. Most recent version of Examplify software downloaded on laptop (unless testing occurs on University computers);
  - c. A privacy screen for their laptop display that covers the entire screen (unless testing occurs on University computers or remote testing); and
  - d. Student picture ID.
4. Students may not bring the following items into the testing environment:\*\*
  - a. Ear buds
  - b. Noise cancelling devices/headphones
  - c. Earphones
  - d. Cellular phones/smart phones or tablets
  - e. Smart watches
  - f. Calculator (calculators will be available on computer-based testing platforms)
  - g. Food or drink
  - h. Personal items (backpacks, purses, bags, keychain bags, hats, etc.)
  - i. Textbooks, notes, and other resources, unless specified by course faculty.
5. Students may bring the following items into the testing environment:
  - a. Foam or rubber ear plugs (without Bluetooth technology, any other technology, or wires connected.)
  - b. One (1) white board no larger than 9x12, remote testing only
  - c. One (1) dry erase marker, remote testing only
  - d. One (1) palm size mirror (no smaller), remote testing only
6. Students must dress appropriately in accordance with the campus dress code during on campus or online exams.
7. Students must download exams in ExamSoft by 11:59 pm (2359) the night before the exam. If the student fails to download an exam by the deadline, the student will be allowed to download and take the exam with the other students, however, this attempt will be considered the one opportunity for a make-up exam. Students who have already taken a make-up exam in the course will not be allowed to take the exam and will receive a grade of 0% per the missed exam policy.
8. Each assessment session has a prearranged time limit. The time allowed for the exam will be noted within the assessment. Students who have special testing accommodations will receive their extended time (it is built into the student profile on computer-based testing platforms).

9. If taking remotely, assessments are to begin within 5 minutes of the scheduled assessment start time. (If the assessment is scheduled to begin at 0800, the password for ExamSoft exams will be emailed no later than 0758 and the student must begin the assessment by 0805).
10. No talking or other communication is allowed once a testing session begins. If taking remotely, all sound is recorded and will be analyzed with the uploaded exam.\*\*
11. Faculty will not answer questions during tests.
12. Prior to leaving the testing room, students must check out with a faculty member to ensure that their test is complete, and their answers have been submitted for grading.\*\*
13. If a student experiences a laptop problem or malfunction prior to, during, or upon exiting an exam, he or she must immediately notify the proctor.
14. Loitering in the hallway during testing is not permitted. ON CAMPUS TESTING ONLY
15. Students may not attempt to access exam items outside of the testing environment.\*\*
16. The only references used in determining a correct answer on a test will be the required course textbook(s), required reading assignments, class content and posted resources, and any other relevant assigned course materials.
17. If a student leaves the testing environment for any reason, the student will not be allowed to return to complete the test. The exam will be terminated. ON CAMPUS TESTING ONLY
18. Examination Absence
  - e. Students must notify the course instructor if they will not be present to take an examination at the scheduled time and follow the missed exam policy.
  - f. Make-up examinations are scheduled at the discretion of the course faculty.

\*\*Failure to comply with these requirements will be considered a breach of academic integrity and will result in a zero/deduction in points on the exam and may lead to program dismissal.

For remote, proctored testing:

1. The student must download and install the latest version of the ExamSoft's Examplify product or the Respondus LockDown Browser and Monitor, as assigned, prior to a proctored examination, assignment, or quiz.
3. Students must take all proctored examinations, assignments, or quizzes using the software assigned by course faculty. Students who fail to use the assigned testing software will receive a grade of zero for that exam.
4. Students are responsible for assuring they have the minimal computer requirements for using these products.
5. Proctored testing software records video and audio of exam takers during secure assessments, which are uploaded upon assessment completion and reviewed for potential breaches of academic integrity.
6. Students who tamper with the proctored testing software in any way will receive a grade of zero for that exam (i.e., covering camera during the exam).

Examination Day Testing Procedures/Requirements for Computer-based testing:

1. Students:
  - a. Must take the exam in a distraction reduced environment with no one else present (including but not limited to family members, children, visitors, and pets). The testing environment must be a quiet room that does not permit foot traffic of any kind. The testing environment must always remain free of all other persons during the examination.
  - b. Are not allowed to have outside audio.
  - c. Must enable their laptop's microphone and camera prior to the exam.

2. Password:
  - a. Each exam is password-protected. The password will be emailed to students at least 2 minutes prior to the beginning of the exam.
3. Exam Download, Upload and Completion:
  - a. Students are required to download the exam in the timeframe allotted by the course faculty. Students will receive a download message informing them of this timeframe.
  - b. Students must upload the exam immediately following the exam and prior to the published examination upload deadline. Failure to upload the exam prior to remote deletion may result in the student receiving a zero for the exam.
  - c. Remote deletion of the exam will occur if the student has not taken the exam within the scheduled time frame.
  - d. If a student leaves his or her testing environment for any reason, he or she will receive a grade of zero for that exam.
4. Additional distance education remote examination requirements:
  - a. At the beginning of the exam, when monitoring has begun, and prior to answering the first questions of the exam, each student must rotate the camera SLOWLY and provide the proctor with a 360-degree full view of the room including a full view of the desk or testing surface, the ceiling, beneath the desk or testing surface, and the student's chair or seating surface. The views should allow time for the proctor to identify room structures. Failure to do so may result in a zero for that exam. The room scanning instructions are as follows:
    - i. Lift up your computer or webcam, turn it all the way around SLOWLY to the left, then right, then up to view the ceiling, and down to view the floor so that the camera can see the entire room (360 degree panoramic view);
    - ii. Turn your computer/webcam so the camera can get a view of your entire work surface (it should be completely clear, no papers, writing instruments, devices, etc.);
    - iii. Place a mirror in the palm of your hand and hold it up to the side of your face (your computer/webcam should be able to see the reflection of your computer screen, its outer frame, and keyboard);
    - iv. If you have a white board, show the camera the white board front and back;
    - v. If you are using earplugs, show them to the webcam, then insert them in your ears.
  - b. Immediately after answering the final question but prior to finishing the exam and submitting, each student must rotate the camera and provide the proctor with a 360-degree full view of the room including all structures previously mentioned. Failure to do so may result in a zero for that exam.
  - c. The student is to make a concerted effort to face his/her screen during the entirety of the exam. Facial and eye movements are monitored and tracked by artificial intelligence algorithms or external proctor, and deviation from the screen will be flagged for faculty review.
  - d. Irregular keystrokes are monitored and flagged.
  - e. Immediate student review upon completion of the exam will not be available, in order to protect the integrity of the assessment. Grades will be posted in Moodle per the University policy.
  - f. Please allow extra time (up to 5 minutes) for the exam to upload. Do not exit Examplify or open additional windows until confirmation of upload is received.

5. If a student experiences a laptop problem or malfunction prior to, during, or upon completing an exam, he or she must immediately notify the proctor/instructor. If a student's laptop fails during an examination, the student may be allowed to take the exam at a later time at the discretion of the faculty member. The format of the exam will be determined by course faculty.
6. For those students who experienced a technical issue during upload, after the examination has concluded, an attempt may also be made to retrieve exam answers from the student's hard drive. Only if exam answers cannot be retrieved within 24 hours, may the Program Administration, in consultation with the course Faculty, determine additional remedial options, if any. However, no consideration will be given to a student who failed to alert the proctor/instructor at the time of the difficulty.

### **Missed Exams Policy**

Students are encouraged not to miss exams. In the event that an exam is missed, the format for the make-up exam is at the discretion of the course faculty and will be administered on the next available school day when the student returns to school. **Students will only be allowed to make up ONE exam.** Any subsequent missed exams will be assigned a grade of 0%. The time and location of the make-up exam will be determined at the discretion of the faculty. If the student misses the scheduled make-up exam, the student will receive a grade of 0% on the exam. Extenuating circumstances may be granted at the discretion of the Associate Dean.

### **Exam Review Policy for Non-Standardized Exams**

The purpose of an exam review is to provide students with an opportunity to identify patterns of mistakes or subject content deficiencies. The exam review is not an opportunity for students to challenge the validity of exam items or debate scores. Exam reviews are an optional service and are not guaranteed nor required but administered at the prerogative of each course instructor. Students should remain collegial at all times during the exam review.

Students may review their individual exam following posting of the exam grade in the course management system.

1. Each exam may be reviewed only once.
2. Students are not allowed to bring any items into exam review.
3. Individual exam reviews are scheduled by appointment only. An exam review session will not be rescheduled for students who do not attend the scheduled session.

Timeframe for review of exams:

1. The last exam of a course must be reviewed within 5 business days following posting of the grade in the course management system.
2. The individual review for all other exams may occur no later than one business day prior to administration of the next exam.

Zoom Exam Review Session:

1. Inquiries about specific examination questions will not be permitted.
2. Students are not permitted to leave the meeting area during an exam review session.
3. Students must stay in view of the webcam with video on during the review session.
4. Students will not be allowed to review individual exam items. The instructor will review exam content as necessary and in alignment with exam statistics.
5. Students are not allowed at any time or under any circumstances to discuss exam items with peers.
6. Unauthorized distribution or receipt of test questions, attempts to access the exam or exam items outside of the scheduled administration period, or any attempts to copy, photograph, or

otherwise distribute or duplicate exam items is considered cheating and as such, will be subject to disciplinary action and/or dismissal from the program.

7. The following materials are prohibited during the exam review session:
  - a. mechanical or electronic devices such as cellular telephones, electronic tablets, calculators, digital watches, watches with computer communication and/or memory capability, recording or filming devices, notebooks, textbooks, writing utensils, radios, hats, book bags, backpacks, briefcases, purses and any item that has the potential to undermine exam security.
8. The Undergraduate Nursing Program reserves the right to discontinue all exam review sessions for students who violate policies related to exam review and/or the entire class should large-scale attempts to undermine exam security be identified. Attempts by students to undermine the secure examination policy may result in dismissal from the program.

### **Dosage Calculation Competency**

Failure to demonstrate competence in dosage calculation is a safety risk in the clinical area (unsatisfactory clinical behavior) and will jeopardize the student's attainment of the course objectives. The nursing faculty is committed to maintaining patient safety in the clinical environment and as a result requires a dosage calculation examination. This dosage calculation exam grade will not be calculated in the course grade.

1. Students will be required to achieve a 100% on a course specific dosage calculation competency exam prior to the clinical experience and/or medication administration in each of the following nursing courses: NURS 2750, NURS 3710, NURS 3730, NURS 4750, and NURS 4790. Objectives for the exam will be provided prior to testing. Students will have three (3) attempts to meet the 100% benchmark.
2. If a student fails to achieve a 100% on the first attempt, the student will be required to meet with the course faculty for remediation. The student may attend clinical but may not administer medications and will receive an unsatisfactory rating for medication administration on the clinical rubric.
3. After the second failed attempt, the student must continue to meet with course faculty for remediation. Additional remediation with the Retention Coordinator is highly recommended.
4. If the student fails the third attempt, the student will be withdrawn from the course with a grade of W because the student will be unable to meet clinical competencies for medication administration.

### **Testing Policy for Standardized Exams**

The School of Nursing adopted standardized testing to assess student learning and assist students with preparation for the NCLEX-RN licensure exam. Content specialty exams are administered in courses throughout the program and a comprehensive predictor exam is administered in the last semester of the program.

#### ATI Assessment and Review Policy

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online



practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

- ATI Orientation resources, such as the ATI Plan that can be accessed from “My ATI” tab. **It is highly recommended that you spend time navigating through these orientation materials.**

#### Review Modules/EBooks

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

#### Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

#### Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

#### Focused Reviews/Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual assessment report will contain a listing of the Topics to Review. It’s highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

#### Content Specialty Exams

The benchmark for all content specialty exams is indicated in the course syllabus. Content specialty exams constitute 3% of the course grade. Students must achieve the posted benchmark on the practice test and present evidence of that achievement and remediation in order to take the proctored standardized exam. Refer to the *Content Mastery Series Grading Rubric* (Appendix B) for exam grade determination.

### Comprehensive Predictor Exam

The passing predictability for the comprehensive predictor exam is indicated in the course syllabus. The comprehensive predictor exam constitutes 6% of the course grade. Students must achieve the posted passing predictability on the practice test and present evidence of that achievement and remediation in order to take the proctored standardized exam. Refer to the *Comprehensive Predictor Grading Rubric* (Appendix C) for exam grade determination.

### ATI Remote Proctoring with Proctorio

ATI is partnering with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results. Please refer to the ATI Student Quick Start Guide on the learning management system for student instructions on remote proctoring with Proctorio.

### **Missed Exam Policy for Standardized Exams**

Students are encouraged not to miss standardized exams as these tests cannot be made up. If a student misses (including arriving late or failing to successfully complete practice tests) the first attempt, version 1, of a scheduled standardized exam, this first attempt is forfeited. Therefore, the student will have only one attempt to meet the benchmark by taking version 2 of the standardized exam. In this case, the student will receive full credit for meeting the benchmark on version 2 or a 0% for failure to meet the benchmark. Students who miss version 2 forfeit the attempt.

### Clinical and Practicum Policies

#### **Clinical Uniform Policy**

It is the policy of Franciscan Missionaries of Our Lady University School of Nursing to define professional appearance guidelines that represent professional attire. The guiding norms for campus dress are neatness, cleanliness, and good taste. In the clinical setting, dress and grooming of all students must be consistent with safety and hygiene standards necessary to implement patient care.

- Students are expected to wear appropriately fitted clothing in the clinical and classroom setting. Clothing must be in good repair and well fitted, not too tight and not too loose.
- Underwear must not be visible through clothing or above the waist band of pants.
- Hair should be neat, clean, and well-groomed. Extremes in hairstyles or hair coloring are not acceptable. Hair must be a human color.
- Hair should be collar-length or pulled back or up and must not interfere with patient care.
- Hairstyles must be conservative and professional. Hairstyles that are distracting and interfere with patient care are not acceptable. Any hair ornamentation (headbands, bows, clips, pins) should be inconspicuous and professional and for the purpose of keeping the hair contained. Appropriateness will be at the discretion of the clinical faculty.
- Beards, sideburns, and mustaches must be short and well-groomed.
- Make-up must be moderate in amount and tone. Bright colors may be distracting to the patient and may not be worn.
- Natural fingernails must be kept clean, smooth, and well-manicured with tips no longer than ¼ inch.
- Artificial nails may not be worn by any student.

- Perfume, cologne, and nail polish may not be worn by students in uniform. Due to the risk of respiratory compromise to patients, students may not report to any clinical area with extremes in smell emissions to include, but not limited to cigarette smoke, perfume, cologne, or body odor.
- Students are expected to maintain good personal hygiene at all times.
- Excessive jewelry is not permitted in the clinical area or laboratory setting. Dangling earrings, necklaces, heavy chains, bracelets, large rings, or keys or ropes or chains are not permitted in the clinical area or laboratory setting.
- Earrings are limited to one small stud (made of gold, silver, or pearl) per ear and must be worn in the ear lobe.
- Rings are limited to one ring per hand, but a wedding ring and engagement ring on the same finger are acceptable.
- Items placed on teeth that are not required for dental or medical reasons are not permitted.
- Tattoos and body piercings (other than ear piercing) should be covered at all times. Tongue and facial piercings are not permitted.
- In the clinical setting, students are required to have
  - a watch with a second hand
  - name badge
  - bandage scissors
  - stethoscope
  - black ink pen
  - goggles/face shields

#### Women's Official Student Nurse Uniform

- Landau ladies' white tops #8232 or #8219 OR Cherokee ladies white top #4700 with University name on left chest and Tau with "School of Nursing" on the right sleeve.
- Landau ladies galaxy blue pants or galaxy blue knee length skirt #8320, #7602, or #9502 OR Cherokee ladies galaxy blue pants #4100 or #4200.
- Optional - Landau warm-up jacket galaxy blue #7525 OR Cherokee unisex jacket galaxy blue #4350 with University name on left chest and Tau with "School of Nursing" on the right sleeve.
- Plain white crew socks or white hose or tights
- Plain white tee under uniform top (long or short sleeve) (optional)
- White non-porous leather nursing shoes fully-heeled back, toe, and sides; in good repair; and impermeable to fluids. High-tops, open-toed shoes, and clogs are not acceptable.
- Shoelaces must be white in color and be tied.

#### Men's Official Student Nurse Uniform

- Landau men's white 5-pocket scrub top #7489 OR Cherokee men's white scrub top #4777 with University name on left chest and Tau with "School of Nursing" on the right sleeve
- Landau men's galaxy blue pants #8555 or #7602 OR Cherokee men's galaxy blue pants #4000
- Optional - Landau warm-up jacket galaxy blue #7525 OR Cherokee unisex jacket galaxy blue #4350 with University name on left chest and Tau with "School of Nursing" on the right sleeve.
- Plain white crew socks
- Plain white tee under uniform top (long or short sleeve) (optional)

- White non-porous leather nursing shoes fully-heeled back, toe, and sides; in good repair; and impermeable to fluids. High-tops, open-toed shoes, and clogs are not acceptable.
- Shoelaces must be white in color and be tied.

Uniforms should be worn **ONLY** on campus, in the clinical and skills laboratory area, and for faculty approved activities in the community. Each student is expected to keep the uniform clean, pressed, and in good condition. When uniforms are worn the student must wear the uniform in totality according to the School of Nursing uniform policy. **Students who are dressed inappropriately or lack proper professional appearance will be dismissed from clinical and given an unsatisfactory for the day.**

### **Practicum Uniform Policy**

It is the policy of Franciscan Missionaries of Our Lady University School of Nursing to define professional guidelines that represent professional attire and behaviors. Students must adhere to general campus and clinical dress policies and must represent the image of professionalism to our community by wearing:

- White polo shirt with University name on left chest and Tau with “School of Nursing” on the right sleeve.
- Blue uniform pants
- Athletic shoes of a neutral color will be worn. Foot attire must provide safe, secure footing and offer reasonable protection from hazards faced by the employee.
- School-issued nametag must be worn while in the practicum setting.

Students may not wear:

- clothing designed specifically for sporting (sweats, hooded sweatshirts, shorts, skorts, windsuits, camouflage etc.)
- sleepwear
- evening wear
- leisure wear (jeans or denim, miniskirts, low-cut tops, halter, strapless, spaghetti straps or tank tops, midriff-baring and see-through items, all T-shirts, capris, cropped pants, leggings, etc.)
- hats
- footwear that violates safety or infection including shoes with holes on top, such as Crocs
- flip flops and shoes that strap between toes

#### Guidelines for Jewelry

- Earrings are limited to one small earring per ear and must be worn in the ear lobe.
- Dangling earrings, necklaces, heavy chains, bracelets, large rings, or keys or ropes or chains are not permitted.
- Rings are limited to one ring per hand, but a wedding ring and engagement ring on the same finger are acceptable.
- Students are required to wear a watch with a second hand at all times.
- Items placed on teeth that are not required for dental or medical reasons are not permitted.

## Health and Safety Requirements

Students enrolled in School of Nursing clinical programs must meet the University health requirements related to immunizations, the annual tuberculin skin test, random urine drug screening, and CPR certification. Students must submit documentation of compliance with all requirements to the Office of Health and Safety **and be cleared by the Office of Health and Safety to attend clinical agencies and facilities.**

### All Pre-licensure Nursing Courses

1. All nursing students must be in compliance with all Health and Safety requirements by Friday before the start of classes.
2. Students must remain in compliance for the entire semester or they will be administratively withdrawn from the clinical courses.
3. No health requirement should be due between the first week of class and the date of commencement (graduation) for that semester.
4. Flu vaccine may be delayed based on availability.

### Drug Screen

In addition to random drug screening, students may be screened for cause. The programs will follow the drug screening process as outlined in the *Student Health & Safety Policies and Procedures*.

1. In the case of a positive drug test indicating use of a prescription medication, the student will be given 48 hours to produce a valid prescription for the medication to the drug screening facility. If the issue is not resolved in 5 business days, the student is subject to disciplinary action, up to and including dismissal from the program.
  - a. **Please note:** Pre-licensure students must comply with LSBN requirements for disclosure of medical conditions and prescriptions.
  - b. Disciplinary action may still apply regardless of validation of a prescription based on professional behavior and/or patient safety concerns.
2. In the case of a positive drug test for illegal drug usage or misuse of prescription drugs, the program will follow the policy as outlined in the *Student Health & Safety Policies and Procedures*.
3. Students with a positive drug test may be required to undergo counseling, further evaluation, and/or subsequent drug screens at their own cost.

### Medical Restrictions

Student must be free of all restrictions to participate in clinical activities. Following hospitalization or illness, the student must present a Return to Work Certificate without restrictions from his/her physician to the Course Leader. Circumstances that may affect the safety of others or the student's safety also may require a return to work certificate, such as **pregnancy, communicable disease, or accidents**. It is the student's responsibility to communicate such circumstances to the Director of Campus Health and Safety and the course faculty.

## **Standard Precautions (from Our Lady of the Lake Regional Medical Center)**

**Wash Hands (Plain Soap):** Wash after touching blood, body fluids, secretions, excretions, and contaminated items. Wash immediately after gloves are removed and between patient contacts. Avoid transfer of microorganisms to other patients or environments.

**Wear Gloves:** Wear when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain high concentrations of microorganisms. Remove gloves, promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient, and wash hands immediately to avoid transfer of microorganisms to other patients or environments.

**Wear Mask and Eye Protection or Face Shield:** Protect mucous membranes of the eyes, nose and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions.

**Wear Gown:** Protect skin and prevent soiling of clothing during procedures that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

**Patient-Care Equipment:** Handle used patient-care equipment soiled with blood, body fluids, secretions, or excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

**Environmental Control:** Follow hospital procedures for routine care, cleaning, and disinfection of environmental surfaces, beds, bedrails, bedside equipment and other frequently touched surfaces.

**Linen:** Handle, transport, and process used linen soiled with blood, body fluids, secretions, or excretions in a manner that prevents exposures and contamination of clothing, and avoids transfer of microorganisms to other patients and environments.

**Occupational Health and Bloodborne Pathogens:** Prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles.

**Never recap used needles using both hands** or technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed “scoop” technique or a mechanical device designed for holding the needle sheath.

Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant sharps containers located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

**Use resuscitation devices** as an alternative to mouth-to-mouth resuscitation.

**Patient Placement:** Use a private room for a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control. Consult Infection Control if a private room is not available.

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## Isolation Precautions (from Our Lady of the Lake Regional Medical Center)

<p><b><i>Standard Precautions</i></b>          Applies to <u>ALL PATIENTS</u>          Applies to blood; intact skin; mucous membranes; and all body fluids, secretions, and substances except <i>sweat</i>, regardless of whether or not they contain visible blood.          Place a Standard Precautions sign on door of patients with known <u>Bloodborne Pathogens</u></p>
<p><b><i>Illnesses Requiring Airborne Precautions</i></b>          In addition to Standard Precautions – requires Negative Air Isolation room, wear <u>N-95 respirator</u>.          Examples of such illnesses include:              Measles              Chickenpox (Varicella) (including disseminated zoster)-requires Airborne plus Contact Precautions</p>
<p><b><i>Illnesses Requiring Droplet Precautions</i></b>          In addition to Standard Precautions –Negative Air <u>not</u> required. Wear regulator isolation mask.          Examples of such illnesses include:              Invasive <i>Haemophilus influenzae</i> type b disease, including meningitis, pneumonia, epiglottitis, and sepsis              Other <i>Neisseria meningitidis</i> disease, including meningitis, pneumonia, and sepsis              Other serious bacterial respiratory infections spread by droplet transmission, including:                  Diphtheria (pharyngeal)                  Mycoplasma pneumonia                  Pertussis                  Pneumonic plague                  Streptococcal pharyngitis, pneumonia, or scarlet fever in infants and young children              Serious viral infections spread by droplet transmission, including:                  Adenovirus-requires Droplet plus Contact Precautions                  Influenza                  Mumps                  Parvovirus B 19                  Rubella</p>
<p><b><i>Illnesses Requiring Contact Precautions</i></b>          In addition to Standard Precautions-Wear gloves when entering the room. Wear gowns if you have contact with the patient.          Examples of such illness include:              Gastrointestinal, respiratory, skin, or wound infection or colonization with multi drug-resistant bacteria judged by the Infection Control program, based on current state, regional, or national recommendations, to be of special clinical and epidemiologic significance (e.g., <i>Methicillin Resistant Staph aureus (MRSA)</i>, <i>Vanco. Resistant Enterococcus, (VRE)</i>, etc.)              Enteric infections with a low infectious dose or prolonged environmental survival, including:                  <i>Clostridium difficile</i>                  For diapered or incontinent patients; enterohemorrhagic <i>Escherichia coli</i> 0157:H7, <i>Shigella</i>, hepatitis A, or rotavirus                  Respiratory syncytial virus, parainfluenza virus, or enteroviral infections in infants and young children.              Skin infections that are highly contagious or that may occur on dry skin, including:                  Diphtheria (cutaneous)                  Herpes simplex virus (neonatal or mucocutaneous)                  Impetigo                  Major (noncontained) abscesses, cellulites, or decubiti                  Pediculosis                  Scabies                  Staphylococcal furunculosis in infants and young children                  Zoster (disseminated or in the immunocompromised host) – requires Contact plus Airborne              Viral/hemorrhagic conjunctivitis              Viral/hemorrhagic infections (Ebola, Lassa, or Marburg)</p>

## Clinical Assignments to Persons with Infectious Processes

The following guidelines will be used for clinical assignments to persons with infectious processes:

1. Students in the clinical area have the responsibility to care for all patients with exception of those patients requiring the fit test or requiring the caregiver to wear the N-95 mask.
2. Students will rigorously comply with the Centers for Disease Control and Prevention (CDC) guidelines for preventing the transmission of HIV, Hepatitis B, and other blood-borne pathogens in health care settings. (*See Standard Precautions in the above section*)
3. **All patients should be considered as potentially infected.** Current information concerning Standard Precautions is reviewed and updated at the beginning of each nursing course. This is the responsibility of the course faculty.
4. Students exposed to blood and bodily fluids should inform the Director, Campus Health and Safety.

## Nursing Skills Lab and Simulated Environment Teaching Hospital (SETH) Guidelines

Simulation is a strategy that helps prepare learners for the complexities of clinical practice. The goal of the Skills Lab and Simulation is to provide a comprehensive, safe, and realistic simulated clinical experience. It is designed to simulate clinical settings, providing undergraduate students the opportunity to learn and enhance their skills. This is accomplished through the use of clinical case scenarios, faculty guidance, and technology resources that facilitate clinical critical thinking and decision-making.

### Communication

- Students must **sign in** when coming for individual practice without an instructor.
- Skills Lab hours are typically Monday – Friday, 8 a.m. – 4 p.m., but will vary.
- Appointments for skills practice should be made with Skills Lab Coordinator

### Hospital Environment

- Students must wear approved clinical uniform and footwear when using the Skills Lab and SETH.
- Food, candy, and/or drinks will NOT be permitted in the Skills Lab and SETH.
- Mobile devices must be silenced or turned off and may not be used during lab/simulation time for personal phone calls, texting or taking pictures.
- Students and staff are expected to clean up after themselves.
  - Bed made and linen straight
  - Bed flat and placed in low position with side rails up
  - Manikin in bed
  - Chairs and over-bed table returned to correct place
  - All trash thrown away

### Skills Packs, Safety, and Standard Precautions

1. Skills packs are provided by the School of Nursing.
2. Skills packs are to be used to practice in the Skills Lab or at home.
3. Students must bring their skills pack to the lab each time they practice. Failure to bring skills pack and other supplies on skills practice days will result in an **unsatisfactory** for the day.



4. No invasive procedure should be performed outside of the Skills Lab or on another person. Invasive procedures are intended to be simulated on manikins.
  - a. Invasive procedures include injections, IV insertion, infusing of IV fluids, medication administration, Foley catheterization, and nasogastric tube or feeding tube insertion.
5. Practice medications and IV fluids are intended for simulation only. Practice oral medications are not intended for ingestion. IV fluids may be out of date and also are not intended to be used for any other reason other than for simulation.
6. All needles given in the skills pack must be disposed of in the sharps boxes that are located above the beds in the Skills Lab. If the needle has a safety device, please engage the device before placing needle in the sharps box.
7. The Skills lab and SETH are not latex free.
8. Notify Skills Lab Coordinator if you have a latex allergy or sensitivity.

#### Simulation Guidelines

1. Treat simulation as a real clinical environment
2. Treat all manikins or participants as you would patients, family members, and/or team members
3. You are an RN in the simulated environment, not a student RN
4. Actually perform assessments or procedures as this will help you be able to obtain the data needed. If the simulator cannot give you the data, it will be given to you once you attempt the assessment. Ex. temperature
5. Use appropriate infection control measures
6. Dates will be indicated on many items with an XX
7. No ink pens allowed near simulators
8. No Betadine allowed near simulators
9. Leave the simulation lab as you would a patient's room
10. Information discussed during debriefing is confidential and should be treated as HIPAA information
11. Faculty members are observers only and will be unable to give any information
12. What happens in simulation stays in simulation.
  - a. Please be aware that it does not help other students if they know what to expect
  - b. This provides a safe environment to make a mistake
  - c. Do not share any information regarding the scenario to anyone outside of debriefing

#### **General Preclinical Expectations**

1. Obtain clinical assignment
2. No printing of patient related material is allowed. Students must hand write all information. It is a HIPAA violation to remove documents containing patient information from the hospital. Failure to comply will result in removal from the course with an unsatisfactory standing.
3. During preclinical, students must verify that all medications and treatments have a physician's order.
4. Students should use preclinical to fully prepare to care for their patients (diagnostics, medications, treatments etc.). Unprepared students may receive an unsatisfactory (Clinical Variance) or be removed from the clinical unit for the day.
5. Do not remove the chart from the nurse's station.
6. Students are NOT to congregate at the nurse's station.

7. Review history, physician's orders, labs, progress notes, nurses' notes, vital signs, intake and output, other tests (all assessment data you think you will need).
8. The student should introduce themselves to the patient and family and use that time to assess the environment (equipment).
9. Begin work on the clinical paperwork. The clinical instructor will inform all students of clinical expectations and due dates for clinical paperwork.

### **Clinical Guidelines and Expectations**

Lack of adherence to policies will result in consequences. Students may be sent home, receive a Clinical Conference, and/or receive a Clinical Variance Form depending on situation and number of infractions.

1. Proper uniform must be worn at all times.
2. All students are to be in the designated place or clinical unit on time and prepared to take report. Please refer to the laboratory and clinical tardiness policy for further details.
3. Students will have one 30 minute and one 15 minute break for each eight (8) hour clinical day.
4. All paperwork will be due as designated by the instructor.
5. Clear and timely communication with instructor, staff, and peers is essential for patient safety and is required by clinical faculty.
6. Attendance in laboratory and clinical assignments is mandatory. Please refer to the laboratory and clinical absence policy for further details.
7. Each semester, students will be required to pass skills check-offs on skills covered in previous courses and skills introduced in current course. Students may not perform any skill in the clinical setting until they have successfully checked off on the skill.
  - a. Students will have three (3) attempts to pass skills check-offs within two weeks.
  - b. Students who fail the first or second check-off attempt must schedule an appointment for skills remediation with the Skills Lab Coordinator.
  - c. Students who fail the third check-off attempt will receive a grade of F in the course for clinical failure.
8. Be prepared to discuss patients and the care at any time during the clinical day.
9. As students care for patients, any new assessment data, new problems, outcomes, or interventions identified should be added to all clinical paperwork.
10. Students are not to give any medications unless checked off with instructor first!!  
 Instructor permission is required for any procedure or medication administration performed with staff. Students are responsible for knowledge of all prior skills and knowledge.
  - a. The patient's arm band and all medications must be scanned before administering medications. The instructor will orient student to policies concerning scanning, discontinued medications and the process for obtaining medications for patients.
  - b. Students are responsible for knowing:
    1. Drug classification
    2. Mechanism of action
    3. Reason patient is receiving this drug
    4. Common adverse reactions/side effects
    5. Nursing considerations – before, during, or after administration: vital signs, lab results, and other considerations.
11. Use of personal mobile devices in clinical settings:
  - a. Students may use personal mobile devices for emergency purposes only.

- b. Emergency communication with these devices may be used only in a non-public or non-patient care area such as a staff break room.
  - c. No text messaging, internet use, or social media is permitted during clinical/practicum experiences.
  - d. All personal mobile devices must remain in silent mode or turned off during clinical/practicum experiences.
  - e. Photographs/videotaping of any nature in the clinical/practicum setting is not permitted.
  - f. Students are also required to adhere to more restrictive policies of the clinical institutions.
12. Students are expected to meet the Core Performance Standards of the School of Nursing.
13. Students are responsible for total patient care except for those skills not yet covered.
- a. Students are expected to retain the level of competency gained in previous clinical courses.
  - b. Students are accountable for any real/potential violation of critical elements on every skill taught in preceding semesters.
  - c. If the instructor prevents an error, the student remains accountable and is still in error.
14. Students are accountable for violation of patients' rights.
15. Students may not access their student Cerner, Pyxis, or blood glucose monitoring accounts outside of student clinical hours or in a manner inconsistent with OLOLRMC hospital policy as outlined in the *System Access and Confidentially Agreement* and the *Confidentiality Policy*. Violations may result in the student being immediately dismissed from the Franciscan Missionaries of Our Lady University School of Nursing.

### **Practicum Expectations**

1. Students are expected to be on time to practicum seminar and/or practicum setting.
2. Students, practicum faculty, and agency personnel should exchange contact information.
3. The student is expected to notify the practicum faculty and/or the agency personnel if the student is not able to arrive on time. Do not ask another student to give a message to the faculty or staff.
4. Mobile devices must be silenced or turned off and may not be used during practicum time for personal phone calls, texting or taking pictures.
5. Students are expected to communicate professionally with practicum faculty, staff, and participants.
6. Students are expected to be prepared for practicum experiences.
7. Students will follow all school and agency policies (including policies on confidentiality, documentation, transporting participants, use of equipment, etc.).
8. Students are expected to follow safety guidelines.
9. All practicum behaviors/activities should be focused on the practicum experience.
10. The student must participate in practicum activities as directed by the faculty/agency staff member.
11. No gum chewing is allowed.
12. There may not be secure storage available. Students should plan to lock unnecessary belongings in the car and carry only what is needed.

### Practicum Safety Guidelines

Student safety is of primary importance to Franciscan Missionaries of Our Lady University. Students **must always** notify the practicum instructor of plans or changes to plans when working in the community. Students are expected to exercise caution by following these safety guidelines.

1. Ensure that the car is in good working order with plenty of gas.
2. Students should travel in pairs as much as possible.
3. Lock the car while driving.
4. Always be aware of the surroundings. If there is any danger, go to a place where there are plenty of people, like a shop, service station or business.
5. Have car keys ready before getting to the car.
6. Use caution in parking lots.
7. Do not park on an isolated or poorly lighted street.
8. Do not walk in poorly lighted areas, or dark doorways, or near shrubbery.
9. Lock the car when leaving it.
10. Do not leave a purse, backpack, computer or other belongings within view in the car. Lock these items in the trunk of the car or leave them at home.
11. Do not enter or stay in any environment that does not seem safe. Leave immediately and reschedule any appointment after discussing with the practicum instructor.
12. If a crime is observed being committed, leave the scene and call the police.
13. If suspicious of a person or circumstance, leave the area as soon as possible and go immediately to a safe place, such as a store or place of business.
14. If followed while walking, go directly, without running or looking back, to the nearest place of business and call 911.
15. Never share personal information with persons you are working with in the community.

### **Clinical Attendance Policies**

The faculty considers laboratory/clinical/practicum (henceforth referred to as “clinical”) attendance essential for providing opportunities to apply theory content to health care settings and practice.

#### Clinical Tardiness Policy

In the event that circumstances prevent a student from arriving on time to the clinical experience, the student is expected to do the following:

- Notify the Clinical Instructor at least thirty minutes prior to the scheduled clinical time. This communication must be directly from the student to the Instructor.
- For practicum courses, the student must also notify the instructor and the community agency.
- For preceptorship courses, notify Preceptor and faculty on-call at least thirty minutes prior to the scheduled clinical time.
- Upon arrival to the clinical setting, report immediately to the Instructor. The Instructor will determine whether the student is able to participate in the clinical experience or receive an absence for the day. If the student is dismissed from the clinical experience for any reason, the student receives an absence for the day.
- For each tardy, the student will receive a *Clinical Variance Form*. Three clinical variances will result in clinical failure which will result in failure of the course.

### Clinical Absence Policy

It is mandatory that students attend all clinical experiences. Students will only be excused from clinical if there is an extenuating circumstance as defined by the Extenuating Circumstances Request policy below. **Some clinical experiences cannot be excused, because they cannot be rescheduled or made up. In these cases, the student will be unable to meet the clinical outcomes for the course and may be administratively withdrawn\*\*\* from the course.**

In the event that a student must be absent from clinical, **the student must:**

- Notify the Clinical Instructor at least thirty minutes prior to the scheduled clinical time. This communication must be directly from the student to the Instructor.
- For practicum courses, the student must also notify the Instructor and the community agency.
- For preceptorship courses, notify Preceptor and Faculty On-Call at least thirty minutes prior to the scheduled clinical time.
- Circumstances that may affect the safety of others or the student's safety, such as pregnancy, communicable disease, or injury, will require a Return to Work Certificate without restrictions in accordance with the University Student Handbook. It is the student's responsibility to communicate such circumstances to the Director of Campus Health and Safety.

\*\*Failure to follow the reporting procedures for tardiness and absences will result in the student receiving an unsatisfactory rating on the clinical evaluation rubrics and a *Clinical Variance Form* and may result in administrative withdrawal\*\*\* from the course or Clinical Probation\*\*.

### Process for Extenuating Circumstances Requests

A student who is absent from clinical may request consideration of extenuating circumstances. Extenuating Circumstances Requests will only be considered for illness/injury of the student or an immediate family member or death of the student's immediate family member.

#### **First Clinical Absence:**

Immediately upon return to school or clinical, the student must submit the *Extenuating Circumstances Request* (Appendix E) form to the **Course Leader** along with the required documentation (see below). The request may be granted at the discretion of Course Leader and Course Faculty members.

#### Required Documentation for Extenuating Circumstances

- Written verification of illness/injury of student or immediate family member
  - Emergency Room documentation
  - Physician note
- Death of an immediate family member
  - Evidence of death

#### **Second Clinical Absence:**

Immediately upon return to school or clinical, the student must submit the *Extenuating Circumstances Request* (Appendix E) form to the **Clinical Coordinator** along with the required documentation (see above). The request may be granted at the discretion of the Clinical Coordinator and Course Faculty members. The student may be placed on Clinical Probation\*\* for excessive absences even when absences are deemed extenuating.

### Process for Unexcused Clinical Absence

Students who miss any clinical experience for reasons that are not deemed extenuating must meet with the Clinical Coordinator. Students may be placed on Clinical Probation\*\* or may be administratively withdrawn\*\*\* from the course, at the discretion of the Clinical Coordinator and Course Faculty.

#### Clinical Make-up

The student will be assigned a make-up day. The make-up day will be scheduled by the Course Leader. Failure to attend the make-up will result in failure of the course.

#### \*\* Terms of Clinical Probation

Students who are placed on Clinical Probation for clinical absence(s) **will remain on probation for one (1) calendar year**. Subsequent unexcused clinical absences, excessive absences, or any violation of the terms of probation in the probationary period may result in administrative withdrawal\*\*\* from the course.

#### \*\*\* Administrative Withdrawal for Clinical Issues

Students must have a C or above in the course to be administratively withdrawn. Students who have a grade below a C cannot be withdrawn and, therefore, will receive a failing grade in the course. Receipt of a letter grade or a W in a course constitutes enrollment. See enrollment policy for further details.

### **Examples of Unsatisfactory Clinical Behaviors**

Unsatisfactory clinical behaviors that may require an unsatisfactory rating on the clinical evaluation rubrics, a Faculty Conference, and/or a Clinical Variance include, but are not limited to, the following:

1. Tardiness and Absence (see Clinical Tardiness and Absence Policies)
2. Failure to communicate appropriately and respectfully with faculty, patients, peers, and health care team members.
3. Inability to meet or maintain the behaviors identified in the Core Performance Standards, including, but not limited to:
  - a. Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion.
  - b. Inappropriate behavior such as abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination.
4. Failure to maintain the required level of competency, including, but not limited to:
  - a. Not following the six rights of medication administration.
  - b. Inadequate preparation for clinical assignment.
  - c. Demonstrating incompetence on the clinical unit.
  - d. Failure to maintain patient confidentiality.
  - e. Failure to maintain patient safety.
5. Failure to meet course requirements and outcomes, to follow school policies, and to uphold University values, including, but not limited to:
  - a. Fails to meet clinical competencies as outlined on clinical evaluation rubrics.
  - b. Visiting the patient for whom the student has provided care during non-clinical hours.
  - c. Witnessing legal documents.
  - d. Falsifying patient data and records.
  - e. Loitering in the medical center/clinical service areas.

### **Procedural Guidelines for Use of the *Clinical Variance Form***

The purpose of the *Clinical Variance Form* (Appendix D) is to develop a plan of action to correct, eliminate, or improve the unsatisfactory behavior. When an unsatisfactory behavior in the clinical or practicum setting requires completion of a *Clinical Variance Form*, the faculty and student are to adhere to the following procedure:

1. The student is counseled by the clinical instructor regarding the unsatisfactory clinical behavior. The instructor documents the behavior on the appropriate area of the weekly evaluation tool and the *Clinical Variance Form*.
2. The instructor sends a copy of the *Clinical Variance Form* to the Course Leader and the Clinical Coordinator and may consult them, as needed.
3. A student will fail the clinical portion of the course if
  - a. three (3) *Clinical Variance Forms* are received by the student
  - b. the *Clinical Variance Form* provides documentation that the student committed an egregious behavior or a behavior which negatively impacts a patient's status.
4. Procedure for clinical failure:
  - a. Counseled by the clinical instructor, Course Leader and the Clinical Coordinator.
  - b. Informed in writing that the course grade is F and that further clinical practice in the course is suspended.
  - c. Once the student is informed that the course grade is F, the student may not withdraw from the course.
  - d. The student has the right to appeal the grade and must follow the procedure for Final Grade Appeal. If the student chooses to appeal, the student may attend class pending the results of the appeal process.

### **Enrollment Policy**

1. Once students are admitted to the nursing program, they are administratively block-registered for all core nursing courses.
2. Students must seek approval from their advisor to self-register for nursing electives and Arts and Sciences courses.
3. Students are allowed to enroll **only twice** in each nursing course. Failure to successfully complete a course with a grade of C or higher after two enrollments will result in program dismissal.
  - a. Students who drop a course during the add/drop period are not considered to be enrolled in the course.
  - b. Students who are administratively withdrawn or withdraw themselves from a course after the add/drop period will receive a designation of W on their transcript. Students with a W on their transcript are considered to have been enrolled in the course.
4. A student may receive a W grade two (2) times during the entire nursing program. A third withdrawal will result in program dismissal.

### **Good Standing Policy**

A letter of good standing from the School of Nursing can be provided by the Associate Dean of Nursing or Program Director if the student is successfully progressing and/or eligible to continue in the program.

## Progression Policy

In order to maintain progression status and be in good academic standing, the student must:

1. Obtain and maintain permission from the LSBN to progress;
2. Achieve a minimum grade of C in all courses in the nursing curriculum;
3. Complete the support courses with a grade of C or better as outlined in the curriculum plan;
4. Maintain continuous enrollment in the nursing curriculum sequence;
5. Meet the University and School of Nursing health and safety requirements;\* and
6. Meet the Core Performance Standards and expectations for behavior outlined in the University Student Handbook and Undergraduate Nursing Student Handbook.

\*Students are required to submit evidence of compliance with all health and CPR requirements to the Office of Health and Safety. **Students are not allowed to progress in the nursing program until evidence of compliance is submitted to the Office of Health and Safety.**

## Non-Progression Policy

### Reasons for Non-Progression

A student is considered out of progression if they fail to meet one or more of the requirements for progression outlined above. Students may return to progression by following the re-entry procedures, provided they have not been dismissed from the nursing program. Students will be out of progression for the following:

1. Failure to obtain and maintain permission from the LSBN to progress
  - a. Students must secure approval from LSBN before starting the nursing program.
  - b. Students must disclose to the LSBN any change in criminal history or their ability to practice due to addiction or impairment that occurs during the nursing program.
2. Failure to achieve a minimum grade of C in all courses in the nursing curriculum within 2 attempts/enrollments;
  - a. A student who fails a nursing course (grade of D or F) or withdraws from a nursing course may repeat the course once. If the student fails or withdraws from the same course on the second attempt, the student will be dismissed from the nursing program.
  - b. A student who fails (as indicated by a grade of D or F) or withdraws from a nursing course must repeat both the theory and clinical components of that course.
  - c. If a student fails a second nursing course, the student will be dismissed from the nursing program.
  - d. An accelerated student who fails a nursing course (grade of D or F) or withdraws from a nursing course is considered out of progression and must transfer into the traditional pre-licensure BSN program option. Accelerated students must be in good standing to transfer.
3. Failure to complete the support courses with a grade of C or better as outlined in the curriculum plan
  - a. If a student has not successfully completed a required prerequisite for a nursing course, the student will not be allowed to progress in the nursing program until the requirement has been met.
4. Failure to maintain continuous enrollment in the nursing curriculum sequence
  - a. Students who are voluntarily or involuntarily withdrawn from a nursing course are considered out of progression.



- b. If a traditional student does not remain continuously enrolled (sits out a semester for any reason), the student is considered out of progression and must follow the procedure for reentry to enroll in nursing courses.
  - c. Traditional students who do not enroll in nursing courses for two or more consecutive semesters (Fall/Spring) must reapply to the nursing program. The faculty reserves the right to deny re-admission.
  - d. Accelerated students must stay in progression to remain in the accelerated option. Students in the accelerated option who fall out of progression but remain in good standing may transfer into the traditional pre-licensure BSN program option.
5. Failure to meet the University and School of Nursing health and safety requirements
    - a. Students will be withdrawn from courses if they fail to meet the requirements outlined for nursing students by the Office of Health and Safety and School of Nursing.
    - b. Students who are withdrawn will not be automatically re-enrolled once they have met the requirements. Instead, those students must follow the procedure for re-entry.
  6. Failure to meet the Core Performance Standards and expectations for behavior outlined in the University Student Handbook and Undergraduate Nursing Student Handbook
    - a. Students must meet the Core Performance Standards for admission and continue to meet these standards throughout enrollment in the nursing program.
    - b. The handbooks outline behavioral expectations including, but not limited to, respect for others, respect for the learning environment, and academic honesty.
    - c. A student will be withdrawn from nursing courses and/or dismissed from the nursing program for failure to meet behavioral expectations and Core Performance Standards described in the handbooks.

#### Procedure for Re-Entry due to Non-Progression

1. Obtain and complete a program “Non-Progression Form” (Appendix G) from the School of Nursing office.
2. Return the completed form to the School of Nursing office.
3. Schedule an appointment with the Retention Coordinator.
  - a. The purpose of this meeting is to develop a plan of action designed to facilitate future success in the course and/or the nursing program.
  - b. Failure to schedule and attend this meeting prohibits the student from reenrolling in the program.
4. Collaborate with the Retention Coordinator and the Skills Lab Coordinator to review skills prior to re-entry. Students must demonstrate skills competency for all previous courses before being allowed to re-enter the nursing program.
5. The student will be administratively enrolled in the course(s) pending space availability.
6. Students falling out of progression, for any reason, will be placed in the curriculum in place at the time of reentry.
7. All degree requirements for the BSN program must be completed within 5 years of admission to the nursing program.

### **Academic Action Plan**

According to *The Glossary of Education Reform*, the term “at-risk” is frequently used to describe students who are considered to have a higher probability of failing academically or dropping out of school. Students who are at-risk are identified as being in one of the following categories, either resulting in an Academic Action Plan.

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A student will be placed on an Action Plan if they:

- 1) Are enrolled in a second attempt in a course (including repeating due to failure or withdrawal).
- 2) Failed to meet the requisite benchmark on ATI after two attempts.

Terms of the Academic Action Plan will be outlined in the student's individual Success Plan/Contract (Appendix H).

- Students who complete the prescribed remediation for the ATI will be taken off of the academic action plan at the end of the subsequent semester, provided they pass the ATI that semester.
- Students who successfully complete the repeated course will be removed from the academic action plan.
- Students who fail to meet with the Retention Coordinator or fail to complete their success plan/contract will receive an advising hold on their account and registration will not be completed until the terms of the success/plan contract are carried out, or the student may be administratively withdrawn from the course.

### **Nursing Program Dismissal**

Students may be dismissed from the program for failure to adhere to the standards and expectations outlined by the University and the School of Nursing. Reasons for dismissal from the nursing program include, but are not limited to, the following:

1. Failing one nursing course twice
2. Failing two different nursing courses
3. Failure to successfully complete a course after two enrollments.
4. Clinical unsatisfactory behavior involving an egregious act or one that negatively impacts the patient's status.
5. Failure to adhere to the guidelines outlined in the University Student Handbook or Undergraduate Nursing Student Handbook.
6. Conduct which is inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive talking and improper use of clinical information systems).
7. Violations of the Social Networking Policy
8. HIPAA violations
9. Sharing of patient information (either via comments, pictures, or any other communicative means) through e-mail or any social networking means.
10. Illegal activity
11. Chemical impairment in the school/clinical setting
12. Falsification of information given on official school documents
13. Falsification of records regarding patient care
14. Unauthorized possession of an examination
15. Participation in cheating or lying in reference to clinical or classroom assignments including the use of the clinical information systems at agencies used for clinical experiences.
16. Academic dishonesty
17. Failure to complete the program within five (5) years of date of admission

### **Re-Admission After Dismissal**

Students who were dismissed from a previous baccalaureate nursing program must wait to apply to the nursing program at least one calendar year from the date of dismissal.

## **RN-BSN PROGRAM**

### **RN-BSN Program Outcomes**

1. At least 65% of students admitted to the RN-BSN program will complete the program within 150% of program length (5 years).
2. At least 90% of graduates will be employed within 12 months of graduation.

### **Registered Nurse Licensure**

Students must have an active, unencumbered registered nurse license to enter and progress through the RN-BSN program. Temporary permits will not satisfy this requirement. After initial acceptance to the program, students must disclose to the Program Director any action against their RN license, including denial, revocation, suspension, sanctioning, or other restrictions or limitations.

### **Course Policies**

#### **Course Participation**

Students in online courses are expected to enter the Moodle course within the first few days of the course. Students, who do not enter and participate in the course during the first week, will be reported to the Retention Advisors.

Students are expected to check Moodle and their email regularly. The School of Nursing is not responsible for information that is missed because the student has not checked email or Moodle.

#### **Behavior**

Students are required to adhere to the values and behaviors of civility, respect, and human dignity outlined in the Community Creed, the mission of the University, the University Student Handbook, and the Undergraduate Nursing Student Handbook. Students must be professional and appropriate in written or verbal communication with others.

#### **Written Assignments**

The faculty of the School of Nursing provides opportunities to enhance writing skills throughout the curriculum. Written assignments must be completed in compliance with APA guidelines and the faculty's instructions. The student must use correct grammar, punctuation, and spelling.

After completing any online assignment, keep a copy of your completed assignment and your grade (if appropriate). This avoids receiving a grade of zero as a result of technological errors.

#### **Policy for Late Assignments**

Students are responsible for submitting assignments electronically on the date designated in Moodle. Students must follow faculty instructions for posting or uploading of assignments. Late assignments may be submitted up to 72 hours past the assignment due date, however, a penalty of 10% of the total points for the assignment will be deducted for each 24 hours the assignment is past due. Assignments submitted later than 72 hours will receive a zero.

## **Practicum Guidelines and Expectations**

Students will work individually to conduct a community assessment, identify the health needs of the community, and plan a community intervention. The students will identify and interact with significant members of the community who are involved in the health care of the community. Given the diverse nature of practicum experiences, each student will plan and negotiate specific activities and experiences with the faculty.

Students are expected to conduct themselves in an ethical and a professional manner. Students represent Franciscan Missionaries of Our Lady University and the School of Nursing in their interactions with community members and must abide by the following guidelines. Failure to follow these guidelines will result in a course failure and may be grounds for nursing program dismissal.

- a) Identify and obtain approval from faculty for practicum goals and activities.
- b) Prepare for practicum and online experiences and discussions.
- c) Submit professional quality written assignments.
- d) Keep commitments with faculty, clients and agency/organization staff.
- e) Notify others, in advance, when unable to keep scheduled appointments.
- f) Share knowledge and experience with peers, faculty and health team members.
- g) Keep up-to-date on communications, including e-mail correspondence.
- h) Report information that has implications for the safety of self or others.
- i) Interact professionally with clients, peers, faculty members, health team members/personnel, and community members.
- j) Demonstrate professional conduct and integrity with clients, peers, faculty and staff.
- k) Maintain confidentiality of all data/information.
- l) Dress professionally.
- m) Evaluate own performance and seek means to improve nursing practice.
- n) Abide by the scope of practice outlined in the Nurse Practice Act.
- o) Abide by the policies and procedures printed in the University Catalog, University Student Handbook, and the Undergraduate Nursing Student Handbook.

### **Health and Safety Requirements**

Students must meet the Health and Safety requirements outlined in the University Student Handbook.

### **Good Standing Policy**

A letter of good standing from the School of Nursing can be provided by the Associate Dean of Nursing or Program Director if the student is successfully progressing and/or eligible to continue in the program.

### **Progression Policy**

In order to maintain progression status and be in good academic standing, the student must:

1. Maintain an active, unencumbered registered nurse license;
2. Achieve a minimum grade of C in all courses in the nursing curriculum;
3. Complete the support courses with a grade of C or better as outlined in the curriculum plan;
4. Meet the University health and safety requirements;\* and
5. Meet the expectations for behavior outlined in the University Student Handbook and Undergraduate Nursing Student Handbook.

## **Non-Progression Policy**

### **Reasons for Non-Progression**

A student is considered out of progression if they fail to meet one or more of the requirements for progression outlined above. Students may return to progression by following the re-entry procedures, provided they have not been dismissed from the nursing program. Students will be out of progression for the following:

1. Failure to maintain an active, unencumbered registered nurse license
  - a. Students must disclose to the School of Nursing any change in licensure status.
2. Failure to achieve a minimum grade of C in all courses in the nursing curriculum
  - a. A student who fails a nursing course (grade of D or F) may repeat the course. If the student fails the same course a second time, the student will be dismissed from the nursing program.
  - b. A student who fails a nursing course (as indicated by a grade of D or F) must repeat both the theory and practicum components of that course.
  - c. If a student fails a second (2<sup>nd</sup>) nursing course, the student will be dismissed from the nursing program.
3. Failure to complete the support courses with a grade of C or better as outlined in the curriculum plan
  - a. If a student has not successfully completed a required prerequisite for a nursing course, the student will not be allowed to progress in the nursing program until the requirement has been met.
4. Failure to meet the University health and safety requirements
  - a. Students will be withdrawn from courses if they fail to meet the requirements outlined for nursing students by the Office of Health and Safety and School of Nursing.
  - b. Students who are withdrawn will not be automatically reenrolled once they have met the requirements. Instead, those students must follow the procedure for re-entry.
5. Failure to meet the expectations for behavior outlined in the University Student Handbook and Undergraduate Nursing Student Handbook
  - a. The handbooks outline behavioral expectations including, but not limited to, respect for others, respect for the learning environment, and academic honesty.
  - b. A student may be withdrawn from nursing courses or dismissed from the nursing program for failure to meet behavioral standards described in the handbooks.

### **Procedure for Re-Entry due to Non-Progression**

1. Contact advisor about intent to re-enter program or repeat a course.
2. Register for course(s) after approval by advisor.
3. Discuss with advisor a plan of action to facilitate future success in the program.
4. All degree requirements for the BSN program must be completed within 5 years of admission to the nursing program.

### **Nursing Program Dismissal**

Students may be dismissed from the program for failure to adhere to the standards and expectations outlined by the University and the School of Nursing. Reasons for dismissal from the nursing program include, but are not limited to, the following:

1. Failing one nursing course twice
2. Failing two different nursing courses
3. Failure to adhere to the guidelines outlined in the University Student Handbook or Undergraduate Nursing Student Handbook
4. Inappropriate conduct
5. Violations of the Social Networking policy
6. HIPAA violations
7. Sharing of patient information (either via comments, pictures, or any other communicative means) through e-mail or any social networking means is strictly prohibited.
8. Illegal activity
9. Falsification of information given on official school documents
10. Unauthorized possession of an examination/assignment
11. Participation in cheating or lying in reference to practicum or classroom assignments
12. Academic dishonesty
13. Failure to complete the program within five (5) years of date of admission

### **Re-Admission After Dismissal**

Students who were dismissed from a previous baccalaureate nursing program must wait to apply to the nursing program at least one calendar year from the date of dismissal.

APPENDIX A  
**Franciscan Missionaries of Our Lady University**  
**School of Nursing**  
**Student Acknowledgement of Policies and Procedures**

I have been informed of and will comply with the policies and procedures in the University Catalog, the University Student Handbook, the School of Nursing Undergraduate Student Handbook, the Course Syllabus, and other course documents posted on Moodle. I am aware that this information is subject to change at any time by authority of Franciscan Missionaries of Our Lady University and the School of Nursing. If changes are made, I will be informed of the changes via electronic communication modes (e.g., University Web site, e-mail, or Moodle).

Course Number: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX B  
Franciscan Missionaries of Our Lady University  
School of Nursing  
**Content Mastery Series Grading Rubric**

<b>PRACTICE ASSESSMENT</b>
Step 1: Complete Practice Assessment A Step 2: Complete Remediation: Focused Review on Practice Assessment A Step 3: Complete Practice Assessment B Step 4: <b>Highly Recommended:</b> Complete Remediation: Focused Review on Practice Assessment B
<p style="text-align: center;"><b>By 1200 noon CST the day before the scheduled proctored assessment, students must do the following in order to sit for the first proctored assessment:</b></p> <ol style="list-style-type: none"> <li>1) Complete the required steps outlined above.</li> <li>2) Meet the Level 2 benchmark on at least one of the practice assessments.</li> <li>3) Complete remediation for at least Practice Assessment A.</li> </ol> <p><b>**Failure to meet these requirements will result in forfeiture of the first attempt of the proctored assessment.</b></p>

<b>STANDARDIZED PROCTORED ASSESSMENT (1<sup>st</sup> Attempt)</b>			
Level 3 = 100%	Level 2 = 100%	Level 1 = 0%	Below Level 1 = 0%
<b>Remediation Highly Recommended:</b> <ul style="list-style-type: none"> <li>• Focused Review</li> </ul>	<b>Remediation Highly Recommended:</b> <ul style="list-style-type: none"> <li>• Focused Review</li> </ul>	<b>Remediation Required:</b> <ul style="list-style-type: none"> <li>• Minimum 1 hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<b>Remediation Required:</b> <ul style="list-style-type: none"> <li>• Minimum 2 hours Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>
<b>STANDARDIZED PROCTORED ASSESSMENT (2<sup>nd</sup> Attempt)</b>			
<b>Provide (electronic or printed) copies of active learning template(s) and/or three critical points as a ticket to enter for proctored assessment retake.</b>			
No retake required	No retake required	Retake required – Level 2 or above = 83.33%	Retake required – Level 2 or above = 83.33%



APPENDIX C  
Franciscan Missionaries of Our Lady University  
School of Nursing  
**Comprehensive Predictor Grading Rubric**

<b>PRACTICE ASSESSMENT</b>
Step 1: Complete Practice Assessment A Step 2: Complete Remediation: Focused Review on Practice Assessment A Step 3: Complete Practice Assessment B Step 4: <b>Highly Recommended:</b> Complete Remediation: Focused Review on Practice Assessment B
<p style="text-align: center;"><b>By 1200 noon CST the day before the scheduled proctored assessment, students must do the following in order to sit for the first proctored assessment:</b></p> <ol style="list-style-type: none"> <li>1) <b>Complete the required steps outlined above.</b></li> <li>2) <b>Meet the 90% benchmark on at least one of the practice assessments.</b></li> <li>3) <b>Complete remediation for at least Practice Assessment A.</b></li> </ol> <p><b>**Failure to meet these requirements will result in forfeiture of the first attempt of the proctored assessment.</b></p>

<b>STANDARDIZED PROCTORED ASSESSMENT (1<sup>st</sup> Attempt)</b>			
95% or above Passing Predictability = 100%	90%-94% Passing Predictability = 100%	85%-89% Passing Predictability = 0%	84% or below Passing Predictability = 0%
<b>Remediation Highly Recommended:</b> <ul style="list-style-type: none"> <li>• Focused Review</li> </ul>	<b>Remediation Highly Recommended:</b> <ul style="list-style-type: none"> <li>• Focused Review</li> </ul>	<b>Remediation Required:</b> <ul style="list-style-type: none"> <li>• Minimum 1 hour Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>	<b>Remediation Required:</b> <ul style="list-style-type: none"> <li>• Minimum 2 hours Focused Review</li> <li>• For each topic missed, complete an active learning template and/or identify three critical points to remember.</li> </ul>
<b>STANDARDIZED PROCTORED ASSESSMENT (2<sup>nd</sup> Attempt)</b>			
<b>Provide (electronic or printed) copies of active learning template(s) and/or three critical points as a ticket to enter for proctored assessment retake.</b>			
No retake required	No retake required	Retake required – 90% or above Passing Predictability = 83.33%	Retake required – 90% or above Passing Predictability = 83.33%

APPENDIX D  
Franciscan Missionaries of Our Lady University  
School of Nursing  
**Clinical Variance Form**

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Clinical Instructor \_\_\_\_\_

On (date) \_\_\_\_\_ the course faculty discussed the incident which occurred at (clinical unit/facility) \_\_\_\_\_ and determined it a clinical unsatisfactory behavior.

Describe the incident or circumstances that resulted in the student receiving an Unsatisfactory Behavior.

Plan of action to correct, eliminate or improve the behavior (this plan is determined by the clinical instructor and the student).

Student Comments:

I have been given the opportunity to meet with Course Faculty.

- met with faculty
- chose not to meet with faculty

\_\_\_\_\_  
Clinical Instructor

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

APPENDIX E  
Franciscan Missionaries of Our Lady University  
School of Nursing  
**Extenuating Circumstances Request**

Student's Name \_\_\_\_\_

Course \_\_\_\_\_

Clinical Instructor \_\_\_\_\_

Date of Absence \_\_\_\_\_

Date of form submission \_\_\_\_\_

Process for Extenuating Circumstances Requests

A student who is absent from clinical because of illness or other unavoidable circumstances may request consideration of extenuating circumstances. **The student must:**

1. Submit the *Extenuating Circumstances Request* form immediately upon return to the Course Leader (for first absence) or to the Clinical Coordinator (for second and subsequent absences) along with the required documentation.
2. The request may be granted at the discretion of the Course Faculty and/or Clinical Coordinator.

**Describe the extenuating circumstance:**

**Required Documentation for Extenuating Circumstances**

- Written verification of illness of student or immediate family member
  - Emergency Room documentation
  - Physician note
- Death of an immediate family member
  - Evidence of death

**Attach the required documentation to this form and submit to the Course Leader, if it is your first absence or to the Clinical Coordinator for second and subsequent absences.**

APPENDIX F  
Franciscan Missionaries of Our Lady University  
School of Nursing  
**Student Conference Form**

Initial Conference     Follow Up Conference

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Course: \_\_\_\_\_

**Reason for Conference:**

- Exam Review     Test Taking Strategies/Test Anxiety     Time Management Strategies
- Tutoring (Dosage Calculations / Theory)     Clinical Performance/Classroom Behavior
- Other: \_\_\_\_\_

**Faculty Comments:**

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**Student Comments:**

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**Collaborative Plan of Action:**

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**Follow Up Required:**     Yes     No

**Review in \_\_\_\_\_ days / weeks**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX H  
Franciscan Missionaries of Our Lady University  
School of Nursing  
**Academic Action Plan**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Anticipated graduation date

\_\_\_\_\_  
Current semester

Answer the following questions as thoroughly as possible.

**Factors that affected my academic performance (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Do not attend class                     | <input type="checkbox"/> Loneliness                               |
| <input type="checkbox"/> Do not complete coursework/assignments  | <input type="checkbox"/> Feel overwhelmed                         |
| <input type="checkbox"/> Poor health                             | <input type="checkbox"/> Change in relationship with someone      |
| <input type="checkbox"/> Financial problems                      | <input type="checkbox"/> Do not like school/university            |
| <input type="checkbox"/> Too many commitments                    | <input type="checkbox"/> Issues with living situation or roommate |
| <input type="checkbox"/> Family pressures                        | <input type="checkbox"/> Lack of focus on career goals            |
| <input type="checkbox"/> Lack of confidence in my abilities      | <input type="checkbox"/> Lack of support from family/friends      |
| <input type="checkbox"/> Distracted by friends/social activities | <input type="checkbox"/> Lack of interest in course material      |
| <input type="checkbox"/> Do not understand course content        | <input type="checkbox"/> Difficulty managing stress               |
| <input type="checkbox"/> Other: _____                            |   |

**Student support services that I have used (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Academic advising                | <input type="checkbox"/> Academic success workshops |
| <input type="checkbox"/> Study groups                     | <input type="checkbox"/> Academic Coaching          |
| <input type="checkbox"/> Writing Center                   | <input type="checkbox"/> Personal counseling        |
| <input type="checkbox"/> Peer Tutoring Services on Campus | <input type="checkbox"/> My professors              |
| <input type="checkbox"/> Other: _____                     |   |

**Strategies I currently use to bring out my best performance (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Seek tutoring                                 | <input type="checkbox"/> Limit the number of hours that I work at a job     |
| <input type="checkbox"/> Balance my course load with other commitments | <input type="checkbox"/> Attend all classes                                 |
| <input type="checkbox"/> Participate in a study group                  | <input type="checkbox"/> Schedule adequate amount of study time for courses |
| <input type="checkbox"/> Other: _____                                  |   |

**Strategies I will take to achieve success (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Attend all classes                                    | <input type="checkbox"/> Balance my course load with other commitments                                   |
| <input type="checkbox"/> Take notes that will enhance my studying              | <input type="checkbox"/> Think about success instead of failure while I learn or prepare for test taking |
| <input type="checkbox"/> Go to class prepared                                  | <input type="checkbox"/> Associate with students focused on academic success                             |
| <input type="checkbox"/> Ask questions in class to clarify my understanding    | <input type="checkbox"/> Learn, understand and practice course material rather than memorizing           |
| <input type="checkbox"/> Actively engage in class                              | <input type="checkbox"/> Use a planner/calendar to help me organize my time and activities               |
| <input type="checkbox"/> Attend all exam review sessions                       | <input type="checkbox"/> Seek tutoring and participate in study groups to support my academic success.   |
| <input type="checkbox"/> Sit toward the front of the classroom                 |  |
| <input type="checkbox"/> Stay on campus to study between classes               |  |
| <input type="checkbox"/> Prepare in advance for exams & projects               |  |
| <input type="checkbox"/> Complete all assignments in a thorough, timely manner |  |
| <input type="checkbox"/> Set priorities  |  |
| <input type="checkbox"/> Other: _____  |  |

**Additional assistance/follow-up:** I would like the following assistance to help me obtain academic Good Standing (check one or more):

- |   |  |
|---|--|
| <input type="checkbox"/> Content clarification            | <input type="checkbox"/> Discover my learning style                      |
| <input type="checkbox"/> Learn time management strategies | <input type="checkbox"/> Personal counseling                             |
| <input type="checkbox"/> Learn note taking strategies     | <input type="checkbox"/> Learn about financial management                |
| <input type="checkbox"/> Learn test taking strategies     | <input type="checkbox"/> Learn more about available financial assistance |
| <input type="checkbox"/> Explore other majors             |  |
| <input type="checkbox"/> Other: _____                     |  |

**Agreement:** I have completed my self-assessment and understand that to return to academic good standing I must satisfy the following requirements:

- Meet with course faculty for assistance as needed for content clarifications and concerns regarding the course and/or clinical.
- Meet with the Retention Coordinator (email update is acceptable) **week 3** of the semester, and other times as scheduled throughout the semester.
- Attend all Exam Review sessions for each exam in NURS\_\_\_\_\_.
- Complete the Adaptive Quizzing requirement: 100 questions/week in EAQ whenever applicable.
- Schedule an appointment at the FranU Learning Resource Center for Academic Coaching (email [LRC@FranU.edu](mailto:LRC@FranU.edu) for appointment).
- Other:\_\_\_\_\_.
- Individual actions for success: List 3 specific actions you will do to affect change when the semester begins. These actions should be able to be evaluated for success next semester.
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_

I agree to implement the above actions and strategies so that I can achieve academic success. If I fail to meet the requirements of this Success Plan/Contract, I will not be allowed to progress in the Nursing Program (I will not be registered for subsequent nursing courses or I may be withdrawn from my current nursing courses). I understand that I am ultimately responsible for my education and have resources available to me when I need assistance.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Retention Coordinator Signature

\_\_\_\_\_  
Date

