



LOUISIANA CHRISTIAN UNIVERSITY

Rife and Carolyn Saunders
Division of Nursing

Student Handbook
2022-2023

ACCREDITATIONS

Louisiana Christian University is accredited by

The SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS)
to award associate, baccalaureate, and master's degrees.

1866 Southern Lane, Decatur, Georgia 30033-4097
404-679-4501 for questions about the accreditation of Louisiana Christian University.

The Division of Nursing is accredited by

The COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)
6555 K Street NW, Suite 750
Washington, DC 20001
www.ccneaccreditation.org

and

The LOUISIANA STATE BOARD OF NURSING (LSBN)
17373 Perkins Road Baton Rouge, LA 70810 (225) 755-7500
FAX: (225) 755-7584
www.lsbn.state.la.us

Louisiana Christian University Mission

Louisiana Christian University is a Christ-centered community committed to Academic Excellence where students are equipped for Lives of Learning, Leading, and Serving," (2020)

Mission of the Division of Nursing

The mission of the DON is to offer courses of professional study from a Christian perspective that build upon the liberal arts to prepare safe, competent generalist nurses who will collaborate with members of the healthcare team to provide holistic, evidenced- based, patient centered care.
(Adapted 2017 from the American Association of Colleges of Nursing's Essentials for Baccalaureate Education.)

Division of Nursing Purpose

The Division of Nursing, as an integral part of Louisiana Christian University, is in concert with its mission and purpose. The primary purpose of Louisiana Christian University is to be a community of learning and free inquiry, which provides a basis for approaching knowledge and truth. A thorough and honest academic program from a Christian perspective stimulates both faculty and students to share content and to develop and apply their personal faith.

The mission of the Division of Nursing is to offer courses of professional study from a Christian perspective that build upon the liberal arts to prepare safe, competent generalist nurses who will collaborate with members of the healthcare team to provide holistic, evidence-based, patient centered care. (Essentials 1, 5, 9)

The professional nursing programs are built upon a foundation of education consistent with beliefs about person, environment, health, and nursing, and includes the process of teaching-learning within nursing education that is supportive of these beliefs. Students acquire a liberal arts foundation in the humanities, natural sciences, Christian studies, and social sciences directed at individual and personal growth. This foundation is essential as it strengthens the depth and breadth of its development.

With the exception of one pre-nursing course, nursing courses are at the upper division level and consist of both theoretical content and clinical nursing practice. The theoretical component of the nursing curricula incorporates theories and principles from the related sciences and content unique to nursing. The content is organized, integrated and synthesized utilizing Neuman's Systems Model to facilitate comprehensive understanding of total life processes along the wellness to illness continuum. The practical component of the nursing curricula incorporates complex problem solving, change agent activities and the application of skills for the improvement of individual, family and community healthcare improvements.

The purpose of the Division of Nursing is:

1. To educate professional nurses from a Christian perspective and within a caring environment
2. To prepare a nurse generalist to assume nursing positions in a variety of health care settings
3. To prepare the professional nurse for graduate and continuing education.

Louisiana State Board of Nursing Mission

To safeguard the life and health of the citizens of Louisiana by assuring persons practicing as registered nurses and advanced practice registered nurses are competent and safe.

History of the Division of Nursing

The current Division of Nursing (DON) is the re-establishment of a previous collegiate nursing program at Louisiana Christian University (LCU). In 1946, LCU established the second collegiate nursing program in the state of Louisiana. Many professional nurses were educated during the eight brief years of the program's existence. These professional nurses have become outstanding in the field of health care. The nursing alumni of LCU, as well as the health care providers of the parish, urged the institution to re-establish the nursing program. Support throughout Central Louisiana also influenced the LCU to provide for local health care needs. Therefore, consultation was sought with the National League for Nursing and the Louisiana State Board of Nursing (LSBN) for re-establishment of the nursing program. In August of 1981, the Administration and Faculty of LCU endorsed the proposal for the Department of Nursing. During September of 1981, the Board of Trustees of LCU granted endorsement for the nursing program. The Department of Nursing became the 15th department of LCU.

On September 14, 1981, the proposal for reestablishing the Bachelor of Science in Nursing (BSN) degree was presented to the LSBN. In accordance with the standards and requirements for educational programs in nursing, LCU proceeded with the development of the proposed nursing program. In December of 1981, the Chairperson of the Department was contracted to begin employment August 1, 1982. Since that time, additional faculty have been employed. The faculty developed courses for the nursing department, which received approval from the LSBN in May of 1983. The first nursing course began on January 10, 1984, with 13 students. In May 1986, Louisiana Christian University graduated nine nursing students.

A major change occurred in late spring of 1994 with the organizational restructuring of academic departments at LCU. Because of its professional degree program and size, the nursing program was accorded Division status. An eighth full-time faculty position was created in January of 1995, facilitating increased student numbers in the clinical setting.

In the summer of 2009, the Nursing Skills Center was built for Fall 2009 classes. This modular building houses the clinical skills equipment and fifteen medium and high-fidelity mannequins. Remapping of the curriculum permitted a structured approach to simulation integration across upper division courses. Additional faculty and staff positions were added to the DON team, and these preparations enabled the commencement of the first Accelerated Baccalaureate of Science in Nursing (ABSBN) cohort to enter upper division nursing courses in fall semester of 2009.

The DON has 10-year accreditation approval with the Commission on Collegiate Nursing Education and probational approval through the LSBN.

Division of Nursing Student Handbook

The DON Student Handbook has been developed to inform students of important Louisiana Christian University Division of Nursing Policies. Students should familiarize themselves with this manual. The DON Student Handbook is intended to supplement the LCU Catalog and Student Handbook, and to provide guidelines as nursing students progress through the curriculum. Students will find some information from the LCU Catalog repeated in the Division of Nursing Student Handbook for emphasis on the importance of that information. The DON Student Handbook will be updated as necessary, and a complete version with any updated information is posted on the NU 100 Nursing Announcements site.

Students should be familiar with the information in the DON Student Handbook. It is a guide to help students progress and graduate. The DON Student Handbook is NOT a defense for situations that adversely affect progression and graduation.

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List of Abbreviations

Abbreviation	Meaning
ABSN	Accelerated Bachelor of Science in Nursing
ADA	Americans with Disabilities Act
BSN	Bachelor of Science in Nursing
DON	Division of Nursing
FERPA	Family Education Rights and Privacy Act of 1974
HIPAA	Health Insurance Portability and Accountability Act
LACASN	Louisiana Christian University Association of Student Nurses (LACASN)
LCU	Louisiana Christian University
LSBN	Louisiana State Board of Nursing
NCLEX-RN	National Council State Boards of Nursing Exam – Registered Nurse
SSC	Student Success Center

PLEASE NOTE:

All students of Louisiana Christian University are expected to follow the policies and guidelines as outlined in the Louisiana Christian University Catalog and Student Handbook. The DON Student Handbook is designed to be a *supplement* to the LCU Catalog and Student Handbook, adding additional clarity to the policies, guidelines, and expectations of students enrolled in the Nursing Program.

Although care is taken to ensure that no conflicting policies exist, should a case arise in which there is a conflict between the overall LCU policies and those contained within this DON Handbook, University Administration will apply the policy most appropriate and beneficial to both parties to the situation.

It is understood that the guidelines and policies as outlined within the LCU College Catalog, Student Handbook, DON Handbook, and other similar publications are subject to review and may be updated at any time during the semester and/or academic year.

Students will find some information from the LCU Catalog repeated in the Division of Nursing Student Handbook for emphasis on the importance of that information.

Links:

[LCU Student Handbook](#)

[Louisiana Christian University Catalog \(2022-2023 Undergraduate\)](#)

Academic Integrity-Division of Nursing (refer to [LCU Student Handbook](#)).

Students are expected to adhere to the protocols outlined in the [Louisiana Christian University Catalog-“Academic Integrity”](#); the [LCU Student Handbook](#)- “Code of Academic Integrity”; and the DON Student Handbook- “Professional Responsibility and Accountability.” All infractions will be considered disciplinary issues and the outlined protocols for action will be rigorously applied. All academic integrity issues by nursing majors, reviewed by the Academic Integrity Committee, will be forward to the DON Program Coordinator for further review.

The process for adjudicating such violations is found in the LCU Student Handbook. ***A student may not use the drop, withdrawal, or resignation process to avoid an “F” that is given for violations of the Code of Academic Integrity.***

Academic Probation

A nursing student whose grade point average (GPA) falls below 2.6 is on academic probation. Students on academic probation with the DON are responsible for scheduling monthly compulsory advising. Students are to follow the appropriate channels for communication.

Academic advising questions should be addressed assigned advisors. Specific questions and concerns first need to be brought to the course instructor and coordinator, not the advisor.

Admission, Progression, and Graduation

The LCU DON accepts applications for admission from students of accredited secondary schools and students transferring from accredited colleges without regard to race, gender, color, age, creed, or national origin. Students falling under the Americans with Disabilities Act must be able to perform DON technical standards and essential core performance standards with reasonable accommodation and meet clinical facility requirements.

Students must apply to LCU; however, admission to LCU does NOT constitute admission to the upper division nursing courses. In addition to meeting general college admission requirements, admission to the BSN clinical nursing program (for all course routes) consists of the following.

Admission

Students must be at the point where ALL nursing prerequisites can be successfully completed with a grade of “C” or better to be considered for Fall admission into upper division nursing courses, unless admitted under prescribed transfer agreement protocols. Official transcripts for any courses taken at another college or university must be submitted to the Admissions Office as soon as the courses are completed. All prerequisites for nursing courses must be completed before Fall nursing classes.

****Louisiana Christian University may grant admission to students considered at-risk provided there are seats available in the current admission cycle. At- risk students must meet the program policies and graduation requirements for progression.***

****All courses required for the BSN degree must be completed prior to the degree being conferred. Although each student has an academic advisor, the ultimate responsibility for completing academic requirements for graduation is up to the student.***

Applications for the admission of current LCU pre-nursing students into upper division nursing may be obtained from the DON Administrative Assistant in person or by email. The completed application must be submitted to the Chair and/or Dean of the DON by the indicated application deadline.

Applicants must:

- Have earned a minimum cumulative grade point average of 2.6.
- Have achieved a grade of “C” or better in all social and natural sciences, math courses, English 101 and 102, HP 222, and pre-nursing courses. All attempts of the previous classes will be used for grade calculation. Applicants with repeats in more than two of any of these courses will not be considered for admission into upper division nursing courses. Applicants with no repeats of lower-level courses will be given preference over students who have repeated courses.
- Have earned a score of 65 or better on the Assessment Technologies Institute’s (ATI) Test of Essential Academic Skills (TEAS) exam.
 - Students may register take the TEAS by contacting Tammy Belgard @ 318.487.7127. Students may direct questions concerning the test to Ms. Belgard.
 - Test completion for all admission assessments must be within the last calendar year of the date of application.
 - A copy of the TEAS test results must be submitted electronically from the testing company directly to the LCU DON.
 - The TEAS is currently being offered online .
 - A maximum of three (3) attempts on the indicated pre-admission assessments is permitted.
- Take the prerequisite introductory nursing course, NU 212. This course is designed to introduce concepts important to the profession of nursing. Successful completion of the prerequisite introductory nursing must be within 12 calendar months of commencing upper division courses but does not guarantee admission to upper division of nursing.

Transfer Applicants

Applicants to the DON are permitted one (1) nursing course failure from any nursing program. Students with more than one failed nursing course will not be considered for selection into upper division nursing for a period of three (3) years. Transfer applicants with one failed nursing course must provide a letter of good standing from that current program as part of their application packet. Students who have been dismissed from and/or denied progression in other nursing programs will not be considered for admission into upper division nursing.

Accelerated Program Applicants

Transfer applicants and applicants for the accelerated program (ABSN) may apply through Nursing CAS portal www.nursingcas by the posted application deadline or by the LCU application. All verified applications submitted via Nursing CAS will be reviewed by the Coordinator and/or Chair of the DON.

English as a Second Language Applicants

In addition to LCU’s English proficiency requirements, all applicants to the DON whose first language is not English (including international and/or U. S. residents) must meet additional requirements of an online TOEFL iBT score of 83 combined (6.5 IELTS banding). For the paper-based TOEFL, a score of 550 is required, 213 or better on the computer-based TOEFL, or 83 overall.

When applicants for the traditional BSN program exceed the number of openings in upper division nursing program, selection will be competitive based on the highest cumulative grade point average, number of prerequisite hours taken at LCU, and admission assessment score.

Additional Admission Requirements

All offers for admission into upper division nursing are conditional until in-process credit transcript and health requirements, LSBN clearances, and other health and background checks are given full approval.

Transcripts

In the conditional letter of acceptance, the DON attempts to identify any application deficiencies (courses, transcripts, etc.). *The student is ultimately responsible for identifying and ensuring that all deficiencies are rectified. This includes, but is not limited to, successful completion of prerequisite courses and submission of official transcripts to the Registrar's office of any courses that were in progress at the time the conditional acceptance was offered.*

The initial DON review of transcripts is unofficial. The Office of the Registrar in conjunction with the DON makes the ultimate decision on the equivalency of transfer courses to LCU courses.

Health Requirements

After admission to upper division nursing, applicants must submit to the DON the following:

- A completed health history form (to be sent with admission packet) indicating satisfactory physical examination report and the ability to physically, emotionally, and psychologically perform the duties of a registered nurse.
- Documentation of required immunizations, rubella titers, tuberculosis screening and Hepatitis B vaccine series. After completing the Hepatitis B series, titer results must be submitted to LCU Health Services, Mrs. Janet Sanders (janet.sanders@lcuniversity.edu).
- Admission and drug screenings will be a part of the routine oversight for the clinical portion of the nursing program. Students are subject to subsequent drug screening throughout the program via hair follicle testing.

Students not complying with clinical requirements or keeping their record will not be permitted to attend clinical experiences. Clinical experiences missed due to non-compliance with these requirements will be marked as unsatisfactory. **Health requirements are ultimately the responsibility of the student.**

Students who fail to comply with required updates will not be allowed to attend clinical. All clinical(s) missed due to non-compliance will result in an unsatisfactory for the clinical day. Two grades of unsatisfactory in a clinical result in failure of the clinical and, thus, the course.

Insurance

Liability insurance is required and is purchased through the Business Office at Fall registration. Nursing students must provide proof of health insurance coverage and maintain coverage during enrollment in nursing clinicals. Students are encouraged to access information that is provided through insurance providers, such as Blue Cross and Blue Shield, Medicaid, or others. Medishare is currently accepted at local hospitals.

Students entering upper division must have an up-to-date American Heart Health Care Provider (BLS) Certification and must remain current throughout the program. This is the only certification which is accepted per local hospital policies. Documentation is submitted by the student to DON office. Students are personally responsible for transportation to and from clinical agencies.

LSBN/CCNE Requirements for Admissions

The LCU Division of Nursing is conditionally approved by the Louisiana State Board of Nursing (LSBN). With acceptance into the upper division of nursing, the student will receive a packet for obtaining permission to enroll into clinical nursing courses. The packet must be completed and returned to the DON by the specified date. The DON dean or coordinator will review the packet for completeness and accuracy. Accurate and complete packets will be forwarded to the LSBN at least 60 days before the start of Fall classes. Students will be notified of any deficiencies in packets and how to remedy the matter. Students whose packets are not accurate and received at least 60 days prior to the beginning of Fall classes risk denial of permission to enroll. Direct any questions concerning the packet to the DON dean or coordinator. The LSBN is responsible for approving students for clinical practice with supervision. The student is responsible for safe practice within the scope of practice as defined by the Louisiana State Practice Act. *The student is responsible for professional conduct and accountability as described by the State Practice Act.*

The Division of Nursing adheres to *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). Based on Essentials VIII, Professionalism and Professional Values, students will follow the professional values which “epitomize the caring, professional nurse. Nurses guided by these values, demonstrate ethical behavior in patient care” (p. 28). These values are *Altruism, Autonomy, Human Dignity, Integrity, and Social Justice*.

As the student progresses through the program, other standards and practices as mandated by regulatory bodies such as ANA, QSEN, JACHO, OSHA will be introduced. After introduction to the topic, the student is responsible for ADHERENCE to the standards of practice

Students are required to carefully read and sign that they will remain in active compliance with all elements specified in the DON Student Handbook. An updated copy of the Handbook is made available to all DON students every fall semester and to all incoming transfer students.

Students must be able to meet the DON technical standards and essential core performance standards.

Readmission

Applicants seeking readmission will be considered on an individual basis. No student is guaranteed readmission into upper division nursing.

Progression

A minimum grade of “C” (80% average) in each nursing course is required. Some courses are comprised of a theory and clinical component. Students must pass the theory **and** clinical components of a clinical nursing course to progress. Students will **NOT** be allowed to take any subsequent clinical course without successfully completing all previously undertaken clinical courses.

Failure of a clinical course halts student progression. A student with only one clinical failure will be allowed to take the course the next time it is *offered if there is sufficient space remaining in the course*. Students who have not failed a course are given preference for available spaces.

Failure of two clinical nursing courses results in dismissal from the nursing program. This includes failure of the same clinical nursing course twice or two different clinical nursing courses. Students admitted with a clinical nursing failure from another nursing program who fail a clinical course at LCU are dismissed from the program. *ABSN students who fail a course typically fall back into the traditional program track.*

Faculty recommend ABSN students who fail a clinical course fall back into the traditional program track. If the ABSN student decides to remain in the ABSN track, the student must sign an acknowledgment form related to the risk of summer fast track term in order to proceed.

Traditional students are not allowed to move into the ABSN.

Students who do not progress due to failing two clinical courses may reapply to the program in three (3) years. Admission is not guaranteed. When accepted, these students must retake the prerequisite introductory nursing course upper division nursing course. Failure of the same non-clinical course twice results in dismissal from the program.

A student will be permitted to withdraw from a nursing course and be readmitted **one time**. He or she is subject to standard entry requirements, availability of space, and submission of the appropriate re-admission documentation. Applicants seeking readmission will be considered on an individual basis. No student is guaranteed readmission into upper division nursing. Students who drop/ withdraw from/fail a nursing course with a grade of “D” or “F” must submit a request for readmission to the nursing program. This application must be submitted to the program coordinator or dean.

All nursing courses must be taken in sequence. See curricular templates for courses ([Appendices C and D](#)).

Students must complete all required standardized testing at the specified times. The standardized testing policies will be outlined in the appropriate course syllabi.

Any student admitted to upper division courses in the BSN program whose GPA drops below a 2.6 will be on academic probation. Any student who is on probation (below a 2.6 GPA) in the senior year is recommended to begin an approved National Council Licensure Examination- Registered Nurse NCLEX-RN) review package purchased from a review company.

There is an expectation that students will participate in all the requirements of the BSN/ABSN program. These include but are not limited to:

- events sponsored by local health care providers
- health fairs
- community service
- Louisiana Christian University Student Nurses Association (LACASN) meetings and events
- Sigma Theta Tau – Nu Tau Symposia
- CE offerings through the DON and other agencies
- Other sponsored learning opportunities organized through the DON.

These activities are considered to be an essential part of the learning experience of the nursing program and are subject to the usual criteria for class absence.

All LCU nursing students must meet professional competency and safety requirements that are delineated in the *DON Student Handbook*, and the LSBN rules and regulations for nurses. The benchmarks for unsafe or unprofessional behavior(s) are measured by clinical objectives that are outlined in the clinical evaluation tool and are outlined in the *DON Student Handbook*. Students who do not meet these benchmarks will be immediately removed from the patient care environment and suspended from all clinical nursing courses pending a full review by the DON faculty. Unsafe and unprofessional behaviors will not be permitted in upper division nursing, and the protocols for the review of clinical issues related to unsafe or unprofessional behavior or clinical practice issues are addressed in the *DON Student Handbook* and the LSBN rules and regulations for nurses. However, if remediation goals cannot be attained, these students may need to be discontinued from the nursing program and assisted with transfer decisions to another major.

Journaling in accordance with Galatians 5:22-23 and Biblical character development are assessed elements throughout the nursing program and are integrated throughout course and clinical content.

The nursing pinning ceremony is the culmination of the nursing program and is a required element of the program. The distinctive DON pins will be ordered by the student during the final semester. Currently, the basic pin costs \$65.00. During the pinning ceremony, several awards are bestowed. See [Appendix H](#) for the awards and criteria.

[Graduation](#) (refer to [LCU student handbook](#))

Graduation Checklist for the BSN

All graduating nursing students must:

- Successfully complete all central curriculum, core, and nursing courses;
- Earn a cumulative grade point average of at least 2.6 overall, and presented no grade below “C” in the major field;
- Must complete and submit an application for graduation to the Registrar’s Office by the date specified on the LCU Academic Calendar.
- Successfully complete at least 30 of the last 36 semester hours of coursework at Louisiana Christian University;
- Earn at least 25 percent of credit applied toward the degree through instruction offered by Louisiana Christian University;
- Complete Spiritual and Cultural Enrichment requirements;
- Satisfy all financial obligations.
- Must attend the graduation ceremony (Commencement). A student may miss the graduation ceremony only under extreme circumstances and must request permission in writing from the Provost and Vice President for Academic Affairs.

****Dropping courses will affect a student’s graduation date.**

The Division of Nursing reserves the right to make needed changes in curriculum requirements to meet changes in national and state accreditation requirements.

Technical Standards for Admission and Clinical Facility Requirements

The student must prove they can meet the following abilities and expectations of a Nursing Student:

- The mental capacity to assimilate, analyze, synthesize, integrate concepts and problem solve to formulate assessment and therapeutic judgments and to be able to distinguish deviations from the norm;
- Sufficient postural and neuromuscular control, sensory function, and coordination to perform appropriate physical examinations using accepted techniques; and accurately, safely and efficiently use equipment and material during the assessment and treatment of patient;
- The ability to communicate effectively and sensitively with patients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients and communicate judgements and treatment information effectively. Students must be able to understand and speak the English language at an international TOFEL level of 81 to be consistent with competent professional practice.
- The ability to record the physical examination results and a treatment plan clearly and accurately;
- The capacity to maintain composure and continue to function well during periods of high stress;
- Flexibility and the ability to adjust to changing situations and uncertainty in clinical situations;

- Affective skills and appropriate demeanor and rapport that relate to professional education and quality patient care.

Essential Core Performance standards:

It is the expectation of the Louisiana Christian University Division of Nursing that all applicants for admission possess and be able to demonstrate competency in the following skills, attributes, and qualities: critical thinking, interpersonal relationships, communication, mobility, motor, sensory, and behavioral. Students must be able to perform in the classroom, practice laboratory, and clinical agency without unreasonable dependence on technology or intermediaries. “Unreasonable” is defined as beyond the scope of feasibility in terms of time and funding. The following Essential Core Performance Standards represent the minimum eligibility requirements for successful progression and completion of all clinical nursing courses at Louisiana Christian University. These Standards provide guidance to faculty and students in determining reasonable accommodations or modifications for completion of the program.

Critical Thinking Policy.

Each student should demonstrate sufficient skill in the area of critical thinking which involves judgment and the sufficient powers of intellect to acquire, assimilate, integrate, apply, synthesize, and evaluate information in order to solve problems. Critical thinking must be demonstrated in the following areas:

- Ability to identify cause and effect relationships and correlational situations in the clinical practice area.
- Ability to develop nursing diagnoses and implement a nursing plan of care congruent with the nursing process.
- Ability to demonstrate an immediate, judicious, and prudent response to an emergency situation.
- Ability to prioritize and adapt care according to client need and agency policy in relation to level of practice.

Interpersonal Relationships Policy.

Each student should possess and demonstrate interpersonal skills sufficient to interact with individuals, families, groups, and communities from a variety of emotional, religious, sociocultural, ethnic, and intellectual backgrounds. Discrimination against individuals according to race, color, political affiliation, culture, religion, gender, health status, or disability is prohibited. Students are expected to demonstrate the following interpersonal skills with clients, client families, faculty, agency staff, and peers:

- Establish rapport with clients and client families by demonstrating a willingness to listen and act upon client concerns.
- Develop collaborative relationships with peers while practicing team nursing.
- Demonstrate courteous, attentive behavior towards faculty, staff, and agency personnel.

Communication Policy.

Students accepted into upper division nursing courses should demonstrate communication skills in a variety of modalities. Content of verbal and written messages must be easily understood, accurate, and timely. Communication skills must be sufficient for but not limited to performance of the following:

- Ability to explain treatment, procedures, and initiate health teaching with clients and families.
- Ability to document and interpret nursing actions and client responses.
- Ability to communicate information effectively with other disciplines.
- Ability to interpret and evaluate verbal and written orders, requisitions, reports, care plans, and requests.

- Ability to assess the client's current health status and past medical-surgical history and communicate this information in a timely manner through appropriate mechanisms. Examples: Client record, nursing care plan, and admission data sheet.

Mobility Policy.

Students accepted into upper division nursing courses should be physically capable of successfully performing all activities in both the nursing practice laboratory and clinical practice setting. Sufficient physical health and stamina is needed to carry out all required procedures. It is necessary for each student to determine their physical capabilities and report to the nursing division any physical limitations which would restrict or interfere with satisfactory clinical performance. Each individual must have the physical abilities and mobility sufficient to perform all but not limited to the following activities:

- Demonstrate the ability to function in a client's room, work spaces, and treatment areas.
- Be able to lift, transfer, position and transport clients without causing injury, undue pain, or discomfort to the client or oneself.
- Be able to transport and manipulate all fixed and mobile equipment into a proper position in a timely and cautious manner.
- Be able to respond immediately and in an independent fashion to emergency situations that could otherwise jeopardize a client's physical state if care is not administered immediately.

Motor Skills Policy.

Each student should demonstrate gross and fine motor skills sufficient to provide safe and effective nursing care. Proficiency is required but not limited to the following areas:

- Able to utilize, manipulate, and calibrate all electronic monitoring equipment in providing client care.
- Be able to set up, install, and operate all adjunct equipment utilized in client care.
- Be able to apply properly any appliances, protective devices, or therapeutic adjuncts during client care.
- Be able to perform all required invasive or non-invasive procedures involving the use of supplies or equipment in providing nursing care.

Sensory Policy.

In order to observe, assess, and evaluate clients effectively, each student should have sufficient use of the following senses: Vision, hearing, touch, smell, and taste. Sensitivity must be demonstrated in the classroom, laboratory, and clinical area. Each individual must possess acuity in the following senses:

- Demonstrate the sense of vision sufficient for inspection and assessment of clients for monitoring client activities, responses in relation to safety needs, and for reading all documentation and monitoring devices.
- Demonstrate the sense of hearing sufficient for monitoring alarms and emergency signals, for detecting clients' requests for assistance or cries for help, and for the assessment of auscultatory sounds.
- Demonstrate the sense of touch sufficient for conducting and performing a physical
- Assessment on a client with the ability to interpret the results. Assessment includes but is not limited to the following:
 - Performing the functions of a physical examination, such as palpation and percussion.
 - Performing functions related to therapeutic interventions, such as insertion of catheters.
 - Detecting the presence of abnormal or pathological phenomena, detecting any physical changes, or detecting any deviancy from normal client health status.

- The sense of smell sufficient for detection of any unusual odor emanating from client or client's body fluids.

Behavioral Policy.

Each student should possess and exhibit sufficient psychic stability, motivation, and flexibility to function in new and stressful environments. Appropriate behavioral responses include but are not limited to the following:

- Acceptance of possible changes in client behavior, response, or health status and ability to demonstrate caring, empathetic responses to client behavior.
- Acceptance of assignment and schedule changes in the classroom, nursing practice laboratory, and clinical setting.
- Compliance with all Division of Nursing and agency policies.
- Ability to respond appropriately to constructive criticism and direction from faculty and agency staff during the learning experience.
- Ability to accept a progressive increase in classroom and clinical workload, nursing responsibilities, and client assignments.

References

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Reviewed 8/2016, 8/2017, 8/2018, 8/2019, 7/2020

Americans with Disabilities Act (ADA) (refer to [LCU student handbook](#))

Louisiana Christian University and the Division of Nursing are committed to following Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, and other applicable federal and state regulations and university policies which prohibit discrimination based on disability. Under these laws, students with a documented disability have a right to receive **reasonable** accommodations.

Students who have greater needs may choose to enroll in the SSC. Through the SSC, extensive individualized tutoring is arranged. Assistance can be provided with note taking, study skills, time management, research, paper writing, etc. Audio books are available. Test accommodations can be arranged, e.g., in a decreased distraction environment or with extended time. **Reasonable accommodations must be arranged through the SCC.**

Louisiana Christian University is committed to student success; however, we do not require students to use accommodations nor will we provide them unless they are requested by the student. The student must take the lead in registering with the SSC and submitting requests for accommodations each semester through the SSC office, located on the bottom floor of the library. For more information, contact the director of the SSC (318-487-7629).

Accommodations in the academic setting must be documented according to SSC office guidelines/policies. It is the student's responsibility to inform appropriate faculty at the beginning of each term.

Accommodations will only be allowed in the clinical environment if they are consistent with DON technical standards and hospital/clinical facility requirements See [Appendix E](#).

Intentional or unauthorized falsification of information or severity of need will be treated in the same manner as academic dishonesty and will be subject to procedural guidelines according to The Louisiana Christian University Code of Academic Integrity.

Attendance (see [LCU Student Handbook](#))

Louisiana Christian University and the Division of Nursing acknowledge the relation between attendance, student retention, and student achievement and recognizes that attendance is both an obligation and a privilege. Participation should be consistent and punctual. To obtain credit for the course, a student must attend at least 75% of the class and clinical sessions (Attendance is calculated separately).

An absence is defined as nonattendance for any reason, including illness, family emergency, or college-related activity. Cancelled class sessions are not included. When a student registers late, or adds a course after the first-class session, the missed class sessions will be counted as absences.

Two separate occurrences of tardiness will count as one absence. A tardy for the DON is defined as *arriving after the designated start time for the class or clinical*. The student is expected to notify the instructor if a class or clinical session will be missed in the manner specified by the instructor in the course syllabus. The student is responsible for any information, activities, evaluations, or assignments missed because of the absence.

The make-up policy will be determined by the instructor and will be clearly defined in the course syllabus. The instructor may use attendance in calculating course grades, and this will be defined and documented in the course syllabus.

In an online course, the instructor will define the amount and frequency of interaction between the students and the learning management system. Pre-registered students are required to interact in some manner within the first five calendar days of the semester. Students who register late are required to interact in some manner within five days of registering for the course.

If a student must be absent from or late to a simulated laboratory session, the student must notify the appropriate instructor **prior** to the scheduled lab. The student assumes the responsibility for content and information covered in the missed session. Make up work is at the discretion of the faculty.

If a student must be absent or late for a scheduled clinical experience, accountability to the client requires that you phone **before** the absence or late attendance. It is not acceptable to send word by another student. The clinical faculty member and clinical area must be notified directly by the student in the event of

absence or lateness from any assigned learning experience for this course, **prior** to the beginning of the clinical experience or the psychomotor skills experience.

Professional expectations require that an explanation be provided for all unexcused absences and occurrences of tardiness to the course faculty of record. All absences and occurrences of tardiness will be recorded.

Campus Laboratory and Computer Laboratory Facilities

Laboratory schedules will be made available for each course. All students using the campus laboratory facilities are required to sign a student consent form for invasive activities. The computer lab in Cavanaugh Hall is accessible to nursing students during designated times. A password-protected account is required to access the computers in this computer lab. All nursing students are to follow the computer lab rules posted in the computer lab. Computers, software, and videos may not be checked out. Videos are available in NSC for student review.

Changes in Contact Information

The student must immediately notify the administrative assistant of the DON, the LCU Registrar's office, and the LSBN if there is a change in address. Notify the DON and Registrar's office of change in telephone number. There are times when the student needs to be contacted quickly. Unless there is a current phone number on file, the student may miss out on important information. Following graduation, students should also notify the Alumni Office at Louisiana Christian University as well as the Division of Nursing to receive communications relevant to LCU.

Communication

Communication is an essential nursing skill, and good communication habits are a must. ALL communication must be respectful, and follow the principles outlined in Philippians 2:1-7 & 12-15 and James 1:19-27 (NIV). Godly communication patterns are to be part of all written, oral and electronic communication with colleagues, clients and their families, faculty and staff, and guests/visitors on campus.

Unless there is an emergency situation, faculty have 2 business days to respond to students. If the student has not had a faculty response within two business days, the student should attempt to re-contact the faculty member.

Curriculum

Students must familiarize themselves with the nursing curriculum. Please see the curriculum templates in Appendices [C](#) and [D](#).

Students are admitted to upper division nursing when specific requirements are met, as stated in the admission and progression policies of the college catalog. At the beginning of each course, students are provided with a syllabus which contains a course description with objectives, attendance requirements, grading scale, teaching methods, content outline and learning activities.

DON clinical and lab courses in nursing have attendance and grading regulations that differ from other courses at LCU. Students are expected to conform to these policies.

Drug Calculations Proficiency Examination

The professional nurse role requires logical thinking ability and proficiency in arithmetic operations to calculate medication dosages. All students must successfully pass a drug calculations proficiency examination each semester by 90% to progress in the nursing program. If 90% is not met, the student must submit remediation work before the next exam. The drug calculation examination is not included in the student's course grade but is primarily used as a competency standard for regulatory bodies. A student may not participate in patient care at clinical agencies if unsuccessful on the Drug Calculation Proficiency examination. For each clinical day missed, an unsatisfactory (US) will be given. Two "US" equal failure of clinical and course.

The initial drug calculation proficiency exam is given to the students during the fall term of the first year of clinical. The math exam will test arithmetic operations needed for dosage calculation including multiplying whole numbers, fractions, and decimals, reducing fractions and reading decimals, using percentage, ratio-proportion, and reducing fractions to their lowest terms.

The proficiency exam procedure is as follows:

- Be accepted in LCU and the DON.
- The student will be required to pass drug calculation competency exams while progressing through each semester of upper division nursing. (NU 310, 311, 317, 402, 424).
- The student must pass the drug calculations exam by a minimum of 90%. If the student is unsuccessful on the 1st exam, in order to progress in the program, he/she must complete remediation work before being eligible to undertake and pass re-sit exam by 90%
- Each student will be granted two attempts. Should the student be unsuccessful after two attempts, a meeting with the Dean must be scheduled. Each clinical missed due to failed drug calculation exams equal an unsatisfactory in clinical. Two "unsatisfactoriness" equal failure of course.

Educational and Clinical Facilities

The Division of Nursing is primarily housed in the Charles J. Cavanaugh Hall of Science. Classes are also conducted in the Nursing Skills Center (NSC). In an attempt to provide a comprehensive and interesting nursing education with diverse populations over the health continuum, the DON provides clinical and laboratory experiences in numerous facilities. The list of clinical facilities may be found in [Appendix E](#)

Email

Official LCU email Policy:

"The official way the University communicates with you is through your assigned LCU email address. You are responsible for knowing and using this email address."

Students should check email accounts at least daily for updated information. Faculty primarily communicate through LCU email.

General Guidelines (see [LCU student handbook](#))

Campus and Clinical Guidelines

Alcohol Consumption

Alcohol consumption is NOT permitted on the campus of Louisiana Christian University. Alcohol is not to be consumed while wearing anything that could identify individuals as LCU students. (This includes, name tags, scrubs, embroidered lab coats, etc.)

Smoking

Smoking is NOT permitted on the campus of Louisiana Christian University. All area clinical agencies are considered non-smoking facilities as well. Students are not to smoke in uniform as the transfer of secondhand smoke can be detrimental to patients in the clinical setting.

Resource Media

Louisiana Christian University and the Division of Nursing have a wealth of library and audio-visual resources available to the nursing student. Students are encouraged to utilize these resources on a regular basis. Local hospitals and other facilities also have media resources available to nursing students.

Evaluations

To improve the program of study and teacher effectiveness, students are provided the opportunity to evaluate both the DON courses and faculty members. Students are expected to complete the evaluations in an objective and constructive manner.

Alumni Relations

During your nursing program of study, you will have formed many close bonds with nursing colleagues, faculty, and staff. Alumni newsletters and other updates help us to connect with you and to keep you apprised of what everyone is doing. We are eager to know how the Lord is using you in your special area of nursing practice. Please share your accomplishments with us through Alumni Affairs or the Division of Nursing office. You may direct your news or change your contact information through the Director of Alumni Affairs or with the Division of Nursing Administrative Assistant.

Clinical Guidelines

Attendance.

Each clinical is considered important for experience and development of critical/clinical judgment. All efforts should be made to attend all clinicals. If unable to attend, the student should notify the instructor as specified by the clinical instructor's instructions. If the student knows ahead of time of a situation where a clinical or theory experience must be missed, the student should complete the request for absence form.

Clinical Uniform.

Students must abide by the dress code restrictions of clinical facilities. Special clinical rotations will require some alternatives in standard uniform.

- Students are to adhere to proper body hygiene at all times and use UNSCENTED deodorants.
- Fingernails are to be kept short, rounded and clean. No overlays or nail polish may be worn per hospital policies for infection control.
- Makeup must be modest. No bright lipstick color, eyeshadow or eyeliner.
- Perfume is not to be worn.
- Hair is to be kept clean and neat.
 - Hair should be kept off the collar.
 - Brightly colored hair is not allowed.
 - Moustaches, beards and sideburns may be worn in moderate length; however, special precautions must be taken to ensure personal hygiene and cleanliness.

- Dress slacks, skirts or dresses are to be worn while obtaining clinical assignments.
 - Shirts are to be reflective of a professional student in a Christian University. This means conservative, tailored, collared, button-up shirt.
 - Skorts are unacceptable.
- The clinical uniform is considered to be appropriate uniform scrubs which will be described in class.
 - Dress hem length should not be shorter than mid-knee.
 - Undergarments MUST not be visible through uniform.
 - Specific clinical sites may require clothes other than scrubs and will be described in that course clinical orientation.
 - Sweaters are not permitted. You may layer with a long sleeve shirt under uniform.
 - If a shirt is worn under uniform, it must be white, royal blue or black. It should not be longer than wrist for infection control issues.
- No jewelry other than a watch with a second hand, a plain wedding band, and one pair of stud earring, in the earlobes, is worn with the uniform. No nose rings, nose studs, eyebrow bars or tongue rings permitted in clinical.
- Tattoos must be covered.
 - Small tattoos may be covered with band aid.
 - “Sleeve tattoos” may be covered with long sleeve shirt under uniform.
- Professional nursing or walking shoes are to be worn by both males and females.
 - Shoes may be any color (for skills lab), but must be safe, completely toe and heel enclosed, non-slip, with a heel.
 - For Clinical, the shoes must be White, enclosed toe and heel, non-slip. The only time it is any color is in the skills lab.
 - Shoes and shoe laces are to be kept clean.
 - Shoes are to be low-heeled (closed-toe, closed-heel).
- Name pin/tags are required.
 - The pin should be royal blue with white lettering, including the student’s preferred first initial and last name, S.N., Louisiana Christian University.
 - The pin is to be worn on the nursing uniform.
 - LCU name tag with picture ID must be worn on the lab coat.
- Lab coat
 - Official insignia of the Louisiana Christian University Division of Nursing is sewn neatly on the lab coat. Placement of the insignia should be centered two inches below the shoulder on the left sleeve.
 - White lab coat with picture name tag is worn while obtaining clinical assignments, during field trips, and as assigned by clinical faculty. LCU blue scrubs with white name pin may be worn during specific clinical rotations, as designated by clinical faculty.
 - Only lab coat should be worn in clinical. No outside jackets or coats are to be worn in clinical due to infection control.
 - White lab coat may not be worn over the uniform while the student is providing patient care.
 - Jeans are not to be worn with the lab coat and are not acceptable in any clinical facility.
- Masks are to be worn at all times.
 - Cloth masks are acceptable.
 - Masks should be clean.
 - Students with inappropriate mask will be sent home with an unsatisfactory. Remember you are representing the nursing profession and Louisiana Christian University. Keep it professional.
- It is not acceptable to chew gum or to smoke while in uniform on the campus of any clinical facility.
- Use of cell phones is prohibited during clinical hours and in the classroom.

Professional Liability.

Student nurses are legally and professionally liable for all acts performed as a nursing student. Malpractice insurance fees are included in Fall fees.

Student Errors in Clinical.

If an error is made during a clinical assignment, the student must notify the clinical instructor immediately. The instructor and student will immediately notify the head nurse or charge nurse and will follow the policy of the clinical facility for incident reports. Unsafe clinical behavior will be reflected in the clinical evaluation tool as a reduction in the clinical course grade or automatic failure of the clinical course. All unsafe behaviors will be reviewed by the Professional Standards Committee and the student will be suspended from clinical areas until the review has been completed to ensure that client safety is not compromised.

Clinical Rotations.

Students are oriented to each clinical facility's policies and procedures for fire safety, cardiopulmonary resuscitation, charting and patient care routines, etc.

Students are ultimately responsible for obtaining and maintaining current certification in Health Care Provider Course C from the American Heart Association. Compliance with health, CPR, and any other facility requirements will be tracked via Health Services and the DON.

Students in the clinical facility are not allowed to administer experimental drugs, hang blood, administer chemotherapy, witness consents, take verbal orders, or any of the following:

- Carrying Narcotic Keys.
- Unsupervised opening of narcotic cabinet.
- Placing patient in seclusion, four point or leather restraints.
- Adjusting/administering patient anesthetic or epidurals rates.
- Administer emergency meds or applying defibrillation codes.
- Push IV meds without nursing faculty.

Students will adhere to all guidelines pertaining to making clinical assignments and home visits.

Standard precautions to prevent transmission of HIV and other diseases are followed according to the Center for Disease Control. Blood and body fluid precautions should be consistently used for ALL patients. Gloves MUST be worn for touching blood and body fluids, mucous membranes or non-intact skin, handling items or surfaces soiled with blood or body fluids, performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Hands should be washed immediately after gloves are removed. Refer to policies of the Louisiana State Board of Nursing Rules and Regulations- Chapter 40, Prevention of Transmission of Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).

A student may be sent home from clinical if found not to be prepared for the clinical assignment by the instructor. This will constitute an unexcused absence that cannot be made up.

Clinical Department.

Students are required to behave in a professional manner at all times. Students are only permitted to wear their nursing uniform/scrubs during scheduled times/locations as per clinical assignments.

Professional deportment includes standard of dress, communication with clients and staff, preparedness for class and clinical (knowledge, skills and documentation), performance of skills and maintenance of professional boundaries. LCU Division of Nursing students represent the University and the nursing profession, and standards of decorum always apply. No smoking, loose talk, inappropriate language, gestures, aggressive behaviors, facial expressions, or use of intoxicating substances will be tolerated.

Clinical Performance.

Clinical performance is evaluated primarily by the clinical evaluation. Other clinical assignments may be used, but the student must pass according to the clinical evaluations. The clinical evaluation tool provides specific directions on the process that will be used for grade assignment. Safety in practice is considered to be basic to the delivery of nursing care. Therefore, it is a requirement for a passing grade that a student consistently demonstrates safe practice. If a student's performance in the clinical area is unsafe or indicates poor judgment, the student will be considered ineligible to pass, regardless of the level of achievement in other areas being evaluated. Students must earn a passing grade on all clinical assignments to pass the course. (The clinical evaluation tool can be found in clinical course syllabi.)

Guidelines for Clinical Assignments

The following guidelines relate to students' independent use of clinical facilities for (1) the purpose of making clinical assignments and (2) to facilitate an effective relationship with staff that enhances meaningful client reports to students when they enter the clinical area each morning and leave the clinical area after assignments are completed.

Making Assignments

If patient assignments are to be obtained on Monday afternoon, students will report to the assigned agency the evening prior to clinical to obtain clinical assignments up to 8 p.m. Students will need to review chart, history, medications and prepare for clinical in the morning.

- Students will wear dress clothes with the white L.C. nursing lab coat with picture ID over the clothes; LCU student ID must be with you.
- When arriving on the assigned unit, the student will identify him/herself and the purpose for the visit to the charge nurse.
- Students will select clients on the basis of theory concepts with staff assistance in this selection. (Staff may assist by allowing the students to use charts, Medex, and care plans to search for clients.) Do not make copies or take any documents off the unit.
- All patient assignments will be posted in the nursing station.
- Calling the clinical agency for patient assignment and or information about a patient is not allowed.

Client Reports

- Students must receive a report on the client when arriving on the unit for clinical on assigned days. Students may arrive before clinical to review chart. No patient care is allowed until instructor is on the unit.
- Reports may be given by the charge nurse or primary nurse. Refer to faculty member on method of "receiving report."

- Students in clinicals for NU 424 Preceptorship component and in clinical courses designated by faculty will attend the change of shift reports.
- Students in clinical rotations outside the hospital will obtain instructions from the clinical faculty.
- Reports should be comprehensive and individualized.
- Students should have access to client records when needed and/or not being used by physicians/nurses.
- Each student will report off in the same method used to receive morning reports or a method designated by the charge nurse.

Grading and Exams

The final grade in clinical courses are determined primarily by the average the student achieves on the unit and final exams. The types of items on unit and final exams in clinical courses are primarily multiple choice and alternate format style to mimic, in as much as faculty can, NCLEX-RN items. The exam items may be paper and pencil or computerized as decided by the individual faculty member. The number of items on unit exams and the final is decided by the faculty member to adequately cover the specified material.

Theory grades on exams and ATI standardized exams will be calculated to the first decimal place, if applicable. Grades are NOT rounded UP. Theory grades must average 80% or greater to pass the theory and clinical courses. **The grade in clinical courses consists of a theory and clinical component. The student must pass BOTH components to pass a clinical course. If a student fails a clinical course and is eligible to repeat the course, both components must be taken and passed.**

Grading Scale*

The grading scale for nursing courses is as follows:

100-93	A
92-85	B
84-80	C
79-66	D
< 66	F

The student must achieve a 80% or better average in each nursing course and have an overall cumulative GPA of 2.6 or better to graduate with the BSN degree. [Appendix L: ATI Assessment and Review Policy](#)***

Health Insurance Portability and Accountability Act of 1996 (HIPAA) Proficiency

The Health Insurance Portability and Accountability Act of 1996 delineates privacy and security rules. The HIPAA is a federal requirement and all students and faculty are required to review and comply with the regulations. The HIPAA Privacy Rule establishes national standards to protect individual's medical records and other personal health information and applies to health plans, health care clearing houses, and those health care providers that conduct certain health care transactions electronically. Adherence to the HIPAA regulations is mandated for all LCU nursing students and faculty alike. All LCU nursing students and faculty are issued a summary statement about HIPAA privacy and security rules and are required to sign and date a form that confirms their having read and understood the rules (Refer to HIPAA pamphlet). **HIPAA VIOLATIONS ARE TAKEN SERIOUSLY. VIOLATIONS WILL BE REFERED TO THE PROFESSIONAL STANDARDS COMMITTEE. VIOLATORS MAY BE DISMISSED FROM PROGRAM.**

Incomplete Grades (refer to [LCU student handbook](#))

Students who are granted “incompletes” have until the date set by the instructor (but not later than the final class day of the next regular semester, in which the class is offered, from the end of the term in which the course was taken) to complete the remaining course requirements. Any incomplete grade not removed by the date set by the instructor (but not later than the final class day of the next regular semester from the end of the term in which the course was taken) will automatically become an “F”.

Immunization Policy for Students/Faculty

While fulfilling the requirements of a baccalaureate in nursing, students are required to prepare themselves by providing care to a variety of patients in multiple settings. In the clinical learning arena, both students and faculty may encounter or care for individuals who have acquired a communicable disease. In order to protect students and faculty from potential contagion, it is a wise and prudent precaution that both faculty and students have obtained appropriate immunization against diseases that may cause serious or fatal consequences. Requirements are based on current immunological availability and Centers for Disease Control (CDC) guidelines.

According to recommendations from the Centers for Disease Control (CDC, 1998), the Hepatitis B vaccine (HBV) should be administered in a three-dose series in order to provide adequate antibody response. This series is usually effective in 90% of adults. However, the duration of effectiveness may vary among individuals, as some individuals may not demonstrate a positive antibody titer. The CDC does not recommend follow-up testing for HBV antibodies for low risk groups; however, there are recommendations for certain groups who are considered to be at high risk. Indicators of high-risk status are as follows: Individuals who are receiving hemodialysis, individuals with HIV, and any health care workers who may incur needle stick or sharps injury. Other high-risk groups are HBV carriers, individuals who are immunocompromised, individuals who are likely to be exposed to HBV carriers through sexual contact, and infants born to infected mothers (CDC, 1998).

In order to be in compliance with standards and guidelines from the Centers for Disease Control (CDC), American Medical Association (AMA), the American Nurses Association (ANA), and the Occupational Safety and Health Administration (OSHA), Louisiana Christian University Division of Nursing has issued the following policies.

The Division of Nursing requires the following:

- Each student/faculty submit documentation of their immunization history (to be completed on the health history form)
- Each student/faculty provides evidence of having received the Hepatitis B vaccine with positive antibody titer. If negative results are obtained, the student must show evidence of a new series being taken.
- Students are to submit health information LCU Health Services Nurse.

Guidelines for Immunizations:

- The faculty of the Division of Nursing will keep abreast of current immunization developments or requirements.
- Upon admission to upper division nursing, it is necessary for the student to submit to Louisiana Christian University Health Services the following:
- Documentation of immunization history and recent immunizations obtained from the student’s personal physician or Public Health Unit. This documentation is necessary in order for the student to be eligible to enter clinical nursing. Documentation may include the following:

- Diphtheria
- Current year flu shot
- Hepatitis B
- Measles (Rubella & Rubeola)
- Mumps
- Pertussis
- Tdap (booster cannot be more than 10-years-old)
- Others as deemed necessary

Guidelines for Hepatitis B Vaccine.

Students will be sent a form pertaining to Hepatitis B vaccination. Students are urged to arrange for the administration of this vaccine as soon as possible. Hepatitis B vaccine can be obtained through the student's private physician, Advanced Practice Registered Nurse (APRN), LCU Health Services, or public health service. In the event that the vaccine was given more than five years ago, the Hepatitis B Surface Antibody (HBsAb) titer must be submitted. If a problem is encountered in obtaining the vaccine, students may call the LCU Health Services Division.

The form must be filled out by the agency/physician administering the first vaccine, LCU Health Services Division by the first of August. Students who have received this test/vaccine through their employment may submit a written statement from their employer or employee health service. Students should have a total of three vaccines. A minimum of two vaccines is required prior to entry into the clinical rotation or by October 1 of the fall semester.

Three months after the third vaccine is given, an HBsAb titer must be drawn to determine the effectiveness of the vaccine. Written documentation of the results of this titer should be submitted to the LCU Health Services. Students who choose not to receive the Hepatitis B series must submit a Hepatitis B waiver addendum to LCU Health Services.

Since students are at risk for needle or sharps injury or may unknowingly have additional risk factors, it is prudent for those individuals who have not developed an adequate antibody response to receive boosters. For this reason, routine boosters of the vaccine shall be required in accordance with CDC recommendations.

Laboratory Practice

Each student will remain in assigned lab areas for protection and privacy of self and others.

- NO eating or bringing any type of food into the lab or computer lab. Only water bottles are permitted. Eating is permitted at designated picnic tables, or in reading rooms.
- NO sitting on the bedspreads at any time.
- NO pens in mannequin bed bays (pencils only).
- ALWAYS wash hands prior to handling mannequins and equipment.
- Professional decorum is a requirement at all times in laboratory settings.

Late Papers Policy

Late papers are accepted at the discretion of the class instructor. If a late paper is accepted, and awarded a passing grade, it will not be possible to achieve more than a grade of 80% for the late paper.

Library

<http://acollege.libguides.com/home> (refer to [LCU student handbook](#))

Make Up Policy

Students who have missed class work or assignments, because of reasons that have been excused previously, must liaise with the theory and/or clinical instructor to work out a plan for making up the work involved. Any classroom or assessment work that has to be made up must be completed before the final week of the semester and is graded using the usual protocols.

Preparation for the NCLEX-RN

All students who successfully complete the requirements of the Division of Nursing will graduate with a Bachelor of Science in Nursing. Before graduation, students must apply to the Louisiana State Board of Nursing, or other state board of nursing, to take the NCLEX-RN examination.

Applying to take the NCLEX-RN involves two procedures.

1. Prior to graduation, the student applies to the National Council of State Boards NCLEX-RN. There is a separate fee for the individual state board of nursing and the National Council of State Boards licensure test (NCLEX-RN) that is administered through Pearson Vue.
2. Upon graduation, the Dean or BSN Coordinator of the Division approves the student to apply permission to take NCLEX-RN via the LSBN portal. Criminal Background Check (CBC) and fingerprints resubmitted application of all graduates to the office of the Louisiana State Board of Nursing or submits required documentation for other state boards of nursing as indicated by individual students.

The NCLEX-RN is taken on computer. There are several locations around the state where the examination may be taken. You must notify the nursing office at the beginning of your final semester if you intend to take the NCLEX-RN test outside the state of Louisiana, and all documentation from the state board is the responsibility of the student. Students are strongly recommended to sit the NCLEX-RN as soon as possible after graduation.

Professional Organizations

Louisiana Christian University Association of Student Nurses (LACASN)

Membership in an association for student nurses is required for all upper division nursing students. Through this association, students work collaboratively with on-campus and health outreach opportunities through the student nursing group. Fund-raising for specific projects and engagement with missions and other outreach is strongly supported by the Division of Nursing, and faculty/staff advisors assist with oversight. Collaboration with other organizations on campus is also encouraged to promote health and wellness activities and learning activities.

Student nurses have the option to join the National Student Nurses Association (NSNA), and a letter of confirmation regarding their enrollment in nursing courses can be provided through the nursing office. The NSNA is a national organization for nursing students and the largest independent student professional organization in the United States. The purpose of the NSNA is to assist in providing for the highest quality of nursing education and health care, to foster professional growth and understanding of the professional role.

NU Tau chapter of Sigma Theta Tau International

The Louisiana Christian University Nu Tau Chapter of the Sigma Theta Tau International Nursing Honor Society was chartered on April 7, 1994. This chartering ceremony was the culmination of four years of work by the faculty and students of Louisiana Christian University and the community of professional nursing leaders of central Louisiana. Sigma Theta Tau International Nursing Honor Society is a member of the International Honor Societies. It has one of the largest memberships and is highly respected.

Eligible students are inducted in the fall semester of their senior year. To be eligible for membership in Nu Tau, the student must have a cumulative grade point average of 3.0 or higher, be in the upper 35% class ranking, demonstrate the characteristics of a leader, and recommendations from two nursing faculty members.

Professional Responsibility and Accountability

Once approved by LSBN, nursing students practice with a student nurse license and are expected to operate within the scope of practice as set forth by the LSBN state practice act. Students may only practice as a student nurse while in clinical with Louisiana Christian University nursing faculty or assigned preceptors approved by Louisiana Christian University faculty. **Students MUST have a student nurse license the FIRST DAY of clinical class. Students MUST notify the Dean of Nursing and their faculty if there are issues with licensure.**

Social Media Policy

The DON recognizes that using social media are effective means to share personal and professional thoughts, feelings, and ideas as well as content such as images and videos. Social media includes, but is not limited to, forms of electronic communication and platforms such as Facebook, Twitter, Snapchat, blogs, LinkedIn, Flickr, Yelp, etc.

While these platforms allow nursing students venues for expressing thoughts, concerns, sharing information, or just “ventilating” about nursing school in general, faculty, or clinical experiences, there is also the possibility of violating patients’ confidential information. In order to protect nursing, students, the DON, the facilities with which the DON has clinical agreements, and Louisiana Christian University, the following policies are in place.

Students of the DON:

- Must recognize they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Are strictly prohibited from transmitting, by way of any electronic media, any patient- related image.
- Are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Are not to share, post or otherwise disseminate any information, including images, about a patient or information gained in the student nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Are not to identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Are not to refer to patients in a disparaging manner, even if the patient is not identified.
- Are not to refer to any clinical agency in a disparaging manner, even if the agency is not identified.
- Are not to take photos or videos of patients or patient information on personal devices, including cell phones, even with patient/family permission.

- Are to follow clinical agency policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Are to maintain professional boundaries in the use of electronic media. (As with in-person relationships, the student has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship.
- Social Media bearing the Louisiana Christian University name, logo, or brand must be approved by the Office for Communications & Marketing.

Student Conduct

Nursing Students are expected to follow the expectations of the Student Code of Conduct stated in the [Louisiana Christian University Student Handbook](#).

The Classroom

The classroom environment must be conducive to the learning needs of all students. Distractions from cell phone use (calling or texting) are not permitted. The use of laptop computers by students in class is at the discretion of the faculty member. Some students prefer to take notes electronically; however, any student found to be using a laptop inappropriately in class (for example, emailing or surfing the net), will be asked to switch off the laptop and will not be permitted to use it in class again.

Additional responsibilities of nursing students are to provide their own transportation to and from clinical areas, be accountable for direct or indirect care given to clients, maintain confidentiality, to follow the dress code, and to be prompt for all clinical assignments. Students who are absent or tardy for a scheduled clinical assignment or laboratory period must notify the clinical area or the clinical instructor **prior to** the clinical assignment. Failure to comply with these requirements will be reflected in the clinical grade and/or result in disciplinary action from the Division of Nursing. At the discretion of the instructor, students who have had an absence from exam(s) will have the opportunity to take missed exam(s) on a designated day at the end of the semester. This requires that the student notifies the instructor in the specified manner.

Other Professional Responsibilities

As a professional, the student nurse has both privileges and responsibilities. The student nurse in a baccalaureate program is treated as a professional because of being in a professional program. There will be opportunities to attend workshops, seminars, etc. with the faculty. The student nurse is expected to attend. Many health care agencies from throughout the area will host meetings and receptions to familiarize the student nurse with their facilities. This provides the student nurse with another opportunity to both network and investigate employment opportunities. Again, the student nurse is expected to take advantage of all learning opportunities.

Dismissal from the DON

The faculty of the DON does not take dismissal of a nursing student lightly. Dismissal would be based on a severe breach of conduct. The student may appeal the decision using the appeals process. Reasons for dismissal include, but are not limited to, the following behaviors by the student:

- Failure to comply with the codes of student conduct as stated in the [Louisiana Christian University Student Handbook](#).

- Failure to adhere to the professional responsibility and accountability requirements, as specified in this student handbook.
- Failure to meet the progression policies of the Division of Nursing.
- Non-Compliance with the LCU statement on academic integrity.
- Failure to meet minimum safety standards of patient/client care as stated in each clinical syllabus.
 - The individual student will be advised of such problems.
 - After counseling with faculty and/or the Division Chair and/or Dean, the student may be referred for additional counseling.
 - If the student does not follow through with additional counseling once referred, he or she will be denied progression to the next course.
 - Grievous breaches of patient safety may be referred to the Professional Standards Committee or result in immediate dismissal.
- Failure to maintain patient confidentiality as stated in each clinical syllabus and required by clinical facilities.
 - Students may only speak of patients in specified areas and with the instructor and classmates for the purposes of sharing clinical experiences with other students and/or for debriefing during pre- and post-conference.
 - Students should never speak of students from one facility to students in other clinical groups and outside of pre- or post-conference.
 - The seriousness of patient confidentiality and maintaining HIPAA requirements cannot be exaggerated.
 - Violations may result in dismissal from the program.
- Exhibition of emotional or personal problems that interfere with interpersonal relationships in class or clinical.
 - Individual students will be advised of such problems.
 - After counseling with faculty and/or the Division coordinator and/or dean, the student may be referred for additional counseling.
 - If the student does not follow through with additional counseling once referred and improvement of behavior, the student will be denied progression to the next course.

The Louisiana Christian University Division of Nursing has an internal Professional Standards Committee to respond to the data gathering related to safety issues, incidents (medication errors, etc.), or professional behavior concerns that occur within the clinical setting. If a complaint is made against a student, the purpose of the committee is to gather information, and if deemed necessary, to remove the student from the client care environment while data gathering takes place. Information is sought from the student, instructor, and any other relevant sources.

Following collation of the data, information is presented to the Division of Nursing faculty for review and recommendations. The intent is remediation and restoration of the student in relation to the complaint made against them. The objective is to review all evidence contributing to the incident in a transparent manner, to ensure that the student is provided with a fair and consistent review while still having the opportunity to learn from a complaint. Please refer to **Division of Nursing Bylaws** for information on the Professional Standards Committee's roles in assisting the Division of Nursing Faculty team.

Bylaws Information: Professional Standards Committee

Charge: In accordance with LCU Division of Nursing Master Plan for Program Evaluations, the charge of the Professional Standards (Discipline & Grievance) Committee is to protect public safety and promote professional competency. Students must meet course, clinical and professional behavior benchmarks that in turn meet criteria specified by professional accreditation agencies (LSBN, CCNE, AACN, QSEN and ANA Standards of Care).

Function: In cooperation with the Vice President of Academic Affairs, the Committee will:

- Notify students who are accused of being unsafe or unprofessional in order to immediately remove them from the patient care environment.
- Collect the data necessary relating to the allegations of unsafe or unprofessional conduct relating to a student.
- Collect data from the student who has been accused of unsafe or unprofessional conduct.
- Present the committee findings in a summary report to Division of Nursing faculty for full consideration and recommendations by Division of Nursing faculty.
- Using the information gathered by the committee. Division of Nursing faculty may decide to remediate the unsafe or unprofessional conduct with the student.
- If, after reviewing the material gathered by the Professional Standards Committee, the incident is deemed to be a serious nature and outside the scope of the Division of Nursing faculty for remediating unsafe and unprofessional behavior, the student will be referred to Louisiana Christian University administration as per college protocols (See [LCU Student Handbook](#): Grievance Protocols).

Student Employment

The nursing faculty of Louisiana Christian University recognizes that students may find it desirable to obtain part-time employment. It is the desire of the faculty that those students who wish to do so will be able to achieve their educational goals and maintain scholastic requirements in addition to meeting financial needs. In order to facilitate this process, the faculty recommends that students work no more than 16 hours per week. Work will not be considered as an extenuating circumstance for academic failure. Academic learning experiences take priority over employment schedules; therefore, it is expected that work schedules will not interfere with schedule changes in class or clinical experiences.

Student Expenses

Nursing students will have expenses in addition to the regular tuition and other charges identified in the LCU Catalog. The cost of course fees is listed with upper-division nursing curriculum courses of the College Catalog. (See LCU University Catalog).

Students may anticipate expenses for uniform scrubs, insignias, shoes, white socks/hose, lab coat, name pins for each set of scrubs (blue name pins white lab coat, and white name pin for blue scrubs), stethoscope, bandage scissors, blood pressure cuff, textbooks, liability insurance, health and accident insurance, watch with second hand, small writing pad, small centimeter ruler or tape, pen-light, and membership fees for LACASN, and finger printing. (See [Appendix F](#) for a listing of where to purchase required uniforms, supplies, etc.) There are additional expenses upon graduation to include the purchase of a school pin, pinning ceremony invitations, and a fee for licensure application.

Student Health

The Division of Nursing complies with the policies of health care set forth by LCU and community health facilities used for clinical experiences. Compliance with these requirements are submitted by the Students.

Students must submit:

- A yearly history and physical to the Louisiana Christian University Health Services by August 1st of each year. The DON must be notified if there is a change in health status documented by health care provider.
- An initial Mantoux (PPD) skin test. For students with a positive Mantoux tuberculin test, follow-up with the Health Services Nurse as instructed

- Returning students will complete TB Evaluation of Symptoms form with Health Services Nurse.
- A chest x-ray may be required as determined by the Health Services Nurse.
- History of previous treatment (please include medications, length of treatment, follow-up exams).
- Hepatitis B immunization series.
- Annual influenza immunization. Flu shot generally become available in September of current year.
- Documentation of compliance with other immunizations and/or titers as specified on history and physical.
- The Division of Nursing adheres to the health policies of all clinical facilities. If a clinical facility requires additional health information from students prior to a clinical rotation, student must obtain this information.

See [Appendix G](#) for complete policy on pregnancy.

After admission to upper division nursing, applicants must submit a completed health history, a satisfactory physical examination report, the results of a laboratory test, and documentation of required immunizations, Rubella titers, tuberculosis screening and Hepatitis B vaccine/titer.

Initial and randomized drug screenings will be a part of the routine oversight for safe clinical practice. Students will be directed to a facility for sample collection. Students who fail the drug screen will be counseled by the Dean and/or BSN Coordinator. Progression in the nursing program may be halted. *The student is responsible for the cost of drug screening.*

Absenteeism due to illness requires a written statement from the attending physician for an excused absence. The class or clinical instructor must be notified as specified in the course syllabus.

*****COVID 19:** This is a fluid situation as federal/state/local guidelines continue to change as evidence is gathered. **If you are symptomatic:**

- Quarantine
- Notify your faculty
- Notify Health Services for further information
- Notify those you have been in close contact with
- Further information will be given to student with COVID 19
- Do not return to class or clinical until you have been cleared by Health Services
- The student is responsible to keep up the assignments while quarantined.

Student Records (refer to [LCU student handbook](#))

Official student academic records are kept in the Registrar's Office. Partial student records containing admission, progression, clinical, and advisement information are kept in a locked cabinet in the Division of Nursing administrative office. The office is kept locked during non-working hours. Transcripts of student's grades are released by the Registrar's Office. Students desiring copies of their transcripts from the college must submit a written request to the Registrar's Office. The Registrar will not issue transcripts unless accounts are clear with the Business Office.

Testing

Planned tests will be given on scheduled days only. Make-up tests will be considered only in exceptional circumstances at the instructor's discretion (i.e., student illness with doctor's excuse, death in immediate family, etc.).

A variety of diagnostic assessments through ATI will be given in clinical courses. Instructions/information will be included in the appropriate syllabus.

Test Taking - Test Day

All tests requiring answer sheets for blackening in the correct answer must be marked with a No. 2 pencil. As you will be taking the NCLEX-RN on computer, do not to erase answers. Most testing will be supported by electronic, forward-only answer entry, in order to prepare for professional licensure examinations.

Make-up tests may be given only at the discretion of the faculty. If a student qualifies for a make-up test, the faculty giving the test will determine the type of test to be given. Arrangements must be made by the student with the course coordinator as early as possible before the time of the scheduled test. Failure to comply with the stated criteria forfeits the student's privilege of taking make-up test. A zero test score is given for a test not taken.

Test Review

Exam reviews for nursing courses are not automatic and are considered a learning strategy. Each course instructor decides upon the test review policy for that course. **Students will not be permitted to review unit tests after initial test review.** If there is no test review, the test will not be available for review by the student. During review books, pen, and papers will not be permitted. Books, pens, and papers must be left at the front of the room. Once the test review has begun, no one is permitted to leave the room until the review is completed and all tests are in the faculty's hands. Final exams are never reviewed with students. Exam grades will not be given to students by telephone.

Please Note: The copying of any test materials in any format is **prohibited** and is considered academic misconduct. This applies to taking handwritten notes, electronic copies, or other media and applies to written as well as online testing. When undertaking any test, students will be issued with a blank worksheet for calculations, etc., and this sheet must be returned to the instructor with the test materials at the end of the test.

Unsafe Practice/Breach of Confidentiality in Clinical Areas

Inherent within the profession of nursing are the concepts of the maintenance of patient safety through competent practice and the maintenance of confidentiality. These concepts are reflected in the Commission on Collegiate Nursing Education, the American Nurses Association's Standards of Practice, the American Hospital Associations' Patient's Bill of Rights and the ANA's Code of Ethics. In addition, competency is the most important legal safeguard for the nurse. The most frequent legal charges against nurses include failure to provide for patient safety, improper treatment or improper procedures, failure to monitor and report, medication errors/ reactions and failure to follow facility policy. Therefore, the faculty of Louisiana Christian University Division of Nursing, in compliance with the various regulatory bodies of the nursing profession and affiliating agencies, and with concern for the welfare of both the patient and nursing student, evaluate students' ability to practice.

In a clinical course, any student practicing in an unsafe and/or incompetent manner, in accordance with the minimal standards of practice for a student at that level in the program, may be asked to immediately leave the clinical area, may not be allowed to return to that area, and may receive an "F" for the course.

This policy will be addressed in orientation. This policy shall be included in the Upper Division Student Handbook. A statement reflecting this policy is included in each clinical course syllabus and HIPPA/Confidentiality agreement uploaded to Castlebranch.

Use of Recording Devices

Use of recording devices in class is permissible *only if a student has the consent of the instructor or guest lecturer*. Recorders must not be used at any time without such permission. *Recording of clinical conferences is not permissible as patient names are frequently mentioned*. Perceived discrepancies between the content of recordings cannot be used as a defense for missing test items. Perceived discrepancies must be communicated to instructors prior to any test upon which the content may be tested. Often there is not actually a discrepancy and the instructor can clarify the misinterpretation of material.

Written Assignments

Written assignments are considered to be an important component of theory and clinical coursework. These assignments are not “busy work” but are integral in achieving the program objectives, facilitating the enhancement of critical thinking skills, and augmenting the mastery of essential concepts. Written assignments are to be formatted according to the American Psychology Association (APA) Guidelines. This includes certain sections of clinical nursing care plans. See [Appendix I](#) for the title page template and APA guidelines.

- Written work is to be given to the instructor as assigned.
- All assignments are to be in typed format, with appropriate formatting, and APA referencing.
- Overall accuracy, grammar, spelling, and neatness does matter.
- Assignments are due on the date identified.
- Late written assignments are unacceptable and will receive a deduction of one letter grade per day.
- Written work required in clinical courses is turned in to the clinical instructor on dates and times specified by the instructor. Failure to submit written clinical assignments will be dealt with at the discretion of the instructor or as specified in the course syllabus.

****ONLY SUBMIT WORD DOCUMENTS. PDF FORMS ARE NOT ACCEPTED.**

Written Work

Work is to be given to the instructor as assigned. It is expected that all written work be consistent with the format selected, be legible and without typographical errors. The definition of plagiarism should be remembered when preparing written papers.

Questionable academic integrity will be dealt with according to the policies stated in the student handbook. Written work required by clinical courses is turned in to the clinical instructor on dates and times specified by the instructor. Failure to submit written clinical assignments will be dealt with at the discretion of the instructor or as specified in the course syllabus. See [Appendix I](#) for guidelines for title page and on APA format.

Appendix A – Academic Integrity

LOUISIANA CHRISTIAN UNIVERSITY Division of Nursing Definitions Related to LCU Academic Integrity Policy

Plagiarism.

Plagiarism refers to the representation of another person's words or ideas as one's own in any academic exercise. Examples include, but are not limited to:

- Copying information word-for-word from a source, without identification of the quoted material and/or proper acknowledgment/citation.
- Paraphrasing (i.e., put into one's own words) a source's text without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that these ideas originated with the writer.
- Presenting as one's own any work which was prepared in whole or in part by someone other than one's self. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources, and other sources.
- Reproducing in full or in part (without proper citation) another person's work in any form, such as a graphic element, a musical phrase, a computer program, a proof, experimental results, laboratory reports, or data of any type. This includes turning in work of another student as one's own work.

Misrepresentation.

Examples include but are not limited to the following:

- Arranging for another student to substitute for one's self during an examination session or in the completion of course work.
- Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.
- "Double dipping" (multiple uses of the same work) or presentation of the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course without the prior written permission of the instructor(s) involved. If a student wishes to use another assignment as a base for additional credit, faculty should give the student the opportunity to submit a written explanation of the unique educational benefits of the new project.

Fabrication.

Fabrication refers to the falsifying or misusing data in any academic exercise. Examples include, but are not limited to:

- Falsifying data collected while conducting an experiment for a course or doing other research.
- Making up or presenting falsified data in papers, manuscripts, books, lab reports, or other documents submitted for publication or as a course or degree requirements.
- Making up a source as a citation in an assignment.
- Citing a source one did not use.
- Falsifying material cited.
- Attempting to deceive the instructor by altering and resubmitting for additional credit assignments, tests, quizzes, or exams that have been graded and returned.

Cheating and Stealing.

Cheating refers to the using or attempting to use, unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers or impeding the fair process of examination in any way. Examples of this violation include, but are not limited to:

- Looking on or copying from someone else's exam, paper, or assignment.
- Unauthorized use or possession of notes, supplemental notes, or comparable aids (in any format) during an examination, quiz, or other assignment or evaluation. This includes possessing an electronic device that contains unauthorized information for a test or an assignment (e.g., programming one's computer, PDA, or calculator inappropriately).
- Using unauthorized materials (e.g., notes, textbooks, calculators, computers) in the preparation of a test or assignment.
- Communicating or attempting to communicate answers, hints, or suggestions during an examination.
- Sharing or collaborating (without instructor's permission) in the preparation and presentation of reports, laboratory reports, or take-home assignments such as copying or giving aid, or otherwise failing to abide by the University's or instructor's rules governing the exercise or examination.
- Using another person's answers for an assignment.
- Soliciting, obtaining, possessing, or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form - oral, written, or electronic.
- Stealing, or attempting to steal, an examination or answer key from an instructor or proctor.

Impeding fair & equal access to the educational and research process.

Examples of this violation include but are not limited to:

- Infringing upon the rights of other students to fair and equal access to any library materials and comparable or related academic resources by any means, including maliciously removing, tampering with or damaging any other resources.
- Attempting to prevent access by other users to the University's computer system and its resources, to degrade the system's performance, or to copy or destroy files or programs without consent.
- Intentionally disrupting the educational process in any manner.

Misrepresenting or misusing one's relationship with the University.

Examples of this violation include, but are not limited to:

- Falsifying, misusing, omitting, or tampering with information (in any form, including written, oral or electronic) such as test scores, transcripts, letters of recommendation, or statements of purpose, to gain initial or continued access to the University's programs or facilities.
- Altering, changing, forging, or misusing academic records or any official University form regarding one's self or others.
- Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.
- Reporting an academic integrity violation known to be false.
- Offering bribes (e.g., monetary remuneration, gifts, or favors) to any University representative in exchange for special consideration or waiver of procedures.

Facilitation.

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Examples of this violation include, but are not limited to:

- Giving another student one's assignment or paper (or a portion thereof) to copy.
- Giving another student answers to a test or assignment.
- Letting another student copy one's answers

Appendix B – Service Learning

*** pending decision...this may be suspended due to COVID restrictions.

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

Service learning is an educational experience that emphasizes active learning directed toward a goal of social responsibility and civic engagement. Service learning provides a way in which students can develop cultural competence and a sense of civic responsibility congruent with the tenets of social justice (Mueller, 2012). There are many benefits of service learning to students, which include: (a) developing skills in communication, critical thinking, and collaboration; (b) developing a community perspective and commitment to health promotion in the community; (c) developing an awareness of diversity and culture competence; and (d) developing professionalism and self-discovery (Bentley & Ellison, 2005; Sedlak et al., 2003). Reflection is a critical and essential component of service learning that differentiates it from volunteerism and community service activities. Through reflection, the student has an avenue for active, persistent, thoughtful, and intentional consideration of the service activity (Mueller, 2012). The reflective process includes the student's response to the following questions: "What am I doing?" "Why am I doing it?" and "What am I learning?" As the student addresses these questions about the service learning experience, the reflection combines cognitive and affective activities that enhance the learning experience (Mueller, 2012). Some examples of community settings that are appropriate for service learning include the following: (a) daycare centers, (b) extended care or assisted living centers, (c) senior citizen centers, (d) Meals on Wheels, (e) the American Red Cross, (f) Head Start, and (g) a camp for children with disabilities (Gaberson & Oermann, 2010). Other examples include: (a) participation in a "walk or run" to raise funds and community awareness about a health problem, (b) Manna House, (c) participation in a health promotion activity through a church or community organization, and (d) participation in a mission trip.

Service learning is a part of the student's clinical evaluation each semester. Failure to follow the service learning guidelines will result in an Incomplete for the clinical course for that semester.

Service learning opportunities will be posted for students for each semester. Students may utilize other opportunities for the service learning experience if approved by clinical faculty prior to the service learning experience.

Appendix C – Bachelor of Science with Nursing Concentration Curriculum

Student ID: _____		Catalog: 2022-2023 Undergraduate Catalog		
Student Name: _____		Program: Bachelor of Science in Nursing		
Adviser Name: _____		Minimum Credits Required: _____		
Bachelor of Science in Nursing				
Pre-Nursing				
First Year:				
Course Name	Credits:	Term Taken	Grade	Gen Ed
CC 100 College Connection I	0.5 hr			
CC 102 College Connection II	0.5 hr			
CA 150 Modern Communication	3 hrs			
CH 101 Introductory Chemistry or	3 hrs			
CH 131 Chemical Principles for Allied Health / Nursing	3 hrs			
EN 101 Composition I	3 hrs			
EN 102 Composition II	3 hrs			
HI 104 Western Heritage	3 hrs			
HI 105 American Heritage	3 hrs			
HP 100 Personal Fitness	1 hr			
MA 101 Math for Liberal Arts or	3 hrs			
MA 111 College Algebra	3 hrs			
PY 220 Introduction to Psychology	3 hrs			
RL 105 Survey of the Bible	3 hrs			
RL 106 Interpreting the Bible	3 hrs			
• Spiritual and Cultural Enrichment CR				
Foreign Language				
(Choose one of the following)				
Course Name	Credits:	Term Taken	Grade	Gen Ed
FR 101 Elementary French I	3 hrs			
SP 101 Elementary Spanish I	3 hrs			
GK 223 Elementary Greek I	3 hrs			
HE 223 Elementary Hebrew I	3 hrs			
Total: 3 hrs				
Total: 35 hrs				
Second Year:				
Course Name	Credits:	Term Taken	Grade	Gen Ed
HP 222 Basic Nutrition	3 hrs			
EN 200 Literary Perspectives: Survey of British Literature or	3 hrs			
EN 201 Literary Perspectives: Survey of American Literature	3 hrs			
BI 231 Human Anatomy and Physiology I	3 hrs			
BI 232 Human Anatomy and Physiology I Lab	1 hr			
BI 233 Human Anatomy and Physiology II	3 hrs			
BI 234 Human Anatomy and Physiology II Lab	1 hr			
MA 211 Elementary Statistics	3 hrs			
BI 225 Microbiology	3 hrs			
BI 226 Microbiology Lab	2 hrs			
• CJ/HI/PS 225 American Government and Politics 3 hrs				
PY 230 Developmental Psychology	3 hrs			
NU 212 Introduction to Nursing Concepts	3 hrs			
RL 305 Christian Worldview	3 hrs			

• Spiritual and Cultural Enrichment CR				
Fine Arts				
(Choose one of the following)				
Course Name	Credits:	Term Taken	Grade	Gen Ed
AR 200 Art Appreciation	3 hrs			
CM 250 Cinema Appreciation	3 hrs			
MU 200 Music Appreciation	3 hrs			
TH 200 Theatre Appreciation	3 hrs			
Total: 3 hrs				
Total: 37 hrs				
Upper Division				
Third Year:				
Course Name	Credits:	Term Taken	Grade	Gen Ed
NU 305 Pharmacotherapeutics for Health Professionals	3 hrs			
NU 307 Pathophysiology for the Health Sciences	3 hrs			
NU 309 Transcultural Nursing Care or CJ/PY/SW 223 Social Problems 3 hrs	3 hrs			
NU 310 Fundamentals of Client Care	5 hrs			
NU 311 Medical/Surgical Nursing Care Across the Lifespan I	6 hrs			
NU 313 Finish First	1 hr			
NU 315 Nursing Physical Assessment	5 hrs			
NU 317 Maternal-Child Nursing	6 hrs			
NU 400 Health Care Informatics	3 hrs			
Total: 35 hrs				
Fourth Year:				
Course Name	Credits:	Term Taken	Grade	Gen Ed
NU 402 Medical/Surgical Nursing Care Across the Lifespan II	6 hrs			
NU 409 Research and Evidence-Based Practice	3 hrs			
NU 417 Nursing Care of Patients, Families, and Populations with Mental Health Disorders	4 hrs			
NU 419 Public Health Nursing of Diverse Populations	4 hrs			
NU 424 Medical/Surgical Nursing Care Across the Lifespan III / Capstone	6 hrs			
NU 440 Nursing Leadership/Management	2 hrs			
NU 498 Preparation for BSN Practice	3 hrs			
• Spiritual and Cultural Enrichment CR				
Total: 28 hrs				
Upper Division Curricular Plan: 63 hours				
Total Degree Requirements: 135 hrs				
Notes:				

Appendix D - Accelerated Bachelor of Science with Nursing Concentration Curriculum

Student ID: _____ Student Name: _____ Adviser Name: _____	Catalog: 2022-2023 Undergraduate Catalog Program: Accelerated Bachelor of Science in Nursing Minimum Credits Required: _____																																																																	
<h3>Accelerated Bachelor of Science in Nursing ^</h3> <p>For students who have already earned a bachelor's degree in any field, Louisiana Christian University offers an Accelerated Bachelor of Science in Nursing that allows the completion of nursing courses in 17 months. Students who enroll in this option will only need to complete the courses required for the completion of the BSN degree. Block credit will be given for the general education courses from the earned bachelor's degree. The ABSN requires 31 hours of non-nursing pre-requisite courses that must be completed with a grade of a "C" or better prior to entering nursing courses. Based on the coursework completed in the earned bachelor's degree, some substitutions may be allowed for the required courses, i.e., psychology, math statistics, etc. The ABSN has a total of 63 credit hours that must be earned in addition to the non-nursing pre-requisites.</p>																																																																		
<h4>Non-Nursing Pre-Requisites</h4> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Credits:</th> <th>Term Taken</th> <th>Grade</th> <th>Gen Ed</th> </tr> </thead> <tbody> <tr><td>PY 220 Introduction to Psychology</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>PY 230 Developmental Psychology</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>CH 101 Introductory Chemistry</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>BI 225 Microbiology</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>BI 226 Microbiology Lab</td><td>2 hrs</td><td></td><td></td><td></td></tr> <tr><td>MA 211 Elementary Statistics</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>BI 231 Human Anatomy and Physiology I</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>BI 232 Human Anatomy and Physiology I Lab</td><td>1 hr</td><td></td><td></td><td></td></tr> <tr><td>BI 233 Human Anatomy and Physiology II</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>BI 234 Human Anatomy and Physiology II Lab</td><td>1 hr</td><td></td><td></td><td></td></tr> <tr><td>RL 105 Survey of the Bible (pre or summer)</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>NU 212 Introduction to Nursing Concepts</td><td>3 hrs</td><td></td><td></td><td></td></tr> </tbody> </table>		Course Name	Credits:	Term Taken	Grade	Gen Ed	PY 220 Introduction to Psychology	3 hrs				PY 230 Developmental Psychology	3 hrs				CH 101 Introductory Chemistry	3 hrs				BI 225 Microbiology	3 hrs				BI 226 Microbiology Lab	2 hrs				MA 211 Elementary Statistics	3 hrs				BI 231 Human Anatomy and Physiology I	3 hrs				BI 232 Human Anatomy and Physiology I Lab	1 hr				BI 233 Human Anatomy and Physiology II	3 hrs				BI 234 Human Anatomy and Physiology II Lab	1 hr				RL 105 Survey of the Bible (pre or summer)	3 hrs				NU 212 Introduction to Nursing Concepts	3 hrs			
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RL 105 Survey of the Bible (pre or summer)	3 hrs																																																																	
NU 212 Introduction to Nursing Concepts	3 hrs																																																																	
<h4>Additional Requirements: ^</h4> <p>Cumulative GPA of 2.6 or higher TEAS score at or above the national BSN mean Statement of Goals Three references</p>																																																																		
<p>Total: 31 hrs</p>																																																																		
<h4>Upper Division</h4>																																																																		
<h5>Fall</h5> <table border="1"> <thead> <tr> <th>Course Name</th> <th>Credits:</th> <th>Term Taken</th> <th>Grade</th> <th>Gen Ed</th> </tr> </thead> <tbody> <tr><td>NU 307 Pathophysiology for the Health Sciences</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>NU 309 Transcultural Nursing Care</td><td>3 hrs</td><td></td><td></td><td></td></tr> <tr><td>NU 310 Fundamentals of Client Care</td><td>5 hrs</td><td></td><td></td><td></td></tr> <tr><td>NU 313 Finish First</td><td>1 hr</td><td></td><td></td><td></td></tr> <tr><td>NU 315 Nursing Physical Assessment</td><td>5 hrs</td><td></td><td></td><td></td></tr> </tbody> </table>		Course Name	Credits:	Term Taken	Grade	Gen Ed	NU 307 Pathophysiology for the Health Sciences	3 hrs				NU 309 Transcultural Nursing Care	3 hrs				NU 310 Fundamentals of Client Care	5 hrs				NU 313 Finish First	1 hr				NU 315 Nursing Physical Assessment	5 hrs																																						
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Appendix E – Clinical Facilities

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing
Clinical Facilities

Christus St. Francis Cabrini Hospital:
3330 Masonic Dr, Alexandria, LA 71301
[\(318\) 487-1122](tel:(318)487-1122)
<https://www.christushealth.org/locations/cabrini>

Rapides Regional Medical Center:
211 4th St, Alexandria, LA 71301
[\(318\) 769-3000](tel:(318)769-3000)
<https://rapidesregional.com/>

Central State Hospital:
242 W Shamrock Ave, Pineville, LA 71360
[\(318\) 484-6200](tel:(318)484-6200)
<https://ldh.la.gov/index.cfm/directory/detail/217>

Appendix F – Where to Purchase List

The Medical Market
2208 Worley Drive
Alexandria, LA 71301
(318) 448-1573

www.medicalmarketcenla.com

Hours:

Monday 8:00 am – 5:00 pm
Tuesday 8:00 am – 5:00 pm
Wednesday 8:00 am – 5:00 pm
Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 5:00 pm
Saturday 9:00 am – 5:00 pm
Sunday *Closed*

- Uniform scrubs
- Uniform patches and pins
- Lab coat
- Stethoscope
- Blood pressure cuff
- Scissors
- Goggles
- Miscellaneous accessories

Be sure to bring your student I.D. to get your discount.

Your shoes and hose (socks) can be purchased anywhere. Be sure to check the guidelines.

Appendix G – Policy for Pregnant Students

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

Policy for Pregnant Students

Background.

Pregnancy is a normal stage of development in the human being. It is not an illness, and it is not treated as such. However, due to the vulnerability of pregnancy, there are select activities that the individual must be cleared to do. The Division of Nursing in no way attempts to define restrictions but leaves this determination to the attending physician.

Policy.

In accordance with beliefs about wellness and beliefs that pregnancy is normal, being pregnant does not automatically stop one's progression in the curriculum. However, to continue with full activities the pregnant individual must submit a document from her physician stating that she may participate in all activities. Students whose pregnancy may require absences from any clinical activities are directed to the Student Handbook for full policy on attendance.

Guidelines.

The student's clinical faculty and the Dean of the Division of Nursing are to be notified of the student's suspected pregnancy. Within six weeks of a suspected pregnancy, the student must submit a clearance document from the attending physician. Pregnant students are again reminded of the importance of using "Standard Precautions". Any vaccine containing a live virus such as MMR, polio, and pneumococcal vaccines are deferred for pregnant students until after delivery.

REFERENCES

Centers for Disease Control. Recommendations for prevention of HIV transmission in health-care settings.

Morbidity and Mortality Weekly Report, 36 (S-2).

Murray, S. & McKinney, E. (2006) Foundations of maternal-newborn nursing (4th ed.).
St. Louis: Saunders Review 08/18

Appendix H – Pinning Ceremony Awards

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

Pinning Ceremony Awards

Nursing Association for Students Recognition Award

The criteria for the Nursing Association for Students Award are as follows:

- The award will be given to a senior nursing student who has made an outstanding contribution to the association at Louisiana Christian University.
- Potential award recipients are chosen through nomination by the association's general body. The final selection will be made by the faculty advisors.
- The award will consist of a standard Louisiana Christian University Division of Nursing Pin (or monies equal to reimbursement for such pin.) The student will be recognized during the Nursing Pinning Ceremony and during Honors Day Convocation.

Jean I. Lively Excellence in Leadership Senior Nursing Award.

This award is to be given to the senior student who most exhibits potential for leadership ability in the field of nursing; one who strives for excellence in personal and professional endeavors and exhibits an innate ability to touch the lives of others positively.

This award is to be chosen by nomination from other class members enrolled in the NU440 Leadership and Management Course. Final selection from the top three nominations is made by Division of Nursing faculty.

Selection Criteria:

- Awarded to one graduate student.
- G.P.A. of 2.6 or above
- Exhibits leadership ability through service on a committee, as a course representative, or as an active member of a nursing organization.
- Excels in patient care throughout clinical experiences and especially during the NU440 Leadership and Management rotation.
- Has a courageous, caring spirit.

Division of Nursing Award

Selection criteria:

- Awarded to one graduate student.
- Professionalism, character, scholarship, and potential for future leadership.
- The graduate must demonstrate a caring attitude toward clients.
- This award will honor the graduating senior nursing student with the highest Nursing GPA that holds these qualities.

Courage in Nursing Award.

This award honors William Harry Martin. Mr. Martin was a World War II veteran. During his military service he was assigned to the Medical Detachment of the 482nd Anti-Aircraft Artillery Automatic Weapons Battalion (self-propelled). Entering service in January 1943 from Havana, Hale County, Alabama he served in the European Theater from August 1944 - January 1946. During the Battle of the Bulge and the defense of Bastogne December 1944, he was recognized for assistance in providing first aid and care for the wounded. He was awarded the Bronze Star for meritorious service in connection with military operations against the enemy in Belgium. Mr. Martin returned home, and in July 1947 married Eleanor Ambrose. They are parents to Terry and Cathy. Terry is presently the Director of Learning Resources at Louisiana Christian University. Cathy is a public school teacher in Alabama. Mr. Harry Martin was an ordained deacon and active leader in his local church. The student's name is engraved on the Courage of Nursing Plaque and displayed in the Division of Nursing Office.

Selection criteria:

- GPA of 2.75 or better
- Commitment to the profession of nursing
- Excellent skills, technical, communication critical thinking
- Self-confidence
- Christian service

Appendix I – APA Format

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

APA Format for Title Page

Running head: TITLE IN ALL CAPS (Page Number) TOP MARGIN 0.5” LEFT MARGIN 1”
RIGHT MARGIN 1”
BOTTOM MARGIN 1”

Title

(Use as many lines, double spaced, as are necessary) Name (centered)
Course Title Date

APA Format

The faculty of the Division of Nursing, in your preparation for professional practice, requires “scholarly” papers at various times to aid your learning in selected areas as well as in the process of professional communication. The following instructions are designed to assist you as you utilize APA format.

A “scholarly” paper is one that documents ideas presented other than the author’s own self determined thoughts. In addition, a “scholarly” paper evidences the use of research to support the thoughts and ideas the author is presenting. Therefore, the types and number of references an author cites assists in validating the worth, accuracy, and acceptability of the author’s paper and ideas. No set number of references can be mandated as the number of citations is determined by the topic, the availability of research and the instructor’s guidelines. As a general rule, a minimum of five different references would be expected; this is a minimum for the paper to be accepted for grading.

In addition to documentation, a “scholarly” paper is correct in grammar, spelling and sentence structure. A paper that is inadequate in this area will not be graded as a passing paper. When you are instructed to prepare a “scholarly” paper or to use APA format, your instructor is expecting the two components just mentioned. In addition, APA format usage means that you follow the guidelines in the American Psychological Association. (2009). Publication manual of the American Psychological Association (6th ed.). Washington D.C.: American Psychological Association.

Students will use the APA Manual for guidelines in preparing, writing and typing all papers. This includes how to cite references in-text and in a reference list, whether to have a table of contents, what margins to use and any other aspect of submitting a professional paper.

There are a few specifics that the faculty want you to follow: For all your papers for the Division of Nursing, use the title page format given in the Student Handbook. This includes margins, spacing, and “what to say.”

- Use heavy bond white paper 8-1/2 x 11 only - papers submitted on onion skin or erasable paper will not be accepted for grading.
- Count the first page of the body of the paper (written text) as number 1. The number may be typed at the bottom of the page or it may be omitted.
- Number the remaining pages with numerals at the top of the page - do not use running heads. Include a table of contents as dictated by the type of paper you are writing.

- Since APA does not list the method of citing Biblical references, utilize the following format for these entries:
 - In-text citations: (Biblical book chapter: verse) Ex. (John 3:16)
 - Reference list citing: The Holy Bible (translation). (Year). City: Publisher
Ex. The Holy Bible (New American Standard). (1978). Chicago: Moody Press.

For further assistance, please refer to the Library's page on APA help.

Websites for assistance:

<http://www.apastyle.org/electref.html>

<http://blog.apastyle.org/>

*WORD document is the only acceptable submission format for formal papers. Do NOT submit in PDF form. Faculty are unable to edit and make comments.

TURNITIN will be used and papers submitted via TURNITIN

Appendix J – COOP Guidelines (refer to [LCU student handbook](#))

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

COOP Guidelines

Continuity of Operations Plan. Louisiana Christian University has established a Continuity of Operations Plan (COOP) for the continuation of academic instruction when a situation occurs that would call for an evacuation or suspension of campus operations.

On campus classes will continue instruction in distance learning mode utilizing Canvas LMS Portal,, and other online methods. Students will complete all reading, writing, or other assignments specified on the course syllabi and continue to submit assignments through distance education methods.

Online courses and programs will continue normal operations. Under the direction of the Academic Affairs Office, faculty teaching in online programs will notify their students of changes in availability.

Students' Responsibilities

Pre-Evacuation/Suspension

1. Know how to find Canvas.
2. Enroll in the Wildcat Alert Text System.
3. Provide regular and alternative e-mail address and phone contact information to each instructor.
4. Pack and take textbooks, assignments, syllabi and any other needed materials for each course during an evacuation/ suspension.

During Evacuation/Suspension

1. Continue to demonstrate the same level of responsibility and performance during an evacuation/suspension.
2. Keep up with course work during the evacuation/suspension as specified on course syllabi and online courses.
3. Complete any reading and/or writing assignments given by professors before an emergency begins.
4. Turn in assignments on time during the evacuation period and once the campus has reopened.
5. Monitor Wildcat Alert Text System.
6. Monitor the main university site (www.lcuniversity.edu) for general information.

On-Campus Instruction To Distance Learning.

Instruction of all on-campus courses will continue during an evacuation/ suspension through distance education and will be maintained on the following timeline:

1. One Week or Less
 - a. Reading, writing, and other assignments made prior to the evacuation/suspension are due as indicated on the syllabus.
 - b. Online assignments, such as watching a lecture/video and writing a paper, are due as indicated on the syllabus.
2. One to Two Weeks

- a. Faculty will continue instruction by holding a minimum of one class session via Canvas, or other distance learning protocol. These sessions may include one or more video lectures, PowerPoint presentations, interactive assignments, or reading and writing assignments emailed to students by the course instructor.
 - b. Additionally, homework assignments equivalent to one week of class work will be given to students.
3. More than Two Weeks
- a. Instruction will continue in all courses via Canvas , , or other distance learning protocol.
 - b. Students enrolled in courses designated inappropriate for extended distance education will be assigned a grade of Incomplete in those courses.

Appendix K – Title IX Guidelines (refer to [LCU student handbook](#))

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing
Title IX Guidelines

Title IX--Sexual Misconduct

As a faculty member of Louisiana Christian University, I am required to report any information I receive regarding a student that may involve Title IX-related information. It may be in relation to sexual harassment (quid pro quo or hostile environment), sexual violence, stalking, or interpersonal violence. If you would like to speak with someone regarding an issue that may fall under one of these categories, and you would like that information to be kept confidential, please see Ms. Juanita Moorman – Title IX Coordinator and Social Work Faculty Member or Ms. Taylor Dauzat – Student Counseling Services.

Appendix L – ATI Student Assessment and Review Policy

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

ATI Student 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/REMEDICATION

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.

Appendix M - CMS and CBC Grading Rubric

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade)

PRACTICE ASSESSMENT – 4 Points

Complete Practice Assessment A	Complete Practice Assessment B
Remediation: <ul style="list-style-type: none"> • Minimum 1 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation: <ul style="list-style-type: none"> • Minimum 1 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember

STANDARDIZED PROCTORED ASSESSMENT – Points based on Level

Level 3 = 4 points
Level 2 = 3 points

Level 1 = 1 point
Below Level 1 = 0 points

Level 3	Level 2	Level 1	Below Level 1
Remediation=2 points: <ul style="list-style-type: none"> • Minimum 1 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation=2 points: <ul style="list-style-type: none"> • Minimum 2 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation=2 points: <ul style="list-style-type: none"> • Minimum 3 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation=2 points: <ul style="list-style-type: none"> • Minimum 4 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember
10/10 Points	9/10 Points	7/10 Points	6/10 Points

Appendix N – Comprehensive Predictor Grading Rubric

(Using a combination of the practice and proctored assessments to achieve 10% of the course grade.)

PRACTICE ASSESSMENT – 4 Points

Complete Practice Assessment A	Complete Practice Assessment B
Remediation: <ul style="list-style-type: none"> • Minimum 1 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation: <ul style="list-style-type: none"> • Minimum 1 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember

STANDARDIZED PROCTORED ASSESSMENT – Points based on Percentage of Passing Predictability

95-100% or above Passing Predictability = 4 Points

90-94% or above Passing Predictability = 3 Points

85-89% or above Passing Predictability = 1 Point

84% or below Passing Predictability = 0 Points

90-100% Pass Predict	90-94% Pass Predict	85-89% Pass Predict	84% or Below Pass Predict
Remediation=2 points: <ul style="list-style-type: none"> • Minimum 1 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation=2 points: <ul style="list-style-type: none"> • Minimum 2 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation=2 points: <ul style="list-style-type: none"> • Minimum 3 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember 	Remediation=2 points: <ul style="list-style-type: none"> • Minimum 4 hour focused review on initial attempt • For each topic missed, complete an active learning template and/or identify three critical points to remember
10/10 Points	9/10 Points	7/10 Points	6/10 Points