LOUISIANA CHRISTIAN UNIVERSITY

Rife and Carolyn Saunders
Division of Nursing

Student Handbook
2025-2026

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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

ACCREDITATIONS

Louisiana Christian University is accredited by The SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSOC)
to award associate, baccalaureate, and master's degrees.
1866 Southern Lane, Decatur, Georgia 30033-4097
404-679-4500 for questions about the accreditation of Louisiana Christian University.

The COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)
The baccalaureate degree program in nursing at Louisiana Christian University is accredited by the Commission on Collegiate Nursing Education (http://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 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 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 (ABSN) 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 conditional approval through the LSBN.

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](#)

[LCU student catalog](#)

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 forwarded to Dean of Nursing for further review. (See Appendix-A).

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.*

Admission and Progression Criteria

Admission, progression, and graduation requirements for the Traditional BSN (TBSN) and Accelerated BSN (ABSN) program will be found in the 2024-2025LCU Undergraduate Catalog (see virtual resources room) and *the DON Student Nursing Handbook* upon approval from the LSBN. Changes to the admission, progression, and graduation requirements for the new BSN program will be made on the website once the program is approved by LSBN. Potential students for the new BSN program and tracks will be advised according to the new requirements and changes will be made to the 2025-2026 *LCU Undergraduate Catalog.*

Admission Criteria

Applicants must have:

- Earned a minimum cumulative grade point average of 2.6.
- Achieved a grade of "C" or better in all *prerequisite 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.
- Submitted official transcripts. In the conditional letter of acceptance, the DON attempts to identify any application deficiencies (courses, transcripts, etc.). 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.
  - *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 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.
- Earned a score of 65 or better on the Assessment Technologies Institute's (ATI) Test of Essential Academic Skills (TEAS) exam. (Required only for TBSN applicants)

- Students may register to take the TEAS by submitting payment through [ATI Testing | Nursing Education | NCLEX Exam Review | TEAS Testing.](#)
- The cost for the TEAS test is the responsibility of the student.
- Test completion for all admission assessments must be the most recent version of the TEAS exam.
- A copy of the TEAS test results must be submitted electronically from the testing company directly to the LCU DON.
- A maximum of three (3) attempts on the indicated pre-admission assessments is permitted. (Students are required to wait 30 days between each attempt).
- ABSN applicants and eligible transfer students from another nursing program are exempt from the TEAS requirement.
- 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.
- Students are not eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure as set forth by denial by the LSBN prior to entry into the first nursing clinical course.
- A completed health history form (to be sent with admission packet) indicating satisfactory physical examination report and the ability to perform the duties of a registered nurse physically, emotionally, and psychologically.
- The DON must be notified if there is a change in health status.
- Documentation of required immunizations to include rubella titers, tuberculosis screening (Mantoux PPD) skin test and Hepatitis B vaccine series. After completing the Hepatitis B immunization series, titer results must be submitted to the DON.
- Students are responsible for obtaining and maintaining current certification in American Heart Health Care Provider (BLS) Certification throughout the nursing program.
- See Appendix B for complete policy on pregnancy.
- Liability insurance is required and is purchased though 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 are required to set up and register for an account with CastleBranch. All admission and ongoing requirements should be uploaded into CastleBranch.
- Applicants are responsible for the payment of $123.00 to cover the cost of their background investigation and drug screening which MUST be conducted by CastleBranch. Instructions related to completion of the background investigation and drug screening are provided on the admission application and a link to

CastleBranch is provided on the Nursing program webpage.
- o Randomized drug screenings at the student's expense 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. Progression in the nursing program may be halted. *The student is responsible for the cost of drug screening.*
- o *Any additional testing requirements will be at the expense of the student.*

When applicants for the traditional BSN program exceed the number of openings in the 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**.**

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 Dean 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.

Additional Requirements for Admission

- Students entering LCU's nursing program should be aware that the Nurse Practice Act of Louisiana requires that students must be approved by the LSBN prior to their entry into the first nursing clinical course. The Dean of Nursing will send a conditional letter of approval to the student to LCU's nursing program, pending clearance by the LSBN. The student will receive a packet and will be required to complete and submit additional information to obtain permission to enroll into clinical nursing courses. The packet must be completed and returned to DON by the specified date. Students must submit fingerprints cards and an authorization card to the DON (hard copies); the DON will complete a special form and include all student info (mentioned above) and send to LSBN indicating student approved to enroll. Once received/approved by LSBN, the LSBN will open the portal allowing students to apply for a clinical license (completed online).
- Students who fail to submit the required documents by the deadline may forfeit their seat in the program and may need to reapply for the next admission cycle. The LSBN requires that accurate and complete packets must be received by LSBN at least 60 days before the start date of clinical classes. 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*

Readmission

Applicants seeking readmission will be considered on an individual basis. No student is guaranteed readmission into upper division nursing. Students seeking readmission after one year will be required to retake all nursing courses. 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. Students who drop/ withdraw from/fail a nursing course with a grade of "D" or "F" must submit a request for readmission to the Dean of Nursing. Students who do not progress due to failing two clinical courses may reapply to the program in three (3) years.

Transfer applicants to the DON are permitted one (1) nursing course failure from any nursing program. Transfer applicants are required to have completed all DON pre-requisites or equivalent transfer as accepted by the registrar's office. 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.

Admission Administrative Approval Process
The VPAA and the Dean of Nursing have developed a plan to ensure that all students meet the criteria for admission.
The plan includes the following:
 1. All official transcripts submitted upon application to the DON will be housed in the office of the Registrar.
2. The Dean of Nursing will create a spreadsheet with all applicants and the admission criteria, including TEAS scores, overall GPA, pre-requisite course grades, documentation of submission of requirements of the LSBN. A report will be created to include the spreadsheet and any missing requirements for admission to the DON with a plan of completion prior to admission.
3. An admission committee will be formed to include the Dean of Nursing, and two faculty members to review the candidates for admission and recommend qualified applicants to the Dean of Nursing and the Vice President of the School of Nursing and Allied Health.
4. Prior to admission, all student transcripts will be reviewed by the University Registrar and reviewed during student advisement.
5. The Dean of Nursing will review the admission report and have the final decision on accepting recommended candidates for admission to the DON

Progression Requirements

Progression requirements for students enrolled in the TBSN and ABSN tracks include:

- All clinical nursing courses must be taken in sequence as provided on the BSN Curriculum Plan.
- Students must complete all required standardized testing at the specified times. The standardized testing policies will be outlined in the appropriate course syllabi.

- 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 either the theory or clinical component constitutes a failure in both).
- Failure of any 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 will be placed into the traditional program track.
- 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 courses and upper division nursing courses. Failure of the same non-clinical course twice results in dismissal from the program.

Student Conduct

Nursing Students are expected to follow the expectations of the Student Code of Conduct stated in the

LCU 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. Students who have missed class work or assignments, because of reasons that have been excused previously, must

coordinate with the class teacher to work out a plan for making up the work involved. Any classroom work/assignment(s) that must be made up must be completed by the designated time.

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.

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 LCU 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 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 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 patients from one clinical 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 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.

Grading and Exams

The final grade in theory courses is determined primarily by the average the student achieves on the unit and final exams. The types of items on unit and final exams in theory 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 clinical evaluation and assignments as provided by the instructor. The student must pass BOTH didactic and clinical 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

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

The student must achieve an 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.

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".

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 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 instructor 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. In the event of natural disasters, school closure etc. the DON will follow the University continuity of operations plan (COOP) (See Appendix C).

A variety of diagnostic assessments through ATI will be given to evaluate student learning. Instructions/ information will be included in the appropriate syllabus. See Appendix D for ATI Testing Policy.

Test Taking

Most testing will be supported by electronic, forward-only answer entry, in order to prepare for professional licensure examinations. 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.

Test Review

Exam reviews for nursing courses 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 the initial test review.** During review books, pens, and papers will not be permitted. Books, pens, and paper 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 reviewed with students at the discretion of the course instructor. 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.

Late Papers Policy

If a student chooses to submit an assignment after a deadline, penalties will apply. First three days (≤ 72 hours) past deadline:

For each day (24-hour period) after the deadline, the assignment grade will be reduced by 5% of the possible total.

After three days (> 72 hours) past deadline:

The assignment will not be accepted. A grade of zero (0) will be recorded for the assignment.

Some assignments are a significant portion of the course grade, and late penalties may result in reduced course grades or course failure.

Library
http://lacollege.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.

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 E 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.
- 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 submitted to the instructor via the Canvas course shell. 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 E for guidelines for title page and on APA format.

Americans with Disabilities Act (ADA) (refer to LCU 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** accommodation.

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 accommodation can be arranged, e.g., in a decreased distraction environment or with extended time. **Reasonable accommodation 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 accommodation 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.

Accommodation will only be allowed in the clinical environment if they are consistent with DON technical standards and hospital/clinical facility requirements.

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.

Additional Student Expectations

- Student Participation

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

- Laboratory Guidelines
    o Each student will remain in assigned lab areas for protection and privacy of self and others.
    o 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.
    o NO sitting on the bedspreads at any time.
    o NO pens in mannequin bed bays (pencils only).
    o ALWAYS wash hands prior to handling mannequins and equipment.
    o Professional decorum is a requirement at all times in laboratory settings.

- Student Employment

    o 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

   o 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).

   o 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 Abilities and Expectations

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 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 policies 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.

Graduation Requirements

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.

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.

Nursing Pinning Ceremony

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 G for pinning ceremony awards).

Nursing Clinical

The LCU nursing program values the importance of sound clinical practice which is culminated through didactic knowledge in conjunction with sound clinical judgment and competent clinical skills. The nursing curriculum is comprised of various clinical learning experiences which allow exposure to various patient populations and diagnoses across the lifespan. Both state and national accrediting agencies recognize the importance of clinical practice throughout the nursing curriculum.

Clinical Admission Requirements

o Students are not eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure as set forth by denial by the LSBN prior to entry into the first nursing clinical course.

o A completed health history form indicating satisfactory physical examination report and the ability to perform the duties of a registered nurse physically, emotionally, and psychologically.

o The DON must be notified if there is a change in health status.

o Documentation of required immunizations to include rubella titers, tuberculosis screening (Mantoux PPD) skin test and Hepatitis B vaccine series. After completing the Hepatitis B immunization series, titer results must be submitted to the DON.

o Students are responsible for obtaining and maintaining current certification in American Heart Health Care Provider (BLS) Certification throughout the nursing program.

o See Appendix B for complete policy on pregnancy.

o Liability insurance is required and is purchased though the Business Office at Fall registration.

o 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.

o Randomized drug screenings at the student's expense 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. Progression in the nursing program may be halted. _The student is responsible for the cost of drug screening_

Attendance Policy

Theory

Each class is an important experience in development of critical/clinical judgment therefore, class attendance is mandatory for all theory sessions. In the event a student is late or has an emergency that prevents timely presentation to class, the student should immediately notify the instructor of record for the theory course. If a student is 15 minutes late or more for theory, they must wait until the next class break to enter the class to avoid disrupting student learning. Three (3) or more tardies are considered an absence. Because of the 7-week term format for nursing courses, students cannot miss more than one (1) theory class regardless of illness, death, sports, etc. In the event that a student must miss a class they must provide a valid excuse on the day they return to class.

Clinical

Each clinical is considered important for experience and development of critical/clinical judgment therefore, clinical attendance is mandatory for all clinical sessions. In the event a student is late or has an emergency that prevents timely presentation to clinic, the student should immediately notify the instructor of record for the theory course and the clinical instructor. If the student knows ahead of time of a situation where a clinical or theory experience must be missed, the student should immediately notify the instructor of record for the theory course and the clinical instructor, and the missed time must be made up at the discretion of the nursing faculty. 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 Uniform

Students must abide by the dress code restrictions of clinical facilities. Special clinical rotations will require some alternatives in standard uniform. (See Appendix F for information on where to purchase)

- 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.
- o Dress hem length should not be shorter than mid-knee.
- o Undergarments MUST not be visible through uniform.
- o Specific clinical sites may require clothes other than scrubs and will be described in that course clinical orientation.
- o Sweaters are not permitted. You may wear a long sleeve shirt under uniform.
- o If a shirt is worn under uniform, it must be white, royal blue or black. It should not be longer than the wrist for infection control issues.
- No jewelry other than a watch with a second hand. a plain wedding band, and one pair of stud earrings, 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.
  - o Small tattoos may be covered with band aid.
  - o "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.
  - o Shoes may be any color (for skills lab), but must be safe, completely toe and heel enclosed, non-slip, with a heel.
  - o Shoes and shoelaces are to be kept clean.
  - o Shoes are to be low-heeled (closed-toe, closed-heel). No Crocs with holes.

- Name pin/tags are required.
  - o The pin should be royal blue with white lettering, including the student's preferred first initial and last name, S.N., Louisiana Christian University.
  - o The pin is to be worn on the nursing uniform.
  - o LCU name tag with picture ID must be worn on the lab coat.
- Lab coat
  - o 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.
  - o 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.
  - o Only lab coat should be worn in clinical. No outside jackets or coats are to be worn in clinical due to infection control.
  - o White lab coat may not be worn over the uniform while the student is providing patient care.
  - o Jeans are not to be worn with the lab coat and are not acceptable in any clinical facility.
- 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/lab hours and in the classroom.

Clinical Performance.

Clinical performance is evaluated primarily by the clinical instructor using the clinical evaluation tool. 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. (See Appendix H for clinical evaluation tool).

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 and/or poor judgement 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/poor judgement will be reviewed by the Dean of Nursing, LCU nursing faculty of record, and clinical faculty member along with input from the clinical facility and the student will be suspended from the course in which the error was made until the review has been completed to ensure that client safety is not compromised. 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 Appendix H.) In the event of compromised client safety, the student could face dismissal from DON.

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 Patient Assignments

If patient assignments are to be obtained on the afternoon prior to the clinical experience, 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 LCU 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 the clinical to review chart. No patient care is allowed until the 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 Transition to Baccalaureate Nursing Practice course 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.

Student Clinical Limitations

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.
- Administer blood or blood products
- Push IV meds without nursing faculty.

Clinical Deportment.

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.

Guidelines for Clinical Rotations

The following guidelines relate to students' independent use of clinical facilities for (1) the purpose of making clinical rotations 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.

Clinical Assignments

Clinical rotations may require additional clinical assignments which will be conveyed by the clinical instructor during the clinical rotation. Grading of the assignment will be at the discretion of the instructor (pass/fail, or numerical grade); grading scale will follow that of the DON.

Additional Clinical Requirements

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 expected to follow guidelines related to HIPAA privacy and security rules. **HIPAA VIOLAITONS ARE TAKEN SERIOUSLY. VIOLATIONS WILL BE REFERED TO THE PROFESSIONAL STANDARDS COMMITTEE. VIOLATORS MAY BE DISMISSED FROM PROGRAM.**

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Appendix A – Academic Integrity

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 the work of another student as one's own work.

Artificial Intelligence

1. **Use AI Responsibly**
   - Do not submit AI-generated content as your own work.
   - Avoid entering assignment prompts and copying/pasting AI responses.

2. **Instructor-Determined Use**
   - AI usage rules vary by course and assignment.
   - Always consult the instructor or course syllabus for approved use.

3. **You Are Accountable**
   - You are 100% responsible for the accuracy and integrity of your submitted work—even when AI is used.

4. **Transparency and Documentation**
   - All AI use must be clearly disclosed in a work statement accompanying your assignment in the comment section
   - Example statement: *"I attest that this project made use of AI in the following ways…"* Include the tool used, how the output was edited, and links to AI conversations if applicable.

5. **Do Not Input Confidential Information**
   - Do not share private, personal, or HIPAA-regulated data with public AI tools.

6. **Understand the Limitations**
   - o AI can fabricate content, reflect biases, and misrepresent sources.
   - o Always verify the accuracy of AI-generated material before use.

Approved and Prohibited AI Uses

Faculty will specify whether AI use is permitted or prohibited in each course and assignment. Below are sample statements for use in course syllabi:

Statement not allowing AI Tools

Use of generative AI tools of any kind is not permitted in this course. Any use of these tools will be considered an instance of academic dishonesty and will be referred to the Honor System.

Statement allowing AI Tools

The following uses of generative AI tools are permitted in this course: *Categories of possible permitted use include, but are not limited to: topic selection, brainstorming and idea generation, research, source validation, outlining and planning, drafting, media creation, peer review, revising, and polishing.*

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 s 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 – 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 C– 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 D –ATI Testing Policy

Content Mastery Series® Proctored ATI Assessments	Associated Course	Comments
RN Fundamentals (5 points)	Med Surg Nursing, I- Proctored	**A STUDENT MAY EARN UP TO AN ADDITIONAL 5 POINTS ON THE FINAL EXAM IN COURSES CONTAINING ATI PROCTORED EXAMS PROVIDED AN AVERAGE OF 80% IS ACHIEVED ON ALL OTHER COURSEWORK.**
RN Nutrition* (0 points)	*Transition to Nursing Practice - Proctored	Only one attempt will be offered for each exam except RN Nutrition and RN Comprehensive Predictor exams. Scores earned on the proctored exam will determine if ATI points will be awarded in the final grade.
RN Adult Medical-Surgical Nursing (5 points)	Medical Nursing II- Proctored	
RN Maternal- Newborn (5 points)	Women's Health- Proctored	**Level I or below Level I** – Zero points will be awarded. Development of a remediation plan/focused review is required.
RN Nursing Care of Children (5 points)	Child and Family Health- Proctored	**Level II** – Assigned points will be awarded. Development of a remediation plan/focused review is required.
RN Mental Health (5 points)	Mental Health Nursing- Proctored	**Level III**- Assigned points will be awarded. Development of a remediation plan/focused review is recommended.
RN Leadership (2.5 points)	Leadership and Management- Proctored	Completion of required remediation plan is required for course progression.
RN Pharmacology (5 points)	Nursing Pharmacology II- Proctored	All students must demonstrate a 90% or greater on the ATI practice test prior to being able to take the associated ATI proctored exam.
RN Community Health (5 points)	Population Health Nursing -Proctored	Students who do not demonstrate a 90% or greater on the ATI practice test prior to the proctored exam will not be allowed to take the proctored exam.
Other Assessments		**Comments**
1st RN Comprehensive Predictor® (2.5 points – may be earned only once)**	**Transition to Nursing Practice**	To be given the first week of Transition to Nursing Practice; Student must score 90% or greater probability of passing the NCLEX-RN exam to earn points; All students are required to complete a remediation plan.
2nd RN Comprehensive Predictor® (2.5 points – may be earned only once)**	**Transition to Nursing Practice**	To be administered following NCLEX review; Student must score 90% or greater probability of passing the NCLEX-RN exam to earn points
Self-Assessment Inventory	**Nursing Fundamentals**	Complete as directed by faculty member
Nurse Logic	**Nursing Fundamentals**	Complete as directed by faculty member
RN Medical-Surgical Practice Assessments (Additional practice exams are available in the tutorial section of ATI)	- Perioperative-**Med Surg I** - Fluid, Electrolyte and Acid-Base Imbalances-**Med Surg I** - Gastrointestinal- **Med Surg II** - Gerontology (Tutorial)- **Med Surg II** - Cardiovascular-**Transition to Baccalaureate Practice** - Musculoskeletal and Neurosensory- **Med Surg I** - Respiratory-**Med Surg I** - Endocrine- **Transition to Baccalaureate Practice** - Immune- **Transition to Baccalaureate Practice** - Renal and Urinary- **Transition to Baccalaureate Practice**	

Appendix E- APA Format

LOUISIANA CHRISTIAN UNIVERSITY
Division of Nursing

APA Format for Title Page

Title

Author's Name

Institutional Affiliation

Course Number and Name

Instructor Name

Assignment Due Date

Type your **title** in upper and lowercase letters centered in the upper half of the page. The title should be centered and written in boldface. APA recommends that your title be focused and succinct and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced. Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research.

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:
    - o In-text citations: (Biblical book chapter: verse) Ex. (John 3:16)
    - o 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/elecref.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.

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 – 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 l. 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 H – Clinical Evaluation Tool

LOUISIANA CHRISTIAN UNIVERSITY

**CLINICAL
EVALUATION TOOL
Guidelines**

	Legend S - Satisfactory NI - Needs Improvement U - Unsatisfactory NA - Not Applicable

1.   The instructor will complete the checklist daily on each student. Anecdotal notes will be written on the form related to any incidents, positive or negative in nature. Students and faculty should review the form together at regular intervals during the clinical rotation. Students should initial that they have reviewed the evaluation.

2.   Any student who receives an "unsatisfactory" (U) response will be counseled by the instructor prior to the next clinical experience. The student should initial the form showing that he/she has seen the evaluation. At this time the student may address the evaluation in written form and attach the response to the form.

3.   An "unsatisfactory" clinical day can result from an inappropriately handled clinical absence or any behavior which may violate patient safety. Failure to be prepared for the clinical experience is considered to be a hazard to patient safety. (See *Student Handbook*.)

4.   If a student continues to compromise patient safety, a clinical failure will be earned and the student fails the course.

5.   Any time an "unsatisfactory" clinical day is earned, the student must be counseled by the instructor as soon as possible with the same procedure as in item number 2.

6.   The instructor will notify the campus director when any unsatisfactory item or clinical day is earned.

7.   An evaluation of "needs improvement" (NI) does not necessarily precede an evaluation of "unsatisfactory" (U).

8.   When a student earns a "needs improvement" (NI), the student is then expected to improve performance in the area of deficiency. Two **CONSECUTIVE** "needs improvement" scores on any time will equal one "unsatisfactory" (U) grade.

9.   If a student receives a second "unsatisfactory" (U) on any item of the evaluation form, either from an unsatisfactory clinical day or from unsatisfactory clinical performance, **the student fails the course.**

10.   Upon completion of the course, the instructor will review the evaluation with the student and ask the student to sign at the bottom of the form to verify review.

	LOUISIANA COLLEGE DIVISION OF NURSING CLINICAL EVALUATION TOOL FOR	LEGEND S – Satisfactory NI – Needs Improvement U – Unsatisfactory NA – Not Applicable

Student:_____ Term: _____ Year _____
Instructor: _____ Clinical Performance:
_____
Course: _____

Directions: The student must complete the appropriate level for the clinical course in order to
pass. Two "unsatisfactory" will result in failure for the course.

DATE:														
Category I – Technical Skills														
1. Maintains physical safety of client														
2. Administers treatments correctly with guidance and supervision														
3. Utilizes principles of asepsis, proper handwashing, standard precautions														
4. Follows protocol in administration and documentation of medications with guidance and supervision														
5. Demonstrates thorough knowledge of client's medications, treatments and/or procedures														
6. Demonstrates proper body mechanics														
7. Follows protocol in administration and documentation of all medical and nursing regimens with guidance														
8. Follow protocol in preparation for clinical experience														
9. Begins to practice basic skills with guidance and supervision														
10. Begins to care for 1-2 patients.														
Category II – Nursing Process														
1. Written care plan done on time and according to instructions														
2. Utilizes current literature when planning care														
3. Consistently included both client and family in client's plan of care														
4. Begins to utilize appropriate teaching/ learning principles when providing client/family/community instruction for disease prevention, health restoration, wellness promotion and rehabilitation														
5. Considers clients/families as individual, holistic, and cultural beings when developing beginning level of plans for physical, psychosocial, and spiritual nursing care														
6. Considers client's/families' level of illness/wellness across the life span when developing beginning level of plans for physical, psychosocial, and spiritual nursing care														
7. Begins to validate assessment findings through the performance of a nursing history, nursing physical assessment, and patient medical record review														
8. Begins to formulate nursing diagnoses in physical, psychosocial, spiritual and teaching domains														

Category II – Nursing Process	*Date*		*Continued from page 1*											
DATE:														
9. Begins to develop realistic goals and expected outcomes when designing plans for physical, psychosocial and spiritual nursing care														

Criteria														
10. Designs individualized nursing interventions using nursing references														
11. Begins to evaluate client/family responses and outcomes to plan of care and makes appropriate revisions														
12. Monitors client's status and reports relevant data and subtle changes to appropriate personnel														
13. Demonstrates basic time management skills in the delivery of care														
Category III – Communication														
1. Begins to utilize principles of communication theory to develop therapeutic relationships with clients and families														
2. Demonstrates preparedness for clinical experiences (care plans, medications, etc.)														
3. With assistance, utilizes appropriate terminology and documents relevant client data														
Category IV – Accountability/Responsibility														
1. Actively participates in the selection of clinical learning experiences														
2. Demonstrates preparedness for clinical experiences (care plans, medications, etc.)														
3. Contributes actively to post-conference														
4. Actively seeks assistance when necessary														
5. Begins to evaluate own strengths and weaknesses														
6. Begins to demonstrate self-confidence														
7. Begins to assume responsibility and accountability for own nursing care performance														
8. Makes moral and ethical judgments based on Christian values and code of ethics														
9. Works within established policies and procedures of facility														
10. Maintains punctuality for clinical experiences														
11. Utilizes other nursing staff as role models														
12. Observes leadership skills/patient management of other nursing staff														
Category V – Clinical Decision-Making Skills														
1. Begins to develop a knowledge base of principles and rationales underlying performance in the clinical area														
2. Begins to build a clinical knowledge base from observations and practice in laboratory and client care situations														
3. Begins to demonstrate critical thinking skills in laboratory and client care situations														

Student's signature & initials:

Student Comments:

Date:
Instructor's signature
Student's signature