Dear Student:

This handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you need to know in order to be a successful student.

This publication is intended to be a supplement to the University of Louisville Undergraduate and Graduate Catalogs. There may be policy or curriculum changes in the Handbook that differ from those in the Catalog. In these cases, the Handbook supersedes information contained in the Catalog. Additional University student policies can be found in the University of Louisville Student Handbook, the University of Louisville Schedule of Courses, and the University of Louisville web site: http://www.louisville.edu.

It is the student’s responsibility to read the Catalogs, student handbooks, and official notices; to be informed about grades, credits, and requirements; and to abide by the regulations of the University and the SON.

I hope this RN-BSN Handbook will be helpful to you. If you have any suggestions on ways it can be improved, please let me know.

The faculty and staff are here to provide assistance to all nursing students. We look forward to getting to know you and wish you success in your nursing program.

Best wishes for a very successful academic year!

Mary DeLetter, PhD, RN
RN-BSN Program Director
University of Louisville
School of Nursing
Health Sciences Center- K-Wing
555 South Floyd St.
Louisville, KY 40202
(502) 852-3913
(502) 852-8783 (FAX)
Table of Contents

SECTION I: INFORMATION FOR ALL NURSING STUDENTS ........................................... 6

A. School of Nursing Philosophy, Vision, and Mission Statements .................................. 6
   Vision Statement .............................................................................................................. 6
   Mission Statement ....................................................................................................... 6
   Core Values ................................................................................................................... 6
   Important Academic Web Pages ................................................................................ 7
   UofL SON Administrative Resources ....................................................................... 7

B. Communication .......................................................................................................... 8
   E-Mail ............................................................................................................................ 8
   Telephone Messages .................................................................................................... 8
   Cell Phones .................................................................................................................. 8
   E-mail Communication with Students ....................................................................... 8
   Emergency Alert System ............................................................................................ 9
   Student Blackboard Academic Suite™ Guide ............................................................ 9
   Student Organizations and Leadership Opportunities .............................................. 10

C. General Information ................................................................................................. 10
   Office of Student Services (OSS) ............................................................................... 10
   Financial Aid ............................................................................................................... 10
   Course Syllabi ............................................................................................................. 11
   HSC Bookstore ........................................................................................................... 11
   Kornhauser Health Sciences Library ........................................................................ 11
   Library Services for Distance Education and Online Courses ................................ 11
   Name/Address Changes ............................................................................................. 12
   Information Technology Help for Students ............................................................... 12

D. Clinical Compliance .................................................................................................. 12
   Valid RN License ....................................................................................................... 13
   Cardinal Card ............................................................................................................. 13
   CPR Certification ...................................................................................................... 13
   Immunizations: .......................................................................................................... 13
   UofL HIPAA Online Training for Students ............................................................... 13
   Bloodborne Pathogen (BBP) Online Training for Employees and Students ............. 14

E. University of Louisville Policies and Procedures ...................................................... 14
University of Louisville Code of Student Conduct......................................................... 14
Removal from Clinical/Research Settings ................................................................. 14
Privacy of Student Records ...................................................................................... 15
Registration Procedures ......................................................................................... 15
Drop/Add Procedures .............................................................................................. 16
Late Complete Withdrawal after the Deadline ......................................................... 16
Official and Unofficial Transcripts/Records Verification .......................................... 16
Disability Statement .............................................................................................. 17
Work-restricted Religious Holidays Policy ............................................................ 17
Bad Weather Policy .............................................................................................. 17
Academic Dishonesty Policy ................................................................................. 18
Social Media .......................................................................................................... 18
Students Exhibiting Impaired Behavior Policy ....................................................... 18
Return to Class and Clinical Policy ......................................................................... 19
Petitions .................................................................................................................. 19
Line of Communication and Grievance Procedures ............................................... 19
Grievance Procedures ............................................................................................ 20
Leave of Absence ..................................................................................................... 20
Jury Duty ................................................................................................................. 20
Overseas Travel ...................................................................................................... 20
Smoke-free Campus .............................................................................................. 20
Application for Degree .......................................................................................... 21
Commencement and Convocation for Undergraduate Students .......................... 21
SECTION II: INFORMATION FOR RN-BSN STUDENTS .............................................. 21
A. Foundational Documents ................................................................................... 21
B. Program Goals and Aggregate Student Outcomes .............................................. 22
   BSN Program Goals ............................................................................................ 22
   BSN Expected Aggregate Student Outcomes .................................................. 22
C. General Information ........................................................................................... 22
   RN-BSN Orientation ......................................................................................... 22
   RN Licensure ..................................................................................................... 22
   Portfolio .............................................................................................................. 23
D. School of Nursing Policies and Procedures ...................................................... 23
   Advising .............................................................................................................. 23
Program of Study ................................................................. 23
Grading System ........................................................................ 23
Philosophical Statement on Group Work .................................. 24
Incomplete Course Work ........................................................... 24
Mid-Semester Warning Notices ............................................... 24
Repeating Nursing Courses ..................................................... 25

SECTION III: APPENDICES .................................................... 26
APPENDIX A ............................................................................. 26
APPENDIX B ............................................................................. 27
APPENDIX C ............................................................................. 29
APPENDIX D ............................................................................. 31
SECTION I: INFORMATION FOR ALL NURSING STUDENTS

A. School of Nursing Philosophy, Vision, and Mission Statements

**Vision Statement**
To improve health and health outcomes by transforming health care and healthcare systems in partnership with consumers, stakeholders and other healthcare professionals.

**Mission Statement**
To role model professional excellence and to educate professional nurses who are prepared to achieve distinction in: 1) leadership, 2) innovation, 3) practice, 4) research/scholarship, 5) engagement, and 6) service to meet the evolving health needs of a diverse society. The ULSON mission is congruent with the University of Louisville Mission as identified at [http://louisville.edu/about/](http://louisville.edu/about/)

**Core Values**

*Accountability* - Professional responsibility to Nursing and society that is the foundation for our core values which are:

- **Compassion** – The ability to acknowledge others’ perspectives with concern for their wellbeing
- **Curiosity** - A strong desire to learn and to know more as a life-long learner
- **Engagement** - Mutual, collaborative relationships/partnerships focused on students, faculty, staff, professionals, consumers, and community stakeholders
- **Integrity** - Behaving in an ethical, reliable, and accountable way in personal and professional environments
- **Respect** – Demonstration of esteem for, or a sense of worth or value toward, others through communications and actions
- **Innovation** - Application of novel solutions to meet new requirements, as well as unaddressed or emerging needs

Approved by Faculty Org 5.17.17
Important Academic Web Pages
School of Nursing: http://www.louisville.edu/nursing
U of L Undergraduate Catalog: http://louisville.edu/undergraduatecatalog/
U of L Student Handbook: http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook
U of L Graduate Catalog: http://louisville.edu/graduatecatalog

UofL SON Administrative Resources

Associate Dean for Undergraduate and Graduate Programs
The Associate Dean for Academics, Topsy Staten, is located in Room 3028 of the School of Nursing Building. Her Administrative Assistant, Molly Hall, is located in Room 3031. The Associate Dean for Academics is available to assist students who have specific curriculum needs or are experiencing academic difficulty. Prior to scheduling and appointment with the Associate Dean, students should attempt to resolve issues by consulting with the course faculty and/or the Director of the RN-BSN Program. Appointments with Dr. Staten can be scheduled by calling her administrative assistant at 502-852-1090.

Responsibilities of the Associate Dean include:
- Notification to students of academic actions – probation, dismissals
- Final approval of Leaves of Absence
- Planning of teaching assignments and course schedules each semester
- Serving as a resource to students and faculty in academic matters

Associate Dean for Research
The Associate Dean for Research, Lynne Hall, is located in Room 4029 on the fourth floor of the School of Nursing Building. Her administrative assistant, Karin Gates, is located in Room 4030. The Associate Dean for Research is the final scientific reviewer for all DNP projects. Dr. Hall is available to assist students with issues or concerns that may occur during the development or implementation of the DNP Project that require additional consultation beyond the DNP Project chair and/or the Director of the DNP Program. Appointments with Dr. Hall can be scheduled by calling her administrative assistant at 502-852-8387.

Associate Dean for Practice and Service
The Associate Dean for Practice and International Studies, Whitney Nash, is located in Room 4030 on the fourth floor of the School of Nursing Building. Her Administrative Assistant, Karin Gates, is located in room 4030. Dr. Nash is available to assist students who are interested in participating in an international service learning trip. Additionally, she is available to help resolve issues or concerns that may occur while students are at their clinical practicum sites that cannot be resolved by the director of the DNP program. An appointment with Dr. Nash may be made by calling her directly at 502-852-3945.
Director of the RN-BSN Program

The Director of the RN-BSN Program, Mary DeLetter, is located in Room 3058 on the third floor of the School of Nursing Building. Dr. DeLetter is responsible for the overseeing RN-BSN curriculum, Portfolio development, student progression in coursework, and recruitment. She teaches the first RN-BSN course, Foundations for Evidence-based Professional Nursing Practice. Appointments can be made by calling Dr. DeLetter by contacting her through email (mary.deletter@louisville.edu) or calling 502-852-3913.

Assistant Dean of Student Affairs

Ms. Trish Hart serves as the Assistant Dean for Student Affairs and the primary academic advisor for RN-BSN students. She can help you from the initial application process through graduation. Ms. Hart is an expert at student advising, transfer credits, and general education (Cardinal Core) requirements.

B. Communication

E-Mail

The most efficient method of communication with all faculty and staff is to use e-mail. All faculty and staff have e-mail accounts; e-mail addresses are available using the UofL Outlook address book. All students are expected to regularly check their UofL student email account since this is the primary method of communication.

Telephone Messages

All full time faculty and staff have voicemail. If you need to communicate a voice message, please use voicemail. You may leave a message for faculty or staff with the SON receptionist on the third floor at 502-852-5825. The Associate Dean’s voicemail will ring to the administrative assistant.

Cell Phones

Some faculty may provide a private cell phone as a method to insure communication. Please use reasonable judgment as to the nature of the call and the time of day that calls are placed.

E-mail Communication with Students

All students are required to have and use their UofL student e-mail accounts for all e-mail communication. Faculty will only respond to University e-mail accounts.

Note: You will be unable to send or receive emails if your mailbox storage size exceeds its limits.
Emergency Alert System
The University has developed a system to notify faculty, staff, and students of emergency situations. For more information including how to receive text messages, please visit http://louisville.edu/alerts/.

Student Blackboard Academic Suite™ Guide
1. General Blackboard Information
Blackboard Academic Suite™ is a web-based learning management system. Orientation to the Blackboard Academic Suite™ will be provided after enrollment in the RN-BSN Program.

On your Blackboard Academic Suite™ home page, you will see a list of courses in which you are currently registered and any organizations in which you have been enrolled as a member. At a minimum, your Blackboard organizations will include:
- All Nursing Students
- RN-BSN Students

Throughout the semester, students will receive information by announcements posted on their Blackboard Academic Suite™ home page and e-mails sent to their UofL e-mail account. It is critical that students develop a routine for regularly checking both sites for important information from the SON.

If you have difficulty with Blackboard Academic Suite™ login, contact the Helpdesk by phone at 852-7997, or by email at helpdesk@louisville.edu. For additional student help with Blackboard, visit these websites:
- Student Help: http://louisville.edu/delphi/blackboard/help/student-help

2. Blackboard Login
- Go to the web page: http://blackboard.louisville.edu/
- Enter your User ID (UofL username) and Password
- Select the “Login” button or hit “Enter” on the keyboard.

If you do not remember your password, log on to the Reset Password webpage: https://password.louisville.edu/accountClaiming/resetPassword

3. Blackboard Course and Organization Navigation
- On the right-hand side of the home page under “My Courses” is a listing of all courses in which you are enrolled. Course faculty will make the course site available to you approximately two weeks prior to the start of class.
- Just below the course listings, you will find a section titled “My Organizations.”
- Click on the specific course or organization you want to enter.
Student Organizations and Leadership Opportunities
The SON encourages students to become active in student organizations. Many employers inquire about leadership roles and student involvement when considering applicants for employment. Additionally, several of the honors and awards presented at graduation are based on student involvement and service to the School, the University, and/or the nursing profession. Being active provides the opportunity to share ideas and opinions on important issues and helps develop valuable leadership qualities that are beneficial both personally and professionally.

BSN/MSN Academic Affairs Committee
The BSN/MSN Academic Affairs Committee annually seeks representation from students enrolled in the BSN program to serve in a student liaison and advisory role. If you are interested, please contact the RN-BSN Program Director or the Associate Dean for Undergraduate Programs.

C. General Information

Office of Student Services (OSS)
The Office of Student Services (OSS) is available to assist students in planning their academic program and to provide students with information regarding policies, procedures, academic progression, and general information.

The office is located in the K-Building. Office hours are 8:30 am to 5:00 pm Monday through Friday. The phone number is (502) 852-1196.

RN-BSN Office of Student Services Staff:
Trish Hart, MA, Assistant Dean of Student Affairs Room 3060
André Brewer, MBA, MSGC, Academic Counselor, Sr. Room 3061
Patricia Moon, BA, Program Assistant, Sr. Room 3025

It is the student’s responsibility to be knowledgeable of the policies and procedures, and to take the initiative in seeking help and advice. Students are encouraged to make an appointment with a member of the OSS staff whenever they have a question, a problem, or they do not know where to go for assistance. In addition, SON faculty members and the RN-BSN Program Director are available to counsel students on academic progression and professional nursing concerns.

Financial Aid
University of Louisville financial aid information can be obtained from the Student Financial Aid Office: http://louisville.edu/financialaid or 502-852-5511.

All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Student Financial Aid Office or the FAFSA website: https://fafsa.ed.gov/.
Often financial assistance programs for nursing students require that a FAFSA be completed prior to application. You can obtain a Guide to Financial Assistance for Nursing Students from the OSS, an unofficial, but useful, summary of potential financial assistance opportunities.

The Office of Student Services maintains scholarship information available from various organizations/agencies. Contact a staff member in the office of student services (502-852-1196) for more information.

**Course Syllabi**
Course syllabi for nursing classes are available via Blackboard Academic Suite™. Course syllabi are posted in the “Syllabus” section of the specific nursing course, generally two weeks prior to the beginning of class. Students are required to obtain course syllabi prior to the beginning of the semester in order to complete assignments and/or readings for the first class of each course.

You must be registered for the nursing course in order for it to be available on your Blackboard Academic Suite™ home page.

Students are strongly encouraged to retain their syllabi after completion of each course as they may be needed in the future for course transfer purposes or for application for graduate work.

**HSC Bookstore**
The Health Sciences Center Bookstore, operated by Follett, carries textbooks and supplies for courses taught on the HSC campus. It is located on the Floyd Street side of K Building. Textbooks, lab coats, pens, binders and other supplies and novelty items are available for purchase. To order textbooks online, visit [https://www.bkstr.com/uoflhscstore/home/en](https://www.bkstr.com/uoflhscstore/home/en).

**Kornhauser Health Sciences Library**
The Kornhauser Health Sciences Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students.

A designated librarian works with School of Nursing students. Specific contact information and library resources are posted in each RN-BSN Blackboard Course site.

Hours of operation, databases, and additional information on the Kornhauser Health Sciences Library can be found at [https://library.louisville.edu/kornhauser](https://library.louisville.edu/kornhauser).

**Library Services for Distance Education and Online Courses**
RN-BSN students are encouraged to use resources provided by the Library Services for Distance Education and Online Courses. A distance education specialist can provide students in online and hybrid settings with a variety of services, including book loans, document delivery, interlibrary loans, research assistance, and general library assistance. Additional information on these library services can be found at [https://library.louisville.edu/distance](https://library.louisville.edu/distance).
Name/Address Changes
Name and address changes are made through the REGISTRAR’S OFFICE so they are corrected in the PeopleSoft system, the official source of name and address information for all correspondence between the SON and students.

To change your name, you must complete a Name Change Authorization form and supply a picture ID and a copy of your updated Social Security Card. Information can be found on the Registrar’s webpage: [http://louisville.edu/registrar/forms/name-change](http://louisville.edu/registrar/forms/name-change)

Students can update personal information your ULink account (Note: students may not change their last name via this process).

- Go to ULink: [http://ulink.louisville.edu](http://ulink.louisville.edu).
- Click on “Student” tab.
- Scroll to “Personal Information”
- Click on “Preferred Name.”
  Change your first and middle name to your preference
- Click “Save.”
  Your preferred name will display on class and grade rosters, and the Blackboard Academic Suite™.
- Other personal information, such as address and phone number, can be changed here.

Information Technology Help for Students
The University of Louisville Information Technology staff can assist students with account and password management, university-related technology use on and off campus, and computer hardware and software purchases. Visit these websites for more information:

- IT HelpDesk: [http://louisville.edu/it/departments/consulting/helpdesk/](http://louisville.edu/it/departments/consulting/helpdesk/)
  (502) 852-7997
- Technology for Students: [http://louisville.edu/it/students-parents](http://louisville.edu/it/students-parents)

D. Clinical Compliance

Each student must comply with the current student health policy of the Health Sciences Center. All costs associated with compliance are the responsibility of the student. Because of contractual agreements with agencies and the changing needs of society, this policy is updated periodically. The current health policies are listed below. It is the responsibility of the student to maintain his/her health in order to insure safety for other students and clients. If faculty or the agency deems that any student creates a health risk, the student may be excluded from the clinical experience and/or the program.

Individual health care facilities, used as clinical and/or research sites by SON students, may have additional requirements. In this event, the student is required to comply with any additional requirements of that facility.
Note: Health policies are constantly under review by faculty based on CDC changing requirements and community expectations. Students will be notified of any policy changes, and compliance will be required

**Valid RN License**
A copy of your valid RN license must be submitted upon enrollment to the program and each year when renewal is required. Students who have not successfully passed the NCLEX-RN prior to enrollment must present a valid license upon receipt, but no later than the end of the first semester. Instructions for uploading a copy of your valid RN license to your portfolio will be provided at the start of the program.

**Cardinal Card**
The Cardinal Card is the official identification card for UofL students, faculty, and staff. On or near the campus, the Cardinal Card is also used to access meal plan funds, off-campus dining, library privileges, gym/facilities, and free TARC rides among many other uses.

RN-BSN Students must obtain a Cardinal Card prior to participating in clinical experiences. Directions will be provided by the Office of Student Services.

**CPR Certification**
All students participating in clinical hours must be CPR certified. Submit a copy of your valid CPR card the Office of Student Services.

**Immunizations:**
Students are submit documentation of required immunizations to the Campus Health Service (CHS) office. A list of required immunizations can be found on the Health Professional Students Immunizations website:
http://louisville.edu/campushealth/information/immunizations/health-professional-students/health-professional-students-immunizations

If for any reason students are unable to undergo the required testing and/or subsequent immunizations, documentation from the health care provider is required. Questions regarding immunizations for Health Sciences students should be directed to: Immunize@louisville.edu.

**UofL HIPAA Online Training for Students**
All students must complete the University of Louisville’s HIPAA Privacy Fundamentals and the HIPAA Security Fundamentals training courses prior to conducting clinical hours. Directions for completing HIPAA Training Courses will be provided by the SON Office of Student Services (OSS). The training can be access on the CITI website: www.citiprogram.org.

Register to create an account using the name and e-mail address on file with UofL. You will be directed to the needed courses for you to complete. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement, click on the name of the Module to start each module.
Upon completion of all required modules and achieving 80% overall correct scores, print your Completion Report and keep for your records. **Submit a copy of the HIPAA completion report** to OSS.

Questions about accessing the Citi website should be directed to the University of Louisville Privacy Office at 502-852-2454 or [http://louisville.edu/privacy/faqs/training-faqs](http://louisville.edu/privacy/faqs/training-faqs).

**Bloodborne Pathogen (BBP) Online Training for Employees and Students**

A Bloodborne Pathogen Compliance Training Certificate of Completion is required annually by the University of Louisville for anyone who will be working with patients in a hospital or community setting. The course is offered online by the University of Louisville and takes approximately 25 minutes to complete. Instructions for the on-line blood borne pathogen training course are as follows:

1. Go to [www.louisville.edu/dehs/training](http://www.louisville.edu/dehs/training)
2. Scroll down to “Online Training Courses”
3. Under “on-line training courses” click on Bloodborne Pathogens.
4. This will take you to a log in page; use your U of L username and password to log on.
5. After you are logged in, click “Launch”
6. Review training modules
7. Take quiz (if you miss any, it will take you back to those questions until you receive 100%)
8. To get the certificate, you can go to [www.louisville.bioraft.com](http://www.louisville.bioraft.com), log in with your U of L username and password, go to “My Training”. This will list all of the training you have taken that is provided by DEHS. You can print a certificate from there. If you have problems contact DEHS at 502-852-6670
9. Print confirmation and keep for your records.
10. **Submit a copy of your BBP Certificate to the Office of Student Services.**

**E. University of Louisville Policies and Procedures**

Students are responsible for being aware of all academic policies and achievement guidelines as printed in the current University of Louisville Undergraduate Catalog.

**University of Louisville Code of Student Conduct**

Students are required to abide by the University’s Code of Conduct as indicated in the University of Louisville current Undergraduate and Graduate Catalogs. Students can read the policy at this website: [http://louisville.edu/dos/students/codeofconduct](http://louisville.edu/dos/students/codeofconduct).

**Removal from Clinical/Research Settings**

A student who is unsafe in a clinical or research setting is subject to academic action, including dismissal from the program.
Privacy of Student Records
The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education.

The University has adopted a student records policy that explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the FERPA, Policy, Records Retention – Records Management Procedure, and Open Records Policy can be found at: http://louisville.edu/compliance/ico/directory/privacy-ferpa.

Questions concerning the policy may be referred to the Director, University Archives and Records Center.

NOTE: Student e-mail addresses are considered “directory information” and can be made available online or in a printed directory. Students wishing to prevent disclosure of directory information must submit a written request. For assistance, contact the University Archives and Records Center: (502) 852-6674.

Registration Procedures
Students are strongly encouraged to take advantage of early registration to help ensure that space is reserved in the required courses for each semester. Failure to register early may result in delaying degree completion. Early registration for spring semester courses is in October/November, and early registration for summer and fall semesters is in April/May.

The University has an online registration system. Students register for courses according to the total number of credit hours and an alphabetic rotation established by the University’s Office of Registration. Specific registration instructions are available on the web at: http://www.louisville.edu/student/services/registrar.

Students should meet with their academic advisor prior to registration. All newly admitted RN-BSN students are required to be advised prior to registration. Students in conditional or probationary status are required to be advised by their academic advisor before they will be allowed to register for any course (see section entitled Program of Study). Students who do not have an approved Program of Study on file must also be advised by their academic advisor prior to registration.

Students who register for courses without having met the prerequisites will have their registration canceled and will be required to re-register on a space available basis. Registration will also be canceled for continuing students who fail to complete a Program of Study, or for students on probationary status who fail to meet with their advisor prior to registering. Re-registration will be on a space available basis.
Drop/Add Procedures
Students wishing to alter their schedule of courses in any way must make the changes with the University’s Registrar’s Office. Failure to officially withdraw from a course may result in a grade of “F” and tuition charges for that course.

Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. Official Drop/Add dates and times are available on the Registrar’s website: http://louisville.edu/registrar/registration-information.

The online ULink portal may be used for drop/add: https://ulink.louisville.edu.

IMPORTANT NOTICE: Check the U of L Website to confirm that your student schedule is accurate after making any changes. If it is not accurate, repeat the change request. If this fails, contact the Office of Student Services at (502) 852-1196 or the Registrar’s Office at (502) 852-6522.

Late Complete Withdrawal after the Deadline
Upon proper documentation of extreme circumstances, decision for approval of late complete withdrawals may be made by the Associate Dean of Undergraduate Programs. Late complete withdrawals are those requested after the published deadline has passed and before the instructor has assigned a grade.

Students may not withdraw from any course after the published deadline in the online Schedule of Courses without the approval of the Associate Dean of Undergraduate Programs. This is granted only because of illness or conditions beyond the student’s control. The grade report would reflect a grade of “W”.

Check the official calendar on the Registrar’s website for registration, add, drop, and withdrawal dates and refund policies: http://louisville.edu/registrar/homepage/calendar.

Official and Unofficial Transcripts/Records Verification
Students may request official transcripts on-line through the University Registrar’s office. Students may also print unofficial transcripts. To request an official transcript, or to print an unofficial transcript, please visit: http://louisville.edu/registrar/online-services

Official transcript requests usually take 3-5 business days to be processed and mailed. Students may also request transcripts by going directly to the Registrar’s office on Belknap campus.

Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, you should plan ahead and allow at least 24 hours for a request of this nature to be processed. The student diploma and transcript will not be released until ALL financial obligations to the School of Nursing and/or University are settled. This includes replacements of lab equipment, short term loans, parking tickets, etc.
Disability Statement
The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. Students with identified disabilities, who need reasonable modifications to successfully complete assignments/tests and otherwise satisfy course criteria, are encouraged to meet with the Course Coordinator the first day of class with their Exam Accommodation Form to plan specific accommodations.

If you are a student who has been experiencing difficulties due to a possible disability, please notify the Course Coordinator immediately and contact the Disability Resource Center at http://louisville.edu/disability/ or (502) 852-6938 for verification of eligibility and determination of specific accommodations. Any identified modification(s) deemed necessary must be documented in writing by the Disability Resource Center and provided to the SON. The Disability Resource Center must re-evaluate and provide documentation each semester.

Work-restricted Religious Holidays Policy
Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course.

Faculty are obliged to accommodate students’ requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines.

Note: A calendar of typical work-restricted holidays is available at http://www.louisville.edu/calendars/. This list is not exhaustive. Information about specific holidays is also available by phone from the University Multicultural Center at (502) 852-8867.

Bad Weather Policy
These are guidelines for students in online courses who may lose Internet access or the ability to reach their primary Internet access point when they experience inclement weather at their place of residence. The expectations for students regarding online coursework when the university is closed or delayed are as follows:

University Closure
"If the University of Louisville is closed due to a holiday, weather-related conditions or other unusual circumstances, planned real-time activities in online classes will not be held and no form of coursework will be due. Real-time activities include scheduled class chats, virtual classroom meetings, or any other activity that requires students to access the course management system (i.e., Blackboard) at a scheduled time."
University Delay

"If the University of Louisville is on a delayed schedule, on-campus classes are canceled up until a certain time, and classes that begin at or after the delayed time meet at their regular time and include the full instruction period. However, a delayed schedule will not affect online classes in any way. Coursework is due as planned and any scheduled real-time activities will be held."

Internet Outage or Inaccessibility

"A student will occasionally lose his or her Internet access due to an outage where both the cause and solution are outside of his or her control. Examples include an extended power or cable outage causing a loss in Internet access. It is at the discretion of the course instructor whether to require documentation and to determine a reasonable course of action."

Academic Dishonesty Policy

Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, the following: cheating, fabrication, falsification, multiple submission, and plagiarism. It is expected that a student in the SON will not plagiarize or cheat. Plagiarism and cheating are considered to be academic matters and the penalty for being found guilty may be permanent dismissal.

Each student is advised to become familiar with the various forms of academic dishonesty as explained in the University of Louisville Undergraduate Catalogue, Code of Student Rights and Responsibilities, Section 5, Academic Dishonesty and Section 6, Discipline Procedures for Suspected Academic Dishonesty. Students should additionally be familiar with the SON Procedure for Suspected Academic Dishonesty (Appendix A). A plea of ignorance is not acceptable as a defense to the charge of academic dishonesty.

Social Media

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students at the University of Louisville School of Nursing have an ethical and legal obligation to protect the privacy and confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined in the Student Handbook. Please consult the student handbook for full information (Appendix B).

Students Exhibiting Impaired Behavior Policy

The University of Louisville SON, in compliance with federal law, University of Louisville policy, and professional responsibilities, support a drug free environment for its students. The purpose of the SON is to provide quality education and quality client care in a safe environment. The intent of these procedures is to help students and faculty: (a) define impairment; (b) identify signs and symptoms of impairment; (c) obtain interventions and treatment; and (d) provide follow-up of students. (Appendix C).
**Return to Class and Clinical Policy**
In order to provide safe, quality care to the public, nursing students have an obligation to be both physically and mentally fit for duty. However, their role as a student (defined by their clinical objectives outlined in the course syllabus) is different from the role of the Registered Nurse or other nursing staff (defined by the objectives outlined in their job description and/or scope of practice). (Appendix D.)

**Petitions**
A student who wishes to be exempted from a standard school policy should make an appointment with their advisor for advice on filing a petition. The advisor will submit the request to the Associate Dean of Undergraduate Programs who will either make the decision or refer the matter to the Undergraduate Programs Committee. After hearing the petition, the Committee makes a recommendation to the Dean, who makes the final decision.

A student may not petition to the BSN/MSN Academic Affairs Committee for a change of grade in a course. However, the student may petition to the Committee regarding the fairness in which a grade was calculated. The Committee does not have the authority to recommend grade changes.

**Line of Communication and Grievance Procedures**
The School of Nursing is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience. The School of Nursing has outlined a line of communication to resolve academic issues that may arise in the classroom and/or at the clinical site to facilitate the open communication between students and faculty. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.

- Course or clinical instructor
- Course coordinator (if applicable)
- Specialty coordinator (if applicable)
- Program Director
- Associate Dean of Academic Affairs
- Dean of the School of Nursing

The Associate Dean of Academic Affairs is available to assist the student in this process. Contact the Office of Student Affairs at 502-852-5825.
**Grievance Procedures**
The University of Louisville has a Student Academic Grievance Policy to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty as a whole, a faculty member, or the unit. Students who believe they have been treated unfairly, discriminated against or have had their rights abridged may initiate a grievance which shall be processed in accordance with the Student Academic Grievance Procedure pursuant to The Redbook: http://www.louisville.edu/provost/redbook/.

The Academic Grievance Policy is published in the *University of Louisville Student Handbook*: http://louisville.edu/dos/students/studentpoliciesandprocedures/student-handbook.

**Leave of Absence**
A student may need to request a leave from coursework for a brief time period to handle personal or financial problems. The student must request this leave in writing from the Associate Dean of undergraduate Programs. Approval of a leave of absence is at the discretion of the Associate Dean as well as any conditions associated with it. Subsequent matriculation in the nursing program will be on a space available basis. See the current University of Louisville Undergraduate Catalog for additional detail related to Leave of Absence.

**Jury Duty**
Students who receive a summons for jury duty but determine that the reporting date conflicts with their educational responsibilities should follow instructions on their summons for requesting a deferral. A letter confirming status as a student in good standing may be required and can be provided by the Office of Student Services. Students are not routinely excused from fulfilling their civic responsibility, but may be deferred to an alternate, later date.

**Overseas Travel**
The University’s Provost’s Office asks that all U of L students who travel overseas to study, or attend to any University business while overseas, inform the University, through the International Center, of the destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In case of any emergency, the traveler should call the Department of Public Safety (502-852-6111) immediately. The Department of Public Safety will relay the information to the staff of the International Center so that they may call your emergency contacts. To ascertain additional information for traveling abroad and a list of required documentation follow the link: http://www.louisville.edu/provost/travel/.

**Smoke-free Campus**
All University of Louisville campuses, including the Health Sciences Center, have been designated as smoke-free locations. Smoking is not allowed in any office, classroom, or laboratory site or anywhere on the grounds of the Health Science Center campus.
Application for Degree
The following is required in order for the student to receive their nursing degree:

- RN-BSN students: Satisfactory completion of the required courses with a cumulative program grade point average of 2.0 or above;
- File an online application for degree prior to the date specified in the online Schedule of Courses. Online applications for degrees are available on ULink: ulink.louisville.edu.
  - Click on the Student tab
  - Scroll down the right hand column:
    - Registration/Student Records
    - Degree Application.

Note: This application must be submitted by the published deadline or the student will not graduate that semester.

Commencement and Convocation for Undergraduate Students
The School of Nursing holds convocation in May and December. The U of L commencement ceremony features a commencement speaker, awards, doctoral hooding, and authorization for conferring of degrees.

Persons participating in the commencement ceremonies must file intent to participate and must order academic apparel. All graduating students must apply for their degrees according to deadlines stated in the online Schedule of Courses. Information is available at http://louisville.edu/commencement/ for all students participating in graduation activities.

SECTION II: INFORMATION FOR RN-BSN STUDENTS

A. Foundational Documents

The following documents are foundational to the RN-BSN Program. Standards of baccalaureate education and professional behavior at the University of Louisville of Nursing are consistent with the principles outlined in these documents.

1. AACN Essentials of Baccalaureate Education
   http://www.aacnnursing.org/Education-Resources/AACN-Essentials

2. ANA Code of Ethics

3. Kentucky Nursing Statute (KRS 314)
   http://www.lrc.ky.gov/statutes/chapter.aspx?id=38813
B. Program Goals and Aggregate Student Outcomes

**BSN Program Goals**
1. Prepare professional nurses to use critical thinking and apply ethical standards in the provision of nursing care.
2. Prepare professional nurses to use critical thinking and apply ethical standards in the provision of nursing care.
3. Prepare professional nurses to engage in scholarly inquiry and lifelong learning to provide evidence-based, safe, and effective care to individuals, families, and communities.
4. Prepare professional nurses to collaborate with inter-professional teams to provide culturally relevant patient-centered care.
5. Prepare professional nurses to engage in scholarly inquiry and lifelong learning to provide evidence-based, safe, and effective care to individuals, families, and communities.
6. Prepare professional nurses to act as change agents to achieve optimal health outcomes through quality improvement and changes in health care policy in diverse microsystems of care.
   (Approved 10/14/16)

**BSN Expected Aggregate Student Outcomes**
1. Demonstrate professional nursing standards of moral, ethical and legal conduct.
2. Demonstrate critical thinking skills and ethical standards in the provision of quality patient-centered care.
3. Use current evidence in the planning and provision of patient-centered care.
4. Communicate effectively with individuals, families and groups.
5. Collaborate with inter-professional teams to provide effective, patient-centered, culturally competent care.
6. Apply critical thinking in the practice of nursing with individuals, families, groups and communities.
7. Describe the role of health policy in the provision of health care.

C. General Information

**RN-BSN Orientation**
An online RN-BSN Program Orientation will be available to all students who enroll in the program. The orientation will be delivered via the Blackboard Academic Suite™. Students will be notified of the orientation procedures.

**RN Licensure**
Students are expected to provide evidence of a valid and unencumbered RN license at the start of the program. Students will be required to maintain this licensure throughout the RN-BSN Program. Proof of licensure will be documented in the student’s portfolio.
An exception will be made for students who have graduated in the prior semester from their Associate Degree programs and have not successfully completed the NCLEX-RN. These students must submit proof of a valid and unencumbered license no later than the end of the first semester.

**Portfolio**

Students in the RN-BSN Program receive 30 tuition-free credit hours for completing a professional portfolio. The portfolio requires assembly of various documents that provide evidence of nursing education, nursing practice, licensure, and professional goals, activities, and accomplishments. The portfolio is aligned with a nursing course and is graded on a PASS/FAIL basis. Students will be instructed on creating an e-Portfolio using an electronic platform.

**D. School of Nursing Policies and Procedures**

**Advising**

Each student enrolled in degree or conditional status is assigned a professional advisor. Throughout the course of study in the RN-BSN Program, the advisor will explain the program, monitor general education credits, provide course registration advice, and assist the student to develop the program of study.

**Program of Study**

Each student will be given a Program of Study developed with the academic advisor upon enrollment in the RN-BSN Program. While designed to be as flexible as possible, deviating from the Program of Study could jeopardize a student’s progression through the program. Students are strongly advised to maintain communication with their academic advisors when considering a leave of absence or other deviation from the Program of Study.

**Grading System**

The following numerical grading system has been adopted by the University of Louisville School of Nursing Faculty:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93</td>
</tr>
<tr>
<td>B</td>
<td>92-84</td>
</tr>
<tr>
<td>C</td>
<td>83-75</td>
</tr>
<tr>
<td>D</td>
<td>74-67</td>
</tr>
<tr>
<td>F</td>
<td>66-0</td>
</tr>
</tbody>
</table>

A grade of D or lower is a failing grade for nursing courses. Students who receive two failing grades will not be allowed to progress in the RN-BSN Program.

The University of Louisville’s Definition of Quality Points is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Philosophical Statement on Group Work
Undeniably, the product of a cooperative and successful group is often far superior to what any one individual could have done by himself or herself. One of the goals of working in groups is to prepare students to work in a multicultural, diverse workplace where problem solving, negotiating and respect for the beliefs and opinions of others is necessary for success. Virtually no job is performed in isolation; therefore we must be competent and skilled at working in groups. Faculty understand that teamwork or working in groups is not a simple process, but requires training, planning, and experience for it to be effective and satisfying.

As part of the requirement in the RN-BSN program, students may be required to work in groups at various times. There will not be any course that assigns greater than 30% of a grade based on group work. The University of Louisville School of Nursing’s goal is for students to graduate as capable and competent professionals, skilled in both the art and science of nursing.

Incomplete Course Work
In the event a student is unable to complete the course requirements by the end of the semester because of circumstances beyond their control, the instructor has the option to award "I" in place of the grade. "I" means work in course is Incomplete and does not enter into the grade computations until a grade is awarded or it becomes an "F". The student has until the end of the next Fall or Spring semester to complete the required course work. If the work is not completed by this deadline, the grade will automatically change to "F".

Additional information about grades at the University of Louisville can be found at:

Mid-Semester Warning Notices
Nursing faculty issue mid-semester warning notices. The warnings are issued to students whose course grades are below a C one week before the deadline to withdraw without academic penalty.

The purpose of the warning is to alert students of their unsatisfactory status in the course. The student may then consider withdrawing from the course before failure, or withdrawing from elective courses in order to concentrate on required courses. The student may re-enroll in the course the following semester on a space available basis.

The warning does not affect the student’s status in the program, but is intended to notify the student of unsatisfactory progression in the course. A copy of the warning is placed in the student’s file in the Office of Student Services and is removed upon completion of the degree.
Repeating Nursing Courses
Students who receive a failing grade (below a C-) must repeat the course. A student who receives a second failing grade in the nursing curriculum will be dismissed from the program. A Permit to Repeat Course form should be submitted to the Office of Student Services, School of Nursing, to ensure that only the last grade attempted will be included in the student’s grade point average. Repeating a course is not an automatic privilege; the student may be required to petition School of Nursing BSN/MSN Academic Affairs Committee for permission to repeat a nursing course. Once permission is granted, the student will be allowed to repeat the course on a space available basis.
SECTION III: APPENDICES
APPENDIX A

University of Louisville School of Nursing
Procedure for Suspected Academic Dishonesty

The term “academic dishonesty” means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities).

After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, the following steps will be taken:

1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.

2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Associate Dean or his/her designee, if possible, within five working days of completion of investigation of the academic dishonesty. The faculty member’s letter shall include (1) a detailed description of the academic dishonesty; (2) copies of supportive material; and (3) a recommendation commensurate with the seriousness and circumstances of the academic dishonesty.

3. The appropriate Associate Dean or his/her designee will schedule a meeting with the involved parties prior to making a decision.

4. The appropriate Associate Dean or his/her designee will respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.

5. The appropriate Associate Dean or his/her designee will send a letter to the student(s) regarding the outcomes of the investigation and/or consequences, if possible, within five working days of notifying the faculty member of his/her written recommendation. Copies of this letter will be sent to the student’s Office of Student Services advisor and the Dean of the School of Nursing. The letter to the student(s) shall include a copy of this procedure.

6. All records and documents obtained, prepared or related to the investigation and disposition of a charge of academic dishonesty will be maintained in the student’s Office of Student Services file.

Approved 02/26/2010
APPENDIX B

University of Louisville School of Nursing
Use of Social Media

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students at the University of Louisville School of Nursing (UofL SON) have an ethical and legal obligation to protect the privacy and confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined below. The National Council of State Boards of Nursing (2011), White Paper: A Nurse’s Guide to Social Media, has been recognized as a primary resource by the American Nurses Association (2011) and the Kentucky Board of Nursing (2011) in regards to social media use. In accordance with this paper, students at the UofL SON are required to follow these guidelines:

- Refrain from posting any information which may lead to the identification of a patient or patient’s family member. Any use or disclosure of information may constitute a violation of the Health Insurance Portability and Accountability Act, the Patient Bill of Rights, and the UofL SON Student Handbooks.
- Refrain from transmitting any patient-related information by means of any electronic device except for assignments through approved UofL communication applications. Privacy settings within websites are not sufficient to protect patient confidentiality and privacy.
- Maintain professional boundaries and behaviors with patients, clinical or university staff members, faculty members, and other students via social media, even if the individual cannot be identified. Disrespect and harassment will not be tolerated and includes, but is not limited to, verbal threats, sexual harassment, and indecent conduct.
- Obtain written permission to take pictures, videos or audio recordings in academic settings. No distribution of these materials or course materials (e.g., PowerPoint, lab materials) is permitted.
- Report immediately any suspected breach of confidentiality or privacy related to social media use to the appropriate faculty member.

Non-adherence to these guidelines will result in disciplinary action as noted in the UofL Student Handbook. Consult the University’s Code of Student Conduct found at: http://louisville.edu/dos/students/policies-procedures/code-of-student-conduct.html for further information. The Procedure for Suspected Academic Dishonesty found in the UofL SON Student Handbooks will be followed for all suspected incidents of academic dishonesty using social media.

References


APPENDIX C  

University of Louisville School of Nursing  
Students Exhibiting Impaired Behavior Policy

DEFINITION
Impairment is the use of illegal drugs or misuse of legal drugs including alcohol. It is also the use of prescription medication which adversely affects the student’s participation in the educational process. Student use of alcohol, illegal drugs, or misuse of legal drugs which impairs the student’s ability to perform will be cause for appropriate discipline up to and including immediate suspension or expulsion from the nursing program. The intent of this procedure is to identify and refer students who are impaired.

SIGNS AND SYMPTOMS OF IMPAIRMENT
The following list, which is not exhaustive, gives some examples of physiological, behavioral/social, and cognitive symptoms which, in combination or alone, may suggest an individual is impaired: alcohol odor on breath in class or clinical; tremors; needle marks on skin; fatigue, somnolence, reports of poor sleep; frequent illness, especially respiratory or GI nature; trauma, such as bruises, lacerations, fractures; syncope episodes; dry mouth; pupil size or response abnormalities; anorexia; vital sign changes or abnormalities; unsteady gait; slurred speech; skin flushing; frequent late arrivals for class or clinical; repeated excuses and requests for extensions on assignments; chronic absences from class or clinical, emotional liability -- (includes a host of behaviors like irritability, anger, euphoria, and so forth); poor hygiene/appearance; wearing long sleeves in warm weather; withdrawal from usual social groups and situations; marital/relationship discord; concentration or memory deficits; poor classroom or clinical performances. A formal determination of impairment and the extent of impairment require a clinical evaluation by a trained substance abuse professional.

INTERVENTION
Purpose: To encourage the student to acknowledge the problem, accept assistance, and work toward rehabilitation.

Procedure: If a faculty member believes a problem exists, s/he must:

A. Confront the student about his/her behavior of suspected impairment;

B. Remove the student from the setting if behavior is disruptive or potentially dangerous to self and/or others;

C. Document current data, any prior incidents, and actions taken. This documentation is given to the Associate Dean for Undergraduate Programs or administrative designee.

The student must meet with the faculty member and Associate Dean or administrative designee to discuss his/her behavior and be given opportunity to present evidence that could explain behavior. If the Associate Dean believes drugs are involved after evaluating the student’s explanation, the student will be asked to take the following actions:
a. See a Substance Abuse Counselor at the Student Counseling Center (or another trained substance abuse professional selected by the student and approved by the Associate Dean) for evaluation and treatment recommendations within two working days of the above meeting;

b. Sign a release for the SON to receive information from the substance abuse professional regarding the student's evaluation and treatment process;

c. Follow the recommended treatment plan and ensure written reports on evaluation and summary progress reports are forwarded to the SON.

FOLLOW-UP AND MONITORING

1. The SON will require monthly (or more frequent) written summary progress reports to the Associate Dean indicating that the student is continuing treatment and, in the opinion of the Counselor, is able to continue in the educational process without posing a danger to self and/or others. Additional written and/or verbal progress reports may be required as deemed necessary by the Associate Dean.

2. Monitoring of the progress in treatment will continue until a student is released from counseling with a prognosis that indicates satisfactorily to the Associate Dean that the student will resume educational and clinical activities without being impaired by the illegal use or misuse of drugs, including alcohol. In any case in which the Associate Dean questions the progress during or upon release from counseling, the Dean shall make the final determination in accordance with The Redbook. Records will be retained at least one year after graduation. Relapse may result in dismissal from the program in accordance with The Redbook.

CONDUCT DURING TREATMENT / OUTCOME

Participation in a drug abuse counseling program does not prevent a student from being subject to sanction including dismissal under applicable University procedures for inappropriate academic behavior or conduct or violations of the Student Code. Any student who the Associate Dean determines has exhibited symptoms of impairment and who refuses to see a substance abuse professional for evaluation, including treatment, to follow the treatment plan, and/or to allow the SON to have written summary progress reports of the treatment may be subject to an academic dismissal from the SON program by the Dean in accordance with The Redbook.
APPENDIX D

University of Louisville School of Nursing
Return to Class and Clinical Policy

In order to provide safe, quality care to the public, nursing students have an obligation to be both physically and mentally fit for duty. However, their role as a student (defined by their clinical objectives outlined in the course syllabus) is different from the role of the Registered Nurse or other nursing staff (defined by the objectives outlined in their job description and/or scope of practice). The goal of the educational experience for the student is to learn what nursing is, rather than to perform some specific skill.1 The SON has an obligation to ensure that patients who students care for receive safe and high quality care and that students receive a high quality nursing education. Therefore, a student who experiences a temporary disability after an injury, surgery or pregnancy/childbirth must be offered reasonable accommodations to allow that student to provide safe, high quality nursing care and to achieve the outcomes of the clinical or classroom course.

A. When a student sustains an injury, surgery or pregnancy/childbirth, a decision must be made regarding whether the student can meet the clinical/course objectives if reasonable accommodations are made to allow that student to learn and function in a clinical/classroom environment. If a student cannot meet the clinical/course objectives with reasonable accommodations, the student may be asked to return to clinical/classroom only when the objective can be reached with reasonable accommodations. This decision is made on a case by case basis and clinical facility basis. When the student no longer is prevented from full clinical/classroom participation, then the accommodation is longer needed.

B. To prevent transmission of microbial infections to the patients/peers/others, students must not come in contact with others while suffering from a transmissible microorganism infection. A microbial infection that may be transmitted to others (patients/peers/others) during clinical/class must be reported to the clinical/course instructor who may require a healthcare provider (HCP) release to return to clinical/class. Student who appears infective (ill or sick) in the clinical/class area may be asked to leave the clinical site/classroom and may be required to have their HCP complete the Healthcare Provider Release form to return to clinical/class.

Reviewed and approved 05.27.2016 by SON Faculty Organization