

University of Louisville
School of Nursing

**MASTERS OF SCIENCE IN
NURSING**

**STUDENT
HANDBOOK**

FALL 2013 – SUMMER 2014

UNIVERSITY OF LOUISVILLE
SCHOOL OF NURSING
555 SOUTH FLOYD STREET
LOUISVILLE, KY 40202
(502) 852-5366
www.louisville.edu/nursing

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 Graduate Catalog. There may be policy or curriculum change in the Handbook that differs 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 Catalog, 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 Handbook will be helpful to you. If you have any suggestions on ways it can be improved it, 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!

S. Lee Ridner, PhD, FNP-BC
Associate Dean of Graduate Programs
University of Louisville
School of Nursing
Health Sciences Center- K-Wing
555 South Floyd St.
Louisville, KY 40202
(502) 852-8518
(502) 852-0704 (FAX)

Table of Contents

Section I: Information for All Nursing Students	6
School of Nursing Philosophy, Vision, and Mission.....	6
Philosophy	6
Vision Statement.....	7
Mission Statement	7
Important Academic Web Pages	8
Communication.....	10
Communication with Faculty/Staff.....	10
E-mail Communication with Students.....	10
Student Blackboard Academic Suite™ Guide.....	11
Mail Folders/Bulletin Boards	12
Emergency Telephone Messages.....	12
Student Organizations and Leadership Opportunities	12
General Information.....	13
Delayed Class Schedule for Bad Weather	13
Student Lockers	13
Course Syllabi.....	14
Parking and Security.....	14
Kornhauser Library.....	15
HSC Bookstore	15
Postal Services	15
Photocopying.....	15
School of Nursing Resources.....	16
Office of Student Services	16
Name/Address Changes.....	16
Cardinal Card.....	17
Learning Resource Center (LRC).....	17
Hazardous Waste Disposal	18
Financial Aid	18
Wireless Access	18
Software.....	19
Clinical/Research Requirements.....	19
Guidelines for Clinical Compliance:	19
Descriptions of Clinical Requirements	20
Immunization Compliance Form.....	20
Required Immunizations.....	20
If You Have Trouble.....	23
Health Insurance	23
Table A: Summary of Clinical & Research Requirements by Nursing Program	25
Health Services Fee	26
Background Check.....	26

Information for Students with Criminal Convictions in School of Nursing.....	26
Removal from Clinical/Research Settings.....	27
Policies and Procedures	27
No Smoking.....	27
University of Louisville Code of Student Conduct	27
Disability Statement.....	27
Work-Restricted Religious Holidays Policy.....	28
Academic Dishonesty Policy.....	28
Impaired Student Policy	29
Jury Duty	29
Overseas Travel	29
Official and Unofficial Transcripts/Records Verification	30
Privacy of Student Records	30
Registration Procedures	31
Drop/Add Procedures	31
Late Complete Withdrawal after the Deadline	32
Petitions	32
Grievance Procedures	32
Leave of Absence	33
Application for Degree	33
Commencement and Convocation for Graduate Students.....	33
Graduation Apparel	34
<i>Section II: Information for Master's Students.....</i>	35
Goals of the Master's of Science in Nursing Program	35
MSN Program Aggregate Outcomes	35
<i>Academic Policies and Progression Issues</i>	35
Advising.....	35
Program of Study.....	36
Degree Candidacy.....	36
Grading System	36
Other Grades.....	37
Satisfactory Standing.....	37
Repeating Nursing Courses	38
Academic Progress in the Master's Program.....	38
Permission for Visiting Student Status.....	38
Transfer of Credit	38
Students in Conditional Status.....	39
Probation and Dismissal	39
Assistantships for Master's Students.....	39
Traineeships for Master's Students	40
<i>Clinical Settings</i>	41
Clinical Laboratory Fee	41
Name Tag and I.D. Cards	41
Signature in Clinical Settings	42
NURS 690 Special Topics.....	42
NURS 696 Graduate Independent Study.....	42

University Human Studies Committee Approval of Research	42
<i>Appendices</i>	<i>43</i>
Application for Enrollment - Independent Study/Research.....	44
UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING	45
Optional Thesis	45
NURS 699 Thesis Policy and Procedures	45

Section I: Information for All Nursing Students

School of Nursing Philosophy, Vision, and Mission

Philosophy

The faculties of the School of Nursing, in accordance with the mission statement of the University of Louisville, prepare individuals for professional nursing at the generalist and advanced practice levels; and for the generation of nursing science and knowledge. The faculty contributes to the nursing profession and to meeting the health needs of the metropolitan community and the Commonwealth of Kentucky through teaching, research, and service.

The faculty holds the following beliefs about environment, health, person, nursing, teaching-learning and nursing education.

Environment is both internal and external to the individual, family, group, aggregate, or community. The environment is composed of varied elements (e.g., physical, economic, political, cultural, social and technological) and is integral to each individual's quality of life. Society, as a component of the environment, is a diverse social system composed of individuals, families, aggregates, groups, and communities. The purposes of a society are to enculturate, to educate, to promote optimal development, and to protect its members. Members of society influence, and are influenced by, the society in which they live. A democratic society values an environment in which human rights, diverse beliefs, and goals are respected. The rapidly changing and increasingly complex nature of a global society influences all aspects of the environment.

Health is a dynamic state that is influenced by biological, spiritual, psychological, cultural, economic and sociological factors. It is defined by each individual, family, group, aggregate or community and therefore must be viewed from an environmental perspective. Optimal health is the achievement of maximum health potential from the perspective of those being served.

Person is a holistic being, possessing intrinsic worth and dignity with interrelated, inseparable biopsychosocial and spiritual dimensions, the whole being more than the sum of the parts. The person is in constant, mutual interaction with the environment, affecting the environment and being affected by it. Individuals are always in transition and are free agents whose behaviors reflect self-chosen values and ethical decisions. Individuals have the right to make free choices and are responsible for these choices.

Nursing as a professional discipline is both an art and a science. The art of nursing emanates from the commitment to utilize nursing expertise to provide empathy, comfort, support and advocacy for those with health concerns. Health is the focus of nursing. The science of nursing is composed of a growing body of theoretical and empirical knowledge. Nursing science, behavioral and natural sciences, the humanities, and the arts provide foundations for critical thinking and actions in professional nursing. Nursing practice directs health promotion, maintenance, restoration, and palliative care. Nursing is enacted through use of communication, assessment, nursing interventions, evaluation, professional behavior, and system management. The practice of nursing is a collaborative process involving nurses, clients, and other members of the health care team.

The teaching-learning process is a collaborative relationship between the teacher and the student with active participation in mutual learning. This process includes the acquisition of knowledge and the sharing of experiences, values, beliefs, and perceptions resulting in the development of personal and professional competency, and accountability. The teaching-learning process contributes to the professional socialization of baccalaureate, master and doctoral level nurses resulting in development of norms, values, knowledge, skills, and behaviors shared by members of the discipline.

Nursing education is based on nursing science, behavioral and natural sciences, the humanities, and the arts. The goal is to produce knowledgeable, competent professional nurses who promote the optimal health of individuals, families, groups, aggregates and communities. Students contribute to the development of nursing science. They are self-directed, life-long learners who influence and collaborate in the development of policy and who collaborate with others to promote health and the health care agenda. Graduates are encouraged to view nursing education as the basis for a lifetime commitment to nursing that requires ongoing study, continuing education and professional development.

Baccalaureate education in nursing prepares generalists to function in a variety of settings, assisting individuals, families, groups, aggregates and communities to attain, retain, and/or regain optimal health throughout their lifespan. Baccalaureate graduates use critical thinking to act autonomously and collaboratively with clients and other health team members to promote optimal health. They are educated to use knowledge, theory, and research findings synthesized from nursing science, behavioral and natural sciences, the humanities, knowledge, and the arts to implement the role of the professional nurse. Inherent in the professional role is acceptance of legal and ethical responsibility and accountability for nursing judgments and actions. Baccalaureate nursing education provides a foundation for graduate education in nursing.

Graduate education in nursing has an outcome of master-, post-master-, and doctoral-prepared nurses, all of whom make distinct contributions to nursing. Graduate education resulting in a Master of Science in Nursing (MSN) degree is built on the knowledge and competencies acquired in baccalaureate education in nursing and previous nursing experiences. The goal of the graduate program is to prepare professional nurses for advanced nursing roles. Advanced education in nursing science, in behavioral and natural sciences, in ethics and in research are integral to educational development. MSN graduate education provides the knowledge base necessary to engage in advanced clinical practice, critical analysis of research findings to support evidence-based practice toward improving nursing care, and provide a foundation for doctoral education in nursing. Graduate education resulting in a Doctor of Philosophy (PhD) in nursing prepares nurse scientists to: a) generate knowledge, test interventions and evaluate outcomes to reduce risks of illness/disability and promote quality of life, b) collaborate with other disciplines to improve the delivery of health care, c) assume research, leadership, executive, public policy and/or teaching roles, and d) affect health policy through the application of scientific knowledge. The doctoral degree is the terminal degree in nursing.

Revised and Adopted in Faculty Organization Meeting: August 1997

Revised and Adopted in Faculty Organization Meeting: September 22, 2000

Revised and Adopted in Faculty Organization Meeting: May 26, 2006

Vision Statement

The University of Louisville School of Nursing affirms and builds upon our strengths and accomplishments as we move forward to meet the challenges of excellence. We will be recognized as a nursing program of national stature for the integration of teaching, research, practice and service. Our purpose is to enrich lives through the improvement of health care. We will be guided by the mission of our metropolitan university in serving the diverse needs of students, clients, and community.

Mission Statement

The University of Louisville School of Nursing is an essential partner of a research intensive academic health science center in a nationally recognized University serving a metropolitan community.

The School of Nursing is a community in which faculty, staff and students collaborate to promote excellence in the profession of nursing. This is accomplished through research and scholarship that inform undergraduate and graduate education, support evidence-based practice and foster advances in nursing science.

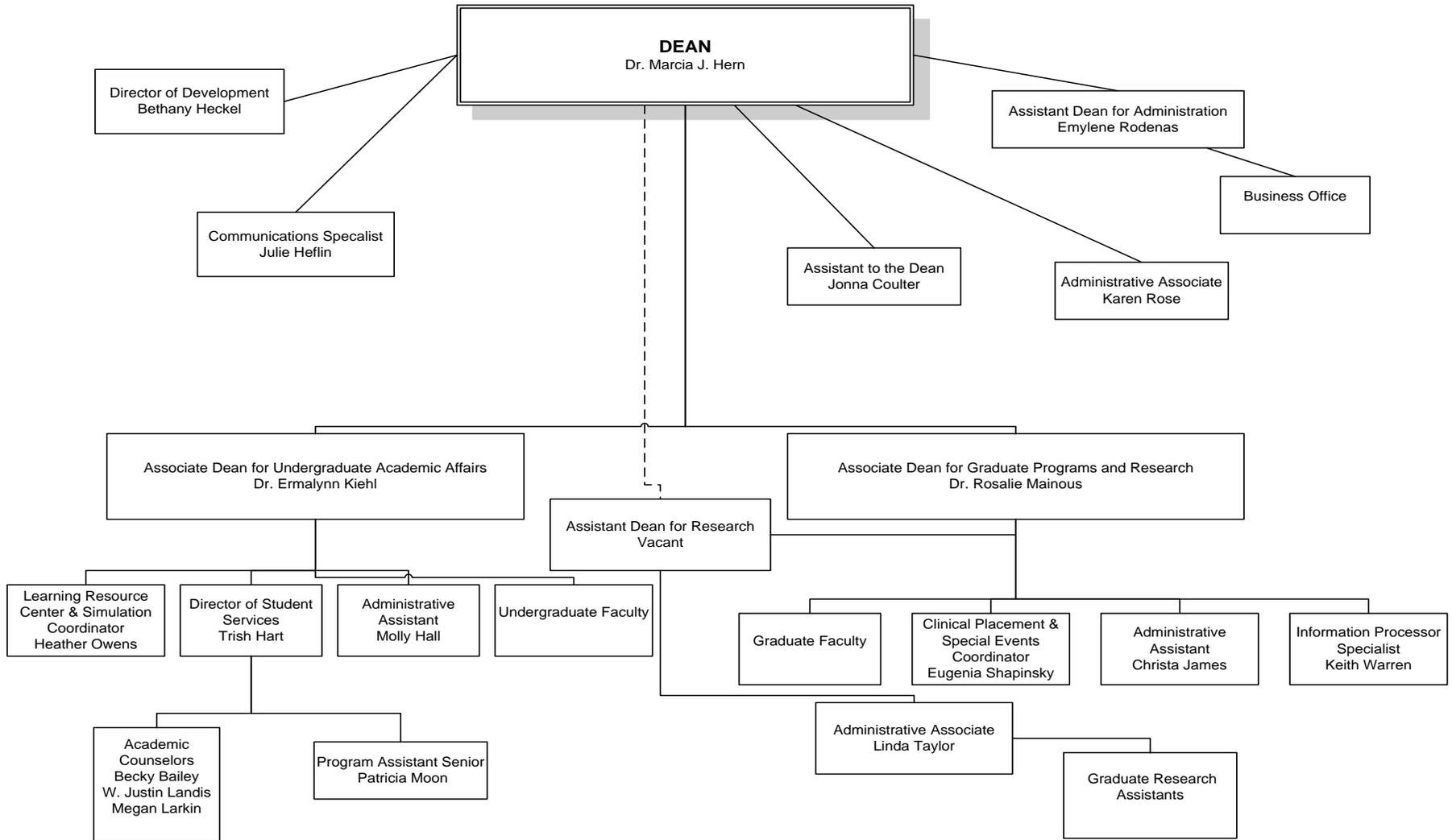
Students are prepared to demonstrate excellence in nursing science, practice and leadership in a variety of settings for the benefit of clients across the lifespan and to meet the evolving health care needs of society.

As a citizen of the larger community, the emphasis of the School of Nursing is to address the complex health needs of diverse and dynamic populations through nursing education, research, scholarship and service.

Important Academic Web Pages

- School of Nursing: <http://www.louisville.edu/nursing>
- U of L Student Handbook: <http://louisville.edu/dos/policies-and-procedures/student-handbook-table-of-contents.html>
- U of L Graduate Catalog: <http://louisville.edu/graduatecatalog>

University of Louisville School of Nursing
Organizational Chart
February 2011



Communication

Communication with Faculty/Staff

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 Outlook address book. All students are expected to regularly check their CardMail 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 graduate faculty or staff with the SON receptionist on the fourth floor, Keith Warren at 852-3848. Dr. Ridner's voicemail will ring in to his assistant, Karin Gates

Faculty Mailboxes

Students are not allowed to place assignments or any other information directly in faculty or staff mailboxes. All documents and/or assignments (late or otherwise) should be placed in the large brown mailbox located just outside the SON reception area on the 3rd floor of K-Wing. In the rare case that an assignment will not fit in the brown mailbox, it can be left with the receptionist. The brown mailbox is emptied twice a day (9:30 a.m. and 3:00 p.m.).

Pagers/Cell Phones

Faculty will have either a pager or a cell phone as a method to insure communication. Please use reasonable judgment as to the time of day that calls are placed.

Cell phone use including text messaging is prohibited in the classroom.

E-mail Communication with Students

All students are required to have and use their CardMail 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.

Student Blackboard Academic Suite™ Guide

Blackboard Academic Suite™ is the Web technology that will be used as the primary source for communicating information to all undergraduate and graduate students in the SON. Guidelines for using Blackboard are as follows:

I. General Information

Blackboard Academic Suite™ is a software platform used for course management, including Web-based integration. All undergraduate and graduate nursing students will be entered in Blackboard Academic Suite™ by their program code, which will be used to communicate announcements to all students in that particular program. Organizations you will see on your Blackboard Academic Suite™ home page include the specific organizations for which you are a member:

- BSN Upper Division - all upper division nursing students;
- MSN Students- all Master's level graduate nursing students;
- PhD Students - all doctoral level graduate nursing students;
- All Nursing Students - all undergraduate and graduate nursing students;
- BSN Lower Division – all lower division nursing students.

Throughout the semester, students will receive information by announcements posted on their Blackboard Academic Suite™ home page and e-mails sent to their University CardMail account. It is critical that students develop a routine for regularly checking both their Blackboard Academic Suite™ home page and CardMail e-mails 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 a student training manual and to view a list of Frequently Asked Questions about Blackboard, visit:

<http://delphi.louisville.edu/help/student>.

II. Blackboard Login

1. Go to the web page: <http://blackboard.louisville.edu/>
2. Enter your User ID and Password for CardMail then select the “Login” button or hit “Enter” on the keyboard. If you do not know/remember your ID and password you must go to an IT Computing Center with a picture ID to get a new password.

III. Navigation

1. On the right hand side of the home page under “My Courses” is a listing of all courses in which you are enrolled.

2. Click on the specific course that you want to perform an action e.g., check grades, send an e-mail, or retrieve a course document.
3. In the center of the home page under “organizations” are your nursing specific organizations.

Mail Folders/Bulletin Boards

A file cabinet in the reception area of the 4th floor houses the mail folders for MSN students. Please check your mail folder regularly for notices and returned papers.

Information is posted on bulletin boards on the 2nd floor, K-Building and in the LRC. The Office of Student Services bulletin board has scholarship information, registration deadlines, counseling and student health information, information regarding changes in classes, and other important announcements. Students are encouraged to check the bulletin boards on a regular basis.

Emergency Telephone Messages

There is no paging system available on the Health Sciences Center campus. In an emergency situation the receptionist will make every effort to contact the student in class or clinical. However, since nursing students often engage in learning experiences away from campus, it is wise to give a copy of your schedule (including clinical site, instructor, research site, etc.) to your family, child’s school or day care, employer, etc. so they will know how to reach you should an emergency situation arise. If you are expecting an important phone call, please leave word with the receptionist where you may be reached.

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.

Graduate Student Organization

An organization for graduate students is under development.

Graduate Program Committee

The Graduate Program Committee annually seeks representation from students enrolled in the masters program to serve in an advisory role. If you are interested, please contact the Associate Dean of Graduate Programs.

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/>.

General Information

Delayed Class Schedule for Bad Weather

The SON follows University guidelines. The provost is the only person in charge of class cancellation. When weather conditions are bad, and uncertainty exists (if class and/or clinical will be held) **do not phone** the School of Nursing. Official announcements will be on the main U of L web site at www.louisville.edu, through the University Information Center at 852-5555, on radio station WHAS-840 AM, and the four network television affiliates (WHAS-TV, WAVE-TV, WLKY-TV, WDRB-TV). If the University cancels classes, no class or clinicals are held. Classes on a delayed schedule for bad weather, classes typically will begin at 10:00 am. If you have a class that begins before 10:00 am and runs until after 10:00 am, it is expected that you come to class at 10:00 am. If the University is on a delayed schedule on the day a clinical session is scheduled, you must communicate with your clinical instructor related to attendance at clinical.

Student Lockers

Lockers are available for students. If you are interested, please see the School of Nursing receptionist in room 3019 of the K building.

Course Syllabi

Course syllabi for nursing classes are available via Blackboard Academic Suite™. Course syllabi are posted in the “Course Documents” section of the specific nursing course, generally 2 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 specific nursing course in order for it to be listed on your Blackboard Academic Suite™ home page, which then allows you access to the course syllabus.

Course syllabi can be accessed at home or at work if you have a personal computer and internet access available to you. Easy access or ownership of a personal computer is highly recommended. Consult the University website <http://www.louisville.edu> for information on obtaining a university remote account.

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 further graduate work.

Parking and Security

Security is an important issue and should be taken seriously. Public Safety officers patrol the HSC campus and are available to assist students with stalled cars, keys locked in cars, and emergency situations. An escort service is available at any time for students walking to parking lots. Please take advantage of this service, especially after hours. To request this service call 852-6111. The Department of Public Safety (DPS) is located on the first level of the Abell Building, next to the SON. To report suspicious activity or request assistance, the number to call is also 852-6111.

Secure Access to Buildings: For the safety of students, faculty and staff, a security system has been installed in the K- Building. A keypad is located on a post near the entrance to the building. The four digit code is changed periodically by the Department of Public Safety and is announced to students in class. The building access code or your Cardinal Card will be required to enter K-Building, HSC Instructional Building, and Kornhauser Library. The Chestnut St. Fitness Center requires your Cardinal Card be scanned for entry at all times.

Parking Permits and maps of student lots can be obtained in the parking office located in the Chestnut Street parking garage. The hours of operation are 8:00 a.m. - 1:00 p.m. and 2:00 p.m. – 4:00 p.m. Monday through Friday. The phone number is 852-5112 if you have any parking questions. Students must have a valid ID to purchase permits.

University Parking provides a shuttle service to the HSC community from the parking lots to the campus Monday-Friday. The hours of operation are seasonable and may be obtained from the Department of Public Safety, University Parking. No service will be provided on the weekends or on University recognized holidays. To see a map of the routes and more information, go to the website at <http://louisville.edu/parking/shuttle>.

Kornhauser Library

The Kornhauser 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. Hours of operation and additional information on the Kornhauser library can be found at <http://louisville.edu/library/kornhauser/>

HSC Bookstore

The Health Sciences Center Bookstore, operated by Barnes & Noble, 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 are also available for purchase, as well as novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy, etc.

Gray's College Bookstore, located at 6565 Second Street off Broadway, also carries textbooks and supplies.

Postal Services

A postal office is located on the ground level of the HSC Library & Commons Bldg.

Phone number: 852-5339

Hours of operation: Monday – Friday: 9:00 a.m. – 11:00 a.m. and 12 Noon – 3 p.m.

Photocopying

Personal copy requests may **NOT** be requested of the SON receptionist or the Office of Student Services staff. Copy machines are available in the Kornhauser Library.

School of Nursing Resources

Office of Student Services

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, 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.

Staff:

Trish Hart, MA, Director of Student Services	Room 3060
Jessica Jackey, MS, Academic Counselor, Sr.	Room 3061
Becky Bailey, BA, Academic Counselor, Sr.	Room 3063
Megan Larkin, MEd., Academic Counselor, Sr.	Room 3064
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 are available to counsel students on professional nursing concerns.

Name/Address Changes

Name and address changes are made through the REGISTRAR'S OFFICE so they are corrected in the PeopleSoft system that is the official source of name and address information for all correspondence between the SON and students. To change your name, you must take your new Social Security Card that verifies your new name to the Registrar's office in the Houchens Building on the Belknap Campus and complete required forms requesting the official change. To change your address and/or phone number use the following procedure:

Log in to ULink using your UserID and password at <http://ulink.louisville.edu> then click on the 'STUDENT' tab at the top of the page; scroll down to 'Personal Info' in the center column and click on 'Home and Mailing Addresses' or 'Phone Numbers' to update personal information.

Cardinal Card

The Cardinal Card serves as your student identification card. It can also serve as your building access card, library card, meal plan card and ATM card (if banking with US Bank). Money can be stored as Cardinal Cash. Meal plans can be opened in the Campus Card Office or online. You can store up to \$500 in your Cardinal Cash purse. Cardinal Cash can be used to make purchases at select vending machines, dorm laundry, printers and copiers, CopyIT Centers, University Bookstores, Food Service Locations, and at the Art and Music schools. The Cardinal Cash purse is an online secure account. Please notify the Cardinal Card Office if your card is lost or stolen. For more specific information on the Cardinal Card use, visit the website at: <http://louisville.edu/campuscard/students>

How to get a Cardinal Card: Students who attend Orientation Day will have the opportunity to get a card made at the Abell Building that day. On other days, cards are made in the Campus Card main office in the lower level of the Houchens Building in Room 08K (Belknap Campus) or at the satellite office in the Abell Building, First Floor Security Station (HSC campus) on Tuesdays. Please visit the Cardinal Card website at <http://www.louisville.edu/campuscard/> for office hours and to print out an agreement form.

What to bring with you when getting a new card:

- Student ID or Employee ID
- Photo ID
- Completed Cardinal Card agreement with signature

Learning Resource Center (LRC)

The Learning Resources Center (LRC) is located in Room 3003 of the K Building. Room 3003 is available for nursing students to learn and practice skills and participate in simulation experiences. The skills/simulation lab is available for course work and by appointment for remediation or practice. The Coordinator of Educational Simulation & LRC is Heather Owens, MSN, RN. Her phone number is 502/852-0830.

Computer and Technology Support Services

Room 3008 has a media support center, staffed by the IT department and open 24 hours a day, 7 days a week. Individuals are available for consultation on IT matters Monday thru Friday. This center supports students and faculty. Appropriate ID is required for entrance to the building and to the center. Room 4007 on the fourth floor, houses an entire classroom of computers and is often used for test taking and classroom instruction. When not reserved, students may use computers in this lab.

Hazardous Waste Disposal

Procedures for correct disposal of mercury spills, disposal of sharps, IV bags, tubing, exam gloves and glass are located in the Learning Resource Center Skills Lab.

Financial Aid

University of Louisville financial aid information can be obtained at <http://www.louisville.edu/student/services/fin-aid/>. All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Office of Financial Aid (502-852-5511) or at www.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. This information is located in the lobby outside the reception area on 3rd floor of the K-Building. Consult the University of Louisville Graduate catalogs for other scholarship information.

The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks. Applications are available in the Office of Student Services.

Wireless Access

Students may bring and use their own laptops in the School of Nursing and take advantage of wireless access. Faculty, staff and students can set up secure wireless access using the built-in features of the Windows and Mac operating systems (also known as PEAP). Configuration instructions are available for Windows XP-SP2, Windows Vista, Windows 7, and Mac OS Leopard. Additional configurations will be available in the future for other systems such as handheld devices. Follow the link below to download configuration instructions for your operating system. Note: The "quick install" instructions do not include screen shots.

<http://louisville.edu/it/services/network/wireless/help.html>

If you experience any problems or have questions regarding this, please contact the IT Help Desk at 852-7997. This is a 24 hour service. Students must contact the Help Desk by phone before going to an IT Computing center for help. When using the University's wireless network the University's policies in regards to electronic communication are in effect. See *IT Policies and Guidelines* at <http://www.louisville.edu/it/ITpolicies.html>

Software

The university's IT Store can be accessed at: <http://louisville.edu/it/services/software>. Within the IT Store you will find a variety of software products, computer accessories and more. The IT Store offers faculty, staff and students a suite of regularly priced, discounted and free products.

Clinical/Research Requirements

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 research sites by the SON, 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.

Guidelines for Clinical Compliance:

1. All new students will receive a digital version of the Clinical Health Requirements packet at Orientation. Health and clinical requirements will be explained in detail during Orientation.
2. Student must turn in all requirements. (Discussed in the next section *Descriptions of Clinical Requirements* and summarized in Table A).
3. If applicable, submit an online Health Insurance Waiver form. (See Health Insurance section of this Handbook).
4. List of students not meeting requirements will be sent to Instructors and Associate Dean of Graduate Programs to assure compliance.
5. Noncompliance with any health or clinical requirement may preclude the student from participating in courses/research and/or be grounds for dismissal.
6. The student is responsible for submitting updates of health or clinical requirements to Campus Health Services and OSS respectively throughout the semester. For updates that need to be submitted to OSS, students should place a copy in the brown mailbox on the 3rd floor lobby of the School of Nursing.

Note: Continuing a clinical/research experience while being out of compliance with any health/clinical requirement will be subject to dismissal from the program.

Descriptions of Clinical Requirements

When you submit a copy of any required document, make sure you keep a copy for your records.

Immunization Compliance Form

Step 1: Deliver copies of required immunization records and TB skin test results to Campus Health Services (CHS). CHS staff will complete the “Immunization Compliance Form” and return it to the student.

Step 2: Students must submit the completed “Immunization Compliance Form” to the SON Office of Student Services before the clinical requirements deadline for the semester.

Required Immunizations

If for any reason you are unable to undergo the required testing and/or subsequent immunizations, documentation from your health care provider is required.

Students who are pregnant or suspect pregnancy must check with their health care provider prior to receiving immunizations.

The term documentation means a statement from your health care provider, on letterhead, indicating the name of the agency or provider. The date and signature must also be included. Students enrolled in any clinical course will be expected to meet these requirements. Also, students enrolling in nursing electives, special topics, or independent study courses that have a clinical component will be required to meet these health requirements.

All questions about immunizations are directed to Campus Health Service at 852-6446.

- *Tetanus-Diphtheria Acellular Pertussis*

1 Tdap dose of vaccine regardless of when last Td was given or
1 dose of Td beginning 10 years after Tdap.

- *Varicella (Chicken Pox)*

Serological proof of immunity, or 2 adult doses of vaccine followed by serological titer. Varicella (chickenpox) is highly contagious. The same virus that causes chickenpox is also transmitted from individuals with herpes zoster virus infection (shingles). This virus is called varicella-zoster virus (VZV). The incubation period is 10 to 21 days from exposure. The period of communicability extends from 1-2 days before the onset of rash through the first 5-6 days after rash onset. This time frame could seriously compromise a student’s ability to complete the

clinical requirement of a course due to restriction from the clinical area. Chickenpox during pregnancy is associated with maternal illness, preterm labor, transplacental viral transmission, and birth defects.

- *Hepatitis B*

1. 3 doses of vaccine followed by a titer 4-8 weeks following third dose – quantitative (titer number) not qualitative (immune)
2. Serological proof of immunity.
3. Documentation of chronic active Hepatitis.

Note: Minimum of 1st dose required prior to beginning the first clinical course. Student is responsible for completing the entire series, including titer within the first semester.

- *Tuberculosis Skin Test*

1. (1) negative TB skin test (reported in millimeters) within 12 months
2. If greater than 12 months, (2) negative TB skin test (reported in millimeters) at least 2 weeks apart but not more than 12 months
3. (2) TB skin test (reported in millimeters) at least 2 weeks apart but not more than 12 months apart if history of BCG (Tuberculosis immunization)
4. If history of (+) PPD or active tuberculosis, please provide documentation of treatment, if any and latest CXR report.

Note: BCG recipients are still required to obtain PPD testing as recommended by the Centers for Disease Control (CDC).

- *Measles, Mumps, Rubella: for those born after 1957*

2 doses of vaccine given at least 30 days apart or serological proof of immunity.

RECOMMENDED IMMUNIZATIONS:

The following immunizations are recommended, but may not be required for all agencies:

- *Influenza:*

Annual vaccine usually available in mid-October (optional, but highly recommended)

- *Hepatitis A*

A primary dose is followed by a booster 6 to 12 months after the initial dose.

A copy of each of the following documents should be directly submitted to Office of Student Services at the SON. Please place a copy of each document in the brown mailbox on the 3rd floor lobby of the SON prior to the beginning of the regular semester start date. **DO NOT MAIL COPIES OF ANY DOCUMENT.**

Immunization Compliance Form:

For all nursing students this form (available in 3rd floor lobby of the SON)

must be signed by a representative from Campus Health Services after all requirements have been met and then submitted to the SON.

CPR Certification:

CPR for the Health Professional is required. The following two courses meet the SON requirement:

Red Cross: CPR/AED for the Professional Rescuer

American Heart Association: BLS for Healthcare Providers

*Requirement is fulfilled by submitting a copy of your card.

Professional Liability Insurance:

Please apply early. It may take 4-6 weeks to receive your policy after you apply.

For graduate students-RN coverage with limits of 1,000,000 to 3,000,000.

Remember, an application is NOT proof of coverage. Requirement is fulfilled by submitting a copy of the policy that has been issued with an effective date and coverage limits.

NOTE: The U of L SON does not endorse any particular insurance agent or company. However, some companies make their applications available to our students. These applications are available at the SON for your convenience if you need assistance obtaining professional liability insurance.

U of L HIPAA Training

All students must complete the University of Louisville's HIPAA Privacy Fundamentals and the HIPAA Security Fundamentals training courses. To complete the courses:

- Go to <http://blackboard.louisville.edu/>
- Log in using your university/CardMail ID and password.
- You will find the courses in a box labeled "My Organizations." The HIPAA training is located in two organizations. Within the *Privacy Training* organization, you will see a course named PRIVACY – HIPAA Basic Privacy Awareness. Within the *Information Security* organization, you will see a course named HIPAA Security Fundamentals. Both courses must be completed in order to be compliant for clinical work.
- The courses each have four lessons and tests. You must receive an 80% or better on all eight tests in order to receive credit for both courses.
- If you will be involved in human subject research, there is one additional course you must take. Please contact the Privacy Office at the address below to get enrolled in this course.
- Upon completing the required reading material and corresponding tests, you can view your completion status by clicking on the "Organization Tools" link in the box on the left side of the screen. Within the "Organization Tools" you can click on "My Grades" in the main part of the screen. This will bring up the tests within the organization and your grade. You can print this out for your records.

If You Have Trouble

If you do not see the courses in Blackboard (or have other difficulties), you probably have not yet been enrolled. Contact one of the offices below:

Privacy Office: 852-3803; privacy@louisville.edu

Information Security Office: 852-4363; isopol@louisville.edu

Health Insurance

All students must have health insurance and are responsible for submitting proof of health insurance. Every HSC student will be assessed the comprehensive plan of the University sponsored health insurance. Students who already have health insurance that includes hospitalization coverage can waive the fee by completing the Insurance Waiver form.

Detailed Online Student Health Insurance Waiver Process & Deadlines to Waive:

1. Go to <https://www.academichealthplans.com/louisville>
2. Click on appropriate academic year
3. Click online waiver under Enrollment heading
4. Enter information for Personal Health Insurance Submission. You will need your insurance policy information.
5. Submit waiver
6. Print copy of email confirmation for your files.

If you have questions or need assistance please contact the Student Insurance Advocate. (852-6519 or stuins@louisville.edu)

- Submit Insurance Waiver forms each July or early August. This helps to assure that you are not assessed the automatic health insurance fee.
- Students admitted for spring term will submit online waiver in December and then again in July or August for the next full academic year.

Bloodborne Pathogen Compliance

It is required annually by the University for anyone who will be working with patients either in the hospital or community setting to take a training course in Bloodborne Pathogen Compliance. The course is offered online by the University. It takes approximately 25 minutes to complete and provides a certificate of completion that must be in your file.

Instructions for the on-line bloodborne pathogen training course are as follows:

- 1) Click Here: [Bloodborne Pathogen Training](#)
- 2) Type in First and Last names and hit submit
- 3) Complete necessary fields with inclusion of student ID number.
- 4) When asked for researcher/supervisor, select “other”
- 5) Review modules
- 6) Take quiz
- 7) Print confirmation and keep for your records
- 8) Submit a copy of confirmation to Office of Student Services for your student file.

Table A: Summary of Clinical & Research Requirements by Nursing Program

Requirements and deadlines for submission are listed below by nursing program

	New Upper Division	Continuing Upper Division	Master's	PhD
Immunizations & TB Records <i>Deliver to CampusHealth Services</i>	Required for all nursing programs			
Immunization Compliance Form <i>CHS signs and student returns to SON brown mailbox</i>	Required for all nursing programs			
Submit documentation of immunizations to CHS to allow a minimum of two weeks before deadline.				
	New Upper Division	Continuing Upper Division	Master's	PhD
Deadlines <i>Submit all items listed below to the SON brown mailbox</i>	Deadlines are provided at orientation	All requirements must be current and documentation must be provided to either CHS or OSS as specified.	Deadlines provided at SON orientation for new master's students. For continuing master's students, all requirements must be current and documentation must be provided to either CHS or OSS as specified.	For new doctoral students, the deadline is the end of the first semester. For continuing doctoral students, all requirements must be current and documentation must be provided to either CHS or OSS as specified.
Immunization Compliance Form signed by CHS	Required for all nursing programs			
RN license	Required for RN-BSN students	Required for RN-BSN students	Required	Required
CPR	Required for all nursing programs			
Liability insurance	Required	Required	Required	Not Required
Health Insurance Waiver	Complete if you do not want the automatic coverage Submitted on line			
HIPAA training Submitted on line	Required HIPAA training must be renewed every three years.	Required HIPAA training must be renewed every three years.	Required HIPAA training must be renewed every three years.	Required HIPAA training must be renewed every three years.
Human Subjects Training			Required if in research that involves human subjects	Required if in research that involves human subjects
Ethics training	Required of all employees on the HSC (i.e. students paid as research and teaching assistants).			
Blood Borne Pathogen Exposure	Required of all students and faculty			

Health Services Fee

Every HSC student will be assessed the \$52.50 Health Services Fee each semester.

Service provided under the \$52.50 fee:

1. All pathogen exposure (TB and needle stick) to include outside labs, x-ray, and medications
2. All visits to the Student Health Services (Belknap and HSC)*
3. Mental Health Services*

**Medications, lab, or x-ray costs that might be associated with these visits are not covered by the \$52.50 fee.*

Background Check

Due to Kentucky Legislature House Bill 136, hospitals and clinical sites across the commonwealth are now requiring that we conduct background checks on all students. This background check is part of the application process to the SON. The School of Nursing also requires this of faculty.

As of August 2007 the SON requires all students to have a background check through certifiedbackground.com which will be at the federal level. You will deal directly with the company to have this check performed. Instructions for accessing the *CertifiedBackground.com* system are available through the Office of Student Services. The results will then be sent to the SON to keep on file as required by our affiliation agreements with the hospitals and community agencies. The cost you will submit directly to the company and is approximately \$40.00. If you have questions about the background check, please contact Trish Hart, Director of Student Services at 852-8298.

Information for Students with Criminal Convictions in School of Nursing

It is critical to note that all nursing students are required to have background checks. As a result, the Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please read carefully these guidelines at the URL below and speak with Dr. Lee Ridner, Associate Dean of Graduate Programs, at 852-8518 should you have any questions.

http://www.kbn.ky.gov/license/exam/students_convictions.htm

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.

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 or Graduate Catalog.

Policies and Procedures

No Smoking

The Health Sciences Center campus has been designated as smoke-free. Smoking is not allowed in any office, classroom, or laboratory site or anywhere on the grounds of the Health Science Center campus.

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 Graduate Catalog. Students can read the policy at the website below.

<http://louisville.edu/graduatecatalog/code-of-student-conduct>

Disability Statement

Students with disabilities, who are requesting modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the course coordinator as early as possible to identify and plan specific accommodations. If determined necessary, students will be directed to the Disability Resource Center. 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 852-8867.

Academic Dishonesty Policy

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.

Impaired Student 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. (See Impaired Student Policy in the appendices.)

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/>

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://www.louisville.edu/student/services/registrar/services.htm>

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.

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 policy can be found at www.louisville.edu/library/uarc/stupriv.htm. 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, 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. Master's students should note that clinical courses have strict enrollment maximums and are filled on a space available basis. 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 are encouraged to meet with their assigned faculty advisor prior to registration if they need assistance in course selection. All newly admitted students to the graduate nursing program are required to be advised prior to registration. Students in conditional or probationary status are required to be advised by their faculty 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 faculty 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. The online ULink systems may be used for drop/add. See <http://www.louisville.edu/student/services/registrar/reginfosu.htm> for current instructions for Drop/Add after classes begin.

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 852-1196 or the Registrar's Office at 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 Graduate 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 Graduate Programs. This is granted only because of illness or conditions beyond the student's control. The grade report would reflect a grade of "W".

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 Graduate Programs who will either make the decision or refer the matter to the Graduate 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 Graduate Program 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.

Grievance Procedures

The University of Louisville also 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*).

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 Graduate 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 Graduate Catalog for additional detail related to Leave of Absence.

Application for Degree

The following is required in order for the student to receive their nursing degree:

- Graduate students: Satisfactory completion of the required courses (No grade of C+ or below allowed) with a cumulative program grade point average of 3.0 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 at ulink.louisville.edu. Log on to ULink and click on the Student tab, scroll down the right hand column to Registration/Student Records and then Degree Application. This application must be submitted by the published deadline or the student will not graduate that semester.

Commencement and Convocation for Graduate 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.

Graduation Apparel

All students participating in the May and December Commencement and/or Convocation activities must wear appropriate graduation apparel. Information regarding graduation apparel is also found at the above commencement website.

Section II: Information for Master's Students

Goals of the Master's of Science in Nursing Program

The goals for the Master of Science in Nursing Program are to:

1. Prepare nurse leaders who promote improvement of nursing care through application of theory and research.
2. Prepare nurses to collaborate with members of other disciplines to influence health care.
3. Prepare nurses in a metropolitan community for advanced practice in diverse settings.

MSN Program Aggregate Outcomes

At the completion of the Master of Science in Nursing Program, the graduate will be able to:

1. Utilize evidence in advanced nursing practice to improve health outcomes through effective use of oral and written communication.
2. Demonstrate leadership within the nursing profession and the health care system.
3. Integrate into advanced nursing practice cultural, ethical, legal and professional standards affecting health care delivery.
4. Synthesize theories, concepts, and research findings from the physical and psychosocial sciences, humanities, and nursing to support evidence based advanced nursing practice through use of critical thinking.

Demonstrate competency at an advanced level of nursing practice through use of therapeutic nursing interventions.

Academic Policies and Progression Issues

Advising

Each student enrolled in degree or conditional status or enrolled as a post-MSN student in the Graduate Program is assigned a graduate faculty advisor. It is the student's responsibility to contact your advisor for an advising appointment prior to orientation. Throughout the course of study in the Graduate Program, the advisor will explain the program, provide course registration advice, and assist

the student to develop the program of study. Students may request a change in advisor. The student must discuss the change with the assigned advisor and with the individual who will become the advisor. If there is agreement on the part of all individuals involved, the request is submitted in writing to the Associate Dean of Graduate Programs. The Director of the Office of Student Services serves as an advisor to non-degree and “undecided track” students.

Program of Study

The student is **required** to complete a Program of Study with the faculty advisor upon becoming a student in full degree status. Continuing students without a Program of Study on file **will not** be allowed to pre-register or register for courses. Once the Program of Study has been filed with the faculty advisor, it **must be followed** unless the student meets with the advisor to change the Program of Study. Students can obtain a Change in Program of Study Form from their advisor. Failure to adhere to the program of study may result in the termination of your registration in courses. Re-registration on a space-available basis may be allowed.

Degree Candidacy

Enrollment in Degree Candidacy requires the approval of the Graduate School. Once a student is admitted to candidacy, enrollment in Degree Candidacy status must be continuously maintained year round (i.e. Fall, Spring, and Summer) until the degree is awarded. The only exception to this policy of continuous enrollment is if the Associate Dean of Graduate Programs has granted the student a formal leave of absence. Students will be assessed two credit hours of tuition for each semester in degree candidacy.

Grading System

The Graduate School uses a plus-minus grading system. Semester grades will contribute to the Grade Point Average (GRADUATE GPA) as follows:

<i>A+</i>	4.0	<i>B+</i>	3.3	<i>C+</i>	2.3	<i>D+</i>	1.3
<i>A</i>	4.0	<i>B</i>	3.0	<i>C</i>	2.0	<i>D</i>	1.0
<i>A-</i>	3.7	<i>B-</i>	2.7	<i>C-</i>	1.7	<i>D-</i>	0.7
						<i>F</i>	0.0

Other Grades

A “W” means withdrew and carries no quality points. No student may withdraw from any course after mid-semester. In exceptional cases, the Associate Dean may grant a student’s request to withdraw from courses because of illness or conditions beyond the student’s control.

An “I” means Work in Course Incomplete. If the work is not completed by the end of the next term, regardless of whether the student is enrolled, the “I” automatically becomes an “F”. Deadlines for removal of incompletes are published in the online Schedule of Courses.

An “X” means course work has not been finished because of the nature of the research or study involved, e.g., research project.

In the Master of Science in Nursing Program, the following numerical grading system has been adopted:

100	A+	89	B+	79	C+	69	D+
99	A+	88	B+	78	C+	68	D+
98	A+	87	B+	77	C+	67	D+
97	A	86	B	76	C	66	D
96	A	85	B	75	C	65	D
95	A	84	B	74	C	64	D
94	A	83	B	73	C	63	D
93	A	82	B-	72	C-	62	D-
92	A-	81	B-	71	C-	61	D-
91	A-	80	B-	70	C-	60	D-
90	A-					59	F

OR
BELOW

In order to pass a clinical course a student must obtain a grade of B- or higher in the didactic portion and a passing grade in clinical. At all times a nursing program GRADUATE GPA of \geq 3.0 must be maintained.

Satisfactory Standing

Satisfactory standing in the nursing program is a cumulative program grade point average of at least 3.0.

Repeating Nursing Courses

Students who receive a grade of C+ or below in a course must repeat the course. Students in the Master of Science in Nursing Program are allowed to repeat a required nursing curriculum course only one time. A student who receives a grade of C+ or below in a second course 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, and in most cases the student must petition to the Associate Dean and/or the Graduate Programs 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.

Academic Progress in the Master's Program

Satisfactory academic progress in a program also involves maintaining the academic and professional standards expected in a particular discipline or program and includes demonstration of the ability to function as a professional practitioner. Failure to maintain these standards or demonstrate such abilities may result in the termination of the student's position in the program.

Permission for Visiting Student Status

Students may apply for visiting student status should they wish to enroll in a nursing course at another institution while a student at U of L. It is the student's responsibility to check with OSS the equivalency of the course **before** they enroll in the course if the course is being taken to apply toward the U of L degree requirements. Students must provide OSS with the most recent copy of the course syllabus so that U of L faculty can evaluate the course for equivalency. Once the equivalency status of the course has been determined, the applying student will be sent a letter of permission for visiting student status. Students are responsible for requesting an official transcript be sent to the University's Registrar's Office upon completion of any transfer work.

The Graduate School maintains a policy on students visiting from other institutions (refer to the Graduate Catalog).

Transfer of Credit

Students who desire to transfer graduate credit from other academic institutions shall discuss this with the faculty advisor. Earned graduate credit may be transferred from institutions that offer advanced degrees. The maximum number of semester hours transferable, upon request, is six (6) hours. The Associate Dean of Graduate Programs may consider requests for up to six additional hours in a

master's program, provided that these additional hours are not credit earned by extension and provided that the residency requirement of 24 semester hours is maintained by the addition of U of L credits to the total program. Final approval must be granted by the Provost. Credit earned more than three years prior to the student's application to the Graduate School will not normally be considered for transfer.

Only courses in which the student earned grades of B (3.0 on a 4.0 scale) or better will be considered for transfer. Credits which have been applied to a baccalaureate degree may not be applied to a subsequent master's degree. Six hours may be transferred from previously earned master's degree toward a second master's degree subject to the approval of the Associate Dean of Graduate Programs. Hours earned toward a project or thesis shall not be transferable to the second master's degree. If the faculty advisor agrees that the course work contributes to the Program of Study, the student may request a Transfer of Credit form from the Office of Student Services. Graduate nursing courses may be transferred as a required nursing course only if judged by the current faculty of record as equivalent to the course taught at the University of Louisville. The decision of equivalency made by the faculty of record is final.

For more detail, consult the University of Louisville Graduate Catalog.

Students in Conditional Status

In addition to other possible requirements, all students in conditional status must attain a B or better in all courses taken in their first semester of enrollment in order to attain good standing. Failure to achieve this will lead to grounds for dismissal.

Probation and Dismissal

If the cumulative program grade point average falls below 3.0, the student will be placed on academic probation for the next regular semester. If the cumulative nursing program grade point average is not raised to a minimum of 3.0 by the end of the probation semester, the student will be dismissed from the program. The dismissal will be reflected on the student's transcript. If a student wishes to continue at the University, he/she must apply and be accepted to another unit in order to continue to enroll in classes.

If dismissed from the program, the student has the right to file a petition to be allowed to remain in the program. The request must be processed by the Office of Student Services, School of Nursing, before being reviewed by the Graduate Academic Affairs Committee.

Assistantships for Master's Students

MSN Graduate Student Assistantships are available in the School of Nursing. A Master's Student Assistantship is a financial award to a full-time graduate student for the period of 10-12 months. To be eligible for the award the student must be admitted to a graduate degree program and/or be a continuing graduate student in good standing with a GPA of ≥ 3.00 . The assistantship will provide a stipend, full-time tuition for the academic year plus health insurance benefits for the year. Requirements of the award are: a) maintain full-time graduate status (9 credits in fall or spring and 6 credits in summer for tuition remission); b) maintain good academic standing (cumulative GPA ≥ 3.00 ; and c) participate in activities associated with the assistantship for 20 hours per week as a Research or Teaching Assistant in the School of Nursing. The student will work with the administration of the School of Nursing to coordinate and schedule their assistantship experience. Applications are posted on the School of Nursing web site each spring semester.

Traineeships for Master's Students

A Professional Nurse Traineeship award is applied towards the cost of tuition for one or both semesters. To qualify, the student must:

1. Be a U.S. citizen or permanent resident alien national
2. Be in FULL DEGREE status (all admission documents submitted and any/all admission conditions met).
3. Be enrolled in the MSN program with a completed Program of Study (post-master degree students are not eligible for traineeship funds according to the guidelines of the traineeship program).
4. Be registered for a full time load of no fewer than 9 credit hours each semester of the award. (If selected to receive a traineeship, you must maintain full-time status throughout the traineeship semester or repay the funds.) Exception: You may receive Traineeships while enrolled part time in the last year of graduate study.
5. Maintain a 3.0 GPA average.
6. Agree to keep the Office of Student Services advised of your home address for five years after completion of the award.

Applications are posted on the School of Nursing web site each spring semester.

Clinical Settings

Clinical Laboratory Fee

Effective Summer 2006 all graduate students enrolled in clinical programs in the School of Nursing will be charged a clinical fee of \$300. The fee will be assessed at two points during the program:

1. \$100 at the time of enrollment in NURS 656 Advanced Clinical or NURS 629 Assessment.
2. \$200 at the time of enrollment in the first course of the clinical sequence for their specialty (see course list below).

This fee covers costs associated with clinical laboratory instruction, including clinical laboratory supplies, clinical equipment, support of simulation equipment, preceptor placement coordination and clinical visitations.

Courses Where Clinical Fee Will Be Assessed:

Adult Nurse Practitioner

NURS 624 Advanced Clinical Practice Adult NP I

Adult Acute Care Nurse Practitioner

NURS 675 Advanced Clinical Practice: Acute Care Practitioner Clinical I

Neonatal Nurse Practitioner

NURS 633 Advanced Clinical Practice NNP I

Psychiatric Mental Health Clinical Nurse Specialist & Nurse Practitioner

NURS 645 Advanced Clinical Practice I: Psych/Mental Health

Family Nurse Practitioner

NURS 661 Advanced Clinical Practice: Family Nurse Practitioners Clinical I

Name Tag and I.D. Cards

Name tag and Cardinal Card picture identification are required and are to be worn on the left chest of the clothing, uniform or lab coat. The Cardinal Card must be worn by the student when they are in the clinical agency for any purpose, event, or activity. A name tag must be visible any time the student is in a clinical agency.

The official SON name tag should have a red background with white lettering designating the following: name, MSN Student, University of Louisville. The Cardinal Card will be worn beneath the name tag during clinicals.

Due to the need for heightened security within all healthcare agencies, the use of the picture ID along with the name tag will be strictly enforced.

Signature in Clinical Settings

When working as a student in a clinical agency or site, sign as follows:

Name, U of L Track Initials S

Ex: Jane Doe, U of L ANP S
John Doe, U of L FNP S

NURS 690 Special Topics

This course number is used when a portion of an existing course is being offered. Students should consult with their advisor before enrolling in a N690 course.

NURS 696 Graduate Independent Study

A student who intends to enroll in Independent Study must first discuss their interests with an appropriate graduate faculty member. If the faculty member agrees to work with the student, then the “Graduate Independent Study” form must be completed, signed by the student and faculty advisor, and submitted to the Office of Student Services and a copy to the Associate Dean of Graduate Programs. Specific measurable objectives must be identified.

University Human Studies Committee Approval of Research

The University of Louisville Human Studies Committee reviews all proposals for research carried out with human subjects. Investigator Guidelines may be obtained from the Human Studies Committee website: <http://research.louisville.edu/UHSC/index.htm>.

Appendices

Application for Enrollment - Independent Study/Research

NOTE: Refer to the bulletin for your school to see if you are eligible to enroll for an independent study course. This form must be turned in with your registration form at the time that you register.

Student _____ School of
Nursing Enrollment _____

(PRINT NAME)

Student ID# _____ Dept. & Course # _____ Credit Hrs. _____

Year & Term _____ Plan of Work; including objectives:

If your school requires a more detailed description, please fill in the space below:

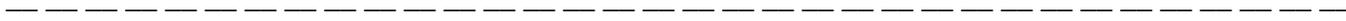
Purpose: _____

Rationale: _____

Activities: _____

Results: _____

**COURSE TITLE TO BE FILLED OUT BY THE DEPARTMENTAL
CHAIRPERSON/INSTRUCTOR** A brief phrase describing the project is to be used as the course
title. (Limit of 24 total spaces)



Signature of student/date

Approval of Departmental Chair

Name of Instructor (print)
Sponsoring work

Approval of Dean/Date

Signature of Instructor

Copy to: Registrar
Advising/Dean's Office
Department
Student

UNIVERSITY OF LOUISVILLE SCHOOL OF NURSING

Optional Thesis

NURS 699 Thesis Policy and Procedures

Credit Hours: Five (5) hours.

Thesis Objective: Develop competency in conducting research by:

1. Replicating research studies from the literature, or
2. Analyzing data from available large data sets, or
3. Participating in research projects which require original questions, a comprehensive literature review and application of the research process. Students may participate in selected aspects of faculty research also.

Standards for the Preparation of Thesis and Dissertations are available on the Graduate School website <https://graduate.louisville.edu/pubs/theses-dissertations>

