

UNIVERSITY OF  
**LOUISVILLE**®

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SCHOOL OF NURSING

**Bachelor of Science in Nursing**  
**STUDENT HANDBOOK**

FALL 2012 – SUMMER 2013

Revised: 8/20/12  
UNIVERSITY OF LOUISVILLE  
SCHOOL OF NURSING  
555 SOUTH FLOYD STREET  
LOUISVILLE, KY 40202  
1-877-81-NURSE  
(1-877-814-8773)

Dear Student:

This handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you must understand and comply with 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 in the Catalog. Additionally, 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 website: <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.

We hope this Handbook will be helpful to you. If you have any suggestions on ways it can be improved, please let us know.

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

Best wishes for a very successful academic year!

University of Louisville  
School of Nursing  
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## **Section I: Information for All Nursing Students**

### *School of Nursing Philosophy, Vision, and Mission*

#### **Philosophy**

The faculty 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 contribute 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 doctorally-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 Undergraduate Catalog:

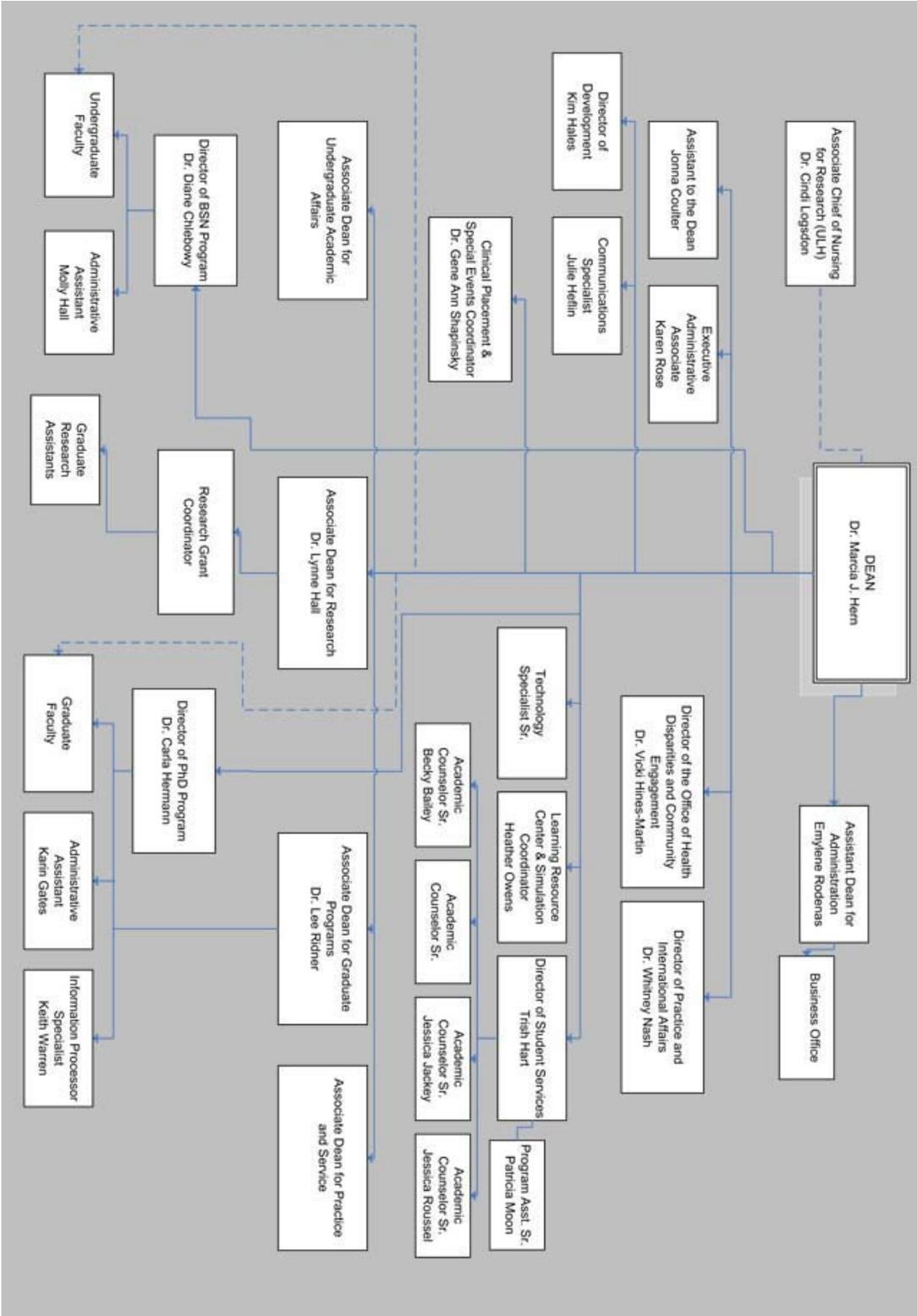
<http://louisville.edu/undergraduatecatalog/>

U of L Student Handbook:

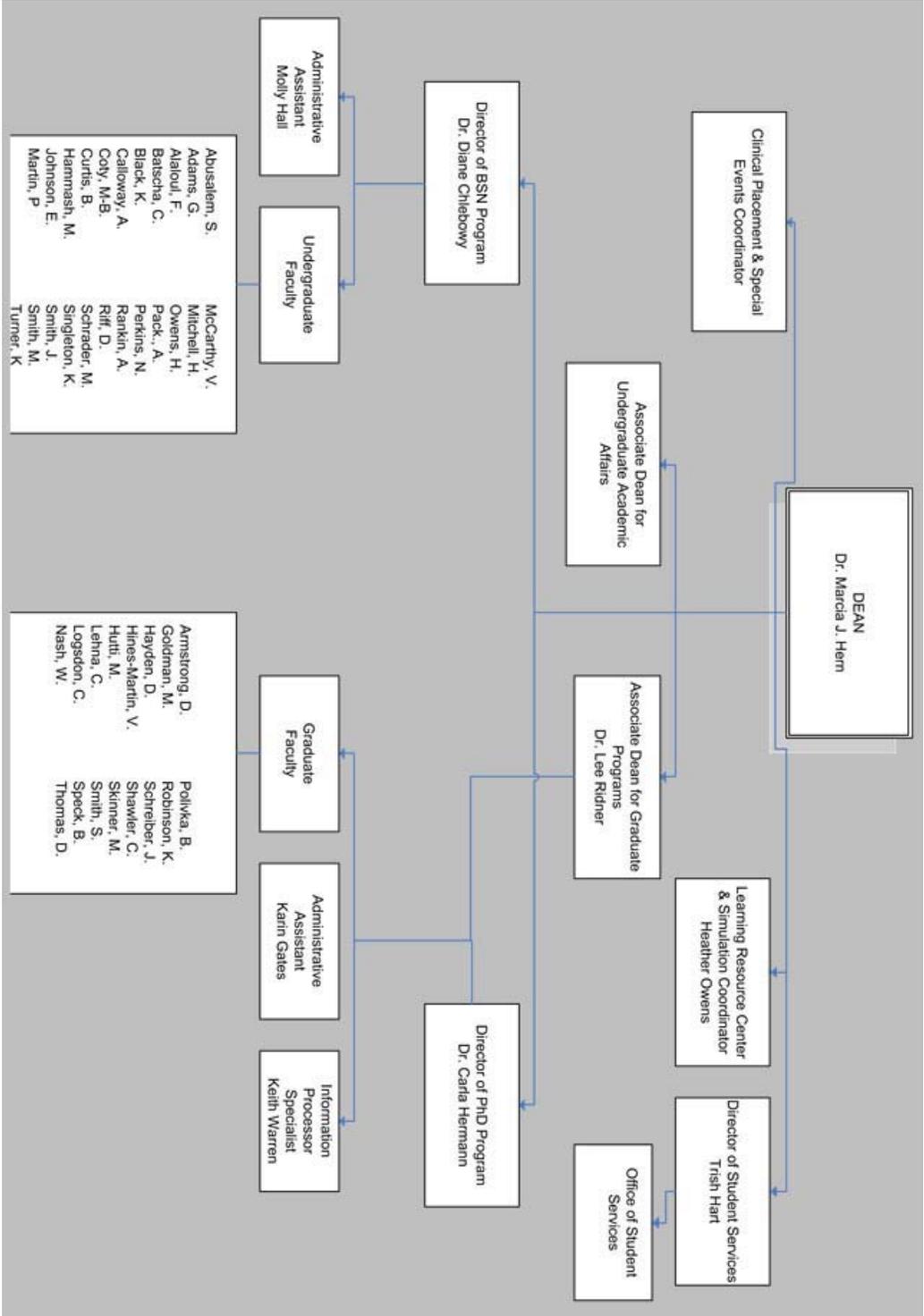
<http://campuslife.louisville.edu/policies/studenthandbook/>

U of L Graduate Catalog: <http://louisville.edu/graduatecatalog>

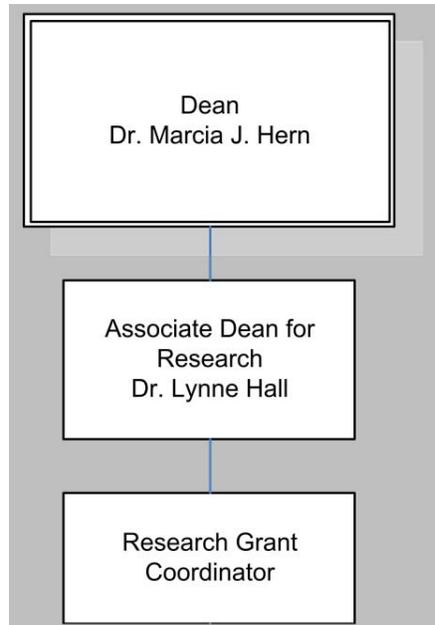
University of Louisville School of Nursing  
Organizational Chart  
August 2012



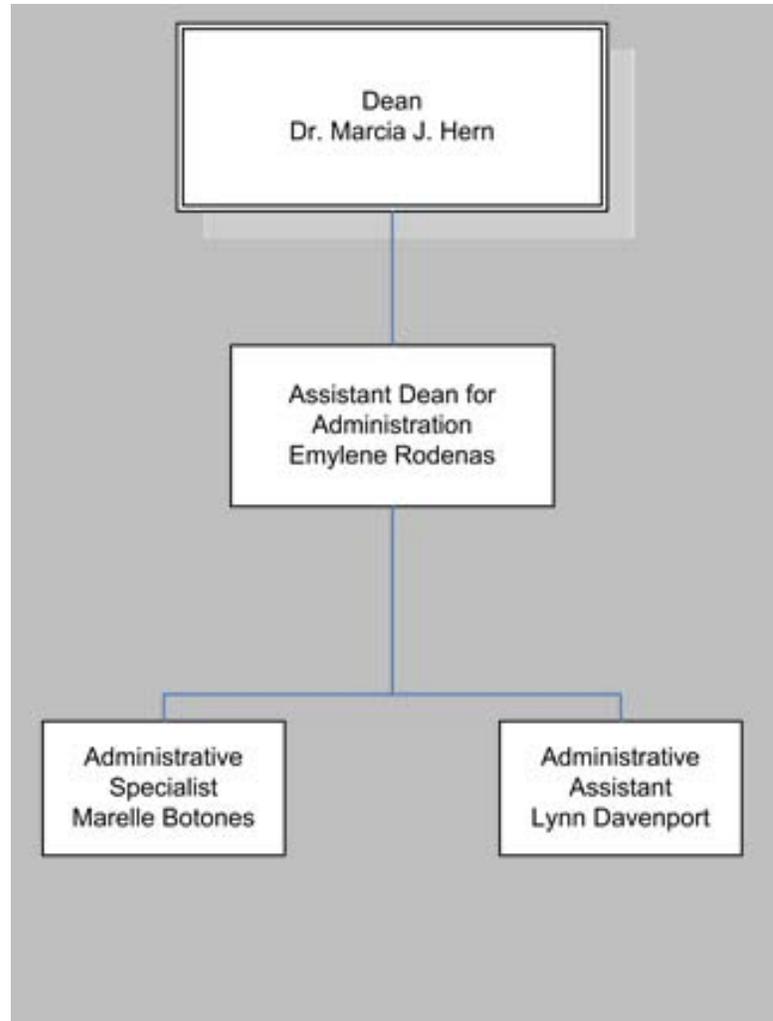
University of Louisville School of Nursing  
 Academic Affairs Organizational Chart  
 August 2012



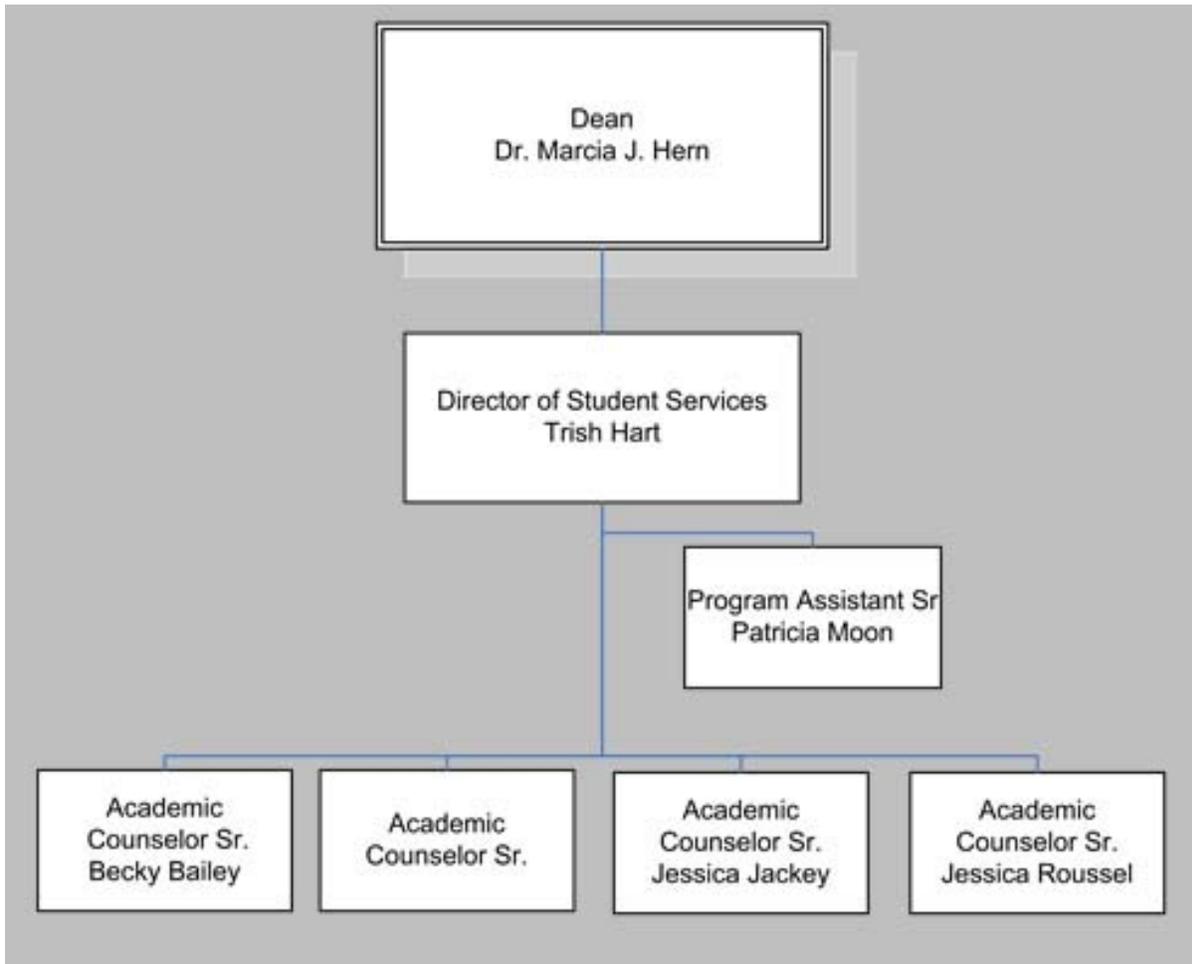
University of Louisville School of Nursing  
Research Office Organizational Chart  
August 2012



University of Louisville School of Nursing  
Business Office Organizational Chart  
August 2012



University of Louisville School of Nursing  
Office of Student Services Organizational Chart  
August 2012



## **Section II: Baccalaureate Nursing Program Section**

### **Program Goals and Aggregate Student Outcomes**

#### BSN Program Goals

The goals of the, University of Louisville (U of L), Baccalaureate Program are to:

- Educate generalists for entry into professional nursing practice who meet the terminal objectives of the BSN program.
- Facilitate the development of professional nursing roles in order to contribute to society in various community settings, particularly in an urban setting.
- Promote a commitment to life-long learning.
- Provide a baccalaureate nursing program of high quality on principles of adult learning and content that includes both general and professional education.
- Prepare graduates who are eligible to write the examination for professional nurse licensure.
- Prepare graduates who have a foundation for graduate education in nursing.

#### BSN Expected Aggregate Student Outcomes

The graduate of the baccalaureate program will be able to:

- Effectively communicate orally with peers, client/family and other health care providers
- Effectively communicate in writing with peers, clients/family and other health care providers
- Consistently demonstrate critical thinking cognitive skills and affective dispositions
- Effectively and cooperatively work with groups
- Select, use, and evaluate nursing interventions for the client/family/group (community)
- Demonstrate personal/professional lifeskills, a commitment to lifelong learning & service to the profession and community
- Use technology effectively in nursing practice

### **Professional Licensure Information**

All nursing students are advised that successful completion of the BSN program does not guarantee eligibility for RN licensure. KRS. 314.091(1b) states that the Kentucky Board of Nursing may take action on a felony or misdemeanor and allows the Board to deny, limit, revoke, probate, suspend, or take other action against an applicant or licensee who is guilty of the offenses or conduct specified in KRS. 314.091. Any student with criminal convictions should submit a certified copy of the conviction record and a letter of explanation to the Board of Nursing and consult the Kentucky Board of Nursing website at <http://kbn.ky.gov>. This copy of the conviction must be submitted as part of the application process.

### **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 Catalog. Students can read the policy at: <http://campuslife.louisville.edu/policies/studentconduct.html>

### **Expectations for Student Behaviors for Professional Development**

Nursing is a discipline that requires that each individual possess the ability to think critically and act in a professional manner. Using critical thinking and professional communication skills ultimately results in improved professional collaboration and better patient care. The nursing curriculum is rigorous and requires attention and focus throughout the learning process. Student decisions that affect classroom/lab/clinical performances are evaluated throughout the learning process. To assist students in developing the required professional behaviors and to provide the appropriate environment for learning, the following expectations have been established for classroom, laboratory and clinical behavior.

Therefore, please note the following expectations:

### **Class Attendance**

Students are expected to be present, on time and remain throughout the class period. Regular and consistent class attendance is essential for students to be able to meet the stated course objectives and attain the educational goals set forth by the SON. Class attendance will be addressed if the student's academic performance drops to a sub-standard level that jeopardizes the student's ability to succeed academically. Students should consult the course syllabi for specific attendance policies for each course. Students who must be absent from class should notify the professor. Students missing class are responsible for all class content discussed during the time missed.

Clinical attendance is mandatory (see "Clinical Policies and Procedures" page 16).

### **Preparation**

Materials assigned for each class period are to be completed prior to the beginning of class and students should be prepared to respond and participate in class. Properly preparing for class enables the student to better understand the content, develop questions for discussion and enhance learning.

### **Professional Communication and Academic Engagement**

1. Professional communication skills are required within all the classroom/lab/clinical learning settings. Correct grammar and sentence structure are expected in written and verbal communication. **Threats or abusive behaviors, either in verbal or written communication will not be tolerated.**
2. Respectful communication towards peers and professors must be maintained at all times in the classroom, clinical areas, and labs. Faculty members are to be addressed respectfully using professional titles. Students will be addressed respectfully according to the educational environment with input from students (based on group consensus, course by course basis). Profanity is not acceptable.
3. Students should arrive promptly at the beginning of class/clinical/lab and when returning from breaks. Late arrivals are disruptive to both the faculty member and fellow students. Faculty may determine specific policies for late arrivals and students should refer to each course syllabus for specific attendance expectations.
4. The full attention of each student is required in learning settings. Student participating in conversations during instruction disrupt fellow classmates and interfere with others' concentration and ability to learn. Students that disrupt the instructional setting with private conversations may be asked to leave the classroom. Students sleeping during a class/clinical/lab are displaying unprofessional behavior to other students and the professor, are not engaged as to benefit from the instruction and therefore will be asked to leave the setting.
5. Cell phone use, including text messaging, is prohibited in the classroom. Cell phones must remain turned off or in vibrate mode. See Laptop Requirement below.

Students who are encountering difficulties in relation to any of the above expectations should to meet with their instructor to discuss and resolve them. When attempting to problem-solve concerns within any course, the chain of command begins with the individual instructor and progresses to the course coordinator. Stress and conflict frequently occur as problems arise. It is expected that concerns will be discussed in private and a mutually respectful environment maintained. Additional resource information in this area can be found in the Code of Student Conduct in the Undergraduate University Catalog. If concerns are not resolved at the course coordinator level, the student may make an appointment with the Director of the BSN Program.

Faculty members in teacher-student relations utilize empathetic approaches as part of interaction with students; however, faculty members cannot serve as counselors or practitioners. Students will be assisted in identifying appropriate referrals as the need is mutually identified.

## **Technology/Laptop Computer Requirement**

Effective Fall 2012, all upper division nursing students are mandated to have a laptop computer that follows the SON's laptop minimum standards by the first class meeting of the semester. Students that will graduate in December 2012 are not subject to this policy.

Minimum standards and recommendations can be found on this site:

<http://louisville.edu/nursing/current-students/technology-for-new-current-nursing-students.html>

## **Academic Policies and Progression Issues**

Students are responsible for being aware of all academic policies and achievement guidelines as printed in the current University of Louisville Undergraduate Catalog. Students with one nursing course failure may re-enroll in the course on a space available basis. Students may be required to enroll in an independent course for remediation prior to retaking the failed course. Students with a second nursing course failure will be dismissed from the nursing program. Students will still be enrolled at the University and may pursue a course of study within the University. Students who are dismissed may seek re-admission through the petition process (see "Petitions"). Students who are approved readmission may also be required to enroll in an independent course for remediation prior to repeating the second failed course. Enrollment for a failed course after readmission to the nursing program will be on a space available basis.

## **Grading System**

The following numerical grading system has been adopted by the University of Louisville School of Nursing Faculty effective Fall 2006:

100-93 A  
92-84 B  
83-75 C  
74-67 D  
66-0 F

A grade of D or lower is a failing grade for nursing courses.

University of Louisville's Definition of Quality Points:

A 4.0 B 3.0 C 2.0 D 1.0 F 0.0

## **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.

## **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 you 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 undergraduate program, you will 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 you to graduate as capable and competent professionals, skilled in both the art and science of nursing.

### **Foundational Documents**

The following documents are foundational to the BSN program of study. The student is responsible for reading, understanding and acting in accordance with the principles outlined in these documents. Sources are listed below each document where documents can be reviewed.

1. AACN Essentials of Baccalaureate Education  
<http://www.aacn.nche.edu/education/bacessn.htm>
2. ANA Standards for Clinical Practice  
Potter, P. A., & Perry, A. G. (Eds.). (2009). Fundamentals of nursing. St. Louis: Mosby.
3. ANA Code of Ethics  
<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx>
4. Kentucky Nursing Statute (KRS 314)  
<http://www.lrc.ky.gov/KRS/314-00/chapter/htm>

These documents are introduced in the first nursing clinical courses and applied throughout the curriculum.

### **Course, Clinical, and Faculty Evaluations**

All students will have the opportunity to evaluate the course, the clinical experience, and faculty.

### **Medication Competency Examinations**

The purpose of the medication calculation exam is to evaluate the student's ability to read medication orders, discern critical information in the orders, use appropriate conversions, and correctly perform calculations for safe medication administration. Students must demonstrate the ability to accurately calculate and safely administer medications prior to beginning the clinical experience.

Students will be required to pass medication calculation examinations in the following clinical courses: N364, N371, N372, N461, N464 and N471. Students should consult the course syllabus for the specific passing criteria for each course. Students are responsible for bringing a non-programmable calculator to use during the exam.

Students will not be allowed to begin their clinical rotation and/or pass medications until they have successfully passed an exam. The medication calculation examinations are not included in the examination average to pass the course but are a "Pass/Fail" course requirement. All students will be given three attempts to pass an exam. Students who are unsuccessful after a third attempt will be required to withdraw from the course. Students required to withdraw may re-enroll in the course the following semester on a space available basis. Students are encouraged to seek independent instruction and/or self-study to remediate medication administration in the interim.

### **Assessment Technologies Institute Course Requirement**

Assessment Technologies Institute (ATI) Testing is designed to help students assess their progress in attaining information essential to success in nursing courses and on the national licensure exam. The ATI program is comprehensive and will be incorporated in most nursing classes throughout the nursing program. Students are required to purchase ATI materials in order to complete specific courses. Students will be assessed a fee prior to the first semester of upper division and a fee prior to the third semester of upper division. Payment for materials will be required prior to the date listed on your course calendar. Students who fail to pay by the date listed will be disenrolled from the course.

### **Assessment Technologies Institute (ATI) Testing**

Completion of proficiency exams will be mandatory in order to complete courses. Proficiency exams will be part of

the course grade. Students must attain certain scores on the designated achievement tests to be successful in nursing classes and to understand areas in which they need to improve. Students who do not meet the minimum proficiency level for the course may be required to attend an additional testing session.

Testing dates are listed on the course calendar and are non-negotiable. Students will be expected to attend the time he/she signs up for or is assigned. Students who are unable to attend their testing time will be required to show written proof of an extenuating circumstance (i.e. death of immediate family member or hospitalization). Failure to complete assigned ATI testing will result in an incomplete in the course.

There are three components to ATI Testing, the critical thinking exam, proficiency testing, and predictor testing.

1. The ATI critical thinking test is an assessment of thinking skills when entering upper division nursing. It will provide students with a score and percentile ranking regarding their critical thinking abilities. Students will take the critical thinking assessment upon entrance into the upper division and then again at exit. It is expected that students will improve their critical thinking abilities as they progress through the program.
2. The ATI-Proficiency Tests address major content areas in nursing (such as mental health, adult health, etc.) and assesses a student's proficiency with that content. The exam will be administered in each upper division BSN clinical course near the end of each semester. Students will be assigned a grade based on their proficiency level. Students should refer to the course syllabi for specific grading criteria.
3. The ATI Comprehensive Predictor Test, given in N472 is highly predictive of success on the National Council Licensure Examination (NCLEX). A minimum predicted probability score of 95% on the ATI Comprehensive Predictor Exam is recommended.

## **CLINICAL POLICIES AND PROCEDURES**

### **Clinical Laboratory Fee**

The Clinical Laboratory Fee for all upper division nursing students is \$75.00 for each semester (including summer) a student is enrolled in any required upper division nursing course. The purpose of the fee is to support the maintenance and operation of the Learning Resource Center and the expenses associated with providing clinical instruction.

### **Physical and Mental Demands of Nursing Role\***

Students must be able to demonstrate the ability to perform the following skills in the clinical setting. A physical condition which results in a temporary change in a student's ability to perform these skills, such as surgery, pregnancy and childbirth or an injury must be reported to the course coordinator and will require a physician's release to return to a clinical assignment.

#### **Skill Student must be able to**

1. Push or pull objects of more than 100 pounds. (strength)
2. Frequently lift objects more than 50 pounds. (strength)
3. Use fine motor skills for such activities as setting monitors and measuring medication in syringes, and use gross body movements such as stooping, bending, kneel, climb and holding body positions for long periods of time. (motor skills)
4. Move quickly (motor skills)
5. See small objects closely (vision)
6. Distinguish sounds during auscultation (hearing)
7. Feel and distinguish differences or changes in body tissue temperature, consistency, etc. (tactile)
8. Communicate effectively demonstrating both verbal and written skills. (communication)
9. Think and make decisions in the midst of multiple distractions. (critical thinking)
10. Memorize and remember many details throughout 8-12 hour periods.

\* Skills are derived from a compilation of skill requirements from UofL SON clinical affiliates.

### **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. 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 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.*

## **Requirements for Clinical Compliance**

1. All new students will receive a Clinical Compliance Requirements packet at Orientation. Health and clinical requirements will be explained in detail during Orientation.
2. Students must submit all immunization records to the Campus Health Services (CHS) office. CHS will notify students if they are not in compliance with university immunization requirements. CHS will provide the Office of Student Services with a list of students that are not in compliance.
3. Requirements must be updated annually.
4. Students will not be allowed to participate in class or clinical until all areas of clinical compliance have been met. Students that are not in compliance and miss clinical time will be required to make up the clinical time missed.
5. In order to be considered compliant for the semester, all requirements must be current throughout the entire semester. If a student's compliance is due to expire during the semester, he/she must update prior to the start of the semester. No student can attend a clinical course if not in compliance. Students who continue to participate in course/clinical/lab or research experiences while being out of compliance with any of the requirements will be subject to dismissal from the program.
6. For updates submitted to OSS at the Louisville campus, students should place a copy in the brown mailbox on the 3<sup>rd</sup> floor lobby of the School of Nursing. Students at the Owensboro campus should provide the forms to the administrative office. RN-BSN students will fax forms to 502-852-8783.
7. Noncompliance with any of the requirement for clinical compliance precludes the student from participating in courses/research/clinical/lab until the requirement is fulfilled.

*Students are advised to keep copies of any required documents for their records.*

### **A. Immunizations**

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

Documentation must be provided for the following required tests and results/titers:

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

1. Tetanus-Diphtheria
2. Varicella (Chicken Pox)
3. Hepatitis B (or signed waiver form)
4. Tuberculosis Skin Test - must be completed annually
5. Measles (Rubeola)
6. Mumps
7. Rubella

### **B. 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

The requirement is fulfilled by submitting a copy of the certification card.

### C. Professional Liability Insurance

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

- For **Prelicensure**: RN Student Coverage with limits of 1,000,000 to 3,000,000.
- For **RN-BSN students**: RN coverage with limits of 1,000,000 to 3,000,000.

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.*

### D. Blood Borne Pathogen (BBP) Online Training for Employees and Students

All students must complete the University of Louisville's BBP training. To complete the course,

1. Go to the U of L Homepage, search EHS training
2. Click on EHS Training -U of L
3. Under "on-line training courses" click on Bloodborne Pathogens (or click directly onto the link).  
<http://hpassist.louisville.edu/Ehstrn/ehstrainwebisapi.dll/EXEC/0/1ls6nin0jvkj2a1f87saz1ulmua9>
4. Type in first and last name and hit submit button
5. Complete necessary fields with inclusion of employee or student ID number; under researcher/supervisor, click "Other"
6. Review modules
7. Take quiz
8. Print out email confirmation after quiz completion

Students should give a copy the confirmation print-out to Patricia Moon in the Office of Student Services

### E. 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. To complete the courses:

- Go to <http://blackboard.louisville.edu/>. The link for your training will be on your homepage.

### Clinical Attendance

Clinical attendance is mandatory and essential in ensuring that students can demonstrate clinical competence and mastery of clinical objectives. Students missing one or two clinical experiences will jeopardize their ability to demonstrate clinical competence. Students who miss more than two clinical experiences will earn a failure in the course. Missed clinical time must be made up. It is the student's responsibility to contact the faculty to arrange a plan for making up clinical time/work.

A student who is unsafe in a clinical or research setting is will be removed from the clinical/research setting immediately and will be subject to academic action, including dismissal from the program.

All students are responsible for arranging transportation to and from the clinical site. Students should arrive in advance of the stated time for clinical and be prepared to start the clinical experience.

Several clinical experiences will require the student to visit the clinical site the afternoon or evening before the scheduled clinical day to obtain clinical assignments and appropriate patient information. Students are required to wear a lab coat, name tag, and appropriate clinical attire for these activities. Alternate clinical attire or professional attire are both acceptable when visiting the clinical site to obtain patient assignments and information. Jeans are not acceptable under any circumstances to wear to the clinical site in order to pick up a clinical assignment.

During clinical experiences in the program of nursing, students will be required to adhere to all HIPPA regulations, the ANA Code of Ethics, and appropriate general professional conduct in order to protect client confidentiality. Confidentiality of patient information is essential for the nurse/patient relationship as well as nursing's responsibility to society. Any breach of these policies will result in formal academic discipline.

## **Professional Conferences and Clinical Time**

Students are encouraged to attend professional activities. For each clinical course one day of professional activity can be counted toward clinical time if the professional activity coincides with the student's regularly scheduled clinical day. Time may be spent attending professional conferences such as KNA, KANS, NSNA, SNRS, MNRS, etc. Only students who have not been absent from clinical and who are currently passing clinical are eligible for a professional day. The student must provide the clinical instructor with an itinerary of planned activities and written objectives prior to attending the conference. After approval by the clinical instructor, the student may attend the conference and then write up how objectives were met. The student may also be required to present information about the professional activity to the clinical group. The number of hours at the professional conference must equal the number of missed clinical hours.

## **Policy on Clinical Attire (Dress Code)**

The University of Louisville nursing student engaged in clinical, community or professional activities is expected to project the image of a professional nurse. Students will adhere to the regulations stated below. Individual agencies may have specific regulations that vary somewhat with these SON regulations. In those cases the regulations of the individual agency regarding student dress and agency policy will also be followed.

The final evaluation of student compliance with the dress code will rest with each faculty member. Repeated failures to comply with the Dress Code may be grounds for course clinical failure.

## **U of L School of Nursing (SON) Official Uniform**

The student must wear the official uniform of the SON. Students will be given instructions on how to order uniforms during Upper Division Orientation. Instructions will also be posted on clinical course sites on Blackboard.

The uniform top will be worn with black pants or skirt. Pants length must be a minimum of 1½ inches from the floor at the heel.

Skirts: Women who prefer to wear skirts instead of pants will wear the red SON uniform tunic top with the skirt. Skirts must be a minimum length that will cover the mid-knee. Plain flesh colored stockings must be worn with skirts.

T-shirts: Long or short sleeved plain white or black T-shirts may be worn under uniform tops. The bottom hem should not be visible below the hem of the uniform top. The visible neckline and arms of the T-shirt must be clean, neat, and with no visible print.

Underclothing: Underclothing should never be visible.

Socks: The student will wear plain socks (same color as shoes) with no embellishments or decorations. Short sports socks are not allowed.

Shoes: The student will wear solid black athletic shoes, duty shoes or clogs with closed toes and solid tops. Shoes must be clean and polished at all times. Shoestrings must match shoe color and be clean. Dress shoes, heels, platform shoes and high tops are not acceptable.

Lab Coat: Lab coats must be white and at least finger-tip length. Lab coats may be worn with uniforms.

Jewelry: The student may wear small post-style earrings of silver, gold or uniform color. The student may not wear more than two earrings per ear. Hoops or earrings that dangle below the ear lobes may not be worn. Students may not wear jewelry in any other visible body piercing. Watches must have a second hand or be digital. Students may wear a small band ring with small stones and/or an engagement ring. The design of the ring should not compromise glove integrity. No other jewelry is allowed; this includes necklaces, bracelets and ankle bracelets.

Hair: The student's hair is to be worn so as not to come in contact with the patient or compromise any patient care activities. Hair combs, headbands, or barrettes that blend with the hair color are acceptable. No other types of ornamental hair pieces are acceptable. If the hair is pulled back or worn up, it must be neatly pinned with no sections of hair falling around the face and neck. Unnatural hair color is not allowed (i.e. pink, orange, blue,

purple, green etc.).

Facial Hair: Beards and mustaches must be trimmed and neatly combed.

Fingernails: Nails may not be longer than the tips of the fingers. Nail polish, artificial, acrylic or sculptured nails of any kind are not allowed.

Make-up and Fragrances: Make-up must be light and conservative consistent with a polished professional appearance. Colognes and perfumes are not allowed.

Tattoos: Students must cover any visible tattoos when participating in clinical experiences

Nametags and I.D. cards: The official School of Nursing name tags and ID cards are required and are to be worn at all times on the left chest of the uniform or lab coat. These items should be worn and must be visible any time the student is in a clinical agency. The U of L student ID card will be worn beneath the nametag. The official SON name tag should have a red background with white lettering designating the following: name, BSN Student, University of Louisville. Name tags may be ordered at the upper division orientation. Due to the need for heightened security within all healthcare agencies, the use of the picture ID along with your nametag will be strictly enforced.

Scrub clothes: If a unit requires a student to change into hospital-issued scrub clothes, the scrub clothes should not be worn out of the unit without a lab coat. Lab coats should be buttoned when worn with scrubs.

A Final Note: The uniform and lab coat must be cleaned and pressed at all times. Students arriving to clinical in wrinkled or soiled uniforms/coats or otherwise violating this dress code will be subject to formal disciplinary action including but not limited to dismissal from the clinical site, remediation and possible failure of the clinical course.

The uniform and lab coat may not be worn except during the assigned clinicals or for data gathering purposes pertaining to SON clinicals. For the purpose of data gathering for clinicals, the student must wear either the SON uniform or professional attire (see below). Items listed above as inappropriate for clinicals are also inappropriate for data gathering

### **Alternate Clinical Attire**

The student will wear the designated University of Louisville SON polo shirt and black uniform pants in the clinical experiences for Community Health Nursing, Psych – Mental Health, and in the Health Assessment Lab.

### **Professional Attire**

Professional attire and lab coat with ID and nametag may be required for alternate site clinical experiences. Some activities and alternate site clinicals require a more casual form of attire. The faculty will advise you when this type of attire is required.

Women: Busy patterns and frills are not appropriate. Blouses should be simple, one color, and the neckline sufficiently high so that no cleavage is visible. Casual T-shirts and sweatshirts are not appropriate. Capri length pants and sandals are not appropriate. Jewelry and hair should be conservative in accordance with clinical requirements with the exception that long hair may be worn down and loose. Shoes and hosiery should be appropriate to the outfit. The official School of Nursing name tag and ID card are required and are to be worn at all times.

Men: Woven dress shirts or knit polo-style shirts (long or short sleeve) may be worn. Shirts should be of a single, solid color, and have a collar. Casual T-shirts, rugby-style shirts, and sweatshirts are not appropriate. Trousers should be of a single, solid color. Shoes and socks should be appropriate to the outfit. Sandals are not appropriate. Jewelry and hair should be conservative in accordance with clinical requirements. The official School of Nursing name tag and ID card are required and are to be worn at all times.

## **Business Attire**

Some clinical activities or assignments such as presentations may require business attire to project the appropriate professional image. For these occasions, students should wear a conservative dress suit or pants suit of one color or two coordinating colors. Men should wear a conservative dark suit or sports coat and slacks. Dress shirts of one solid color and simple conservative neckties will be worn.

## **Special Circumstances**

Special circumstances regarding clinical attire will be addressed by the course coordinator on an individual basis.

## **GENERAL COMMUNICATION**

**E-mail Communication** The most efficient method of communication for all faculty and staff is e-mail. 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. All faculty and staff have e-mail accounts; e-mail addresses are available using the Cardmail address book. All students are expected to check their Cardmail account daily since this is the primary method of communication. Students should exhibit professional communication in emails to faculty, staff and fellow students. The student will be held accountable for any information generated via email by the faculty. Students will be unable to send or receive emails if their mailbox storage size exceeds its limits

Students should be mindful of the time they are sending email messages to faculty and allow an appropriate amount of time for faculty to respond. Faculty may not be able to quickly respond to email messages sent late in the evening or over the weekend.

## **Telephone Messages for Faculty**

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 if there is an urgent need or an emergency at 502-852-5825.

## **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 3<sup>rd</sup> 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.).

## **Faculty Pagers/Cell Phones**

Clinical 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.

## **Student Blackboard Academic Suite™ Guide**

Blackboard Academic Suite™ is a software platform used for course management, including Web-based integration. Blackboard Academic Suite™ is the Web technology that will be used as the primary source for communicating information to all undergraduate students in the SON. All undergraduate nursing students will be entered in Blackboard Academic Suite™ by their program code. Blackboard will also be used in each upper division course as a means of communicating announcements, posting course assignments and course documents and may be used for course discussion groups.

The Blackboard Academic Suite™ home page includes the specific organizations for which the student is a member and may include one or more of the following:

BSN Upper Division - all upper division nursing students;

All Nursing Students - all undergraduate nursing students;

BSN Lower Division – all lower division nursing students.

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 (502) 852-7997 or by email at [helpdesk@louisville.edu](mailto: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>.

### **Mail Folders/Bulletin Boards**

Mail folders for upper division nursing students are located in a file cabinet in the Student Waiting Room, on the 3<sup>rd</sup> floor of the SON. General correspondence, messages and other pertinent information may be placed in the student mailboxes. Students should check their mailboxes on a regular basis.

Information is posted on bulletin boards on the 2<sup>nd</sup> floor of the SON. Information of interest to students is located on the 3<sup>rd</sup> floor of the SON 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.

## **General Information**

### **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 going to: <http://www.louisville.edu> and entering health insurance waiver in the search box. Click on Health Science Students, Campus Health Services.

- 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.

### **Health Services Fee**

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

The SON requires all students to have a background check through [CertifiedBackground.com](http://CertifiedBackground.com) which will be at the federal level. The student will deal directly with the company to have this performed. Instructions for accessing the [CertifiedBackground.com](http://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. Students are responsible for any costs associated with this process. This background check is part of the application process to the SON. If you have questions about the background check, please contact Trish Hart, Director of Student Affairs, (502) 852-8298.

## **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.

### **Undergraduate Student Organizations**

- *The Nursing Student Council (NSC)* is a part of the University's Student Government Association. NSC members play an important role in formulating policies related to students. The organization also sponsors fund raising and social activities throughout the year. The faculty advisor is Mrs. Heather Mitchell ([hdmitt01@louisville.edu](mailto:hdmitt01@louisville.edu)).
- *The University of Louisville Kentucky Association of Nursing Students (KANS)* is the SON chapter of the National Association of Nursing Students. As part of socialization to the nursing profession and as an educational resource, all students are encouraged to join the Kentucky Association of Nursing Students (KANS) and to attend the annual convention. The faculty advisor is Mrs. Glenda Adams ([glenda.adams@louisville.edu](mailto:glenda.adams@louisville.edu)).
- *Black Student Nurses Association (BSNA)* is a recognized student organization and a member of the student government association and the Association of Black Students. Its mission is to provide nursing enrichment and to enhance the recruitment, retention, and graduation of African American nursing students

The Student Organizations office, in room 2020, is the business office for both NSCA and KANS. Organization officers are often in the office throughout the school week. (Information on membership is available at the beginning of each semester). Links to the web pages for Nursing Students and the Nursing Student Council can be found at: <http://louisville.edu/nursing/current.htm>

### **Undergraduate Program Committee**

The Undergraduate Program Committee (UPC) is a group comprised of faculty, student representation, community representation and library staff representation. The purpose of the UPC is to evaluate curriculum and program outcomes, develop and supervise academic policies, and review and approve student admissions and progression. A student representative from the upper division undergraduate program is elected by the student body to serve as a member of the regular session of the UPC.

Students interested in serving, should contact the NSC President or faculty advisor.

### **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/>.

### **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](http://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. When the Office of the Provost announces that classes are 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.

### **Lactation Room**

A private room is available for students to use to express milk while they are separated from their baby/child. The room can also be used to breastfeed their baby/child. The key can be obtained from the receptionist in room 3019.

### **Student Lounge**

The Student Lounge, located in room 2019 of the K building, is available for use by nursing students. A telephone and vending machines are available for student use. The phone number for the lounge is 852-6333.

### **Student Lockers**

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

### **Course Syllabi**

Course syllabi for nursing classes are available via Blackboard Academic Suite™, 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. Students 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. All students are responsible for reading and understanding the course syllabus for each course.

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 (502)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 (502)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. Your Cardinal Card and/or the building access code 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 and shuttle information can be obtained in the parking office located in the Chestnut Street Parking Garage. The hours of operation are 8:00a.m.-1:00p.m. and 2:00p.m.-4:00p.m. Monday through Friday. The phone number is (502)852-5112 if you have any parking questions. Students must have a valid ID to purchase permits.

### **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://www.louisville.edu/library/kornhauser>.

### **HSC Bookstore**

The Health Sciences Center Bookstore, operated by Barnes & Noble and located on the first floor of the K Building (Floyd Street Side), carries textbooks and supplies for courses taught on the HSC campus. 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.

Hours of operation are:

9am-5pm Monday-Friday

10am-2pm Saturday

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.

Hours of operation

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

Phone number: (502)852-5339.

### **Photocopying**

Copiers are located in the Kornhauser Library and in the CopyIT Center located in Room 17 in the School of Dentistry. Student may NOT request the SON receptionist or the Office of Student Services staff to make personal copies for them.

### **Transportation**

Students are individually responsible for arranging their own transportation to classes and clinical sites or other outside clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision making process when clinical assignments are made. Transit Authority of River City (TARC) bus schedules are available in Kornhauser Library. Bus numbers 4 & 18 provide transportation between Belknap and the HSC campuses.

### **Office of Student Services**

Program of Study: Students must follow the Program of Study assigned to them when they enter the upper division level. Any student that deviates from their assigned Program of Study jeopardizes their space in nursing courses. Enrollment in nursing courses taken out of sequence are subject to space availability in the program. Students should meet with their assigned academic advisor for appropriate instructions on maintaining an up to date Program of Study.

The Office of Student Affairs 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 Rooms 3023-3066 in the SON. 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 Affairs Room 3060

Jessica Jackey, MS, Senior Academic Counselor Room 3061

Jessica Roussel, Med, Senior Academic Counselor Room 3024

Becky Bailey, BA, Senior Academic Counselor Room 3063

Vacant, Senior Academic Counselor 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.

Students are **REQUIRED** to come to the Office of Student Services for the following:

1. Advising and referral to University resources
2. Complete withdrawal from all courses or from the SON
3. Schedule changes
4. Leave of Absence request

5. Evaluation of transfer credits
6. Repeat options
7. Determination of status

Students are ENCOURAGED to come to the Office of Student Services for:

1. Early registration advising.
2. Assistance in obtaining tutoring services.
3. Information on student financial aid.
4. Questions about application for degree (which must be submitted online).

The staff members are here to assist students. Please do not hesitate to utilize their services!

### **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. After submitting name change forms to the Registrar's office the student should also submit this information to Patricia Moon. To change your address and/or phone number, you can do so using 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). 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.

#### ***What to bring with you when getting a new card:***

- Student ID or Employee ID -Photo ID
- Completed Cardinal Card agreement with signature <http://louisville.edu/campuscard/students>

### **Learning Resource Center (LRC)**

The Learning Resource Center located in the K-building (SON) of Health Sciences Center (HSC) includes the Helene Fuld Media Center (room 3008), the HSC Computer Lab (room 4007), and the SON Skills and Simulation Lab (room 3003)

HSC Computer Lab and Helene Fuld Media Center Hours of Operation:

Monday – Thursday 7:30 a.m. – 9:00 p.m.

Friday – 7:30 a.m. – 5:00 p.m.

The Skills and Simulation Lab is available for course work and by appointment for remediation or practice.

Coordinator of Educational Simulation & LRC: Mrs. Heather Owens, MSN, RN. Phone: (502)852-0830

### **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](http://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 Information Resources Center outside the reception area on 3<sup>rd</sup> floor of the SON. Consult the University of Louisville Undergraduate and 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 Affairs.

### **Wireless Access**

Students may bring and use their own laptops in the School of Nursing and take advantage of wireless access. Students will be able to access the University's intranet and the internet for their communication and work after they install the Odyssey Client (<http://louisville.edu/it/services/network/wireless/wireless.html>). If you experience any problems or have questions regarding this, please contact the IT Help Desk at (502)852-7997. This is a 20 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.

## **Policies and Procedures**

### **Smoke Free Campus**

All campuses have 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.

### **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. Undergraduate students should also refer to the "Technical Standards for Performance in the Professional Nursing Educational Programs" located in the Undergraduate Catalog.

### **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.

### **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 Appendix A.)

### **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 Academic Dishonesty. Students should additionally be familiar with the SON Procedure for Suspected Academic Dishonesty (see Appendix C). A plea of ignorance is not acceptable as a defense to the charge of academic dishonesty.

### **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: <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 through ULink. 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, the student 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 in 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](http://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, (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 November, and early registration for summer and fall semesters is in April.

The University uses 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: <http://www.louisville.edu/student/services/registrar>

Students are encouraged to meet with their advisor prior to registration if they need assistance in course selection. Students in conditional or probationary status are required to be advised by their 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 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 touch-tone or 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: Students should check the U of L Website to confirm that his/her 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 Director of the BSN Program. 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 Director of the BSN Program. 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 this/her academic advisor for advice on filing a petition. The Academic Counselor will submit the request to the Director of the BSN Program who will either make the decision or refer the matter to the appropriate undergraduate program subcommittee. After hearing the petition, the Committee makes a recommendation to the Dean who makes the final decision.

A student may not petition to the Undergraduate 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 change.

### **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 Director of the BSN Program. Approval of a leave of absence is at the discretion of the Director of the BSN Program 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.

### **Application for Degree**

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

1. Satisfactory completion of the required courses (No grade of below a C in nursing courses) with a cumulative nursing program grade point average of 2.5 or above.
2. File an online application for degree prior to the date specified in the online Schedule of Courses. Online application for degree forms are available at ULink <https://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.

### **Graduation with Honors**

Baccalaureate degree students who have earned a minimum of 60 hours of degree credit in residence at the University of Louisville SON will be eligible for consideration to graduate with Honors. Commencement programs will list eligible students as “Candidates for Honors” based on a program grade point average of 3.5 or higher earned by the semester preceding the graduation semester. Final determination of a student’s eligibility to graduate with Honors will be based on the student’s standing upon completion of the degree.

### **Policy for Dean’s List and Dean’s Scholar**

To be named to the Dean’s List, a student must complete at least 12 hours of graded, earned credit during the semester (**excluding grades of I, X, or P**) with a minimum University Grade Point Average of 3.5 in that semester. To be named a Dean’s Scholar, a student must complete at least 12 hours of graded, earned credit during the semester (**excluding grades of I, X, or P**) with a minimum University Grade Average of 4.0 in that semester. Grades from development course work (course number below 100) or **cooperative education** will be excluded from the calculation. This policy does not affect graduation honors or set policy for part-time students

### **Commencement and Convocation**

The School of Nursing holds a convocation in May and December. The U of L commencement ceremony features a commencement speaker, awards, doctoral hooding, and authorization for conferring of degrees. Determination of ceremony to participate in is as follows: Completion of Degree Requirements By end of Spring Term – May Graduation By end of Summer or Fall Term – December Graduation 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 [www.louisville.edu/commencement](http://www.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.

## **Impaired Student Policy**

UNIVERSITY OF LOUISVILLE  
School of Nursing

### **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.

**University of Louisville  
School of Nursing**

**Honor Code Pledge**

The following Honor Code Pledge is signed by each individual student and placed in their student file.

School of Nursing Honor Code Pledge



I join my fellow students today to pledge my commitment to the highest ideal and academic standards of my education at the University of Louisville School of Nursing

I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility, comes accountability for my actions.

Therefore, as a representative of the School of Nursing, I pledge to adhere to the highest standard of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty.

I pledge to work together with my peers to support one another in the pursuit of excellence in our nursing education and to report unethical behavior.

I will work to safeguard the health and welfare of clients who have placed their trust in me and will advocate forth the client's best interest.

I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

---

*Student Signature/Date*

## APPENDIX C

### 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 D

**ACKNOWLEDGEMENT**

To lay a foundation for professional development, each student must have a working knowledge of the policies set forth in the SON Undergraduate Handbook.

All regulations identified apply unless changed through the formal academic affairs process.

I hereby acknowledge that I have read and understand that I will be governed by the policies outlined in the University of Louisville, School of Nursing BSN Student Handbook. I acknowledge that I am responsible for being aware of and abiding by all academic policies and achievement guidelines as printed in the current University of Louisville Undergraduate Catalogue.

I further acknowledge and agree that I have a legal/ethical responsibility to abide by the policies of the School of Nursing, the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education, the American Nurses Association (ANA) Standards for Clinical Practice, the ANA Code of Ethics, and the Kentucky Nursing Statute (KRS 314).

I understand that violation of this acknowledgement will result in disciplinary action including possible dismissal from the School of Nursing.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_