University of Louisville
School of Nursing

Master’s Entry into Professional Nursing

STUDENT HANDBOOK

Summer 2019 – Summer 2020

Revised September 2019
Dear Student:

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

This publication is intended to be a supplement to the University of Louisville Graduate Catalog. There may be policy or curriculum change in the Handbook that differs from those in the Catalog. In these cases, the Handbook supersedes information contained in the Catalog. Additional University student policies can be found in the University of Louisville Student Handbook, the University of Louisville Schedule of Courses, and the University of Louisville 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.

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

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

Best wishes for a very successful academic year!

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*Section I: Information for All Nursing Students*
A. School of Nursing Mission, Vision, and Core Values

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

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

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

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

Approved by Faculty Organization 05.17.2017

Important Academic Web Pages

- School of Nursing: [http://www.louisville.edu/nursing](http://www.louisville.edu/nursing)
- U of L Graduate Catalog: [http://louisville.edu/graduatecatalog](http://louisville.edu/graduatecatalog)
- The School of Nursing Organizational Charts: [http://louisville.edu/nursing/dean](http://louisville.edu/nursing/dean)
B. Communication

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

Telephone Messages
All full time faculty and staff have voicemail. If you need to communicate a voice message, please use voicemail. You may leave a message for graduate faculty or staff with the SON receptionist on the fourth floor at 852-8387. The Associate Dean of Academic Program’s voicemail will ring to the administrative assistant.

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

Cell Phones
Faculty may have a private cell phone as a method to insure communication. Please use reasonable judgment as to the time of day that calls are placed.

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

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

Note: You will be unable to send or receive emails if your mailbox storage size exceeds its limits.

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

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

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

Throughout the semester, students will receive information by announcements posted on their Blackboard Academic Suite™ home page and e-mails sent to their University CardMail account. It is critical that students develop a routine for regularly checking both their Blackboard Academic Suite™ home page and CardMail e-mails for important information from the SON.
If you have difficulty with Blackboard Academic Suite™ login, contact the Helpdesk by phone at 852-7997 or by email at helpdesk@louisville.edu. For a student training manual and to view a list of Frequently Asked Questions about Blackboard, visit: http://delphi.louisville.edu/help/student.

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

III. Navigation
   1. On the right-hand side of the home page under “My Courses” is a listing of all courses in which you are enrolled.
   2. Click on the specific course that you want to perform an action e.g., check grades, send an e-mail, or retrieve a course document.
   3. In the center of the home page under “organizations” are your nursing specific organizations.

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

Student Organizations and Leadership Opportunities
The SON encourages students to become active in student organizations. Many employers inquire about leadership roles and student involvement when considering applicants for employment. Additionally, several of the honors and awards presented at graduation are based on student involvement and service to the School, the University, and/or the nursing profession. Being active provides the opportunity to share ideas and opinions on important issues and helps develop valuable leadership qualities that are beneficial both personally and professionally.

BSN/MSN Academic Affairs Committee
The BSN/MSN Academic Affairs Committee annually seeks representation from students enrolled in the master’s program to serve in an advisory role. If you are interested, please contact the Director of the MEPN Program.

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/.

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

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

The Associate Dean of Academic Affairs and Unit Effectiveness is available to assist the student in this process. Contact the Office of Student Affairs at 502-852-5825.

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 once the student has exhausted the line of communication. 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://louisville.edu/provost/redbook](http://louisville.edu/provost/redbook) (The Academic Grievance Policy is published in the University of Louisville Student Handbook).

**Office of Student Services**
The Office of Student Services (OSS) is available to assist students in planning their academic program and to provide students with information regarding policies, procedures, and general information.
The office is located in the K-Building. Office hours are 8:30 am to 5:00 pm Monday through Friday. The phone number is (502) 852-1196.

Graduate Student Staff:
Trish Hart, MA, Assistant Dean of Student Affairs
Jessica Jackey, MS, Academic Counselor, Sr.
Lauren McCurdy, Academic Counselor, Sr.
Patricia Moon, BA, Program Assistant, Sr.

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.

**C. General Information**

**Delayed Class Schedule for Bad Weather**
The SON follows University guidelines. The provost is the only person in charge of class cancellation. When weather conditions are bad, and uncertainty exists (if class and/or clinical will be held) *do not phone* the School of Nursing. Official announcements will be on the main U of L web site at [www.louisville.edu](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. Classes on a delayed schedule for bad weather, classes typically will begin at 10:00 am. If you have a class that begins before 10:00 am and runs until after 10:00 am, it is expected that you come to class at 10:00 am. If the University is on a delayed schedule on the day a clinical session is scheduled, you must communicate with your clinical instructor related to attendance at clinical.
Student Lockers
Lockers are available for students. If you are interested, please see the School of Nursing receptionist in room 3019 of the K building.

Course Syllabi
Course syllabi for nursing classes are available via Blackboard Academic Suite™. Course syllabi are posted in the “Course Documents” section of the specific nursing course, generally 2 weeks prior to the beginning of class. Students are required to obtain course syllabi prior to the beginning of the semester in order to complete assignments and/or readings for the first class of each course. You must be registered for the specific nursing course in order for it to be listed on your Blackboard Academic Suite™ home page, which then allows you access to the course syllabus.

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

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

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

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

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

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

Kornhauser Library
The Kornhauser Library, located on the second floor of the Library & Commons Building, is the main library for the HSC campus. Books related to the health sciences, professional journals and periodicals, and other publications are available to students. Hours of operation and additional information on the Kornhauser library can be found at http://louisville.edu/library/kornhauser/

HSC Bookstore
The Health Sciences Center Bookstore carries textbooks and supplies for courses taught on the HSC campus. It is located on the Floyd Street side of K Building. Textbooks, lab coats, pens, binders and other supplies are also available for purchase, as well as novelty items, sweatshirts, mugs, bumper stickers, greeting cards, candy, etc.
Gray’s College Bookstore, located at 6565 Second Street off Broadway, also carries textbooks and supplies.

Postal Services
A postal office is located on the ground level of the HSC Library & Commons Bldg. 
Phone number: 852-5339
Hours of operation: Monday – Friday: 9:00 a.m. – 11:00 a.m. and 12 Noon – 3 p.m.

Health Services Fee
Every HSC student will be assessed the $52.50 Health Services Fee each semester.
    Service provided under the $52.50 fee:
    1. All pathogen exposure (TB and needle stick) to include outside labs, x-ray, and medications
    2. All visits to the Student Health Services (Belknap and HSC)*
    3. Mental Health Services*

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

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

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

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

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 Kornhauser Library http://www.louisville.edu/campuscard/ for office hours and to print out an agreement form.
What to bring with you when getting a new card:
- Student ID or Employee ID
- Photo ID
- Completed Cardinal Card agreement with signature

Learning Resource Center (LRC)
The Learning Resources Center (LRC) is located on the third floor of the K Building. Rooms are available for nursing students to learn and practice skills and participate in simulation experiences. The skills/simulation lab is available for course work and by appointment for remediation or practice. The Coordinator of Educational Simulation & LRC is Andrea Gibson, RN.
**Hazardous Waste Disposal**
Procedures for correct disposal of mercury spills, disposal of sharps, IV bags, tubing, exam gloves and glass are located in the Learning Resource Center Skills Lab.

**Financial Aid**
University of Louisville financial aid information can be obtained at [http://www.louisville.edu/student/services/fin-aid/](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 lobby outside the reception area on 3rd floor of the K Building. Consult the University of Louisville Graduate catalogs for other scholarship information. The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks. Applications are available in the Office of Student Services.

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

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

**Software**
The university’s IT Store can be accessed at: [http://louisville.edu/it/services/software](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.

**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 a baby/child. The key can be obtained from the receptionist in room 3019.

**Student Lounge**
The Student Lounge in Louisville is 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. The Student Lounge on the Owensboro campus is located in the lab wing of Suite 400.

**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.

D. Clinical Compliance

Each student must comply with the current student health policy of the Health Sciences Center. All costs associated with compliance are the responsibility of the student. Because of contractual agreements with agencies and the changing needs of society, this policy is updated periodically. 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 upon admission into the program.
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 prior to expiration. Students are responsible for maintaining their own records and verify expiration dates.
4. Students will not be allowed to participate in clinical until all areas of clinical compliance have been met. Students who 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. 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 scan necessary documents from the link located on the SON website for submission or place a copy in the brown mailbox on the 3rd floor lobby of the School of Nursing. Students at the Owensboro Extension should provide the forms to the administrative office at the Owensboro Extension. RN-BSN students will fax forms to 502-852-8783.
7. Noncompliance with any of the requirements for clinical compliance precludes the student from participating in clinical or clinical research until the requirement is fulfilled.

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

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

- **CPR Certification**  
  CPR Certification for the Health Professional is required and must be maintained at all times. The American Heart Association Basic Life Support for Healthcare Provider course is the only CPR course that will be accepted. This requirement is not fulfilled until a copy of the certification card is submitted to the Office of Student Services.

- **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.**

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

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

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

**Requirement fulfilled by providing a copy of the Certificate of Completion to OSS.**

- **CNA (Certified Nursing Assistant)**  
  All students entering a pre-licensure program at the UofL SON must satisfactorily complete a CNA Program within twelve (12) months prior to their first clinical course as a requirement of clinical compliance. Students who believe they should be exempt from this requirement as stated below may submit documentation for review.
For students who have taken a Medicaid Certified CNA Program:
1. Students must submit proof of successful completion of a Medicaid Certified Program.
2. The student must schedule and successfully complete a skills validation.
3. If students do not successfully complete portions of the skills validation they may be required to perform remediation activities to meet clinical compliance.

For students working as Unlicensed Personnel with a consistent work history in a direct patient care setting or who have taken a CNA Program greater than twelve (12) months prior to beginning clinical courses without consistent work history in direct patient care settings:

1. Students working as Unlicensed Personnel must submit Verification of Satisfactory Work History Form at least two (2) months prior to the compliance deadline.
2. After verification of work history, students must schedule a time to validate personal care skills.
3. If students do not successfully complete portions of the skills validation they may be required to perform remediation activities to meet clinical compliance.

• 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 HIPAA Training Courses go to CITI website: www.citiprogram.org as directed in instructions provided by OSS. Register to create an account using the name and e-mail address on file with UofL. You will be directed to the needed courses for you to complete. Modules are presented in a linear fashion. Proceed through the modules listed on the gradebook. After agreeing to the assurance statement, click on the name of the Module to start each module. Upon completion of all required modules and achieving 80% overall correct scores, print your Completion Report and keep for your records. TURN IN A COPY OF THE COMPLETION REPORT to Office of Student Services (OSS). Questions about accessing the Citi website should be directed to the university’s I.T. Helpdesk at 502-852-2454, not to OSS.

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

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

If you have questions or need assistance please contact the Student Insurance Advocate. (852-6519 or stuins@louisville.edu)
• Submit Insurance Waiver forms each July or early August. This helps to assure that you are not assessed the automatic health insurance fee.
• Students admitted for spring term will submit online waiver in December and then again in July or August for the next full academic year.
**DRUG SCREENING**

Please go to the following website for instructions on how to register for the test. https://castlebranch.com Use the same account that you used when you established your background check. If you don’t know your account information, contact the CBC Customer Service Department at (888) 666-7788 ext. 7194. Your package code for UofL is Ni53dt.

Required for first semester clinicals.

Requirement fulfilled upon the SON receipt of test results from the Castlebranch company. All results will be kept confidential. The testing site closest to you can be found on the Castlebranch.com website. Please keep your login and password in case it is needed for future use. Students will be required to pay for the testing. You will receive the results of your drug screen. However, if you are unable to provide evidence of a negative drug screen, you will not be allowed to attend clinical and thus must withdraw from all clinical courses. Please note that Kentucky Revised Statute (KRS) 314.031 has mandatory reporting requirements for licensed nurses that the SON must follow.

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

Requirements and deadlines for submission are listed below by nursing program

<table>
<thead>
<tr>
<th></th>
<th>New Upper Division</th>
<th>Continuing Upper Division</th>
<th>Master’s</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunizations &amp; TB Records</td>
<td>Required for all nursing programs</td>
<td>Required for all nursing programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliver to Campus Health Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immunization Compliance Form</td>
<td>Required for all nursing programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHS signs and student returns to SON brown mailbox</td>
<td>Required for all nursing programs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit documentation of immunizations to CHS to allow a minimum of two weeks before deadline.

<table>
<thead>
<tr>
<th></th>
<th>New Upper Division</th>
<th>Continuing Upper Division</th>
<th>Master’s</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadlines</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit all items listed below to the SON brown mailbox</td>
<td>Deadlines are provided at orientation</td>
<td>All requirements must be current and documentation must be provided to either CHS or OSS as specified.</td>
<td>Deadlines provided at SON orientation for new master’s students. For continuing master’s students, all requirements must be current and documentation must be provided to either CHS or OSS as specified.</td>
<td>For new doctoral students, the deadline is the end of the first semester. For continuing doctoral students, all requirements must be current and documentation must be provided to either CHS or OSS as specified.</td>
</tr>
<tr>
<td>Immunization Compliance Form signed by CHS</td>
<td>Required for all nursing programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN license</td>
<td>Required for RN-BSN students</td>
<td>Required for RN-BSN students</td>
<td>Required for APRN students</td>
<td>Required</td>
</tr>
<tr>
<td>CPR</td>
<td>Required for all nursing programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability insurance</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Not Required</td>
</tr>
<tr>
<td>Health Insurance Waiver</td>
<td>Complete if you do not want the automatic coverage</td>
<td>Submitted on line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------</td>
<td>------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIPAA training</td>
<td>Required HIPAA training must be renewed every four years.</td>
<td>Required HIPAA training must be renewed every four years.</td>
<td>Required HIPAA training must be renewed every four years.</td>
<td>Required HIPAA training must be renewed every four years.</td>
</tr>
<tr>
<td>Submitted on line</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Subjects Training</td>
<td></td>
<td>Required if in research that involves human subjects</td>
<td>Required if in research that involves human subjects</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics training</td>
<td>Required of all employees on the HSC (i.e. students paid as research and teaching assistants).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Testing</td>
<td>Required for all licensure programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bloodborne Pathogen Exposure</td>
<td>Required of all students and faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Removal from Clinical/Research Settings
A student who is unsafe in a clinical or research setting is subject to academic action, including dismissal from the program.

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

E. Policies and Procedures General
University of Louisville Code of Student Conduct
Students are required to abide by the University’s Code of Conduct as indicated in the University of Louisville current Graduate Catalog. Students can read the policy at the website below.
http://louisville.edu/graduatecatalog/code-of-student-conduct

Disability Statement
Students with disabilities, who are requesting modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the course coordinator as early as possible to identify and plan specific accommodations. If determined necessary, students will be directed to the Disability Resource Center. Any identified modification(s) deemed necessary must be documented in writing by the Disability Resource Center and provided to the SON. The Disability Resource Center must re-evaluate and provide documentation each semester.

Work-Restricted Religious Holidays Policy
Federal law and University policy prohibit discrimination on the basis of religious belief. Students who observe work-restricted religious holidays must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students’ requests for adjustments in course work on the grounds of religious observance, provided that the students make such requests in writing during the first two weeks of term. Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodation under these guidelines. Note: A calendar of typical work-restricted holidays is available at http://www.louisville.edu/calendars/ This list is not exhaustive. Information about specific holidays is also available by phone from the University Multicultural Center at 852-8867.

Academic Dishonesty Policy
The term “academic dishonesty” means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities). After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, the following steps will be taken:
1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.

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

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

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

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

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

**Impaired Student Policy**

The University of Louisville SON, in compliance with federal law, University of Louisville policy, and professional responsibilities, support a drug free environment for its students. The purpose of the SON is to provide quality education and quality client care in a safe environment. The intent of these procedures is to help students and faculty: a) define impairment; b) identify signs and symptoms of impairment; c) obtain interventions and treatment; and d) provide follow-up of students. (See Impaired Student Policy in the appendices.)

**Jury Duty**

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

**Overseas Travel**

The University’s Provost’s Office asks that all U of L students who travel overseas to study, or attend to any University business while overseas, inform the University, through the International Center, of the destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In case of any emergency, the traveler should call the Department of Public Safety (502-852-6111) immediately. The Department of Public Safety will relay the information to the staff of the International Center so that they may call your emergency contacts. To ascertain additional information for traveling abroad and a list of required documentation follow the link: [http://www.louisville.edu/provost/travel/](http://www.louisville.edu/provost/travel/)
Official and Unofficial Transcripts/Records Verification
Students may request official transcripts on-line through the University Registrar’s office. Students may also print unofficial transcripts. To request an official transcript, or to print an unofficial transcript, please visit: http://www.louisville.edu/student/services/registrar/services.htm

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

Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, you should plan ahead and allow at least 24 hours for a request of this nature to be processed.

The student diploma and transcript will not be released until ALL financial obligations to the School of Nursing and/or University are settled. This includes replacements of lab equipment, short term loans, parking tickets, etc.

Privacy of Student Records
The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education. The University has adopted a student records policy that explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be found at www.louisville.edu/library/uarc/stupriv.htm. Questions concerning the policy may be referred to the Director, University Archives and Records Center.

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

Registration Procedures
Students are strongly encouraged to take advantage of early registration to help ensure that space is reserved in the required courses for each semester. Failure to register early may result in delaying degree completion. Master’s students should note that clinical courses have strict enrollment maximums and are filled on a space available basis. Early registration for spring semester courses is in October/November, and early registration for summer and fall semesters is in April/May.

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

Students are encouraged to meet with their assigned faculty advisor prior to registration if they need assistance in course selection. All newly admitted students to the graduate nursing program are required to be advised prior to registration. Students in conditional or probationary status are required to be advised by their faculty advisor before they will be allowed to register for any course (see section entitled Program of Study). Students who do not have an approved Program of Study on file must also be advised by their faculty advisor prior to registration.

Students who register for courses without having met the prerequisites will have their registration canceled and will be required to re-register on a space available basis. Registration will also be
canceled for continuing students who fail to complete a Program of Study, or for students on probationary status who fail to meet with their advisor prior to registering. Re-registration will be on a space available basis.

**Drop/Add Procedures**

Students wishing to alter their schedule of courses in any way must make the changes with the University’s Registrar’s Office. Failure to officially withdraw from a course may result in a grade of “F” and tuition charges for that course.

Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. The online ULink systems may be used for drop/add. See [http://www.louisville.edu/student/services/registrar/regexpo.htm](http://www.louisville.edu/student/services/registrar/regexpo.htm) for current instructions for Drop/Add after classes begin.

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

**Late Complete Withdrawal after the Deadline**

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

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

**Petitions**

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

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

**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/](http://www.louisville.edu/provost/redbook/) (The Academic Grievance Policy is published in the University of Louisville Student Handbook).

**Leave of Absence**

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

Application for Degree
The following is required in order for the student to receive their nursing degree:
- Graduate students: Satisfactory completion of the required courses with a cumulative program grade point average of 3.0 or above;
- File an online application for degree prior to the date specified in the online Schedule of Courses. Online applications for degrees are available on ULink at ulink.louisville.edu. Log on to ULink and click on the Student tab, scroll down the right hand column to Registration/Student Records and then Degree Application. This application must be submitted by the published deadline or the student will not graduate that semester.
*MEPN students will submit two applications (one for BSN degree and one for MSN degree)

Commencement and Convocation for Graduate Students
The School of Nursing holds convocation in May and December. The U of L commencement ceremony features a commencement speaker, awards, doctoral hooding, and authorization for conferring of degrees. Persons participating in the commencement ceremonies must file intent to participate and must order academic apparel. All graduating students must apply for their degrees according to deadlines stated in the online Schedule of Courses. Information is available at http://louisville.edu/commencement/ for all students participating in graduation activities.

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

Section II: Goals and Aggregate Outcomes of the Nursing Program

BSN Program Goals
The goals of the, University of Louisville (U of L), Baccalaureate Program are to:
- Prepare professional nurses to use critical thinking and apply ethical standards in the provision of nursing care.
- Prepare professional nurses to engage in scholarly inquiry and lifelong learning to provide evidence-based, safe, and effective care to individuals, families, and communities.
- Prepare professional nurses to collaborate with interprofessional teams to provide culturally relevant patient-centered care.
- Prepare professional nurses to act as change agents to achieve optimal health outcomes through quality improvement and changes in health care policy in diverse microsystems of care. (Approved 10/14/16)

BSN 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 life skills, a commitment to lifelong learning & service to the profession and community
• Use technology effectively in nursing practice

Goals of the Master of Science in Nursing Program
The goals for the Master of Science in Nursing Program are to:
• Prepare nurse leaders to incorporate core scientific and ethical principles in the provision of nursing care.
• Prepare nurse leaders to translate and integrate evidence into practice through application of theory and research
• Prepare nurse leaders to collaborate and lead interprofessional teams to promote safe and effective culturally relevant care to individuals and groups
• Prepare nurse leaders to act as change agents to achieve optimal health outcomes through quality improvement and changes in health care policy across populations.
(Approved 10/14/16)

MSN Student Learning Outcomes
At the completion of the Master of Science in Nursing Program, the graduate will be able to:
• Demonstrate moral, ethical and legal behavior in the advanced nursing role.
• Apply knowledge and leadership skills in the provision of quality advanced nursing care.
• Synthesize current evidence to plan and provide advanced nursing care.
• Use effective communication strategies with individuals, families, and groups in providing advanced nursing care.
• Develop, participate on, and/or lead inter-professional teams to improve patient and population health outcomes.
• Demonstrate critical thinking in advanced nursing care of individuals, families, groups, and communities.
• Analyze the role of health policy and advocacy in the provision of health care.

Section III: Policies and Procedures, School of Nursing

A. General

Advising
Each student enrolled in degree or conditional status is assigned a professional advisor. Throughout the course of study in the Graduate Program, the advisor will explain the program, provide course registration advice, and assist the student to develop the program of study.

Program of Study
The student is required to complete a Program of Study with the advisor upon becoming a student in full degree status. Continuing students without a Program of Study on file will not be allowed to pre-register or register for courses. Once the Program of Study has been filed with the advisor, it must be followed. Failure to adhere to the program of study will result in the termination of your registration in courses and delays in progression.
Grading System
The Graduate School uses a plus-minus grading system. Semester grades will contribute to the Grade Point Average (GRADUATE GPA) as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

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

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

Graduate nursing courses use the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
</tbody>
</table>

Satisfactory Standing
A minimum cumulative graduate grade point average of 3.0 is required to be in good academic standing and meet degree requirements.

Repeating Nursing Courses
Students who receive a failing grade (below a B-) must repeat the course. Students in the Master of Science in Nursing Program are allowed to repeat a required nursing curriculum course only one time. A student who receives a second failing grade in the nursing curriculum will be dismissed from the program. A Permit to Repeat Course form should be submitted to the Office of Student Services, School of Nursing, to ensure that only the last grade attempted will be included in the student’s grade point average. Repeating a course is not an automatic privilege, and in most cases the student must petition to the appropriate School of Nursing Committee for permission to repeat a nursing course. Once permission is granted, the student will be allowed to repeat the course on a space available basis.

Academic Progress in the Master’s Program
Satisfactory academic progress in a program also involves maintaining the academic and professional standards expected in a particular discipline or program and includes demonstration of the ability to function as a professional practitioner. Failure to maintain these standards or demonstrate such abilities may result in the termination of the student’s position in the program.
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 national licensure exam. The comprehensive ATI program is incorporated in most nursing classes throughout the nursing program (see Appendix F). Students are required to purchase ATI materials 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 dis-enrolled 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 will be required to complete remediation and 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 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 taken at varying intervals for specified courses. See course syllabi for specific information.

Laptop Policy

All MEPN students must have access to a laptop that meets the minimum standards outlined below.

- Processor: Intel® Core™ 2 Duo/Core™ i3 or AMD Dual Core or MacBook Core2 Duo
- OS: Windows XP or (Apple) Mac OS X Snow Leopard
- Memory: 2 - 4 GB RAM
- Hard Drive: 80 GB 5400 rpm
- Graphics: Any
- Wi-Fi: 802.11 a/b/g/n Dual band Wireless LAN
- Primary Battery: 3 Cell
- Warranty: Any

Recommended

- Processor: Intel® Core™ i5/i7 or AMD Quad Core or Macbook Pro
- OS: Windows 7 Home Premium or Professional (32bit or 64bit) or (Apple) Mac OS X Mountain Lion
- Memory: 4 to 8 GB RAM (Memory configurations above 4GB are typically beneficial with 64bit O/S only)
- Hard Drive: 250 GB 7200 rpm
- Graphics: Any
- Wi-Fi: 802.11 ac/b/g/n Dual band Wireless LAN
- Primary Battery: 6 Cell or 9 Cell

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. See course syllabi.

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

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

**Professional Licensure Information**
All nursing students are advised that successful completion of the pre-licensure 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.

**Background Check**
Pursuant to Kentucky Legislature House Bill 136, hospitals and clinical sites across the commonwealth are now requiring that we conduct background checks on all students. This background check is part of the application process to the SON. The School of Nursing also requires this of faculty.
The SON requires all students to have a background check through CastleBranch, Inc. which will be at the federal level. The student will deal directly with the company to have this performed. Instructions for accessing the CastleBranch system are available through the Office of Student Services, http://www.castlebranch.com/. The results will 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 admissions application process to the SON. If you have questions about the background check, please contact the Office of Student Services at 502-852-1196.

**Information for Nursing Students with Criminal Convictions**
It is critical to note that all nursing students are required to have background checks. As a result, the Kentucky Board of Nursing requires nursing students to report all misdemeanors and felonies to them. Please read carefully these guidelines at the URL below and speak with Dr. Ruth Staten, Interim Associate Dean of Graduate Programs, at 852-1090 with questions. http://www.kbn.ky.gov/license/exam/students_convictions.htm
Social Media Policy
Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content (Merriam-Webster, 2013). Students at the University of Louisville School of Nursing have an ethical and legal obligation to protect the privacy and confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined in the Student Handbook. Please consult the student handbook for full information (Appendix D).

Course, Clinical, and Faculty Evaluations
All students will have the opportunity to evaluate the course, the clinical experience, and faculty.

Permission for Visiting Student Status
Students may apply for visiting student status should they wish to enroll in a nursing course at another institution while a student at U of L. It is the student’s responsibility to check with OSS the equivalency of the course before they enroll in the course if the course is being taken to apply toward the U of L degree requirements. Students must provide OSS with the most recent copy of the course syllabus so that U of L faculty can evaluate the course for equivalency. Once the equivalency status of the course has been determined, the applying student will be sent a letter of permission for visiting student status. Students are responsible for requesting an official transcript be sent to the University’s Registrar’s Office upon completion of any transfer work.
The Graduate School maintains a policy on students visiting from other institutions (refer to the Graduate Catalog).

Transfer of Credit
Students who desire to transfer graduate credit from other academic institutions shall discuss this with their advisor. Earned graduate credit may be transferred from institutions that offer advanced degrees. The maximum number of semester hours transferable, upon request, is six (6) hours. The Associate Dean of Graduate Programs may consider requests for up to six additional hours in a master’s program, provided that these additional hours are not credit earned by extension and provided that the residency requirement of 24 semester hours is maintained by the addition of U of L credits to the total program. Final approval must be granted by the Provost. Credit earned more than three years prior to the student’s application to the Graduate School will not normally be considered for transfer.
Only courses in which the student earned grades of B (3.0 on a 4.0 scale) or better will be considered for transfer. Credits which have been applied to a baccalaureate degree may not be applied to a subsequent master’s degree. Six hours may be transferred from previously earned master’s degree toward a second master’s degree subject to the approval of the Associate Dean of Graduate Programs. Hours earned toward a project or thesis shall not be transferable to the second master’s degree. If the faculty advisor agrees that the course work contributes to the Program of Study, the student may request a Transfer of Credit form from the Office of Student Services. Graduate nursing courses may be transferred as a required nursing course only if judged by the current faculty of record as equivalent to the course taught at the University of Louisville. The decision of equivalency made by the faculty of record is final.
For more detail, consult the University of Louisville Graduate Catalog.
Assistantships for Master’s Students
MSN Graduate Student Assistantships are available in the School of Nursing. A Master’s Student Assistantship is a financial award to a full-time graduate student for the period of 10-12 months. To be eligible for the award the student must be admitted to a graduate degree program and/or be a continuing graduate student in good standing with a GPA of ≥ 3.00. The assistantship will provide a stipend, full-time tuition for the academic year plus health insurance benefits for the year. Requirements of the award are: a) maintain full-time graduate status (9 credits in fall or spring and 6 credits in summer for tuition remission); b) maintain good academic standing (cumulative GPA ≥ 3.00; and c) participate in activities associated with the assistantship for 20 hours per week as a Research or Teaching Assistant in the School of Nursing. The student will work with the administration of the School of Nursing to coordinate and schedule their assistantship experience. Applications are posted on the School of Nursing web site each spring semester.

NURS 696 Graduate Independent Study
A student who intends to enroll in Independent Study must first discuss their interests with an appropriate graduate faculty member. If the faculty member agrees to work with the student, then the “Graduate Independent Study” form must be completed, signed by the student and faculty advisor, and submitted to the Office of Student Services and a copy to the Associate Dean of Academic Affairs and Unit Effectiveness. Specific measurable objectives must be identified.

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

B. Clinical Settings
Name Tag and I.D. Cards
Name tag and Cardinal Card picture identification are required and are to be worn on the left chest of the clothing, uniform or lab coat. The Cardinal Card must be worn by the student when they are in the clinical agency for any purpose, event, or activity. A name tag must be visible any time the student is in a clinical agency. Due to the need for heightened security within all healthcare agencies, the use of the picture ID along with the name tag will be strictly enforced.

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.

Students 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 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 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 HIPAA 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.

**Clinical Incident Reports**

A clinical incident is an event or circumstance resulting from health care which could have, or did, lead to unintended harm to a person, loss or damage, and/or a complaint. In the context of this document, a ‘person’ includes a patient, client, visitor, clinical site staff, student, or instructor. If a student believes a clinical incident has, or may have, occurred the procedure to be followed is:

1. Student must notify faculty member as soon as an incident has occurred.
2. Faculty must ensure (a) the student completes the clinical incident report in an accurate and timely manner and (b) the agency receives communication about the incident.
3. If the incident involves a student injury and/or exposure, the student should contact the HSC Student Health Services at 852-6446. There is a HSC Student Health Services physician on-call 24 hours a day, 7 days a week to advise individuals.
4. In the event of a non-sterile needle stick, the physician will determine the need for any required interventions. If an intervention is determined to be necessary, the physician will explain the process and make arrangements for the student to obtain emergency post-exposure drugs, available 24 hours a day. Any required blood work may be completed during routine office hours (Monday-Friday, 8:00am-4:30pm) up to 3-4 days after the exposure. Students
who are rotating out of town should also follow the same process. The HSC Student Health Office will make arrangements for any necessary drugs through a local hospital or pharmacy as needed. The cost of the on-call service, diagnostic testing for the student and the initial 5 day starter supply of medications is included in the student health fee.

5. Any incident involving a student(s) must be reported by completion of the Clinical Incident Report Form within 24 hours of the occurrence.

6. The completed Clinical Incident form must be submitted within 72 hours of the occurrence to the course coordinator who will then forward the form to the Associate Dean of Graduate Programs for signature.

7. Associate Dean of Graduate Programs should forward to the Dean for signature.

8. Signed form should be filed in the Office of Associate Dean for the Undergraduate or Graduate Program.

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.

UofL 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 clinical orientation. Instructions will also be posted on clinical course sites on Blackboard.

- **Uniform Tunic**: The uniform top will be worn with black pants or skirt. The uniform tunic top must allow for full movement of the student’s arms and shoulders without excessive strain across the chest. Tunic tops will be purchased from a designated supplier. Students are free to select one of two approved styles.
  - **Pants**: Black uniform-type scrub pants will be worn. Pants also will be purchased from a designated supplier and students must select an approved style. Length must be a minimum of 1½ inches from the floor at the heel.
  - **Skirts**: Students who prefer to wear skirts instead of pants will wear the red SON uniform tunic top with the skirt. Skirts must be at minimum a 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 or patterned design. Optional.
  - **Fleece Jackets**: Solid black fleece jackets without decoration, or logos larger than the standard SON logo, may be worn. Jackets must be clean and well-maintained and must not have hoods. Sweater and sweatshirts will not be worn. Optional.
  - **Underclothing**: Underclothing should never be visible.
  - **Shoes**: The student will wear solid black athletic shoes, duty shoes, or clogs with closed toes and heels with solid uppers. 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.

- **Socks:** The student must wear socks; short sports socks are not allowed.
- **Lab Coat:** Lab coats must be white and at least finger-tip length. Lab coats may be worn with uniforms or over street clothes when visiting clinical sites to gather patient data prior to scheduled clinical time. 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) with a lab coat. Items listed above as inappropriate for clinicals are also inappropriate for data gathering. Optional.
- **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 narrow 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:** Hair must be clean at all times. 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 clean, 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 tag and student ID card, the Cardinal Card, 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 Cardinal Card will be worn beneath the nametag. The official SON name tag should have the following: name, MEPN Nursing 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, lab coat, and/or fleece must be cleaned and pressed at all times. Students arriving to clinical in wrinkled or soiled uniforms or other attire 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.
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.
- Busy patterns and frills are not appropriate. Casual T-shirts, rugby-style shirts, and sweatshirts are not appropriate. Pants should be of a single, solid color. 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 socks should be appropriate to the outfit. The official School of Nursing name tag and Cardinal Card 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.

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

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.

Simulation in Nursing Education
Simulations are life-like situations that use manikins, standardized patients, task trainers, or hybrid scenarios that promote learning in the following domains; psychomotor, cognitive, and affective. Simulation education is a bridge between didactic learning and real-life clinical experiences. Each simulation experience has time allotted for pre-briefing, clinical scenario, debriefing, and evaluation.

Simulated clinical experiences are facilitated by simulation faculty members with expertise and training in simulation pedagogy. Simulation experiences will be linked to program objectives, course objectives, and student learning outcomes and will be evaluated through written criteria. See Appendix H for further details on Simulation in Nursing Education.
Section IV: Appendices
APPENDIX A

Student Exhibiting Impaired Behavior 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.
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
Student Guidelines for Promoting Academic Integrity of Exams

1. All personal belongings will be placed in the front of the classroom during exams.
2. All smart devices including, but not limited to cell phones, ear buds, and watches are to be placed in airplane mode or turned off during examinations. Students should store all electronic devices, as instructed by the exam proctor.
3. No hats or hoodies may be worn during scheduled exams.
4. No food or drink is allowed during scheduled exams.
5. Students should take bathroom breaks prior to the exam. Students may not leave the room during exams.
6. The student is not permitted to talk or ask questions of the proctor during the exam.
7. Only scrap paper provided by the proctor may be used during the examination. All scrap paper must be returned prior to exiting the room.
8. Exams must be submitted prior to the student exiting the room.
9. Students must agree to the academic integrity standards prior to beginning the examination.
10. Test item content and responses are confidential and are not to be discussed except during test review. This includes the sharing of exam content via electronic means or verbally outside the classroom. Students are not permitted to record or transcribe test questions or to in any way copy or transmit exam content or answers.
11. The faculty reserves the right to alter the assigned examination room and/or establish a seating chart during scheduled exams.
12. When examinations are administered through electronic format, examinations will follow the electronic examination guidelines.

Electronic Examination Guidelines
1. Electronic exams will be administered through Respondus Lockdown Browser or ATI software. Students are responsible for ensuring the most up-to-date version of Respondus has been downloaded and is functioning prior to entering the examination room. For ATI examinations, students must ensure they have access to their online account.
2. All examinations will be set to show one item at a time, with all questions and responses in randomized order.
3. No backtracking is permitted during the examination.
University of Louisville School of Nursing  
Use of Social Media

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

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

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

References


Drug Testing Policy

The use of substances which interferes with the judgment and/or motor coordination of students of the University of Louisville School of Nursing (SON) pose unacceptable risk for patients, the University (faculty, students, and staff), and health care agencies. Therefore, use of alcohol, use of illegal drugs, and/or the misuse of legal therapeutic drugs and/or substances by nursing students while engaged in their educational experience affiliated with the SON is strictly prohibited. Drug testing will be conducted to meet clinical agency requirements, to ensure a safe environment for patients, and “for cause” if a student demonstrates impaired behaviors. (See Impaired Student Policy and Procedures.)

Students are required to read and acknowledge by signature that they understand this policy.

The student is responsible for all costs related to the drug screening process including repeated testing and “for cause” testing.

Refusal by a student to submit to testing will result in denial of admission or dismissal from the School of Nursing.
APPENDIX G

Return to Class and Clinical Policy

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

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

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

Reviewed and approved 05.27.2016 by SON Faculty Organization
APPENDIX H

General Guidelines for Simulation

- Professionalism must be displayed by all users, faculty and staff at all times.
- Disrespect towards students, faculty, staff, the space and its resources will not be tolerated.
- Simulation attire will follow the SON clinical dress code.
- All activities in the SON CSCNA are considered confidential. Confidentiality agreements will be signed by all students at the beginning of each academic year.
- Any breaks in confidentiality will be considered a HIPAA violation.
- Any student questions about simulation scheduling will be directed first to the course coordinator, if further clarification is needed contact nursim@louisville.edu.
- Food and drink are not permitted in simulation areas.
- Simulated areas should be left clean and tidy.
- A school ID badge should be visible at all times on faculty, staff and users.
- All simulated patient encounters should be treated with the same professionalism as clinical patient encounters.
- Users are expected to be prepared for all simulation experiences.
- Tardiness or leaving early may be considered as an absence. See course syllabus for further details.
- Users will be notified of equipment needed prior to simulated experience.
- All heavy foot traffic areas are to be free of clutter to prevent the risk of falling. This includes electrical wires, chairs, personal property such as book bags, handbags, and nursing student packs.
- If an accident occurs, it is to be immediately reported to the CSCNA staff.
- Good body mechanics are imperative when dealing with heavy equipment. Individuals within the center are trained to move the heavy equipment and manikins.

Simulation Process

Simulation provides opportunities for users to improve functional knowledge levels in the following domains: psychomotor, cognitive and affective. The users of the CSCNA should also respect the rights of privacy, health, and safety of others in the environment.

Pre-briefing:
Pre-briefing sets the stage of the simulated clinical experience. This provides the opportunity for an orientation to simulation setting, equipment, roles/responsibilities, objectives, expectations and specifics of the scenario. Students are given time to ask questions and obtain clarification on any aspect of the environment or the scenario.

Debriefing:
Debriefing allows time for reflection which is the essential component of the simulated clinical experience. All debriefing is conducted by faculty that has observed the simulated clinical experience and is competent in the debriefing process. Debriefing occurs after simulation with chairs provided for student comfort so that it is more conducive to learning. The debriefing facilitation is guided by the simulation scenario objectives. The debriefing framework utilized will be determined during simulation design.

Evaluation:
All simulated clinical experiences are evaluated by the learner. This evaluation is used for quality improvement and curricular changes as needed. In addition, formative evaluation is conducted for all undergraduate simulated clinical experiences using the clinical checklist based on the program and course learning outcomes. See Appendix A. Graduate student evaluation in simulation is conducted using Objective Structured Clinical Exam (OSCE). Deliberate practice will be used to assist the user in achieving mastery of psychomotor skills and is evaluated using the clinical checklist.

Confidentiality
In order to preserve the simulation experiences for all users and provide equitable learning, users agree to:

- Keep simulation experiences regarding the scenario information including patient health information, student user performance, and any other scenario details from the experience confidential.
- Abide by HIPAA and FERPA guidelines.

Each student is required to abide by the respective SON program handbook.

Photography and Video Recording Use (Louisville Campus)
In the Louisville Campus CSCNA all simulation and clinical rooms are equipped with video recorders and microphones along with signs indicating there is video monitoring in use. Non-employees, including students of the University of Louisville are PROHIBITED from photographing or video recording during any simulation experience without proper consent of the CSCNA Coordinator or designee. (Refer to Student Handbook for Social Media Policy) CSCNA video recordings are kept for approximately 7 days after final grades are posted to Ulink. Video recordings can be accessed on and off campus via a password protected weblink.

Photography and Video Recording Use (Owensboro Extension)
Non-employees, including students of the University of Louisville are PROHIBITED from photographing or video recording during any simulation experience without proper consent of the Owensboro Extension Director. (Refer to Student Handbook for Social Media Policy) In the event a faculty member utilizes video recording, students are made aware video recording is being used during the simulation. The video recording is used for debriefing purposes only and kept for approximately 7 days after final grades are posted. Video recordings are secured in the Administrative area of the Owensboro Extension.
## APPENDIX I -- Master’s Entry into Professional Nursing Program ATI Plan

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<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>ATI payment</th>
<th>Orientation</th>
<th>Steps to Success</th>
<th>Nurse Logic 2.0</th>
<th>Critical Thinking Tests</th>
<th>Practice Tests</th>
<th>Proctored Exams</th>
<th>Weekly Readings</th>
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Approved BSN/MSN Academic Affairs Committee  09.08.2017
Revised and approved BSN/MSN Academic Affairs Committee  12.2019