University of Louisville
School of Nursing

Master of Science in Nursing

STUDENT HANDBOOK

Fall 2019 – Summer 2020

Approved 05.11.2018

UNIVERSITY OF LOUISVILLE

SCHOOL OF NURSING

555 SOUTH FLOYD STREET

LOUISVILLE, KY 40202

(502) 852-5366

www.louisville.edu/nursing

Dear Student:

This handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you need to know in order to be a successful student.
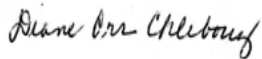
This publication is intended to be a supplement to the University of Louisville Graduate Catalog. There may be policy or curriculum change in the Handbook that differs from those in the Catalog. In these cases, the Handbook supersedes information contained in the Catalog. Additional University student policies can be found in the University of Louisville Student Handbook, the University of Louisville Schedule of Courses, and the University of Louisville web site: http://www.louisville.edu.

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

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

Diane Orr Chlebowy

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A. School of Nursing Philosophy, Vision, and Mission

Philosophy

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

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

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

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

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

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

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

Nursing education is based on nursing science, behavioral and natural sciences, the humanities, and the arts. The goal is to produce knowledgeable, competent professional nurses who promote the optimal health of individuals, families, groups, aggregates and communities. Students contribute to the development of nursing science. They are self-directed, life-long learners who influence and collaborate in the development of policy

and who collaborate with others to promote health and the health care agenda. Graduates are encouraged to view nursing education as the basis for a lifetime commitment to nursing that requires ongoing study, continuing education and professional development.

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

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

Revised and Adopted in Faculty Organization Meeting: August 1997
Revised and Adopted in Faculty Organization Meeting: September 22, 2000
Revised and Adopted in Faculty Organization Meeting: May 26, 2006

Vision Statement

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

Mission Statement

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

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

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

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

Important Academic Web Pages

- School of Nursing: http://www.louisville.edu/nursing

- U of L Student Handbook: http://louisville.edu/nursing/current-students/mepn-handbook-2018-2019

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

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 852-3848. 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 Associate Dean of Graduate Programs.

Emergency Alert System

The University has developed a system to notify faculty, staff, and students of emergency situations. For more information including how to receive text messages, please visit http://louisville.edu/alerts/.

Line of Communication and Grievance Procedures

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

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

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

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 (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	Room 3060
Jessica Jackey, MS, Coordinator of Graduate Programs	Room 3061
Patricia Moon, BA, Program Assistant, Sr.	Room 3025

It is the student's responsibility to be knowledgeable of the policies and procedures, and to take the initiative in seeking help and advice. Students are encouraged to make an appointment with a member of the OSS staff

whenever they have a question, a problem, or they do not know where to go for assistance. In addition, SON faculty members 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, 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 operation are seasonable and may be obtained from the Department of Public Safety, University Parking. No service will be provided on the weekends or on University recognized holidays. To see a map of the routes and more information, go to the website at http://louisville.edu/parking/shuttle.

Kornhauser Library

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

HSC Bookstore

The Health Sciences Center Bookstore 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.

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/. All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), available from the University of Louisville Office of Financial Aid (502-852-5511) or at www.fafsa.ed.gov. Often financial assistance programs for nursing students require that a FAFSA be completed prior to application. You can obtain a Guide to Financial Assistance for Nursing Students from the OSS, an unofficial but useful summary of potential financial assistance opportunities.
The Office of Student Services maintains scholarship information available from various organizations/agencies. This information is located in the lobby outside the reception area on 3rd floor of the K-Building. Consult the University of Louisville Graduate catalogs for other scholarship information.
The SON has an emergency loan fund available to help students who experience unexpected needs for assistance in paying tuition and purchasing textbooks. Applications are available in the Office of Student Services.

Wireless Access

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

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

Software

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

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. The current health policies are listed below. It is the responsibility of the student to maintain his/her health in order to insure safety for other students and clients. If faculty or the agency deems that any student creates a health risk, the student may be excluded from the clinical experience and/or the program.

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

Guidelines for Clinical Compliance

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

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

DESCRIPTIONS OF CLINICAL COMPLIANCE
1-6 and Table A
When you submit a copy of any required document, make sure you keep a copy for your records.

1. IMMUNIZATIONS
Immunization Compliance Form
Deliver copies of required immunization records and TB skin test results to Campus Health Services (CHS).

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

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

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

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

- *Tetanus-Diphtheria Acellular Pertussis*

  1 Tdap dose of vaccine regardless of when last Td was given or

  1 dose of Td beginning 10 years after Tdap.

- *Varicella (Chicken Pox)*

  Serological proof of immunity, or 2 adult doses of vaccine followed by serological titer. Varicella (chickenpox) is highly contagious. The same virus that causes chickenpox is also transmitted from individuals with herpes zoster virus infection (shingles). This virus is called varicella-zoster virus (VZV). The incubation period is 10 to 21 days from exposure. The period of communicability extends from 1-2 days before the onset of rash through the first 5-6 days after rash onset. This time frame could seriously compromise a student's ability to complete the clinical requirement of a course due to restriction from the clinical area. Chickenpox during pregnancy is associated with maternal illness, preterm labor, transplacental viral transmission, and birth defects.

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

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

- *Tuberculosis Skin Test*

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

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

- *Measles, Mumps, Rubella: for those born after 1957*
  2 doses of vaccine given at least 30 days apart or serological proof of immunity.

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

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

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

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

2. CPR CERTIFICATION

CPR for the Health Professional is required. Card provided must read: American Heart Association: BLS for Healthcare Providers

3. PROFSSIONAL LIABILITY INSURANCE

Please apply early. It may take 4-6 weeks to receive your policy after you apply.
For graduate students-RN coverage with limits of 1,000,000 to 3,000,000.
Remember, an application is NOT proof of coverage. Requirement is fulfilled by submitting a copy of the policy that has been issued with an effective date and coverage limits.

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

4. HIPAA/CITI platform (www.citiprogram.org)

Registering on CITI for the first time:
- Go to CITI website: www.citiprogram.org
- From the home screen, click on Register under "Create an Account"
- Select Your Institution or Organization: Under Participating Institutions: select University of Louisville. Continue to Step 2.

- Personal Information: **Enter your first and last name, as recorded with the university. Under email use your U of L email (userid@louisville.edu) as the email address**. You can add another preferred address to the Secondary email address field, if you like. *If you do not use your primary U of L email address (not your PEA) in the first email field, your training results could be delayed in posting to iRIS.* Please note: the email addresses entered here are the ones that any future password requests will be sent to; you are encouraged to use addresses that are stable and make sure to enter them without any typos. Continue to Step 3
- Create Your Username and Password: Follow the instructions on the page regarding size and criteria. The username and password can be anything of your choosing that is accepted by the system. Continue to Step 4
- Gender, Ethnicity and Race: Enter your answers to the questions on the screen. While you are required to answer the questions, there is an option of no disclosure, if you prefer. Continue to Step 5.
- Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?: You can sign up for these if you choose. Please note: any fees associated with CME/CEU credits are paid by the individual, not the institution. Can CITI Program contact you at a later date regarding participation in research surveys? Answer yes or no based upon personal preference. Continue to Step 6
- Information requested by U of L: Complete the demographic information. Fields that are marked by an asterisk are required by the system. If you have a University of Louisville ID (Employee or Student), please enter it in the Employee Number field. Continue to Step 7.
- Select Curriculum: The next set of screens will guide you through selecting the correct course.
- Direct Selection: click all of the checkboxes appropriate to your activities at U of L. (skip to item 6)
- Guided Registration: this path is designed to describe the activities you might participate in at U of L. At each screen, answer the questions related to your role(s) and click NEXT. Based upon your answers, the appropriate courses will be assigned.
- When you finish with the group assignment, you will be directed back to the main menu and the needed courses will be available for you to complete.
- Click on the course name to begin the training. 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, a link will appear on the Grade Book page with your Completion Report. Print this report for your records. The Research Integrity Program will be automatically notified of your successful completion and the data will be transferred to the master database for access by the University reporting software. Data updates are loaded each morning. If you need help, please call 502-852-2454.
- **TURN IN A COPY OF THE <u>COMPLETION REPORT</u> TO THE OFFICE OF STUDENT SERVICES.**

If You Have Trouble

If you do not see the courses in Blackboard (or have other difficulties), you probably have not yet been enrolled. Contact one of the offices below:
Privacy Office: 852-3803; privacy@louisville.edu
Information Security Office: 852-4363; isopol@louisville.edu

5. 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.

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

Instructions for the on-line bloodborne pathogen training course are as follows:
1) Click Here: to www.louisville.edu/dehs/training
2) Type in First and Last names and hit submit
3) Complete necessary fields with inclusion of student ID number.
4) When asked for researcher/supervisor, select "other"
5) Review modules
6) Take quiz
7) Print confirmation and keep for your records
8) Submit a copy of confirmation to Office of Student Services for your student file.

7. 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

	New Upper Division	Continuing Upper Division	Master's	PhD
Immunizations & TB Records *Deliver to Campus Health Services*	Required for all nursing programs			
Immunization Compliance Form *CHS signs and student returns to SON brown mailbox*	Required for all nursing programs			
Submit documentation of immunizations to CHS to allow a minimum of two weeks before deadline.				

	New Upper Division	Continuing Upper Division	Master's	PhD
Deadlines *Submit all items listed below to the SON brown mailbox*	Deadlines are provided at orientation	All requirements must be current and documentation must be provided to either CHS or OSS as specified.	Deadlines provided at SON orientation for **new master's** students. For **continuing master's** students, all requirements must be current and documentation must be provided to either CHS or OSS as specified.	For **new doctoral** students, the deadline is the end of the first semester. For **continuing doctoral s**tudents, all requirements must be current and documentation must be provided to either CHS or OSS as specified.
Immunization Compliance Form signed by CHS	Required for all nursing programs			
RN license	Required for RN-BSN students	Required for RN-BSN students	Required for APRN students	Required
CPR	Required for all nursing programs			
Liability insurance	Required	Required	Required	Not Required
Health Insurance Waiver	Complete if you do not want the automatic coverage Submitted on line			
HIPAA training Submitted on line	Required HIPAA training must be renewed **every four years.**	Required HIPAA training must be renewed **every four years.**	Required HIPAA training must be renewed **every four years.**	Required HIPAA training must be renewed **every four years.**
Human Subjects Training			Required if in research that involves human subjects	Required if in research that involves human subjects
Ethics training	Required of all employees on the HSC (i.e. students paid as research and teaching assistants).			
Drug Testing	Required for all licensure programs			
Bloodborne Pathogen Exposure	Required of all students and faculty			

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/

Official and Unofficial Transcripts/Records Verification

Students may request official transcripts on-line through the University Registrar's office. Students may also print unofficial transcripts. To request an official transcript, or to print an unofficial transcript, please visit: http://www.louisville.edu/student/services/registrar/services.htm

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

Students may be required to provide proof of good standing for scholarship applications, insurance forms, or to enroll at another school as a visiting student. When these situations occur, you should plan ahead and allow at least 24 hours for a request of this nature to be processed. The student diploma and transcript will not be released until ALL financial obligations to the School of Nursing and/or University are settled. This includes replacements of lab equipment, short term loans, parking tickets, etc.

Privacy of Student Records

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education.
The University has adopted a student records policy that explains in detail the procedures to be used by the University for compliance with the provisions of the Act and the regulations adopted pursuant thereto. Copies of the policy can be found at www.louisville.edu/library/uarc/stupriv.htm. Questions concerning the policy may be referred to the Director, University Archives and Records Center.
NOTE: Student e-mail addresses are considered "directory information" and can be made available online or in a printed directory. Students wishing to prevent disclosure of directory information must submit a written request. For assistance, contact the University Archives and Records Center, 852-6674.

Registration Procedures

Students are strongly encouraged to take advantage of early registration to help ensure that space is reserved in the required courses for each semester. Failure to register early may result in delaying degree completion. Master's students should note that clinical courses have strict enrollment maximums and are filled on a space available basis. Early registration for spring semester courses is in October/November, and early registration for summer and fall semesters is in April/May.
The University has an online registration system. Students register for courses according to the total number of credit hours and an alphabetic rotation established by the University's Office of Registration. Specific registration instructions are available on the web at: http://www.louisville.edu/student/services/registrar

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

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

Re-registration will be on a space available basis.

Drop/Add Procedures

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

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

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

Late Complete Withdrawal after the Deadline

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

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

Petitions

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

A student may not petition to the 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/ (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

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:

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

Other Grades

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

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

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

Graduate nursing courses use the following grading scale:

98-100 A+	77-79 C+	59 or Below F
93-97 A	73-76 C	
90-92 A-	70-72 C-	
87-89 B+	67-69 D+	
83-86 B	63-66 D	
80-82 B-	60-62 D-	

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.

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

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.

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 10-12months. 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 Graduate Programs. Specific measurable objectives must be identified.

University Human Studies Committee Approval of Research

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

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.

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.

Section IV: Appendices

APPENDIX A

Impaired Student Policy

UNIVERSITY OF LOUISVILLE
School of Nursing

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

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

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

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

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

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

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

The student must meet with the faculty member and Associate Dean or administrative designee to discuss his/her behavior and be given opportunity to present evidence that could explain behavior. If the Associate Dean believes drugs are involved after evaluating the student's explanation, the student will be asked to take the following actions:

a. See a Substance Abuse Counselor at the Student Counseling Center (or another trained substance abuse professional selected by the student and approved by the Associate Dean) for evaluation and treatment recommendations within two working days of the above meeting;

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

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

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

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

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

APPENDIX B

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:

7. 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.
8. 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.
9. The appropriate Associate Dean or his/her designee will schedule a meeting with the involved parties prior to making a decision.
10. 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.
11. 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.
12. All records and documents obtained, prepared or related to the investigation and disposition of a charge of academic dishonesty will be maintained in the student's Office of Student Services file.

Approved
02/26/2010

APPENDIX C

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University of Louisville School of Nursing

Use of Social Media

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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
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