
University of Louisville
School of Nursing

RN-BSN Program

**STUDENT
HANDBOOK**

August, FALL 2022– May, SUMMER 2023

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

Dear Student:

Thank you for choosing the University of Louisville School of Nursing for your BSN education! This RN-BSN Student handbook has been prepared to acquaint you with the School of Nursing (SON). It contains policies, procedures, and important information you need to know in order to be a successful student.

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

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

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

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

Best wishes for a very successful academic year!

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SECTION I: INFORMATION FOR ALL NURSING STUDENTS

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

Vision Statement

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

Mission Statement

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

Core Values



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

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

The School of Nursing Core Values were approved by Faculty Organization on 5-17-17.

Important Academic Web Pages

[School of Nursing](#)

[U of L Undergraduate Catalog](#)

[U of L Student Handbook](#)

[U of L Graduate Catalog](#)

UofL SON Administration

Interim Dean



Dr. Mary DeLetter is the School of Nursing Interim Dean. The Dean serves as the chief nurse administrator and is responsible for multiple facets of the school's teaching, research, creative and scholarly activities for faculty, students, and staff and maintains alumni and donor relations. The Dean represents the school formally and informally to the university, community, and world.

Associate Dean for Undergraduate Academic Affairs



The Associate Dean for Undergraduate Academic Affairs Dr. Heather Mitchell, is located on the third floor of the School of Nursing Building. The Associate Dean for Academic Affairs is available to assist students who have specific curriculum needs or are experiencing academic difficulty. Prior to scheduling an appointment with the Associate Dean, students should attempt to resolve issues by consulting with the course faculty and/or the Director of the RN-BSN Program. Responsibilities of the Associate Dean for Academic Affairs include:

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

Schedule an appointment with Dr. Mitchell by email

heather.mitchell@louisville.edu

Associate Dean for Research



The Associate Dean for Research, Dr. Lynne Hall, is located in Room 4029 on the fourth floor of the School of Nursing Building. Any student interested in pursuing research is welcome to reach out to Dr. Hall. The Associate Dean for Research is the final scientific reviewer for all DNP projects. Dr. Hall is available to assist students with issues or concerns that may occur during the development or implementation of the DNP Project that require additional consultation beyond the DNP Project chair and/or the Director of the DNP Program. Schedule an appointment with Dr. Hall by calling 502-852-8387.

RN-BSN Program Director

Dr. Diane Riff serves as the Director of the RN-BSN Program and is responsible for overseeing student admission and progression, Portfolio development, and course offerings, curricula, policies, and recruitment. Schedule an appointment with Dr. Riff by calling 502-852-8393 or via email: diane.riff@louisville.edu.

Assistant Dean of Student Affairs

Ms. Trish Hart serves as the Assistant Dean for Student Affairs. She oversees the Office of Student Services and assists the academic advisor for RN-BSN students. She can help you from the initial application process through graduation, academic advising, transfer credits, and general education (Cardinal Core) requirements. Contact information: trish.hart@louisville.edu or 502-852-8298.

Academic Counselor, Sr. - Advisor RN-BSN Students

Ms. Lauren McCurdy, M.Ed. is your academic advisor for the RN-BSN program, including the Cardinal Core curriculum. Ms. McCurdy will assist you with prerequisites, formal transcript reviews & credit transfers, developing and following a program of study, scheduling classes, and other student support. Contact Ms. McCurdy at 852-8519 or lauren.mccurdy.1@louisville.edu.

B. RN-BSN Curriculum

The RN-BSN curriculum is a part-time sequence that includes five semesters, or 31 credit hours. Depending on course scheduling, students can finish at an accelerated pace. The part-time program of study is as follows:

Semester	First Half	Second Half
1	NURS 381 (3)	NURS 387 (4)
	Portfolio (30)	
2	NURS 388 (3)	NURS 383 (3)
3	NURS 482 (3)	NURS 382 (3)
4	NURS 385 (4)	NURS 488 (2)
5	NURS 470 (4)	
	NURS 476 (2)	

Online RN-BSN Core Courses:

NURS 355 Portfolio*

NURS 381 Foundations for Evidence-based Professional Nursing

NURS 382 Nursing Research for Evidence-based Practice

NURS 383 Case Management for Individuals and Families

NURS 385 Nursing Leadership and Health Policy

NURS 387 Pathophysiology and Pharmacotherapeutics for RNs

NURS 388 Global Health: Disparities and Social Determinants - SBD2

NURS 470 Community Health Nursing

NURS 476 Community Leadership Practicum**

NURS 482 Health Promotion for Individuals, Families and Communities

NURS 488 Leadership Project

*Portfolio - NURS 355 Course – 30 credit hours tuition-free (savings of \$11,250)

** This course requires 84 hours of clinical time. Clinical hours can be conducted in each student’s home community.

Additional Information about the RN-BSN Curriculum can be found on the [University of Louisville Online Learning RN-BSN](#) webpage.

C. Communication

E-Mail

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

Telephone Messages

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

Cell Phones

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

E-mail Communication with Students

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

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

Emergency Alert System

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

Student Blackboard Academic Suite™ Guide

1. General Blackboard Information

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

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

- All Nursing Students
- RN-BSN Students

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

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

- Student Help:
<http://louisville.edu/delphi/blackboard/help/student-help>
- General Blackboard Help:
<http://louisville.edu/delphi/blackboard/help/student-help/general-help>
- Frequently Asked Questions:
<http://louisville.edu/delphi/blackboard/help/general-help/frequently-asked-questions>

2. Blackboard Login

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

If you do not remember your password, log on to the Reset Password webpage:

<https://password.louisville.edu/accountClaiming/resetPassword>

3. Blackboard Course and Organization Navigation

- On the right-hand side of the home page under “*My Courses*” is a listing of all courses in which you are enrolled. Course faculty will make the course site available to you approximately two weeks prior to the start of class.
- Just below the course listings, you will find a section titled “*My Organizations.*”
- Click on the specific course or organization you want to enter.

Student Organizations and Leadership Opportunities

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

BSN Academic Affairs Committee

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

D. General Information

Office of Student Services (OSS)

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

The office is located in the on the 3rd floor of the School of Nursing K-Building. Office hours are 8:30 am to 5:00 pm Monday through Friday. Email nursinginfo@louisville.edu for assistance or call (502) 852-1196.

RN-BSN Office of Student Services Staff:

Trish Hart, MA, Assistant Dean of Student Affairs	Room 3060
Lauren McCurdy, M.Ed. Academic Counselor, Sr.	Room 3058
Patricia Moon, BA, Program Assistant, Sr.	Room 3025

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

Transfer Credit

UofL generally accepts all credits earned at regionally accredited institutions of higher education, with the exception of remedial and technical/vocational courses.

UofL uses the semester hour unit of credit and a 4.0 grading scale. Plus and minus grades will be recorded as the letter grade only.

Additional information about the transfer credit policy can be found on the website for the [Office of Transfer and Adult Services](#).

Financial Aid

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

All students are strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA). Access to forms is available from the University of Louisville Student Financial Aid Office website .

Often financial assistance programs for nursing students require that a FAFSA be completed prior to application. You can obtain a Guide to Financial Assistance for Nursing Students from the OSS, an unofficial, but useful, summary of potential financial assistance opportunities.

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

Course Syllabi

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

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

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

Textbooks

Required course textbooks will be posted in the course syllabi and can be purchased through the [Health Science Center Bookstore](#) website.

Kornhauser Health Sciences Library

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

Each RN-BSN course contains a tab with library resources. This includes a series of [library orientation videos](#), librarian contact information, and a link to the [Kornhauser Health Sciences Library Nursing portal](#). Hours of operation, databases, and additional information on the Kornhauser Health Sciences Library can be found at <https://library.louisville.edu/kornhauser>.

Library Services for Distance Education and Online Courses

RN-BSN students are encouraged to use resources provided by the Library Services for Distance Education and Online Courses. A distance education specialist can provide students in online and hybrid settings with a variety of services, including book loans, document delivery, interlibrary loans, research assistance, and general library assistance. Additional information on these library services can be found at <https://library.louisville.edu/distance>.

Name/Address Changes

Name and address changes are made through the REGISTRAR’S OFFICE so they are corrected in the PeopleSoft system, the official source of name and address information for all correspondence between the SON and students.

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

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

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

Information Technology Help for Students

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

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

Cardinal Card

The Cardinal Card is the official identification card for UofL students, faculty, and staff. As an online RN-BSN student at the University of Louisville, you are **required** to possess a University of Louisville Cardinal Card that must be worn when conducting RN-BSN clinical hours.

To obtain a Cardinal Card, contact the Cardinal Card Office at cardinalcard@louisville.edu. They will send you the appropriate documentation to complete and check your eligibility.

Be sure to indicate that you are an online student and need a photo ID. Students must be registered in the current semester at least one day prior to getting a Cardinal Card.

On or near the campus, the Cardinal Card is also used to access a variety of services, including meal plan funds, off-campus dining, library privileges, gym/facilities, and free TARC bus rides.

E. 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 their health in order to ensure safety for other students and clients. If faculty or the agency deems that any student creates a health risk, the student may be excluded from the clinical experience and/or the program.

Individual health care facilities, used as clinical and/or research sites by SON students, may have additional requirements. In this event, the student is required to comply with any additional requirements of that facility.

Note: Health policies are constantly under review by faculty based on CDC changing requirements and community expectations. Students will be notified of any policy changes, and compliance will be required.

1. **CPR Certification:** Complete CPR training through the American Heart Association for Healthcare Providers (AHA) or the American Red Cross (ARC).
2. **Health Insurance:** Provide evidence of current Health Insurance (private or university) to Campus Health upon receipt of their email notification. You will have an opportunity to waive this university charge upon proof of coverage.
3. **COVID Verification:** One of the following is required: 1) Proof of COVID-19 vaccination(s) documented on the CDC card. NOTE: the CDC COVID-19 Vaccination Record is the only acceptable vaccine documentation. Vaccine documentation must include the vaccine manufacturer. If you received a 2-shot series, **both** doses must be submitted at the same time for approval. OR 2) An Exemption note approved by UofL Campus Health. Exemption Form available on Campus Health webpage <https://louisville.edu/campushealth/information/forms> under Heading: Health Sciences Center Immunization Forms, select "Instructions to Upload Out of State COVID Immunization Forms"
4. **Student Consent and Release Form:** available on the School of Nursing webpage <http://louisville.edu/nursing/academics/files/clinical-compliance-form>
5. **Drug Screening:** Students are responsible for the CastleBranch fees. Go to the following [CastleBranch website](#) to register for the test. Use the same account that you used when you established your background check. If you have not completed your Background Check, you may select the Background Check - Drug Test package.

CastleBranch Drug Screening Instructions:

- Select "Place Order" from drop down box select BSN and the Louisville Campus
 - Select the "NI53 Background Check - Drug Test Package."
 - If you already ordered a background check, select drug test only.
 - Keep your CastleBranch login username and password. If you don't know your account information, contact the Customer Service Department at (888) 666-7788 ext. 7194.
6. **Criminal Background Check:** Students are responsible for the CastleBranch fees. The background check should be ordered no later than 5 business days prior to the clinical compliance deadline. Use the same [CastleBranch account](#) that you used when you requested a drug test. If you have not completed your Drug Test, you may select the Background Check-Drug Test package.

CastleBranch Background Check Instructions:

- Select "Place Order" from the drop down box select BSN and the Louisville Campus.
 - Select the "NI53 Background Check - Drug Test Package".
 - If you already submitted a drug test, select Criminal Background Check only.
 - Keep your CastleBranch login username and password. If you don't know your account information, contact the Customer Service Department at (888) 666-7788, ext. 7194.
7. **Proof of Registered Nursing Licensure:** Requirement is fulfilled by uploading verification from the KBN registry or state where you are licensed.
8. **Immunization Compliance:** This must be completed at the Campus Health Services office. Check with the immunization specialist at 852-2708 to confirm you are in compliance. For list of required immunizations go to: <http://louisville.edu/campushealth/information/immunizations/health-professional-students/health-professional-students-immunizations>
9. **HIPAA Training Courses:** Registering for HIPAA courses offered via the CITI platform (www.citiprogram.org) required prior to first semester of clinicals. Does not have to be renewed unless notified by the university. Instructions for HIPAA Training

Registering on CITI for the first time:

- Go to CITI website: www.citiprogram.org
- From the home screen, click on Register at top right
- Select Your Institution or Organization: Type University of Louisville in the first box (do not check in the second box for Independent Learner Registration) check the I agree and the I affirm boxes. Continue and follow directions.
- 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 next step
- 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
- 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 next Step.

- How would you like to register for courses? Check Guided Registration.
- Finalize Registration
- Select View Courses box.
- When you reach Courses Ready to Begin page click on “Start Now” in big box University of Louisville, Institutional Compliance- U of L General Population State1 – Basic Course When Required Modules page comes up do the four courses: Institutional Compliance Awareness, Basics of Information Security, Part 1 & Part, Conflict of Interest-Specific Policies.
- 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.

10. Bloodborne Pathogen Compliance:

Course offered online by the university and provides a Certificate of Completion. Instructions for the on-line training follows:

- i. Go to www.louisville.edu/dehs/training
- ii. This will take you to a log in page; use your U of L username and password to log on.
- iii. Click on BioRaft
- iv. Under "on-line training courses" click on Bloodborne Pathogens Training.
- v. After you are logged in, click “Launch”
- vi. Review modules
- vii. Take quiz (if you miss any, it will take you back to those questions until you receive 100%)
- viii. 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

You may upload your proof of compliance documents using the [RN-BSN - Document Submission Webform](#).

KEEP COPIES OF ALL COMPLIANCE REQUIREMENTS FOR YOUR RECORDS

F. University of Louisville Policies and Procedures

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

University of Louisville Code of Student Conduct

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

Removal from Clinical/Research Settings

A student who is unsafe in a clinical or research setting is subject to academic action, including dismissal from the program.

Privacy of Student Records

The University of Louisville hereby notifies students concerning the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading information. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education.

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

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

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

Registration Procedures

An advising session is required prior to registering for your first RN-BSN semester. If you are not contacted by the Office of Student Services, please contact your academic advisor. Ms. Lauren McCurdy, at 502-852-8519 or lauren.mccurdy.1@louisville.edu. Students in conditional or probationary status are required to be advised by their academic advisor before they will be allowed to register for any course (see section entitled Program of Study). Students who do not have an approved Program of Study on file must also be advised by their academic advisor prior to registration.

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

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

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

Drop/Add Procedures

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

Students may drop/add at any time during the Early Registration period after their first scheduled time for registration. Official Drop/Add dates and times are available on the University of Louisville Office of the Registrar website: <http://louisville.edu/registrar>

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

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

Late Complete Withdrawal after the Deadline

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

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

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

Official and Unofficial Transcripts/Records Verification

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

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

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

Disability Statement

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. Students with identified disabilities, who need reasonable modifications to successfully complete assignments/tests and otherwise satisfy course criteria, are encouraged to meet with the Course Coordinator the first day of class with their Exam Accommodation Form to plan specific accommodations.

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

Work-restricted Religious Holidays Policy

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

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

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

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

Bad Weather Policy

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

- University Closure "If the University of Louisville is closed due to a holiday, weather-related conditions or other unusual circumstances, planned real-time activities in online classes will not be held and no form of coursework will be due. Real-time activities include scheduled class chats, virtual classroom meetings, or any other activity that requires students to access the course management system (i.e., Blackboard) at a scheduled time."
- University Delay "If the University of Louisville is on a delayed schedule, on-campus classes are canceled up until a certain time, and classes that begin at or after the delayed time meet at their regular time and include the full instruction period. However, **a delayed schedule will not affect online classes in any way.** Coursework is due as planned and any scheduled real-time activities will be held."
- Internet Outage or Inaccessibility "A student will occasionally lose his or her Internet access due to an outage where both the cause and solution are outside of his or her control. Examples include an extended power or cable outage causing a loss in Internet access. It is at the discretion of the course instructor whether to require documentation and to determine a reasonable course of action."

Academic Dishonesty Policy

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

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

Social Media

Social media is defined as any form of electronic communication through which users create online communities to share ideas, information, personal messages, and/or other content

(Merriam-Webster, 2013). Students at the University of Louisville School of Nursing have an ethical and legal obligation to protect the privacy and confidentiality of all individuals associated with the School of Nursing, including patients, fellow students, faculty, and staff. Students are expected to properly use social media in all settings, as defined in the Student Handbook. Please consult the student handbook for full information (Appendix B).

Students Exhibiting Impaired Behavior Policy

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

Return to Class and Clinical Policy

In order to provide safe, quality care to the public, nursing students have an obligation to be both physically and mentally fit for duty. However, their role as a student (defined by their clinical objectives outlined in the course syllabus) is different from the role of the Registered Nurse or other nursing staff (defined by the objectives outlined in their job description and/or scope of practice). (Appendix D.)

Fall 2022 COVID Policies

COVID Fall 2022 policies are posted in Appendix E. These policies are subject to change. Any changes will be emailed to all students.

Petitions

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

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

Line of Communication and Grievance Procedures

The School of Nursing is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience. The School of Nursing has outlined a **line of communication** to resolve academic issues that may arise in classes 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)
- Program Director
- Associate Dean of Academic Affairs
- Dean of the School of Nursing

The Associate Dean of Undergraduate Academic Affairs is available to assist the student in this process. Schedule an appointment with Dr. Heather Mitchell by emailing heather.mitchell@louisville.edu

Grievance Procedures

The University of Louisville has a Student Academic Grievance Policy to provide fair means of dealing with student complaints regarding a specific action or decision made by the faculty as a whole, a faculty member, or the unit. Students who believe they have been treated unfairly, discriminated against or have had their rights abridged may initiate a grievance which shall be processed in accordance with the Student Academic Grievance Procedure pursuant to The Redbook: <http://www.louisville.edu/provost/redbook/>. The student complaint process is also published on the Dean of Students website: <http://louisville.edu/dos/help/student-complaint-procedure>.

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

Leave of Absence

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

Jury Duty

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

Overseas Travel

The University's Provost's Office asks that all U of L students who travel overseas to study, or attend to any University business while overseas, inform the University, through the International Center, of the destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In case of

any emergency, the traveler should call the Department of Public Safety (502-852-6111) immediately. The Department of Public Safety will relay the information to the staff of the International Center so that they may call your emergency contacts. To ascertain additional information for traveling abroad and a list of required documentation follow the link: <http://www.louisville.edu/provost/travel/>.

Smoke-free Campus

All University of Louisville campuses, including the Health Sciences Center, have been designated as smoke-free locations. Smoking is not allowed in any office, classroom, or laboratory site or anywhere on the grounds of the Health Science Center campus.

Application for Degree

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

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

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

Commencement and Convocation for Undergraduate Students

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

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

SECTION II: INFORMATION FOR RN-BSN STUDENTS

A. Foundational Documents

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

1. AACN Essentials of Baccalaureate Education
2. ANA Code of Ethics
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>

B. Program Goals and Aggregate Student Outcomes

BSN Program Goals

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

(Approved 10/14/16)

BSN Expected Aggregate Student Outcomes

1. Demonstrate professional nursing standards of moral, ethical and legal conduct.
2. Demonstrate critical thinking skills and ethical standards in the provision of quality patient-centered care.
3. Use current evidence in the planning and provision of patient-centered care.
4. Communicate effectively with individuals, families and groups.
5. Collaborate with inter-professional teams to provide effective, patient-centered, culturally competent care.

6. Apply critical thinking in the practice of nursing with individuals, families, groups and communities.
7. Describe the role of health policy in the provision of health care.

C. General Information

Tuition and Fees

During the 2022-2023 Academic Year, RN-BSN tuition will be \$375/credit hour. This rate applies to courses in the RN-BSN curriculum only. Other online courses at the University of Louisville will be at the online tuition rate listed on the [UofL Tuition & Fees](#) website.

Tuition refunds for withdrawal from a scheduled course are based on the number of days the course has been in session at the time of withdrawal. For 8-week courses, refunds are based on the number of instructional days in the course. For instance, for an 8-week course with 35 instructional days, refunds would be determined as follows:

Course Day	Refund Amount
3	100%
8	50%
10	25%
11-22	0% refund; withdrawal allowed

Tuition rates are subject to change. More information on tuition and refunds for courses with atypical duration can be found on the [UofL Office of the Registrar](#) website.

Portfolio

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

D. School of Nursing Policies and Procedures

RN-BN Student Advising

- a. Upon admission to university, the Office of Student Services (OSS) will assign an advisor to the student.
- b. Each student is required to collaborate with their assigned advisor to develop their program of study (POS). The POS will establish the student's path to program completion.
- c. OSS will file the POS. Once filed, the student is expected to follow their POS. A student's failure to adhere to the POS may delay program progression.

- d. Students who do not meet progression requirements must meet with their academic advisor prior to enrollment in each subsequent semester. If a student's circumstances require alteration to the POS, the student must communicate with their advisor for update of to their POS.
- e. The School of Nursing does not assume responsibility for a student's program progression when a student takes a leave of absence, withdraws from a course, or does not pass a course in the student's POS.

Program of Study

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

Grading Policy

The following numerical grading system has been adopted by the University of Louisville School of Nursing Faculty and applies to RN-BN courses:

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

- RN-BSN nursing courses do not use a +/- scale.
- A grade of D or lower is a failing grade for RN-BSN nursing courses.
- In courses with a clinical component, an unsatisfactory final clinical evaluation will result in a grade of F for the course.

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

- A 4.0
- B 3.0
- C 2.0
- D 1.0
- F 0.0

Progression and Dismissal

- a. **RN Licensure**
 - i. Students admitted with an unrestricted RN license must maintain this licensure status throughout the RN-BSN program. Students who fail to maintain an unrestricted RN license placed on Academic Suspension.

- ii. Students enrolled in the program without an RN license must obtain their unrestricted RN license prior to the beginning of the second semester. Students who fail to obtain an RN license prior to the beginning of the second semester will be placed on Academic Suspension.
- iii. Once an unrestricted RN license is obtained and validated, students may enroll in the next 8-week session.

b. Academic Performance

- i. Students must earn a grade of “C” or higher in all RN-BSN courses.
- ii. A student who wishes to repeat a nursing course should submit a Permit to Repeat a Course form to the School of Nursing OSS for approval. Once permission is granted the student will be allowed to repeat the course on a space available basis.
 - 1. Students who earn a grade below “C” in two RN-BSN courses, or a second attempt at an RN-BSN course will be dismissed from the program.
 - 2. Good standing in the School of Nursing is a minimum RN-BSN cumulative GPA of 2.0 for the RN-BSN program.
 - a. Students who, after the first semester at U of L, have a semester grade point average below 2.0 will be placed on Academic Warning from the university. They will be notified that their achievement is below expectations and strongly encouraged to seek assistance, but no additional limitation will be placed on their registration for the next term.
 - b. In any semester subsequent to being placed on Academic Warning, a student whose UofL cumulative grade point average is below 2.0 will be placed on Academic Probation for the next semester (including Summer) in which the student enrolls. Students on Academic Probation are notified that their achievement is below expectations and are subject to course and/or credit hour limitations, specified course registration requirements, or other advising interventions considered appropriate by the School of Nursing.
- c. Students on Academic Probation will have their records evaluated at the end of the probationary semester with one of the following outcomes:
 - i. Student whose UofL cumulative grade point average is above 2.0 will be restored to good standing.
 - ii. Student whose UofL cumulative grade point average is still below 2.0 but who earned a semester grade point average at or above 2.0 will be maintained on probation.
 - iii. Student whose cumulative grade point average is still below 2.0 and who earned a semester grade point average below 2.0 will be placed on Academic Suspension and will be required to sit out at least one semester (summer terms excluded).

- d. If suspended from the program, students must meet with their advisor to revise their program of study, determine remediation, request re-enrollment on a space available basis, and plan to submit an Admissions Petition and official U of L Undergraduate application to the Office of Admissions in accordance with University guidelines.
- e. Readmission of suspended students is not guaranteed. In order to be considered for readmission, a student must submit an Admissions Petition and an Application for Undergraduate Admission to the Office of Admissions.
- f. Students who are granted reinstatement will be readmitted on probation. No student will be reinstated more than twice; the third suspension is an Academic Dismissal.
- g. If dismissed from the program, the student has the right to file a petition to be reinstated into the program. If the petition is denied, dismissal from the program is permanent. Students who are suspended or dismissed by the School of Nursing are eligible to apply for admission to another unit and may be admitted if they meet minimum admission standards of that unit. Students who apply for admission to another unit may not enroll in any courses in the School of Nursing.

c. **RN-BSN Graduation Requirements**

- i. The following are the requirements for graduation from the RN-BSN program:
 - 1. Completion of all RN-BSN program requirements
 - 2. C or better in all Nursing courses
 - 3. Minimum RN-BSN Program GPA of 2.0.
 - 4. Minimum final UofL cumulative GPA of 2.0.
 - 5. Minimum of 30 credit hours taken at UofL
 - 6. Minimum of 60 credit hours taken at 4-year regionally accredited institution of higher education
 - 7. Minimum of 120 degree applicable undergraduate credit hours

Philosophical Statement on Group Work

Undeniably, the product of a cooperative and successful group is often far superior to what any one individual could have done by himself or herself. One of the goals of working in groups is to prepare students to work in a multicultural, diverse workplace where problem solving, negotiating and respect for the beliefs and opinions of others is necessary for success. Virtually no job is performed in isolation; therefore we must be competent and skilled at working in groups. Faculty understand that teamwork or working in groups is not a simple process, but requires training, planning, and experience for it to be effective and satisfying.

As part of the requirement in the RN-BSN program, students may be required to work in groups at various times. Typically, no course will have greater than 30% of a grade based on group work. The University of Louisville School of Nursing's goal is for students to graduate as capable and competent professionals, skilled in both the art and science of nursing.

Incomplete Course Work

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

Additional information about grades at the University of Louisville can be found at:
<http://louisville.edu/undergradcatalog/versions/17-18-catalog.pdf>

Mid-Semester Warning Notices

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

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

The warning does not affect the student's status in the program, but is intended to notify the student of unsatisfactory progression in the course. A copy of the warning is placed in the student's file in the Office of Student Services and is removed upon completion of the degree.

E. Student Resources

Counseling Services

The University of Louisville Counseling Center provides short term individual, group, and couples counseling, crisis intervention, and psychological testing. Urgent Consultation hours are available Monday-Friday, 8:30am-4:30pm at the Counseling Center, located at Cardinal Station, 215 Central Ave., Suite 201, Louisville, KY 40208. To obtain services, call (502) 852-6585. Additional information can be found on the [University of Louisville Counseling Center](#) website.

The Dean of Students office provides a variety of student support services, including student non-academic grievance services, RSO funding, student conduct services, crisis assistance, extended absence notifications, SGA advising, and other programs designed to help create and promote a vibrant campus community. Additional information can be found on the [Dean of Students](#) webpage.

Campus and Clinical Site Emergencies

The University of Louisville campus emergency plans are described on the [Department of Environmental Health and Safety](#) website. The University of Louisville has its own police department, whose mission is to maintain public peace and safety, safeguard the assets of the institution and our faculty, staff, students and visitors, and assist in providing an environment conducive to the teaching, research and public service missions of the University. Additional information can be found on the [University of Louisville Police Department](#) webpage.

If an emergency arises while a student is in a clinical site, the student should follow the agency's emergency procedures. In addition, the student should notify the clinical instructor by phone of the emergency situation.

SECTION III: APPENDICES

APPENDIX A

University of Louisville School of Nursing Procedure for Suspected Academic Dishonesty

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

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

1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.
2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the appropriate Associate Dean or their 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 their designee will schedule a meeting with the involved parties prior to making a decision.
4. The appropriate Associate Dean or their 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 their 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.

7. 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.
8. If at any time, it is determined that an academic offense did not occur, the matter is resolved and no further action is required.

Approved by Faculty Org September 2020

APPENDIX B

University of Louisville School of Nursing Use of Social Media

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

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

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

References

- American Nurses' Association. (2011). *ANA principles of social networking and the nurse*. Silver Springs, MD; American Nurses' Association.
- Kentucky Board of Nursing. (2011). *NCSBN launches new resources on social media and networking for nurses*. Retrieved on January 1, 2013 from <http://kbn.ky.gov/nr/ronlyres/f014e1a0-1094-4503-9533-089ab665249b/0/index.pdf>

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APPENDIX C
University of Louisville School of Nursing
Students Exhibiting Impaired Behavior Policy

DEFINITION

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

SIGNS AND SYMPTOMS OF IMPAIRMENT

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

INTERVENTION

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

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

- A. Confront the student about his/her behavior of suspected impairment;
- B. Remove the student from the setting if behavior is disruptive or potentially dangerous to self and/or others;
- C. Document current data, any prior incidents, and actions taken. This documentation is given to the Associate Dean for Undergraduate Programs or administrative designee.

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

- a. See a Substance Abuse Counselor at the Student Counseling Center (or another trained substance abuse professional selected by the student and approved by the Associate Dean) for evaluation and treatment recommendations within two working days of the above meeting;
- b. Sign a release for the SON to receive information from the substance abuse professional regarding the student's evaluation and treatment process;
- c. Follow the recommended treatment plan and ensure written reports on evaluation and summary progress reports are forwarded to the SON.

FOLLOW-UP AND MONITORING

1. The SON will require monthly (or more frequent) written summary progress reports to the Associate Dean indicating that the student is continuing treatment and, in the opinion of the Counselor, is able to continue in the educational process without posing a danger to self and/or others. Additional written and/or verbal progress reports may be required as deemed necessary by the Associate Dean.
2. Monitoring of the progress in treatment will continue until a student is released from counseling with a prognosis that indicates satisfactorily to the Associate Dean that the student will resume educational and clinical activities without being impaired by the illegal use or misuse of drugs, including alcohol. In any case in which the Associate Dean questions the progress during or upon release from counseling, the Dean shall make the final determination in accordance with The Redbook. Records will be retained at least one year after graduation. Relapse may result in dismissal from the program in accordance with The Redbook.

CONDUCT DURING TREATMENT / OUTCOME

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

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

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

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

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

APPENDIX E
Fall 2022, COVID Policies

FALL 2022:

As a Community of Care, all Cardinals are expected to abide by public health guidelines and regulations as published by the University. For Fall 2022, this includes:

- 1) Staying home when sick—any UofL community member experiencing fever, consistent dry cough, or other symptoms of contagious disease should remain at home until symptoms subside or advised that it is safe to return by a health professional.
- 2) Practicing good hygiene and responsibility for one's own surrounding.
 - a. Cover sneezes and coughs.
 - b. Wash hands frequently with soap and water when possible, use hand sanitizer when soap and water are not available.
 - c. Wipe down frequently touched surfaces.
 - d. Maintain 6-foot physical distancing when possible.
- 3) Students attending clinical are required to abide by all precautions and regulations set forth by the respective clinical agencies and/or clinical instructors. Students who do not follow clinical agency or SON guidelines will be instructed to leave clinical, which could result in an unsatisfactory clinical grade.

Faculty accept the responsibility to help students meet these recommendations by:

- 1) Allowing for remote participation in class when necessary and practicable.
- 2) Allowing students absent for reason of illness to make up missed work without penalty. Students must seek expectations from faculty.
- 3) Not requiring health providers' notes for didactic class absences of less than the equivalent of two weeks of classes.
 - a. Students must meet clinical attendance expectations described in their respective Program Student Handbooks and course syllabi. Students who miss clinical for reasons of illness, injury, or pregnancy will be able to return to clinical as stipulated by the Return to Class and Clinical Policy, located in the Program Student Handbooks and course syllabi.
 - b. If the absences occur on the day of a scheduled assessment, the student may be required to provide documentation for the absence.
- 4) Notifying physical plant when classrooms are not adequately stocked with cleaning supplies and arranging classroom furniture or seating charts to maximize physical distancing where possible.