THE UNIVERSITY OF

LOUISIANA MONROE

KITTY DEGREE

SCHOOL OF NURSING

STUDENT HANDBOOK

August 2024-2025

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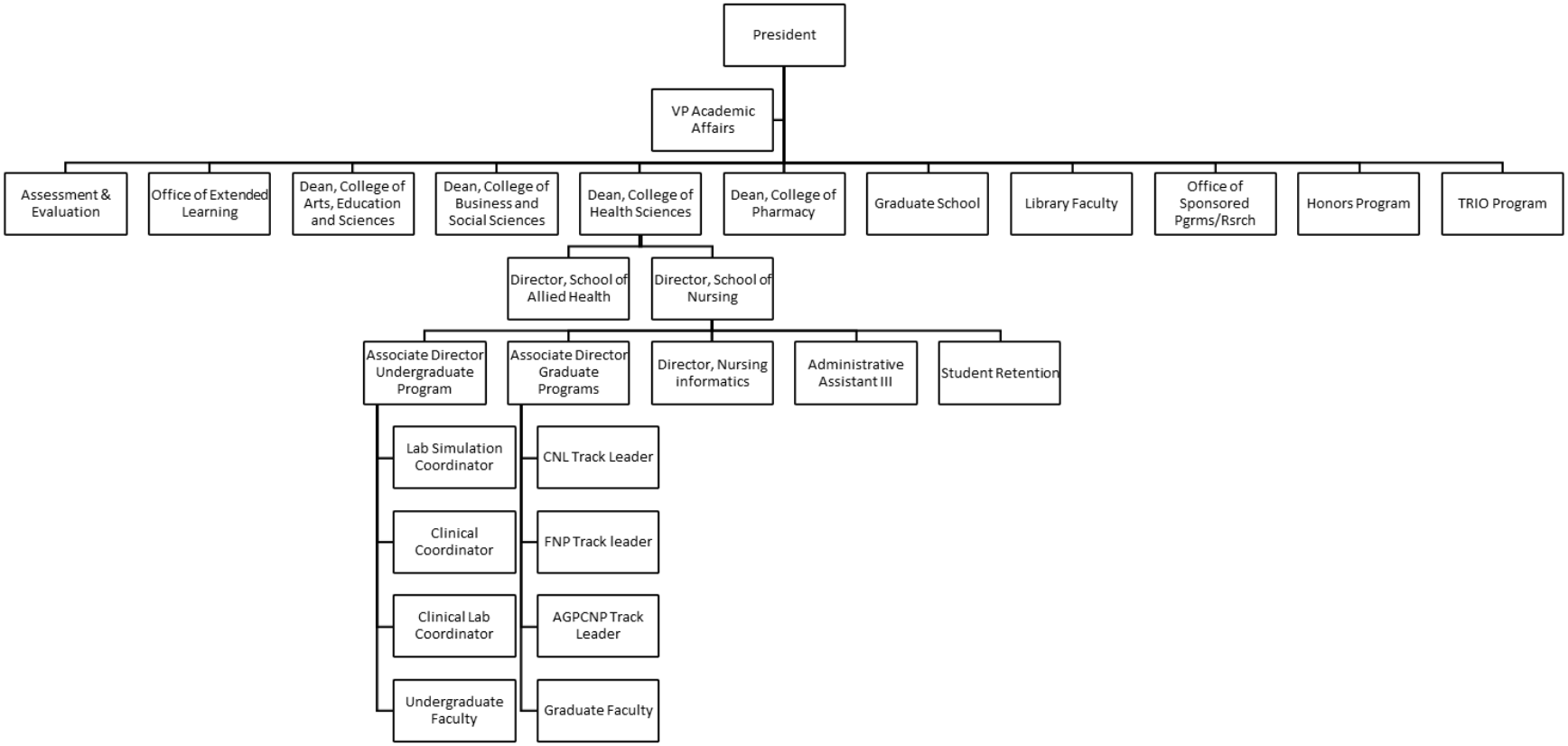
University of Louisiana Monroe
Kitty DeGree School of Nursing
Organizational Chart



STUDENT RIGHTS AND RESPONSIBILITIES

The *University of Louisiana Monroe Kitty DeGree School of Nursing Student Handbook* is published to acquaint the students with the Kitty DeGree School of Nursing and its policies. Students are expected to become familiar with the policies stated in the *Kitty DeGree School of Nursing Student Handbook* as well as policies in the *University of Louisiana Monroe Undergraduate Catalog* and the *University of Louisiana Monroe Student Handbook.* Students will be held responsible for all of the information printed in these publications.

Students will be notified of any changes and/or amendments to the *Kitty DeGree School of Nursing Student Handbook.* Dissemination of revisions will be via class announcements, online announcements, and/or typed notices on designated Kitty DeGree School of Nursing bulletin boards.

The Kitty DeGree School of Nursing supports the University's position of non-discrimination as stated in the *University of Louisiana Monroe Undergraduate Catalog*.

The Kitty DeGree School of Nursing faculty, along with the Louisiana Association of Student Nurses (LASN), adopted and supports the ANA Code for Professional Nurses.

> **CODE FOR NURSES: LASN supports the ANA Code for professional nurses, which is the frame of reference for conduct as a professional nurse. The Code indicates that a professional nurse "does not lend professional status to advertising, promotion or sales" of commercial products. LASN believes that students should emulate the profession in discouraging inappropriate wearing of the uniform. LASN urges individual members to combat the unprofessional image of nursing by refraining from purchasing, wearing or displaying articles or slogans demeaning to professional nurses and student nurses.**
>
> LASN Bylaws, Oct 1994

Adopted May 5, 1997
Revised: 06/08, 8/16
Editorial Changes: 8/18, 8/19, 8/22
Reviewed: 7/09, 8/12, 8/13, 8/14, 2/15, 8/22, 8/24

AMERICAN NURSES ASSOCIATION
CODE OF ETHICS FOR NURSES

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association (2015) Code of Ethics for Nurses with Interpretive Statements

HISTORY OF THE SCHOOL OF NURSING

In response to the community needs for increased health services, the Louisiana State Board of Education authorized Northeast Louisiana State College to establish a Nursing Program in February, 1960. The program was inaugurated in the Fall of 1960. The Department of Nursing, as it was known, offered the only professional nursing program in the northeastern section of Louisiana. The program received initial State approval from the Louisiana Board of Nurse Examiners in October, 1960. Full State approval status was granted in April, 1965. The first class of nursing students graduated with a baccalaureate degree in June, 1964. The School of Nursing was initially granted accreditation by the National League for Nursing (NLN) in 1966 and continued that accreditation until 2000 when the School of Nursing became accredited by the Commission on Collegiate Nursing Education (CCNE). The School of Nursing was named the Kitty DeGree School of Nursing in June 2012. The Kitty DeGree School of Nursing began offering a Master of Science in Nursing degree in July 2016.

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PHILOSOPHY

The philosophy of the Kitty DeGree School of Nursing at the University of Louisiana Monroe is derived from and in harmony with the philosophy of the University. The faculty believes that the purpose of the Kitty DeGree School of Nursing is to prepare its graduates for safe and effective practice that is based on a solid foundation of values. This school aims to prepare nurses who will create new roles to meet the emerging needs of a global society based on historical, political, and economic influences.

Professional nursing is an art and a science. It is a dynamic, interpersonal profession which exists to assist individuals, families, and communities to maintain or move toward optimal function, integrating awareness of cultural differences and values. The baccalaureate nurse utilizes clinical judgment in the roles of the nurse as advocate, leader, teacher, care provider, and researcher. As a member of the interprofessional health care team, the professional nurse incorporates teamwork and collaboration to provide safe, quality, compassionate, and patient-centered care to persons of all ages in a variety of settings. The baccalaureate prepared professional nurse requires specialized intellectual study, highly developed skills, and knowledge of and adherence to high ethical standards founded on evidence-based practice. The BSN program prepares the graduate for practice as a generalist nurse.

Graduate level nursing education builds upon the foundation provided in baccalaureate nursing programs and provides advanced knowledge, transformative thinking and evolutionary change in clinical management and advanced health primary care services. Masters prepared nurses are equipped with valuable knowledge and skills to lead change, promote health, and elevate care in various roles and settings by enabling them to utilize flexible leadership skills and advanced knowledge to address the gaps in health care and facilitate better health outcomes. The Clinical Nurse Leader (CNL) graduate nursing student utilizes advanced knowledge in management of

personnel, agencies and aggregate groups of patients to achieve high quality patient care outcomes and satisfaction. The advanced practice (APRN) graduate nursing student utilizes advanced clinical skills of physical assessment, diagnostic interpretations, and diagnosis to develop clinical management plans for patients with acute and chronic physical and mental illnesses. The clinical focus for the APRN student is to gain skills ranging from disease prevention, stabilization of a patient's condition, prevention of complications, positive health promotion, restorative health and palliative care. The graduate of the MSN program is specialized to function in the role of clinical nurse leader, adult gerontology primary care nurse practitioner, or family nurse practitioner.

Learning is a process of discovery that occurs in a variety of ways that culminates in acquisition of competencies. It is a dynamic, lifelong process which occurs through active participation by learners and is facilitated by the teacher through a variety of instructional techniques and informatics. The faculty believes in and practices the use of sound educational principles and demonstrates concern for the personal and professional development of the student. The faculty is accountable for responding to the diverse learning needs of the student. The student is accountable for his/her own personal and professional growth throughout the program.

Revised: 5/07, 1/13, 8/18, 8/19
Reviewed: 6/08, 7/09, 8/12, 8/13, 8/14, 2/15, 6/17, 8/22, 8/24

MISSION AND VISION STATEMENT

Mission
The University of Louisiana Monroe Kitty DeGree School of Nursing (KDSON) provides a transformative program of study for undergraduates, graduates, and the nursing community to accomplish educational goals and collaborate interprofessionally to promote the nursing profession while supporting the mission of the university.
Vision
Kitty DeGree School of Nursing will create nursing professionals who will serve and succeed in a competitive, inclusive, and equitable local and global community.

Reviewed: 8/22
Revised: 8/24

CORE VALUES

EXCELLENCE reflects personal expectations and regional, national, and global standards. It is relentlessly pursued through diligent individual and collective efforts and is achieved by setting the highest goals possible.

SCHOLARSHIP includes original research and creative works, the development of new interpretations, applying knowledge to solve problems, and sharing knowledge through teaching. Scholarship defines the intellectual climate and culture of a university.

DIVERSITY in all areas enriches and strengthens a university. Uniqueness in students, faculty, and staff expands the opportunity for learning.

RESPONSIBILITY Students, faculty, and staff have a duty to be conscientious stewards of entrusted resources. Responsibility includes engaging in a learning environment in a caring, non-discriminatory, and equitable manner. Integrity is to be demonstrated by striving to be honest in conduct, to keep promises made, and to treat others with appropriate respect.

STUDENT-CENTERED The University faculty and staff seek to engage the whole student by preparing each individual for a meaningful life and service to humanity.

Accepted by faculty: 11/1999 Revised: 1/13, 8/18, 8/19
Editorial Changes: 1/0, 8/16, 8/19. 8/22
Reviewed: 6/08, 7/09, 8/12, 8/13, 8/14, 2/15, 6/17, 8/22
Revised and adopted: 8/24

ACCREDITATION STATUS

The Bachelor of Science in Nursing (BSN) degree at the University of Louisiana Monroe is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791 (http://www.ccneaccreditation.org).

The Master's Degree in Nursing (MSN) degree at University of Louisiana Monroe is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791 (http://www.ccneaccreditation.org).

The Louisiana State Board of Nursing (LSBN) has granted the Kitty DeGree School of Nursing "Full Approval."

Revised 6/03, 8/13, 8/16, 6/18
Reviewed 6/08, 7/09, 8/12; 8/13, 2/15, 6/17, 8/22, 8/24

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

Below are listed the performance standard of the professional nursing program of the Kitty DeGree School of Nursing. The Kitty DeGree School of Nursing expects all applicants for admission to possess and be able to demonstrate the skills, attributes, and qualities set forth below, without unreasonable dependence on technology or intermediaries.

Issue	Standard	Examples of Necessary Activities (Not all-inclusive)
Critical Thinking/Clinical Judgement	Exhibits clinical judgement by utilizing critical thinking ability; sufficient powers of intellect to acquire, assimilate, integrate, apply information and solve problems.	Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to nursing process; respond instantly to emergency situations.
Interpersonal	Interpersonal abilities sufficient to interact professionally with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment, procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Exhibit effective interprofessional collaboration. Evaluate written orders, care plans, and treatment requests.
Mobility	Physical abilities sufficient to move from room-to room, maneuver in small spaces, and physical health and stamina needed to carry out nursing procedures.	Move around in patient's room, work spaces, and treatment areas; administer cardiopulmonary procedures. Lift, move, position and transport patients without causing harm, undue pain, and discomfort to the patient or one's self. Transport mobile equipment in a timely and precautious manner.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate, use, and manipulate equipment; position patients/clients.
Sensory	Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and at a distance) in the classroom, laboratory, and clinical setting.	Hear monitor alarms, emergency signal, auscultated sounds, and cries for help. Observe patient/client responses during history taking, during and following interventions.
Tactile	Tactile abilities sufficient for physical assessment and intervention.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of catheters for therapy.

Behavioral	Sufficient motivation and flexibility to function in new and stressful environments.	Accept assignment change of patient clinical/lab area. Exhibit ability to conduct oneself professionally as described in the ANA Code for Nurses.

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Reviewed 6/08, 7/09, 8/12, 8/13, 2/15, 8/16, 6/17, 8/19, 8/22, 8/24

FACULTY ADVISING

Advising is viewed by the Kitty DeGree School of Nursing as an integral part of each student's education. Students desiring advisement should contact the main Kitty DeGree School of Nursing Office and request an appointment.

CHANGE OF NAME OR ADDRESS

It is the student's responsibility to keep the Registrar and the Kitty DeGree School of Nursing informed of current legal name and address. Important information is frequently mailed to students and it is important that this information reaches its destination. The permanent address, current address, and phone number where the student can be reached should be on file in the Registrar's Office and the Kitty DeGree School of Nursing Office.

FIRE EMERGENCY PLAN – KITTY DEGREE HALL

The following outline identifies how nursing students and faculty need to respond in case of a fire in the Kitty DeGree School of Nursing Building. We will use the acronym "**RACE**" as our guide; the parking lot on the south side of the Construction Building is our reassembly point. A roll will be taken after fire drills and actual room evacuations.

Rescue: Our first responsibility is to ensure that all persons exit the classroom/labs safely and as quickly as possible. If you are in one of the following rooms and an alarm sounds:

1. AUDITORIUM: leave via the **closest** exit. Doors are located in the front and back of the Auditorium. Meet at the reassembly point.
2. ROOMS 215, 218, 242, 243, 320: Exit via the SOUTH stairway. The NORTH and EAST stairways are alternate exit routes. Meet at the reassembly point.
3. ROOMS 221, LRC, and Faculty Lounge: Exit via the NORTH stairway. The SOUTH and EAST stairways are alternate exit routes. Meet at the reassembly point.
4. ROOMS 322, 338, and 340: Exit via the EAST stairway. The NORTH and SOUTH stairways are alternate exit routes. Meet at the reassembly point.
5. ROOMS 327 and 325: Exit via the NORTH stairway. The EAST and SOUTH stairways are alternate exit routes. Meet at the reassembly point.
6. MAIN OFFICE SUITE: Use closest exit, either the EAST exit or one of the two NORTH exits.
7. FACULTY OFFICES: Use the closest exit.
8. DO NOT ATTEMPT TO USE THE ELEVATOR.

9. Each semester, specific persons will be assigned to assist those with special needs.
10. EVERYONE IS REQUIRED to evacuate the building until the "ALL CLEAR" is given and all persons duly accounted for.
11. A diagram of evacuation routes is in each classroom, lab, and office.

Alarm: First, report the fire directly to the ULM Police Department by dialing 1-911 and giving all pertinent information to the operator. Alarm pulls are located at each stairway; however, your first responsibility is to ensure that no one is jeopardized by getting into harm's way to sound an alarm.

Contain the fire: Isolate it as much as possible by turning off electrical appliances, lights, fans, etc. Push aside nearby flammable items like linens, paper rolls, etc. Exit the room and shut the door tightly. Your first responsibility is your safety and that of your classmates.

Extinguish the fire: Fire extinguishers are located in the front and back of the Nursing Auditorium, in the
Student Lounge, Nursing Office workroom and hallway, both Nursing labs, LRC, Faculty Lounge, Clinical Science Lab, Secretarial Office, next to each stairway door, and in each EAST wing of second and third floors. No one should attempt to put out a fire unless that person feels that the fire can be contained. In all other cases, professional firefighters must take the responsibility for extinguishing the fire.

Remember, **call University Police at 342-5350.**
All fires must be reported to University Police and the University Safety Officer.

OTHER BUILDINGS – FOLLOW THE FIRE EMERGENCY PLANS FOR THE ALTERNATE BUILDINGS

Reviewed: 8/24

KITTY DEGREE SCHOOL OF NURSING GENERAL POLICIES

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

NON-DISCRIMINATION POLICY

The University of Louisiana Monroe recognizes that members of the University community represent different groups according to sex, color, creed, national origin, and physical or mental disability. The University further recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be a part of the University community.

It is not the intent of the University to dictate feelings or to mandate how individuals should personally interact with others. It is, however, the intent of the University that awareness of individual and group rights according to sex, race, color, creed, national origin, and physical or mental disability be regarded as important to the education of its students. Our ability to work in a pluralistic society demands no less.

It is with this in mind that the University does not permit any actions, including verbal or written statements, that discriminates against an individual or group on the basis of sex, race, color, creed, national origin, or physical or mental disability. Any action is a violation of the Student Code of Conduct. Complaints of discrimination should be made orally and in writing to the appropriate University Administrator.

Reviewed: 8/22, 8/24

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

PATIENT SAFETY POLICY

Students enrolled in the professional program of the Kitty DeGree School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student's conduct in the clinical area has been observed to be or has the potential to be detrimental to patient welfare. Faculty, Associate Directors, and the Director have the right and responsibility to impose sanction on a student whose conduct in the clinical setting is detrimental or has the potential to be detrimental to patient welfare. Sanctions can include suspension from the course with a grade of "F" and/or permanent suspension (dismissal) from the Kitty DeGree School of Nursing.

Students who violate a client's confidentiality in **ANY MANNER** will be severely reprimanded with possible suspension from the Kitty DeGree School of Nursing.

The Kitty DeGree School of Nursing will comply with regulations of the Health Insurance Portability and Accountability Act (HIPAA). Kitty DeGree School of Nursing students will

not use nor disclose any patient or agency information except as permitted by the clinical agency policy and/or as permitted by law or regulation. Any student who violates this policy will be severely reprimanded. In addition, the student may receive a grade of "F" in the clinical course in which they are enrolled, and may be suspended or dismissed from the Kitty DeGree School of Nursing.

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Reviewed: 6/08, 7/09, 8/12, 8/13, 2/15, 8/16, 6/17, 8/22, 8/24

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

TRANSPORTATION POLICY

Students are responsible for providing their own transportation for clinical, field, or course related experiences. Students are not allowed to transport patients in their personal vehicles. Faculty are not allowed to transport students in their personal vehicle. In case of emergency, call the ULM Police Department at 342-5350 for on campus or 911 for off campus.

Reviewed: 8/22, 8/24
Editorial Changes: 8/22

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

GIFT GIVING/RECEIVING POLICY

Social activities are not under the provision of the State Ethics Commission. At no time are students to give gifts to faculty or faculty to give gifts to students. When faculty or students go to social or private establishments for meals or other activities each individual must pay for his/her own expenses.

Reviewed: 8/22, 8/24

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

BACKGROUND CHECK, SUBSTANCE ABUSE POLICY, AND OR DRUG/ALCOHOL SCREENING POLICY

Policy Statement
The University of Louisiana Monroe (ULM), College of Health Sciences (COHS), and Kitty DeGree School of Nursing (KDSON) student background check and drug screen testing policy

and procedures exist for the wellbeing of the professions, university, students, public, and community.

The background check and drug screen testing policy, and consequences resulting from a positive drug screen result, are developed based upon professional best practices and codes of conduct, and/or licensing board requirements. Therefore, each COHS program's procedures may vary.

Information of concern that is revealed through background check and/or positive drug screen results (including pre-admission pre-clinical, random, and suspicious behavior initiated tests), may result in inability to begin and/or complete the professional program, inability to practice professionally, inability to become licensed/credentials, submission of a welfare concern to the Dean of Students, and/or dismissal from the program.

Purpose

For obvious health and safety concerns, students must conduct health and educational activities fully in control of their manual dexterity and skills, mental facilities, and judgment. The presence of alcohol or use of drugs, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Kitty DeGree School of Nursing recognizes its responsibility to provide a safe, efficient academic environment for students and cooperates with clinical agencies to provide safe and effective care of their patients during nursing students' clinical experiences in their facilities. Therefore, the following policy has been adopted to:

1. Prevent substance abuse and/or activities or behaviors that are prohibited by the University's Substance Abuse policy.
2. Cooperate with affiliating clinical agencies by requiring nursing students reporting to those agencies to consent voluntarily to allow those agencies to drug/alcohol screen students in accordance with their policies and to disclose any drug/alcohol screening results to the appropriate Kitty DeGree School of Nursing officials.
3. Require all nursing students enrolled in clinical courses in the Kitty DeGree School of Nursing to submit pre-admission screening, random screening, and mandatory drug/alcohol screening based on reasonable suspicion of substance abuse.

Definition of Terms in Policy

Drug/alcohol Screening: specific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for purposes of detecting a drug or alcohol.

1. Pre-clinical screening means that all nursing students will be screened prior to admission to the programs before engaging in any clinical activity or patient care.
2. Random screening means that students will be arbitrarily selected for drug/alcohol screening using a random selection process. This screening can occur at any time during enrollment in the professional BSN or MSN programs.

3. Reasonable suspicion screening means that evidence exists which forms a reasonable bias for concluding that it is more likely than not that a student has engaged in substance abuse. Facts that could lead to this conclusion may include, but are not limited to: odor of alcohol or drugs; impaired behaviors such as slurred speech, decreased motor coordination, balance issues, or changes in personality or job/clinical performance; and unexplained accidents.

Illegal drug: any drug which is not legally obtained; or a legally obtainable drug that has been obtained illegally; any prescribed drug not legally obtained or used for the purpose for which it was prescribed. Examples of illegal drugs include: stimulants, depressants, narcotics, hallucinogenic, cannabis substances, cocaine, heroin, methamphetamine, phencyclidine and 'designer drugs' and 'look alike drugs'. Medical marijuana and delta-8 THC are legally available in the state of Louisiana but are not currently authorized for use by the State Board of Nursing.

Impaired: the person's mental or physical capabilities are reduced below their normal levels of functioning.

Nursing student: any individual enrolled in the Kitty DeGree School of Nursing in pursuit of the BSN or MSN degree, including LPN to RN students, RN to BSN students, and students taking courses by distance education. Students are considered on campus or in clinical when:

1. On any university/health agency property, including parking lots.
2. Present at any university sanctioned activity.
3. Wearing an official Kitty DeGree School of Nursing uniform or lab coat.

Policy Requirements

Kitty DeGree School of Nursing prohibits the following when a student is on campus or in a clinical agency. Failure to adhere to these restrictions will result in disciplinary action by the Kitty DeGree School of Nursing.

1. Unauthorized possession or use of a controlled substance and/or alcohol.
2. Being under the influence of a controlled substance and/or alcohol, including, but not limited to DUI arrests, convictions, and driving suspensions.
3. Illegal manufacture, distribution, sale or purchase of a controlled substance including, but not limited to arrests and convictions.
4. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is a possibility that such use may impair the student's ability to perform safely, or possibly affect their own safety or patient safety.

Duty to Notify of Drug/Alcohol Convictions

1. Substance abuse as defined in this policy or a violation of any terms of the University's Substance Abuse policy while engaged in any University experience is strictly prohibited. All nursing students are required to abide by these policies when reporting to nursing-related courses and clinical experiences while at affiliating clinical agencies.

2. Under no circumstances should nursing students participate in nursing-related courses or clinical activities while they are impaired.
3. Nursing students who violate these rules will be deemed unable to meet the essential qualifications/functions of the nursing curriculum. Violations will be reported to the Dean of Student Affairs and Louisiana State Board of Nursing. Pending disciplinary actions from these governing bodies, the student may be suspended or dismissed from Kitty DeGree School of Nursing.
4. Any violation must be reported to the Director of Kitty DeGree School of Nursing within five days. If the violation is substantiated, it will be reported to the Dean of Student Affairs and Louisiana State Board of Nursing. Pending disciplinary actions from these governing bodies, the student may be suspended or dismissed from Kitty DeGree School of Nursing.

Agreement to Consent to Drug/Alcohol Screening

The student must agree to submit to pre-admission to professional program drug/alcohol screening, screening prior to any clinical experiences, random screening, and for reasonable suspicion. The nursing student shall sign a consent to abide by the drug/alcohol polices and drug/alcohol screening policies of the Kitty DeGree School of Nursing and the affiliating clinical agencies in which the student is assigned and to release a copy of any and all drug/alcohol screening results to the Director of Kitty DeGree School of Nursing.

1. A student's failure to submit to a required drug/alcohol screen, or attempting to tamper with, contaminate, or switch a sample will result in dismissal from Kitty DeGree School of Nursing.
2. The cost of all required drug/alcohol screening shall be the responsibility of the student.

Procedures for drug/alcohol **Testing required by Kitty DeGree School of Nursing**

All nursing students will submit to random drug/alcohol testing. Failure to submit within a specified time frame will be considered an admission of guilt and the student will be dismissed from the Kitty DeGree School of Nursing.

1. Drug/alcohol testing for **pre-clinical** nursing students will be arranged by Kitty DeGree School of Nursing. The cost of this drug/alcohol testing shall be the responsibility of the student.
2. Random drug/alcohol testing can occur at any time. Students will be notified by the Director of Kitty DeGree School of Nursing, or designee, that their name was selected and given instructions to report immediately for testing as directed by faculty of Kitty DeGree School of Nursing. The cost of this drug/alcohol testing shall be the responsibility of the student.
3. When there is reasonable suspicion of substance abuse, a decision to drug/alcohol test may be made by faculty and the clinical agency. Drug/alcohol testing will be arranged by the Kitty DeGree School of Nursing, unless done in cooperation with the affiliating agency. The cost of this drug/alcohol testing shall be the responsibility of the student.

4. Drug/alcohol testing will be performed by a certified collector in accordance with established methods and procedures. The procedure for collection will involve urine, blood, breath, saliva, hair, tissue, or other specimen collected in a secure container following chain of custody procedures.
5. The drug/alcohol test shall screen for the use of drugs, whose use is either illegal or which are prone to abuse, and/or alcohol.
6. Positive tests will be confirmed by additional screening. If the test is positive, the entirety of the relevant evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive tests and/or screening will be documented in the student's records in Kitty DeGree School of Nursing.
7. The Director of Kitty DeGree School of Nursing will notify a student who has a positive drug/alcohol test and/or screening. If the results confirm the presence of a prescribed drug, the student will be required to obtain written statement from the prescribing health care provider or Substance Abuse personnel stating that the drug level is within prescribed limits and that the level does not indicate abuse. The statement must also indicate that the drug will not interfere with safe practice in the clinical area.
8. Failure to submit to pre-clinical, random, or reasonable suspicion drug/alcohol screening will result in dismissal from the Kitty DeGree School of Nursing.
9. A positive drug/alcohol screening test will be reported to the Dean of Student Affairs and Louisiana State Board of Nursing. Pending disciplinary actions from these governing bodies, the student may be suspended or dismissed from Kitty DeGree School of Nursing.

Drug or alcohol screening of students is authorized under this policy allowing the Director of Kitty DeGree School of Nursing, or designee, to direct a student to undergo screening under the following circumstances when there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. The usual signs and symptoms of alcohol or drug use serve as a determination of reasonable suspicion:

1. Frequent absences from classes, clinical or lab, or disappearance from such.
2. Isolation and withdrawal
3. Patient care errors, especially medication errors
4. Detectable odor of alcohol.
5. Increasingly poor decision and judgement about patient care
6. Illogical or sloppy charting
7. Unusual accidents/incidents
8. Deteriorating personal appearance
9. Changes in motor function, behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes

When a student is found in possession of alcohol or drugs in violation of this policy or

when such signs and/or symptoms are observed in a student, the faculty member will notify the Director. The Director or her designee will go to the campus/clinical area and direct the student to submit to drug/alcohol screening and sign a consent form. Failure to agree to such screening shall be considered an admission of violation of the policy. The cost of drug/alcohol testing and/or screening for either random or reasonable cause will be the responsibility of the student.

Confidentiality
All drug/alcohol testing and screening results will be treated by the Kitty DeGree School of Nursing as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to release this information. The University shall have the right to use and disclose the results of drug/alcohol screening required by this policy in connection with internal academic processes and in connection with the defense of any student grievance and any claims filed by the student or his/her personal representative, in any court of law, or with any state or federal administrative agency.

Appeal Process
A nursing student may appeal the School's decision to dismiss or not re-admit a student through the College of Health Sciences Dean's Office.

Adopted: 8/18
Editorial Revisions: 10/18, 2/20, 4/20, 8/22, 8/24

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

SOCIAL MEDIA POLICY

In addition to reflecting the beliefs of the University of Louisiana Monroe, the Kitty DeGree School of Nursing supports the American Nurses Association (ANA) beliefs regarding use of social media. Social networking and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. (American Nurses Association, September, 2011)

The Kitty DeGree School of Nursing has adopted the ANA's Principles for Social Networking. These apply to all nursing faculty, staff, and students.

ANA's Principles for Social Networking
1. Nurses must not transmit or place online individually identifiable patient information.

2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Undergraduate and Graduate nursing students may not post any material that could potentially violate patient confidentiality on social media sites. Students may be subject to disciplinary action by the school and the clinical agency for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecutions as with other HIPAA violations. In the event of a suspected or actual breach in the Social Media Policy, the "chain of command" will be followed in reporting the event. Chain of command includes the appropriate course/clinical faculty member and/or Program Director/Director of the Kitty DeGree School of Nursing. In the event of a report, the individual reporting the event would be assured of anonymity. Any identified breach will result in disciplinary action up to dismissal from the nursing program.

Purpose

The ULM Kitty DeGree School of Nursing recognizes that social networking has become an important means of communication. Our nursing students have an obligation to understand the nature, benefits, and consequences of participating in "social networking" of any type. When a student identifies an affiliation with someone or something, a relationship is publicly established. Once this occurs, the student must assume responsibility and understanding that any written material posted on any social media site has the potential to enhance or undermine not on only the student, but the Kitty DeGree School of Nursing and the University as well. Therefore, the nursing students' responsibility is to assume that all public content is consistent with the values and professional standards of the Kitty DeGree School of Nursing, the university and the profession of nursing.

Definition

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.

Policy

1. Nursing students must not post content that could harm a patient's privacy, rights, or welfare.
2. Nursing students must not share or post information or photos gained through the nurse-patient relationship.

3. Nursing students must not use the Kitty DeGree School of Nursing marks, such as logos and graphics, on personal social media sites without written permission from Office of Public Information.
4. Nursing students must not use the University of Louisiana Monroe's name to promote a product, cause, or political party or candidate.
5. Use of the Kitty DeGree School of Nursing marks (logos and graphics) for school sanctioned events must be approved (posters, fliers, postings) by administration.
6. It is expected that during clinicals and classes, use of a smartphone/tablet and other devices employed for social media will be only as authorized by faculty and facility policy.
7. No phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
8. Use of computers (smartphones/tablets, notebooks, etc.) in the classroom shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
9. No student shall videotape, photograph or voice record professors, instructors, or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped, photographed or voice recorded without written permission of the patient/client and of the facility.

Best Practices

1. The student must keep in mind that standards of professionalism are the same online as in any other circumstance. Maintain professional boundaries in the use of electronic media. Online contact with patients can blur this boundary.
2. The student must not make disparaging remarks about patients, faculty, or peers, even if they are not identified.
3. Student should take advantage of privacy settings and seek to separate personal and professional information online.
4. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
5. The Kitty DeGree School of Nursing strongly discourages "friending" of patients on social media websites. Providers in patient care roles generally should not initiate or accept friend requests except in unusual circumstances such as the situation where an in-person friendship pre-dates the treatment relationship.

Privacy and Confidentiality

Some postings may violate the Health Insurance Portability and Accountability Act (HIPAA) and/or Health Information Technology (HITEC). These rules protect patient privacy by establishing how individually identifiable information may be used. Students have a duty to report any breach of confidentiality or policy, either through their own account or by others, to the appropriate department heads.

Tips to Avoid Problems with Social Media

1. Once posted information can be removed from the original social media site, but exported information cannot be recovered.
2. Any digital exposure can "live on" beyond the removal from the original website and continue to circulate in other platforms. Therefore, think carefully before posting any information on a website or application
3. Future employers may be able to gain access to posts and consider information gathered in making decisions regarding employment. Students are encouraged to use social media in a mature, responsible, and professional manner.

Consequences

1. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
2. Students who share confidential or professional information do so at the risk of disciplinary action including failure of a course and/or dismissal from the program.
3. Each student is legally responsible for individual posting and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.
4. Unauthorized recording during classroom or clinical will be referred to A&A Committee for professional standards violation.

In addition to the above, all students must abide by the University of Louisiana social media policy found at: http://www.ulm.edu/socialmedia/

Adopted: 3/18
Reviewed: 8/19, 8/22,
8/24

GENERAL COURSE REQUIREMENTS

Faculty and students of the Kitty DeGree School of Nursing are responsible and accountable for their actions related to patient care. The faculty has the responsibility and right to determine if a student's conduct in the clinical area is conducive to patient welfare. Further, the SCHOOL reserves the right to refuse a student admission to clinical experiences should their action be judged to be detrimental to patient welfare.

The quality and success of the student's education is dependent upon many factors, including meeting certain requirements. Specific objectives/competencies requirements including those for progression for each course will be clearly related within each course syllabus. The following is provided to assist the student in understanding those requirements that apply to ALL professional nursing courses. Please read carefully. If there are not questions regarding these statements, it is assumed that the student understands and agrees to comply.

Students enrolled in all nursing courses are expected to develop and maintain appropriate attitudes and values. Trustworthiness and loyalty are among the expected behaviors in the behaviors expected. These characteristics are inherent to professional nursing and are REQUISITE to successful completion of nursing courses.

Students are expected to attend all scheduled course meetings (See University Policy). Many experiences in this curriculum are impossible to duplicate; consequently, absences may prevent the learning/evaluation process from taking place. Students with accumulated absences in any course will be counseled and may be subject to failure.

Academic dishonesty is unacceptable in any institution. However, when students in health professions programs engage in such activity its practical consequence may result in the credentialing of individuals having knowledge deficiencies that endanger public health and violate HIPAA compliance laws. For this reason, the Kitty DeGree School of Nursing views acts of academic dishonesty as not only shamefully unethical but also unconscionable. Clearly, as participants in an educational process whose ultimate mission is to promote public health, both students and faculty alike share an obligation to rigorously guard the academic integrity of this process. Students who violate this policy will be asked to leave the classroom or simulation area immediately, will be counseled by faculty and/or nursing administration, referred to the Academics & Admissions Standards Committee, and a record of the incident will be reflected in the student's permanent folder.

Attendance in all online course activities is required for students enrolled in online classes. Students should log onto the online course as soon as the semester begins and prepare a personal calendar of activities, assignments and events in the course. It is the student's responsibility to submit all assignments and discussion board participations in a timely manner. At the minimum, students should log into their courses at least twice a week and check their Warhawk email account at least every other day.

If it is necessary to be late or absent from any clinical assignment, students are required to notify the unit/agency and the faculty as per instructions of the *Kitty DeGree School of Nursing Attendance Policy*. Should a student fail to demonstrate evidence of preparation for clinical assignment, he/she may be dismissed from the clinical setting and written consequences applied per the *Kitty DeGree School of Nursing Attendance Policy.*

Students are expected to complete written and/or online course evaluations. All students are required to complete end of course evaluations which include: end of theory course evaluation, end of clinical course evaluation, clinical faculty evaluation, and clinical facilities evaluation. Failure to complete this requirement will result in a grade of "Incomplete" ("I") in the course.

Students will complete a mandatory clinical performance self-evaluation using the provided course Clinical Performance Evaluation Tool (if applicable) by the stated course deadline. Failure to complete this requirement will result in a grade of "Incomplete" ("I") in the course.

Student questions related to grading, other matters of an academic nature, or other concerns should be presented to the student's instructor first. Failing satisfactory resolution at this level, the questions should be referred in order: to the Associate Director, the Director, the Associate Dean, and then to the Dean. For further information related to due process, see the *University of Louisiana Monroe Undergraduate Catalog* and the *ULM Student Handbook.*

GENERAL TESTING POLICIES

Instructions regarding testing policies and procedures will be announced prior to distribution of each exam or quiz. Specifics related to the following are left to the discretion of each semester faculty.

1. Time allotment
2. General directions
3. Procedures for returning exams
4. Make-up examinations

ULM Kitty DeGree School of Nursing GRADING SCALE

93-100 %	A
85-92 %	B
78-84 %	C
70-77 %	D
00-69 %	F

Students must earn a final average of 78% or above in the Theory Component of combined Theory/Clinical courses, a **CREDIT** on all graded course items, as well as a **PASS** Clinical Performance in order to have a progressive grade. If either the Theory Component is non-progressive, the student receives a **NO CREDIT** on a graded course assignment, or receives a **FAIL** for Clinical Performance, the student must repeat the course. Failure of a student to earn a "C" or better (progressive grade) in a professional nursing course will result in automatic probation from the professional nursing program.

Individual course test and/or exam scores are carried to hundredths and **are not rounded** to a whole number.

The **final overall course grade** is assigned a letter grade in Banner as follows:

93.00 - 100	the student's final overall course grade will be an "A"
92.99 - 85	the student's final overall course grade will be a "B"
84.99 - 78	the student's final overall course grade will be a "C"
77.99 - 70	the student's final overall course grade will be a "D"
69.99 and below	the student's final overall course grade will be an "F'.

THE UNIVERSITY OF LOUISIANA
MONROE KITTY DEGREE SCHOOL OF NURSING

STANDARDS FOR WRITTEN WORK

All written work must be typed or legibly written in black ink on standard-sized paper (8.5 X 11) unless otherwise directed by the instructor. The student is required to use whatever form is assigned.

1. For purposes of orderliness, folders or covers are desirable. Papers should be stapled or fastened with a paper clip if unbound.
2. All written work should follow the format set forth in current APA manual. The format must be consistent throughout the assignment and in the reference list.
3. Only one side of the paper should be used in any written work, excluding references and drug cards unless otherwise stipulated by instructor. Margins must be 1-inch margins on all sides, with left-side justification is recommended by the APA.
4. For typed papers, no handwritten corrections will be accepted. For handwritten papers, corrections should be kept to a minimum or rewritten entirely. Words that are intended to be removed should have only ONE line drawn through, not scribbled out. It is the instructor's discretion to accept or reject a paper with multiple corrections.
5. Special emphasis should be placed on neatness. Crumpled papers, blots, words scratched through, torn paper and other violations of neat composition are to be avoided and may not be accepted at the discretion of the faculty.
6. All material, such as references, quotations, and quoted statistics, should be carefully checked for accuracy.
7. All papers/assignments have specified due times and dates. Any papers turned in late will be assigned a 10% deduction for tardiness. For each 24-hour period that the paper is late, an additional 10% will be deducted from the total score.
8. Grading of written work will be done according to the following Kitty DeGree School of Nursing guidelines.

WRITTEN WORK GRADING GUIDELINES

APA FORMAT

No more than ½ percentage point penalty may be deducted per error in documentation format other than plagiarism. The same error will be counted only once. Specific content that will be graded includes the following:

1. Title page
2. "In text" citation agreement with reference list citation including correct in-text format
3. Reference list in proper APA format
4. Correct pagination in APA format
5. Margins
6. Third person usage
7. Non-sexist language

Five (5) percentage points maximum may be deducted for APA documentation/format errors.

SPELLING, PUNCTUATION, GRAMMAR

No more than ½ percentage point penalty may be deducted per error. The same error will be counted only once. Typographic errors are considered spelling errors. Other examples are as follows:

1. Noun-verb non-agreement
2. Tense error
3. Word form error (to, too, two)
4. Punctuation errors

Seven (7) percentage points maximum may be deducted for APA spelling, punctuation, and/or grammar errors.

Papers will be graded for content first. After a grade for content is determined, the above guidelines will be applied to the paper.

1. Students should strive for quality written work, worthy of publication.
2. A grade of "0"/"F" will be assigned to any paper that evidences signs of plagiarism for a first offense. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit. See *ULM Student Handbook* for a full discussion.
3. When a journal article is required for a written paper, a copy of the entire article should be attached. If the article does not include the name of the journal and/or the volume and issue numbers, the student should include the information by writing it legibly on the first page of the article. Ten (10) points will be deducted for failure to include a copy of the article.

Revised: 8/99
Editorial Revisions: 8/16, 6/18
Reviewed 6/2008, 7/09, 8/12, 8/13, 2/15, 6/17, 8/19

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

TURNITIN POLICY

Turnitin, is an online service that can be used to detect and help prevent plagiarism. It is provided to assist faculty and students of the Kitty DeGree School of Nursing with preventing plagiarism and maintaining academic integrity. The purpose of this policy is to provide guidelines for consistency when using this program.

The originality report generated by Turnitin does not indicate plagiarism. The program checks for similarity of the student's text to Internet sources such as journals, periodicals and other publications and provides a percentage score of similarity (See *What does the Similarity Score tell me?* below). It will also include proper citations in this percentage score; therefore, the faculty must open the report and determine if the similarity is correctly cited, or if it is common verbiage that students are going to use when discussing a similar topic, or if it is an incident of plagiarism. The recommended percentage of similarity is 25% or below; however, the type of assignment must be taken into consideration. If the assignment is based on a personal experience, there would be a low expectation of similarity (Grand Canyon University, 2011 [GCU, 2011]).

If the assignment is a research paper or if the students are writing on the same or very similar topic, there would be a higher expectation of similarity due to using similar verbiage and similar references (GCU, 2011). It is the faculty's responsibility to open every report and compare what the student has written with the source matching in similarity. This is the only way to arrive at an intelligent decision about the student's work (GCU, 2011).

What does the Similarity Score tell me?
For most writing assignments, a **similarity score of 25% or below** is recommended.
A score of 25% indicates that 25% of the content of the assignment was derived from an outside source(s); 75% of the content is the student's original work (GCU, 2011).
A percentage greater than 25% should be a "red flag". The student may have heavily relied on the outside sources, i.e. there may be too many direct quotes (GCU, 2011). The similarity report should be reviewed for correct citations and/or possible plagiarism issues.

To reiterate: The originality report does not indicate plagiarism; it gives the student a percentage score of similarity to other sources. A person (the instructor), must open the report, review the similarity matches and make an intelligent decision regarding a possible incident of plagiarism (GCU, 2011).
Reference: Grand Canyon University Philosophy on Using Turnitin, 2011

Adopted: 3/18
Reviewed: 8/19

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

CHEATING AND PLAGIARISM POLICY

Students are expected to conform to the standards set forth in the *Kitty DeGree School of Nursing Student Handbook*, Standards of Conduct for Students as stated in *The University of Louisiana Monroe Undergraduate Catalog, ULM Student Handbook,* and *the Cheating and Plagiarism Policy*.

Academic dishonesty is unacceptable in any institution. However, when students in health professions programs engage in such activity its practical consequence may result in the credentialing of individuals having knowledge deficiencies that endanger public health. For this reason, the Kitty DeGree School of Nursing views acts of academic dishonesty as not only shamefully unethical but also unconscionable. Clearly, as participants in an educational process whose ultimate mission is to promote public health, both students and faculty alike share an obligation to rigorously guard the academic integrity of this process.

The purpose of this policy is to inform the student concerning the various definitions of cheating and plagiarism, the penalties that can result, and ways in which they can help.

DEFINITION OF ACADEMIC CHEATING AND PLAGIARISM

The current official definition of cheating and plagiarism is found in the *ULM Student Handbook:*

1. Academic cheating includes the accomplishment or attempted accomplishment of the following:
   a. Copying or obtaining information from another student's paper.
   b. Using, during a test, materials not authorized by the person giving the test.
   c. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving information without authority.
   d. Stealing, buying, or otherwise obtaining all or part of an administered test.
   e. Selling or giving away all or part of an administered test or any information concerning specific questions and items on an administered test.
   f. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an administered test or information about an administered test or a test in the process of being administered.
   g. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
   h. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, musical composition, or other art work prepared totally or in part by another.
   i. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work.

j. Submitting artificially produced data or information in the place of descriptive, experimental or survey results.
k. Any other devious means of securing an unearned grade in a course offered for credit.
l. A student looking on another student's paper is considered cheating. T
m. The presence on one's person (or close proximity there to) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.

2. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit. (Source: ULM Faculty Handbook)

Academic Procedures and CENSURES (Penalties)

1. An alleged instance of academic cheating or plagiarism shall be investigated by the instructor. If the instructor feels the student is responsible, the instructor shall call the Office of Student Services (Student Conduct) to determine whether there exists any record of previous such incidents, or if other violations of student conduct are on record for the student. With this information, the instructor shall report the incident to his/her school director and dean, provide evidence of cheating/ plagiarism, and recommend a sanction within one week following the incident. After considering the nature of the offense, the instructor's dean shall make the final decision on the appropriate sanction and communicate the decision to the instructor and school director.
2. Immediately after receiving notification from the dean, the instructor shall file a Summary of Academic Cheating/Plagiarism Incident form online and deliver a copy of this report to the student. This shall be considered a formal notification to the student of the charge, sanction, and right to appeal. The instructor shall give a copy of the documented evidence of cheating/ plagiarism and all relevant communication with student to the instructor's school director and dean.
3. The instructor's dean shall provide the Office of Student Services (Student Conduct) with documentation of the incident. If deemed appropriate, the instructor's dean may also provide this information to the student's academic dean.
4. A penalty of suspension, dismissal, or other penalties as described under "Censures" (below) may be imposed by the student's academic dean if the student's record reveals previous offenses or if the nature of the offense would call for a more severe penalty. In these cases, the student's dean shall notify the student and the Office of Student Services (Student Conduct) of the additional penalty
5. Penalties for cheating and plagiarism will generally be more severe in instances in which the student has had previous violations of University standards of student conduct* (academic or non-academic), and can vary with the nature of the offense and the circumstances. At the very least, **a student MUST be assigned a value of zero (0) for the work involved**. However, if determined appropriate, a student can be assigned the grade of "F" for the course, or, by action of the student's academic dean, can be placed on academic suspension or dismissed from a major or professional degree program following a first offense.

A complete listing of sanctions can be found in the *ULM Student Handbook.*

Revised: 5/03, 7/08, 8/14, 8/16
Editorial Changes: 6/18
Reviewed: 2/15, 6/17, 8/19

SUMMARY OF ACADEMIC CHEATING/PLAGIARISM INCIDENT		
I.	Course Name and Number:	
II.	Date of Incident:	
III.	Name of Student:	
IV.	Campus Wide ID Number:	
V.	Time of Incident:	
VI.	Class Witnesses (if any):	_____ _____ _____
VI.	Brief Summary:	_____ _____ _____ _____
SIGNATURE OF FACULTY MEMBER:		DATE:

This form is to be submitted to the program director in addition to a copy of the online incident report: https://cm.maxient.com/reportingform.php?UnivofLouisianaMonroe&layout_id=4

Editorial Revisions: 6/08
Reviewed: 7/09, 8/12, 8/13, 2/15, 8/16, 6/17, 8/19

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

PROFESSIONAL STANDARDS POLICY

Purpose

To promote, sustain and safeguard the behavior of professional nursing students.
To create an environment of responsibility, respect, and academic integrity.
To enforce accountability and consequences of actions.
To observe and assure standards of conduct appropriate for an academic institution and Kitty DeGree School of Nursing with disciplinary process.

Goal

To set a precedent for future professional nursing students and enhance the character traits of professional nursing students at the bedside.

Professional Nurses

Exhibit behaviors and values that are consistent with the trust given to the profession by patients, other healthcare providers, and society.

Professional Role - The student always conducts oneself as a professional role model and in compliance with Louisiana State Board of Nursing Professional and Occupational Standards (http://www.lsbn.state.la.us/NursingPractice/Laws,Rules.aspx) and the ANA Code of Ethics for Nurses with Interpretive Statements (http://nursingworld.org/ethics/code/protected_nwcoe813.htm). The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.

Attentiveness - The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor - The student has a positive, open attitude towards peers, teachers, and others during nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity - The student functions as a responsible, ethical, law-abiding adult.

Cooperation - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility - The student has nursing school performance as his/her primary commitment.
Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

Judgment - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Ethics - The student conducts self in compliance with the ANA Code of Ethics.

Moral Standards - The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Professional Standard Violations

Unprofessional behaviors that may warrant completion of a Form B referral include but are not limited to:

- Unprofessional behavior
- Unexcused absences and excessive tardiness in class and/or clinical
- Inability to notify faculty of tardiness and/or excused/unexcused absences from theory or
  clinical according to policy and in a timely manner
- Dress code/uniform policy violations (hair, nails, makeup, tattoos, etc.)
- Unmet submission deadlines
- Electronic device (laptop, cell phone, etc.) usage in the classroom or clinical environment
  that is not pertinent to class or clinical

- Not paying attention or listening to others when addressed; not responding to email, letters, or voicemail that require a reply
- Not completing an equitable share of assigned collaborative work
- Coming to class or clinical unprepared
- Sleeping in class
- Leaving trash behind. Eating/drinking in prohibited areas
- Ignoring solicited input from faculty regarding classroom or clinical performance
- Argumentative speech and behavior toward faculty or clinical facility staff in direct personal contact or through electronic communications.

Professional Standard Violations with IMMEDIATE referral to Admissions & Academic Standards Committee or Administration

Uncivil behavior, examples include but are not limited to:

- Belittling or harassing others
- Rumoring, gossiping about or damaging a classmate or professors' reputation
- Speaking with a condescending attitude toward instructors, peers, or clinical staff
- Raising your voice toward instructors, peers, or clinical staff
- Displays of temper tantrums
- Using up supplies or breaking equipment without notifying faculty/staff
- Committing verbal, emotional, or sexual harassment
- Threatening or committing violence, includes implied threats
- Cheating, plagiarism, or not sharing credit for collaborative work
- Recording an instructor without permission
- Disruptive or threatening behavior in class or clinical, including refusing to leave after requested to do so
- Disrespectful behavior to staff/students/clinical facility staff/healthcare providers; this includes in the classroom, clinical setting, community service events, GroupMe, and on social media platforms.
- Inappropriate emails to faculty or students
- Uncontrolled emotional behavior
- Alcohol or drug intoxication

Student

- Read, complete, and sign professional standard policy contract at beginning of each semester.
- Sign all documents provided. Arrive timely to scheduled board hearing. Comply with recommendations from the board.

Probation

This is a period of supervision while remaining in the program on the condition that the student follow designated rules and commit to no further infractions.

Status

- Duration of the calendar term/year (Fall/Spring or Spring/Fall)

- Duration of the program

Duties while on probation

- At the end of each semester the student must submit a signed letter of recommendation from full time faculty of current semester to the PSC along with a letter of request to terminate probationary period at the end of their probationary term.

Re-evaluation

- At the end of the probationary period the student will meet with the PSC to determine the student's status.

Terms of Dismissal

- More than two professional standard violations while on probation for professional misconduct/professional standard contract violations.
- Recommendation for dismissal will be determined by the Admissions & Academic Standards Committee and referred to the KDSON Director and COHS Dean.
- In the event of a serious breach in conduct, a student may be subject to immediate dismissal from the professional program.

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

As a ULM Kitty DeGree Professional Nursing Student, I Commit to:

1. Follow conventions of good classroom manners and departmental student responsibilities as outlined above.
2. Ask permission to tape record and respect the instructor's decision to allow or disallow.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from electronic harassment via email, Facebook, or any other electronic/Wi-Fi media or devices.
5. Refrain from use of the internet and/or social media during classroom time.
6. Listen respectfully to each other.
7. Respond respectfully and reflectively to ideas aired in the classroom.
8. Refrain from personal insults, profanity and other communication-stoppers.
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among my classmates and the professor.
10. Issue "gentle reminders" when these guidelines are breached.
11. Arrive timely to class/clinical sessions.
12. Bring the required supplies and be ready to be actively engaged in the learning process.
13. Focus on the business at hand – the class, its content, learning and the professor.
14. Turn cell phones off or to vibrate before the start of class.
15. Refrain from texting during class time.
16. PICK UP MY TRASH upon leaving the room.
17. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
18. Turn in assignments on time.
19. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to address your concerns after class.

Student Signature: Date:

GENERAL GRIEVANCE PROCEDURE

Student questions related to grading, other matters of an academic nature, or other concerns should be presented to the student's instructor within one week of the incident or concern.

Failing satisfactory resolution at this level, student questions should be referred in order, to the Associate Director, the Director, the Associate Dean, and then to the Dean. For further information related to due process, refer to the current *University of Louisiana Monroe Undergraduate Catalog* and the *ULM Student Handbook.*

GRADE APPEAL PROCEDURE

The academic grade appeal provides a fair means for appealing a **final grade** in a course if the student believes the final grade to have been determined unfairly. For further information related to due process, refer to the current *University of Louisiana Monroe Undergraduate Catalog.*

The University of Louisiana Monroe (ULM) believes students have the right to receive a grade determined through a fair evaluation of their work using a method that is consistently applied and is not arbitrary. Students further have the right to be informed in writing of the grading methods and standards that will be applied to them. This notification should occur at the beginning of the semester, typically through the course syllabus, and at any time during the course in which the faculty member alters the grading standard/method. ULM further believes that the faculty member assigned to a course has the right to develop this method and standard for determining a grade provided that they are professionally acceptable. ULM presumes that the course instructor's judgment of assignment grades is authoritative.

The purpose of this Policy is to

- ensure that students are protected from receiving an unfair grade,
- preserve the academic responsibility and judgment of ULM's faculty members, and
- ensure that all individuals involved in the matter have an opportunity to present their side of the issue.

It is designed to provide a means for students to seek change when they feel their grade has been determined unfairly and for the professional judgment of faculty members to be protected. Thus,

1. **What may be appealed**: Only the final grade for the course may be appealed. Individual assignment grades are not subject to appeal since they are determined by the professional judgment of the faculty member.

2. **Basis for appeal**: Grade appeals must claim that the student was unfairly evaluated because (a) the course grading standards and/or methods were not followed as specified in the course syllabus, amended as announced by the faculty member, and/or (b) were not applied uniformly when compared to other students in the course. Appeals may not be expanded once they are initiated.

3. **Time frames**: Student appeals must be made to the course instructor within ten working days after the Registrar has posted grades for the course. Any subsequent appeals must be made within five working days from when the parties are notified of the decision. Under normal circumstances, if the party making the appeal fails to meet any deadline for appeal to the next level, the matter will be considered closed. Personnel hearing an appeal should strive to reach a decision within five working days of receiving all information related to the appeal.

4. **Materials to be submitted by the student when appealing beyond the faculty member**: Each grade appeal shall contain the following information:
   a. **Dated letter of appeal** to include the student's name and identification number; semester in which the course was taught; course subject, number, and record number (CRN); faculty member's name; statement of the basis for appeal (see II.2); explanation to support the claim made in the appeal; and the grade believed deserved with an explanation of how the student determined the requested grade. The letter should be signed by the student.
   b. **Supporting information** used by the student to corroborate the claim should be attached to the appeal letter and submitted along with it. The course syllabus must be included in this information.

5. **Materials to be submitted by the faculty member**: When an appeal proceeds beyond the faculty member, it shall contain the following information:
   a. **Dated informational memorandum** to include the faculty member's name; semester in which the course was taught; course subject, number, record number (CRN), and syllabus; student's name and identification number; explanation of how the grade was determined; and any supplemental information that would be helpful in understanding the case. The memorandum should be initialed by the faculty member.
   b. **Supporting information** used by the faculty member to corroborate the explanation should be attached to the informational memorandum and submitted along with it.

6. **Letter of notification**: The student or faculty member choosing to continue a grade appeal to the next level should write a letter to the administrator hearing that appeal. The letter should be dated, signed by the person making the appeal, and express the desire to continue the appeal.

KITTY DEGREE SCHOOL OF NURSING HEALTH POLICIES

The Kitty DeGree School of Nursing complies with the policies set forth by the University regarding health care. (See the *University of Louisiana Monroe Undergraduate Catalog* and the

ULM Student Handbook) All students must comply with University policies relating to health. These policies are devoted to preventive medical care and promotion and maintenance of high health standards for students. It is required that nursing students carry health insurance while enrolled in the Kitty DeGree School of Nursing. Documentation of compliance will be required.

Pre-Nursing students follow guidelines set forth by the University. After being admitted to the Professional Program, nursing students are required to submit to the Kitty DeGree School of Nursing, a satisfactory physical examination report and meet immunization and/or titer requirements according to the Kitty DeGree School of Nursing policy.

The Mantoux (TB skin test) or PPD must be performed annually prior to the beginning of the semester for continuation in the Professional Program. If the Mantoux is reactive, x-ray and/or chemotherapy reports must be submitted to Student Health Services according to the Tuberculosis Testing protocol guidelines.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping and eating habits. Maintenance of standard weight for height is desirable. Frequent absenteeism in clinical courses due to illness or injury can result in failure. A doctor's statement or statement from the Student Health Services should be filed with the Kitty DeGree School of Nursing regarding illness or injury and ability to return to clinical and class. When absent from clinical and/or lab, students must call their nursing instructor and clinical facility (see Attendance).

All pregnant students must notify the clinical instructor and the Associate Director of the division that she is pregnant and the due date of delivery. The student will be advised by the Associate Director of the possible health risks to both mother and fetus in clinical practice. Accommodations are available for pregnant students who are participating in clinical instruction to ensure the safety of the student and fetus. Contact the Associate Director of the division with any questions or request accommodations.

CHANGE OF HEALTH STATUS

The Kitty DeGree School of Nursing requires the student to fill out a “Change of Health Status” form if severe illness, surgery, pregnancy, or hospitalization occurs after admission to the Kitty DeGree School of Nursing. A copy of the “Change of Health Status” form can be found on the Kitty DeGree School of Nursing webpage http://ulm.edu/nursing/current.html.The completed form must be given to the division Associate Director.

Reviewed: 2/15, 6/17
Editorial Revisions: 6/18, 8/19
Revised: 7/07, 6/08, 7/09, 8/13, 8/16

IMMUNIZATION/TITER POLICY

Evidence of the following is required:

1. MMR (Measles, Mumps, and Rubella Vaccine)	Two doses **or** positive titer
2. Varicella (chickenpox)	Two doses **or** positive titer
3. Tdap (Adult Tetanus Diphtheria Pertussis Vaccine)	Tdap booster within last 10 years
4. HB vaccine (Hepatitis B vaccine)	Three part series **or** positive titer
5. TB (Tuberculosis screening–Mantoux Method)	One annually at beginning of the semester -- 2 if > 1 yr. since last received
6. Influenza vaccine	Annually in September or October
6. COVID vaccine	Two doses or medical waiver for declination

Blood Titers
Blood titers, when required, are to verify immunity to certain diseases.

Hepatitis B Vaccine
Hepatitis B Vaccine: is a 3 part series and is required of all students. Vaccinations are given at 0, 1, and 6 months.

Tuberculosis Testing
The Mantoux (PPD) must be performed annually prior to the beginning of the semester for continuation in the Professional Program.

A. 2-step testing is required for anyone without a PPD Mantoux within the past 12 months
B. Single PPD Mantoux is required for anyone with proof of a negative test within the past
    a. 12 months
C. Positive PPD test is required to meet requirements for health care providers with latent
    a. tuberculosis infection. Proof of compliance with therapy is mandatory. If the Mantoux is
    b. reactive, x-ray and/or chemotherapy reports must be submitted to the Student Health
    c. Services according to the Tuberculosis Testing protocol guidelines.
D. Students having the Mantoux test administered and evaluated outside the ULM Student Health Center must provide the following documentation, on letterhead: (1) date

administered, (2) date evaluated, (3) site injected, (4) brand of vaccine and lot number, (5) and **results read in millimeters. Evaluations that are documented as positive/negative or reactive/non-reactive will not be accepted.**

E. Persons with a previously positive PPD should contact the Student Health Center for further instructions, and the required documentation.

F. Tuberculosis testing protocol guidelines are according to the *Tuberculosis Control Manual:*

G. *Department of Health and Hospitals, Office of Public Health* (latest edition).

Waivers

Immunization/screening requirement waivers may be acceptable for general university students based on university policy; however, immunizations for professional nursing students are encouraged. Students wishing to discuss this policy may see one of the Kitty DeGree School of Nursing Associate Directors or the Director.

Revised: 7/07, 2/08, 6/08, 7/09, 8/13, 8/14, 5/16, 6/18
Reviewed: 2/15, 6/17, 8/19

TUBERCULOSIS (TB) EXPOSURE POLICY

Students in the undergraduate division of Kitty DeGree School of Nursing will not be allowed to care for active TB patients. Should an unintentional exposure occur in an assigned practicum experience, traditional and LPN students must notify their instructor and the Associate Director of the division; the student will then report to the Student Health Services office for evaluation. Tuberculosis exposure protocol will be followed according to the *Tuberculosis Control Manual: Department of Health and Hospitals, Office of Public Health* (latest edition).

TB Policy adopted: 5/06
Revised 7/09, 6/18
Editorial Revisions 8/13, 8/16
Reviewed 6/08, 8/12, 2/15, 6/17, 8/19

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

PURPOSE

The exposure control plan is used to reduce worker risk in the Kitty DeGree School of Nursing student laboratory by minimizing or eliminating faculty, staff, and student exposure incidents to bloodborne pathogens such as HBV and HIV. The Kitty DeGree School of Nursing complies with OSHA standards.

WHO IS POTENTIALLY EXPOSED TO BLOODBORNE PATHOGENS?

Persons who have potential occupational exposure to blood and other potentially infectious materials are:

All faculty members

All students enrolled in professional nursing
Maintenance and custodial personnel

METHODS USED TO PREVENT INCIDENTS

Education - Annually, students in the professional program are required to view the mandatory OSHA films and pass the designated exam.

Universal (Standard) Precautions - Universal precautions is OSHA's accepted method of control to protect employees from exposure to human blood and other potentially infectious materials. The term universal precautions refers to a concept of bloodborne disease control that requires that all human blood and certain body fluids be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens regardless of the perceived "low risk" of a patient or patient population. In circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls - Engineering and work practice controls shall be used to eliminate or minimize exposure. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be used.

Engineering control is the use of available technology and devices to isolate or remove hazards from the work setting. Personal Protective Equipment (PPE) consists of eye shields, particulate masks, gloves, and gowns. Controls will be used in an effective manner.

Work practice controls are alterations in the manner in which a task is performed in an effort to reduce the likelihoods of a worker's exposure to blood or other potentially infectious materials. The following work practice controls will be in effect in all clinical student laboratories at ULM:

A. During any laboratory session, there will be NO smoking, eating or drinking, application of cosmetics or lip balm, or handling of contact lenses in the laboratory. Every ULM facility is a NO SMOKING environment. Additionally, food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
B. No procedures involving blood or other potentially infectious material shall be performed in laboratories. This includes injections, IV starts, venipunctures, and finger sticks. Wear protective eye and face shields where designated by the Director or instructor to reduce exposure from splashing.
C. Sharps disposal containers are provided for disposal of all sharps generated in the laboratory. Sharps include needles, scalpels, broken glass, or anything that can pierce, puncture, or cut the skin. These containers shall be puncture resistant, labeled, or color-coded in accordance with the OSHA standard, leak-proof on the sides and bottom and will be disposed of when three-fourths full. Dust pans, brooms, and forceps are used to pick up sharp objects.
D. Needles are not to be bent, sheared, or broken in these laboratories.
E. All students are to wash their hands prior to beginning any laboratory exercise.

F. Gloves are provided for all individuals working in areas where they may be exposed to bloodborne hazards. All faculty, students, and assistants will wear gloves when working in these areas. There will be no exceptions.

G. All persons are to wash their hands immediately or as soon as possible after removal of gloves or other personal protective wear. Latex or vinyl gloves are not completely impermeable; therefore, handwashing after glove removal is always necessary.

H. All persons shall wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials.

I. All gloves and other possibly contaminated materials are to be placed in clearly marked **BIOHAZARD CONTAINERS** which are stored appropriately and transported offsite for incineration.

J. Equipment which may become contaminated with blood or other potentially infectious materials must be decontaminated using a 10% sodium hypochlorite solution or other appropriate disinfectant at the end of the laboratory session or as necessary.

K. All work surfaces shall be decontaminated with a 10% sodium hypochlorite solution or other appropriate disinfectant after completion of procedures, immediately or as soon as possible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious material, and at the end of the work shift if the surface may have been contaminated since the last cleaning.

All spills shall be decontaminated and cleaned up immediately. The following procedure should be followed in the event of a spill:

1. Gloves must be worn during the entire process.
2. Control the spread by covering with paper towels.
3. Pour full strength bleach or other appropriate disinfectant over the paper towels beginning at the outside and pouring inward.
4. Allow the bleach to remain in contact with the spill for the appropriate time to insure destruction of infectious agents (See directions on disinfectant container).
5. Discard all materials used in the cleanup into marked biohazard containers.
6. Decontaminate spill area with 10% bleach solution or other appropriate disinfectant.
7. Rinse spill area with paper towels and water.
8. Remove and dispose of contaminated protective equipment.
9. Wash thoroughly all exposed skin.

HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

Students are provided with the opportunity to take the Hepatitis B vaccination series at a nominal cost through the Student Health Services. The Hepatitis B series must be completed according to accepted protocol or an appropriate declination signed.

NURSING LABORATORY HOUSEKEEPING

All persons working the Nursing laboratories have a responsibility to ensure that the labs are kept clean and exposure to blood-borne pathogens and Other Potentially Infectious Materials (OPIM) is reduced or eliminated. See the lab sign-in books for specific details.

GUIDELINES TO FOLLOW IN THE EVENT OF A LABORATORY ACCIDENT

1. The victim of a laboratory accident will be given immediate attention at the time of the accident,
   University Police will be notified, and the student will be transported to the University Student Health Services for further evaluation and treatment if needed or to a local emergency room. **The student will be responsible for any charges incurred**.

2. An incident report will be completed by the course instructor and sent to the Associate Director and the lead teacher.

3. The student should follow further treatment recommendations from the Student Health Services, if any, to complete the process. Verification of follow-up should be submitted to the appropriate Associate Director.

BLOODBORNE PATHOGEN SCREEN POST EXPOSURE PROCEDURE

The exposed student will be given immediate attention at the time of the incident. An incident report will be completed by the student and course instructor. The incident report will be forwarded to the lead teacher, the associate director, and student health services.
After the exposure, the student should receive a base line screen for hepatitis and HIV. The other person involved, patient or staff, should have a base line screen for hepatitis and HIV if at all possible. Students are responsible for their own testing and expenses.
Post exposure follow-up should be done according to Kitty DeGree School of Nursing protocol as recommended by the Center for Disease Control (CDC) guidelines.

Revised: 4/01, 6/17
Editorial Revisions 7/07, 8/13
Reviewed: 6/08, 7/09, 8/12, 8/16, 6/18, 8/19

RECORDS

Documentation of Hepatitis B injections will be retained in the Student Health Services for 30 years post-graduation or post-employment or post possible exposure incident, whichever is longer. Documentation of possible exposure incidents is kept separate from other vaccination records in the Student Health Services.

POSSIBLE BLOOD BORNE PATHOGEN EXPOSURE

Using OSHA guidelines for identifying sources of possible blood borne pathogens, students and faculty who have a possible exposure should use the following form to report the incident. Please follow these guidelines:

1. Take care of emergent needs first.
2. Report the incident to the faculty and the agency supervisor.
3. Seek immediate medical attention. This should include, but not be limited to an examination of the exposure site, discussion of the incident with a physician and Infection control officer at the agency, and may include blood titers.
4. Complete the generic incident form in this handbook and the "Possible Blood Borne Pathogen Exposure Form" also in this handbook. Be certain to attach agency reports of the incident, if available.
5. Give a copy of all forms to the immediate faculty/supervisor and a copy to the Immunization Program Nurse in Student Health Center at ULM within 24 hours of the

event. If titers are drawn, include a copy of results and the source results, identified only as SOURCE-no names, ages, or identifying numbers, to the Immunization Program Nurse as is possible. If treatment is recommended, please submit a copy of this as well. Please be assured that incident reports involving possible blood borne pathogen exposure are securely housed in a file separate from any other student forms. Records will be held for 30 years post exposure.

6. A Nurse Practitioner in the Student Health Center will counsel the student regarding the incident. Please feel free to counsel with the Nurse Practitioner at any time (342-1651).

Revised: 10/05
Editorial Revisions: 7/07, 6/08, 8/16
Reviewed: 7/09, 8/12, 8/13, 2/15, 6/17, 6/18, 8/19

POSSIBLE BLOOD-BORNE PATHOGEN EXPOSURE FORM

NAME _____ CWID# _____

DATE/TIME OF INCIDENT: _____

NOTE: THE STUDENT MUST GO TO STUDENT HEALTH SERVICES

AGENCY COPY OF INCIDENT ATTACHED: YES_____NO_____

DESCRIBE IN DETAIL the incident which may have resulted in an exposure to blood-borne pathogens. Note, effective 01-18-01, Federal law requires clear documentation of the brand and type of device involved in the incident, the department/work area and an explanation of the event in any site under the jurisdiction of OSHA requirements.

WHAT ACTION WAS TAKEN IMMEDIATELY? Include names and positions of persons to whom the incident was reported, ER visits, lab tests performed (be specific), counseling and any medications prescribed and/or taken. ALSO, INCLUDE DECLINATIONS OF ANY OF THE ABOVE.

WAS BLOOD DRAWN ON THE INDIVIDUAL EXPOSED? YES_____NO_____

WAS THERE LAB DATA FOR BBP ON THE SOURCE OF THE EXPOSURE AVAILABLE AT THE TIME OF THE INCIDENT? Mark all that apply. Include lab reports.

HIV Yes no refused pending
HBV Yes no refused pending
HCV yes no refused pending

STDs: Use the same format as above and include those for which have lab data.

Name, address and phone number of two other persons who witnessed the incident:

1.

2.

STUDENT SIGNATURE: _____ DATE: _____

FACULTY/SUPERVISOR SIGNATURE: _____ DATE: _____

Revised: 1/01
Editorial Revisions: 7/07, 6/08, 10/13
Reviewed: 7/09, 2/15, 8/16, 6/17, 6/18, 8/19

PROCEDURES FOR EVALUATING CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Director of the Kitty DeGree School of Nursing will review all circumstances surrounding exposure incidents, seeking input from nursing faculty, the ULM Student Health Services, and the ULM Safety Officer. In the event changes need to be made, the Director of the Kitty DeGree School of Nursing will ensure that appropriate changes are made to the Exposure control Plan.

Updated: 4/01
Editorial Revisions: 7/07, 7/09
Reviewed: 6/08, 8/12, 8/13, 8/16, 6/17, 6/18

INCIDENT REPORT FORM GUIDELINES

The incident report form which follows is to be used for any unusual student, faculty, patient injury or event, ex: fall, splinter, medication error, skin pinch by equipment, puncture wound, cut, fainting, seizure activity, etc. that occurs while in a nursing class, during laboratory practice, or at any clinical site. It should also be used if a student or faculty member experiences the risk of injury from another party during the aforementioned times and places. If an incident occurs within an agency, that agency will supply the student with a copy of the incident reported. The student should attach that form to the ULM form, being sure that all information is included and accurate. Give the immediate faculty/supervisor a copy of this incident report within 24 hours of the event.

Revised: 3/01
Editorial Revisions: 6/08
Reviewed: 7/09, 8/12, 8/13, 2/15, 8/16, 6/17, 6/18, 8/19

GENERIC INCIDENT REPORT FORM

NAME _____CWID#_____

DATE/TIME/ OF INCIDENT

_____

LOCATION OF INCIDENT _____

NOTE: STUDENT MUST GO TO STUDENT HEALTH SERVICES

DESCRIBE IN DETAIL THE INCIDENT. USE BACK IF NEEDED. Include what you were doing just before the incident, what happened, what was the injury, if any.

WHAT ACTION WAS TAKEN IMMEDIATELY AFTER THE INCIDENT? Include treatment site, names of physicians or other health care providers, if possible.

IF THE INCIDENT OCCURRED IN ANOTHER AGENCY, WAS AN INCIDENT REPORT MADE ON THEIR FORM?

_____YES. If yes, **please attach a copy to this form.**

_____NO

NAME, ADDRESS, AND PHONE NUMBER OF TWO PEOPLE WHO WITNESSED THIS

INCIDENT:

1.

2.

STUDENT SIGNATURE: _____ DATE: _____

FACULTY/SUPERVISOR SIGNATURE: _____ DATE: _____

Revised: 7/07, 10/13
Reviewed: 6/08, 7/09, 2/15, 6/17, 6/18, 8/19

UNIVERSITY OF LOUISIANA MONROE

Kitty DeGree School of Nursing

BSN PROGRAM POLICIES

ADMISSION REQUIREMENTS

Admission to Pre-Nursing

Applicants for admission to the pre-nursing curriculum must meet the general admission requirements for admission to the University.

Applications are to be submitted to the University Admissions Office www.ulm.edu/prospectivestudents/.

Admission to the Professional Nursing Program

The Kitty DeGree School of Nursing offers clinical and didactic, instruction in the professional program. The School is accredited by the Commission on Collegiate Nursing Education, 655 K St., NW, Suite 750 Washington, D.C., 20001. Admissions are based upon the availability of clinical sites and faculty. With all factors being equal, preference is extended to Louisiana residents.

Applicants for admission to the professional program, in addition to meeting the requirements for admission to the University, must fulfill the requirements of the pre-nursing curriculum and entrance exam. An applicant to the Traditional, or LPN program must possess a minimum, corrected cumulative grade point average of 2.8 in all required pre-nursing courses, excluding grades earned in developmental education courses. In addition, no grade less than "C" will be accepted in any pre-nursing course. Required prerequisite courses may be repeated one (1) time only. Failure (receiving a "D" or "F") of any required prerequisite course twice makes an applicant ineligible to apply for admission into the professional program. (Courses more than 5 years old with a "D" or "F" will not be included.) Courses with NURS prefix may be repeated only once.

Application forms for admission to the professional program in Nursing may be obtained online. Completed application forms, along with the application fee, are to be received by the Director of the Kitty DeGree School of Nursing by the first Monday in February for the Fall Semester and by the second Monday of September for the Spring Semester. Each application will be reviewed individually for compliance with the requirements for admission and licensure of the Louisiana State Board of Nursing described in the Louisiana Administrative Code. The Director of the Kitty DeGree School of Nursing will take final action and notify the student.

Due to the utilization of objective criteria in processing applications, attainment of minimum requirements in the pre-nursing curriculum does not necessarily ensure admission to the professional nursing program. If for some reason a student is not admitted to the nursing program, reapplication must be made following the regular procedure. The student must fulfill all prerequisites in the required sequence of courses leading to application for the professional program in Nursing.

Nursing students are required to submit a physical examination report to the office of the Director of the Kitty DeGree School of Nursing upon admission. For the protection of the

student and to meet the requirements of affiliating agencies, certain health related information is required at the time of admission to the professional program. These requirements are based on recommendations from the Center for Disease Control and Prevention (CDC) and are subject to change as recommendations change. Professional healthcare students, i.e., nursing students must prove non-communicable with TB testing yearly. (Sanitary Code, State of Louisiana). The Mantoux skin test and Hepatitis B immunization can be obtained through Student Health Services for a nominal cost. Mantoux skin test and Hepatitis B immunization may also be obtained from other sources, with the student providing appropriate and specific documentation to Student Health Services. After admission to the professional program, the Mantoux skin test must be repeated and results recorded by Student Health Services each year. Prior to entering clinical each semester, all students must submit proof of CPR - Health Care Provider, according to the Kitty DeGree School of Nursing Student Handbook. Health insurance is required for all students.

Criminal background checks and drug screening are required for students applying to the School of Nursing. A positive drug screen may result in denial of admission to the Kitty DeGree School of Nursing.

At any time that a student is enrolled in pre-nursing or nursing, the Louisiana State Board of Nursing requires knowledge of: (a) information regarding whether a student has ever been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offense in any State; and/or (b) information regarding any actual or pending disciplinary action against them by any licensing board. These facts must be reported to the Director of the Kitty DeGree School of Nursing who will forward the information to the Board. Entrance into or continuation in the program will be dependent on the Board's action.

CURRICULUM

Students are expected to be familiar with the requirements for the degree of Bachelor of Science in Nursing and confer with advisors when selecting courses. In keeping with University policy, the total educational program consists of general education studies, prerequisites to nursing, professional nursing, and electives. (See degree sheet)

Since the health needs of our country are constantly changing, an effective curriculum requires continuous review and evaluation which may necessitate frequent revision of courses and requirements. Thus, there can be no guarantee that the curriculum or course content will be identical in each subsequent academic year. See *University of Louisiana Monroe Undergraduate Catalog*.

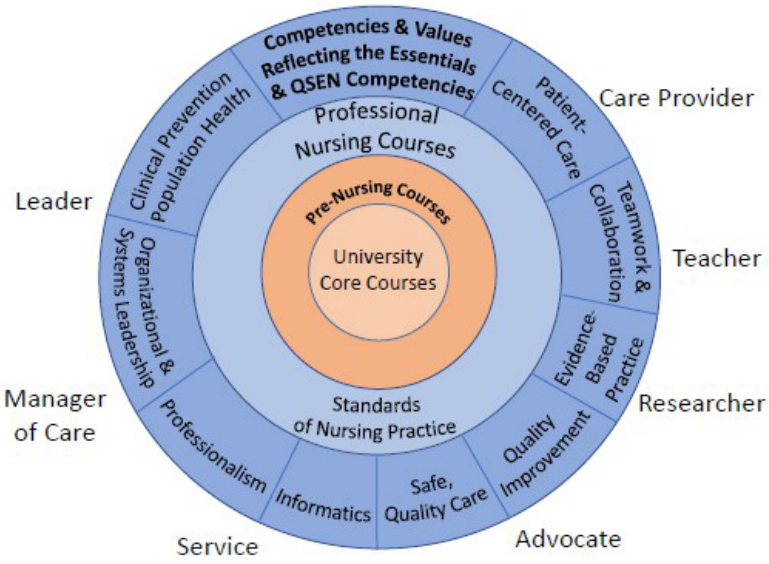
Editorial Revisions: 07/07, 6/08, 8/13, 2/15
Reviewed: 8/16, 6/17, 6/18, 8/19

Kitty Degree School of Nursing
Baccalaureate Nursing Program

Core Values:
1. Altruism
2. Autonomy
3. Human Dignity
4. Integrity
5. Social Justice

Major Curriculum Threads:
1. Communication
2. Critical Thinking
3. Cultural Diversity
4. Decision Making
5. Ethics
6. Healthcare Technology
7. Professionalism

University Core Courses:
Mathematics (6 hrs.)
English Composition (6 hrs.)
Natural/Physical Sciences (9 hrs.)
Humanities (9 hrs.)
Fine Arts Elective (3 hrs.)
Social and Behavioral Sciences(6 hrs.)



Roles of the Baccalaureate Nurse

Pre-Nursing Courses:
Biology 1014/1016, 1015/1017 (A&P)
2014/2015 (Microbiology)
2028 (Pathophysiology)
Chemistry Elective
English 1001, 1002
HLST 2007 (Nutrition)
Math 1011, 1016
NURS 2000 (Nursing Concepts)
NURS 2080 (Pharmacology)
PSYC 2001 (Introductory)
2078 (Developmental)
4001 (Abnormal)

Professional Nursing Courses:
NURS 2004 Health Assessment
NURS 2009 Fundamentals of Professional Nsg
NURS 2011 Intro to Gerontological Nsg
NURS 2013 Computing for Nurses
NURS 3009 Adult Health Nursing 1
NURS 3010 Mental Health Nursing
NURS 3011 Nursing Synthesis 1
NURS 3028 Adult Health Nursing 2
NURS 3029 Maternal Child Nursing
NURS 3030 Nursing Synthesis 2
NURS 4000 Adult Health Nursing 3
NURS 4001 Nursing Research: EBP
NURS 4002 Nursing Synthesis 3
NURS 4066 Nursing Management
NURS 4067 Public Health Nursing

KITTY DEGREE SCHOOL OF NURSING STATEMENT OF COMPETENCIES OF NEW GRADUATES

1. Synthesize a liberal education to promote generalist nursing practice.

2. Utilize quality care processes to identify and minimize risk of harm to patients and providers through basic organizational and systems leadership.

3. Provide evidence-based nursing care that respects patient and family preferences.

4. Incorporate information and technology to communicate, manage knowledge, prevent errors and support decision making.

5. Consider the effects of health care policy, finance and regulatory environments on consumer health and health care delivery.

6. Improve quality patient care outcomes by functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making.

7. Utilize principles of health promotion and disease prevention to improve individual and population health.

8. Demonstrate professionalism through altruism, accountability, integrity, confidentiality and a desire for life-long learning.

9. Practice generalist patient/family centered care by promoting autonomy, human dignity and social justice while providing compassionate and coordinated care, based on respect for patient preferences, values and needs.

Adopted: 8/19

RETENTION IN THE PROFESSIONAL NURSING PROGRAM

BSN Program Progression Statement

Students must earn a final average of 78% or above in the Theory Component of combined Theory/Clinical course, a **CREDIT** on all graded course items, as well as a **PASS** Clinical Performance in order to have a progressive grade. If either the Theory Component is non-progressive (77.9% or below), the student receives a **NO CREDIT** on a graded course assignment, or receives a **FAIL** for Clinical Performance, the student must repeat the course. Failure of a student to earn a "C" or better (progressive grade) in a professional nursing course will result in automatic probation from the professional nursing program.

Individual course test and/or exam scores are carried to hundredths and **are not rounded** to a whole number.

The **final overall course grade** is assigned a letter grade in Banner as follows:

93.00 - 100	the student's final overall course grade will be an "A"
92.99 - 85	the student's final overall course grade will be a "B"
84.99 - 78	the student's final overall course grade will be a "C"
77.99 - 70	the student's final overall course grade will be a "D"
69.99 and below	the student's final overall course grade will be an "F'.

A Medication Calculation Competency Exam will be given at the beginning of each semester. The student must achieve a minimum grade of 90% in order to pass satisfactorily. The student will have 3 opportunities to pass the exam. If the student is unsuccessful on the third exam, he/she will be dropped from all courses with a clinical component.

Return demonstrations are utilized for learning commonly performed nursing skills. Combined theory/clinical courses may have return demonstrations as learning activities. The student must earn "CREDIT" performance on the return demonstration before being eligible to attend clinical. "CREDIT" is determined by achieving a 78% per the provided grading rubric with each skill. The skill(s) will be taught in the laboratory/classroom setting and students will have mandatory lab practice time to learn the skill(s). Faculty will be available during the required lab practice time to assist students with learning of the skill. Return demonstrations will be scheduled and performed with the student's assigned clinical faculty. If the student is unsuccessful on the first attempt of the return demonstration, the student is responsible for remediation of the skill with the assigned faculty member. It is the student's responsibility to schedule a repeat return demonstration with the faculty member and to have it scheduled and completed by the deadline which will be announced in class. If the student is unsuccessful on the second attempt, the student must resign from the course for this semester. The student will need to apply for re-admission to the Kitty DeGree School of Nursing to repeat the course.

Students who desire readmission after being on probation, suspended, resigning, or withdrawing from the professional nursing program must submit an application for readmission through the Kitty DeGree School of Nursing Admissions and Academic Standards Committee. Students who have enrolled in or earned a non-progressive grade in a required nursing course may be readmitted to repeat that course only one time and, in addition, may be readmitted to repeat courses in only two semesters. A failure in either component of a combined theory/clinical course will require that both components be repeated. Readmission is not automatic, and must be considered on an individual basis.

CN or NB — The grade of CN (non-progressive "C" which carries two quality points) or NB (non-progressive "B" which carries three quality points) may be assigned to students who fail to meet clinical or theory requirements. These grades indicate non-progression and successful completion of the course/courses is required before the student can progress.

ACADEMIC DISMISSAL

Readmission Policy: Appeals for readmission to the professional program after academic dismissal must be submitted to the Admissions and Academics Standards Committee at the end of the same semester in which the academic dismissal occurs and prior to the stated deadline for that academic semester. If the appeal is granted, the student must enroll and attend the next semester. After initial appeal and subject to approval by the Admissions and Academic Standards Committee and the KDSON Director, students who have been academically dismissed from the Kitty DeGree School of Nursing professional program will be allowed to reapply for admission to the first semester of the Kitty DeGree School of Nursing after three academic years have lapsed. These students must meet the current admission requirements.

Adopted: 01/00
Reviewed: 6/05, 8/12, 8/13, 2/15, 6/17, 6/18, 8/19
Revised: 6/08, 7/09, 8/12, 8/16 8/22

BENCHMARK EXAMS POLICY

In semesters 2, 3,4, and 5, students will be required to take nationally normed content-specific Benchmark exams throughout the curriculum. These pre-written assessments accurately gauge student learning and competency. Category-based reporting at the program and student levels will measure students' true mastery of concepts against a national cohort of nursing students and ensure nursing students are on track for practice readiness and NCLEX-RN success.

These exams will count as a test grade and will be weighted as a percentage of the theory course grade in the specified course. In semester 5, the students will be required to take the Benchmark Exit Examination. Semester 5 students will have 10% of the test grade count towards the specified course grade. Any student who does not take the required Benchmark exam and complete the Student Remediation/Success Plan will receive a grade of "I" (Incomplete) in the course and will not progress in the nursing program. Remediation/success plans are specific for the course and student.

Semester 2:	
Fundamentals Benchmark Exam	10% of NURS 3009 course grade
Mental Health Benchmark Exam	10% of NURS 3010 course grade
Semester 3:	
Women's Health/Maternal Child Benchmark Exam	10% of NURS 3029 course grade
Semester 4:	
Medical Surgical Benchmark Exam	10% of NURS 4000 course grade
Semester 5	
Exit Benchmark Exam	10% of NURS 4066 course grade

University of Louisiana Monroe
Kitty DeGree School of Nursing
EXAMINATIONS/TESTING GUIDELINES POLICY

Special Testing Accommodations

The Self-Development, Counseling, and Special Accommodations Center acts as the point of entry for individuals who have documented learning disabilities, psychological disorders, or medical conditions, including vision loss or blindness, deafness, mobility impairments, and chronic health issues. Accommodation decisions are made on an individual basis and are determined according to the documentation provided by the student. Academic accommodation letters will be emailed to the student's Warhawk email address. The student is then responsible for providing the letter to their professor(s). Students seeking academic accommodations for future semesters must complete a new Release of Information Form in order to obtain an updated accommodation letter pertinent to the specific semester they are enrolled. Special testing accommodations must be renewed each academic semester. Information on this process may be found at the Self-Development, Counseling, & Special Accommodations Center website:
https://www.ulm.edu/counselingcenter/special.html

A. Examinations given during the professional nursing program will be administered electronically or via pencil and paper or student-purchased Scantron sheets.
B. Electronic examinations (excluding clinical medication/medication calculation exams) will be administered using sequential navigation. Sequential navigation means the student must progress through each question on the examination in order and will not be able to return to any previous page/question, nor skip ahead.
C. NO personal belongings other than a photo ID and pencil/pen will be allowed in the testing environment. A designated area shall be provided for students' personal belongings if available.
D. No smartwatches will be allowed. Only digital or analog watches without internet connectivity will be allowed. Students who violate this policy may receive a 5-point deduction from the exam grade.
E. Students are expected to be ready and prepared to begin exams at the scheduled time. Students who arrive after the designated test start time will receive a 5-point deduction from the exam grade. The student will have the remainder of allotted testing time to complete their exam.
F. Students may not ask questions about content during testing or during the review of rationales. The student may raise their hand for technical issues only.
G. Time for reviewing rationales is included in the total testing time. After each exam, students can review the correct answers to the questions while still in the testing environment.
H. Students must exit the testing environment or outer hallway immediately upon completing the exam.

I. If a student has an excused absence for missing a regular exam, the final exam will be recorded in its place (i.e. the final exam will count twice). If a student has an unexcused absence for missing a regular exam or the final exam, a grade of 0 (ZERO) will be recorded.
J. If the student misses clinical the day before a scheduled examination, the student is not eligible to sit for the next day's exam. Testing policy for missing a scheduled exam will be followed regarding the missed exam.
K. Policy violation deductions accumulate for each offense. For example, if the student is late for the exam, then brings a cell phone into the testing environment, each offense will deduct 5 points which totals a 10-point deduction from that exam.
L. Students who are unsuccessful on an exam (scoring less than 78%) are required within one week following posting of grades to:
    a. complete a Student Self-Evaluation (located on the KDSON webpage)
    b. email the completed Student Self-Evaluation to their clinical faculty
    c. schedule a meeting within two weeks after exam grades are posted for purposes of review and remediation.
M. Priority is given to students who are unsuccessful (scoring less than 78%) on the exam; however, students who pass the exam are also offered the opportunity for a test review within the two week period, contingent upon availability.
N. Test reviews will not be scheduled the day of the exam. Test reviews will be allowed from 24-hours after the scheduled exam time until two weeks following the exam. Holidays and University breaks will be the only reason that the review time period may be extended. No individual exam counseling sessions will be scheduled the week of final exams.
O. Any student who does not take the designated benchmark exams will receive a grade of "I" (Incomplete) in the course and will not progress.

Adopted: May 7, 2007 Revised: 8/18, 8/19 Reviewed: 6/08, 7/09, 8/12, 8/13, 2/15, 8/16, 6/17, 8/22,
Updated by faculty: 8/23

LEARNING RESOURCE CENTER (LRC) AND SKILLS LABS

The Learning Resource Center is located on the second floor and the Skill Labs are located on the second and third floors of the Nursing Building. These centers house many items to assist the student in review, research, resourcefulness, and developing skills.

The student is responsible for checking out and returning equipment in a pre-specified time frame and in comparable condition. If all equipment is not returned according to these conditions, then the student is charged the price of repair or replacement. Pending satisfactory replacement of the equipment, the student will be given an incomplete in the nursing course.

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

ATTENDANCE POLICY

The ULM Kitty DeGree School of Nursing program is considered a professional degree program. To ensure that students prepare for the professional responsibility requirements of the nursing profession, as well as meet the objectives and requirements of each course, professional nursing students are subject to stricter attendance requirements than other academic curricula. Missing class for less than extreme circumstances is strongly discouraged. Students who demonstrate patterns of tardiness or absenteeism are advised that issues will be documented in attendance records, referred to the professionalism committee, reported to the Dean College of Health Sciences, and may result in course failure.

CLASSROOM ATTENDANCE

Missing more than **10%** of class will result in an automatic non-progressive grade for the course unless pre-approval is arranged with faculty. It is required that the student notify the lead faculty **by email** prior to the scheduled class start time if he/she cannot come to class. An acceptable excuse (i.e. serious illness, accident, or immediate family member death) must be presented to lead faculty by the next scheduled class meeting or it may NOT be excused. All other absences will be considered unexcused. Obtaining notes, handouts, instructions, or other assignments is the responsibility of the student.

LATE TO CLASS

Tardy is defined as reporting to class after the roll has been taken or leaving before class is dismissed. Doors will be closed at the beginning of the class period and late admittance to class will not be allowed unless pre-approval is arranged with lead faculty. Roll will be taken prior to each class and after breaks. A student not present when the roll is taken will be considered absent. Students who are late coming to class should wait until break to enter the classroom. Two tardies will result in one absence.

CLINICAL ATTENDANCE

Attendance is **required** in clinical courses. As per the Louisiana State Board of Nursing, the clinical component of professional courses requires specified clinical contact hours. To progress, the student cannot miss more than two clinical days **including campus lab and outside facility learning activities**. In the event of a clinical absence, the student is expected to notify assigned clinical faculty member by phone AND email no later than 15 minutes prior to the start of clinical.

The *Clinical Attendance Policy* applies to all clinical absences and does not distinguish between excused and unexcused absence. For the purpose of establishing a penalty for clinical tardy and/or absence, distinction is made between excused and unexcused absence. Clinical absences cannot be made up. Documentation of an excused absence (i.e. serious illness, accident, or immediate family member death) must be presented to clinical faculty within 24 hours of returning to class or it may NOT be excused.

Students should avoid the clinical setting if they have a potentially communicable disease. Documentation of an excused absence must be from a legitimate source. It is implied that documentation of an excused absence provided by a health care provider also negates the student's presence at other events or public locations, and that absence from clinical be used as time for recovery. When a student claims illness and presents valid documentation of an excused absence, but instead is found to have used this method for personal time, the actions will be considered a violation of the code of conduct and the student will face appropriate disciplinary action. Therefore, it is not the legitimacy of being under a health care provider's care that is in question, but the student's intent to provide faculty with false information.

Routine health care or dental appointments will not be excused and should be scheduled outside of assigned clinical time, unless extenuating circumstances occur and pre-approval by clinical faculty is granted.

If the student misses clinical the day before a scheduled examination, the student is not eligible to sit for the next day exam. Testing policy for missing a scheduled exam will be followed regarding the missed exam.

POLICY FOR CLINICAL TARDY AND/OR ABSENCE

1. Two tardies will result in one unexcused absence.
2. Absences in which the student does not notify the assigned clinical faculty will result in an automatic unexcused absence and Form B written warning for the first offense. An automatic non-progressive grade will result for the second offense.
3. First unexcused absence: 1 point deducted from the final overall course grade and completion of alternate clinical assignment completed within one week of the absence.
4. Second unexcused absence: 2 points deducted from the final overall course grade and completion of alternate clinical assignment completed within one week of the absence.

5. Subsequent unexcused absence will result in an automatic non-progressive grade.
6. Validated excused absences will require an alternate clinical assignment that must be completed within one week of the absence.
7. If the student is absent from clinical the final week of clinical education, the alternate clinical assignment must be completed prior to the student sitting for the final exam.
8. Completion of the alternate clinical activity is required before the student's final grade will be posted. Failure to complete this requirement will result in a grade of "Incomplete" ("I") in the course.

CONDITIONS OF CLINICAL EDUCATION NOTICE

Learning experiences in clinical practice settings are a necessary feature of most health profession programs. Nursing clinical practicums are composed of periods of instruction in laboratory and "real world" settings within health care agencies. Each course requires students to complete a prescribed number of hours with supervision by nursing faculty. Due to constraints imposed by the availability of suitable clinical sites and faculty members, enrollment can be limited.

Students who satisfactorily complete the required course work and progress in a regular curricular pattern will be given preference for enrollment in the nursing clinical courses. Students who elect to pursue an irregular enrollment pattern or who fail to progress due to academic deficiencies or through dropping courses will be enrolled on a space-available basis.

Prior to beginning clinical practice in Semesters I through V of the professional nursing program, each student will successfully complete an American Heart Association Basic Life Support/Health Care Provider Course (Adult/Child/Infant CPR). Each student will be responsible for being sure his/her certification/re-certification is current and will not expire prior to the end of the clinical experience for that semester. Cards must be recorded in the Kitty DeGree School of Nursing. If a student's re-certification expires prior to the end of their clinical rotation, she/he WILL NOT be allowed to continue in the practical rotation and will take a ZERO (O) for each clinical day thereafter until compliance is met. Immunization or titer requirements are to be followed according to the *Kitty DeGree School of Nursing Immunization Policy.*

A medication calculation competency exam will be given at the beginning of the semester, and the student must achieve a grade of 90 or above in order to pass satisfactorily. The student will have 3 opportunities to pass the exam with a grade of 90 or above. If the student is unsuccessful on the third exam, he/she will be dropped from all courses with a clinical component.

Each year, students in the professional program are <u>required</u> to view the mandatory OSHA, TB, and HIPAA information and pass the designated exam; hospital facility orientation is also required.

Nursing students will not be allowed in clinical practicum in the same area they are currently or previously employed.

Students are expected to rotate clinical sites for the five semesters of professional clinical practicum to encourage diverse learning opportunities. (For example, a student cannot enroll for all of his/her clinical experience at St. Frances Medical Center.)

Going into the clinical setting for assignments requires confidentiality. Only students enrolled in that clinical section will be permitted in the clinical area.

The faculty in the semester involved, the Associate Director, and the Director have the right and responsibility to impose sanctions on a student whose conduct in the clinical setting is detrimental to patient welfare. Sanctions can include suspension from the course with a grade of "F" and may result in permanent suspension (dismissal) from the Kitty DeGree School of Nursing. Students who violate a client's/family's confidentiality in any manner may be severely reprimanded with possible suspension from the Kitty DeGree School of Nursing. See "*Patient Safety Policy".*

In the event of an accident, drug error, treatment error, or any incident involving a patient, student, or faculty member during the clinical experience of the student and/or faculty member, a written incident report shall be completed within the policy guidelines of the appropriate institution. A copy of said incident report shall be submitted to the Lead Teacher, the Associate Director, and Director of the Kitty DeGree School of Nursing, ULM.

In the event of an accident and when necessary, the student or faculty deemed member will be required to report to the ULM Student Health Service for treatment or lab testing. Any fees incurred for treatment or testing are at the individual's expense.

Criminal background checks are required for all students in the Kitty DeGree School of Nursing. At any time that a student is enrolled in nursing or makes application to the professional program, the Louisiana State Board of Nursing (LSBN) requires knowledge of: (a) information regarding whether a student has ever been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offense in any state; and/or (b) information regarding any actual or pending disciplinary action against them by any licensing board. These facts must be reported to the Director of the Kitty DeGree School of Nursing who will forward the information to the LSBN. Failure to report this information may result in licensure denial or delayed admission to the Kitty DeGree School of Nursing.
Entrance into or continuation in the program will be dependent upon the LSBN's action. After admission to the professional program, any subsequent legal disciplinary actions must also be reported to the Director of the Kitty DeGree School of Nursing. After admission to the professional nursing program, any criminal arrests of a student may result in dismissal from the Kitty DeGree School of Nursing.

Drug screening is required for students applying to the Kitty DeGree School of Nursing; a positive drug screen may result in denial of admission to the Kitty DeGree School of Nursing.

Nursing students enrolled in clinical courses are also required to have drug testing to meet the requirements of clinical agencies. See *"Substance Abuse Policy and Drug/Alcohol Testing Policy"*.

Random drug screening may be performed during enrollment in the Kitty DeGree School of Nursing. A positive drug screen may result in dismissal from the Kitty DeGree School of Nursing.

Nursing students are required to purchase health insurance or be legally covered under legal guardian policy. Proof of insurance is required prior to attending clinical rotation each semester.

Revised: 7/07; 6/08; 7/09; 8/13; 8/14; 6/17
Editorial Revisions: 8/16; 6/18
Reviewed: 2/15

CLINICAL SIGNATURE

There are several schools of nursing utilizing the same clinical facilities as ULM; therefore, it is the student's responsibility to document properly, name, status, and university. The acceptable example is: J. Doe, SN/ULM

Revised: 6/18
Ed. Rev. 7/07, 7/09; 8/14
Reviewed 6/08, 8/12; 8/13; 2/15; 8/16; 6/17

CLINICAL FACILITIES

The Kitty DeGree School of Nursing utilizes multiple clinical and community sites across Northeast Louisiana. As the needs of the community and students change, utilization of clinical facilities may be altered.

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

GUIDELINES FOR PROFESSIONAL/COMMUNITY SERVICE

1. Each semester that a student is enrolled in **any** course in the professional nursing program, he or she must complete a community/professional service activity as specified in the "Guidelines for Community/Professional Service."

2. Each semester that students are in the professional program, they will perform four (4) hours of community or professional service based on the courses that have been completed. Part-time students are considered students in the professional program.

3. Opportunities for service which are received by the Kitty DeGree School of Nursing Office will be shared with faculty and students through email, Moodle Announcements, and/or in the Learning Resource Center.

4. It is the student's responsibility to seek out appropriate service opportunities. Examples of semester appropriate community service will be provided by faculty.

5. Community service opportunities not sponsored by ULM Kitty DeGree School of Nursing **must be pre-approved** by semester faculty.

6. Dress code will be determined by the community service event and at the discretion of the responsible faculty member.

7. Community/professional service provided during semester breaks can be applied to the requirement for the following semester only.

8. Documentation is to be submitted to the designated faculty member each academic semester on the "Report of Professional/Community Service Activity" form.
9. **Personal cell phone use is not allowed during scheduled community service hours. If the student uses a personal cell phone or any electronic device without authorization from faculty, the student will be dismissed from the community service event immediately and will receive no credit for hours worked.**

10. Completion of this activity is required before grades will be posted. Failure to complete this requirement will result in an Incomplete ("I") grade being submitted.

Revised: 8/14, 2/15, 8/19, 8/19
Reviewed 6/8, 7/09, 8/12, 8/13, 8/16, 6/17

THE UNIVERSITY OF LOUISIANA MONROE
Kitty DeGree School of Nursing

REPORT OF PROFESSIONAL/COMMUNITY SERVICE ACTIVITY

Students enrolled professional nursing courses: 4 hours of Community Service per semester.

STUDENT		SEMESTER AND YEAR	CWID #
DATE	TIME from		# OF HRS SERVED
EVENT			
LOCATION			
DESCRIPTION OF PROFESSIONAL/COMMUNITY SERVICE			

SIGNATURES

STUDENT	EVENT REPRESENTATIVE

STUDENT ACTIVITIES

UNIVERSITY

The University of Louisiana Monroe offers a wide variety of activities for students. Campus life is made more meaningful through participation in scholastic, social, religious, and service activities. The Kitty DeGree School of Nursing encourages all students to participate in activities for which they are eligible.

STUDENT NURSES' ASSOCIATION (SNA)

The faculty of the Kitty DeGree School of Nursing is very proud of the achievements of ULM SNA. All pre-nursing and nursing students are encouraged to join and participate in their organization. Participation affects the opportunity to develop leadership abilities, creativity, and self-expression.

Meetings are held once a month with a program of featured subjects of professional interest. In addition to monthly meetings, they may elect members each year as delegates to the Louisiana State Student Nurses' Association Convention and the National Student Nurses' Association Annual Convention.

SIGMA THETA TAU INTERNATIONAL LAMBDA MU CHAPTER

Sigma Theta Tau International, Honor Society of Nursing, exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the society advances nursing leadership and scholarship, and furthers the utilization of nursing research in health care delivery as well as in public policy.

Those students with a 3.0 GPA who are in the top 35% of their class are eligible for consideration by the members. Membership is by invitation during the final year of the professional program.

Revised: 6/08
Reviewed: 2/15, 8/16, 6/17, 8/19

COURSE REPRESENTATIVES

The faculty desire and encourage the interchange of ideas with students. Students from each professional nursing lecture course will be elected at the beginning of each semester by their peers to serve on the course committee. The number of course representatives elected will be based on the number enrolled in the course. These students **ARE REQUIRED** to attend all course meetings for the purpose of bringing forth ideas, comments, and constructive criticism. They also keep their peers informed of all decisions and serve as a liaison between course faculty and students.

Editorial Revisions: 7/07, 6/08, 7/09, 8/13
Reviewed: 2/15, 8/16, 6/17, 8/19

STUDENT-FACULTY COMMITTEES

The faculty believes in student representation and participation on all matters concerning the Kitty DeGree School of Nursing. Representatives from nursing courses serve on various committees and are selected by their peers at the beginning of each semester. Student representatives **ARE REQUIRED** to attend all assigned committee meetings for the purpose of bringing forth ideas, comments, and constructive criticism. Roll of attendance will be maintained by committee chairs. Student representative absences will be reported to the semester lead teacher and Associate Director.

At the present time, the following committees are functioning:

1. General Faculty Meeting: Representatives from the Professional Program may attend all open faculty meetings for the purpose of interchanging ideas.
2. Assessment and Evaluation Committee: Students will assist in the development of evaluation criteria and tools for faculty, students, and courses.
3. Curriculum Committee: Students will provide input into the development and evaluation of curriculum
4. DAISY®, Awards, and Convocation: Students will assist in the dissemination of information, review of nominations, and selection process for the Daisy award. Students will attend the Kitty DeGree School of Nursing Convocation which is held the last Friday of each academic Semester.
5. Ethics, By-Laws and Policies Committee: Students will provide input in regard to student policies, rights and responsibilities. Students will collaborate in review of simulation activities and identification of equipment needs.
6. Interprofessional Education Committee: Students will assist in development and implementation of academic, clinical, and community IPE events.
7. Resources/Technology/ Simulation Committee: Students will have input into the availability of library and media selections.
8. Advisory Council: Appointed student representative of the Student Nurses Association (SNA) will exchange ideas and concerns with health professionals and other community members to foster good relationships between the School and the community.
9. Professional Relations/Newsletter Committee: Students will assist in planning of social and recruitment events, and publication of social media page and online newsletter.

Reviewed: 6/08, 8/12, 2/15, 8/16, 6/17
Revised: 7/09, 8/13, 8/14, 6/18, 8/19

LICENSED PRACTICAL NURSE ARTICULATION EDUCATION PLAN

The University of Louisiana Monroe Kitty DeGree School of Nursing provides an opportunity for LPNs to be admitted into the baccalaureate pre-nursing program. LPNs who currently hold an unencumbered license to practice in Louisiana may be admitted for part-time or full-time study (see LPN Curriculum Plan in *University of Louisiana Monroe Undergraduate Catalog*).

Provision is made for these students to demonstrate their achievement through an individual review of their transcripts for course enrollment or credit by examination. Students must complete all prerequisites before admission into the Professional Program.

Reviewed: 6/08, 8/12, 2/15, 8/16, 6/17, 8/19
Revised: 7/09, 8/13, 8/14, 6/18

THE UNIVERSITY OF LOUISIANA MONROE
KITTY DEGREE SCHOOL OF NURSING

UNIFORM POLICY

Professional behavior and the following dress code are required whenever the student is in uniform. These will be supported by the faculty and students will be denied entry into the clinical area when their appearance and/or behavior do not conform. **Professional appearance is mandatory.**

CLEANLINESS OF THE INDIVIDUAL AND UNIFORM IS OF UTMOST IMPORTANCE

A. Proper body hygiene is essential. In addition, there shall be no malodorous smell of smoke apparent on the uniform. Smoking in uniform must be done in designated areas only, but smoking while in uniform is strongly discouraged.
B. Cologne/perfume is not allowed to be worn to avoid disruption to patients or co-workers.
C. Tattoos are not to be visible. **Do not** use band aides to cover up tattoos. Students may wear a collarless long sleeve shirt (sleeve must fit tight on arm). Approved colors are white, black, or grey.
D. Fingernails in clinical will not exceed the fingertips, will be clean, trimmed, and polish-free. No artificial nails, tips, or overlays will be allowed.
E. All students must keep hair neat, clean, and in a simple controlled hairstyle that prevents contamination of the work field; hair must be a normal human hair color. Hair in a ponytail may not hang down past the shoulders; if this is the case, it must be pinned up. (These rules apply at all times while in the clinical area). Beards must be neatly trimmed and not interfere with direct patient care or personal protective gear.
F. NO false eyelashes.
G. Uniforms and lab coat must be clean and pressed. Uniform skirts hem-lengths must be no shorter than mid-knee, and pants must be properly hemmed.
H. When in clinical uniform, hose or white, black, or gray crew socks are appropriate.
I. **NO PART OF THE UNIFORM MAY BE WORN IN COMBINATION WITH "STREET CLOTHES" AND THE UNIFORM MAY NOT BE WORN IN INAPPROPRIATE SETTINGS.** (For example, the uniform top may not be worn with blue jeans.)

School of Nursing Emblem

The Kitty DeGree School of Nursing flame logo must be applied on the approved lab coat. The clinical scrub top will have the Kitty DeGree School of Nursing flame logo monogrammed on the left front chest area.

~~Name Tags~~

The name badge needs to be purchased and worn on the first day of class and every day while in the classroom or clinical setting during the semester. Badges are to be paid for at LA. Capital Federal Credit Union and then the pictures are made at the SACS office. Name badges are worn on the right front of the uniform.

Shoe Policy

Clinical shoes should be black, gray, or white nursing or athletic shoes of leather or canvas material. The shoe trim must be black, gray, or white without colors or designs other than a small designer brand logo. Laced shoestrings must be black, white, or gray and match the color of the shoe. Open-heeled, open-toed, flip-flops, non-supportive (e.g. Converse ® and Tom's ®), clogs, or shoes with non-rubber soles are not allowed. Uniform shoes should only be worn in the clinical area and kept clean and/or polished at all times. When in clinical uniform, hose or white, black, or gray crew socks are appropriate.

Jewelry Policy

Jewelry allowed **while in clinical uniform or the clinical setting** includes a watch, maximum of three piercings, and a single ring. Specific criteria are as follows:

1. Watches: must have a second hand and be of a neutral color i.e. gold, silver, and /or combination, white, or black without rhinestones or embellishments. There are to be no cloth or leather bands worn in the clinical setting.
2. Rings: should be a simple band without stones.
3. Piercings: Earrings are limited to a single set of small posts in the earlobes, with the exception of a daith piercing per the discretion of a healthcare provider. The total sum of piercings should not exceed three. No bright colors are allowed and colors must compliment the uniform. Facial or dermal (eyebrow, nose, tragus, tongue, or lip) piercings are not allowed while in uniform.
4. Necklaces: are not to be worn in the clinical setting.
5. Hair jewelry: is not allowed other than simple barrette, ponytail, or black white or gray headband not greater than 2 inches in width.

Daith Piercing

Daith piercings (for migraine headaches) are permitted only per the discretion of a healthcare provider's order. The proper documentation for the piercing is required from a healthcare provider. A simple silver or clear ring with one-bead closure is permitted. Horseshoe, barbell, and any shape other than a non-embellished ring are not allowed. The total sum of piercings should not exceed three, and are limited to single piercings to bilateral earlobes and one daith piercing.

OTHER REQUIRED MATERIAL

Goggles, bandage scissors, hemostat, watch with second hand, black pen, and a small writing pad are required of all students. It is also required that students have a stethoscope, a pen-light, and a small tape measure (measuring centimeters).

SPECIAL ROTATIONS

Special rotations (such as day care and mental health) may require special exceptions to the uniform code. Students will be notified of the exceptions prior to the planned experience.

ADDITIONAL INFORMATION

1. Faculty will discuss with their clinical groups if a modification of the written policy is required for a particular clinical setting. Refer to "*Professional Dress Code*". The clinical faculty reserves the right to determine if students are appropriately dressed.
2. When a student is in the clinical area **FOR ANY REASON** related to nursing assignments, the clinical uniform or "professional dress" must be worn underneath the lab coat.

Revised: 7/07, 6/08, 7/09, 6/12, 8/13, 8/14, 2/15, 6/17, 6/18
Reviewed: 8/19

CLASSROOM DRESS CODE

Skirts may be worn as long as they are mid-knee length. They must be the same pewter gray material as the clinical pants. The material may be purchased by the yard at Uniforms for You in West Monroe.

Other than the clinical scrub tops, T-shirts that are purchased from the Student Nurses Association (SNA) or student designed level t-shirts may be worn in the classroom. ULM logo t-shirts may be worn on Fridays. No other shirts have been approved for the classroom. These T-shirts are to be worn with the clinical uniform pants. No other pants are approved for the classroom. Faculty have the right to require the entire clinical uniform be worn in class or lab.

- Undergarments should not be visible at all.
- Tennis shoes may be worn in the classroom and clinical lab as long as they are clean.
- No hats or head scarves, no excessive jewelry. **No visible body piercing other than ear lobes.**
- Keep hair and facial hair properly groomed.
- No smartwatches will be allowed. Only digital or analog watches without Internet connectivity capabilities will be allowed.

Enforcement

If any of the dress code is not followed, faculty have the option of sending a student home from class; give a warning for the first offense, and/or to ask the student to see the Director of the program.

PROFESSIONAL DRESS

The term "professional dress" is often used in the Kitty DeGree School of Nursing. This is defined as: neat professional attire that does not include tight fitting garments, jeans, or open toed or high heeled shoes. If wearing pants, they should be properly hemmed. Shirts should be neatly tucked in or have tailored hem that falls below waistline of pants or skirt. Dresses will not be shorter than 2" inches above the knees. Men's ties may be required depending on faculty request. Conservative jewelry (this means conservative earrings, watches, etc.). Lab jackets should be cleaned and pressed.

Reviewed: 5/06, 6/08, 7/09, 6/12, 8/13, 2/15, 6/17, 8/19
Revised: 6/18

OUTSIDE EMPLOYMENT

Students are responsible for the following information contained in the following Louisiana State Board of Nursing Documents.

1. **PROFESSIONAL AND OCCUPATIONAL STANDARDS**
   Chapter 43. Employment of Unlicensed Persons
   May be retrieved from http://www.lsbn.state.la.us OR
   https://www.doa.la.gov/media/gybngco4/46v47.pdf

2. **Declaratory Statement on Employment of Nursing Students and Unsuccessful Candidates on NCLEX-RN.**
   May be retrieved from http://www.lsbn.state.la.us OR
   https://www.lsbn.state.la.us/Portals/1/Documents/Opinions/npop93.24.pdf

   Revised: 6/08, 6/18
   Reviewed: 7/09, 8/12, 8/13, 6/17, 8/19, 8/24

CRITERIA FOR GRADUATION

To be eligible for graduation, students must meet University and Kitty DeGree School of Nursing requirements for graduation. The student must have a minimum of 120 semester credit hours and achieve an overall average of 2.0 in all work to be credited toward the degree. Application for the degree must be filed according to the Registrar's instructions and calendar of due dates.

SENIOR COMPOSITE PICTURES

All graduating senior students are required to have their picture made for the class composite picture at the cost to the student. Appropriate clothing for the picture will be designated by the Director of the Kitty DeGree School of Nursing.

SENIOR CONVOCATION

Students are required to attend convocation upon completion of all Kitty DeGree School of Nursing requirements. Upon the graduation of each nursing class, the faculty honors and recognizes all nursing graduates. The Kitty DeGree School of Nursing pin is presented by the Director of the Kitty DeGree School of Nursing to each graduate.

GRADUATION CEREMONY

Candidates for graduation must follow guidelines as set forth by the University. Nothing shall be added to the graduation attire. Students wishing to graduate in absentia must present written documentation to the Director of the Kitty DeGree School of Nursing and to the Dean of the College of Health Sciences.

STATE BOARD EXAMINATIONS

In order to become a registered nurse, graduates from the Kitty DeGree School of Nursing are required to pass the NCLEX-RN Exam.

RECOGNITION OF STUDENT ACHIEVEMENT

President's List and Dean's List
Students who carry 12 credit hours or more each semester and attain a semester grade point average of 3.2-3.49 or higher are placed on the Dean's List and students who earn at least a 3.50-4.0 average are placed on the President's List.

Who's Who in American Schools and Universities
Full-time students are selected by a university committee upon recommendation of the faculty of the College of Health Sciences and awarded this honor on the basis of scholarship, leadership, character, and promise of future citizenship development.

Outstanding Senior Nursing Student Award
Outstanding Senior Nursing Student award may be presented to an outstanding senior in the graduating class. This student is chosen by the faculty based on scholarship (3.0 average), leadership, character, and contributions to the School and S.N.A.

Sigma Theta Tau, Lambda Mu Chapter
Students who demonstrate outstanding scholastic achievement (according to Sigma Theta Tau standards), leadership qualities, and professional standards, and have completed the junior year

of the program are eligible to be inducted into Sigma Theta Tau. Induction is by invitation only. All members are presented with a purple honor cord to be worn at graduation.

UNIVERSITY OF LOUISIANA

MONROE

Kitty DeGree School of Nursing

RN to BSN Program Policies

Adopted: 9/09
Revised: 6/17, 6/18
Reviewed: 8/19

REGISTERED NURSE ARTICULATION EDUCATION PLAN

The University of Louisiana Monroe Kitty DeGree School Of Nursing provides an opportunity for RNs to be admitted into the baccalaureate pre-nursing program. RNs with a degree from CNEA or ACEN accredited and state approved diploma and associate degree programs that currently hold an unencumbered license to practice in any state may be admitted for part-time or full-time study. See curriculum for licensed registered nurse students.

STATEMENT OF COMPETENCIES OF NEW GRADUATES

1. Synthesize a liberal education to promote generalist nursing practice.

2. Utilize quality care processes to identify and minimize risk of harm to patients and providers through basic organizational and systems leadership.

3. Provide evidence-based nursing care that respects patient and family preferences.

4. Incorporate information and technology to communicate, manage knowledge, prevent errors and support decision making.

5. Consider the effects of health care policy, finance and regulatory environments on consumer health and health care delivery.

6. Improve quality patient care outcomes by functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision making.

7. Utilize principles of health promotion and disease prevention to improve individual and population health.

8. Demonstrate professionalism through altruism, accountability, integrity, confidentiality and a desire for life-long learning.

9. Practice generalist patient/family centered care by promoting autonomy, human dignity and social justice while providing compassionate and coordinated care, based on respect for patient preferences, values and needs.

Adopted: 8/19

HEALTH POLICIES

The Kitty DeGree School of Nursing complies with the policies set forth by the University in providing health care. (See the *University of Louisiana Monroe Undergraduate Catalog* and the *ULM Student Handbook and Organizational Handbook*). All students must comply with University policies related to health. These policies are devoted to preventive medical care and promotion and maintenance of high health standards for students.

CLINICAL PRACTICE

RN to BSN students must have a valid, unrestricted, unencumbered license to practice in the state of which they are going to fulfill clinical requirements. This will be verified by the Kitty DeGree School of Nursing through checking the state(s) licensing site. For admission to the Kitty DeGree School of Nursing RN to BSN Program, a current employer verification form must be submitted. Any change in employment must be reported by submitting an updated employer verification form to the Kitty DeGree School of Nursing. Employment will be verified by the Kitty DeGree School of Nursing. RN to BSN nursing students are required to carry health insurance and personal malpractice insurance while enrolled in the Kitty DeGree School of Nursing. Documentation of compliance is required. RN to BSN students must provide a copy of verification by faxing to the Kitty DeGree School of Nursing (318)342-1567 or mailing a copy of verification to the Kitty DeGree School of Nursing, 700 University Avenue, Monroe, LA 71209.

TUBERCULOSIS (TB) POLICY

Student enrolled in courses of the RN to BSN Program are to follow their employment agency guidelines in regard to caring for patients diagnosed or suspected to have TB.

UNIFORM POLICY

RN students will wear designated agency uniform. Professional dress guidelines are expected.

PATIENT SAFETY POLICY

A current unrestricted, unencumbered RN license must be maintained to continue in the RN to BSN Program. License verification will be completed annually. The student is responsible for notifying the Coordinator of the RN to BSN program of any changes in licensure status. Students enrolled in the RN to BSN Program are responsible and accountable for their actions related to patient care. Faculty, Associate Director(s), and the Director have the right and responsibility to impose sanctions on a student whose conduct in the clinical setting is detrimental or has the potential to be detrimental to patient welfare. Sanctions can include suspension from the course with a grade of "F" and may result in permanent suspension (dismissal) from the Kitty DeGree School of Nursing. Students who violate a patient's confidentiality will be reprimanded and may by suspended from the Kitty DeGree School of Nursing.

The Kitty DeGree School of Nursing will comply with regulations of the Health Insurance Portability and Accountability Act (HIPAA). Kitty DeGree School of Nursing students will not use or disclose patient or agency information except as permitted by the clinical agency policy and/or as permitted by law or regulation. Violations of HIPAA may result in a grade of "F" in the clinical course in which they are enrolled, and the student may be suspended from the Kitty

DeGree School of Nursing. Students in the RN to BSN Program will be utilizing their employment to fulfill specific clinical requirements. During clinical activities, the Kitty DeGree School of Nursing reserves the right to contact the employment agencies in regard to the student's performance on the unit.

ATTENDANCE

Courses are scheduled on a pre-determined 8 week or 16 week platform. Students are expected to attend and participate in all scheduled course activities (See University Policy). The online experiences are important to meeting course requirements and for students learning; consequently, non-participation or tardiness in activities may prevent the learning/evaluation process. Students with repeated nonparticipations in any course will be counseled and may be subject to failure. Students are responsible for information presented and assignments made in relation to module periods of the course. Regular participation is the most effective means for maximum learning and use of student time and effort. Participation by the student in the various course activities is included in the requirements of the courses as stated in the course syllabus. Students receiving scholarships or other financial aid are responsible for adherence to regulations regarding class attendance/participation.

Attendance in all online course activities is required for students enrolled in WEB and ULM Online classes. Students should log onto the online course as soon as the semester begins and prepare a personal calendar of activities, assignments and events in the course. It is the student's responsibility to submit all assignments and discussion board participations in a timely manner. At the minimum, students should log into their courses at least twice a week and check their Warhawk email account at least every other day.

EXAMINATIONS

Failure to take exams on the day scheduled to be given, failure to submit written work on time, and unexcused attendance/participations may result in the receipt of a zero (0) grade for that assignment. Students should notify the course faculty of expected late submissions of assignments. This information has to be substantiated from other sources of information the student submits to verify the occurrence. Excused absences, make-up exams, permission to submit written work late, and other privileges can be granted at the individual instructor's discretion.

EXAMINATIONS TESTING POLICY

The following policy applies to the online testing environment:

1. Students will leave all personal possessions (books, papers, bags, purses, and electronic equipment, including cell phones, IPODs, etc.) outside of the immediate area in which the computer testing is to be done. Specific instructions will be provided if resources are to be utilized during the examination.
2. Students will be provided the time-frame that the exam will be available and the password for accessing the exam will be provided a minimum of the day before the exam.

3. Students should be prepared to begin the test and not leave the computer unattended at any time.
4. In case of technological difficulties, the student is responsible for contacting the instructor as soon as possible. Contact information will be provided by each instructor for each course.

ACADEMIC CONCERNS

Student questions related to grading and other matters of an academic nature should be presented to the student's instructor; failing satisfactory resolution at this level, the questions should be referred in order, to the Coordinator, the Director, the Associate Dean, and then to the Dean. For further information related to due process, see the *University of Louisiana Monroe Undergraduate Catalog* and the *ULM Student Handbook* and *Organizational Handbook*.

HONOR AND ACCOUNTABILITY

Students are expected to conform to the standards set forth in the *Student Handbook*, Standards of Conduct for Students as stated in *The University of Louisiana Monroe Undergraduate Catalog, ULM Student Handbook and Organizational Handbook,* and *the Cheating and Plagiarism Policy.*

FACULTY ADVISING

Advising is viewed by the Kitty DeGree School of Nursing as an integral part of each student's education. Students desiring advisement should contact the main Kitty DeGree School of Nursing Office and request an appointment.

COURSE AND COMMITTEE REPRESENTATIVES

Faculty members encourage the interchange of ideas with students. Students from each professional nursing lecture course will be eligible to volunteer for the responsibility of course representative as well as attending School of Nursing BSN faculty meetings. Please let course faculty member know of requests to participate as a volunteer.

CRITERIA FOR GRADUATION

To be eligible for graduation, students must meet University and SON requirements for graduation. The student must have a minimum of 120 semester credit hours and achieve an overall average of 2.0 in all work to be credited toward the degree. Application for the degree must be filed according to the Registrar's instructions and calendar of due dates.

SENIOR CONVOCATION

The Kitty DeGree School of Nursing faculty members honor and recognize all nursing graduates at Convocation at the end of the fall and spring semesters. The distinct nursing pin for ULM SON can be purchased by contacting the Coordinator of the RN to BSN Program for

information. Graduating students may choose to attend the ceremony. Attire for Convocation is professional dress as follows: female students: black pants (if skirt is required for religious reasons, approval must be obtained from faculty), white blouse, with a clean, ironed, white lab coat that can be buttoned. Male students will wear black pants, white shirt, tie, and clean, ironed white lab coat that can be buttoned.

UNIVERSITY OF LOUISIANA MONROE

Kitty DeGree School of Nursing

Graduate Nursing Program (MSN) Policies

Adopted: 10/16
Updated: 6/17, 6/18
Reviewed: 8/19

GRADUATE NURSING PROGRAM (MSN) POLICIES

The Kitty DeGree School of Nursing Graduate Program builds upon the organizing framework of the baccalaureate program, faculty members utilize skills of nurturance, unconditional acceptance, and facilitation to enable graduate nursing students to achieve academic success in their matriculation through the curriculum plan. Practitioners of nursing impact the health care of individuals, families, and communities to promote healthy lifestyles and prevent illness. The wellness promotion process involves collaboration and communication among nurses, physicians, families, groups, and communities to meet identified goals.

Policies affecting graduate nursing students at ULM are publicly accessible, non-discriminatory, and consistently applied. The Kitty DeGree School of Nursing Graduate Program provides information to students regarding policies within the Kitty DeGree School of Nursing through the Student Handbook, course syllabi, handouts, and classroom announcements. Additional sources of information related to student policies are published in the ULM Graduate Catalog. Students are expected to be familiar with these policies and procedures. Policies specific to the School of Nursing are included herein. Course specific policies are included in individual course syllabi.

ADMISSION REQUIREMENTS

Admission to the ULM Kitty Degree Graduate Nursing Program is competitive. The first step in the admission process is to apply for admission to the School of Graduate Studies (www.ulm.edu/gradschool). The second step is to apply for admission to the Kitty DeGree School of Nursing Graduate Program. To be considered for admission to the Nursing Graduate Program, applicants must have met the following minimum requirements:

1. Admission to the School of Graduate Studies at ULM as a regular candidate
2. Application to the Kitty DeGree School of Nursing Graduate Program
3. Baccalaureate degree in nursing from a nationally accredited school of nursing
4. Current, unencumbered registered nurse license
5. Cumulative GPA of 2.8 on 4.0 scale
6. Official transcripts of all college and universities attended, submitted to The School of Graduate Studies
7. Official record of GRE scores (must have been taken within 5 years of admission). Minimum scores expected on GRE: Verbal: 140; Quantitative: 140; OR a combined Verbal and Quantitative score of 285; Analytical: 2.5
   The GRE requirement is only for those applicants who have a GPA less than 2.8
8. Minimum work experience as an RN of two (2) years

ADMISSION STATUS TO GRADUATE SCHOOL

REGULAR ADMISSION

Candidate must satisfy one of the following:

1. A cumulative GPA of 2.75 from a regionally accredited university, OR
2. A GPA of 2.75 in the last 60 hours of undergraduate coursework from a regionally accredited university

CONDITIONAL ADMISSION

Applicants must meet one of the following minimum requirements to be conditionally admitted:

1. A GPA of 2.5 in the last 60 hours of undergraduate coursework from a regionally accredited university; OR
2. A minimum formula score of 622.6 (2.2 GPA x 283 GRE) ; OR
3. With a GPA of 2.2 or higher, some candidates with 5 years of employment in a relevant field of study may qualify for a waiver of test scores.

PROVISIONAL ADMISSION

Provisional status is given to applicants who are in the process of obtaining transcripts or GRE scores. The minimum requirement for taking graduate courses in provisional status is a cumulative undergraduate GPA of 2.5. No more than six (6) credit hours of coursework may be completed under provisional status.

ATTENDANCE IN ONLINE CLASSES

It is the belief of the graduate nursing faculty that classroom attendance is critically important to academic achievement and professional development. Adult learners in online classrooms are expected to make decisions that will facilitate the learning process for themselves as individuals. Each online course will designate specific online participation expectations for students, often the level of participation is reflected in the overall course grading. Many of the graduate nursing online courses are offered in an 8 week format.

For online classes, students are required to show periodic online activity as a demonstration of attendance. If a student has not logged into their course by the end of the first week of classes, they will be dropped from the roster.

CLINICAL POLICIES

Clinical Nurse Leader (CNL)

The Clinical Nurse Leader (CNL) education program provides sufficient didactic and clinical experiences to prepare the graduate with the competencies expected of graduates. A variety of experiences should include opportunities to integrate the student's new learning into practice. Each CNL student should complete a minimum of 416 clinical/practice hours as part of the education program. In addition to the clinical/practice experiences integrated throughout the education program, an extended practice immersion experience, prior to graduation, mentored by an experienced CNL or other appropriate clinicians/professionals, is critical to the effective integration of CNL practice into the healthcare delivery system.

The intensive immersion into CNL practice should provide the student with the opportunity to practice in a chosen healthcare environment(s) and to integrate into one's practice the knowledge, skills, and attitudes acquired throughout the CNL education experience. The integrative experience(s) should occur in a practice environment that allows for the full implementation of CNL practice. In addition, a strong inter-professional practice focus should be embedded into the experience. Ideally, the student should have the opportunity, either face-to-face or virtually, to be precepted or mentored by an experienced CNL. The immersion may be completed in one setting or in several settings with different preceptors depending upon the needs of the student.

Nurse Practitioner Student (NP)

The Adult-Gerontology Primary Care Nurse Practitioner Program (AGNP) and the Family Nurse Practitioner Program (FNP) provide intensive didactic experiences for preparation in the advanced practice nursing role. Didactic learning is supported by clinical experiences to prepare the graduate with competencies expected of an APRN. Each NP student will complete a minimum of 640 clinical practice hours as a part of their course assignments. Each syllabus will specify the specific number of hours required for that particular course. Clinical experiences may occur in a variety of settings, but should be predominantly in primary care settings under the guidance of an approved clinical preceptor (primary care physician or nurse practitioner). All preceptor sites must be approved by the ULM Kitty DeGree graduate faculty prior to use; no clinical hours will be accepted for time in a clinical site without prior approval of faculty.

PRECEPTOR SITE SELECTION

Clinical contracts are required for each clinical site/preceptor utilized by graduate nursing students. All new clinical preceptors will be contacted by the School of Nursing faculty to determine the appropriateness of the site and the preceptor for the student's clinical assignments.

Requirements for clinical preceptors for CNL include:

1. Unencumbered licensure status as a physician, a Nurse Practitioner (NP), or a graduate level nurse leader/manager
2. Board certified in area of practice/specialty, preferred
3. Have a minimum of two years clinical experience
4. If a nurse practitioner, must have an earned MSN degree

Requirements for clinical preceptors for NP students include:

1. Unencumbered licensure status as an MD or a Nurse Practitioner
2. Board certification in area of practice/specialty
3. Have a minimum of two years clinical experience

There is a preceptor orientation packet for preceptors of CNL students and a separate one for NP students. Preceptor packets will be available on the Moodle class site, these include important information for the preceptor as well as a copy of the contract for the preceptor to sign and return and copies of the forms used for evaluation of the clinical experience.

CLINICAL SITE SELECTION

Clinical sites are selected based on the potential for clinical learning experiences. A student may attend several clinical sites throughout the course of the program, based on the clinical needs of the specific course the student is taking in a given semester. All clinical sites must be approved by faculty prior to utilization of that site.

Graduate nursing students will NOT be permitted to earn clinical hours in their place of employment. No student will be permitted to participate in a clinical activity for reimbursement, i.e. students are not to be paid by the facility in which the clinical hours are earned.

The faculty and students are expected to abide by the rules and regulations of any clinical site or affiliating agency utilized for clinical experiences. Failure to abide by agency or clinical site rules will result in removal of the student from that clinical site and possible dismissal from the MSN program, at the discretion of the graduate faculty.

CLINICAL PARTICIPATION REQUIREMENTS

Students enrolled in the clinical nursing courses must meet the School of Nursing's requirements for the American Heart Association CPR Course certification, current RN licensure, current malpractice coverage, and health related paperwork requirements. Specific health requirements include completion of the Physical Examination form, annual documentation of negative TB sin test or chest x-ray, and completion of required immunizations (Rubella titer, MMR, Tdap, and Hepatitis B or appropriate declination letter). Clinical requirements must be updated at least annually to remain current throughout enrollment in the graduate nursing program. Students will be required to provide original documents and a copy of each prior to clinical assignments in each semester.

Certified Background Checks will maintain an online repository for all student clinical information. Students will follow instructions provided for submission of required documentation. All students MUST be cleared completely with all documents posted PRIOR to attending clinical site rotations.

CLINICAL ATTENDANCE

Specific clinical hours required are identified in individual course syllabi. Requirements for completion of a clinical course dictate that all clinical hours must be completed during the semester in which the course is taken. Failure to complete clinical hours within that semester will result in a grade of "F" for the course. If there are extenuating circumstances preventing a

student from completing the required clinical hours (i.e. severe illness) within a particular semester, the student may petition their clinical faculty advisor and the Associate Director for Graduate Nursing Programs for an extension to complete the required hours. This decision will be at the discretion of the faculty member and the Associate Director.

CLINICAL ACTIVITY DRESS CODE

White lab coats are required over appropriate professional business clothes when entering the clinical area. White lab coats should be ¾ length coat that is pressed, clean, and in good condition. Scrub jackets are not acceptable in the place of lab coats. Clothing worn to clinical areas should be congruent with the mode of dress by those professionals serving as clinical preceptors (no blue jeans, no scrubs, no T -shirts). There should be no cleavage or midriff areas exposed while in the clinical setting. Shoes should not have open toes. Students must present in a professional manner, with clean, pressed, professional clothing and personal grooming. Long hair must be secured in a manner that it does not fall forward. Men should maintain well-groomed facial hair, if present.

Fingernails should be well groomed, not excessively long. If nail polish is worn, it should be a neutral color. If ears are pierced, only one pair of small, stud earrings is allowed. Necklaces are not appropriate for clinical attire. Perfume and gum chewing are not allowed in the clinical setting. If the student has a tattoo, it is to be covered while in the clinical setting.

Students are to wear a ULM Kitty DeGree School of Nursing approved name pin which includes "RN" on the name tag and identifies the student as a Graduate Nursing Student.

GRADUATE COMPETENCIES

Upon completion of the MSN degree work, the graduate student is expected to:

1. Integrate scientific findings from nursing, bio-psychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
2. Incorporate leadership skills that emphasize ethical and critical decision making, effective working relationships, and a systems perspective
3. Articulate methods, tools, performance measures and standards related to quality, as well as prepared to apply quality principles within an organization
4. Apply research outcomes within practice setting, resolve practice problems, work as a change agent and disseminate results
5. Utilize patient care technologies to deliver and enhance care, and utilize Communication technologies to integrate and coordinate care
6. Intervene at the systems level through policy development processes and employ strategies to advocate for health and health care
7. Participate as a member and leader of inter-professional teams, communicate, collaborate, and consult with other health professionals to manage and coordinate care

8. Apply and integrate broad organizational, patient centered and culturally appropriate concepts in the planning, delivery, management and evaluation of evidence based clinical prevention and population care for services to individuals, families, communities, and aggregates/clinical populations
9. Recognize that master's prepared nursing practice is broadly defined as any form of nursing intervention that influences health care outcomes for individuals, populations, or systems, with an advanced level of understanding of nursing and related sciences for both direct and indirect care components.

(MSN Essentials, March 2011; AACN Graduate Level QSEN Competencies, Knowledge, Skills, and Attitudes, 2012)

COMPREHENSIVE EXAM

In the final semester of study, graduate students will complete a Reflective Summary which captures student's progress toward each of the program competencies.

CONFIDENTIALITY

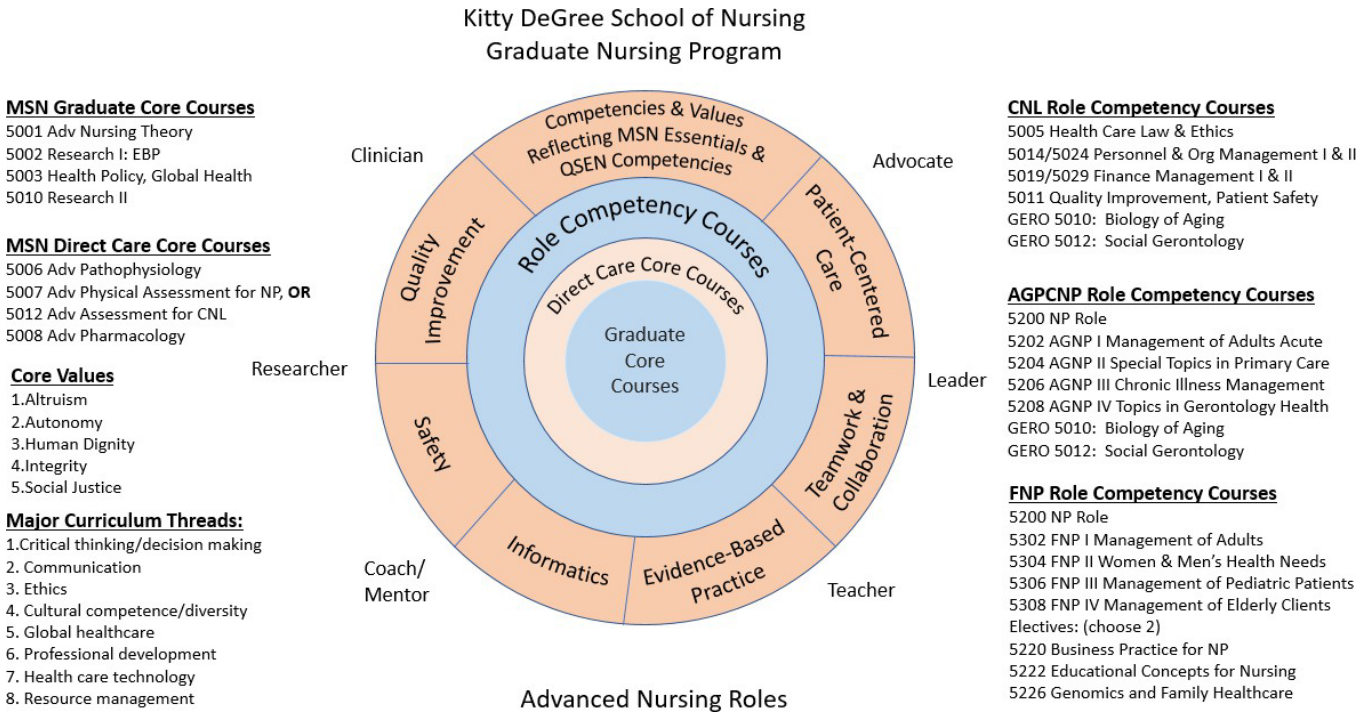
Graduate nursing students of the ULM Kitty DeGree School of Nursing are held accountable and responsible for maintaining confidentiality of all individuals as outlined in the ANA Standards of Clinical Nursing Practice and the HIPAA Guidelines for protection of patient privacy information.

CURRICULUM

Clinical Nurse Leader (CNL)

The curriculum plan for the Kitty DeGree Graduate Nursing Program's Gerontological Clinical Nurse Leader program leads to the Master of Science in Nursing (MSN) degree. Competencies and scope of practice identified by the American Nurses Association (ANA) for advanced nursing roles were utilized in planning course content and evaluation of student performance. Course content guidelines published by the American Association of Colleges of Nursing (AACN) Essentials of Master's Education for Advanced Practice Nursing (2011) were incorporated in the program design.

Courses in the curriculum plan are divided into three main categories: 1) MSN Graduate Core; 2) MSN Direct Care Core; and 3) MSN CNL Role Competency. There are major curriculum threads that are included in most of the courses included in the curriculum: critical thinking, communication, ethics, cultural competence, global health care, professional development in CNL role, accountability, assessment, health care technology, resource management, and professional values/social justice. Advanced nursing roles are addressed throughout the curriculum: clinician, researcher, coach/mentor, advocate, leader, and teacher.



Adult-Gerontology Primary Care Nurse Practitioner (AGNP)

The curriculum plan for the Kitty DeGree Graduate Nursing Program's Adult-Gerontology Primary Care Nurse Practitioner program leads to the Master of Science in Nursing (MSN) degree. Competencies and scope of practice identified by the American Nurses Association (ANA) for advanced nursing roles were utilized in planning course content and evaluation of student performance. Course content guidelines published by the American Association of Colleges of Nursing (AACN) Essentials of Master's Education for Advanced Practice Nursing (2011) were incorporated in the program design

Courses in the curriculum are divided into three main categories: 1) MSN Graduate Core; 2) MSN Direct Care Core; and 3) MSN AGNP Role Competency courses. The MSN Graduate Core and the MSN Direct Care Core are courses taken by all graduate nursing students at ULM. The Graduate Core includes advanced nursing theory and two courses in advanced nursing research. The Direct Care Core includes the "3 P's" of advanced pathophysiology, advanced health assessment, and advanced pharmacology. In the MSN AGNP Role Competency there is one three hour course in Health Policy and Global Health, a NP Role course and four clinical management courses. Each of the clinical management courses require clinical hours in a primary health care setting.

Family Nurse Practitioner Program (FNP)

The curriculum plan for the Kitty DeGree Graduate Nursing Program's Family Nurse Practitioner (FNP) program leads to the Master of Science in Nursing (MSN) degree. Competencies and scope of practice identified by the American Nurses Association (ANA) for advanced nursing roles were utilized in planning course content and evaluation of student performance. Course content guidelines published by the American Association of Colleges of Nursing (AACN) Essentials of Master's Education for Advanced Practice Nursing (2011) were incorporated in the program design

Courses in the curriculum are divided into three main categories: 1) MSN Graduate Core; 2) MSN Direct Care Core; and 3) MSN AGNP Role Competency courses. The MSN Graduate Core and the MSN Direct Care Core are courses taken by all graduate nursing students at ULM. The Graduate Core includes advanced nursing theory and two courses in advanced nursing research. The Direct Care Core includes the "3 P's" of advanced pathophysiology, advanced health assessment, and advanced pharmacology. In the MSN FNP Role Competency there is one three hour course in Health Policy and Global Health, a NP Role course and four clinical management courses. Each of the clinical management courses require clinical hours in a primary health care setting. FNP students are required to take 2 electives from a list of 3 possible electives: NURS 5220 Business Practices for NPs; NURS 5222 Educational Concepts for Nursing; and NURS 5226 Genomics and Family Healthcare Across the Lifespan.

GRADUATE SCHOOL FORMS

All forms are available online through the Graduate School.

Student Degree Plan

After the graduate student has earned credit for twelve (12) semester hours of coursework, the major professor, the student, and the graduate advisory committee must file a formal degree plan with the Graduate School. The degree plan serves as the contract with the university and outlines the appropriate courses of study for the student.

Request to Change Degree Plan

If a change to the degree plan is necessary, the student's major professor will complete a "Request for Change in Student Degree Plan". This form will be signed by the student's advisory committee and will be kept on file in the Graduate School.

Graduate Advisory Committee Request

The director of the Graduate School will receive the recommendation of the student's major professor and will appoint a graduate advisory committee for the student. This committee

includes the major professor and one to three faculty members representing the field of study to be included in the student's degree plan.

Major Professor Recommendation

When a student is admitted to a specific degree program, the director of the Graduate School will receive the recommendation of the academic school director for the unit in which the student plans to major and will appoint a major professor who will assist in planning the student's graduate program.

GRADUATION

To be eligible for graduation, students must meet University and Kitty DeGree School of Nursing requirements for graduation. The student must have completed all of the semester credit hours required in their degree plan and achieve an overall average of 3.0 in all work to be credited toward the degree. Application for the degree must be filed with the Director of the SON by the date posted by the Registrar's Office. Applications are to be submitted to SON office by fax (318)342-1567 or mailing to the SON: 700 University Avenue, Monroe, LA 71209.

MSN PROGRESSION POLICY

To progress in the Nursing Graduate Program, a grade of "A" or "B" must be earned in all major related courses. Enrollment in a nursing course is defined as completion of any unit examination, quiz or assignment in that course. A "W" grade in a course constitutes an enrollment in that course. A graduate student may only enroll in a major related course two (2) times during their matriculation in the program.

Major related courses for CNL Program includes:
NURS 5003 Health Policy & Global Health
NURS 5004 Personnel and Organizational Management I
NURS 5014 Personnel and Organizational Management II
NURS 5005 Health Care Law and Ethics
NURS 5012 Advanced Physical Assessment for CNLs
NURS 5009 Economics and Financial Management I
NURS 5019 Economics and Financial Management II
NURS 5011 Quality Improvement and Patient Safety

Major related courses for AGNP Program includes:
NURS 5003 Health Policy & Global Health
NURS 5007 Advanced Physical Assessment
NURS 5202 AGNP I Primary Care of Acute Illness
NURS 5204 AGNP II Primary Care of Special Health Needs
NURS 5206 AGNP III Primary Care of Chronic Diseases
NURS 5208 AGNP IV Best Practices in Adult-Gerontology

Major related courses for Family Nurse Practitioner Program includes:
NURS 5003 Health Policy & Global Health
NURS 5007 Advanced Physical Assessment
NURS 5302 FNP I Primary Care of Adults
NURS 5304 FNP II Women's Health in Primary Care
NURS 5306 FNP III Primary Care of Pediatrics
NURS 5308 FNP IV Primary Care Geriatrics

Failure is defined as earning a grade of "C", "D", or "F" in a major related course. Only two course grades of "C" will be allowed during the enrollment in the master's program; this includes all graduate courses in the curriculum plan. To be eligible for graduation and progression, the student must maintain an overall grade point average of no lower than a 3.0 on a 4.0 scale.

If a student has completed course work of satisfactory quality, but is unable to complete the complete course assignments due to circumstances beyond the student's control, a grade of "I" may be assigned. The student must then work with the instructor of the course to address the deficiency within the first month of the next regular semester or within the first two weeks of either summer term of attendance. Any unresolved "I" grades will be counted as "F" grades.

PROBATION/DISMISSAL POLICY

The Dean of the Graduate School will deny further continuance in graduate work to any graduate student who meets one or more of the following conditions:

1. Any grade lower than "C", or
2. A graduate GPA that falls below 3.00 for two consecutive semesters.

Students will not be permitted to graduate if they have a cumulative grade point average that is below 3.00 when all coursework has been completed. Courses for graduate credit may not be repeated without prior approval of the director of the Graduate School. When a course is repeated, both grades will be counted in determining the student's grade point average. (Graduate School Catalog, Rules & Regulations)

Probation

A graduate student will be placed on academic probation if their cumulative GPA falls below 3.00 during any semester. The student must raise their GPA to or above the 3.00 threshold by the end of the semester immediately following the semester in which they were placed on probation. If the student is unable to raise their GPA to the required minimum at the end of the probationary period, they will be denied further continuance in the Graduate School. (Graduate School Catalog, Rules & Regulations). The student who is denied admission to, or further continuance in, the Graduate School, or a specific degree program may appeal through their respective college graduate committee to the Graduate Council for admission or readmission. The procedure for appeals is outlined in the Graduate School Catalog.

Dismissal

Dismissal from the Kitty DeGree School of Nursing Graduate Program will occur when a student has:

1. Failure in the second enrollment of the same major related course
2. Failure in a second major related course

A student may submit a written appeal to the Kitty DeGree School of Nursing requesting permission to repeat a failed major related course in which a grade of "C" or lower was earned. Students who are dismissed from the Kitty DeGree School of Nursing Graduate Program are not eligible for readmission.

TEXTBOOKS

At the beginning of each semester, students are provided with a book list of required and recommended textbooks which are available in the campus book store. Although the textbook list is extensive, all texts have been carefully selected for their use in classroom learning activities as well as future potential as advanced practice references after graduation. Students are required to purchase all textbooks included on the required list when the list is provided.

RESEARCH PROJECT

Graduate nursing students must complete a research project during their course of work toward the Master of Science in Nursing degree. See the School of Nursing's *Research Project Guide* (2016) for specific requirements of the research project. Also see the ULM *Guidelines for Preparation of Field Studies, Theses, and Dissertations* (2015) for university specifications.

ONLINE CLASSROOM BEHAVIORS

1. Follow the syllabus for specific course assignments and due dates, remember that penalties apply to late submissions of assignments.
2. Nursing faculty will make every reasonable attempt to respond to online Inquiries and feedback within 3 working days of the submission or due date of the assignment.
3. A portion of course grades is related to online participation in assignments, discussion boards and other classroom activities. This is considered as validation of online attendance in the course.
4. The following are suggestions for students in *Netiquette for Online Learning:*

A. Participate
    a. This is a shared learning environment, for maximum benefit to all in the class, it is imperative that all students participate in the activities of the course. Do not be a cyberspace zombie. Online courses require more than simply logging in and reading other student's postings. Be an active learner.

B. Be timely
    a. To facilitate meaningful discussions, all posts must be submitted and be available for the class at the times specified in the syllabus.
C. If there is a synchronous activity (all logged in at same time for a discussion) be ready to start at the assigned time. Ready to start indicates that the student has logged into the class site, has all learning materials readily available, and is prepared to participate in the activity.
D. Use Proper Writing Style
    a. Write as if you were writing a term paper.
    b. Correct spelling, grammar and sentence construction before you post.
E. Do not use linguistic shortcuts, such as those found commonly in text messaging and social networking.
F. Cite your sources.
G. Do not share copyrighted materials, instead provide a link to the material along with a brief description of the significance of the material to the class.
H. Respect Diversity
    a. Be respectful of others and of diverse opinions.
    b. Do not use sarcasm or jokes that could easily be misunderstood, or even hurtful.
I. When reacting to someone's comments or posts, address the ideas; not the person in your remarks
J. No YELLING
    a. Using bold, upper-case letters is bad form in an online discussion. Using all caps in your writing is regarded as shouting in the online classroom.
K. Overuse of upper-case letters, bolding, and excessive use of exclamation points can make your post difficult to read.
L. Brevity
    Be concise in your contributions to discussion boards. Your point may be missed if it is buried in a long text.
M. Stick to the point, do not waste your classmate's time by going on irrelevant tangents.
N. Report any glitches in the online classroom to your faculty.
O. Be courteous and focused
    Read first, then comment. Read the other students posts before you reply. Pay attention to what other students write in their comments.
P. Read your assigned readings before you post your responses, incorporate ideas from the readings in your postings.
Q. Ask clarifying questions when appropriate.
R. Disagree with ideas when appropriate, but never make personal attacks.
S. Recognize and value the contributions, abilities, experiences, and knowledge of others in the class.

T. Challenge others with the intent of facilitating growth, never demeaning or embarrassing others.
U. Be open to being challenged or confronted on your ideas.
V. Review your posts and responses before you submit them; this will allow you to make sure that your post is written well, and that your thoughts have been conveyed in the manner that you intended to convey them.

Adopted: 10/16
Revised: 6/17, 6/18
Reviewed: 8/19