



**College of Professional Studies**  
**School of Nursing**



**Baccalaureate Nursing Program**  
**Student Handbook**

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## PREAMBLE

The Baccalaureate Nursing Program (BSN) Student Handbook is designed to assist with your orientation to and matriculation in the School of Nursing. You are expected to be familiar with policies and procedures stated in this handbook, as well as University policies found in the Grambling State University Student Handbook and the Grambling State University General Catalog. Students will be held accountable and responsible for information in these publications. It is the responsibility of students to read and become familiar with the BSN Student Handbook. Students are responsible for adhering to university regulations, as well as regulations set forth in this handbook.

Policies specified within this handbook are subject to review during the academic year. If any changes occur, students will be notified. The changes are effective as of the date amended unless otherwise stated. The changes will be reflected in the BSN Student Handbook and will be made available to students via different methods.

## **Grambling State University**

### **Institutional Mission**

Grambling State University is a comprehensive, historically black, public institution that offers a broad spectrum of undergraduate and graduate programs of study. Through its undergraduate major courses of study, which are undergirded by a traditional liberal arts program, and through its graduate school, which has a professional focus, the University embraces its founding principle of educational opportunity. With a commitment to the education of minorities in American society, the University seeks to reflect in all of its programs the diversity in the world. The University advances the study and preservation of African American history, art, and culture.

Grambling State University is a community of learners who strive for excellence in their pursuit of knowledge and who seek to contribute to their respective major academic disciplines. The University prepares its graduates to compete and succeed in careers related to its programs of study, to contribute to the advancement of knowledge, and to lead productive lives as informed citizens in a democratic society. The University provides its students a living and learning environment which nurtures their development for leadership in academics, athletics, campus governance, and in their future pursuits. The University affords each student the opportunity to pursue any program of study provided that the student makes reasonable progress. Grambling fosters in its students a commitment to service and to the improvement in the quality of life for all persons.

The University expects that all persons who matriculate and who are employed at Grambling will reflect through their study and work that the University is indeed a place where all persons are valued, "where everybody is somebody."

### **Institutional Accreditation Status**

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Grambling State University.

### **BSN Accreditation/Approval Status**

The Grambling State University's Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791 [www.aacnursing.org/CCNE](http://www.aacnursing.org/CCNE)

The Grambling State University's Bachelor of Science in Nursing Program has full approval from the Louisiana State Board of Nursing 17373 Perkins Road Baton Rouge, LA 70810; Telephone number (225)755-7500 E-mail: [lsbn@lsbn.state.la.us](mailto:lsbn@lsbn.state.la.us)

## **School of Nursing Philosophy**

The philosophy of Grambling State University's School of Nursing embodies and enlarges upon the institutional mission and philosophy. Grambling State University fulfills the role of a public university in rendering service to the local and statewide community, as well as the larger national and international community. The faculty of the School of Nursing views its role in rendering this service as providing equal access to professional nursing education for all applicants who meet admission criteria regardless of race, color, sex, national origin, age, religion, disability, and veteran status.

In keeping with the mission of the parent institution, the School of Nursing aspires to meet the needs of all students, including those who have been adversely affected by educational, social, and economic deprivation. Faculty members of the School of Nursing provide an environment for learning that enables all students to maximize their learning potential. Faculty members are committed to the motto "everybody is somebody". Commitment to total student development is promoted through an atmosphere conducive to full realization of human dignity, respect, and productivity. The School of Nursing strives to prepare its graduates for life-long learning, self-actualization, and service to the community.

Beliefs of the Grambling State University's School of Nursing faculty regarding the concepts of people, society, health, nursing, and teaching/learning are defined as follows.

### **People**

People are multi-dimensional, holistic beings. These dimensions include physical, mental, social, and spiritual aspects. People adapt by mobilizing internal and external resources in response to stressors; positive adaptation produces growth.

Common characteristics and needs include holism; basic needs as delineated by Maslow; needs of acceptance, support, and independence; attachment to objects that meet needs; and physical, mental, social, and spiritual growth and development. Inherent differences in people include physical, mental, social, and spiritual characteristics; view of the world; ability to adapt and respond to stressors; and ability to provide self-care. Each person is unique, with dignity and equal rights, and is an integral part of family, group, and community systems. Patient systems are defined as the individual, family, group, and community systems of society.

### **Society**

Society's components are considered to be multi-variant with respect to ethnic origin, culture, and socioeconomic status. This diverse composition of society has implications for professional nursing practice and preparation of nurses to practice in this environment. Students of the Grambling State University School of Nursing are derived from this multi-variant society.

Society influences all individuals and enables them to exercise a choice in promoting personal, professional, and community welfare. In a democratic society, dignity of the individual is respected regardless of nationality, race, gender, creed, or status.

## **Health**

Health is believed to be a relative state that is dynamic and can be represented by a continuum of wellness to illness. The wellness end of the continuum is coping effectively with stressors through the adaptation process. The illness end of the continuum is a maladaptive response to stressors. These concepts of health encompass individuals, families, groups, and communities. Wellness for the patient is the goal of nursing.

## **Nursing**

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (American Nurses Association). Nursing is an interactive, interpersonal process that enables use of resources to cope with circumstances and environment to promote adaptation and growth of patient systems. To promote adaptation of patient systems, the nurse must understand the patient's perspective and use that understanding to plan care to meet patient needs and achieve holistic health. Diagnosis and treatment of human adaptation to stress is accomplished through the use of the nursing process. Nursing is defined by its practice as a profession and the roles of its practitioners.

### ***Nursing Practice***

Nursing practice is both an art and a science, which requires application of theoretical and research-based knowledge and principles in the care of the patient. The baccalaureate prepared nurse practices nursing in a variety of settings. This nursing practice is performed at a generalist level and focuses on assisting patient systems to use adaptive mechanisms to meet both wellness and illness needs. Students at the baccalaureate level are expected to evaluate and utilize research findings in nursing practice. Nursing practice occurs within a dynamic health care system. To meet patient system needs, collaboration and coordination with other health care disciplines are necessary.

The aims of nursing intervention are building trust, promoting positive orientation, promoting control, affirming and promoting strengths, and setting mutual health goals. Nursing practice is dedicated to help people heal and grow through facilitation, nurturance, and unconditional acceptance.

The therapeutic relationship between nurse and patient is a foundation for the nature of nursing practice. Therapeutic communication skills are necessary to establish the professional nurse/patient relationship. The goals of nursing are to assist individual, family, group, and community systems to: 1) achieve self-determined health goals, 2) reach a state of adaptation within their own unique environment, 3) maintain or improve methods of adaptation, and 4) provide direction for present and future health care for patients and groups of patients who are part of a diverse society.

Patient goals related to health care and nursing will be fulfilled, thereby improving the level of adaptation and promoting optimal functioning. This will positively influence the patient's position on the wellness to illness continuum. Utilization of teaching/learning principles in professional nursing practice is essential for promoting adaptation of patients.



### ***Nursing Roles***

The baccalaureate prepared nurse is expected to assume the following roles: provider of care, manager/leader, teacher, change agent, and advocate. Within each of these roles, the baccalaureate prepared nurse adheres to the professional, legal, and ethical standards of the American Nurses Association and the Louisiana State Board of Nursing. The professional nurse assumes responsibility and demonstrates accountability to individuals, families, groups, communities, and society. Graduates are prepared to pursue further education to assume expanded roles in nursing.

Socialization into these roles is accomplished by the integration of professional standards of practice, values, and ethics. The assimilation of role identity and professional socialization occurs in the educational setting. Students who have been adversely affected by educational, social, or economic deprivation require more support in preparing for the professional role. Socialization of students to professional nursing behaviors and role functions is a deliberate process. Role socialization is accomplished through provision of an environment that fosters self-esteem and self-worth, and through role modeling in clinical and classroom environments.

### **Teaching/Learning**

Teaching involves a process of imparting knowledge, skills, and/or attitudes to the learner. The teacher is a facilitator of the learning process. Learning is a process of growth and development involving the whole person. The learning process is facilitated when content is presented from a simple to complex format. It is an active and creative process involving the learner through which knowledge is acquired for developing and maximizing skills. Learning has occurred when there is a demonstration of acquisition of knowledge and a change in the learner's behavior. This learning process is unique for each individual. Learning is consistently evaluated by students, peers, and educators to promote growth and development of the professional nursing student.

Professional nursing education begins at the baccalaureate level and integrates theories and concepts from physical, biological, and behavioral sciences; arts; and humanities. Nursing education is dependent upon sound teaching/learning principles. Students are afforded opportunities to utilize information technologies to prepare for a future-oriented career in nursing.

The admission policy at Grambling State University calls upon nursing faculty to use a variety of teaching strategies to meet needs of a diverse student population. The teacher is a facilitator who collaborates with students to establish an environment through which learning is maximized and quality mandated by Grambling State University and Louisiana State Board of

Nursing is achieved. The curriculum is designed to assist students in the process of adapting to change as an individual, a citizen, a nursing student, and a beginning practitioner of professional nursing. Successful students progressively assume increased responsibility for learning.

The present and future practice of nursing is influenced by the educational preparation of the practitioners; this practice requires life-long learning. Practitioners of nursing impact health care of

society through continued personal and professional development in formal and informal settings. Professional behaviors are fostered through participation in professional organizations and service to communities.

### **Organizing Framework**

The nursing major at Grambling State University (GSU) is at the upper division of the four-year baccalaureate program and builds upon the student's life experiences and a pre-nursing education/knowledge base in the sciences, liberal arts, and humanities.

A systematic approach through the nursing process is utilized assist patients coping with stressors to move toward growth. The theoretical framework of Modeling and Role Modeling (MRM) is utilized to provide structure to the curriculum. Specified concepts and theories are incorporated within MRM:

- *Goals and interventions of nursing to promote adaptation and positive growth;*
- *Stress as defined by Selye, Lazarus, and Engle;*
- *Basic needs as delineated by Maslow;*
- *Attachment as defined by Bowlby and loss as defined by Engel;*
- *Psychosocial development as described by Erickson; and*
- *Cognitive development as described by Piaget.*

The nursing process provides the structure for effective nursing care for patients. Components of the nursing process are assessment, analysis, planning, intervention, and evaluation. The nursing process involves identifying and analyzing patient problems, determining and implementing a plan of action, and evaluating achievement of goals. The nursing process is implicit in the development and implementation of skills related to critical thinking and research necessary for professional nursing practice. All aspects of the nursing process are incorporated and utilized within each level of the professional component of the program. Lecture content, course objectives, syllabi, clinical tools, and reflect the emphasis of the nursing process throughout the professional curriculum.

### **Mission Statement**

The mission of the Grambling State University's School of Nursing's baccalaureate program is to prepare graduates to assume the roles of beginning practitioners of professional nursing. This is congruent with the mission of Grambling State University, which states that the university prepares its graduates to compete and succeed in careers related to its programs of study.

## Student Learning Outcomes

The student learning outcomes are derived from the *Essentials of Baccalaureate Education for Professional Nursing Practice* and *Quality, Safety, Education for Nursing (QSEN)*. Student learning outcomes are expected outcomes of the overall program and provide the foundation for the curriculum.

After completion of the BSN Program, the student will be able to:

1. Synthesize theoretical and empirical knowledge from the humanities, and the physical, biological, and behavioral sciences with nursing theory and practice.  
**BSN Essentials I: Liberal Education for Baccalaureate Generalist Nursing Practice; QSEN: Patient Centered Care**
2. Apply the nursing process to promote adaptation along the wellness-illness continuum for multiple patient systems throughout the life cycle in a variety of settings.  
**BSN Essentials IX: Baccalaureate Generalist Nursing Practice; QSEN: Quality Improvement & Safety**
3. Assume various roles of the professional nurse to meet health needs of patient systems in a multi-variant and changing society  
**BSN Essential IX: Baccalaureate Generalist Nursing Practice; QSEN: Evidence-based practice**
4. Collaborate with other health team members to promote optimal health of various patient systems.  
**BSN Essential VII: Clinical Prevention and Population Health; BSN Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes; QSEN: Teamwork and Collaboration**
5. Utilize appropriate communication techniques with multiple patient systems in a variety of settings.  
**BSN Essentials VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes; QSEN: Teamwork and Collaboration**
6. Demonstrate professional accountability incorporating legal and ethical aspects in nursing practice.  
**BSN Essentials VIII: Professionalism and Professional Values**
7. Demonstrate leadership and management skills within the practice setting to enhance the quality of health care delivery.  
**BSN Essentials II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
8. Evaluate research for the applicability of its findings to nursing practice.  
**BSN Essential III: Scholarship for Evidence Based Practice**

9. Exhibit responsibility for continued personal and professional growth to prepare for present and future practice of nursing.  
**BSN Essentials VIII: Professionalism and Professional Values**
10. Utilize the teaching/learning process to promote optimal health for multiple patient systems.  
**BSN Essentials IX: Baccalaureate Generalist Nursing Practice; BSN Essential VI: Interprofessional Communication and Collaboration for Improving Health Outcomes**
11. Integrate appropriate technology and information systems in providing safe patient care  
**BSN Essential IV: Information Management and Application of Patient Care Technology; QSEN: Informatics**
12. Evaluate nursing actions that reflect an understanding of healthcare policy, finance, and regulatory environment  
**BSN Essential V: Healthcare Policy, Finance, and Regulatory Environments**

**References:**

Commission on Collegiate Nursing Education. (2008). *Standards for accreditation of baccalaureate and graduate nursing programs*.  
<http://www.aacn.nche.edu/Accreditation/pdf/standards.pdf>

QSEN Institute. (2020). *QSEN Competencies*. <https://qsen.org/competencies/pre-licensure-ksas/>

## Admission and Progression

Grambling State University's School of Nursing is a professional program identified in the College of Professional and Graduate Studies. Admission to the professional component is not automatic. Eligible students must complete an application for admission by the specified date. Students who declare their major as nursing will be identified as a pre-nursing student. The pre-nursing student must meet all pre-nursing requirements before applying to the professional component of the program. Once admitted to the professional component the student will be identified as a Nursing student.

### Admission Policy

#### Pre-nursing Component

Applicants for admission to pre-nursing program must meet general admission requirement for admission to the University and an application must be submitted to the Office of Admissions.

#### Professional Component

Admission to the professional component is competitive and it is not an automatic process. Admission is dependent on students meeting all specific requirements. Students are required to adhere to all guidelines as presented in this document. Students who do not meet all pre-nursing requirements and who do not follow all guidelines as set forth in this document will be ineligible for the professional component.

The following requirements must be met to be eligible for the professional component:

1. Be admitted or currently enrolled at Grambling State University
2. Declare nursing as major  
***Only one major (nursing) may be declared.***
3. Submit a completed admissions application packet by the submission deadline date
4. Submit **OFFICIAL** transcripts from all colleges and universities attended to the School of Nursing and the University Registrar.
5. Complete all required pre-nursing courses with no grade lower than a "C."  
***The last grade earned in a course that is taken more than once will be used. The last grade earned in a science course that has not been taken more than two times will be used.***
6. Earn a grade point average (GPA) of at least 2.8 on a 4.00 scale in all pre-nursing courses.
7. Earn a GPA of at least 2.8 on a 4.00 scale in all science pre-nursing courses including NUR 225 Pathophysiology.  
***Science courses must be taken within the last five years of admission to be considered in the calculation of the Science GPA. Exception is given to applicants who have been awarded an Associate degree in Nursing and possess current, unencumbered registered nursing licensure. Exception is also given to applicants that possess a bachelor of science degree.***
8. Not earned two failing grades (D or F) in the **same** required science course or failing grades in three required sciences courses  
***The School of Nursing does not recognize academic renewal, amnesty or bankruptcy. All previous grades are considered.***

9. Earned a composite Score of 21 on the ACT or have a completed a Baccalaureate Degree or higher
10. Complete a standardized nursing pre-admission exam and achieve at least the minimum required score
  - a. May have only two attempts per spring semester
  - b. Must achieve score within four attempts to be considered
  - c. Entrance score is valid for one (1) calendar year
11. Be in academic good standing and not on disciplinary probation.
12. Pass a drug screen and background check.
13. Complete the Louisiana State Board of Nursing Application to Enroll in a Clinical Nursing Course
14. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form and by the American College of Nursing. Be able to meet technical standards (Refer to Appendix B)

Application forms are available on the GSU School of Nursing webpage when the application cycle is opened. **An application packet will not be reviewed if it is incomplete or received after the application deadline date.**

### ***Selection Criteria***

Admission to the professional component will be based on successful completion of all requirements and is subject to the resources available. Applicants will be notified of their admission status after all eligible applications have been received and reviewed by the Admissions and Appeals Committee. **Student enrollment may be limited in proportion to faculty load and/or clinical facilities available.**

If the number of eligible applicants applying to the professional component exceeds the number of available positions in the course, applicants will be ranked for admission based on a computed score.

The computed score for ranking includes the following:

- Pre-Nursing overall GPA
- GPA of science courses
- Pre-Admission Exam Score
- ACT score
- Length of enrollment at GSU
- Interview Performance

Students who have previously applied and were not admitted to the professional component may reapply. Students who reapply will follow the entire procedure as described in the Admission Policy.

### ***Transfer Students***

Transfer students must meet all admission requirements of the University and the School of Nursing BSN Program. Transfer students from another nursing program must be eligible to continue in the university and nursing program of their current institution to be eligible to transfer to the BSN program at GSU. A letter of good standing from the previous school of nursing must be submitted to the BSN program. After a transcript evaluation has been completed by the Office of Admissions and an academic advisor, the School of Nursing administration will determine which courses are applicable to the BSN curriculum requirements.

### ***Transfer Credits***

Students who wish to enroll in classes at another university must seek approval from the Associate Dean. The student should complete the necessary form and meet with an academic advisor to review desired courses. Transfer credits must be approved by the Associate Dean **prior** to enrollment in any course taken to meet degree requirements.

Students, who wish to enroll in a class at another university, must decide the semester (mid-term) prior to the semester they wish to take the class. This will allow sufficient time for the academic advisor to meet with the student, review course descriptions, and assist the student in making the best choice. Students who wish to enroll in courses in the summer at another institution must follow the same procedure for Summer 1 and Summer 2 sections. Transfer credits will not be accepted without prior approval.

The form is available in the School of Nursing Office. After completion of the course, an official transcript must be sent to the Registrar's office, as well as the School of Nursing. Any delay in the process may inhibit admission or progression in the professional component.

### ***Readmission***

If progression in a clinical nursing course is interrupted for any reason, the student must make an appointment with the BSN Program Director and apply to re-enter the course where the interruption occurred. Applicants will re-enter under the current curriculum. **Automatic re-entry into the program is not guaranteed. Enrollment is dependent upon available faculty resources.**

## Retention and Progression Policy

Once enrolled, students are expected to be continuously enrolled in the program and progress each semester according to the School of Nursing BSN curriculum plan. Students who leave the program for any reason and later wish to continue in the program must notify their assigned advisor and the Director of the School of Nursing. Students returning must meet current admission requirements.

In order to be retained and progress in the professional nursing curriculum, the student must:

1. Maintain an overall GPA of 2.0 or higher. Students who fail to maintain a GPA of 2.0 or higher will not be considered in good standing with the School of Nursing and will be placed on academic probation.
2. Earn a grade of “C” or better in all courses in the professional nursing program curriculum. A student may not progress in the curriculum with a grade of “I” or incomplete for any professional nursing course. All incomplete grades must be satisfactorily completed before a student will be allowed to progress to the next course in the professional component.
3. Earn a grade of “C” or better in the theory component and a grade of “P” in the practicum component for all clinical courses. Nursing courses with a practicum component are considered clinical courses. Clinical courses are designed for students to receive theory knowledge and demonstrate application of knowledge in a hospital and/or lab environment. Clinical courses are those courses with co-requisites of theory and practicum components. A student who fails the didactic component, but is successful in the practicum component must repeat both components, didactic and practicum. A student who fails the practicum component and passes the theory component must repeat both components. **In this instance, the failure of a clinical course with a practicum co-requisite is considered one (1) failure.** For example: If a student fails the Fundamentals of Nursing theory course and passes Fundamentals of Nursing practicum course, the student must repeat both courses. Likewise, if a student fails the Fundamentals of Nursing Practicum course and passes Fundamentals in Nursing theory component, the student must repeat both courses. **This occurrence is considered one failure and will be reflected on the academic transcript as such: a failing grade in the theory course *and* the corresponding and practicum course.**
4. Provide evidence of the requested health information to CastleBranch® by the required deadlines. Failure to adhere to the policy may inhibit admission or progression in the professional component. Any absence that occurs due to nonadherence will be considered unexcused.

The following information must be submitted to CastleBranch®, the screening and compliance tracking service utilized by the professional component:

- a. Health history and Physical examination form completed and signed by



- health care provider
- b. Negative Drug Screen (10-panel)
- c. Results of TB skin test (PPD) and/or chest X-ray (yearly)
- d. Tetanus (Tdap) (good for 10 years)
- e. Proof of 2 MMR vaccines and antibody titer.
- f. Proof of Varicella vaccine and antibody titer
- g. Proof of Hepatitis B series and/or a positive antibody titer
- h. Proof of Influenza vaccine, when applicable
- i. Proof of COVID vaccination status
- j. Proof of current CPR status. **The course must be American Heart Association Healthcare Provider. The card must be issued by the American Heart Association.**
- k. Proof of health insurance
- l. Proof of liability insurance

### **Progression to Level V**

In order to progress to Level V, all required nursing courses through Level IV in the curriculum must be successfully completed. Progression and/or graduation stop if required nursing courses are not successfully completed.

### **Predictor Exam**

Students enrolled in Level V will have to successfully meet the established benchmark for the standardized predictor exam two times prior to graduation. A student who does not meet the benchmark for the exam will receive a grade of Incomplete for the course. This exam will be used to determine the likelihood for the student passing the National Council Licensure Examination – Registered Nursing Exam (NCLEX-RN). **RN-BSN students will complete a project in lieu of the Predictor Exam.**

### **Probation**

A student may be placed on probation when failing to comply with the academic and professional conduct standards of the school of nursing. The student will remain on probation until readmission, suspension, dismissal, withdrawal, or graduation has occurred.

A violation has occurred when:

1. Earning a first grade of “D”, “F”, or “W” in any required professional nursing course
2. There is failure to maintain a GPA of 2.0 or higher.
3. There is a criminal arrest or charge in any state or foreign country.
4. Exhibiting egregious unsafe care in the clinical practicum setting.
5. Exhibiting unprofessional behavior.

### **Suspension**

A student who is arrested, charged with, convicted of, pled guilty or nolo contendere to, a criminal offense in any state or foreign country will be immediately suspended from all professional nursing courses. Suspension will remain in effect until the Louisiana State Board of Nursing grants approval to continue in clinical nursing courses.

## Dismissal

Upon reasonable suspicion that any of the following have occurred, the student will be immediately dismissed from the School of Nursing:

- a. Academic cheating
- b. Plagiarism
- c. Unauthorized possession of examinations
- d. Falsification of patient or agency records
- e. Falsification of GSU documents
- f. Illegal possession, sale, use or distribution of drugs
- g. Illegal possession of weapons
- h. Theft
- i. Acts of violence
- j. A lack of professional compatibility that is demonstrated when the standards described in the Louisiana Nurse Practice Act, the American Nurses Association Code of Ethics, and/or GSU are not met

If a student is dismissed from the School of Nursing for non-academic reasons, a student may appeal to the *Admissions and Academic Standards Committee* in the School of Nursing. The committee will submit a recommendation to the Program Director for consideration. The Program Director will provide a recommendation and forward all information to the Associate Dean of the School of Nursing, who will also make a recommendation regarding the appeal. The Associate Dean will forward the appeal and recommendations to the College of Professional Studies Appeals Committee. ***The decision of the College of Professional Studies Appeals Committee is final.***

A student will also be dismissed from the School of Nursing when any of the following occurs:

- a. earning a grade of “W”, “D”, or “F” in any professional nursing course after enrolling for the *second* time.
- b. Earning two grades of “D” or “F” in the professional nursing course.
- c. Obtaining more than two (2) withdrawals in the professional nursing curriculum. Only two withdrawals are permitted in the professional component of the School of Nursing. Any withdrawal is considered an attempt, even if the withdrawal occurs before the official semester enrollment date. **A student will no longer be in good standing with the School of Nursing if dismissed because of grades.**

## Professional Conduct Policies

It should be clearly understood by all students that the President of Grambling State University, the Provost and Vice President of Academic Affairs, the Dean of Professional Studies, the Associate Dean for Nursing, BSN Program Director, and the faculty of the School of Nursing have the authority to require withdrawal from the school, to drop from the rosters, and to refuse readmission of any student at any time if circumstances of legal, ethical, health, social, or academic nature justify such action.

Some examples of the circumstances include the following:

- a. A deliberate attempt to cover up any error or negligent performance during clinical experience.
- b. Unsafe, unethical, illegal practices with patient care.
- c. Failure to comply with clinical agency policies and regulations.
- d. Violations of the School of Nursing drug testing policy.
- e. Acts of violence.
- f. Violations of the University Code of Student Conduct.
- g. Violations of the School of Nursing policies as stated in the School of Nursing student handbook.

Students enrolled in the professional component of the School of Nursing are responsible and accountable for their actions related to patient care. Faculty will determine whether a student's conduct and actions are appropriate for patient welfare. Should it be determined that a student's conduct in the clinical setting is detrimental to patients' health and/or safety, faculty may dismiss the student from the clinical course with a grade of "F" and recommend dismissal of the student from the School of Nursing.

University policies regarding student conduct can be found in the [GSU Student Handbook](#).

### **HIPAA Statement**

All those in healthcare must now comply with the federal regulations of *The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA)*. This act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet all the clinical agency's requirements as part of the clinical affiliation. HIPAA is a federal law. Penalties for wrongful disclosure range from fines and/or imprisonment. Each semester, students must review HIPAA requirements and sign both a HIPAA statement and a confidentiality agreement before beginning clinical practice. It may be necessary to complete additional forms and paperwork as required by health care agencies in which practicum experiences are assigned.

### **Honor and Accountability**

Students are expected to conform to the code of student conduct as stated in the Grambling State University General Catalog.

### **Employment**

Students should be aware that: (1) the School of Nursing assumes no responsibility for their activities as employees of an agency; (2) they are personally responsible and liable for any activity in which they participate while employed; (3) professional liability insurance purchased by students is valid only in their student role, not their employment role; (4) individuals who practice illegally may jeopardize their future nursing practice since persons who are convicted of violation of the Nurse Practice Act may not be eligible to take NCLEX-RN and subsequently receive licensure.

Students employed in an agency have a responsibility, personally and professionally, to engage in only those activities which fall within their job description as nonprofessional workers (i.e., aides, assistants, technicians). They have a responsibility to refuse to participate in activities, which they have not been legally licensed to perform (i.e., giving medications, assuming total responsibility for a division, etc.).

Students should not wear any part of the Grambling State University School of Nursing uniform to their job.

### **Violation of School of Nursing Policies**

The following process will be utilized for a student who violates a School of Nursing Policy:

- First violation - the student will be given a verbal warning from faculty.
- Second violation - the student will be written up.
- Third violation - the student will meet with the Program Director.

Each violation will be documented on the Student/Faculty Conference Form. (See Appendix B).

### **Academic Dishonesty**

The School of Nursing has zero tolerance for academic dishonesty. School of Nursing faculty and staff adhere to university policies regarding academic dishonesty. It is the responsibility of the student to be up to date on the most recent university policies.

### **Acts of Violence**

The School of Nursing has zero tolerance for violence. School of Nursing faculty and staff adhere to the university policies regarding violence. In addition to university policies, any act of violence, whether potential or actual, is grounds for immediate dismissal from the School of Nursing.

## **Social Media**

Social media has become a vital communication tool in the society today. However, when used for the wrong reasons it can have a great impact. The faculty and staff of the School of Nursing want to ensure that nursing students understand how social media can impact patient care and nursing practice. Students will be held accountable for following the social media guidelines established by the National Council of State Boards of Nursing. The guidelines can be located at [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf).

## **Grievance**

The faculty and staff of the School of Nursing make every effort to provide students with fair and unbiased experiences. If a student has a grievance concerning grade appeals, sexual harassment, ADA issue, or EEOC issues the student should follow the appropriate University policy. If the student has a grievance concerning grades, evaluations, or workload, the following process should be utilized:

1. The student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff).
2. The student must communicate and/or meet with the person involved and attempt to resolve the complaint
3. If complaint remains unresolved, the student may meet with the next level in the chain of command (BSN Program Director, Associate Dean of Nursing, Dean of Professional Studies)
4. If the complaint remains unresolved after meeting with the Department Head and/or Dean, the student must follow the procedure as presented in the Grambling State University General Catalog.

The student may discontinue the process at any point by submitting a request to withdraw the complaint.

## **Appeal Process**

If a student is affected by the policies for retention and progression or non-academic dismissal, then a written appeal can be made one time for the specified condition. An appeal is to ensure that students are not deprived of due process. The appeal will be addressed by the *Admissions and Academic Standards Committee* in the School of Nursing.

The student who appeals must adhere to the following guidelines:

1. Meet with assigned academic advisor to discuss the appeal and appeal process.
2. Submit the appeal, utilizing the approved appeal form, by the designated deadline to the *Admissions and Academic Standards Committee*.
3. Be available to discuss and address questions with the committee, as needed

The committee will submit a recommendation to the Program Director for consideration. The Program Director will provide a recommendation and forward all information to the Associate Dean of the School of Nursing, who will also make a recommendation. The Associate Dean will forward the appeal and all recommendations to the College of Professional Studies Appeals Committee. ***The decision of the College of Professional Studies Appeals Committee is final.***

## Course Requirements

The quality and success of your education are dependent upon many factors, including meeting certain requirements. Specific objectives and requirements for each course will be stated in course syllabus. The following is provided to assist in understanding those requirements that apply to ALL Professional Nursing Courses. Please read carefully; if there are no questions regarding these statements, it is assumed that you understand and agree to comply.

The maintenance and development of appropriate attitudes and values are a requirement of students enrolled in all nursing courses. Trustworthiness and loyalty are included in the behaviors expected. These characteristics are inherent in professional nursing and are requisite to successful completion of nursing courses. Students are expected to treat the instructor and fellow students with respect and refrain from distracting behavior in the classroom and clinical areas. Students who create disturbances in the classroom or clinical area will be required to leave and reported to GSU Department of Judicial Affairs.

### **Electronic Devices**

The School of Nursing adheres to the University policy regarding electronic devices as stated in the GSU Student Handbook.

### **Attendance**

Attendance is regarded as an obligation as well as a privilege. All students are expected to be present and punctual in all enrolled classes. Failure to do so will jeopardize a student's academic standing and may lead to probation and/or suspension from the School of Nursing and/or the University.

Students are responsible for obtaining information presented in class/laboratory and clinical practicum. Regular attendance is the most effective way to maximum learning. Attendance is taken at each class/clinical period and is recorded per University requirements.

All students enrolled in the School of Nursing must adhere to the following guidelines:

- a. Be present and punctual to all classes, conferences, examinations, orientation sessions, laboratory, and clinical experiences.
- b. Complete all assigned course work and/or activities as instructed.
- c. Actively participate in classroom, laboratory, and clinical experiences.
- d. Successfully complete all exams, as well as clinical competency performance exam.
- e. Utilize computer labs, student study area, and student resource area to complete written assignments.

### ***Class Attendance***

The GSU 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. Students are expected to attend all scheduled class meetings. Many experiences in this curriculum are impossible to duplicate; consequently, absences will prevent the learning/evaluation process from taking place. Students

with accumulated absences in any course will be counseled and will be subject to failure. A student accumulating four absences (excused or unexcused; avoidable or unavoidable) will receive a failing grade for the course. Three incidents of tardiness or two incidents of failure to stay the entire class period will be treated as an unexcused absence. Each tardy thereafter will be treated as an absence.

A student who arrives fifteen (15) minutes after class has begun is asked to enter the back of the room and sit in the designated area, so other students won't be disturbed.

### ***Laboratory/Clinical Practicum Attendance***

The student is expected to attend all clinical experiences. Absences from clinical will jeopardize the student's ability to meet the clinical objectives. Students are required to adhere to the policies and procedures of the course and any specific instructions provided by the clinical instructor. If an absence is necessary, the student must notify the clinical instructor and the clinical agency ninety (90) minutes prior to the scheduled clinical time.

- a. If a student is late to clinical, the student will not be permitted in the clinical site. The student will be counted as absent for that day.
- b. After one clinical absence, an attendance warning will be given.
- c. The student will be dropped from the course with the second clinical absence, even if the absence is unavoidable or an excuse has been obtained.

Failure to notify the clinical instructor and the clinical unit will result in an unsatisfactory **clinical evaluation for the day**. Clinical makeup time will be at the discretion of the clinical instructor.

If a student is tardy or absent from clinical experience, it is the student's responsibility to convey the message to the instructor, clinical agency, and the School of Nursing. **Messages sent with or by classmates are not acceptable.**

Should a student fail to demonstrate evidence of preparation for the clinical assignment, the student will be **dismissed** from clinical and receive an unsatisfactory clinical evaluation for the day.

Students enrolled in professional program of the School of Nursing are responsible and accountable for their actions related to patient care. Faculty will determine whether a student's conduct and actions are appropriate for patient welfare. Therefore, the School of Nursing may dismiss a student from the course with a grade of "F" and from the School of Nursing when a faculty member determines that a student's conduct in the clinical setting has been detrimental to patient welfare.

Students and faculty are guests in the clinical facilities. As guests, students and faculty must abide by the rules and regulations of the clinical facilities. Professional behavior must be always exhibited. Behavior reflects not only on the individual but also on the nursing program and Grambling State University. Professional nursing students who are employed cannot attend clinical if they have worked eight (8) hours or more immediately prior to the scheduled clinical time. *(Example - if, a student works the night shift and gets off work in the am; the student cannot*

*participate in clinical on that same day; if the student shows up for clinical they will be sent home and will be counted as a clinical absence.)*

Students are responsible for their own transportation for clinical experiences. For students who do not have their own transportation, car-pooling is encouraged. **Under no circumstances are students to transport patients in their personal vehicles.**

### **Class Participation**

Active class participation is required by all students enrolled in GSU-SON. Students are responsible for retention and application of information from all previous nursing and support courses.

To participate in class the student must utilize the following guidelines:

- Contribute constructively to discussions.
- Locate copies of all assigned articles or other readings.
- Utilize other resources to enhance learning activities (i.e. computer lab and internet).
- Review objectives, key terms, key points, tables and boxes along with chapter exercises in the required textbook.
- Read chapters before the start of class.
- Complete all learning activities.
- Be involved with group assignments.

### **Written Assignments**

Written assignments are vital in the development of the student's knowledge and skills. During the program students will be required to submit written assignments as directed by course faculty. Written assignments may be calculated as a percentage of the total grade.

Acceptable scholarly work must include the following:

- Be neat and legible.
- Have student's name, name of topic, name of course faculty and date on assignment in the upper right-hand corner.
- Be submitted by deadline. See individual course syllabi for policy regarding late assignments.
- Follow the stated assignment format.
- Have correct spelling, terminology, capitalization, abbreviations (if appropriate), grammar, and punctuation. The paper should be typed and double spaced.
- Be completed in a professional manner. Unprofessional papers will be returned to the student for revisions and considered late for purposes of grading.
- Avoid plagiarism. Any evidence of plagiarism will result in automatic failure of assignment.
- Avoid bias against persons based on gender, sexual orientation, racial or ethnic group, disability or age.
- Present ideas in an organized professional manner.
- Avoid jargon, wordiness and redundancy.



- Follow guidelines as presented in the most recent publication of the American Psychological Association (APA).
- Adhere to any directions and guidelines as provided by course faculty member and course syllabus.

### **Grading Scale**

The following grading scale is the scale utilized in the professional component of the School of Nursing:

93 - 100	A
85 - 92	B
77 - 84	C
69 - 76	D
0 - 68	F

The School of Nursing does not round individual course grades. Individual course grades will be carried to two (2) places after the decimal point. They will not be rounded to whole numbers. The final overall course grade will be rounded to the nearest whole number. Example: A score between 76.01 and 76.49 will round to 76 and the student's final letter grade will be a "D". A score between 76.5 and 76.99 will round to a 77 and the student's final letter grade will be a "C".

### **Examination Guidelines**

Handbags, books, notebooks, purses, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are not allowed in any examination or examination review area. Other restrictions in the testing area may be applied at the discretion of faculty proctoring the exam.

### ***Allotted Exam Time***

Time allowed for exams will be announced at the beginning of each exam. A clock will be provided so that students may be aware of time remaining. When the allotted time for any exam is completed, all writing and/or typing will cease and all documents will be submitted immediately. Any student not following instructions of faculty is in violation of the academic dishonesty policy and will jeopardize the exam grade and status in the professional component of the School of Nursing.

A student who arrives after the examination start time will be allowed to take the examination; however, no additional time will be allotted. Example – If the start time is 9:00 am and the student arrives at 9:15 am, then the start time for that student is 9:00 am. A student who arrives after another student has completed the exam will not be allowed to take the exam during that timeframe.

If a student is unable to be present at an exam, the students must notify the main office and course faculty prior to the administration of the examination. Supporting documents, such as a police report, obituary, or emergency room report must be provided to the course faculty upon return to class. **Immediate family includes mother, father, sibling, spouse, child, grandparents, mother/father-in-law.**

Students who are absent during the examination period for University-approved events must present the approved University excused absence to faculty prior to the scheduled examination time **Failure to provide appropriate documentation will result in a grade of zero “0.”**

### ***Make-up Exams***

Make-up examinations will be given on a weekday and at a reasonable time (between 7:30 am and 5 pm) as specified by course faculty. Students will be notified in advance of the day, date, and time of the make-up examination. The type of examination administered will be at the discretion of course faculty. Only students who notify the course faculty of the absence and provide a valid written excuse for the absence will be permitted to take the make-up exam. A student who does not notify the instructor of the absence in advance and provide a valid written excuse for the absence will NOT be permitted to take a make-up examination and will be given a grade of zero “0” for the missed examination.

### ***Written Examinations***

When written examinations are given to students requiring an answer sheet, answers recorded on the answer sheet will be the official answers to the test, not the test booklet, unless otherwise stated.

### ***Computer Examinations***

When Examinations are given to students using the computer and the computer becomes inoperable, the student will be given a written exam. In this case, or more than 10 minutes will be added to the examination time. Any additional time for the exam will be at the discretion of faculty.

### ***Content Specific Proficiency Examinations***

The purpose of the content specific proficiency exam is to assess the student’s readiness to progress to the next level. Content specific proficiency exams are preparatory exams to determine ability to complete and pass the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Successful completion of a national standardized content proficiency exam will be calculated as a percentage of the final theory grade. Students take a standardized content proficiency exam in specified theory courses.

### ***Examination Review***

Examination review is an important element of learning. Examination review will be conducted for unit exams. Examination review will be coordinated by the faculty after the examination period has completed.

If a student continues to have trouble understanding content after text review, the student should make an appointment with the faculty responsible for the content not understood. This appointment should be within one week after the exam.

A student who scores below 77% on any test is encouraged to participate in an individual test review. A student who scores below 77% on any test must meet with course faculty for an individual test review. Individual test reviews will not be conducted 48 hours before a scheduled exam or class activity. An individual test review appointment must be made within one (1) week of the exam date. No review will be done after one week.

**Final Examination** – A student, who is unsuccessful in any course in the professional component, will be allowed to view the final exam during the week prior to the first day of classes of the next semester. The student should make an appointment with course faculty or designated instructor to view the final exam.

### **Dosage Calculation**

A dosage calculation examination must be successfully completed each semester in the professional component prior to the clinical practicum. Exam dates will be announced at the beginning of each semester. If a student is unable to pass the first dosage calculation test, the student will be required to attend a scheduled group remediation. Two (2) repeat dosage calculations test will be given. If the student fails the second dosage calculation exam, the student must schedule individual remediation with the dosage calculation coordinator or appointed faculty member. The student must achieve a successful score on one of the repeat exams. Any student who fails to achieve a successful score on the dosage calculation test after three (3) attempts will be considered unsafe and will receive a grade of “F” for the clinical practicum course and a failing grade for the corresponding didactic course.

If the student is not successful in passing the drug dosage calculation test, the student must withdraw from all enrolled professional nursing courses for the semester.

Approved calculators can be utilized during testing as instructed by course faculty. Students must supply their own calculators. Acceptable calculators are those that perform simple calculations and those without electronic memory. Only answers on the specified answer sheet or approved forms will be accepted as valid answers for dosage calculation tests.

**Failure to take a dosage calculation exam on the assigned date/time will be considered an attempt and graded as a failure for the exam.**

### **Uniform Policy**

Faculty of the Grambling State University School of Nursing believe that it is the responsibility of each student to maintain professionalism when working with patients in the hospital and community and when attending classes. Each student serves as a representative of the School of Nursing and Grambling State University. It is important that each student’s appearance and behavior enhance the image of the School of Nursing and GSU. The following guidelines and recommendations are offered to assist each student in maintaining or developing acceptable standards of professionalism in dress. It is the student's responsibility to determine and conform to the policies of the agency assigned. Failure to conform to the dress code will result in a student being denied entry into clinical areas and dismissal from the School of Nursing.

### **Identification**

Students must wear the current official GSU identification badge in the classroom and clinical setting. Identification must be visible on both the uniform and laboratory coat. The clinical agency may require the student to wear an agency identification in addition to or in place of GSU identification.

### **Class Attire**

Attire for the class will be black/khaki pants with the school of nursing approved black, white, gold, or red polo shirt. The pants cannot be joggers, leggings, capris, or be made of jean material. Pants should not be above the ankle or skinny jeans. Open toe or open heel shoes are not allowed. The shoes allowed must be black, leather shoe. School of Nursing approved jackets may be worn in class. The faculty reserve the right to send any student home who is determined to be dressed inappropriately.

### **Jewelry**

Jewelry is limited to a watch with a second hand, wedding band, and one pair of small stud type earrings in the ear lobe only (no larger than 7 mm). No other jewelry, piercing, or gauges are allowed to be worn in the classroom, laboratory or clinical setting.

### **Hair/Cosmetics/Nails/Body Art**

Natural hair color should be worn at all times. Unnatural hair colors are not allowed in the clinical setting (pink, green, purple, orange, etc.) Hair styles and cuts should be conservative. Extremes in hair styles such as cutouts and Mohawk are not allowed. Hair styles extended higher than 1 ½ inches are not to be worn in clinical area. All hair styles must be positioned above the collar and off the face to prevent threat of harm to the student or the patient's safety and well-being. Ponytails are allowed in the clinical setting if the hair is neat and secured at the nape behind the shoulder off the collar (i.e., standard clip, banana clip, or braid). Barrettes are to be black, white, gold or of the same color as the hair (no bows or jeweled barrettes). Hair scarves or coverings are not permitted unless for religious/cultural practices.

Facial hair is allowed for men. However, mustaches and beards must be neatly trimmed.

Conservative make-up may be worn. **False eyelashes are not allowed.**

Perfume, cologne, aftershave, or strong-scented powders should not be worn because of their effect on patients/residents.

Fingernails must be short and should not extend beyond the fingertips to assure safe and effective patient care administration. Acrylic, silk, gel, powder dip, or other types of nails are not permitted in class or clinical.

Tattoo marks and designs (body art) must be covered and not visible while in uniform. If there are any questions, or if tattoos cannot be covered (e.g., ring tattoos), the student must contact their clinical instructor prior to the clinical experience.

In addition to policies stated in this document, students must conform to hospital/agency policies regarding dress code (i.e. hair, covering of body art, uniforms, wearing ID badges, etc.).

### **Uniforms**

Uniforms must be clean and pressed with hem-lengths for dresses/skirts no shorter than mid-knee. Appropriate underwear must be worn. Only solid white, beige, and colors that are not visible through the material are to be worn. Students dressed inappropriately will be notified by a

faculty member or the clinical instructor immediately. The student will be instructed to leave the area and will be allowed to return once the inappropriate attire has been corrected.

When choosing your uniform please avoid the terrible TOO's:

- TOO TIGHT
- TOO SHORT
- TOO LOW CUT
- TOO SHEER
- TOO CONFINING

### **Uniform shoes**

Students are required to wear comfortable clean black leather shoes without perforations present. Open toe or open heel shoes are not allowed.

### **Lab Coat**

Laboratory coats are to be worn over the uniform anytime the student enters or leaves the health care agency, or in any other lab area as required by the institution or faculty member. Laboratory coats are not to be worn during direct patient care. Lab coat must be fingertip length. Pins or jewelry are not to be worn on uniform or lab coat.

### **Hygiene**

Proper body hygiene is essential and demonstrates professionalism. Cleanliness of the student and uniform are of utmost importance. The student must come to class and clinical with a pleasant body odor.

### **General**

Gum chewing is not permitted in the classroom, simulation lab, skills lab, or during the clinical practicum. GSU is smoke free institution. All health care agencies are smoke free institutions. Smoking is not allowed in or around the School of Nursing. Smokers should use breath fresheners. Students who smoke also need to make sure that their uniforms do not smell like cigarette smoke.

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

## **General Information**

### **Service-Learning Hours**

Students enrolled in GSU School of Nursing must perform 160 hours of community service before graduation. "The Community Service Form" must be completed by the Director of Nursing or Administrator of the facility or agency. Faculty will provide more information regarding community hours during course orientation. Service-learning hours must be completed 90 days before graduation. The attire for service-learning events includes black/khaki pants/skirt, the black polo shirt, and the lab coat or at the discretion of the instructor. The Community Service Form can be found on the [Office of Service-Learning](#) website.

## **Graduation Requirements**

Prior to graduation, candidates must complete an application for graduation in the Registrar's Office. See GSU catalog for additional requirements.

## **Pinning Ceremony**

The School of Nursing hosts a Pinning Ceremony for graduating seniors. The Pinning Ceremony is a serious and sacred event that represents the transition of the nursing student to the professional nurse role. The attire for this ceremony is the School of Nursing uniform. Jewelry, nails, and cosmetics for this ceremony must follow dress code policy. Students not dressed appropriately will not be allowed to participate in the ceremony. Students must successfully complete all course requirements, pass proficiency exams and be eligible to graduate to participate in the Pinning Ceremony. Students must successfully complete all Level V requirements to participate in Pinning Ceremony.

## **Student Health and Welfare**

The School of Nursing complies with policies set forth by the University in providing health care. (See GSU General Catalog). All students must comply with University policies relating to health. These policies are devoted to promotion and maintenance of high health standards for students.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping, eating, and hygiene habits. Maintenance of standard weight for height is desirable. Frequent absenteeism due to illness in clinical courses will result in failure. Where frequent illnesses occur, a doctor's statement should be filed with School of Nursing office.

## **Change of Health Status**

The student must submit a "Change of Health Status" form if severe illness, surgery, hospitalization, or pregnancy occurs after entry into nursing course. When student returns to class and/or clinical, this form must be completed by the healthcare provider. To be allowed to continue in a clinical course, the physician must state that the student is able to complete the objectives of the courses without restrictions. If there are restrictions, the student cannot continue in a clinical course.

Each student participates in an accident and sickness insurance plan that is designed especially for students at Grambling State University. Information material can be procured at the Foster - Johnson Health Center.

## **Student Representation on Committees**

Faculty believe in student representation and participation in matters concerning the School of Nursing. Representatives from the professional nursing courses serve on various committees as nonvoting members and are selected by their peers at the beginning of each semester.

At the present time, the following School of Nursing committees permit student representation:

- Evaluation Committee: Students will assist in development of evaluation criteria and tools for faculty, students, and courses.
- Policy Committee: Students will provide input regarding student policies, rights, and

- responsibilities.
- Curriculum Committee: Students will provide input into development and evaluation of curriculum.

If the student cannot attend a meeting, the student must communicate with the chairperson of the committee in advance of the meeting. Missed meetings may jeopardize student representation.

### **National Council Licensure Examination for Registered Nurse (NCLEX-RN)**

To become a registered nurse, graduates from the GSU School of Nursing are required to pass the National Council Licensure Examination - Registered Nurse (NCLEX-RN).

Application to take this examination, accompanied by payment of examination fee, must be made by required dates.

To be permitted to take the NCLEX-RN, students must complete an application that is submitted to the Louisiana State Board of Nursing. Required fees must be submitted in accordance with the dates required by the Louisiana State Board of Nursing.

If the student plans to take the NCLEX-RN in a state other than Louisiana, it is the student's responsibility to obtain the appropriate application and meet the required deadlines.

### **Change of Address**

It is student's/graduate's responsibility to keep the School of Nursing informed of current address and telephone number. Important information is frequently mailed to students/graduates. A permanent address, school address, and a local telephone number should be on file in the nursing office and updated as necessary. Alumni are requested to notify the School of Nursing of address changes or contact information.

### **Forms**

All forms related to the School of Nursing and mentioned in this document are located in the School of Nursing office.

### **Reasonable Accommodation**

Grambling State University adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities should register with the GSU office of student affairs and contact the course coordinator at the beginning of the semester to arrange for appropriate accommodations.

### **Communication**

Students are expected to always display professional behaviors. Faculty post office hours at the beginning of each semester. Students are expected to contact faculty members during office hours. Students can relate messages via email, office telephone, and written messages in faculty mailboxes. Students are to use GSU email to communicate with GSU nursing faculty. The use of personal email is not encouraged and is not acceptable.

## Drug Screen Policy

The mission of the Grambling State University School of Nursing BSN Program is to prepare graduates to assume the roles of beginning practitioners of professional nursing. The School of Nursing accomplishes this by providing a caring, engaging environment for the empowerment of student learning potential, the professional development of faculty, and the promotion of the nursing profession. Therefore, to uphold the highest standards of the nursing profession, the School of Nursing has adopted a drug-free environment. As a condition of admission to the professional component of the School of Nursing, each student will be required to submit to a drug test, and to submit, as requested, to additional tests once enrolled in the professional component. Grambling State University School of Nursing Statement of Policy regarding drug use is the foundation for this policy statement.

A negative drug screen is required prior to enrollment into the professional component of the BSN program and/or if there is a break in attendance for the semester or more. Drug screens are conducted by sites designated by the School of Nursing and are collected according to the laboratory's policy. Those with a positive drug screen, that can't be reasonably explained with appropriate documentation, will be denied admission to the GSU School of Nursing.

Faculty can request a drug screen after documentation of possession of alcohol or drugs in violation of this policy or suspected behaviors are demonstrated. This drug screen test is at the expense of the student. During clinical, the student should report within one (1) hour to a designated laboratory site for collection of drug screen. If the request is made during attendance at the University campus, the student would be required to report to the designated site for collection of drug screen within one (1) hour. **Any refusal to comply with faculty requests will result in immediate academic suspension and shall be reported to the Associate Dean of the School of Nursing.**

The following is a partial listing of possible signs and symptoms of drug or alcohol use:

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors, particularly medication errors
- Detectable odor of alcohol
- Increasingly poor decision and judgment about patient care
- Illogical or sloppy charting
- Unusual accidents/incidents
- Deteriorating personal appearance
- 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



Tests will be conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student will be protected. The procedure for collection is determined by the collection site. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of substance use abuse. The testing laboratory will notify the Program Director or designated official of the School of Nursing with test results. The School of Nursing will ensure confidentiality of results by making the information available only to the student, appropriate GSU Administrators, and the Louisiana State Board of Nursing.

Confirmation of substance use abuse will result in immediate removal from all courses and the student will not be allowed to continue in the professional component. The Louisiana State Board of Nursing will be notified.

Random drug screens are at the student's expense and must be conducted at the designated drug screening facility within the prescribed time parameters. Failure to undergo a drug screen on the designated day and time will result in immediate withdrawal from the nursing program.

If alcohol is suspected, then the student will be asked to take a breathalyzer or serum alcohol test. Confirmation of the presence of alcohol will result in removal from clinical courses.

## **Student Organizations and Awards**

### ***Awards***

Students have the opportunity to receive awards at the Grambling State University School of Nursing. Achievement awards will be granted to students who achieve the highest program grade. School of Nursing faculty select the students for these awards. Criteria for the awards are listed below.

The student who receives the Achievement Award for highest program grade will:

- Demonstrate highest overall grade.
- Maintain highest overall grade without repeating any professional courses.

### ***Organizations***

Faculty of the School of Nursing encourage and support student participating in professional organizations. Participation in school organization helps transition the student in the professional nurse in which active participation in professional organization is valuable.

Participation in school organization is voluntary and no student will be judged for non-participation.

### ***Student Nurse Association***

The Student Nurse Association (SNA) mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Members of the SNA participate in various leadership and community endeavors.

***The National Black Nurses Association (NBNA)*** mission is “to represent and provide a forum for Black Nurses to advocate and implement strategies to ensure access to the highest quality of healthcare for persons of color”. The NBNA is for nursing students, LPNs, RNs, and advanced practice nurse. Local chapters – Northeast Louisiana Black Nurses Association (NELA BNA) and Shreveport Black Nurses Association.

## Grambling State University School of Nursing BSN Curriculum

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Eng 101 (Freshman Composition)	3	Eng 102 (Freshman Composition)	3
Math 131 College Algebra	3	Hist 103 or 104	3
Biol 207/207L (A & P /Lab)	3/1	Biol 208/208L (A & P /Lab)	3/1
Chem 105 (Inorg/Lab) Chem 107	3/1	FYE 102 (Fr Sem)	1
FYE 101 (Fr Sem)	1	Psy 200 (Gen Psy)	3
Nur 125 (Comp Lit Exam)	0		
<b>TOTAL</b>	15	<b>TOTAL</b>	14
1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
	<b>Hour s</b>		<b>Hour s</b>
Eng 200 (World Lit.)	3	FN 204 Intro to Nutrition	3
Psy 202 (Developmental Psy)	3	Nur 225 Pathophysiology	3
Biol 304 (Microbiology w/Lab)	4	Thea 212 Fundamentals of Public Speaking	3
Soc 201 (Intro to Sociology)	3	Art/Music Elective	3
Math 273 (Stats)	3	GET 300 (Rising Jr Exam)	0
		Eng 207 Intro to Technical Writing	3
<b>TOTAL</b>	16	<b>TOTAL</b>	15
1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
	Hours		Hours
Nur 306 Health Assessment	5	Nur 316 Adult Health I Nursing	5
Nur 306K Health Assessment Practicum	0	Nur 316K Adult Health I Practicum	0
Nur 307 Fundamentals of Nursing	5	Nur 317 Women's Health Nursing	5
Nur 307K Fundamentals Nursing Practicum	0	Nur 317K Women's Health Practicum	0
Nur 315 Pharmacology	3	Nur 318 Synthesis	2
<b>TOTAL</b>	13	<b>TOTAL</b>	12
Nur 400 Child Health Nursing	5		
Nur 400K Child Health Nursing Practicum	0		
Nur 405 Psy/Mental Health Nursing	5		
Nur 405K Psy/Mental Health Practicum	0		
<b>TOTAL</b>	10		
1st Semester		2nd Semester	
	Hours		Hours
Nur 415 Intro Research in Nursing	3	Nur 418 Critical Thinking in Nursing	2
Nur 416 Community Health Nursing	4	Nur 419 Adult Health III Nursing	5
Nur 416K Community Health Practicum	0	Nur 419K Adult Health III Practicum	0
Nur 417 Adult Health II Nursing	6	Nur 420 Management in Nursing	5
Nur 417K Adult Health II Practicum		Nur 420K Management Nursing Practicum	0
<b>TOTAL</b>	13	<b>TOTAL</b>	12

**Required Hours:** Professional Nursing - 60 hours  
 General Education - 60 hours  
 Total -120 hours

## Grambling State University School of Nursing RN-BSN Curriculum

<b>Freshman Year</b>			
<b>PRE-NURSING</b>			
1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Eng 101 (Freshman Composition)	3	Eng 102 (Freshman Composition)	3
Math 131 College Algebra	3	Hist 103 or 104	3
Biol 207/207L (A & P /Lab)	3/1	Biol 208/208L (A & P /Lab)	3/1
Chem 105 (Inorg/Lab) Chem 107	3/1	FYE 102 (Fr Sem)	1
FYE 101 (Fr Sem)	1	Psy 200 (Gen Psy)	3
Nur 125 (Comp Lit Exam)	0		
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>14</b>
<b>Sophomore Year</b>			
1 <sup>st</sup> Semester	<b>Hours</b>	2 <sup>nd</sup> Semester	<b>Hours</b>
Eng 200 (World Lit.)	3	FN 204 Intro to Nutrition	3
Psy 202 (Developmental Psy)	3	Nur 225 Pathophysiology	3
Biol 304 (Microbiology w/Lab)	4	Thea 212 Fundamentals of Public Speaking	3
Soc 201 (Intro to Sociology)	3	Art/Music Elective	3
Math 273 (Stats)	3	GET 300 (Rising Jr Exam)	0
		Eng 207 Intro to Technical Writing	3
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>15</b>
<b>Junior Year (Professional Component)</b>			
<b>30 Credit Hours Awarded</b>			
1 <sup>st</sup> Semester	Hours	2 <sup>nd</sup> Semester	Hours
Nurs 307 Fundamentals of Nursing	5	Nurs 316 Adult Health I Nursing	5
Nurs 307K Fundamentals Nursing Practicum	0	Nurs 316K Adult Health I Practicum	0
Nurs 315 Pharmacology	3	Nurs 317 Women's Health Nursing	5
Nurs 318 Synthesis	2	Nurs 317K Women's Health Practicum	0
Nurs 400 Child Health Nursing	5	Nurs 405 Psy/Mental Health Nursing	5
Nurs 400K Child Health Nursing Practicum	0	Nurs 405K Psy/Mental Health Practicum	0
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>
<b>Senior Year (Summer Semester)</b>			
Nurs 306 Health Assessment	5		
Nurs 306K Health Assessment Practicum	0		
<b>TOTAL</b>	<b>5</b>		
<b>Senior Year</b>			
1st Semester	Hours	2nd Semester	Hours
Nurs 415 Intro Research in Nursing	3	Nurs 418 Critical Thinking in Nursing	2
Nurs 416 Community Health Nursing	4	Nurs 419 Adult Health III Nursing	5
Nurs 416K Community Health Practicum	0	Nurs 419K Adult Health III Practicum	0
Nurs 417 Adult Health II Nursing	6	Nurs 420 Management in Nursing	5
Nurs 417K Adult Health II Practicum		Nurs 420K Management Nursing Practicum	0
<b>TOTAL</b>	<b>13</b>	<b>TOTAL</b>	<b>12</b>

**Required Hours:** Professional Nursing - 30 hours + 30 awarded credit hours  
 General Education - 60 hours  
 Total - 120 hours

**Appendix A**  
**Technical Standards**

STANDARD	ACTIVITIES
Cognitive	The student must be able to reason, analyze, and prioritize information. The student should be able to understand and evaluate content and critically think while applying knowledge in the classroom, clinical agency, Skills and Simulation Laboratories, and community settings
Communication	The student must be able to communicate with other students, faculty, staff, patients, family members, and others. The student must be able to communicate in the English language in writing, orally, and electronically.
Motor Skills	The student must be able to perform CPR, transfer and position patients, and move self around patients. The student must be able to operate medical equipment in the healthcare environment.
Sensory	The student must be able to assess the patient using the senses. Visual inspection of patient responses and body changes, hearing of alarms and emergency calls and tactile ability to palpate for changes in organs, complete nursing tasks such as medication administration, wound care, IVs, etc.
Behavioral/emotional	The student must be emotionally stable and function effectively during stressful situations.
Professionalism	The student must be able to practice nursing using compassion, honesty, integrity, and tolerance. The student must practice nursing morally and ethically.

## Appendix B

### Student/Faculty Conference Form

LEVEL	I	II	III	IV	V
STUDENT NAME:	_____		SEMESTER: _____		
	(print)				
STUDENT ID: G-	_____		COURSE: _____		
FACULTY NAME:			_____		
			(print)		
<b>I am concerned about your success in this course due to the following reasons:</b>					
A. Lack of class attendance		B. Tardiness			
C. Non-progressive theory grade(s)		D. Non-progressive clinical grade(s)			
E. Unsatisfactory written assignment(s)		F. Violation of policies within the BSN handbook.			
Violation: _____					
<b>The following corrections should be made to avoid repeating state violation (s):</b>					
_____ <b>Come to class meetings on time.</b>					
_____ <b>Refrain from using cell phones or other devices during class.</b>					
_____ <b>CLASSROOM: Come in complete uniform: polo shirt, khakis, shoes covering entire foot.</b>					
_____ <b>LAB: Come in complete uniform: hair off shoulders, black scrubs, solid black jacket, black leather shoes covering the entire foot, lab bag-also including wristwatch with second hand and stethoscope.</b>					
_____ <b>OTHER:</b>					
STUDENT COMMENTS:					
STUDENT SIGNATURE: _____			DATE: _____		
FACULTY SIGNATURE: _____			DATE: _____		
1 <sup>ST</sup> Violation: Warning/Counseling		2 <sup>nd</sup> Violation: Write Up		3 <sup>rd</sup> Violation: Meeting with Program Director	