



School of Nursing
Student Handbook

Revised August 2017



LETOURNEAU UNIVERSITY

Welcome to the LeTourneau University School of Nursing!

This student handbook contains general information, guidelines, and policies, which will be valuable to you. These policies will be practiced in conjunction with those in the *LeTourneau University Student Handbook*. Becoming familiar with both documents is important for nursing students.

The School of Nursing complements the university vision: "Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact." The LeTourneau School of Nursing provides an innovative educational program inspiring students and faculty to express Christian virtue through their contributions of nursing care and leadership to patients and families within the local and global community.

Thank you for your confidence in our program. The LeTourneau University (LETU) School of Nursing faculty and staff will make every effort to support and encourage you as you prepare for your future as a professional nurse.

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LeTourneau University School of Nursing

Student Handbook

INTRODUCTION

This handbook has been designed and published to serve as a reference for students enrolled in the Bachelor of Science in Nursing (BSN) degree program. The purpose of this handbook is to provide an overview of the nursing program with its policies and procedures and to provide answers to questions that may arise during the course of study. Every effort will be made to keep this handbook current; however, when in the best interest of students or program or when outside accrediting and oversight agencies require, it may be necessary to establish new policies or revise current policies. Students will be notified of any significant changes that are made and how these changes will impact them. This document should be considered a “dynamic” form of communication. The latest version of the handbook will be available from Canvas and the LETU nursing school webpage.

Students should refer to the *LeTourneau University Student Handbook*, which can be obtained through the website or from the Office of the Dean of Students. Students should also refer to the online *LETU Academic Catalog*. The university reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements.

This handbook is not intended to provide all guidance and regulations related to students. Students are encouraged to seek additional information or clarification from the School of Nursing or university faculty and staff as needed. The LETU faculty and staff are committed to interpreting and applying policies and procedures fairly and consistently.

All students are required to read this *School of Nursing Student Handbook* and sign verification of having read and understood the handbook. Signature forms may be printed from the last several pages of the handbook. All signed forms must be submitted to the School of Nursing dean’s office at orientation. These forms will be kept in each student’s file.

Again, welcome! We are excited about what God has planned for this academic year!

Sincerely,
LETU Nursing Faculty and Staff

Academic Calendar

See this link on the LETU website for an up-to-date version of the Academic Calendar:

http://www.letu.edu/opencms/opencms/ Academics/Academic_Calendar/Trad_Undergrad_Calendar/

School of Nursing Administrative Office 903-233-3400

School of Nursing Personnel Roster

Administration

Dean, School of Nursing

Kimberly Quiett, DNS, MSN, RN (o) 903-233-3400

..... (c) 903-720-0821

Faculty

Assistant Professor

Jennifer Bray, MSN, RN (o) 903-233-3432

..... (c) 903-238-4116

Assistant Professor

Shirley Ballard, MSN, RN (o) 903-233-3433

..... (c) 903-738-9000

Assistant Professor

Lori Greer, MSN, RN (c) 903-235-8340

..... (o) 903-233-3434

Adjunct Professors..... (o) 903-233-3400

Support Staff

Administrative Secretary

Linda Musser 903-233-3410

Other Important Contact Information

Canvas Helpdesk support@letu.edu

Campus Police 903-233-4440

Chaplain's Office..... 903-233-3115

Counseling Center 903-233-3490

Elsevier/Evolve..... 1-800-222-9570

Financial Aid Office..... 903-233-4350

Health Services 903-233-4445

IT/Helpdesk..... 903-233-3500

Learning Resource Center (Library) 903-233-3260

Provost's Office 903-233-3200

Registrar 903-233-4370

Residence Life..... 903-233-4420

Student Accounts/Traditional 903-233-4130

Student Services 903-233-4400

MISSION AND VISION FOR LETOURNEAU UNIVERSITY AND THE SCHOOL OF NURSING

The LETU School of Nursing supports the mission and vision of the university.

University Mission Statement

LeTourneau University is a comprehensive institution of Christian higher education where educators engage learners to nurture Christian virtue, to develop competency and ingenuity in their professional fields, to integrate faith and work, and to serve the local and global community.

Goals

LeTourneau University educates students who:

- Demonstrate competency and ingenuity in their professional fields
- Integrate Christian faith and work: understanding their vocation within the triune God's grand story of redemption revealed in scripture
- Engage the local and global community

LeTourneau University is an educational community that:

- Fosters an engaging environment conducive to teaching and learning
- Cultivates Christian virtue
- Contributes to the enrichment and service of the local and global community

University Vision Statement

The vision of LeTourneau University is "Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact."

School of Nursing Mission Statement

The LeTourneau University School of Nursing is committed to educating highly skilled and exceptionally competent nurses who are answering a call to the ministry of nursing. Faculty engage students to develop competency and ingenuity in the profession of nursing. Graduates of LeTourneau University's nursing program will be prepared to integrate faith in the delivery of competent compassionate care to patients and families within the local and global community. Graduates will endeavor to demonstrate Christian virtue in "Every Workplace and Every Nation."

School of Nursing Vision Statement

The LeTourneau School of Nursing will provide an innovative educational program inspiring students and faculty to express Christian virtue through their contributions of nursing care and leadership to patients and families within the local and global community.

NURSING PROGRAM OVERVIEW, GOALS, AND OUTCOMES

Clinical nursing programs are extremely rigorous and require an extensive commitment on the part of students. Study time will be much greater than the time students typically spend on general education courses. Students are expected to be adult learners and highly participatory in the learning process. Students should anticipate the need to limit extracurricular activities during the clinical nursing program. Nursing care is a 24 hour/day, 7-day a week profession; therefore, students should expect that nursing a class/clinical may fall any time within the day or night, on weekdays and weekends. Students have the responsibility to discuss any conflict with the class or clinical schedule well in advance. Although faculty will attempt to work with students around school-related conflicts, this will in many cases be impossible due to the nature of clinical experiences. Students who are involved in athletics, second majors, other university organizations, or employment should consider their commitment to the School of Nursing first particularly during the clinical nursing courses occurring in the last 2 years of study. (See Appendix A for Attendance Policy for nursing classes and clinical experiences.)

The Bachelor of Science Nursing Program is organizationally placed in the School of Nursing as an academic unit within LETU College of Health Sciences and Professional Studies. The BSN curriculum is 121 total hours. LETU core curriculum requirements ensure that students have a well-rounded educational background. For a Bachelor of Science degree, core curriculum requirements include studies in natural science, mathematics, English/literature, history, communication, kinesiology, and Bible. Students gain a Christ-centered, broad-based educational core, which will prepare them for the study of the ministry of nursing. Students will spend their first four semesters completing the core and prerequisite courses and then proceed to the required nursing courses during their last four semesters.

Nursing courses will follow a specific sequence. These courses will assist the student in developing knowledge, professionalism, and a sense of caring within the ministry of nursing. Nursing courses at LETU are focused on preparing individuals to be leaders with a sense of ingenuity who can think critically, solve problems, and provide excellent clinical nursing skills for patients entrusted to their care. Students learn to work independently as well as collaboratively within nursing teams and with other disciplines. Above all, students graduating from the School of Nursing at LETU will be not only highly skilled nurses who possess excellent leadership qualities but ambassadors for Christ in their workplace, their communities, and throughout the world.

Framework for Nursing Education and Practice

As a foundational framework for nursing, the LETU School of Nursing faculty maintains a Christian worldview of nursing and defines the basic concepts of nursing according to this worldview. Shelly and Miller, in their book *Called to Care: A Christian worldview for nursing* (2006, p. 65), define these basic concepts as follows:

Prime Reality/God – Personal triune (Father, Son, Holy Spirit), Creator and Sustainer, sovereign Lord of the universe, present with us. Jesus Christ is the way, the truth, and the life. We worship God alone.

Environment – All things, seen and unseen, distinct from God but under His nurture and control, created good but polluted by sin, redeemed and to be re-created by God and under human stewardship.

Person – Created in the image of God, sinful, integrated being, relational (to God and others), loved and redeemed by God, responsible and accountable.

Health – Shalom – God-centered community characterized by peace, prosperity, rest, safety, security, justice, happiness, health, welfare, and wholeness.

Nursing – A ministry of compassionate care for the whole person in response to God's grace, which aims to foster optimum health (*Shalom*) and bring comfort in suffering and death.

With Jesus Christ as the model, students and faculty will strive to respect and care for each other within the learning environment. Nurse educators have a responsibility to mentor students to their full potential through service as a guide and facilitator. Students are adult learners who are self-directed and responsible for their learning. In an effort to guide the educational trajectory, the developed curriculum incorporates Christian values and beliefs in working toward meeting the established program and educational outcomes.

Overall Program Goals

The LeTourneau University School of Nursing will strive to enhance the registered nursing workforce in Texas, the United States, and around the world. Overall goals of the school will include:

- Preparing Bachelor of Science in Nursing graduates for entry level practice as RNs;
- Preparing graduates to participate fully in a dynamic health care system;
- Encouraging graduates to become not only licensed RNs but also experts in specific fields of nursing through certification, continued education, and formal education in graduate level programs.

Overall Program Outcomes

The LETU BSN Program graduate will:

1. Practice ingenuity providing appropriate nursing assessment, intervention, and evaluation for individuals, families, populations, and communities as a member of the nursing profession.
2. Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities.
3. Serve as a health care advocate providing leadership within the profession of nursing, professional groups, the health care system, and the community.
4. Synthesize clinical reasoning and knowledge to provide patient-centered care for individuals, families, and communities.
5. Integrate Biblical principles, Christian virtue, and ethics into nursing practice.
6. Demonstrate responsibility for continued competence in nursing practice and foster lifelong learning by developing insight through reflection and self-analysis.

Educational Outcomes

Educational outcomes for the LETU School of Nursing will be based on four primary sources, the *Texas Board of Nursing Differentiated Essential Competencies (DECs, 2010)*, the *Nurse Practice Act and Rules and Regulations*, American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice*, and the *ANA Standard of Practice*. The *BSN Quality and Safety Education for Nurses (QSEN)* competencies serve as a guiding framework for curricular development and are progressively synthesized throughout the curriculum.

LICENSURE ELIGIBILITY INFORMATION

Nursing students have a responsibility to understand the Texas Board of Nursing rules with regard to licensure and what may cause students to be or to become ineligible to take the NCLEX licensure exam in Texas. The following licensure information was obtained from the Texas Board of Nursing (BON) website. (<http://bon.state.tx.us/>). Students are encouraged to visit this website to familiarize themselves with the nursing practice standards, board rules and regulations, and licensure eligibility criteria.

Ensuring eligibility for licensure is the responsibility of the student.

This section serves as documentation that the student has been informed of licensure eligibility information, conditions that may disqualify an applicant from licensure, and the student's right to petition the Texas Board of Nursing. Graduates must pass the NCLEX and the jurisprudence exam to become licensed registered nurses.

Graduation from the School of Nursing does not guarantee licensure.

The Texas Board of Nursing is tasked with the mission to protect and promote the welfare of the people of Texas. To this end, the board requires licensure as a registered nurse before one begins to practice within the scope of practice for a registered nurse. Licensure is required in order to use the title Registered Nurse (RN). Graduates from approved clinical nursing programs who pass the jurisprudence exam are eligible to take the NCLEX licensure examination. Each nurse licensed in the State of Texas is responsible to know and comply with the Nursing Practice Act and the board rules and regulations. All students are required to become acquainted with these documents.

The policy of the LETU School of Nursing is to comply with the Texas Board of Nursing's Rules and Regulations relating to nurse education, licensure, and practice as currently published. Students should refer to the Texas Board of Nursing Rules and Regulations as follows:

- 213.27 – Good Professional Character
- 213.28 – Licensure of Persons with Criminal Offenses
- 213.29 – Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters
- 213.20 – Declaratory Order of Eligibility for Licensure

Declaratory Order by the Texas Board of Nursing:

Nursing graduates seeking licensure in Texas are required to submit a complete and legible set of fingerprints for the purposes of obtaining a criminal history from the Texas Department of Public Safety and the Federal Bureau of Investigations.

Certain conditions may disqualify nursing students from licensure. Being aware of these conditions prior to entering a school of nursing is important for students and faculty. Therefore, students who may have these conditions will be advised of their right to petition the Texas Board of Nursing for a Declaratory Order of Eligibility.

For any criminal offense, including those pending appeal, the student must answer the following questions:

Have you:

- 1) been convicted of a misdemeanor?
- 2) been convicted of a felony?
- 3) pled nolo contendere, no contest, or guilty?
- 4) received deferred adjudication?
- 5) been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- 6) been sentenced to serve jail or prison time? court-ordered confinement?

- 7) been granted pre-trial diversion?
- 8) been arrested or have any pending criminal charges?
- 9) been cited or charged with any violation of the law?
- 10) been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

Applicants to the Board for examination must be able to answer “No” to these questions.

Expunged and Sealed Offenses

While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, the student has the responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. Submitting a copy of the Court Order expunging or sealing the record in question with your application is recommended. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed will, at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character of the nurse.

Orders of Non-Disclosure

Pursuant to Texas Government Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure, you are not required to reveal those criminal matters on this form; however, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness of duty issue. Pursuant to other sections of the Government Code Chapter 411, the Texas Board of Nursing is entitled to access criminal history record information that is subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character. The following questions may be asked:

- Are you currently the target or subject of a grand jury or governmental agency investigation?
- Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you? (You may exclude disciplinary actions previously disclosed to the Texas Board of Nursing on an initial or renewal licensure application.)
- *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or a psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder? (You may answer "No" if you have completed and/or are in compliance with Texas Peer

Assistance Program for Nurses (TPAPN) for mental illness OR if you have previously disclosed to the Texas Board of Nursing, have remained compliant with your treatment regimen, and have had no further hospitalization since disclosure.)

- *In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug? (You may answer "No" if you have completed and/or are in compliance with TPAPN.)

**Pursuant to the Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466.*

ADMISSION TO THE SCHOOL OF NURSING

General Admission Information

Students may be admitted to the School of Nursing after completing prerequisites at LETU or another regionally or nationally accredited university or college. (All transfer nursing and prerequisite courses must be approved by the Dean of Nursing and/or designee.) Inquiries about the School of Nursing are received by the School of Nursing dean's office as soon as the nursing/pre-nursing major is selected by a student. Nursing majors are advised by the nursing dean, faculty, and/or the nursing academic advisor. Students taking prerequisite courses at other universities are also advised by the nursing dean, faculty, and/or nursing academic advisor to ensure that core curriculum courses meet the criteria for graduation from LETU.

First priority admission to the School of Nursing will be given to students who have completed all prerequisite courses at LETU. Priority will also be extended to students who transferred to LETU in semesters prior to application to the School of Nursing. Even with these priorities, all students must compete for acceptance into the School of Nursing through the application process as defined in the admissions policy. The number of applicants is expected to exceed the limited number of student spaces in the program; therefore, all students must submit a complete application by the deadline set.

Admissions Criteria and Selection Process

Students will be admitted to LETU based on the University Admissions Policy and Procedures. Refer to the official online *LeTourneau University [Academic Catalog](#)*. Acceptance into the clinical nursing program will be based on the Admission Policy of the School of Nursing (see policy in Appendix A).

HEALTH RECORDS AND IMMUNIZATIONS

Being free of communicable diseases is critical for students, and students must be protected against communicable diseases during clinical experiences. During the application for admission process, students must submit verification of all immunizations required by the university as well as those required by the School of Nursing. (Deadline will be stated in acceptance notification.)

Immunizations required by the School of Nursing include:

Poliomyelitis, Mumps, Measles, Diphtheria-Tetanus, Meningitis, Hepatitis B Series, Varicella, and Influenza. (Students must obtain a new flu vaccination annually as soon as it is available during fall semester.)

Other vaccinations may be required by specific clinical agencies. Students will be informed of additional requirements as needed.

Conscientious Objection Form for immunization status is found on the LeTourneau website in the health services area (http://www.letu.edu/opencms/opencms/_Student-Life/support-services/health-services/immunization-requirements.html). Students objecting to specific immunizations may limit their opportunities for clinical experiences, therefore, limiting their ability to complete the clinical nursing program.

Students must also submit verification of a negative TB test each year. Students with a new or previously positive skin test must provide documentation of a negative chest x-ray and documentation from their health care provider indicating that the student has no symptoms of TB infection.

INSURANCE

Professional Liability Insurance

Students must purchase and provide proof of professional liability insurance to the School of Nursing prior to the start of courses with a clinical practicum. Professional liability insurance for students may be purchased through multiple vendors. A few examples of vendors are listed here; however, students may select any professional liability policy through a choice of vendors.

<http://www.nso.com/professional-liability-insurance/student-coverage.jsp>

<http://www.proliability.com/professional-liability-insurance/students>

<http://www.anainurancesite.com/ProfessionalLiabilityInsurance.aspx>

Student Health Insurance

All students enrolled at LETU School of Nursing must have personal health insurance. Students must provide proof (copy of insurance card) of current personal health coverage upon admission to the School of Nursing and must maintain coverage throughout the entire program. Any exposure or injury incurred while performing class/clinical duties in the School of Nursing are the financial responsibility of the student. Likewise, payment for required testing such as titers for immunization status and drug screening are also the responsibility of the student.

NURSING PRACTICE DISCIPLINE REQUIREMENTS

Students are expected to attend all clinical practicum rotations, including lab and clinicals. Students must provide their own transportation to clinical sites. Clinical experiences may be scheduled during the day, evening, night, or on weekends. Students must adhere to the School of Nursing's attendance policy (see Appendix A: Attendance Policy).

Nursing is a practice discipline requiring specific performance standards in the areas of cognitive, sensory, affective and psychomotor skills. These standards must be met with or without reasonable accommodation in order for students to progress in the nursing program. Faculty reserves the right to withdraw a student from clinical courses if these standards cannot be achieved by the student.

The following are standards that must be achieved by the student either unassisted, with dependable use of assistive devices, or with a reasonable accommodation:

Residential Courses/Clinical Practicum/Lab Course Standards		
Issue	Standard	Some Examples of Necessary Activities (Not All-Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations; develop nursing care plans; demonstrate ability to make safe judgments when planning and implementing all nursing interventions.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from diverse backgrounds	Establish rapport with patients and colleagues; negotiate interpersonal conflict; respect differences in clients; respect the cultural diversity of clients and co-workers.

Communication	Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form	Explain treatment procedures; initiate health teaching; document and interpret nursing actions and patient responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in patients' rooms, work spaces, and treatment areas; administer CPR; assist in ambulation; have sufficient mobility and stamina to function over an 8-12 hour period in a hospital or other clinical setting (twist, bend stoop/squat, move quickly, climb, walk).
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and properly use equipment (blood pressure cuffs and syringes); position, lift, and transfer patients; demonstrate ability to lift up to 50 pounds; obtain and process specimens; insert catheter; administer injections; use a computer; twist or squeeze with fingers; stand and maintain balance; reach and bend; move within confined spaces.
Physical Strength and Endurance	Physical stamina sufficient to perform full range of required client care activities for entire length of work role	Sustain repetitive movements; maintain physical tolerance; lift; push and pull; support 25 pounds; move heavy objects weighing 50 pounds; defend self against combative client; carry equipment; use upper body strength.
Emotional Stability	Able to assume responsibility and accountability for own actions	Establish therapeutic boundaries; provide client with emotional support; adapt to stress; deal with the unexpected; perform multiple responsibilities concurrently; handle strong emotion.
Hearing	Auditory ability sufficient for observation and assessment necessary in nursing care	Hear verbal exchanges among health care personnel and patients, monitor alarms, emergency signals, auscultated sounds, cries for help; demonstrate ability to hear in situations when not able to see lips of speaker and ability to hear sounds of a normal or faint volume level.

Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Read handwritten documents (chart data); see small calibrations on syringes, sphygmomanometer, and thermometers; observe patient responses to interventions and/or health problems; detect subtle color changes.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., pulse, body parts, temperature of skin or fluids.

Distance-Accessible Course Standards		
Issue	Standard	Some Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Synthesize reading assignments; demonstrate able to write course assignments.
Interpersonal	Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds	Interact with classmates and course instructors on course related subjects; work with other students on a group project.
Communication	Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form	Communicate with faculty and other students via email and electronic discussions.
Motor Skills	Physical abilities sufficient to use a computer	Complete written assignments and examinations by typing on the computer.
Hearing	Auditory ability sufficient to complete class assignments	Listen to online audiovisual presentations.
Visual	Visual ability sufficient to participate in course activities	Complete reading assignments and watch audiovisual presentations.

STUDENT EVALUATION AND PROGRESSION

Students in professional nursing theory and clinical courses are expected to follow grading rubrics and scales published in the course syllabi and in the School of Nursing policies. Students must be informed of the grading rubrics/scale in writing (course syllabus) at the

beginning of each course. Students will be required to sign each course syllabus affirmation which will serve as confirmation that the student understands all course requirements.

For test preparation students should refer to the syllabus and to NCLEX Blueprint (see summary below) on the National Council of State Boards of Nursing website (<https://www.ncsbn.org>).

There will be no course/exam specific “study guides.” Students are expected to use textbook content, textbook associated study guides, online resources, NCLEX prep books/software, class notes, current literature (library/database journals/books), and any other helpful resources described by the instructor or found by the student. **Use of test banks published by textbook publishing companies for the use of faculty (purchased and password protected databases) is consider cheating and will be handled based on the academic integrity policy.** If a student is unsure whether or not a website test bank is appropriate for use, he/she should ask the faculty of the course.

Students are encouraged to study for tests well ahead of the scheduled testing time and within study groups that promote discussion regarding the application of content. Students are encouraged to be diligent in preparation for tests, as all testing is important as training for the state board NCLEX exam.

DETAILED TEST PLANS

Exams will be based on the National Council of State Boards of Nursing (NCSBN) Client Needs framework. (<https://www.ncsbn.org>) This framework was selected by the NCSBN as it provides a universal structure for defining nursing actions and competencies, and focuses on clients in all settings.

Students shall reference the NCSBN NCLEX-RN Examination Detailed Test Plan, Candidate Version, for details on how to prepare for course examinations and testing. **THERE WILL BE NO OUTLINES PROVIDED FOR COURSE EXAMS.** Course exams will follow the NCSBN distribution of content for developing course exams.

NCSBN Distribution of Content

The content of the NCLEX-RN Test Plan is organized into four major Client Needs categories, and two of the four categories are divided into subcategories. Below are the percentage of test questions assigned to each Client Needs category and subcategory.

Client Needs	Percentage of Items from Each Category/Subcategory
Safe and Effective Care Environment	
▪ Management of Care	17-23%

▪ Safety and Infection Control	9-15%
Health Promotion and Maintenance	6-12%
Psychosocial Integrity	6-12%
Physiological Integrity	
▪ Basic Care and Comfort	6-12%
▪ Pharmacological and Parenteral Therapies	12-18%
▪ Reduction of Risk Potential	9-15%
▪ Physiological Adaptation	11-17%

Additional information regarding the test blueprint may be found at https://www.ncsbn.org/RN_Test_Plan_2016_Final.pdf.

Grading Scale

The School of Nursing grading scale is in keeping with the minimum passing criteria of the credentialing organizations. In order to successfully pass a nursing course that has an associated clinical, students must earn a cumulative **test score average** of 75% or greater on all exams, including the final exam, for each course. (Example: There are 4 exams, a written paper, and a presentation. The average for the 4 exams must be at least 75 %.) For courses that do not have a clinical associated component, the student must earn a cumulative score of 75% in the course including all graded assignments and exams. (See Grading Policy in Appendix A for further details.) All grade calculations will be carried out to two decimal places, and there will be **no rounding of grades**.

The evaluation scale is as follows:

90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
69 & below	F

Students must check the individual syllabus for course specific grading criteria.

LeTourneau’s passing letter grade for all nursing courses is “C.” Students making less than a “C” in any nursing course will not be able to progress on to the next nursing course. Students who do not meet the required standard passing grade will be required to comply

with a remediation plan set forth by the faculty and dean of the School of Nursing prior to retaking any course. Failure to comply with the remediation plan may result in the student being ineligible to retake the course.

Students who fail or withdraw from one course in a specific level and come back to take that class, must also enroll as “audit” students in the other courses associated with that level regardless of the grade in the other courses. This audit of the class will serve as remediation of the course content and skills. Students in “audit” status are required to attend classes regularly and successfully complete all skills lab checkoffs. Audit students are not allowed to attend clinical outside of skills labs. Audit students will not be graded in the course and their previous grade will stand. Students may choose to retake the classes for a better grade, but must register and pay for the classes as other students. Students who do not meet the standard of auditing for remediation (attending all classes and successfully completing all skills checkoffs) will not be allowed to move forward to the next clinical level in the nursing program.

If students are identified as having difficulty in a course early in the semester, they may drop the course and associated clinical course (if applicable), then retake the course and associated clinical course at the next offering without the withdrawal counting against them academically. The withdrawal must take place before the course drop date posted on the academic calendar. **Failure to drop a class prior to the posted drop date will result in a recorded earned grade.**

Dropping courses may influence payment and financial aid. Students have the responsibility to consult with the financial aid office and student accounts office to understand financial implications and meet financial obligations to the university.

The practicum courses are graded as satisfactory/unsatisfactory. Students must pass the practicum **AND** theory component of a course to continue in the program. If either the theory or practicum course is failed, the student must repeat both courses.

Refer to Appendix A for policies concerning Grading, Level Progression, Testing, Withdrawal and Dismissal from Nursing Program, and HESI Progression Exams.

Students may not take a course more than twice. Failing a course for a second time or failing another course results in dismissal from the School of Nursing.

Students who transfer to LETU after having failed a nursing course at another institution, will be dismissed from the nursing program if he/she fails one course. A failure in a class at another school will be considered the first failure for transfer students. Students who have failed more than one nursing class at another institution are not eligible to enroll in the LETU clinical nursing program.

Nationally Normed Testing

Nationally normed tests are used to evaluate students throughout the nursing curriculum and are used as a component of the course grade in selected courses. Individual course syllabi will provide information on the nationally-normed test scoring and use as a course grade. The course point allocation for the tests will increase as the student progresses through the curriculum. Failure of the test may impact level progress (see Level Progression Policy in Appendix A). Students are expected to complete all remediation provided from the test vendor and the faculty. Multiple tests and versions of tests may be required each semester.

Nationally Normed Testing in the Final Semester

A nationally normed exit test will be used in the final semester of the nursing program in the Capstone Course. The test being used and the passing score will be stated in the Capstone course syllabus. Students will be given two opportunities to obtain a successful score; however, the student must follow a remediation plan between testings. If after the second attempt, the student is unsuccessful in obtaining a passing score, the student will receive an “incomplete” for the capstone course and be required to register for and complete a 1-hour remediation special topics course. Students are responsible for all tuition and fees (including testing fees) associated with this course.

Students must begin the remediation course within 1 week after the capstone course ending date. During this course, the student will work with a faculty member to complete all assigned remediation. Also, during this course the student will be required to take an additional NCLEX review course either in person or online. All expenses for this review are the responsibility of the student. After completion of the NCLEX review and all remediation, the student will be given the opportunity to repeat the exit exam. Failure to make the required score will indicate that the student is not prepared to safely care for patients and will be required to take additional nursing classes. Courses to be retaken will be based on weaknesses noted on standardized testing and will be chosen by the faculty.

Testing Standards

The following standards apply to all quizzes, major exams, and national standardized testing administered at LETU School of Nursing:

- Testing may include major exams, scheduled or announced quizzes, pop/unannounced quizzes, or performance/demonstration of clinical nursing competencies. Exams and quizzes may be administered online or by other testing methods at the discretion of individual instructors.

- Because the NCLEX-RN exam is time restricted, time limits will be placed on quizzes and exams. Time limits will be appropriate to the number and type of test items. The type of test item and level of difficulty will be considered when setting time limits. Any time limits will be announced prior to starting an exam or quiz.
- Promptness is part of professional nursing expectations. Any student who arrives late will be required to test on the scheduled exam make-up date.
- Prior to testing, cell phones and all other types of paging or digital devices shall be turned off and placed in a designated location of the room. Notebooks and book bags must be left at the designated place in the room along with caps, and any heavy jewelry that may cause distracting sounds during testing. Failure to submit a device will be considered academic dishonesty and may result in dismissal from the program.
- A piece of paper, pencil and/or calculator will be provided prior to the test by the instructor if appropriate for the specific test. All of these items must be returned to the instructor upon completion of the test. No personal items may be used for the test unless directed by the instructor.
- Test dates may be postponed, but not administered earlier than the scheduled date unless all students and the faculty member are in agreement.
- Test dates may be different from the actual class day. It is the student's responsibility to understand the testing schedule and make arrangements to abide by this schedule.
- Students will be given the opportunity for test review after the exam. This may be accomplished during class or outside of class time at a specified date and time at the discretion of the course instructor. The faculty will provide time for students to review their individual test privately in the office of the faculty member if desired by the student. During the review the student may not write or in any way record anything from the exam. The student may ask for clarification; however, the review time is limited to 10 minutes or less per student. Students who need more time to clarify content will make an appointment to meet with the faculty member outside of the test review time. Students may express their reasons for choosing a specific answer or may question the validity of an exam item; however, the faculty member will make a note of the student's concern and will evaluate the concern after the test review. Faculty will not engage in disputes over questions or change any grades during test review time.
- **If a student scores **less than 80%** on a major exam, it is his or her responsibility to contact the faculty member to schedule an individual appointment. Except for highly unusual circumstances that would interfere with the student's or the faculty member's availability, this appointment must occur prior to the next major course exam. The

faculty member will suggest strategies to help improve study habits and/or test taking skills. It is the responsibility of the student to implement improvement strategies and to provide the faculty member with evidence of progress within a timely manner and as agreed between the student and faculty member.

- Any student who misses an examination or quiz as a result of an absence or tardy must have notified the faculty member **in advance** to be eligible for consideration to take a makeup quiz or exam. Students may notify the faculty member of an actual or anticipated class absence or tardy by telephone, email, or in writing.
- Makeup exams may or may not be the same exam as the one the student missed. This decision is at the discretion of the faculty member responsible for the course. Makeup exams and quizzes will be administered on scheduled make-up date(s) as pre-determined by the faculty. The date(s) will be made known to students at the beginning of each semester.

(See Appendix A for Testing Policy)

Medication Administration and Calculation Exams

Medication administration is a clinical skill that is vital to providing safe care to patients; therefore, students are required to pass a medication exam each semester. A minimum score of 90% is required to successfully pass the exam. The medication exam is a pass/fail exam; test scores are not calculated into the course grade. Failure to pass the exam will result in remediation. Students will have two (2) opportunities to take and pass the exam each semester. Students who do not pass the medication exam after the second attempt will be required to withdraw from the designated course. **Specific clinical facilities may require additional medication administration/calculation exams and may require up to 100% as a passing score.** Students will be notified during the first week of class if this requirement is in place for the assigned clinical facility.

WITHDRAWAL, REINSTATEMENT, OR DISMISSAL FROM THE NURSING PROGRAM

(See Appendix A for Withdrawal and Dismissal from Nursing Program Policy)

Withdrawal from the School of Nursing will follow the policy found in the LETU *Academic Catalog*. Rather than withdrawing from the university, students might find themselves in a situation requiring them to withdraw from the School of Nursing but change their major and continue at the university. In this case, the student should follow the policy as outlined in the university academic catalog titled "Declare or Change a Major." Students who withdraw from the university must apply for readmission to the university through the admissions office. Likewise, students who withdraw from the School of Nursing or change their major must reapply for admission to the School of Nursing if they wish to return to the program.

Student Conduct

All students enrolled in the LETU School of Nursing program are required to follow all standards of conduct as published in the LETU Student Handbook as well as maintaining conduct becoming of a professional nurse. Noncompliance with any standard noted in the Student Handbook or standards governing professional behavior may result in suspension or dismissal from the School of Nursing or denial of acceptance into the school and additional university disciplinary response, in coordination with the dean of students.

Students may be dismissed from the nursing program for academic or behavioral issues. The nursing faculty committee for retention is charged with ensuring that students placed on probation or dismissed from the program understand and access the university policies and procedures regarding Academic Probation and Suspension, Grade Change/Appeals (University Academic Catalog) and Due Process and Appeals for Disciplinary Action (University Student Handbook).

Reasons for Dismissal from the Nursing Program

Based on Texas Board of Nursing Rule (§215.8), students will be dismissed from the School of Nursing for demonstration of the following, including, but not limited to:

- 1) Evidence of actual or potential harm to patients, clients, or the public.
- 2) Criminal behavior whether violent or non-violent, directed against persons, property, or public order and decency.
- 3) Intemperate use or abuse of drugs or alcohol (see Appendix A: Substance Abuse Policy), diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity.
- 4) The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic, and/or occupational behaviors which indicate that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to: behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

In addition, nursing students will be held to the highest standards of integrity with regards to professional conduct in both the classroom and clinical settings. Students are expected to adhere to ethical standards consistent with the American Nurses' Association (ANA) Code of Ethics (<http://nursingworld.org/ethics/ecode.htm>). The following behaviors may lead to dismissal from the nursing program (this list is not all inclusive):

- 1) Committing fraud, deceit, or dishonesty, which may include plagiarism, falsification, or negligently making incorrect entries on records or any other written work.
- 2) Violating Health Insurance Portability and Accountability Act (HIPAA) rules and regulations including breach of confidentiality through unauthorized access to client information or verbal or written information about clients in public circumstances.
- 3) Disorderly conduct including disruption or obstruction of teaching and unprofessional and/or inappropriate communication or contact with faculty, peers, clients, or staff.
- 4) Implementing nursing care without supervision or instruction.
- 5) Neglecting or violating any rule, regulation, or policy of LeTourneau University, the School of Nursing, or any clinical facility. This may include dress code violations.
- 6) Physical, mental, or emotional behavior causing the student to be unable to provide safe nursing care.
- 7) Failure to follow policies and procedures of the clinical agency to which the student is assigned.
- 8) Absenteeism or tardiness to classes or clinicals.
- 9) Demonstrating behaviors that the faculty deem unsafe for the clinical area.
- 10) Unsatisfactory clinical evaluations from faculty. An unsatisfactory final clinical evaluation in any clinical course will constitute failure of the course regardless of theory grade.
- 11) Inappropriate use of a cell phone or other electronic devices in clinical or classroom settings.

Unsafe Clinical Performance

Unsafe clinical performance may result in a student's removal from a clinical setting, disciplinary action, a negative clinical evaluation, course failure, and/or dismissal from the nursing program.

Unsafe clinical practice during a clinical practicum is defined as:

- Committing a medication error.

- Failure to report any medication error or other patient related incident, in which the student was involved, to the clinical instructor and dean immediately.
- Behavior or actions that threaten patient safety.
- Failure to apply previously mastered principles/learning outcomes when performing nursing care skills or delegated tasks.
- Actions that demonstrate inappropriate decision-making/judgment.
- Failure to comply with infection control guidelines.
- Failure to follow Center for Disease Control and agency-specific universal precaution guidelines in all client care situations.
- Failure to recognize own limitations, incompetence, or legal responsibilities.
- Failure to accept moral and legal responsibility for own actions.
- Presenting for clinical practicum in impaired condition (determined by clinical faculty). This includes impairment due to fatigue/drowsiness, emotional disturbances, or physical issues.
- Failure to demonstrate appropriate preparation for the clinical experience.
- Failure to report any change in client's condition related to accident, trauma, surgery or medical condition to the clinical instructor as soon as possible.
- Inviting/meeting personal visitors at a clinical site.
- Leaving the hospitals or other clinical settings during break or lunch, except as deemed necessary and approved by the responsible instructor.
- Failure to inform appropriate agency personnel (such as preceptor or unit manager) when leaving the immediate work area for any reason, including lunch break or accompanying a patient to another treatment area.
- Exceeding the allowed maximum of 30 minutes for lunch break.

Students exhibiting behavior or performance in clinical experiences deemed unsafe are subject to a "Corrective Action Contract" (see the following form). This contract will be initiated by the faculty member when a student is noted to have inappropriate behaviors, lack of preparation, lack of professional performance, or any other circumstance that requires corrective action on the part of the student. This form must be completed by the faculty member and signed by the student. The student's signature does not demonstrate that they are "agreeing" that a problem exists but, rather, that they have been informed of the corrective action needed.

The contract includes a timeframe by which the action must take place. The faculty member will re-evaluate the student based on the original contract timeline. Failure of the student to demonstrate the desired behavior or competency will result in failure of the clinical course and may lead to dismissal from the nursing program.

Single infractions of a serious nature may result in immediate dismissal from the nursing program.

Corrective Action Contract

Students whose behavior/performance are of concern to the faculty will be placed on a Corrective Action Contract. The contract includes a time frame (date) by which the identified corrected action is to occur, documentation of the final outcome, and how the student did or did not demonstrate the desired behavior.

DATE: _____
STUDENT NAME: _____
FACULTY NAME: _____
PRECEPTOR NAME (If applicable): _____

1. Describe area of concern with student's behavior/performance:
2. Describe what the student must do to correct the identified behavior/performance:
3. Identify the time frame/date by which corrected action is to occur:
4. Describe the consequences to the student if the identified behavior does NOT occur:
5. Document any previous discussions with the student about this issue.
6. Student and Faculty will meet on ___/___/___ (date) to evaluate student progress toward desired behavior. (EVALUATIVE CONFERENCE)

Student Signature: _____	Date: _____
Faculty Signature: _____	Date: _____

EVALUATIVE CONFERENCE

FINAL OUTCOME:

Describe how the student did or did not demonstrate the desired behavior:

Student Signature: _____	Date: _____
Faculty Signature: _____	Date: _____

Submit original to School of Nursing Faculty and a copy to the student.

FRESH START RULE FOR LETOURNEAU UNIVERSITY

Students who are dismissed from the School of Nursing may continue at LETU in an alternate major provided they continue to meet the requirements of the university. Students who are dismissed from the School of Nursing may only reapply under the “Fresh Start Rule,” as documented in the university academic catalog.

The Fresh Start Rule applies to former LETU undergraduate students who return to the university after an absence of at least three years and whose prior academic records were below acceptable standards. A student with this circumstance may petition the Office of the Provost for implementation of the Fresh Start Rule. If the petition is accepted, the cumulative GPA for the previous LETU work will be suppressed, allowing the student to begin studies with a fresh GPA.

All grades, credits, and courses formerly taken will remain on the transcript. Graduation honors will be determined by considering the full cumulative GPA of all course work attempted at LeTourneau, including the GPA for the previous LETU work that was suppressed prior to the beginning of the Fresh Start Rule.

GRADUATION REQUIREMENTS

Students are responsible for complying with all graduation requirements of LETU as indicated in the university *Academic Catalog* under the title “Graduation Requirements.” The university *Academic Catalog* provides a detailed listing of requirements for degrees.

Nursing students will not graduate until they have satisfied passing requirements in all nursing courses, including the final capstone course.

A mandatory requirement of the capstone course is the NCLEX Review. Students will register and pay for a formal NCLEX Review prior to or during the capstone. Students will need to submit proof of registration and payment as a requirement for completing the class. Students are responsible for payment of the review course and are encouraged to discuss the use of financial aid funds if available with the financial aid student advisors. The student will take individual responsibility for the purchase and completion of this process. Students will need to contact the University Financial Aid office for information on how financial aid funds may be utilized for this process.

GRADE CHANGES AND APPEALS

The Grade Change and Appeals Policy of the university, as printed in the *Academic Catalog*, will be used for all grade grievances in nursing courses.

Once a grade has been submitted to the Office of the Registrar, only the instructor can change the grade except in the case of a grade appeal. If a student believes that a final course grade has been improperly awarded, the student may appeal the grade by following these steps:

- 1) The student must contact the instructor in writing to seek a solution no later than four weeks after the end of the course. The instructor must notify the student of the decision within one week of being contacted by the student. If the instructor decides that a grade change is warranted, the instructor must submit a change of grade form, approved by the dean of the academic school, to the Office of the Registrar.
- 2) If the decision of the instructor is not acceptable to the student, an appeal may be made in writing to the dean of the academic school within one week after notification by the instructor. The written appeal must specify both the complaint and the action requested. The dean must notify the student of the decision within two weeks.
- 3) If the decision of the dean is not acceptable to the student, the written appeal may be made to the Office of the Provost within one week after notification by the dean. The Office of the Provost will seek a solution or may refer the matter to the Admissions and Standards Committee. The decision of the Office of the Provost is final unless the Office of the Provost refers the appeal to the Admissions and Standards Committee, in which case the decision of that committee becomes final.

Only the final grade in a course may be grieved within this framework. Individual grades within the course may be handled through the student's communication with faculty and the problem solving framework discussed in this handbook.

CLINICAL REQUIREMENTS

Clinical Learning Experiences

Clinical learning experiences may include the following:

- Activities and instruction in the nursing skills laboratory
- Computer laboratory experiences
- Faculty or preceptor supervised “hands-on” practice in a clinical setting
- Clinical conferences
- Observation experiences required to meet specific objectives

Clinical courses are divided from the theory courses for the purposes of credit hours and grading; however, the clinical courses must be taken simultaneously with the corresponding theory course. If a student drops either the clinical or theory component, the corresponding course must also be dropped.

Clinical courses are satisfactory/unsatisfactory courses. The faculty member assigned to the clinical course will be responsible for providing student evaluations based on the documented course outcomes. The evaluation tool for each clinical course will be found in the syllabus for that course.

Dress/Appearance Code

Students will be representing LETU and the School of Nursing while in pre-clinical and clinical experiences as well as other learning experiences; therefore, students are expected to uphold the modest dress policy found in the LeTourneau Student Handbook in all situations while at LeTourneau. Faculty will hold students to the standards of dress and appearance in the classroom environment. Dress for clinical experiences will follow this code, which is specific to the School of Nursing.

In all nursing classes, students will wear professional scrub attire. Scrubs worn during classroom times may be of the student’s choosing with regard to style and color, however, they must fit appropriately, be clean and neat, and not be property of any health care facility. Student’s will wear appropriate athletic shoes with scrubs to class. Faculty may make exceptions to this rule for specific skills labs/experiences.

Students will purchase required uniforms and appropriate enclosed shoes to be worn during clinical experiences. Students will purchase at least one (1) set of uniform scrubs (pants, top, optional jacket and undershirts). The brand and style will be chosen by the dean/faculty. Uniform scrubs will be ordered as a group from the vendor chosen by the dean/faculty. All tops/jackets will be monogrammed at the same location. Students will purchase at least one (1) school of nursing T-shirt and one (1) school of nursing polo shirt that will be used for school experiences. Students will also purchase one royal blue polo shirt that does not have any school identification on it to be used for specific mental health rotations only. Costs of all

uniform articles as well as monogramming will be the student's responsibility. Information concerning specific attire will be provided to students upon admittance to the clinical program.

Students not complying with the dress/appearance code will be counseled by their instructor. Failure to meet the standard for dress/appearance will result in the student being dismissed from a clinical experience/class and, therefore, failing clinical for that day. The dress code is as follows:

Jewelry

- Jewelry such as a plain wedding band, wrist watch, and small stud earrings (1 per lower lobe) may be worn with the uniform.
- Bracelets and necklaces are not permitted (except for medical alert bracelets and necklaces).
- No visible body jewelry on eyebrow, face, cheek, nose rings, tongue rings, or tattoos are permitted in the clinical setting.
- Students must have a wrist watch with a second hand. (Cell phones may not be used in place of a watch).

Hair

- Hair must be neat, clean, and well-groomed. In the simulation lab or clinical setting, hair longer than shoulder length must be pulled back and secured in a ponytail or barrette or worn off the collar, ensuring that hair does not hang down in front.
- Dreadlocks (matted coils of hair) or any other style that cannot be cleaned on a regular and appropriate basis are not permissible.
- Hair must be of a natural color (no pink, blue, etc.).
- No ribbons or ornate hair ornaments are allowed in the clinical area.
- Male students are expected to be clean shaven, or mustaches and beards must be kept neatly trimmed and clean. Students may not begin growing facial hair during clinical semesters.
- Male students are expected to wear hair above the collar length or pulled back and secured, ensuring that hair does not hang down in front or past the collar in back.

Nails

- Fingernails shall not extend beyond fingertips. **NO** nail polish and/or acrylic, gel, shellac, or any form of artificial nails may be worn.

Other

- Personal hygiene, including oral care, daily showering/bathing, and the use of deodorant is expected.

- No scented colognes, lotions, aftershave lotion, or perfumes are allowed while in the clinical area. Students must be clean and free of odors such as cigarette smoke.
- Excessive makeup, eye shadows, mascara, false eyelashes, and bright lipstick are not permitted. “Excessive” will be determined by the clinical instructor.
- Gum chewing is not permitted in the clinical setting.
- Cell phones **may not be taken into any clinical setting**. Students who may need to be reached for emergency situations should provide potential contacts the phone number for the nursing unit where they will be stationed or their instructor’s phone number.
- Handheld devices (i.e. tablets) shall be utilized only out of patient care areas and only for the specific purposes related to the clinical experience. Any use of handheld devices must be approved by the clinical instructor.
- **Additional clinical facility policies regarding electronic devices will be followed by all students.**

Clinical Uniform

- Clean, low-heeled, enclosed leather nursing shoes (white or black) or tennis shoes approved by the instructor (no mesh, no loud colors) are to be worn with the uniform. No open-toed, open-back, platform, or clog-type shoes are permitted. Laces, when appropriate, must be clean and solid to match shoe color.
- Hose/socks with no visible designs, tears, or stains and of same color as the uniform pants are required.
- An approved lab coat with the LETU School of Nursing insignia may be worn, as specified by the instructor. No other sweatshirts, sweaters, or jackets may be worn in the clinical setting.
- No head coverings are allowed unless required for medical or religious reasons. They must be without ornament and of a solid color (white, royal blue, or black).
- White, gray or black long or short sleeved t-shirts without a logo may be worn under a designated scrub top. Sleeve may not extend below the wrist.
- Female students are expected to keep dress lengths immediately below the knee and no longer than mid-calf.
- No jeans, cropped pants, shorts, sundresses, or halter tops may be worn when performing pre-clinical or clinical rotations.
- Proper undergarments must be worn, and the color must be white or of natural skin color.
- Uniform fit will be confirmed by faculty. If uniform becomes too big or small over the course study, students will be required to purchase new uniform attire.
- Picture identification (ID) badges are considered to be part of the uniform and must be worn at all times. ID’s may be provided by the clinical agency designating the student as an LETU School of Nursing student, or students may be instructed to use their LETU ID or ID provided by the school of nursing.

Students are expected to follow the modesty dress code of LETU in all classroom situations. Failure to do so may result in dismissal from class constituting an unexcused absence.

SAFETY PRECAUTIONS FOR BLOOD/BODY FLUID EXPOSURE

Students will come in contact with blood and body fluids during their clinical experiences. Students must always adhere to the clinical facility's policy for Exposure to Blood/Body Fluids policy. In the absence of a clinical facility policy, students will follow the LETU policy located in this handbook. (See Appendix A for Blood and Body Fluid Exposure Policy.)

Students will be taught universal precautions and are expected to maintain these precautions in all clinical situations. If a student has an injury, needle stick, or exposure to blood and/or body fluids in a clinical setting, the student shall:

- 1) Stop the activity through which the exposure has occurred.
- 2) If the situation involves a wound to the student, the student should cleanse the wound with soap and water or flush the eyes if a splash into the eyes occurred.
- 3) Immediately report the incident to their supervising faculty member and/or preceptor.
- 4) Immediately seek medical attention by a health care provider.
- 5) Follow the clinical agency's policy and procedure for blood/body fluid exposure.

Students are prohibited from practicing invasive procedures on one another or on any person in the skills lab or outside of the skills lab (dorms, home, etc.).

GENERAL UNIVERSITY INFORMATION AND PROCEDURES

Campus Safety and Emergency Guidelines

Nursing students will follow the guidelines published in the University Student Handbook for all emergency situations. In case of inclement weather or other natural or man-made disasters that may cause a student to be unable to attend a clinical experience, the student must contact the faculty responsible for that experience at least one hour prior to the scheduled arrival time. The faculty member will provide further instructions.

University Statement on Discrimination

LeTourneau University does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, veteran status, or age in the administration of any of its education programs, admissions policies, scholarship and loan programs, athletic, and other school-administered programs. The university has designated the Director of Student Support Services to handle all student-centered inquiries regarding its efforts to comply with and carry

out its responsibilities under Title IX and under Section 504 of the Rehabilitation Act of 1973. The Student Title IX and Section 504 coordinator may be contacted as follows:

Director, Student Support Services, Phone: 903-233-4451
LeTourneau University, 2100 Mobberly Ave., Longview, TX 75602

STUDENTS WITH DISABILITIES

Admission Procedures

When seeking admission to LETU, a student with a disability should be aware of the admission standards. The standard admission criteria also apply to students with disabilities who are interested in attending. Untimed SAT and ACT tests will be accepted. A student may choose to reveal or choose not to reveal a disability in the application for admissions. If revealed, the disability will not enter into the admissions decision.

Academic Program

LETU has no specific programs for students with disabilities. The appropriate academic support, deemed reasonable and necessary by law, will be provided to students with documented disabilities that have been accepted according to the university's admissions criteria. The student must understand that academic standards at LETU are rigorous.

A student may be considered unqualified for admission to a program if his/her disability would require individualized supervision or the lowering of program requirements. No modifications will be made and no substitute courses will be accepted if they would fundamentally alter the nature of the educational program. A requirement that is essential to a degree will not be waived.

Students who intend to enroll in the clinical nursing program should be aware of the physical, emotional, and mental requirements listed earlier in this handbook.

Financial Aid

All financial aid including federal, state, or private grants; scholarships; and loans will be administered without discrimination to any student, regardless of disability, who is admitted to LETU. The amount of financial aid may be affected by the reduced course load of any student, including that reduction which learning-disabled students may require.

Self-Identification

Students enrolled in an institution of higher education are required to self-identify if they would like to request academic support services on the basis of a disability. LETU encourages students with a disability to self-identify after admission and provide required documentation to the Director of Student Support Services. Through self-identification and the utilization of appropriate academic services, academic progress must be made. Students

needing facility adjustments must notify the Director of Student Support Services at 903-233-4451.

Documentation

Students are required to provide documentation of a disability to the Director of Student Support Services prior to the provision of academic support services or facility adjustments. In the case of a medical disability of mobility, sensory, health, or physical limitations, a complete medical report and formal diagnosis from a physician is necessary. The deadline for providing documentation is 30 days prior to the beginning of the initial semester, to allow time to provide adequate coordination of services. In the case of a learning or psychological disability, acceptable documentation includes a psycho-educational evaluation and formal diagnosis performed by a licensed therapist who specializes in learning disabilities. The evaluation must delineate the nature of the student's learning problem and describe any factors that entitle the student to academic support services. Each evaluation must include an assessment of broad cognitive functioning (e.g. the WAIS R test), specific cognitive processing (discussing visual spatial abilities, auditory and visual memory, fine motor ability, executive functions, and selective attention), oral language ability, and achievement levels. All scores must be reported and interpreted.

The physical or psycho-educational evaluations must also explain how the student's ability to perform routine school tasks is affected by the disability, and recommend modifications that would be reasonable and necessary at LETU. Documentation may be no more than three years old.

Academic Support

After appropriate documentation has been provided to the Director of Student Support Services, accommodation(s) will be determined on an individual basis dependent upon documented need for services and the university's assessment of the individual's need as related to his or her academic program. These services may include liaison with faculty members, promotion of self-advocacy skills, and securing appropriate classroom accommodations. Study skills counseling and some tutoring are also available.

At the student's request and upon receipt of a signed consent form, the Director of Student Support Services will contact the Office of the Provost, who will notify the appropriate faculty of recommended specific accommodation(s). The student will then meet with his or her instructors to discuss the accommodation(s). Students must update their requests for accommodation(s) each semester by completing and returning the update form to the Director of Student Support Services in a timely manner. Reasonable accommodation involves a level of shared responsibility, cooperation, and communication among faculty, staff, and students in order to ensure academic integrity and provide equal educational opportunities for students with disabilities. Ultimately, the student is responsible to tell the Director of Student Support Services if adjustments are inadequate.

Students who receive academic auxiliary aids and services from the university, based on the university's assessment of the need related to the academic program, will be required to apply for state and/or federal funds for which they may be eligible and to reimburse the university for expenses incurred. Examples of those sources include, but are not limited to, the Texas Rehabilitation Commission, the Texas Commission for the Blind, or the Veterans Administration.

COMMUNICATION WITH FACULTY AND PROBLEM SOLVING

As part of the training for professional nurses, faculty members of the School of Nursing expect students to practice appropriate communication and problem-solving skills. Faculty will hold office hours and provide students with valid contact information. Faculty members may be contacted through the LETU email system and through the online learning system, Canvas. Contact information will be provided to students based on facility/agency during their clinical experiences. Faculty will not communicate with students via individual text messaging although group apps may be used by some faculty members for specific class information.

Problem-solving skills are practiced throughout the higher education experience. Students will use face-to-face communication with faculty and administration to solve issues as they arise. Contact information for all university administrators, School of Nursing administrators, faculty, and staff are found on the LeTourneau website. Students may also find information concerning their rights and appropriate policies and procedures to follow in the *LETU Student Handbook* and *Academic Catalog*.

For the School of Nursing, students should follow this "chain of command" in attempting to solve problems with the nursing program, classes, or clinical experiences:

- 1) Discuss the problem/issue with the faculty member or clinical instructor who is teaching the course. The student should go directly to this person first.
- 2) If the matter cannot be resolved by the immediate teaching faculty/clinical instructor, the student may then contact the faculty of record/course coordinator.
- 3) If the matter cannot be resolved by the immediate teaching faculty or the course coordinator, the student should notify the Dean of Nursing by scheduling a face-to-face appointment.
- 4) Matters unresolved at the dean level may be taken to the Dean of Health Sciences and/or Office of the Provost.

Failure of the student to follow this course of action will result in the problem/issue not being resolved in a timely manner, as the student will be instructed to go back and follow these action steps in order.

Students should refer to the *LETU Student Handbook* "Student Complaint Policy" for further information regarding complaint resolution outside of the delineated nursing school resolution steps.

EVALUATION OF TEACHING EFFECTIVENESS

Each semester students are asked to evaluate teaching effectiveness. The university process is facilitated by the university Office of the Provost along with the Quality Assurance Department. The confidential evaluation is performed by the student via an electronic submission. In addition to the evaluation consistent across the university, the School of Nursing adds evaluation items specific to nursing courses and clinical experiences.

Course evaluations will be completed by each student during a class session near the end of the semester for each nursing course. For the continued improvement of the curriculum, clinical experiences, and the nursing program in general, students are required to provide feedback on this survey each time it is presented. Information from these surveys is aggregated and provided to the nursing dean and faculty for review and action planning.

USE OF SOCIAL MEDIA AND ELECTRONICS

Students and faculty will use electronic communications on a regular basis. Forms of electronic communications formally used in the School of Nursing will be LETU email and Canvas learning management system. Students and faculty may also choose to communicate via phonegroup apps, or closed social media groups. Students, faculty, and staff are always required to maintain compliance with policies found in the *LETU Student Handbook* as well as the social media policy of the School of Nursing (see Appendix A for Social Media Policy), HIPAA guidelines (see Appendix A for HIPAA Policy), FERPA guidelines (see *University Academic Catalog*), and all professional guidelines for electronic communications.

Any infraction of this Social Media Policy will result in the immediate dismissal from the Nursing Program and may result in legal consequences.

Personal use of cell phones, including receiving and sending text messages, **is prohibited** while class is formally in session. Devices must be turned off or silenced and stored during class. If it is urgent or imperative that personal messages be received or responded to during class, the student must leave the classroom to do so. Appropriate times to receive and respond to messages include before and after class and during official class breaks. Faculty may elect to include additional guidelines in course syllabi as it pertains to the use of cell phones and texting during their respective class times. At the discretion of the faculty, cell phones may be prohibited in the classroom. If faculty prohibit cell phones, a place for storage may be provided, however, the school of nursing, faculty, nor the university are responsible for cell phones left in this storage space, therefore, it is advisable that cell phones are not brought to classrooms of faculty where they are prohibited.

Students are expected to have their laptop computer available for classroom learning activities, note taking, and use of resources. Computers are not to be used for email, social

media, or websurfing during classes. Students found using computers for reasons other than class activities may be asked to leave the class.

STUDENT MEMBERSHIP ON NURSING COMMITTEES

Invitations will be extended to students to participate on academic and quality improvement committees formed by the School of Nursing. Committees are responsible for academic policies and procedures as well as curriculum development. Some nursing school committees will have at least one student on the membership and one alternate student. Students will serve one year on the committee. During that time they will have full voting privileges and responsibilities with the exception of any committee activities which include a review of student and/or faculty records. The faculty and administration value the input of students on committees. Having a student voice represented in the School of Nursing committees is helpful to consistently improve the quality of the program.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

This federal law protects the privacy of students with regard to educational records. More information concerning this law is found in the University *Academic Catalog* under the section titled "Privacy of Student Records." All School of Nursing faculty members will abide by this law. In the signature page of this handbook you will be asked to sign a permission statement providing permission for nursing school faculty members to share information confidentially within the faculty group regarding your performance in class and clinical. All information will be kept confidential within the faculty group. Information shared within the faculty group will be on a "need to know basis" and will be communication toward improving student outcomes.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA guidelines must be followed at all times. Identifiable information concerning clients/patients and clinical rotations must not be posted in any online forum or webpage. Zero tolerance applies to anyone posting comments that violate HIPAA guidelines or this policy. (See Appendix A for Health Insurance Portability and Accountability Act policy.)

USE OF AN ELECTRONIC DEVICE AT THE BEDSIDE

Students must adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). No identifiable patient information may be used in a student's electronic device at the bedside. A **patient name, hospital record numbers, social security number, photographs or any other identifiable means** will not be allowed for use as a part of the student's electronic or written record.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) required the Secretary of the U.S. Department of Health and Human Services (HHS) to develop regulations protecting the privacy and security of certain health information. To fulfill this requirement, HHS published what are commonly known as the HIPAA Privacy Rule and the HIPAA Security Rule. (<http://www.hhs.gov/ocr/privacy/hipaa/understanding/srsummary.html>)

- **The Privacy Rule, or Standards for Privacy of Individually Identifiable Health Information** establishes national standards for the protection of certain health information.
- **The Security Standards for the Protection of Electronic Protected Health Information (the Security Rule)** establish a national set of security standards for protecting certain health information that is held or transferred in electronic form. The Security Rule operationalizes the protections contained in the Privacy Rule by addressing the technical and non-technical safeguards that organizations, called “covered entities,” must put in place to secure “electronic protected health information” (e-PHI) for individuals. Within HHS, the Office for Civil Rights (OCR) has responsibility for enforcing the Privacy and Security Rules with **voluntary compliance activities and civil money penalties**.

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

- **Who is Covered by the Security Rule** - The Security Rule, like all of the Administrative Simplification rules, applies to health plans, health care clearinghouses, and to any health care provider who transmits health information in electronic form in connection with a transaction for which the Secretary of HHS has adopted standards under HIPAA (the “covered entities”).
- **General Rules** - The Security Rule requires covered entities to maintain reasonable and appropriate administrative, technical, and physical safeguards for protecting e-PHI. Specifically, covered entities must:
 - Ensure the confidentiality, integrity, and availability of all e-PHI they create, receive, maintain or transmit;
 - Identify and protect against reasonably anticipated threats to the security or integrity of the information;
 - Protect against reasonably anticipated, impermissible uses or disclosures; and
 - Ensure compliance by their workforce.
- The Security Rule defines “confidentiality” to mean that e-PHI is not available or disclosed to unauthorized persons.

- A HIPAA violation can result in civil money penalties or criminal penalties. HIPAA violation could be reported to the licensing or certifying Board and could affect the ability to practice as a health professional in the future.
- A HIPAA violation may result in immediate dismissal from the LETU School of Nursing.

APPENDICES

SCHOOL OF NURSING POLICIES AND RESOURCES FOR STUDENTS



**LETOURNEAU
UNIVERSITY**

SCHOOL OF NURSING

APPENDIX A

POLICIES RELATED TO STUDENTS

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LETU School of Nursing Policy Title: ADMISSION TO THE SCHOOL OF NURSING	Committee Assignment: Admissions and Retention	Original Approval Date: August 8, 2016 Effective Date: 8/22/2016 Review Date: 08/15/17 Revision Date: 08/15/17
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Purpose: The purpose of this policy is to define the admission process and criteria established for entrance into the LETU School of Nursing.

Scope: This policy applies to all applicants of the LETU School of Nursing.

Responsible Committee/Position: This policy will be upheld, reviewed, and revised by the Nursing Admission and Retention committee in collaboration with the dean.

Policy Statement: All applicants must complete the following process in order to apply to the School of Nursing:

1. Apply to LETU (see university application procedures) – this includes submission of official transcripts for all college work from other institutions
2. Meet all SON eligibility criteria which include the following:
 - A. Have all transfer courses approved by the dean of nursing and/or the dean/chair for the department responsible for a specific course.
 - B. Meet the nursing practice discipline requirements as documented in the Nursing Student Handbook.
 - C. Have minimum cumulative GPA of 2.75 and a minimum grade of “C” in all prerequisite courses.
 - D. Complete the standardized entrance exam making a passing score on the reading comprehension and math sections of the exam. Passing score will be posted based on exam.
 - E. Complete Nursing School Application – this includes references and essay.

 Students transferring in directly to the clinical nursing program are required to use the Nursing CAS application process. Students who are current LETU students at the time of application may have an abbreviated application process
 - F. Agree to background check and fingerprinted through the Texas Board of Nursing which requires the student’s full social security number, date of birth, and current address
 - G. Meet all eligibility requirements for Registered Nurse licensure as specified by the Texas Board of Nursing – requirements found at https://www.bon.texas.gov/licensure_eligibility.asp on the Texas Board of Nursing website.

- H. Complete all prerequisite and general education courses AND be within 12 credit hours of completing LETU's Bible/Theology core.

Associated Procedures: The School of Nursing Dean's Office will receive applications, references, and essays beginning in January each year.. Verification of all admission criteria will be done by the Dean's office. If the applicant meets all criteria, an application file will be prepared for the Nursing Admission and Retention Committee which will review each application. The committee will recommend to the Dean of Nursing whether or not the student should be extended acceptance. The Dean will have pre-determined the number of students being admitted to the program during the specific admission cycle. After review of the application file, the Dean will communicate with the applicant concerning admission or denial. Applicants will then be responsible for accepting their space in the program and submitting further documentation needed for the program by the deadline provided in the acceptance notification. Failure to accept the space by the deadline given in the acceptance letter will indicate that the student does not wish to be a part of the program and that space will be given to the next eligible applicant. The Dean's office will maintain a list of all applicants which will indicate acceptance, non-acceptance, or wait list status.

First priority admission to the School of Nursing will be given to students who have completed all prerequisite courses at LETU. Priority will also be extended to students who transferred to LETU prior to application to the school of nursing and students enrolled in a school with a current MOU for transfer to LETU School of Nursing. All students who are enrolled in LETU as a pre-nursing major prior to application must meet the admission criteria, AND apply for the nursing program by January 31 to be considered for priority acceptance. After January 31, applications will be accepted from any student wishing to apply. These applications will be reviewed by the Nursing Admission and Retention Committee on a first come, first served basis. Once all clinical program spaces are filled, applications will be accepted; however, the applicants will be notified that they will be placed on a waiting list and will be notified by May 31 of availability. The wait list will be sorted based on the following criteria:

1. GPA
2. Standardized test scores in reading
3. Standardized test scores in math
4. Essay
5. References
6. Number of classes outstanding in general education and LETU Bible/Theology core

Associated Policies: University Admissions

<p>LETU School of Nursing Policy Title:</p> <p>ATTENDANCE</p>	<p>Committee Assignment:</p> <p>Faculty-Student Affairs Committee</p>	<p>Original Approval Date: August 8, 2016</p> <p>Effective Date: 8/22/2016</p> <p>Review Date: 08/15/2017</p> <p>Revision Date:</p>
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Purpose: The purpose of this policy is to provide expected behavior of students with regard to class and clinical attendance. The policy of the School of Nursing differs from that of the university; therefore, this guidance is specific to nursing students.

Scope: All students enrolled in NURS courses, both theory and clinical.

Responsible Committee/Position: Course faculty are responsible for enforcing the attendance policy. The Faculty-Student Affairs Committee is responsible for reviewing, revising, and upholding this policy as lack of attendance may contribute to the “at risk” nature of students not being successful in nursing courses.

Policy Statement: All students are expected to attend all classes, laboratory experiences, and clinical experiences, on time, appropriately dressed, and prepared for learning experience 100% of the time. Students who miss more than 25% of class or clinical time whether excused or unexcused will be required to drop the course. Attendance records will be taken at class and clinical meetings. A written medical excuse is required for make-up of missed examinations and for make-up of missed clinical experiences. Absence from a clinical experience for any reason considered unexcused by the faculty will result in an unsatisfactory clinical evaluation for the missed experience. All excused clinical absences will be made up at the discretion of the faculty.

Students have the responsibility to discuss any conflict with the class or clinical schedule well in advance. Faculty will attempt to work with students around school-related conflicts, this will in many cases be impossible due to the nature of clinical experiences. Students who are involved in athletics, second majors, other university organizations, or employment should consider their commitment to the School of Nursing first; particularly during the clinical nursing courses occurring in the last 2 years of study.

The School of Nursing will follow the university schedule of holiday/vacation time for students; however, nursing students will be required to perform clinicals during evening/night hours and on weekends as needed. Schedules will be provided to students at the beginning of each clinical semester.

Students are expected to make arrangements to attend classes and clinical experiences as scheduled. Attendance for all classes and clinical experiences is mandatory; therefore, failure

to make appropriate arrangements for scheduled classes and clinical experiences may result in dismissal from the nursing program.

Associated Procedures:

None

Associated Policies:

Level Progression

<p>LETU School of Nursing Policy Title:</p> <p>GRADING POLICY: DIDACTIC AND CLINICAL COURSES</p>	<p>Committee Assignment:</p> <p>Admission and Retention Committee</p>	<p>Original Approval Date: August 8, 2016</p> <p>Effective Date: 8/22/2016</p> <p>Review Date: 08/15/2017</p> <p>Revision Date: 08/15/2017</p>
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Purpose:

The purpose of this policy is to delineate the grading scale and grading procedures to be used in nursing courses.

Scope:

This policy applies to all courses with the NURS prefix.

Responsible Committee/Position:

The Admission and Retention Committee, along with the course faculty and the dean, is responsible for overseeing the grading issues in the School of Nursing and the review of this policy. The course faculty has the ultimate responsibility of assigning and reporting grades.

Policy Statement:

The grading scale of the School of Nursing differs from that of the university and is in keeping with the minimum passing criteria of the credentialing organizations. The following is the grading scale used by the School of Nursing:

90 – 100	A
80 – 89	B
75 – 79	C (75 is minimum passing score)
70 – 74	D (considered a failing grade)
69 & below	F

There is NO ROUNDING of grades in the School of Nursing.

Courses with an associated clinical experience are considered “exam heavy” courses, and the assessment in these courses is intended to provide insight into the student’s readiness for NCLEX. Courses without an associated clinical experience course may have multiple exams; however, these courses are sometimes weighted with other assignments such as projects and writing assignments. Due to this difference in assessment types, some courses require a 75% exam average while other courses require a 75% overall average. Clinical courses are not assigned a numerical grade; therefore, the section titled “Clinical Grading” in this policy will be followed for clinical courses. The following table will be followed by all School of Nursing faculty when preparing exams and assignments, and the appropriate grading procedure will be applied.

Course Number/Short Title	Requirement
NURS 3113/Patho	75% overall
NURS 3132/Pharm	75% overall
NURS 3453/Professions	75% overall
NURS 3412/Assessment	75% test average
NURS 3213/Foundations	75% test average
NURS 3814/Med-Surg	75% test average
NURS 3613/Behavioral	75% test average
NURS 3852/Research	75% overall
NURS 3403/Geriatrics	75% overall
NURS 4733/Family	75% test average
NURS 4413/Complex	75% test average
NURS 4613/Community	75% test average
NURS 4751/Leadership	75% test average
NURS 3302/3362/Elective	75% overall

Clinical Grading:

Clinical grades are reported as Satisfactory/Unsatisfactory. Each time the student participates in a clinical experience, the faculty will provide an evaluation indicating whether the student performance was Satisfactory or Unsatisfactory. This evaluation will be made prior to the next scheduled clinical experience unless the experiences are on back-to-back days.

Students whose behavior and/or performance in clinical experiences is unsatisfactory are subject to a “Corrective Action Contract.” This contract will be initiated by the faculty member when a student is noted to have demonstrated any unsafe or unsatisfactory clinical performance on a clinical evaluation tool. (See Dismissal Policy for list of concerning behaviors.) This “Corrective Action Contract” must be completed by the faculty member and signed by the student. The student’s signature does not demonstrate that they are “agreeing” that a problem exists, but rather that they have been informed of the corrective action needed. The contract includes a timeframe by which the action must take place. The faculty member will re-evaluate the student based on the original contract timeline. Failure of the student to demonstrate the desired behavior or competency will result in failure of the clinical course. Certain behaviors or performance issues including, but not limited to, the following may result in immediate failure of the course and dismissal from the program:

- Committing a medication error.
- Behavior or actions that threaten patient safety.
- Failure to apply previously mastered principles/learning outcomes when performing nursing care skills or delegated tasks.
- Actions that demonstrate inappropriate decision making/judgment.
- Failure to comply with infection control guidelines.
- Failure to recognize own limitations, incompetence, or legal responsibilities.
- Failure to accept moral and legal responsibility for own actions.

- Presenting for clinical practicum in impaired condition (determined by clinical faculty).
- Failure to demonstrate appropriate preparation for the clinical experience.

Didactic Course Grading:

Students are responsible for knowing and understanding their grades in courses. At mid-term, students who have less than a 75% test average or class average will be counseled by faculty. The faculty will document the counseling. The student will acknowledge the counseling by signing a formal document which will be placed in the student's file.

At Risk Students:

Cases of students who are deemed "at risk" either due to didactic course grades, clinical grades, or other circumstances will be brought before the Nursing Admission and Retention Committee before the drop date for the semester. This committee will discuss opportunities for remediation and faculty intervention. The student will then be counseled by the committee chair or dean about the recommendations of the committee. The student will acknowledge this counseling by signing a formal document which will be placed in the student's file. Permission from students will be obtained as a part of the acknowledgement/signature page associated with the Student Handbook.

Associated Procedures:

For courses delineated as requiring a 75% test average, at least 4 major exams must be given over the semester in order to provide adequate opportunities for students to be successful in the course. In addition to a minimum of 4 exams, other assignments for credit may be made by the course faculty. Additional assignment grades will not be calculated into the final grade until the 75% test average has been satisfied. Standardized progression exam scores are not included in the test average.

For courses delineated as requiring a 75% overall average, a combination of exams and other assignments may be used for assessment. All grades are calculated into the final grade regardless of test average.

When creating the syllabus for each NURS course, the faculty must explicitly state how the grade is being calculated and whether success in the course will be based on the overall or testing average. The online gradebook will be set up to reflect the requirement for the course to ensure that students are aware of their test average or overall average at any point during the semester.

At least 30% of testing points from the course must be completed and disclosed to students prior to the drop date set by the university academic calendar.

Clinical grading will be based on the completion of clinical evaluation tool with each clinical experience indicating "satisfactory" or "unsatisfactory" performance. A midterm and final evaluation tool is used to document progression toward and meeting clinical course objectives.

Associated Policies:

Level Progression

Withdrawal, Reinstatement, and Dismissal Policy

LETU School of Nursing Policy Title: HESI PROGRESSION EXAMS	Committee Assignment: Nursing Curriculum	Original Approval Date: August 8, 2016 Effective Date: 8/22/2016 Review Date: 8/15/2017 Revision Date:
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Purpose:

The purpose of this policy is to define the use of HESI Progression Exams within the nursing courses in the LETU School of Nursing. HESI Progression Exams serve as a benchmark for students and faculty with regard to the student’s competency in specific areas of the nursing curriculum. As the mission of the School of Nursing indicates, students will develop competency and ingenuity in nursing and will be well prepared to provide nursing care to patients and families. Use of the HESI content area exam assist the faculty and students in understanding how well the student has mastered the material covered in specific content areas. As this program is focused on preparing BSN graduates to become Registered Nurses, it is vital to assess student progression towards this outcome throughout the curriculum.

Scope:

This policy applies to all clinical nursing students in the LETU School of Nursing BSN program.

Responsible Committee/Position:

The policy will be reviewed and amended as necessary on an annual basis by the Nursing Curriculum Committee. The policy will be enforced by all faculty as well as the Dean of Nursing.

Policy Statement:

HESI Progression Exams covering the following nursing content areas will be administered in the associated course:

- Critical Care – NURS 4413 Complex Nursing
- Fundamentals – NURS 3213 Foundations of Nursing Practice
- Gerontology – NURS 3403 Geriatric Nursing
- Health Assessment – NURS 3412 Health Assessment
- Medical/Surgical – NURS 3814 Medical Surgical Nursing
- Pharmacology – NURS 4413 Complex Nursing
- Psychology/Mental Health – NURS 3613 Behavioral Health Nursing
- Research – NURS 3852 Research and Evidence Based Nursing Practice
- Maternity/Pediatrics – NURS 4733 Family Health Nursing
- Management/Community – NURS 4753 Leadership and Management OR NURS 4613 Community Public Health Nursing

Associated Procedures:

Students will be required to take nationally normed HESI progression exams at each nursing level. These progression exams will count toward the overall grade in the course that the exam is given. If two versions of the HESI course specific exam are available, students will be required to take both exams and the highest score will be recorded. Students are required to take both version regardless of the first score. If the student makes less than 850 (minimal score for “Acceptable Performance”), the student will be required to develop a remediation plan with the course instructor and must complete that plan prior to being given a final grade in the course. Until the remediation plan is completed, an “I” will be recorded for the final course grade and the student will not be allowed to progress in the program. Failure to complete the remediation plan in the agreed upon timeframe will result in failure of the course.

HESI Score Weighting is based on student level. Level 1 = 5% of grade, Level 2 = 10%, Level 3 = 15%, Level 4 = 20%. Course syllabus will provide specific information about points associated with HESI exam.

In all nursing courses where a HESI progression exam is given, the following rubric will be posted in the syllabus and used to assign a grade to be recorded for the course:

Rubric for HESI Score Conversion to Numerical Grade Recorded For the Course:

HESI Exam Prediction of NCLEX Success	HESI Exam Scoring Intervals	Percentage Grade Recorded for Exam Results
Recommended Performance	1000 or greater	100
	976-999	95
	950-975	92
	926-949	90
	900-925	85
Acceptable Performance	876-899	80
	850-875	75
Below Acceptable Performance	826-849	72
	800-825	70
	776-799	65
	750-775	60
Further Preparation Needed	700-749	50
	650-699	40
	600-649	30
	Less than 600	0

Associated Policies:

Grading Policy
Fees

LETU School of Nursing Policy Title:	Committee Assignment:	Original Approval Date:
ATI PROGRESSION EXAMS	Nursing Curriculum	August 15, 2017
		Effective Date: 8/21/2017
		Review Date:
		Revision Date:

Purpose:

The purpose of this policy is to define the use of ATI Content Exams as Progression Exams within the nursing courses in the LETU School of Nursing. ATI Content Exams serve as a benchmark for students and faculty with regard to the student’s competency in specific areas of the nursing curriculum. As the mission of the School of Nursing indicates, students will develop competency and ingenuity in nursing and will be well prepared to provide nursing care to patients and families. Use of the ATI content area exam assist the faculty and students in understanding how well the student has mastered the material covered in specific content areas. As this program is focused on preparing BSN graduates to become Registered Nurses, it is vital to assess student progression towards this outcome throughout the curriculum.

Scope:

This policy applies to all clinical nursing students in the LETU School of Nursing BSN program.

Responsible Committee/Position:

The policy will be reviewed and amended as necessary on an annual basis by the Nursing Curriculum Committee. The policy will be enforced by all faculty as well as the Dean of Nursing.

Policy Statement:

ATI Content Progression Exams covering the following nursing content areas will be administered in the associated course:

- Fundamentals – NURS 3213 Foundations of Nursing Practice
- Medical/Surgical – NURS 3814 Medical Surgical Nursing
- Pharmacology – NURS 4413 Complex Nursing, NURS 3814 Medical Surgical Nursing
- Psychology/Mental Health – NURS 3613 Behavioral Health Nursing
- Maternal/Newborn and Nursing Care of Children – NURS 4733 Family Health Nursing
- Leadership – NURS 4753 Leading and Managing
- Management - NURS 4613 Leading and Managing
- Nutrition for Nursing – NURS 4413 Complex Nursing

Associated Procedures:

Students will be required to take ATI Proctored Content progression exams at each nursing level. These progression exams will count toward the overall grade in the course that the exam is given. **If** two versions of the ATI content specific exam are available, students will be required

to take both exams and the highest score will be recorded. Students are required to take both version regardless of the first score. If the student makes less than Level 2 (minimal score for NCLEX readiness), the student will be required to develop a remediation plan with the course instructor and must complete that plan prior to being given a final grade in the course. Until the remediation plan is completed, an "I" will be recorded for the final course grade and the student will not be allowed to progress in the program. Failure to complete the remediation plan in the agreed upon timeframe will result in failure of the course.

ATI Score Weighting is based on student level. Level 1 = 5% of grade, Level 2 = 10%, Level 3 = 15%, Level 4 = 20%. Course syllabus will provide specific information about points associated with the ATI exam.

In all nursing courses where an ATI progression exam is given, the following rubric will be posted in the syllabus and used to assign a grade to be recorded for the course:

Rubric for ATI Score Conversion to Numerical Grade Recorded For the Course:

Prediction of NCLEX Success	Percentage Grade Recorded for Exam Results
Proficiency Level 3 "On Track"	100
Proficiency Level 2 "Meets the Standard"	80
Proficiency Level 1 "Needs Improvement"	70
Proficiency Level 0 "At Risk"	0

ATI RECOMMENDED CUT SCORES

Content Exam	LEVEL 1 CUT SCORE LETU Conversion 70%	LEVEL 2 CUT SCORE LETU Conversion 80%	LEVEL 3 CUT SCORE LETU Conversion 100%
Adult Medical Surgical (90 items)	56.7% – 67.8%	68.9% – 80.0%	81.1% – 100.0%
Community Health (50 items)	58.0% – 72.0%	74.0% – 82.0%	84.0% – 100.0%
Fundamentals (60 items)	51.7% – 61.7%	63.3% – 76.7%	78.3% – 100.0%
Leadership (60 items)	61.7% – 75.0%	76.7% – 86.7%	88.3% – 100.0%
Maternal Newborn (60 items)	55.0% – 65.0%	66.7% – 78.3%	80.0% – 100.0%
Mental Health (60 items)	56.7% – 65.0%	66.7% – 83.3%	85.0% – 100.0%
Nursing Care of Children (60 items)	53.3% – 61.7%	63.3% – 76.7%	78.3% – 100.0%
Nutrition (60 items)	46.7% – 65.0%	66.7% – 80.0%	81.7% – 100.0%
Pharmacology (60 items)	56.7% – 70.0%	71.7% – 83.3%	85.0% – 100.0%

RN CONTENT MASTERY SERIES 2016 PROFICIENCY LEVEL DEFINITIONS*

LEVEL 1

Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

LEVEL 2

Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

LEVEL 3

Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Associated Policies:

Grading Policy
Fees

LETU School of Nursing Policy Title: LEVEL PROGRESSION FOR NURSING STUDENTS	Committee Assignment: Admissions and Retention Committee	Original Approval Date: August 8, 2016 Effective Date: 8/22/2016 Review Date: 08/15/2017 Revision Date: 08/15/2017
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Purpose:

The purpose of this policy is to delineate the necessary student achievements in order to progress to the next level within the nursing program. This policy is directly concerned with accomplishing the mission and vision of the school to have graduates that are competent and skilled nurses. This policy is also directly related to both student learning outcomes and overall program outcomes. A goal of the school is to graduate nurses who are prepared for entry level practice and are able to fully participate in the health care system. Overall, graduates will be prepared to provide competent, patient-centered nursing care and leadership. This progression policy assists the faculty and administration in determining the readiness of students to progress and ultimately become registered nurse entrusted to provide safe and effective nursing care.

Scope:

This policy applies to all students in the clinical nursing program.

Responsible Committee/Position:

The Admissions and Retention Committee along with the dean is tasked with the responsibility of ensuring that remediation is effective, detecting student challenges early to promote retention and progression, and ensuring that students who do not meet the progression criteria are placed on probation or dismissed from the school as appropriate.

Policy Statement:

Grades for Progression

Students making less than a “C” (75%) in **any** nursing course (clinical or non-clinical) will not be allowed to progress on to the next nursing course. Students making less than a “C” will be given the opportunity to remediate the material for that course and retake the course at the next offering for a better grade. If students are identified as having difficulty in a course early in a semester, they may drop the course (if dropping a didactic course must also drop associated clinical or if dropping a clinical course must also drop associated didactic course). This withdrawal will not count against the student academically. The withdrawal must take place before the university deadline for withdrawal from a course as posted on the academic calendar. **It is the responsibility of the student to keep track of course grades and to drop by the posted date as needed.**

Dropping/retaking courses may influence payment and financial aid. Students have the responsibility to consult with the financial aid office and student accounts office to understand financial implications and meet financial obligations to the university.

Students who do not meet the required passing grade are required to comply with a remediation plan set forth by the faculty and/or dean of the school prior to retaking the course.

Practicum courses are satisfactory/unsatisfactory. Students must pass the practicum AND didactic courses to progress in the clinical nursing program. If either the didactic or the practicum course is failed, the student **must repeat both**. If a student fails a didactic course and passes the associated clinical course, the grade in the clinical course will stand as an "S," however, the student must register for, pay for, and retake the associated clinical course in order to receive credit for the didactic course. In this case, the student would be credited with only one (1) failing course. Likewise, if a student fails a clinical course, the grade from the associated didactic course will stand; however, the student must register for, pay for, and retake the associated didactic course in order to receive credit for the clinical course. In this case, the student would be credited with only (1) failing course. A student may improve his or her grade during the retake of the course and **MUST** make at least a "C" when retaking a course in order to progress. If the student fails both the didactic and associated clinical course, this will count as two (2) failures resulting in dismissal from the program.

Students may not retake a course more than once. Failing a course for a second time results in dismissal from the School of Nursing. For students who transfer to the LETU School of Nursing after having failed a nursing course at another program, failure of one (1) course will result in dismissal from the program.

Students are required to take a medication administration and calculation exam at the beginning of each semester. Students must score 90% to successfully pass this exam. The scores for this exam are not calculated into any course grade. Students will have two (2) opportunities to take this exam. Failure to score 90% on this exam requires that a student withdraw from all clinical nursing courses. The medication exams are based on clinical level and are progressive throughout the program. Clinical facilities may require additional medication and/or calculation exams and may require up to 100% accuracy. Students must take clinical facility exams and pass them based on the agencies criteria in order to proceed with clinical. Failure to meet the agency criteria on medication exams will result in the student being unable to complete the assigned clinical rotation.

Theology/Bible Core Completion for Progression

Students may be accepted to the School of Nursing prior to completing theology/Bible core courses based on the policy allowing 12 credit hours outstanding at admission to the clinical program. All courses required for the theology/Bible core must be completed prior to students enrolling for Level 3 clinical nursing courses. Students who have outstanding courses other than clinical nursing courses will not progress to Level 3.

Standardized Progression Exams

Standardized progression exams will be used within the nursing program. See the Progression Exam policy for further explanation on how these exams will be used guide progression of students.

Associated Procedures:

Students will be provided with adequate opportunities to pass nursing courses. They will be given at least 4 exams per class for classes using the 75% testing average. Students will be evaluated by their clinical faculty on an on-going basis and contracts will be written for unsatisfactory clinical experiences in an effort to assist students in passing clinical courses.

All students are assigned to a faculty advisor to assist with course scheduling. Ensuring that all courses are completed is the responsibility of the student. It is the responsibility of the student to contact his/her advisor to discuss course schedules and needed courses. Students are also responsible for reviewing the degree audit post in myLETU.edu on a regular basis and contacting the advisor and/or Registrar's office if errors are found.

Associated Policies:

Standardized Progression Exam Policy

Grading Policy

Withdrawal, Reinstatement, and Dismissal Policy

LETU School of Nursing Policy Title: SUBSTANCE ABUSE	Committee Assignment: Faculty-Student Affairs Committee	Original Approval Date: June 15, 2016 Effective Date: 8/22/2016 Review Date: 08/15/2017 Revision Date: 08/15/2017
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Purpose: LETU maintains a drug and alcohol abuse policy in the *LETU Student Handbook*. This policy will be followed; however, additional requirements to this policy will be implemented by the School of Nursing.

Scope: All students and faculty participating in clinical nursing courses.

Responsible Committee/Position: The Faculty-Student Affairs Committee along with the Dean of Nursing will be responsible for reviewing, revising and upholding this policy.

Policy Statement: The LETU School of Nursing requires the students and faculty submit to drug testing under any or all of the following circumstances:

- Prior to beginning clinical courses
- Random testing as required by the clinical sites affiliated with the school or at the request of the School of Nursing faculty/dean
- For cause – which includes, but is not limited to, direct observation of drug use, observed manifestations of drug use, report from a reliable source, the need for treatment following an accident related to drug use, conviction by a court related to drug use
- As part of a substance abuse recovery program

Failure to comply with random drug testing at the time specified will result in suspension from clinical attendance until the test is completed.

In the clinical environment, a faculty member or designated preceptor will confirm the “for cause” behavior. The student will be asked to leave the clinical area with the faculty member, preceptor, or designee to discuss the situation in a private, confidential manner. The decision to drug test will be made after consultation with the dean or lead faculty member for the course.

The cost for the drug screen prior to beginning nursing clinical courses will be at the expense of the student. The cost for random drug testing will be included in the student's

nursing fee; however, if the student is tested “for cause,” the student will be responsible for the fee associated with the testing.

Testing may include alcohol, amphetamines, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. If the student or faculty member receives a non-negative test, the same specimen may be retested; however, the student or faculty will not be allowed to participate in clinical activities during the retesting time.

For students, all non-negative test results will be reported to the dean of students for further review and sanctions through the university procedures. For all non-negative test results of faculty, the result will be reported to the dean and the Office of the Provost. The nursing faculty, nursing dean, and the dean of students will work together to ensure that the student is treated fairly and provided with assistance as needed. Non-negative drug testing may result in dismissal from the School of Nursing and other sanctions as described in the University Student Handbook. If lab tests are negative, the student will be allowed to return to normal class and clinical schedules and arrangements will be made to complete any missed work. **Confidentiality will be maintained.**

In the profession of nursing, patient safety is of the highest concern; therefore, drug use of any kind will not be tolerated in the School of Nursing.

Associated Procedures:

None

Associated Policies:

Withdrawal or Dismissal from the Nursing Program

LETU School of Nursing Policy Title: TESTING: ADMINISTERING, ANALYSIS, REVIEW, MAKEUPS	Committee Assignment: Nursing Curriculum Committee Admission and Retention Committee	Original Approval Date: August 8, 2016 Effective Date: 8/22/2016 Review Date: 08/15/2017 Revision Date: 08/15/2017
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Purpose:

The purpose of this policy is delineate the guidelines for faculty scheduling, preparing, administering, analyzing and reviewing course exams.

Scope:

This policy applies to all NURS prefix courses and all faculty administering nursing course exams.

Responsible Committee/Position:

Responsibility for this policy will be shared by the Nursing Curriculum Committee and the Admissions and Retention Committee. The Admissions and Retention Committee is tasked with upholding and reviewing this policy in relation to student grades and appropriate remediation process. The Nursing Curriculum Committee is tasked with upholding this policy in relation to ensuring that the objectives of the course and program are adequately evaluated by the tests and testing procedures.

Policy Statement:

Course exams will always be created or reviewed and revised by the faculty responsible for the content covered on that exam. All exams will be given via the electronic learning management system (LMS) in use by the university unless the exam requires question types that are not supported by the LMS. Exams may be given in the computer lab or classroom. Once an exam is started, late students may not enter the testing area and will be referred for a makeup exam. An analysis will always be run on the exam. This analysis will be reviewed by the faculty member who originally created the exam with consultation from other faculty as needed. Students will be given the opportunity to review all exams within 7 business days after the exam is completed. Make up exams will be given on two specified days of the semester; one prior to the university course drop day as published in the academic calendar and one prior to final exam week. The dates for makeup exams will be published in the syllabus and course schedules. No makeup exams will be given except on these dates regardless of when the exam was missed. Using the same exam or providing students with a different exam is at the discretion of the faculty member.

Associated Procedures:

Exam Analysis: Each exam will be analyzed using the software associated with the assessment function of the LMS. Each question will be evaluated. The instructor may choose to delete questions, accept more than one correct answer, or correct mis-keyed items on the exam during the analysis phase. Any change that is made to the grading of the exam must be written with the change, why it was made, and how it impacted student grades. Faculty will not have the option of “giving credit” for questions that are thrown out of the exam, but rather must recalculate the grade based on the number of questions remaining in the exam. If this process lowers a specific student’s grade, the higher grade will be recorded. This documentation is then attached to the exam along with the analysis report and filed electronically.

Exam Review for Students: Students will be given the opportunity for test review. This will be accomplished in the class or outside of class time at a specified date and time. During the review students may not write or in any way record anything from the exam. The student may ask for clarification; however, the review time is limited to 10 minutes or less per student when conducting individual reviews. Students needing more time to clarify content will make an appointment to meet with the faculty member outside of the test review time. Students may express their reasons for choosing a specific answer or may question the validity of an exam item; however, the faculty member will make a note of the student’s concern and will evaluate the concern after the test review. Faculty will not engage in disputes over questions or change any grades during test review time.

Makeup Exams: The syllabus and course schedule will state the dates for makeup exams. All makeup exams will be given twice during the semester. The first date will be prior to the drop date published by the university and the second date will be during the week prior to final exams. These are the only times for makeup exams regardless of the reason for missing an exam. Makeup exams may be the same as the original exam or not at the discretion of the faculty member. If a student is late for a scheduled exam, this will result in the student needing to take the exam on the next available makeup exam day. Once an exam is started, students will not be allowed to enter the testing area.

Associated Policies:

Grading

LETU School of Nursing Policy Title: WITHDRAWAL, REINSTATEMENT, AND DISMISSAL FROM THE NURSING PROGRAM	Committee Assignment: Admissions and Retention Committee	Original Approval Date: August 8, 2016 Effective Date: 8/22/2016 Review Date: 08/15/2017 Revision Date:
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Purpose:

The purpose of this policy is to delineate the appropriate procedures for withdrawing from the School of Nursing or being reinstated to the School of Nursing. This policy also delineates reasons for the dismissal of students.

Scope:

This policy applies to all students in the clinical nursing program.

Responsible Committee/Position:

The Admissions and Retention Committee is responsible for ensuring that students placed on probation, dismissed from the program, or provided with disciplinary action understand and access university policies and procedures for due process and appeals.

Policy Statement:

Withdrawal from the Nursing Program

Withdrawal from the School of Nursing will follow the policy found in the LETU *Academic Catalog*. Rather than withdrawing from the university, students might find themselves in a situation requiring them to withdraw from the School of Nursing but change their major and continue at the university. In this case, the student will follow the policy as outlined in the university *Academic Catalog* titled “Declare or Change a Major.” Students who withdraw from the university must apply for readmission to the university through the admissions office. Likewise, students who withdraw from the School of Nursing or change their major must reapply for admission to the School of Nursing.

Dismissal from the Nursing Program

All students enrolled in the LETU School of Nursing program are required to follow all standards of conduct as published in the LETU *Student Handbook* as well as adhering to the Texas Board of Nursing Rule 217.11 of standards for nursing behaviors. Noncompliance with any standard of behavior noted in the *Student Handbook*, *Texas Board of Nursing Rules* or the *ANA Code of Ethics* may result in suspension or dismissal from the School of Nursing or denial of acceptance into the school and additional university disciplinary response, in coordination with the dean of students.

Students may be dismissed from the nursing program for academic or behavioral issues. The Nursing Faculty Committee for Retention and Progression will be charged with ensuring that students placed on probation or dismissed from the program access and understand the university policies and procedures regarding Academic Probation and Suspension, Grade Change/Appeals (*LeTourneau University Academic Catalog*) and Due Process and Appeals for Disciplinary Action (*University Student Handbook*).

Students who fail two (2) courses will be dismissed based on poor academic performance. See policy for Level Progression. Students who have failed a nursing course at another institution prior to becoming a nursing student at LETU, will be dismissed if they fail one (1) course.

Reasons for Dismissal from the Nursing Program

Based on Texas Board of Nursing Rule (§215.8), students will be dismissed from the School of Nursing for demonstration of the following, including, but not limited to:

1. Evidence of actual or potential harm to patients, clients, or the public;
2. Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency;
3. Intemperate use or abuse of drugs or alcohol (see Appendix C: Substance Abuse Policy), diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity; and
4. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic, and/or occupational behaviors which indicate that an individual is unable to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to: behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

In addition, nursing students will be held to the highest standards of integrity with regards to professional conduct in both the classroom and clinical settings. Students are expected to adhere to ethical standards consistent with the American Nurses' Association (ANA) Code of Ethics (<http://nursingworld.org/ethics/ecode.htm>). The following behaviors may lead to dismissal from the nursing program (this list is not all inclusive):

- 1) Committing fraud, deceit, or dishonesty, which may include plagiarism, falsification, or negligently making incorrect entries on records or any other written work.
- 2) Violating Health Insurance Portability and Accountability Act (HIPAA) rules and regulations including breach of confidentiality through unauthorized access to client information or verbal or written information about clients in public circumstances.

- 3) Disorderly conduct including disruption or obstruction of teaching and unprofessional and/or inappropriate communication or contact with faculty, peers, clients, or staff.
- 4) Implementing nursing care without supervision or instruction.
- 5) Neglecting or violating any rule, regulation, or policy of LeTourneau University, the School of Nursing, or any clinical facility. This may include dress code violations.
- 6) Physical, mental, or emotional behavior causing the student to be unable to provide safe nursing care.
- 7) Failure to follow policies and procedures of the clinical agency to which the student is assigned.
- 8) Absenteeism or tardiness to class or clinical.
- 9) Demonstrating behaviors that the faculty deem unsafe for the clinical area.
- 10) Unsatisfactory clinical evaluations from faculty. An unsatisfactory final clinical evaluation in any clinical course will constitute failure of the course regardless of theory grade.
- 11) Inappropriate use of a cell phone or other electronic devices in clinical or classroom settings.

Unsafe Clinical Performance

Unsafe clinical performance may result in a student's removal from a clinical setting, disciplinary action, a negative clinical evaluation, course failure, and/or dismissal from the nursing program.

Unsafe clinical practice during a clinical practicum is defined as:

- Committing a medication error.
- Behavior or actions that threaten patient safety.
- Failure to apply previously mastered principles/learning outcomes when performing nursing care skills or delegated tasks.
- Actions that demonstrate inappropriate decision making/judgment.
- Failure to comply with infection control guidelines.
- Failure to recognize own limitations, incompetence, or legal responsibilities.
- Failure to accept moral and legal responsibility for own actions.
- Presenting for clinical practicum in impaired condition (determined by clinical faculty).
- Failure to demonstrate appropriate preparation for the clinical experience.

Associated Procedures:

Students will be counseled by the course faculty if they are identified as having academic challenges (see Level Progression Policy). A "Correct Action Contract" (see Grading Policy) will be used for students having challenges in a clinical course.

Associated Policies:

Grading Policy
Level Progression Policy

LETU School of Nursing Policy Title: BLOOD AND BODY FLUID EXPOSURE CONTROL POLICY	Committee Assignment: Nursing Curriculum Committee	Original Approval Date: August 8, 2016 Effective Date: 8/22/2016 Review Date: 08/15/2017 Revision Date:
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Purpose: The purpose of this policy is to provide information and guidance to ensure a safe and healthful work environment for faculty, staff, and students. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

Scope: This policy applies to all students and faculty involved in clinical experiences in the nursing school labs or in outside clinical facilities.

Responsible Committee/Position: This policy will be reviewed, revised and upheld by the Nursing Curriculum Committee and the Dean of Nursing based on standards and policies of OSHA and clinical partner facilities.

Policy Statement: The ECP is a key document to assist our institution in implementing and ensuring compliance with the standard, thereby protecting our faculty, staff and students. This ECP includes:

- Determination of exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to faculty, staff, and student and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Determination of Exposure

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations faculty, staff, and/or students may encounter. The following is a list of job classifications that identifies those individuals who may have occupational exposure.

- Housekeeping
- Nursing students
- Faculty

Implementation of Compliance with Exposure Control Plan

A number of areas must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens in our institution. The following six elements that must be implemented:

1. The use of Standard Precautions (referred to as Universal precautions in 1910.1030)
2. Establishing appropriate Environmental Controls
3. Sharp Injury Reduction Plan
4. Implementing appropriate Work Practice Controls
5. Using necessary Personal Protective Equipment
6. Implementing appropriate Housekeeping Procedures.

By following the requirements of OSHA's Bloodborne Pathogens Standard in these six areas, occupational exposures to bloodborne pathogens are believed to be minimized for faculty, staff, and students as much as is possible.

Universal Precautions

LeTourneau University observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials. As a result, faculty, staff, and students shall treat all human blood and the following body fluids as if they are known to be infectious for HBV, HIV, and other bloodborne pathogens:

- Saliva
- Blood
- Mucus membranes

***In circumstance where it is difficult or impossible to differentiate between body fluid types, all body fluids are assumed to be potentially infectious.*

All faculty, staff and students have the responsibility to comply with standards.

Work Practice Controls

In addition to environment controls, LeTourneau University uses a number of work practice controls to help eliminate or minimize faculty, staff, and student exposure to bloodborne pathogens.

Work Practice Controls are as follows:

- ◆ Faculty, staff and students must wash their hands immediately or as soon as feasible, after removal of gloves or other personal protective equipment. To facilitate comfort and minimize allergic reactions to latex containing gloves, all gloves used in the campus clinical labs will be latex free.
- ◆ Following any contact of body areas with blood or any other infectious materials, faculty, staff and students wash their hands and any other exposed skin with soap

and water as soon as possible following exposure. Exposed mucous membranes should be flushed with copious amounts of water.

- ◆ Contaminated needles and other contaminated sharps are not to be bent, recapped, or removed.
- ◆ Contaminated reusable sharps are placed in appropriate containers immediately, or as soon as possible, after use.
- ◆ Eating, drinking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical lab areas where there is potential for exposure to bloodborne pathogens.
- ◆ All procedures involving blood or other infectious materials minimize splashing, spraying or other actions generating droplets of these materials.
- ◆ Specimens of blood or other materials are placed in designated leak-proof containers, appropriately labeled for handling and storage.
- ◆ If outside contamination of a primary specimen container occurs, that container is laced within a second leak-proof container, appropriately labeled, for handling and storage. (If the specimen can puncture the primary container, the secondary container must be puncture resistant as well).
- ◆ Equipment which becomes contaminated, is examined prior to servicing or shipping, and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible).
 - An appropriate biohazard warning label is attached to any contaminated equipment, identifying the contaminated portions.
 - Information regarding the remaining contamination is conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing, or shipping.

Personal Protective Equipment

LeTourneau University provides the personal protective equipment needed to protect faculty, staff, and students against such exposure. Appropriate personal protective equipment in the appropriate sizes is readily accessible to the faculty, staff and students. Examples of equipment provided include:

- Gloves
- Gowns
- Face Shields/Masks
- Safety Glasses
- Goggles
- Hoods
- Resuscitation Bags
- Shoe Covers

Faculty, staff, and students are educated and trained regarding the use of the appropriate personal protective equipment for their job classifications and tasks/procedures they perform.

To make sure that equipment is used as effectively as possible, LeTourneau University faculty, staff, and students adhere to the following practices when using their personal protective equipment:

- ◆ Any garments penetrated by blood or other infectious materials are removed immediately or as soon as feasible.
- ◆ All personal protective equipment is removed prior to leaving the work area
- ◆ Gloves are worn in the following circumstances:
 - Whenever faculty, staff or students anticipate hand contact with potentially infectious materials.
 - When performing vascular access procedures.
 - When handling or touching contaminated items or surfaces.
- ◆ Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an exposure barrier.
- ◆ Utility gloves are decontaminated for reuse unless they are cracked, peeling, torn or exhibit other signs of deterioration, at which time they are disposed of.
- ◆ Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials.
- ◆ Protective clothing (such as gowns and aprons) is worn whenever potential exposure to the body is anticipated.
- ◆ Surgical caps/hoods and/or shoe covers/boots are used in any instances where “gross contamination” is anticipated (such as autopsies and orthopedic surgery).

Housekeeping

Maintaining a clean and sanitary environment is an important part of our Bloodborne Pathogens Compliance Program.

- All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.
- After completion of medical procedures.
- Immediately (or as soon as feasible) when surfaces are overtly contaminated.
- After any spill of blood or infectious materials.
- At the end of the work shift if the surface may have been contaminated during the shift.
- ◆ All pails, bins, cans, and receptacles intended for uses routinely are inspected, cleaned, and decontaminated as soon as possible if visibly contaminated.
- ◆ Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.)
- ◆ Contaminated reusable sharps are stored in containers that do not require “hand processing”
- ◆ Contaminated laundry is handled as little as possible and is not sorted or rinsed where it is used.

The LeTourneau University's janitorial personnel will be responsible for cleaning the campus labs. Instructions will be provided to them regarding cleaning procedures and schedule.

Regulated Waste

Extreme caution is urged of all LeTourneau University faculty, staff and students in the handling of regulated waste (including contaminated sharps, laundry, used bandages, and other potentially infectious materials). Currently the following procedures are being used with all of these types of wastes:

- ◆ They are discarded or "bagged" in containers that are:
 - Closeable
 - Puncture-resistant
 - Leak-proof if the potential for fluid spill or leakage exists.
 - Red in color or labeled with the appropriate biohazard warning label.
- ◆ Containers for this regulated waste are located in the clinical lab within east access of our employees and as close as possible to the sources of the waste.
- ◆ Waste containers are maintained upright, routinely replaced and not allowed to overfill.
- ◆ Whenever faculty, staff, and/or students move containers of regulated waste from one area to another the containers are immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

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

LeTourneau University recognizes that even with good adherence to all exposure prevention practices, exposure incidents can occur. As a result, a Hepatitis B Vaccination is mandatory for all students and faculty.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

If a faculty, staff or student is involved in an exposure to blood/body fluids, there are two things that are immediately focused on:

- ◆ Making sure faculty, staff and students receive medical evaluation, consultation, and treatment as soon as possible.
- ◆ Investigation of the circumstances surrounding the exposure incident.

The faculty member responsible for the student or the dean at the time of exposure will investigate the occurrence, gathering the following information:

- ◆ When the incident occurred - date and time
- ◆ Where the incident occurred
- ◆ What potentially infectious materials were involved in the exposure – type of material (blood, amniotic fluid, etc.)
- ◆ Source of exposure

- ◆ Type, brand, and size of sharp involved in the exposure
- ◆ Under what circumstances the exposure occurred – type of work being performed
- ◆ How the incident was caused – accident unusual circumstances (e.g. equipment malfunction, power outage, etc.)
- ◆ Personal protective equipment being used at the time of the incident -
- ◆ Actions taken as a result of the exposure –
 - Employee decontamination
 - Notification to the Health Services Offices
 - Cleanup
 - Corrective Action

MEDICAL RECORD KEEPING

The School of Nursing will maintain records for faculty, staff and students involved in an exposure incident which include the following information:

- ◆ Name and social security number of the individual exposed
- ◆ A record of the faculty, staff or student's Hepatitis B Vaccination status.
- ◆ Dates of any vaccinations
- ◆ Medical Records relative to the faculty, staff or student's ability to receive the vaccine.
- ◆ Copies of the results of the examinations, medical testing, and follow-up procedures which took place as a result of an employee's exposure to bloodborne pathogens.

An incident report (see attached) will be completed for all exposure and injuries to students and faculty member. All medical information is kept confidential. Any information acquired will not be disclosed or reported without the faculty, staff or student's written consent except as required by law.

Labels and Signs

For faculty, staff, and students of LeTourneau University the most obvious warning of possible exposure to bloodborne pathogens are biohazard labels. Because of this, a biohazard warning labels with the red-orange biohazard symbol or use of red color-coded container will be used.

The following items are labeled as biohazard:

- ◆ Containers of regulated waste.
- ◆ Sharps disposal container.
- ◆ Other containers used to store, transport or ship blood and other infectious materials.
- ◆ Laundry bags and containers.
- ◆ Contaminated equipment.

Associated Procedures: Well-informed and educated faculty, staff and students are imperative when attempting to eliminate or minimize exposure to bloodborne pathogens. LeTourneau University's faculty, staff, and students who have the potential for exposure to bloodborne pathogens are provided education and training on this issue.

Information and training for faculty, staff, and students is accomplished in orientation and references in the faculty and student handbooks. LeTourneau University is responsible for seeing that faculty, staff and students who have potential exposure to bloodborne pathogens receive this training.

Completion of the incident form should begin at the time of the exposure/injury and continue as information comes available. This form is kept in the student or faculty file in the School of Nursing.

Associated Policies:

None

Reference:

OSHA, (2003). Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards. <https://www.osha.gov/Publications/osha3186>.



School of Nursing

NURSING STUDENT INCIDENT REPORT

Date/Time of Incident _____

Student Name _____ LETU Student ID # _____

Course Number and Title in Which Incident Occurred _____

Course Faculty _____

Exact Location of Incident _____

Nature of Incident _____

Action Taken (Including Medical Care Provided) _____

Follow-Up Instructions _____

Drug Screening Obtained

Signature of Person Making Report _____

Printed Name of Person Making Report _____

Date Submitted _____

NOTE: All incident reports will be placed in individual student files in the Office of the Dean, LeTourneau University School of Nursing.

Form approved by Nursing Faculty 8/9/2016

<p>LETU School of Nursing Policy Title:</p> <p>HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)</p>	<p>Committee Assignment:</p> <p>Faculty-Student Affairs Committee</p>	<p>Original Approval Date: August 8, 2016</p> <p>Effective Date: 8/22/2016</p> <p>Review Date: 8/15/2017</p> <p>Revision Date:</p>
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Purpose: The purpose of this policy is to ensure that brands and reputation of LeTourneau University and the LeTourneau School of Nursing, as well as the faculty, clinical partners, and students, are represented in a fair, accurate, and legal manner and that sensitive and confidential information is protected.

Scope: This policy applies to all faculty and students in the clinical nursing program.

Responsible Committee/Position: The Faculty-Student Affairs Committee in collaboration with the Dean of Nursing is responsible for the review, revision and upholding of this policy.

Policy Statement: HIPAA guidelines must be followed at all times. Identifiable information concerning clients/patients and clinical rotations must not be posted in any online forum or webpage. Zero tolerance applies to anyone posting comments on social media that violate HIPAA guidelines or this policy.

Students and faculty are responsible for the following:

- 1) Do not post confidential, sensitive, or proprietary information about the university, clinical nursing staff, students and peers, clinical facilities, clients/patients, or others you may come in contact with while in the role of LETU nursing student/faculty.
- 2) Protect all private and confidential information related to you and to others. Be responsible for what you post and protect yourself and others.
- 3) Be aware that you are associated with LETU and the School of Nursing when engaging in online social networks. Ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, clients/patients, and potential employers.
- 4) Identify your views as your own. When posting your point of view, you should neither claim nor imply that you are speaking on behalf of LETU, unless you are authorized to do so in writing.
- 5) Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university.
- 6) Do not use LETU or School of Nursing marks, such as logos and graphics, on personal social media sites. Use of the School of Nursing logos and graphics for university sanctioned events (posters, fliers, postings, or others) must be approved by the dean of nursing.
- 7) Do not use the name of LeTourneau University (or LETU) to promote a product, a

- cause, or a political party or candidate.
- 8) Comply with policies on the use of all electronic devices.
 - 9) Do not take pictures of any client/patient or inside any clinical facility unless written authorization is received for a specific cause. Pictures of clients/patients or pictures taken inside a clinical facility (even pictures of fellow student nurses) may NEVER be posted to a social media by a student nurse.
 - 10) Adhere to all university policies concerning privacy and confidentiality.
 - 11) Sign confidentiality statement

Consequences

Each student and faculty is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law or policy. Students/faculty may also be liable if individual postings include confidential or copyrighted information from music, videos, text, and any other media. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program. Faculty are subject to disciplinary action of the university.

Considerations

Private social media sites do not exist. Archival systems save information, including deleted postings so these may be brought back years after the initial postings. If you feel angry or passionate about a subject, posting should be delayed until you are calm and clearheaded. Think twice before posting. If you have a question or feel the slightest bit uneasy about a post or a comment you are about to publish, simply do not post. Students may go directly to faculty to resolve issues rather than public postings which may result in severe consequences.

By identifying yourself as a student/faculty of LETU and of the School of Nursing through postings and personal web pages, you are connecting with your colleagues, clinical agencies, and even with your clients/patients. Make sure that what is being posted presents yourself, your school, and your clinical facilities in the best light. Be sure that content you publish protects your professional goals and standards, as future employers will search social media to reveal your reputation.

Associated Procedures:

None

Associated Policies:

Social Media Policy

Withdrawal and Dismissal from the Nursing Program

<p>LETU School of Nursing Policy Title:</p> <p>SOCIAL MEDIA</p>	<p>Committee Assignment:</p> <p>Faculty-Student Affairs Committee</p>	<p>Original Approval Date: August 8, 2016</p> <p>Effective Date: 8/22/2016</p> <p>Review Date: 8/15/2017</p> <p>Revision Date:</p>
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Purpose: The purpose of this policy is to provide guidance in the use of all aspects of social media to ensure the protection of confidential information of students, faculty, the university, clinical partners, and clients of our clinical partner facilities.

Scope: This policy applies to all students and faculty in the clinical nursing program.

Responsible Committee/Position: As this policy impacts both students and faculty, this policy will be reviewed, revised, and upheld by the Faculty-Student Affairs Committee and the Dean of Nursing.

Policy Statement: Both HIPAA and FERPA protect the confidential information of patients in the health care system and university students respectively regardless of communication channels. Social media are defined as communication tools of user-generated content which use highly accessible publishing techniques to exchange content as social interactions. Examples of social media formats include, but are not limited to, LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and Vine.

Any use of social media by students or faculty which breaches HIPAA or FERPA confidentiality policies will be considered a breach of the social medial policy and may be grounds for dismissal from the university. Breaches of HIPAA or FERPA may also result in legal considerations from outside of the university.

Social media often traverses traditional boundaries between professional and personal relationships and requires additional awareness to ensure the protection of personal, professional, and university reputations. Information published on social media sites may become public for anyone to see and can be traced back to the author. The author has little control over how social media postings will be used by others; therefore, one must consider that any posting may be broadcast in multiple venues and that meanings may be misconstrued.

The American Nurses Association supports social media and has prepared a Fact Sheet that outlines the benefits and the risks related to social networking.

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. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
 6. Nurses should participate in developing institutional policies governing online conduct

See the following link for further information:

<http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

The National Student Nurses' Association, Inc. (NSNA) recommendations for social media usage and maintaining privacy, confidentiality, and professionalism may be found in the following website:

https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf.

The NSNA states the following on their website:

“It is important to acknowledge that inappropriate social media behavior occurs. The following suggestions are intended to minimize the risks of using social media:

- Student nurses should be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as the nursing profession in general.
- Student nurses should stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
 - For example, Facebook previously offered a privacy setting that restricted anyone (even friends) from viewing photos that you are tagged in. This was discontinued.
- Student nurses who utilize social networking sites should actively maintain an awareness of how their professionalism may be affected by friends' and peers' usage of the same sites.
 - For example, Jane posts photos from a weekend party and tags Dave in several of them. Dave immediately untags himself to maintain his professionalism. However, Jane has set her privacy settings for the photo album so that “friends of friends” may view them. Even though Dave is no longer tagged, all of Jane's friends—and everyone connected to each friend of Jane—can view photos of Dave that Jane uploaded.
- Student nurses who are elected/appointed officers should restrict their personal activity to family and friends, and maintain a second option for their “public face” for colleagues, classmates and peers while in office. This is also recommended for student nurses who want to maintain a separation of their personal lives from their professional lives.
 - Example: A school president creates a public Facebook page that followers can

“like” to maintain professional networking and communications with the school chapter Board.

- Alternate example: After thoroughly reviewing the privacy setting options, a student chooses a customized setting so that anyone in their “Restricted” group may only view their profile photo and contact information. When a new professional contact requests friendship, the student adds the new contact to their “Restricted” group and accepts the request. If the student would like to post a healthcare related article, she/he may change the settings for that particular post so that all friends can view it.
- Student nurses should not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient’s rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
- Student nurses should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person’s race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Student nurses should not make disparaging remarks about any college, university, or school of nursing, including the students, faculty members and staff.
- Student nurses should not post content or otherwise speak on behalf of any college, university, school of nursing, or other student nurses association unless authorized to do so.”

Any infraction of the Social Media Policy may result in the immediate dismissal from the Nursing Program and in legal consequences.

Associated Procedures:

See also “Use of Social Media and Electronics”, “FERPA,” and “HIPAA” sections of the Nursing Student Handbook.

Associated Policies:

HIPAA Policy

APPENDIX B

RESOURCES FOR STUDENTS

LETU Student Handbook Online Reference (www.letu.edu/studenthandbook)

Academic Resources (www.letu.edu/achievementcenter)

The LETU Achievement Center exists to promote student success by providing supportive resources for students. The center specifically offers a number of services for students who would like to improve their learning skills or increase their academic success at LETU.

Students or professors can contact the Achievement Center directly through AchievementCenter@letu.edu. This path will allow our AC staff to consider each student's individual needs and meet them accordingly. Students may access the AC website at www.letu.edu/achievementcenter to preview a variety of services that are offered.

- **Academic Intervention and Mentoring (AIM)** provides individual support to our targeted first-year students as they make their transition to university academics.
- **Athletic Study Hall** is provided for all student-athletes. In most cases, student-athletes are required to complete 4 hours of study each week in the Achievement Center.
- **Learning Strategies Consultations** assist students who experience general academic difficulty with note taking, test taking, time management, and other learning strategies issues.
- **Learning Strategies Resources** on a variety of topics related to student learning are available at the Achievement Center.
- **Math Lab** provides drop-in tutoring services for a wide range of math courses from Algebra to Calculus and Differential Equations.
- **Peer Advisors** are experienced student leaders who have demonstrated academic and community success.
- **Supplemental Instruction (SI)** is a collaborative learning program designed to support students who are enrolled in challenging courses such as Chemistry, Physics, Dynamics and more.
- **Tutoring** is available for many classes such as History, English, Bible and others.
- **Writing Center** provides writing tutoring on a drop-in basis.

Learning Resources (www.letu.edu/library)

Margaret Estes Library on the LETU campus exists to provide access to materials and services which facilitate learning and support LeTourneau's academic programs. The library is a member of **TexShare**, a state-wide resource sharing consortium of universities, colleges, and public libraries. As a full member of the **OCLC** system, the library participates in both lending

and borrowing through the InterLibrary loan system. Our OCLC symbol is **TLT**. The library is a member of the Libraries Very Interested in Sharing [LVIS] network within OCLC. As a member of the OCLC regional consortium, **Amigos**, the library also enjoys the benefits of consortium-priced electronic databases, training, and other services.

Financial Aid Resources (www.letu.edu/financialaid)

Most college students will rely on financial aid to help pay for their education. In fact, over 90 percent of LeTourneau students receive some form of financial aid. Our knowledgeable and friendly financial aid staff is dedicated to helping students find the financing options that are best suited to their needs.

Forms of financial aid include gift aid (scholarship and grants which do not have to be repaid), student loans, work study programs, or a combination of these. Students should remember to check out scholarship programs available through community organizations, corporations, and their church and school. The availability of such aid can be obtained through the school guidance counselor, church, and parents' employers.

The Financial Aid Office at LeTourneau University adopts the National Association of Student Financial Aid Administrator's code of conduct (<http://www.letu.edu/opencms/export/sites/default/Admissions/financial-aid/codeofconduct-1.pdf>) for institutional financial aid professionals.

Career Services (www.letu.edu/careerservices)

The Career Services department is intended to guide students and alumni into rewarding careers, providing them with the tools to enter and succeed in the work force. At the same time, sharing our honest, hard-working, and creative graduates with businesses is a pleasure. The career services department hosts a Fall Career Fair and the Ark-La-Tex-Ms College Career Fair each year featuring numerous companies and industries including health care facilities looking to hire qualified LeTourneau graduates. Other services offered to students include résumé writing assistance, job search information, and application for graduate studies.

Counseling Services

The LETU Counseling Center provides services to students seeking assistance with personal issues, tension/stress, relationship issues, and developmental/family issues. These services are available to all students by appointment. The center is comprised of professionally trained individuals embracing Christ and His worldview, certified and licensed through professional organizations in compliance with state requirements.

Residence Life Services (www.letu.edu/reslife)

Residence life services include residence halls and apartments. Residence directors are dedicated to making student life on campus a great experience and are committed to building supportive community where students can learn, grow, and make the most of their college experience. LETU maintains that non-married undergraduate students are required to live on campus in college-owned residence halls, apartments, or houses unless a documented exception exists for the student. Residential policies are outlined in the LETU Student Handbook.

Dining services are also a part of residence life. LeTourneau's Corner Café delivers a diverse menu of fresh, healthy meals, made from scratch with a focus on organic and locally-grown ingredients. Student who are off-campus or in class during designated meal hours are allowed to pick up box meals to go.

Clubs and Organizations (www.letu.edu/studentlife)

Involvement is a major part of student success and a key component to a well-rounded college experience. On campus students will find a variety of academic and non-academic clubs and organizations. Specifically for nurses, LeTourneau will have on-campus meetings for a student nurses association and a Nurses Christian Fellowship group.

Spiritual Life Resources (www.letu.edu/studentlife)

At LeTourneau, we strive to give our students opportunities for both academic achievement and spiritual growth. Our faculty and staff are active in our students' lives and live lifestyles which **encourage students to know Jesus Christ**. Built on Christian principles, LeTourneau has not strayed from its combination of faith, learning, and living. We offer our students:

- **Floor devotional time** which builds community and promotes spiritual growth
- **Professor-led prayer** time at the beginning of every class
- **Devotional discussion posts** for online students
- Dynamic **chapel speakers**
- **Live stream and archive of chapel videos** for students studying online or at our satellite educational centers
- Life-changing **mission trip** opportunities
- **Ministry** involvement through LeTourneau Student Ministries
- **Church fairs** to get students plugged in with a local church
- **Prayer and Praise services** on Sunday nights
- **Floor chaplain internships**
- **Life Groups** (nursing group available)

Chapel attendance is required for graduation. Specific information may be found at www.letu.edu/chapel. Students are responsible for understanding the chapel requirements when they are enrolled in clinical courses.

Student Health Services (www.letu.edu/healthservices)

LETU has its own on-campus nurse whose services include:

- Treatment of minor illnesses and injuries.
- Allergy shots and other injections which require a prescription and approval to be administered without the presence of a physician. Medication must be provided by the patient. For students receiving allergy shots, an epinephrine pen (EpiPen) must be provided.
- Referrals and appointments to other health care providers.
- Help in obtaining a "family" physician.
- Over-the counter medications dispensed at no charge.
- Coordinating services with physician.
- "House calls" to residence halls, as needed, when a student is unable to come to the Health Services Office.
- Follow-up care by nurse as needed.
- Parental calls during office hours (8 a.m-12 p.m. and 1-3 p.m. Monday-Friday) or at other times when notified of need.

To ensure the health of other students, immunizations must be up-to-date.

All students are required to have a Health Record on file prior to beginning classes. The health record may be completed online at <http://ssl.letu.edu/applications/healthform/>.

APPENDIX C

STUDENT ACKNOWLEDGEMENT/SIGNATURE FORMS

My initials on the following items indicate that I have read each of these items within the Nursing Student Handbook, the University Student Handbook, or the University Academic Catalog and that my questions have been answered to my satisfaction with regard to the requirements for me to follow the policies and procedures of LeTourneau University and the School of Nursing.

1. _____ I understand that the School of Nursing institutes background checks and drug screens on all students.
2. _____ I understand that I must report any arrests or legal convictions that occur prior to or during my nursing education. I further understand that legal arrests, convictions, or problems may cause me to be ineligible to complete my clinical experience and make me ineligible to apply for licensure from the State Board of Nursing.
3. _____ I understand that I must comply with State Board of Nursing acceptable behavior of nurse's rules to be eligible for licensure and have read and understood this information from the Texas Board of Nursing Website.
4. _____ I understand that I must submit current health data and immunization records to enroll in clinical nursing courses.
5. _____ I understand that I must hold a current American Heart Association Health Care Provider basic life support certification in order to participate in clinical experiences.
6. _____ I understand the grading scale of the School of Nursing and that a course grade less than "C" constitutes failure of the course. "C" is a minimum score 75%.
7. _____ I understand that I will be dismissed from the nursing program if I fail two (2) courses in the nursing curriculum (clinical or non-clinical) or one (1) course if I have failed a nursing course at another university.
8. _____ I understand that failure in the clinical portion of a course will constitute failure in the course regardless of grade in the theory portion of the course and failure in the theory portion of the class constitutes failure in the clinical portion regardless of the clinical grade.
9. _____ I have read and understand the academic requirements for admission to the School of Nursing.
10. _____ I understand that I may be dismissed from the School of Nursing if a faculty member determines that my behavior is unsafe, unethical, unprofessional, or lacks adherence to the policies and procedures of LeTourneau University, School of Nursing, state board of nursing, ANA Code of Ethics, or clinical agency.
11. _____ I understand that I must self-identify and follow the procedures set forth in order to have accommodations for disabilities.

12. _____ I understand that I must meet all university graduation requirements including chapel requirements.

13. _____ I understand that professional nursing is a 24 hour/day, 7 day/week field of study; therefore, I may be scheduled for class or clinical time during day or night hours, during the week, or on weekends. I further understand that that the student has the responsibility to make arrangements to uphold the schedule as set forth by the faculty member for each course and clinical experience. I understand that students are responsible for transportation to/from all clinical experiences.

14. _____ I understand that attendance at all class meetings and clinical experiences is expected and that the policy for absences must be followed completely.

15. _____ I understand the performance standards written in this handbook and attest that I meet all performance standards required by the School of Nursing.

OR

_____ I understand the performance standards written in this handbook and attest that I **do not** meet all performance standards. I understand that the student has the responsibility to meet with the dean of nursing to clarify before enrolling in nursing courses.

16. _____ I have read, understand, and agree to the substance abuse policy for the university and the School of Nursing. I understand that failure to comply with this policy is grounds for dismissal from the nursing school and the university.

17. _____ I understand that committing fraud, deceit, or dishonesty, which may include plagiarism, falsification, or negligently making incorrect entries on records or any other written work may result in dismissal from the School of Nursing.

18. _____ I have read the LeTourneau University Expectations for Student Behavior and Communications, including the issue of Academic Integrity, and I attest that I am in agreement and I understand that I am expected to follow those guidelines.

19. _____ I understand that it is my responsibility to know and understand my grades throughout a class.

20. _____ I understand that it is my responsibility to check my degree audit to ensure that I am on track with the curriculum plan to graduate.

21. _____ I understand that my nursing professors and clinical instructors will provide feedback to me on a regular basis as they deem necessary to ensure my success in the nursing program.

By signing my initials to the above statements, I am indicating that I have read and understand the policies and procedures of the LeTourneau University School of Nursing.

I, _____, am hereby acknowledging that I received this information and am responsible for reviewing and understanding its contents. I will clarify with faculty, administration, or staff any part(s) that I do not understand. I further understand that failure to follow the rules and regulations of the School of Nursing may result in various consequences including academic probation and even dismissal from the School of Nursing. I understand that this is a dynamic document and I am responsible for keeping informed of updates/revisions to this handbook.

Student Signature _____ Date _____

Student Permission to Discuss Academic and Clinical Performance

I, _____, hereby grant permission for the nursing faculty of LeTourneau University School of Nursing to discuss my academic and clinical progress confidentially among the faculty group. I understand that these discussions will be kept in confidence among this group and will be used to provide me with remediation and counseling to better my grades and clinical performance.

Student Signature _____ Date _____

Confidentiality Agreement

I, _____, agree to keep confidential any information I am aware of regarding patient care. I agree, under penalty of law, not to reveal to any person or persons, except authorized clinical agency staff and associated personnel, any specific information regarding any patient that I care for as a nursing student. I acknowledge that disclosure of patient information violates state and federal HIPAA laws and may result in dismissal from the School of Nursing and legal action against me.

Student Signature _____ Date _____

Student Permission

I, _____, hereby give the LeTourneau University School of Nursing permission to display and/or present examples of my work as part of a program review process by accrediting or approving organizations and their designated personnel.

Student Signature _____ Date _____

Student Permission

I, _____, realize that, in the future, references will be requested by potential employers. I give permission to the LeTourneau University School of Nursing administration and/or faculty to provide the requested information.

Student Signature _____ Date _____

Student Permission

I, _____, hereby grant permission for LeTourneau University and the School of Nursing to use pictures or videos of me participating in nursing classes, clinical experiences, or activities for the purposes of advertisement and recruitment.

Student Signature _____ Date _____