

STUDENT HANDBOOK



Southeastern Louisiana University

School of Nursing

DEFINITIONS

<u>SON</u>	School of Nursing
<u>BRC</u>	Baton Rouge center, Essen Lane
<u>Generic Student</u>	A student entering a nursing program for the first time.
<u>RN Student</u>	A Registered Nurse who is returning as a student to achieve a Baccalaureate degree.
<u>School of Nursing Campuses</u>	Hammond Campus - the first two years of the curriculum, located on the SLU campus
<u>Levels</u>	Level I - Sophomore year, includes all 200 level Nursing courses Level II – Junior Year, includes all 300 level Nursing courses Level III – Senior Year, includes all 400 level Nursing courses
<u>Nursing</u>	Nursing is the diagnosis and treatment of human responses to actual or potential health problems. American Nursing Association (1979).
<u>SNA</u>	Student Nurses' Association
<u>ANA</u>	American Nurses' Association
<u>GPA</u>	Grade Point Average

STUDENT HANDBOOK

Part I Academic Policy

Part II Safety Policy

Part III Exposure Control Plan

SOUTHEASTERN LOUISIANA UNIVERSITY
School of Nursing

Policies specified within this handbook are subject to review during the academic year.
Any updates or revisions to the School of Nursing Handbook policies
are available on-line at <http://www://selu.edu/Academics/Nursing>

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A special thank-you is offered to all individuals involved for their extended guidance and help:

Accreditation

The Southeastern Louisiana University, School of Nursing programs are fully accredited by the National League for Nursing Accrediting Commission
61 Broadway
New York, New York, 10006
1-800-669-1656



Welcome to Southeastern Louisiana University School of Nursing. You have chosen to pursue a professional goal in a University setting where learning, caring, and sharing are valued. The University offers many exciting possibilities and we are pleased you have chosen to join the School of Nursing in pursuit of excellence in professional nursing.

The School of Nursing is housed in the College of Nursing and Health Sciences and offers programs in nursing at the baccalaureate and the master's level. The master's program is part of a unique consortium among four institutions of higher learning in Louisiana. Both programs are fully accredited by the National League for Nursing Accrediting Commission.

You are probably aware of the fine achievements of Southeastern graduates. You now join those who will continue to achieve and make lasting contributions to the world in which we live. You and other students are the reason we are here and our commitment to you is to provide the opportunity for a high quality University experience in a positive environment where all are partners in the teaching and learning process.

This handbook was prepared to offer you easy, accessible information. It is not intended to replace the General Catalogue, but rather to share policies and procedures to further clarify guidelines. Information within this booklet may change without written notice.

The faculty, staff and I wish you success in the School of Nursing and hope you will find your experiences fulfilling and academically rewarding.

Sincerely,

*Donnie F. Booth, Dean
College of Nursing and Health Sciences*

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Baton Rouge center Map
Hammond Campus Map
Nursing Pin Diagram

STUDENT HANDBOOK

Part I

Academic Policy

HISTORY

The establishment of a School of Nursing at Southeastern Louisiana University is the culmination of interest and sustained effort of an entire community over a long period of time. As far back as 1951, community leaders and many civic organizations, as well as the University administration, expressed concern regarding the need for a Nursing major as a part of the University curricula. On December 13, 1963, the Louisiana State Board of Education approved the request of the President of the University for authority to establish a School of Nursing. A Director for the program was appointed on September 1, 1964, and plans for the program moved forward.

The first students entering the program were enrolled in the Division of Liberal Arts in the fall of 1964. In April of 1966, the program received initial approval by the Louisiana State Board of Nurse Examiners, and the students were then admitted to the School of Nursing. The first three students to complete the program graduated in May 1968, with Bachelor of Science Degrees. Further growth and development of the program led to the opening of a new Educational Facility in Baton Rouge, located on Essen Lane, approximately forty minutes away from the main campus. The proximity of these campuses affords the student numerous opportunities to participate in professional, social, and cultural activities.

In 1989, another addition to the School of Nursing brought forth new opportunities with the opening of The Master of Science in the Nursing Program. The Master of Science in the Nursing Program is a unique product of an Intercollegiate Consortium between Southeastern Louisiana University, McNeese State University, University of Southwestern Louisiana, and Southern University.

The baccalaureate program has been continuously accredited by the National League For Nursing Accrediting Commission (NLNAC) since 1976. The Intercollegiate Master of Science in the Nursing Program (ICMSN) was initially accredited in 1996 by the NLNAC.

In 2000, as we ushered in a new millennium and celebrated 75 years of excellence at Southeastern Louisiana University. Exciting events were also occurring in the School of Nursing. On July 1, 2000, the School of Nursing became the College of Nursing and Health Sciences. The new college is now made up of the Departments of Communication Sciences and Disorders, Kinesiology and Health Studies, and Nursing. In addition, the University Health Center and the Excellence in Health Education Project is now part of the new college. We are excited about the opportunities and academic partnerships this new structure will provide.

SECTION I: GENERAL INFORMATION

SCHOOL OF NURSING POLICIES

SLU SCHOOL OF NURSING STRUCTURE

The SLU School of Nursing consists of two campuses. Foundation and prerequisite courses are provided at the Main SLU Campus. Integrative and Synthesis level nursing courses are provided at the Baton Rouge Center.

The School of Nursing is located in Mims Hall on the SLU main campus. The Hammond Campus houses offices for the Dean, Director, and the Coordinator of the Graduate Nursing Program. An office directory is located in the main foyer of Mims Hall.

Students may see faculty during posted office hours. A map of the campus is provided in the general catalogue as well as information regarding housing, meal plans, and student parking. All advising for Lower Division students occurs in the nursing office in Mims Hall, room 117.

The Hammond Campus Phone Number: 985-549-2156

The Baton Rouge Nursing Center (BRC) is located at 4849 Essen Lane. The BRC also houses administrative offices, classrooms and a skills laboratory.

Faculty offices are located in the west wing of the second floor; classrooms are on the east wing. Students may see faculty during posted office hours. Appointments are required for times outside posted officer hours. An office directory is located on the second floor just outside the elevators.

The Baton Rouge Center Phone Number: 225-765-2324

COMMUNICATION

There are various bulletin boards utilized for general student information on both campuses. On the Hammond Campus the main communication board is located in the foyer of Mims Hall. Other bulletin boards utilized by faculty are located on the first floor of Mims Hall.

At the Baton Rouge Center the main bulletin board is on the first floor and is used for communicating calls, messages, and information relative to courses for students. Additional information pertinent to students is located on the bulletin board on the second floor.

BUILDING HOURS

The Hammond SON office is open Monday through Friday from 7:45am to 4:30pm. The Baton Rouge center is open from 7:45 am to 4:30 pm, Monday through Friday, with extended hours two to three nights per week.

SAFETY

Students should familiarize themselves with the exits and fire extinguisher locations as well as the type of extinguishers available. Rules and regulations of the university for fire safety are mandated. This information is presented at the beginning of the academic year at orientation sessions.

Safety within the premises and especially in the Computer and Skills laboratory is mandatory. Students are expected to conduct themselves professionally and in a mature manner. A Safety Manual is located in all labs as well as in this handbook.

The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is presented in a brochure titled, "Safety and Security Procedures" available in the SLU police department, near the front office at the Baton Rouge Center, and online at <http://www.selu.edu/police/cprevent.htm>.

PARKING

An official Southeastern decal is required to park on either campus. Students not in compliance with the purchase of appropriate decal will be ticketed. Full information on obtaining parking decals and ticket information is available at <http://www.selu.edu/police/park.htm>

DEGREES

Admission

All transcripts must be submitted so that an accurate evaluation can be made. To be "official", transcripts must be sent directly from one institution to another. Transcripts stamped "issued to student" are not official.

Graduates of a diploma or associate degree program should have their transcript sent to the Director, School of Nursing -- Hammond Campus, SLU 10835, Hammond, Louisiana, 70402.

The time required for completion of the B.S. degree is determined by the number of courses in progress and the student's rate of course completion. It is recommended that the program be completed within six years from the date of first enrollment as one cannot remain in a particular catalog over 6 years. Please see the University Catalogue for the policies regarding graduation under a particular catalog.

See the University catalogue for specific admission and progression and graduation criteria.

Nursing: Upon completion of the prescribed course of study outlined in the university catalogue, the student will be granted the academic degree of Bachelor of Science with a major in Nursing.

Dual Diplomas: Students working toward a four-year academic degree may pursue two degrees at the same time. Students should refer to the SLU General Catalogue for details.

Minor: Nursing students interested in pursuing a minor should refer to catalogue for details. Requirements for minors are listed in the catalogue under the respective department.

Master of Science in Nursing: Upon completion of the prescribed course of study outlined in the university catalogue, the graduate student is granted the Master of Science in Nursing (MSN). Brochures describing the MSN program and curriculum are available in the graduate nursing office on the Hammond campus and Baton Rouge center.

EDUCATIONAL ADVANCEMENT FOR REGISTERED NURSES *EARN PROGRAM*

This program is designed to meet the learning needs of the registered nurse from an associate degree in nursing to a baccalaureate degree in nursing.

EARN is an integral part of the undergraduate nursing program, having the same progression and coursework requirements for admission into the nursing curriculum as the generic student.

The nursing program of study consists of 31 total hours: Nine hours are required nursing hours and 21 hours of nursing electives planned with a faculty advisor allowing for individualization of the nursing curriculum.

The student can be enrolled full or part-time with the option of the majority of nursing courses being offered through distance learning.

LPN TO BSN BRIDGE PROGRAM

This program is designed to meet the learning needs of the licensed practical nurse who wishes to obtain a baccalaureate in nursing.

The LPN to RN program is an integral part of the undergraduate nursing program, having the same progression and coursework requirements for admission into the nursing curriculum as the generic student.

The nursing program of study allows the LPN to challenge out of 10 credit hours of nursing. The bridge course (Nursing 232-4 hours) must be successfully completed. The LPN who successfully challenges and completes the bridge course will then enroll in nursing courses (4 semesters) to graduate from SLU SON.

ALTERNATE TRACK FOR SECOND DEGREE STUDENTS

The alternate track for second degree students is designated for students who have already earned a bachelor's degree in another major. The pre-requisite courses are essentially the same as for generic students (though some substitutions may be possible). Students apply to enter by September 15 for admission in January and February 15 for admission in the May interim. The nursing courses are compressed into a 20 month time frame, with students pursuing nursing courses full-time through regular semesters and summers. Admission is based on GPA on required pre-requisite courses.

UNIVERSITY HONORS PROGRAM

The University Honors Program is a sequence of special courses designed to enhance the learning experience of highly motivated and capable students at Southeastern. Students in nursing have the option to graduate with an Honors Diploma in the Discipline. Students should contact the Honors Director for more information. Information is also available on-line at <http://www2.selu.edu/Academics/Honors>

BYLAWS

Faculty organization and structure are delineated in the School of Nursing Bylaws. These bylaws are annually reviewed and periodically updated. Committee membership and functions are identified along with the election process for representatives of committees outlined. Student representation is an inherent part of the structure of the School of Nursing and carries with it full voting privileges.

Students are chosen by election to serve as representatives on the following committees:

Curriculum Committee
Student Affairs Committee

Evaluation Oversight Committee
Resources Committee

Student concerns regarding these areas are to be referred to the elected representatives to bring to the attention of the faculty and to provide student input. Student Committee Representation information is available through campus coordinators or on the student communication boards.

Southeastern Louisiana University Nursing students can be members of various University committees, such as, Academic Affairs Committee, University Planning Committee, University Curriculum Committee, Campus Grounds and Beautification Committee, and the Safety Committee. Information is available from the Student Government Association (<http://www.selu.edu/stulife/SGA/>) or the SLU Faculty Senate. SLU School of Nursing commends and supports students for participation in University Committees.

ADVISING

Each student with a nursing major will be assigned a nursing faculty advisor. A list of assigned advisors is available on the School of Nursing Web Page. All students are required to be advised prior to registration. Any questions or concerns should be addressed by your assigned advisor.

Each semester before registration students can have their advising hold removed by their assigned advisors via email, phone, in person, or on-line advising process.

On-line advising can be accessed through the SLU homepage and LEONet. When using on-line advising:

- students should list their assigned advisor's name when making schedule requests
- students must read the advisor's comments for the advising hold to be removed

If students are having difficulties contacting their assigned advisor the campus coordinators or Dean will be able to assist.

PROGRESSION/RETENTION

The Progression/Retention Committee sets forth rules and regulations concerning a student's progression in the undergraduate nursing program. This committee's purpose involves handling various student concerns regarding:

admission - meeting the criteria of the SON,

retention - failure to maintain the appropriate GPA, disciplinary actions regarding safety or emotional stability, failure in a course, or

progression - failure to maintain required overall 2.5 Grade Point Average (GPA) or the required 2.3 in nursing, failing two or more courses in nursing, etc. See University Catalogue for specific criteria.

This committee is not a disciplinary committee to handle personal faculty/student concerns. The committee does, however review any of the foregoing situations and determines admission to the clinical component of the curriculum.

This committee addresses student appeals only upon request for a personal appointment or by a formal letter. Once acted upon, the committee's decision is recommended to the Dean who determines the student's final status.

Any student with problems of this nature should first contact the Director (Department Head) of the School of Nursing for instructions on the necessary steps to take and/or the committee involved. The Progression and Retention Committee does not replace the University Grievance Committee.

Students are advised to review the nursing section of the current catalogue for policies, procedures, and deadlines pertinent to the SON and graduation. Failure to be aware of these policies and procedures may jeopardize one's status in the SON.

Of special interest to nursing majors are the following:

1. Students will be permitted to enroll in any nursing course **only twice**.
2. Students will be permitted to **repeat only two nursing courses**.
3. Students in the School of Nursing must meet the following requirements for graduation in addition to general University requirements listed elsewhere:

* Earn a degree GPA of 2.5.

* and a degree GPA of 2.3 in the major.

(Refer to the SLU Catalogue for further details.)

APA POLICY

It is the School of Nursing policy to use APA (American Psychological Association) format for written assignment. The most current APA manuals are available in the reference sections of the Sims and Baton Rouge Center libraries. General guidelines regarding School of Nursing APA format may be accessed on the webpage at <http://www.selu.edu/Academics/Nursing/apa.htm>.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student (called "eligible student") who has reached the age of 18 or is attending any school beyond the high school level.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. The school may charge a fee for copies. Parents and eligible

students have the right to request that a school correct records believed to be inaccurate or misleading. Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. The law allows schools to disclose records, without consent, to parties under certain circumstances: financial aid, accrediting organizations, other schools to which a student is transferring, in response to court orders or subpoenas, "directory" type information (unless non-disclosure request made), etc. Detailed FERPA information may be obtained in the School of Nursing Offices on both campuses.

Such must be on record before faculty will send letters of recommendation for student or graduate employment, or release information on behalf of the student. Students, and graduates, are asked to keep their current name, address, and phone number on file in the Nursing Office.

GRIEVANCE/COMPLAINTS/APPEALS PROCESS

Students are referred to the General Catalogue and the Student Handbook (SLU) for discussions regarding student rights, privileges, freedoms and protections. The University documents are available online at <http://www.selu.edu/stulife/handbook/index.html>.

These publications advise students of the University policies, rules and regulations. Grievance procedures are explained for alleged infractions, breaches of conduct or failure to meet standards, requirements or rules.

Students with questions regarding persons to contact to file grievances should first ask his/her Campus Coordinator, then the Department Head. Any problems within a specific course should be first discussed with the Instructor, then the Course Coordinator, and finally the Campus Coordinator.

An official form to document grievances is available in the Department Head's office. Any grievance documents are kept on file for review in the departmental office and reviewed annually by the SON Student Affairs Committee.

FINANCIAL AID

Students interested in financial assistance should obtain applications from the SLU Financial Aid Office. Forms are also available at the BR Center. Aid is available through Federal and State Programs.

Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the university, and satisfactory progress in one's course of study.

Eligibility requirements for State Programs consist of permanent residency in the State of Louisiana, enrollment or accepted enrollment in the university, satisfactory progress in one's course of study.

More information regarding available programs is available online at <http://www.selu.edu/stulife/handbook/FinancialAid.htm> or at <http://www.selu.edu/enroll/faid/>. The SLU Financial Aid office has a full written policy regarding student's obligations in financial aide available at their office.

Students are reminded of their obligation to repay student loans. Southeastern Louisiana University has a policy to promote student loan repayment. The policy is on file in the Financial Aid office. Individuals who are in default of student loan repayment are not able to obtain a professional license in Louisiana including a license to practice professional registered nursing.

The U.S. Armed Services may also provide financial assistance entailing a service obligation.

All graduating seniors with student loan obligations must complete an exit interview with the Financial Aid Office before graduation.

SCHOLARSHIPS

Various scholarships with diverse criteria are available to SLU students. Contact the Financial Aid Office for the latest listing of scholarships. Scholarship information is available online at http://www.selu.edu/enroll/faid/s_ship.htm.

There are several scholarships available to nursing majors. There are state supported scholarships and professional Nursing Association scholarships available to SLU Nursing majors. Information is available online at the School of Nursing webpage: <http://www.selu.edu/Academics/Nursing/scholarships.htm> and on the departmental bulletin boards. Complete information regarding requirements for scholarships and applications can be obtained through the School of Nursing or through the Financial Aid Office.

STUDENT INSURANCE

All students in the School of Nursing are responsible for health care costs associated with any injury sustained while a student is enrolled in nursing courses. Health care institutions with whom the School of Nursing contract require that protocol for health care be followed in the event a student sustains an injury while in clinical laboratories. In this regard, the School of Nursing highly recommends that all students carry personal health insurance coverage and that this be verified to the School of Nursing. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect.

Student health and accident insurance is available to all students on the Southeastern Louisiana University campus. All international students are required to purchase student health insurance, unless they bring proof of their own insurance to the Office of Student Life, prior to registration. More information is available online at <http://www.selu.edu/stulife/handbook/HealthInsurance.htm>

LIABILITY INSURANCE FOR STUDENT NURSES

The State of Louisiana does provide liability insurance coverage for student nurses in the university clinical lab setting. This coverage is purchased automatically through the lab fees paid by each student for clinical courses. This policy does not include coverage for those students who choose to work for payment in a clinical setting, outside of SLU clinical lab time. **Students are strongly urged to purchase their own individual liability insurance.**

VIOLENCE IN THE WORKPLACE PLAN

Southeastern Louisiana University has a **Violence in the Workplace Plan**. SLU recognizes that employees and students are the University's most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At SLU, employees and students are required to report all threats or incidents of violent behavior to The University Police Department. Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation through direct or veiled threats.
3. Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object.

The full policy may be viewed online at <http://www.selu.edu/police/viwp.htm>

CONDUCT

Students are expected to comply with "Standards of Conduct" as outlined in the Southeastern Louisiana University Student Handbook. Failure to comply with these standards may result in review by the appropriate disciplinary agency on campus and disciplinary action. Classroom behavior that interferes with either the instructor's ability to conduct the lab or the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of beepers, cellular telephones, or other electronic devices.

CONFIDENTIALITY

Students in the School of Nursing are required to maintain strict patient confidentiality at all times. Confidentiality is a client right to expect communication with healthcare professionals to remain unshared except for medical reasons or in the event public safety is threatened. Any violation of confidentiality will result in disciplinary action as deemed necessary by the instructor, agency and/or School of Nursing. If faculty become aware that students violate patients' confidentiality at any time, action will be taken through formal clinical evaluation tools and misjudgment forms. Student breaches of confidentiality can impact the School of Nursing's Clinical Agency contracts. Students are reminded that clients can pursue legal action should any health professional, including nursing students, violate confidentiality in any setting.

CAMPUS SAFETY

The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is presented in a brochure titled, "Safety and Security Procedures" available in the SLU police department, near the front office at the Baton Rouge Center, and online at <http://www.selu.edu/police/cprevent.htm>.

CARDIOPULMONARY RESUSCITATION

Annual Cardiopulmonary Resuscitation Certification (CPR) is required of all Nursing students in accordance with affiliating agency requirements. Upon entering Nursing clinical courses, each student must show proof of successfully completing either American Heart Association (AHA) *Health Care Provider* Course or American Red Cross *CPR for the Professional* Course. Yearly recertification is required while enrolled in the Nursing program. **Students who fail to provide validation of CPR certification will not be allowed to attend clinical.**

SMOKING POLICY

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, the SLU School of Nursing enforces a smoking policy. Smoking is prohibited on the SLU campus in public areas such as classrooms, laboratories, lounges, hallways, stairways, elevators, restrooms, and in areas where "No Smoking" signs are posted. The SLU School of Nursing staff, faculty, and students must follow clinical agency policies related to smoking. SLU School of Nursing insists on strict adherence to this policy because the University because the University may be subject to criminal or civil penalties for violations of applicable smoking laws.

As guests of clinical agencies as ambassadors of the SLU School of Nursing, faculty and students must follow clinical agency policies related to smoking. The faculty and/or students are required to determine clinical agency smoking policy and designated smoking areas. Failure to follow policy may result in disciplinary action.

HEALTH STATUS

Students are expected to be in good health and free of communicable disease upon entry into the clinical nursing courses.

Students who have health conditions that may prevent their meeting the objectives of the program or a course in the program, or that may cause potential injury to students or to the clients for whom they care, will be required to have a personal interview with the Progression and Retention Committee members and the Department Head or Dean.

Students entering their first clinical course must complete/submit a physical exam form is available in the School of Nursing office at least four weeks prior to the semester entering clinical nursing courses. Verification of the following is necessary:

- (1) Official documentation of evidence of measles vaccine (**MMR**) (2 shot series) or submit the report of a Rubella Titer that indicates moderate to high level of immunity.
- (2) Official documentation of history of varicella (chicken pox) or one of the following: a positive titer or evidence of the varicella vaccine series (2 shot series).
- (3) Proof of childhood polio vaccine.
- (4) Proof of tetanus injection within the past 10 years.
- (5) Written verification of screening test for tuberculosis (TB) or a current chest x-ray (CXR). The PPD (Mantoux) tuberculin skin test is required. If the skin test is positive, then a

chest X-ray and/or medical follow-up must be submitted. Students having had a prior positive TB test or those that have been or are currently being treated for TB should speak with the Campus Coordinator regarding clearance for clinical.

- (6) Evidence of the Heptavax-B must be provided. The Heptavax-B series can be received at the student's cost through the SLU Health Center. New Clinical students should contact the Campus Coordinator for information or for further questions concerning the policy.

Annually students continuing in clinical courses MUST:

- Complete the Change in Health Status Form each semester.
- Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) as applicable.
- All health related forms are available in the Nursing office on both campuses. Students are urged to regularly update their medical files. Failure to do so will result in exclusion from clinical lab. Significant changes in health status, including pregnancy, should be reported to appropriate clinical faculty as soon as possible to optimally plan for student and client health.
- Students should make a copy for their own records **before** submitting any forms to the School of Nursing.

The history and physical examination form will be checked by the Campus Coordinator and/or clinical faculty before initial clinical experience and each semester. Any problems will be referred to the Progression and Retention Committee. The School of Nursing reserves the right to investigate situations which may affect the student's ability to function. In addition, a physician's release may be required.

HIV / HBV POLICY

HIV/HBV sero-positive students can apply for admission to the School of Nursing. They must meet admission criteria as any other student. Students must report HIV/HBV positive status to the LA State Board of Nursing. They must sign a copy of Southeastern Louisiana University School of Nursing HBV/HIV transmission policy to assure understanding of responsibility and accountability. The Department Head will confidentially assist students with reporting of HIV/HBV status. **All students regardless of their HIV/HBV status should exercise Universal Precautions in all clinical settings.**

DRUG TESTING POLICY

Drug testing will be required on all students who are being admitted to the clinical component of the curriculum.

Random drug screening will be done for students enrolled in clinical courses.

Any admitting student who tests positive for illegal drugs must withdraw from clinical nursing courses. The student may reapply for admission in one year and will be admitted based on admission criteria as any new student making application. They can reapply the after being approved to progress by the Louisiana State Board of Nursing.

A student who tests positive for illegal drugs and is already in the School of Nursing Program, must withdraw from clinical courses. They can reapply the following semester after being approved to progress by the Louisiana State Board of Nursing.

REPORTING OF SUBSEQUENT ARRESTS OR CONVICTIONS

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported **IMMEDIATELY** to the Department Head and Louisiana State Board of Nursing in the same manner as the initial application for progression for determination of continuance in the clinical component. Failure to report any and all subsequent disciplinary actions, arrests, or impairment will result in denial of licensure as a registered nurse and will constitute falsification of records.

ACADEMIC HONESTY

The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable to the University. Cheating on examinations, **PLAGIARISM**, improper acknowledgment of sources in essays and the use of a single essay or paper in more than one course without permission, and falsification of records and documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive an F (0 points) on the test or assignment in question and will be reported to the Dean of the School of Nursing and to the Office of the Dean of Students. Refer to the SLU catalogue under Academic Honesty and the Special Student Guide or online at <http://www.selu.edu/stulife/handbook/AcademicHonesty.htm>

GROUP PROCESS

Group Dynamics and the group process are important learning outcomes for the SLU School of Nursing graduates. Many opportunities for learning these skills are integrated into the curriculum. Characteristics of successful groups:

- members identify goals & objectives
- members set deadlines for completion of tasks
- members distribute equitable assignments
- members report back at scheduled meeting times
- If problems arise in a group, members attempt to resolve internally
- If unable to resolve group dynamic problems, consult course faculty for direction in problem resolution.

GRADUATION

Candidates should apply for graduation by following the procedure below:

1. Complete the fee payment procedure outlined on the instruction sheet entitled HOW TO APPLY FOR GRADUATION. These forms are available at the Registrar's Office.
 - a. Fill in the GRADUATION FEE SLIP at the bottom of the application.
 - b. Return the completed FEE SLIP to the clerk in the Controller's Office.
 - c. Pay the graduation application fee.
 - d. Keep your receipt.

- e. Complete the on-line GRAD APP process.

This step requires a computer terminal that is hooked into SLU's mainframe computer. Ask a lab worker for directions or assistance in completing the on-line GRAD APP procedure. Instructions are also available online at <http://www.selu.edu/Academics/ArtsSciences/gradapp.htm>.

Students are reminded of the University policy that all students may meet graduation requirements according to any catalogue in effect for seven years prior to receiving their degree. Under no circumstances may a catalogue more than seven years old be used to meet graduation requirements.

ALUMNI ASSOCIATION

The Alumni Association membership is drawn from all SLU graduates. Association objectives consist of the promotion of educational and physical growth of the University, and the preservation of friendships existing among former students. Membership in the Alumni Association has many benefits for SLU graduates. Graduates are requested to provide their current name, address, and employment status. Information concerning the benefits of membership may be obtained by contacting the Alumni House on the main campus or visiting the website at <http://www.selu.edu/Administration/Alumni-Develop/>.

PROGRAM EVALUATION

Students are given the opportunity to offer feedback to the SON by evaluating the faculty, the courses and finally the overall program.

At the end of each semester, students are given the opportunity to evaluate their faculty members. The Student Opinion of Teaching (SOT) is the vehicle for student's to evaluate faculty teaching methods. Anonymous evaluation summaries are returned to faculty after the semester is over. SOTs are reflected in annual faculty evaluations.

Annually students are given the opportunity to evaluate the course. Course evaluations are summarized by the Course Coordinator and reported to the Curriculum Committee. These evaluations are used to make curriculum changes and for assessment purposes

Senior students and/or graduates are periodically given an opportunity to evaluate the entire program. Students are encouraged to utilize these forms to give constructive input to improve the program.

STUDENT AWARDS

General University Awards:

A listing of general university awards, assistantships, and scholarships are found within the university catalogue. Any additional information can be obtained from the Financial Aid Office or the Dean of the School of Nursing.

President's Award:

The President's Award is bestowed upon a graduating senior in each college/school that has a GPA of 3.5 or above and meets other criterion outlined. The recipient of this prestigious award is recognized during commencement exercises.

College of Nursing and Health Sciences Honors Convocation:

Each Spring the College of Nursing and Health Sciences recognizes its outstanding students during an Honors Convocation Ceremony.

The various awards for the School of Nursing are listed below. Further information concerning the awards can be obtained from the faculty or the Dean. It is an internal program, not to be confused with the University Honors Programs and Honor Societies.

Honor Recipients elected by faculty include:

Evelyn M. Davis Memorial Awards- awarded annually to an outstanding Integrative level, first semester senior nursing student.

Opal Carl Award- awarded annually to an outstanding Synthesis level nursing student.

Leadership/Service- awarded to an outstanding Synthesis level nursing student.

Graduate Scholarship Award- awarded annually to an outstanding graduate nursing student.

Dean's Award - awarded annually for academic excellence within the School of Nursing (SON). Presented by the Dean to the graduating senior with the highest GPA in Nursing.

Other Recognitions may include:

Dean's List students, 13 Club Honor Society, Phi Kappa Phi Honor Society, and Rho Zeta Chapter of Sigma Theta Tau International (STTI) are recognized at Honors Convocation.

UNIFORM & SUPPLY REQUIREMENTS

Students are expected to adhere to the current Student Uniform Policy whenever engaging in preclinical, clinical or other activities directly related to the School. Appropriate attire varies between and within agencies, thus it is the student's responsibility to clarify questions regarding dress for a specific unit/setting with the appropriate faculty member prior to arrival.

Students are expected to represent Southeastern Louisiana University in a professional, respectable manner with regard to attire, behavior, and appearance, recalling that their appearance may be the basis on which opinions of the School and University are formed. Uniform policies conform to Occupational Safety Health Administration (OSHA) standards and recommendations.

Clinical faculty retains the authority to dismiss from that clinical experience any student who does not conform appropriately to the uniform code. Grievances should be addressed through the Student Affairs Committee.

Supplies required of all students are as follows:

1. Uniform - 2 uniforms are required to meet OSHA standards. The uniform can be a dress, pantsuit, uniform scrub suit, or skirt/blouse combination that meets specific uniform criteria (See details below).
- *2. A plain white $\frac{3}{4}$ length lab coat (See details below)
3. White nursing shoes (See details below)
4. Plain white nursing stockings. White socks are only permitted with pants
- *5. Watch, with a sweep second hand

- *6. Penlight
- 7. Bandage scissors
- *8. Stethoscope with bell and diaphragm capabilities
- 9. Eye Protection – Goggles or Glasses (must be OSHA or ANSI approved)
- *10. Student nametag
- *11. University ID - in plastic holder
- *12. SLU School of Nursing patch (2 - 3 See details below)

*Items needed for first semester

SPECIFIC UNIFORM CRITERIA AND REQUIREMENTS

Uniform fabric will be cotton/polyester blend, with a weight of 35% cotton, 65% polyester. The fit of the uniform should be such to provide freedom of movement during nursing care, while preserving modesty. Appropriate undergarments are to be worn under all uniforms. Faculty may have a student leave the clinical experience if inappropriate undergarments are visible through the uniform.

Color of uniform will be Hunter Green for all tops/shirts and all pants/skirts. The Hunter Green is a standard Landau Uniform Company color that all area retailers carry. No color trim is acceptable on required attire.

A SLU School of Nursing patch must be sewn to the upper left arm of the uniform and lab coat. Patches must be sewn and may not be pinned to the sleeve.

Pants: Slacks/scrub pants must be straight leg with no flaring at cuffs. Minimal cuffs are permitted. Jumpsuits or knickers will not be considered appropriate.

Shirts: Short $\frac{3}{4}$ length, or long-sleeve style tunic top or scrub top with one or two pockets either set-on or side seam inset. Top must be hip length and not tucked in. A white plain short or long sleeved tee shirt may be worn underneath the scrub top if desired. A turtleneck style is also acceptable. If a short-sleeved tee shirt is worn, the sleeve must not extend beyond the sleeve of the scrub top.

Dress or Skirt & Blouse: A short, $\frac{3}{4}$ length, or long-sleeved standard uniform dress or skirt and blouse combination with at least two pockets either set-on type or side seam with inset. Skirts can be either A-line or fuller, with no straight skirts permitted. Top must be hip length and not tucked in. Uniform dresses must be hunter green color and worn in conjunction with an official green scrub jacket or sweater. Skirt/blouse combinations require a green tunic style blouse or top and skirt. Hem length should reach at least to middle of the knee.

Lab Coat: A lab coat of $\frac{3}{4}$ length is required by all students. Lab coat must be plain white, devoid of markings, with a SLU School of Nursing patch sewn to the left sleeve (can not be attached with pins). Lab coats will be worn over the uniform or street clothes by students

anytime they enter or leave the hospital/agency, or in any other lab area as required by the institution or faculty member. Lab coats may not be worn during patient care.

Scub Jacket/Sweater: A plain, white or hunter green sweater or short scrub jacket with an SLU patch and nametag may be worn for extra warmth, if desired. Students in the operating room, labor and delivery, and nursery will not be permitted to wear sweaters.

University ID/Name Tag: University ID and nametag are to be worn on the uniform. Nametag shall be of dark green color and measure 1 inch wide by 3 inches long. First line of tag should state first and last name; second line should read "SLU Student Nurse". Nametags may be purchased from SLU Bookstore or other retail shops.

Shoes: White nursing shoes or white leather athletic shoes must have white shoe laces and be devoid of any color markings, with the exception of small, lettered brand name. High-topped athletic shoes are not permitted. Clogs, or other open backed shoes are not permitted. Shoes should be worn only in the clinical area and should be maintained in a clean, professional looking condition.

***COMMUNITY/ALTERNATIVE EXPERIENCES UNIFORM**

A hunter green polo collared shirt, khaki slacks/cargo pants/skirts, belt, and closed-toed shoes are to be worn by all students during community clinical experiences. Capri pants and clogs and other open back shoes are not acceptable. University ID and nametag are to be worn on the community uniform. A plain white or hunter green sweater may be worn for extra warmth, if desired. All other uniform requirements must be followed. A lab coat may be required over the community uniform. The faculty in each nursing course will advise students.

*Items needed the first semester

OTHER UNIFORM REQUIREMENTS

1. All students (male and female) are expected to wear their hair in a neat, well-groomed style, with the length not to extend below the collar. Hair should not hang in the face or contaminate any area or interfere with the performance of safe nursing care. Bows and similar hair accessories are not allowed. Men with mustaches or beards are expected to have facial hair neatly trimmed at all times.
2. Students are expected to demonstrate a conservative appearance in terms of make-up and refrain from wearing perfume or other strong scents. Personal hygiene should be of the highest quality.
3. Jewelry should be limited to a ***single pair of small, simple post earrings*** and wedding bands, large dangling earrings, multiple pairs of earrings, or faddish styles of ear, nose, face-wear or other body ornaments are not permitted. Engagement or other elaborate rings may not be permitted in some clinical areas.
4. Fingernail polish may not be worn in the clinical area. Fingernail length should be appropriate for the performance of safe, hygienic care. Due to the possibility of infection, acrylic, silk, gel or other types of supplemental nails are not permitted in direct patient care areas.

5. Students are not to wear any identifying insignia (SLU School of Nursing patch or name tag) outside the clinical lab purpose, for example, at the student's place of employment.
6. Preclinical attire: Varies with clinical agencies. Students should follow clinical faculty directions. Students should dress professionally while avoiding denim jeans, T-shirts, sandals, etc.
7. Some clinical experiences may require modifications in the uniform policy. The faculty in each nursing course will advise students of these modifications prior to that clinical experience.

STANDARDIZED ACHIEVEMENT TESTING

At various times during the Nursing program, students, are expected to take comprehensive, standardized examinations. These examinations provide students with interpretive information regarding their knowledge base of nursing practice.

Additionally the interpretative information affords direction for student preparation for the NCLEX professional licensure examination. Students should take these examinations seriously. **The student is responsible for completing any required remediation or testing. See individual course requirements in regards to progression.** Students may make an appointment with Level faculty to discuss specific individual performance concerns. The testing fee is usually included as part of the student lab fee for nursing courses. This standardized test is periodically updated and graded by the testing service.

GRADING SCALE FOR THE SCHOOL OF NURSING

The School of Nursing uses a grading scale which, over time, has proven to correlate with the high standards necessary for consistent success in passing the R.N. NCLEX licensure examination. Materials/ tests, and other assignments are graded according to criteria provided by faculty at the beginning of each nursing course. The School of Nursing Grading Scale is as follows:

A	=	100-93
B	=	92-86
C	=	85-79
D	=	78-69
F	=	68-0

NOTE: In order to progress in nursing, students are expected to pass all nursing courses with at least a C. See adjusted GPA requirements under Progression and Retention section.

Section II: STUDENT SERVICES AND RESOURCES

DUPLICATION OF MATERIALS

Duplication of material may be recommended or required by faculty within various courses. The faculty in the School of Nursing honor copyright laws and encourage students to do the same. Duplicating machines are available at the following locations:

HAMMOND CAMPUS:

The Document Source (Full Service Copy Center)

Hours: Monday-Thursday

7:00am -5:00pm

Fridays: 7:30 am - 4:30 pm

Additional copy machines that accept copy cards purchased at the Duplicating Center are located in various campus buildings, such as Mims Hall. Machines that accept money only are available outside the Duplicating Center, 1st floor of the TEC building, and in the Sims Memorial Library.

BATON ROUGE CENTER:

SON Library

Hours: Monday, Tues., Wed., & Friday

8:00am-4:30 pm

8:00am-7:00pm Thursday

Times may vary each semester.

STUDENT HEALTH CENTER

The Student Health Center, located on the Hammond Campus, is an outpatient clinic and infirmary. All students can rely on the Health Center for treatment of minor injuries and illnesses. Costs for services are included in semester tuition fees.

The clinic is staffed from 7am to 7pm Monday through Thursday and 7am to 6:30pm on Friday. Staff physicians come to the health center daily at 5:30pm to treat students who are referred by a staff nurse. Screening for clinic is from 4:30pm to 5:30pm Monday through Friday when school is in session. The Health Center is a walk in clinic with emphasis on "first come, first served" services, except in emergency situations, providing minor care and first aid treatment. Students needing x-rays or blood work will be referred by the nurse or physician to the local hospital emergency room.

Further information can be found in the university catalogue or online at <http://www.selu.edu/HealthServ/>.

NOTE: Students should know the appropriate actions to take during a clinical lab for an injury. Please review the Safety Manual in this handbook.

COMPREHENSIVE COUNSELING CENTER

The Counseling Center offers services for test anxiety, stress management, career decisions, alcohol and substance abuse and many others. These services are free to students, however, an appointment should be made.

Students needing assistance while on the BRC may also use the Counseling Center or seek the help of one of the faculty for referral to counseling. The Counseling Center offers a support group at BRC for interested students. All information remains confidential. A counselor is available at the Baton Rouge Center one day a week for individual appointments.

Counseling Center information can be obtained online at <http://webslu.selu.edu/slu/ucc/>.

CAREER DEVELOPMENT SERVICES

The Office of Career Development Services (CDS) believes that career development is an important part of an ongoing educational process. Their purpose is to provide students, graduates, and alumni career counseling, employment opportunities, as well as additional educational opportunities. The focus of CDS is to assist students and alumni to reach satisfying career goals by integrating their education, life skills, and on-the-job experience and training in their professional pursuits.

Contact CDS Office in the Student Union Annex or online at <http://www.selu.edu/Career/>.

TECHNOLOGY SERVICES

As a student, you have a rich computing environment at SLU in which to work. SLU's computing system connects you to a world of high-speed local and national networks, help desk, and computer training. When students log-in to the Student Registration System and answer "yes" when prompted to apply for an e-mail account, the computer will in return generate a username. If students experiences difficulty in obtaining their e-mail account they should go to one of the student labs in McClimans Hall. **Students should use their official SLU email address for all SLU communication.**

Besides access to e-mail, SLU students are provided resources for personal web pages. Their SLU computer accounts provide students access to the World Wide Web.

Policies regarding the University's expectations for responsible, productive computing are found at <http://www.selu.edu/Policies/responsible.html>.

COMPUTER LABS

The mission of Student Productivity Computing Services (SPCS) is to train, assist, and serve all Southeastern Louisiana University students with technology in a positive environment; and provide a value added component to enhance their academic achievements so they may be prepared to meet the technology needs of the regional community.

SPCS maintains open, unrestricted student computer labs in McClimans Hall, (including a 24 hour lab), in all dormitories, an SGA lab in Sims Memorial Library; several restricted labs about the Hammond campus and off-campus computer labs including the Baton Rouge Nursing Center. Students are encouraged to explore the wide range of resources available at these computer labs. Further information regarding hardware, software, available presentation equipment, and hours of operation is available online at <http://www.selu.edu/Administration/Technology/Services/Academic/SPC/index.htm>

Both Mims Hall and the Baton Rouge Center house SPCS state of the art computer labs with technical support for students. A login ID and password are required to access SPCS computer resources. Students needing A-V equipment for classroom presentations must schedule the requested equipment through the Nursing Computer Laboratory Assistants on each campus. Students should not assume that equipment will be available and should check at least two weeks prior to the needed day and time.

A student ID is required and students are asked to sign in and out when using the lab.

LIBRARIES

Sims Memorial Library, located on the main campus, provides the latest in library resources. Their wide range of services can be accessed through the homepage at <http://www.selu.edu/Library/>.

All nursing students can utilize the services of the library in Hammond, at the Baton Rouge Center, the LSU Middleton and Vet School, and Southern University. Students and faculty at the BRC may use their SLU ID to check out books. Each semester, the secretary forwards a list of faculty and student names and social security numbers to the LSU Libraries.

Affiliating clinical agencies also provide library resources to students. **STUDENTS ARE EXPECTED TO ADHERE TO THE AGENCY GUIDELINES WHEN USING THESE RESOURCES.** This privilege is a courtesy of each individual agency.

WRITING CENTER

The SLU Writing Center, located in Room 383 D Vickers, is a peer tutorial and computer resource center dedicated to the writing needs of students, faculty, and other groups and individuals from across the university and local community. They can be reached via email at writing@selu.edu. or on the web at <http://www.selu.edu/Academics/Depts/WritingCenter/>.

NURSING SKILLS LABORATORIES

The Nursing Skills Labs contain supplies and equipment utilized in preparation for the clinical lab. Students are encouraged to use this area to practice clinical skills. Practice times requiring appointments with skills lab personnel and time availability are posted on each campus. It is the responsibility of each student to keep the lab area clean. As with any lab setting, acceptable safety measures and responsible behavior are expected. Please refer to the SON Safety Manual provided in each lab.

TUTORING

Tutors are available in different departments for students and this is coordinated through Student Support Services. A wide range of related workshops are available to assist students with test preparation, memory techniques, time management and study skills. Anyone interested should visit the website at <http://www.selu.edu/studev/>.

BOOKSTORE

Rental textbooks are available at the SLU bookstore for students. Students should be aware of the Policy and Procedures of the University regarding book rentals. Late fees and/or the purchase price of books will be charged for late returns of rental texts.

Students at all levels will purchase textbooks at the SLU Bookstore in Hammond. Other items needed by students and available at the SLU bookstore are: name-tags, safety glasses, SLU school patch, SLU nursing pin, graduation invitations, cap & gown, and CPR mouth pieces.

Information is available online at <http://www.selu.edu/stulife/handbook/SLUBookstore.htm>.

Note: Students are encouraged **not** to purchase retail books or supplies such as drug cards, care planning books, etc. until meeting the first class or discussing this with faculty.

STUDENT NURSE'S ASSOCIATION

Students within the School, on both campuses, actively participate as members of the SNA chapter of the Louisiana Association of Student nurses (LASN). The LASN is the student component of the American Nurses' Association, a national professional nursing organization having state and local constituencies. Participation locally will afford membership in the largest independent health organization in the nation and the only one for nursing students. There are numerous benefits of joining this organization. Among these are issues of IMPRINT magazine, a publication by and for nursing students. Affordable professional liability insurance coverage can be purchased through the association. There is assistance with career planning, opportunity to participate in state and national student conventions, and involvement in activities to actualize your potential as an evolving professional nurse. Meetings are held on both campuses, check bulletin boards for activities and representatives. To join SNA, information and an application can be obtained from the SLU SNA advisors or the Secretary for SNA.

CAREER DAY

Each Spring semester, the SLU SNA sponsors Career Day for all students in the School of Nursing. A variety of health care agencies and institutions from across Louisiana and surrounding states participate in the event. Recruiters representing the agencies/institutions are on hand to discuss current job opportunities. Career Day enables the student to gather information about various agencies/institutions, as well as benefits, salary, and advancement.

PINNING CEREMONY

The University regularly schedules Commencement exercises at the University Center in Hammond, whereby students receive their Bachelor of Science Degree, with a major in Nursing. The students in each graduating class have, in addition, traditionally planned, arranged, and financed a public ceremony to recognize the awarding of the School of Nursing pin. This "Pinning Ceremony" involves voluntary participation of both generic and Registered Nurse students.

The School of Nursing Pin (see diagram at the end of this book) is a distinctive mark, rich in history and meaning. It can be traced to the concept of heraldry, which is the system of devising and granting insignias for coat of arms.

The origin of the concept of the nursing pin dates back to 1855 when Florence Nightingale was awarded a brooch by England's Queen Victoria for her efforts in the Crimean War. The pin was designed by the Queen's husband, Prince Albert, and consisted of a red enamel cross surrounded by an oval and topped by a diamond crown.

The Southeastern Louisiana University School of Nursing Pin was adopted in the 1960's and was initially worn by the first graduating class in 1968. The pin has altered in size, with the current official size being that of a dime. (Students individually choose the size when purchase order is made.) The pin uses Southeastern's colors of gold, for worthiness, and green, for eternal life. The seal of the University, a pelican with three youths signifying union, justice, and confidence, appears on the pin. A focal point of the pin is the Greek lamp of knowledge that

became associated with Florence Nightingale after Longfellow wrote "Lady With A Lamp" in her honor.

The privilege of wearing this special pin is limited to all the baccalaureate graduates of Southeastern Louisiana University School of Nursing.

PINNING CEREMONY GUIDELINES

Pinning is a *rite of passage* ceremony that signals the transition of the student nurse to the professional nurse sponsored by Southeastern Louisiana University and the School of Nursing. Therefore, the Pinning Ceremony is expected to demonstrate this professionalism in all venues.

Student Affairs Liaison: The Student Affairs Committee will designate a faculty member to work with graduating seniors in planning the Pinning Ceremony. The liaison must approve all decisions made in relation to the ceremony.

Arrangements: The School of Nursing will provide facility, invitations, programs, basic decorations for facility, and AV equipment needed. Students are responsible for any additional decorations, gifts, and refreshments.

Dress: The dress for Pinning is to be professional. The senior class may vote to wear either their student nurse uniform (green tops and white bottoms) or a white uniform. All uniform guidelines should be adhered to including white socks, hose, white shoes and appropriate undergarments. The School of Nursing recommends the white uniform representing the new status of professional nurse.

Readings: Readings may be individualized for each student, however student reading should focus on professional career goals and be limited to 50 words. Readings must be completed and turned into designated readers no later than two weeks prior to Pinning. Students not turning in readings by this date will have a standardized reading done for them at Pinning.

Video or Slide Show: The video or slide show should last no longer than 8 minutes. Videos not meeting this time limit will be subject to Student Affairs liaison discretionary cuts. Subject matter of videos must reflect professional values of nursing. (Pictures displaying unprofessional behavior, such as alcohol consumption is prohibited).

Time Restraints: The ceremony shall be no longer than (1) hour and 15 minutes from start to finish. The ceremony is dependent on the use of SLU facilities and employees who must be paid at an overtime rate and must be released from service within a reasonable time frame.

Speakers' Demeanor: Speakers for the graduates should exhibit professional demeanor at all time. Speakers must practice speeches and have received approval of content from the Student Affairs liaison.

Faculty Participants: The senior class will designate pinners based on preferences of the class.

Presentation of Plans to the Student Affairs Committee: The Class President is required to attend the first and last semester meetings of the Student Affairs committee prior to the Pinning Ceremony to review guidelines and to present information about the specific plans for Pinning to the Committee.

BILL OF RIGHTS AND RESPONSIBILITIES FOR STUDENTS OF NURSING

The following Student Bill of Rights and Responsibilities was adopted by the National Student Nurses Association House of Delegates in April 1975.

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom with responsibility.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, and political associations which instructors acquire in the course of their work should be considered confidential and not released without the knowledge or consent of the student.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting their academic and student affairs.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations. It

is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare of others is respected.
18. Adequate safety precautions should be provided by schools of nursing, for example, to and from student dorms, adequate street lighting, locks, etc.
19. Dress code, if present in school, should be established by student government in conjunction with the school director and faculty, so the highest professional standards possible are maintained, but also taking in to consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

AMERICAN NURSES' ASSOCIATION CODE FOR NURSES

1. The nurse provides services with respect for human dignity and the uniqueness of the client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's rights to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing.
6. The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultations, accepting responsibilities, and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of nursing.
9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

SOUTHEASTERN LOUISIANA UNIVERSITY
School of Nursing
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

**** PLEASE READ CAREFULLY ****

BELOW ARE LISTED THE PERFORMANCE STANDARDS OF THE PROFESSIONAL NURSING PROGRAM. YOU SHOULD READ THESE STANDARDS CAREFULLY AND BE SURE YOU CAN COMPLY WITH THEM. THE SLU SCHOOL OF NURSING EXPECTS THAT ALL APPLICANTS FOR ADMISSION POSSESS AND DEMONSTRATE THE SKILLS, ATTRIBUTES AND QUALITIES SET FORTH BELOW, WITHOUT UNREASONABLE DEPENDENCE ON TECHNOLOGY OR INTERMEDIARIES.

<u>ISSUE</u>	<u>STANDARD</u>	<u>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</u>
CRITICAL THINKING	Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, apply and evaluate information and solve problems.	Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to the nursing process; respond without delay to emergency situations.
INTERPERSONAL	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, economic and intellectual backgrounds.	Establish rapport with patients/clients, colleagues and other health care personnel.
COMMUNICATION	Communication abilities sufficient for interaction with others in verbal and written form. Utilizes effective communication skills to interact with patient/client, peers, and other health care personnel of various ages, cultural, economic, and intellectual backgrounds in a variety of settings.	Explain treatment, procedures, initiate health teaching to individual clients and groups of clients, document and interpret nursing actions and patient/client responses. Communicate information accurately and effectively with other departments/colleagues/client /families. Evaluate written orders, care plans and treatment requests.
MOBILITY	Physical abilities sufficient to move from room to room, lift and position, maneuver in small spaces, and physical health and stamina needed to carry out nursing procedures. Ability to get self to clinical.	Move around in patient's room, work spaces, and treatment areas, administer cardiopulmonary procedures. Lift, move, position and transport patients without causing harm, undue pain, and discomfort to the patient or one's self. Transport mobile equipment in a timely and cautious manner.
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate, use, and manipulate equipment properly; position patients/clients, manipulate computers. Maintains sterility of equipment.
SENSORY	Sufficient use of the sense of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and at a distance in the classroom, laboratory, and clinical setting).	Hear monitor alarms, emergency signals, auscultatory sound, cries for help. Perform visual assessments of patients/clients. Observe patient/client responses. Perform palpation, functions of physical examination and/or those related to therapeutic interventions. e.g., insertion of catheters for therapy.
BEHAVIORAL	Sufficient motivation, responsibility, and flexibility to function in new, ever-changing and stressful environments. Adapts appropriately to every changing needs of clients and/or families.	Adapts to assignment change of patient and/or clinical/lab area in a manner that allows student to meet objectives while providing safe, adequate patient care. Accountable for clinical preparation and independent study and performs nursing functions in a safe responsible manner. Ability to recognize the need for further research and respond accordingly based on changes in patient/client status since clinical assignment was made.

