

2022-2023

Nursing Student Handbook



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Kansas City, Missouri 64110

(816) 936-8700

The Nursing Program of Rockhurst University is accredited by:

**The Commission on College Nursing Education (CCNE)**

The Department of Nursing, College of Nursing and Health Sciences and Rockhurst University reserve the right to change and to make exceptions to the provisions of this Handbook at any time and to apply any change or to make an exception applicable to any student without regard to date of admission application or date of enrollment. This Handbook is neither a contract nor an offer to enter into a contract.

*A Warm Welcome…*

*We are very excited that you have chosen to join us on your journey in nursing.*

Rockhurst University and St. Luke’s College of Nursing has a rich and vibrant history. We’re very proud of our many distinguished graduates. Every department on campus strives to set new standards of academic excellence and fully live the University’s mission to transform lives by creating a learning community centered on excellence. It is truly a place “Where Leaders Learn.”

We are pleased that you have accepted the responsibility of charting your own future as a nurse. We believe you will reap the rewards of an exceptional education and we’re confident that you will leave a proud legacy for future students.

As you progress through our program, please know that we are here to encourage, guide, teach, and help you realize your full potential as a student who holds the key to a promising future in nursing.

**Nursing Student Responsibility**

As a nursing student at Rockhurst University, you are responsible for reviewing and following any policies and procedures as outlined in the Rockhurst student handbook, the nursing handbook, and the program specific catalog. Updates or revisions will be communicated to you through course announcements, emails, and/or posts. If you have questions or concerns, please share them with your assigned faculty or administrator.

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#### **Nursing Adjunct Faculty**

We are fortunate to have excellent adjunct instructors who provide clinical and didactic expertise to support many areas of our teaching. You will meet several adjunct instructors throughout your time in the program in roles including didactic, clinical, lab, and simulation instructors.

#### **Nursing Department Advisors and Staff**

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**Saint Luke’s College of Nursing and Health Sciences**

The nursing department is part of the [Saint Luke’s College of Nursing and Health Sciences](https://www.rockhurst.edu/saint-lukes-college/about). The college mission, vision, values, goals, and principles are located on the college website.

**Our Vision**

[Saint Luke’s College of Nursing and Health Sciences at Rockhurst University](https://www.rockhurst.edu/saint-lukes-college) aspires to be a leading educational institution for preparing professionals in the health industry. We seek to build collaborative relationships with clinical partners, affording our students leading-edge clinical educational opportunities.

**Our Values**

**Learning** is the preparation of intelligent, humble, and passionate caregivers for service to others.

**Leadership** is providing results through an efficient and ethical approach to our work. Integrity is individual responsibility and equality through a mutual commitment to each other and to Saint Luke’s School of Nursing.

**Service** through professionalism is responsibly and efficiently demonstrating greatness to every population. Accountability is being responsible for consistency and fairness in our thoughts and actions. Excellence is the consistent dedication to be the best. Respect is a positive regard for each other through our actions and open, honest dialogue.

**Our BSN Mission**

Saint Luke’s College of Nursing and Health Sciences at Rockhurst University Bachelor of Science in Nursing program provides quality education through innovative curricula. Students are educated as nurse generalists to provide high quality, safe, and evidence-based practice to diverse populations in a variety of settings. The graduates are prepared with a liberal arts education for the role of the professional nurse, which encompasses thoughtful leadership, compassionate service, scholarship, and lifelong learning.

**Our MSN Mission**

Saint Luke’s College of Nursing and Health Sciences at Rockhurst University graduate nursing programs focus on developing compassionate thoughtful leaders, accomplished scholars, and lifelong learners with a passion for advance nursing practice that meets societal needs with diverse populations in diverse settings.

**Program Catalogs**

[The Rockhurst University Course Catalog](https://ww2.rockhurst.edu/academics/registrar/university-catalog) serves as the primary resource for Rockhurst degree requirements and academic and administrative policies.

**University Policies**

[Rockhurst University Student Handbook](https://www.rockhurst.edu/campus-life/student-handbook)

The Student Handbook is the University’s official notification of its policies, rules, regulations, and standards of conduct. The student is responsible for knowledge of these policies, rules, regulations, and standards of conduct; enrollment is considered acceptance of all conditions specified in this handbook. However, the provisions of this handbook do not constitute a contract between any student and Rockhurst University. The University reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook. If a material revision to a policy, rule, regulation, or standard of conduct is made and becomes effective during the academic year, students will be notified of such and will be expected to abide by the updated terms.

**The attached Canvas link is for university policies and statements:**

<https://rockhurst.instructure.com/courses/6710>

* COVID
* Academic Honesty
* Course Withdrawals
* Contact Information
* Campus emergencies
* Accommodations
* Personal Welfare
* Student Complaint
* Campus Ministry
* Course Catalog
* Greenlease Library
* Student Learning Center

Note: For the following academic related items, please refer to the [Rockhurst University Catalog](https://ww2.rockhurst.edu/academics/registrar/university-catalog):

* [Undergraduate Academic Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495)
* [Undergraduate Academic Honesty Policy](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Academic_Honesty_Policy)
* [Undergraduate Administrative Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Administrative_Policies_)
* [Undergraduate Attendance Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Undergraduate_Attendance_Policy)
* [Undergraduate Course Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Course_Policies)
* [Undergraduate Degree Requirements](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Degree_Requirements_)
* [Undergraduate Enrollment Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Enrollment_Policies_)
* [Undergraduate Financial Aid Programs and Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1494)
* [Undergraduate Grade Policies](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Grade_Policies)
* [Graduate Academic Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575)
* [Graduate Academic Honesty Policy](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Academic_Honesty_Policy)
* [Graduate Administrative Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Administrative_Policies_)
* [Graduate Attendance Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Attendance_Policy)
* [Graduate Course Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Course_Policies)
* [Graduate Enrollment Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Enrollment_Policies)
* [Graduate Financial Aid Programs and Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1571)
* [Graduate Grade Policies](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Grade_Policies)
* [Graduate Institutional Standards](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575#Institutional_Standards)

**Saint Luke’s College of Nursing**

**Policies**

**Latex Allergy: Policy and Procedure**

**Purpose**

Saint Luke’s College Nursing Health Sciences at Rockhurst University (SLCNHS-RU) will strive to provide a latex-safe environment for all employees and students. However, due to the manufacturing processes of healthcare equipment and supplies, this may not always be possible. Students who have a sensitivity or allergy related to the school and/or clinical environment are advised to seek the advice of a healthcare professional for treatment and evaluation. The student’s responsibility, in conjunction with their healthcare professional, will: determine the allergen, identify signs and symptoms of exposure, identify risk of repeated exposure, and provide the college with professional recommendations of protection while in the learning environment.

Students are responsible to report any signs and symptoms of allergies or sensitivities to their instructor and the Disability Resource Coordinator promptly.

**Procedure**

Avoiding allergens is the best way to prevent sensitization and subsequent allergic reactions. Unfortunately, avoidance of an allergen may be neither possible nor practical in the current health care system. However, several ways exist to minimize exposure to allergens.

* Select products with low allergen content. If Latex Sensitive - Use only powder free latex free gloves.
* Eliminate the unnecessary use of gloves. Wear gloves only when necessary to prevent exposure to body fluids or harmful chemicals.
* Open boxes of latex gloves should not be stored in places where latex sensitive or allergic workers may be.
* Wash hands thoroughly and promptly after using a product containing latex.

**New Students**

New students will notify the Disability Resource Coordinator and complete an acknowledgement about potential latex sensitivity and allergies. If the student is aware of a latex allergy, they must self-identify via the acknowledgement. At this point, they will follow steps 1-3 that existing students take when an allergy arises.

**Existing Students**

Existing students manifesting an allergic reaction will follow the steps outlined below prior to returning to the clinical setting.

1. Students will see a physician and obtain a Latex specific IGE test as well as the healthcare provider’s recommendations for future allergen exposure and their recommendations for accommodation and safety. The provider’s recommendations must be documented in a written and signed statement (see template). The student will then initiate a meeting with the Program Director for evaluation of a plan for reasonable accommodation prior to further participation in any clinical setting.
2. SLCHS-RU will provide information on the types of environments and possible equipment the student will have contact within the clinical setting.
3. SLCHS-RU cannot guarantee a 100% latex-free environment given the prevalence of latex in a medical setting. SLCHS-RU will make reasonable efforts to reduce latex exposure as much as possible.
4. SLCHS-RU cannot guarantee prevention of an allergic reaction or the harmful effects thereof.
5. Success of the Plan for Simulation Center Accommodation is dependent upon the student’s vigilance in preventing exposure to latex products, known irritants, and known allergens. Student is accountable for maintaining use of latex-free equipment and supplies and abiding by the criteria outlined in the Plan.
6. The Plan for Simulation Center Accommodation will be re-evaluated prior to the beginning of participation within the Simulation Center annually for the remainder of the student’s enrollment at SLCHS-RU, and in the event of any and all future allergic reactions. The student is responsible for adhering to the criteria of the Plan.
7. SLCHS-RU will distribute the Plan for Simulation Center Accommodation to all faculty and staff involved in activities within the Simulation Center, as well as clinical activities in outside facilities. The student is responsible to identify any additional persons that should be informed of the plan.
8. In the event the student manifests signs and symptoms of distress on SLCHS-RU premises 911 will be called to initiate Emergency Medical Services. All medical costs incurred will be the responsibility of the student. SLCHS-RU does not dispense medications and is not equipped or licensed to provide medical care.
9. Student is responsible to disclose any and all further allergic reactions, additional sensitivities, and/or any health status changes requiring modification of the Plan for Accommodation.

**Procedure if you have a known latex allergy**

Please complete form below and provide a copy to your lab, clinical, and simulation faculty members each semester.

**Documentation of Healthcare Provider Statement and Recommendations**

As (\_\_\_name of student\_\_\_) healthcare provider, I have determined that the student has a latex allergy, identified signs and symptoms of exposure, identified risk of repeated exposure, and provided SLCNHS-RU with professional recommendations of protection while in the learning environment. In the event the student manifests signs and symptoms of distress on SLCNHS-RU premises, 911 will be called to initiate Emergency Medical Services. All medical costs incurred will be the responsibility of the student. SLCNHS-RU does not dispense medications and is not equipped or licensed to provide medical care.

Students are responsible to report any signs and symptoms of allergies or sensitivities to their instructor promptly.

SLCNHS-RU cannot guarantee a 100% latex-free environment given the prevalence of latex in a medical setting. SLCNHS-RU will make reasonable efforts to reduce latex exposure as much as possible.

SLCNHS-RU cannot guarantee prevention of an allergic reaction or the harmful effects thereof.

Name of Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signs and Symptoms of Exposure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendations for protection while in the learning environment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider signature and credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Compliance Policy**

**What is it?**

As students enter clinical agencies and practicum sites as guests at the facilities, several requirements related to background checks, drug screens, immunization status, specific training, licensure, and liability insurance must be documented. Saint Luke’s College of Health Sciences at Rockhurst University partners with CastleBranch and/or Clinical Student to document, track, and maintain the clinical compliance requirements. The current requirements are communicated upon program acceptance and maintained in the program handbooks and program specific information within the learning management system.

**Why do you need it?**

Various local, state, and national regulatory and accreditation agencies set criteria for entry into a health professions program and/or to recognize potential barriers to certification or licensure. In addition, each clinical agency specifies minimum standards through a legally binding contract or affiliation agreement that outlines the responsibilities and obligations of the clinical agency, the school, and the student.

**Policy Statement**

Clinical readiness requirements must be maintained throughout the entire professional education programs. Students must complete and maintain clinical compliance requirements in order to participate in clinical and practicum experiences. It is the student’s responsibility to ensure all requirements are current and uploaded to CastleBranch and/or Clinical Student by the designated dates. The following outlines additional specific requirements:

**Nursing Programs:** All students are required to complete the clinical readiness requirements upon admission into a nursing program. Students who do not complete and submit the background checks, drug screen, certifications, training requirements, and immunizations by the designated date will be placed on registration hold until compliant. With the approval of the Program Director and/or Associate Dean, the BSN student may be allowed to begin the program and complete up to 9 credits of non-clinical courses. The student will be prevented from registering for future courses, through the registration hold, until clinical compliance is fully achieved. Students who become compliant prior to the beginning of classes will be released from registration hold and allowed to register for the course on a space-available basis. **A late registration/payment fee will apply.** Other penalties may be outlined by the course faculty for any course work missed.

**BSN Program:** All students are required to complete the clinical readiness requirements upon admission into a nursing program. Students who do not complete and submit the background checks, drug screen, certifications, training requirements, and immunizations by Aug. 1st and January 1st will be placed on registration hold until compliant. The student will be prevented from attending clinicals and registering for future courses, through the registration hold, until clinical compliance is fully achieved. Students who become compliant prior to the beginning of classes will be released from registration hold and allowed to register for the course on a space-available basis. **A** **late registration/payment fee will apply.** Other penalties may be outlined by the course faculty for any course work missed.

**ABSN and MSN Programs:** All students are required to complete the clinical readiness requirements upon admission into a nursing program. Students who do not complete and submit the background checks, drug screen, certifications, training requirements, and immunizations within **30 days** days of clinical course/preceptor placement will be placed on registration hold until compliant. The student will be prevented from obtaining a preceptor, attending clinicals, and registering for future courses until clinical compliance is fully achieved. Students who become compliant prior to the beginning of classes will be released from registration hold and allowed to register for the course on a space-available basis or on the availability of a late preceptor placement. **Late registration/payment fees will apply.** Other penalties may be outlined by the course faculty for any course work missed.

**Clinical Compliance Maintenance:**

**Clinical Course Requirement:** Students must be fully compliant (According to Castle Branch or Clinical Student) for clinical courses and ensure they will be compliant throughout the entire semester. Students who are not compliant will be withdrawn from the clinical course and not be allowed to re-enroll until compliance is completed, potentially resulting in course failure. Students may petition to be re-enrolled in the clinical course(s) after completing the compliance requirements up to the published add/drop date. However, any University standard late registration/payment fees will apply, and students will not be guaranteed their preferred/original clinical site, preceptor, or instructor. Students attending clinical while non-compliant will automatically fail the clinical course.

**Non-Clinical Course Requirement:** It is the student’s responsibility to ensure all requirements are always in compliance with regulations and uploaded/approved in the Castle Branch and/or Clinical Student tracking system throughout the program. Failure to comply with mandatory health/clinical compliance requirements, will result in a registration hold being placed on the student’s account. The student will be prevented in registering for future courses, through the registration hold, until clinical compliance is fully achieved. If a student becomes non-compliant after registration but prior to the beginning of the next semester, they will be withdrawn from the course and must re-register for the course. Students who become compliant prior to the beginning of classes will be released from registration hold, allowed to register for the course on a space-available basis. A late registration/payment fee will apply. Other penalties may be outlined by the course faculty for any course work missed.

**Student Impairment Policy and Procedures**

SLCNHS-RU is committed to a legal, professional, and ethical responsibility to provide a safe teaching and learning environment for its students, guests, and clients.

Students are expected to be aware of and to abide by pertinent laws and regulations set forth by the federal and state governments, the university, the college, and clinical agencies concerning drugs, alcohol, marijuana, and tobacco use and any employee policies in place at any clinical facility in which the student participates in a clinical practicum. Unlawful possession, use, or distribution of drugs and/or alcohol by students is strictly prohibited. Failure to abide by all applicable policies is unethical and unprofessional conduct and will result in disciplinary action up to and including dismissal from the program.

SLCNHS-RU students must not be impaired while participating in any learning experience.

Additionally, the use of illegal/designer drugs or alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the individual but also to all people encountering the individual.

An impaired person is one whose mood, perception, or consciousness interferes with the individual’s ability to meet performance and safety standards in any clinical setting, skills lab, simulation, or classroom.

**Procedures for Impaired Students**

1. Disciplinary action up to and including dismissal

a. If the student is impaired in a learning experience on campus or in a classroom setting (including virtual), the student will be subject to disciplinary action up to and including dismissal.

**Procedure for Potentially Impaired Students**

1. When there is reasonable suspicion or cause to believe a student is impaired, the following steps will be followed:
   1. The student will be removed from the clinical or academic setting.
   2. The faculty will direct the student to sign a consent form for such testing.
   3. Within one hour of completing the consent form, the student shall report to an approved lab that uses the chain of custody procedure for blood and/or urine testing. A list of approved labs can be found by contacting the Associate Dean.
   4. The student may not drive a motor vehicle to or from the lab.
   5. The student is responsible for all transportation costs and any costs associated with the blood and/or urine testing for drugs or alcohol.
   6. The student may not attend class or clinical activities until the Associate Dean reviews the results. The results will be kept confidential and reported to the Department Chair or Program Director and reporting faculty/supervisor.
   7. The Department Chair or Program Director will meet with the student to discuss the behaviors, results, and sanctions. Positive blood and/or urine drug screen will result in dismissal from the program.
2. The refusal for testing will be documented on the consent form and witnessed by the faculty. The student will receive an “F” for the semester and not progress in the program. Failure to agree to such testing shall be sufficient cause for dismissal from the program.
3. If the student's location or time of day prohibits drug testing within the required time frame, the student will be removed from clinical based on observed unprofessional behaviors. Discretion must be given to the faculty/clinical instructor in recognizing the usual signs and symptoms of drug and/or alcohol use. The following is a list of possible signs and symptoms:
   1. Frequent absences from class, clinical, or lab
   2. Patient care errors, particularly medication errors
   3. The detectable odor of alcohol
   4. Increasingly poor decision and judgment
   5. Unusual accidents/incidents
   6. Deteriorating personal appearance
   7. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes

**Positive Drug Screens or Convictions After Admission**

1. Students with any conviction under a criminal drug statute for violations occurring on or off university premises may result in professional licensure and future employment challenges.
2. The student will be subject to disciplinary action up to and including dismissal.

**Leave of Absence Policy**

**Leave of Absence Definition:**A LOA is a temporary leave from the college, which may be necessary during the student academic career.  Declaring a LOA communicates to the College that the student is unable to enroll at SLCNHS-RU for the current or upcoming term but plans to continue a course of study at SLCNHS-RU in a future term. Declaring a LOA also ensures that the student’s program of study and access to services remain active.

Students may elect to take a leave of absence for a variety of reasons:

* Family crises or other personal situations
* Financial issues
* Military service
* Health Related (including pregnancy/childbirth)

Typically, a LOA is for one semester but may be declared for up to one academic year. It is expected that students will not enroll in courses elsewhere during a LOA. A 3.0 cumulative and semester GPA is required to apply for a LOA and the student must be in good academic and professional standing.  Good academic standing is reflected as meeting the GPA requirement explained above and currently achieving a passing grade in all courses and clinicals, including a 75% or greater on course exams. Good professional standing is reflected in the absence of professional conduct warnings or counseling.

**Filing for a Leave of Absence**

Students must apply for a LOA prior to or within the initial add/drop period of the term that the leave will begin.   If completed mid-term, the student must also complete the required withdrawal form to withdraw from any current classes. Both forms must be completed before the final withdrawal deadline of the semester.  If the student does not return during the approved LOA, the student must apply for readmission to the University. The following is a list of each department which a student may need to contact to withdraw and take a leave of absence. These departments are related to your tuition and fees, student account balance, and financial aid, if applicable.

* Academic Advisor
* Program Director
* Registrar
* Financial Aid
* Student Accounts

If a student has questions regarding which areas are required, they should contact the academic advisor for clarification. All students are expected to contact their academic advisor to initiate the LOA.

**PROCEDURE FOR THE STUDENT**

The student will:

1. Contact the Academic Advisor to discuss the situation, obtain assistance with completion of the request, and discuss the rationale for the request and obtain the LOA form from the academic advisor.
2. Complete the LOA form and return it to the Academic Advisor prior to or within the add/drop/withdrawal deadline of the term that the leave will begin (forms may be distributed and submitted via e-mail).
3. The Academic Advisor will submit the form to the Program Director for approval. The student will submit the final signed form to the Registrar for processing.

**PROCEDURE FOR THE ACADEMIC ADVISOR**

The academic advisor will:

1. Meet with the student to discuss the situation and provide guidance for further action.
2. Assist the student in the completion of the request and meeting the submission deadline. Be certain the rationale for the request is sufficiently detailed, and that the rationale is complete and individualized.
3. Direct the student to discuss the request with the appropriate Program Track Director or respective Academic Dean.
4. Encourage relevant comments by the student and/or faculty member regarding this discussion.
5. Include additional information or comments relative to the student’s request.
6. Sign the LOA request. The Academic Advisor’s signature indicates they have met with the student to discuss the request but does not indicate their approval of the request.
7. Submit the LOA request to the Program Director for approval.

**PROCEDURE FOR THE PROGRAM DIRECTOR**

The Director will:

1. Review the student request for LOA, consult with all applicable university representatives (to verify impact on student) and request appropriate signatures.
2. Make a decision based on information supplied by all parties.
3. Notify the following people of the decision:

* Student
* Academic Dean
* Registrar
* Financial Aid Director
* Student Accounts
* Academic Advisor

**Returning from a Leave of Absence**

1. Student must contact their Advisor to let them know they plan to return and initiate the reenrollment process. *There is no university readmit application necessary for a return from a Leave of Absence.*
2. Advisor must contact Registrar to confirm their Leave of Absence status. This status must also be confirmed by the Program director.
3. Once status is confirmed, [only] the advisor can then enroll the student for their return semester.
4. After the advisor enrolls the student, they will inform the Registrar.

**Special Cases:**

1. If a student does not return at the end of their approved Leave of Absence but returns later (over a semester after), the student must complete the university’s reapplication process and the Leave of Absence is nullified.

**Student Complaint Policy**

The purpose of this policy is to describe the process for Rockhurst undergraduate students to formally submit a complaint, either academic or non-academic in nature. For nontrivial, nonfinal grade complaints, students will complete an online form with the information related to the complaint. The information from this form will be shared with the Provost, Associate Provost for Student Success, and the Director of Human Resources to determine the appropriate office to which the student complaint shall be directed. The complaint will be forwarded to the department chair or program director unless it is determined the complaint is about faculty conduct governed by the Discrimination, Harassment, and Retaliation Policy or the complaint may be a Title IX violation. In those instances, the complaint will be forwarded to the Title IX Coordinator and/or remain with the Director of Human Resources for further action.

Final grade appeals and academic honesty policy violations will follow the procedures outlined in the Rockhurst University [catalog](https://catalog.rockhurst.edu/). Information for all other complaints will be directed to the appropriate university office to help students navigate the process. The Provost, Associate Provost, and Director of Human Resources will meet monthly to ensure all reported issues have been resolved.

**Reporting Process for Nontrivial, Nonfinal Grade, Nondiscrimination/Harassment/Retaliation Complaints**

For a non-final grade, course-related issue that does not involve discrimination, harassment, or retaliation, the goal is to resolve the perceived issue at the lowest level possible. The process for resolving a student complaint is:

**Level 1**: Student meets face-to-face with the course instructor to discuss the perceived problem or issue. If the student does not feel that the complaint has been satisfactorily resolved, they can refer it to the next level.

**Level 2**: The student brings their complaint to the department chair or program director (depending on the college’s structure). At this level, the student must submit any additional information associated with the complaint in writing through the student’s Rockhurst email account. The department chair will attempt to resolve the complaint in a reasonable manner.

**Level 3**: The final level of appeal for a student complaint is at the dean’s level. The associate dean will generally address the student’s complaint. As in Level 2, the additional information for the complaint must be submitted in writing via the student’s Rockhurst email.

*Special Circumstances*

In cases where the student’s complaint focuses on an instructor who is also the department chair or program director, the student will be referred to the person at the next higher level in the college’s structure. For example, where the instructor is also the department chair or program director, the student will automatically be referred to the Associate Dean or Level 3.

Faculty and administrators will make every effort to ensure student complaints are handled in a timely manner.

**Required Documentation**

When a student’s complaint is moved to Level 2 or Level 3, the following information will be forwarded to the Associate Dean for recording in the Student Complaint Log:

1. Name and ID number of the student;
2. Detailed nature of the student’s complaint;
3. Instructor involved in the complaint;
4. Summary of how the complaint was resolved, including date and time of the meeting; parties involved in the meeting; the name of any witnesses, when required, at the meeting; any key outcomes from the complaint;
5. Any other comments deemed appropriate by the person who convened the meeting.

In addition to the University’s Student Complaint Log, records of student complaints will be maintained in the college’s dean’s office.

**Student Professional Conduct Policy and Procedures**

**PURPOSE:**

SLCNHS-RU is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed professional conduct is essential to the success of this educational mission, and that without it, learning is compromised. Professional conduct means conducting oneself responsibly, respectfully, diligently, courteously, and with competence, skill, and maturity. A more discipline specific definition can be found in the departmental student handbook. The value of a degree conferred by an institution is based on the belief that graduates earn their degrees honestly and that graduates have acquired the knowledge and skills consistent with their degree goals. Student expectations include demonstrating personal responsibility and accountability, reflective behavior when considering the impact of their actions, empowerment when addressing any conflict in a safe respectful manner and collaboration with faculty, staff, other students, and the campus community. SLCNHS-RU accepts this responsibility to the community and to the health professions by expecting all SLCNHS-RU members to adhere to the code of academic integrity and practice standards of civil and professional behavior.

**POLICY:**

Students are subject to both the Rockhurst University and SLCNHS-RU policies concerning *Disruptive or Dangerous Behavior* [(https://www.rockhurst.edu/about/human-resources/disruptive-dangerousconduct)](https://www.rockhurst.edu/about/human-resources/disruptive-dangerous-conduct).All forms of professional misconduct are prohibited and could result in disciplinary action including possible suspension and/or dismissal. It is expected that those who observe incidents of misconduct report such incidents as soon as possible. The policy expectations extend to all campus, online, and clinical environments.

Violations include but are not limited to:

*Uncivil Behavior Disruptive to the Educational Process*

* Consistently missing deadlines
* Repeatedly arriving late to class, leaving early, or otherwise coming and going

during class

* Sleeping in class
* Using electronic devices during class for purposes unrelated to the course
* Failure to turn cell phones off during class
* Bringing infants and children to class
* Conducting side conversations during class
* Violating university policies

*Discourteous, Disrespectful, and Impolite Behavior*

* Use of profanity
* Rudeness, belittling, or use of a loud tone
* Taunting, harassing, hazing, or bullying
* Yelling, threatening behavior or words, personal attacks, or unfounded

accusations

* Evidence of posting inappropriate information to social media, group chats, and

public venues

* Unprofessional behavior toward faculty, staff, and clients. This behavior includes

rudeness, dishonesty, unethical actions, and disruptive communication in all learning environments. Behavior that interferes with clinical agency/staff/faculty relationships may be cause for dismissal.

*Unethical/Unsafe Behaviors*

* Inadequate preparation for clinical experience
* Failure to properly notify faculty or unit of a clinical absence
* Unexcused absence
* Dishonesty in any form, including lying, furnishing false information, forgery,

alteration, falsification, reporting fabricated information, or any other

unauthorized use of college documents, academic or other official records,

identification, or property, which includes, but is not limited to, paper,

examinations, registration or financial aid materials, application forms,

reports, forms, checks, or other records

* Breach of client confidentiality

Violations may result in consequences that could include but are not limited to:

* Verbal warning with a written note in the student file
* Student Program Improvement Plan
* Grade reduction if associated with the course or clinical
* Failure/dismissal/suspension from clinic and program
* Additional reporting to university entities with additional possible consequences

**PROCEDURE:**

The person who observes or witnesses the professional misconduct (including faculty or course instructor) will submit a report outlining the violation of professional conduct identified in a student to the designated departmental committee, faculty or Chair/ Program Director identified as the point of contact for instances of unprofessional conduct.

* At any time, a student is encouraged to seek counseling from advisors, individual faculty, or the Rockhurst counseling center to discuss any difficulties they may be experiencing.
* Refer to the Rockhurst University Catalog for the Rockhurst University policy regarding violations of academic conduct. The department may outline specific expectations in addition to those listed in the catalog.
* Some violations of professional behavior may warrant immediate dismissal from the Program, regardless of the frequency, as determined by Program Chair/Director or Dean of the Saint Luke’s College of Nursing and Health Sciences CNHS-RU

1. First Violation of Professional Conduct: The student will be asked to meet with the course instructor or the faculty member who identified the violation of professional conduct. The student may also be asked to meet with their academic advisor, and/or the department Chair/Program Director and/or departmental committees focused on student success, to discuss consequences of the behavior. A record of discussions and plans for remediation of the violation of professional conduct will be documented and kept in the student's departmental file. Students may be asked to consult with the following: advisors, faculty, the counseling center, or any other appropriate individual or department to discuss any difficulties they may be experiencing. Failure to seek such consultation will qualify the circumstances associated with the matter as valid reasons for poor professional conduct. Serious offenses of unprofessional behavior (e.g., falsification of patient information) may lead to more severe consequences elevating the initial situation to the procedures outlined in the Second Violation of Professional Conduct or Third Violation of Professional Conduct.
2. Second Violation of Professional Conduct: A second violation of professional conduct will result in the student being placed on academic and clinical probation for the remainder of the program curriculum. The student will be informed of the implications of probation as per department policy. The student may have to meet with any departmental committees whose specific role is to address student engagement to discuss the concerns and suggestions for improvement. A record of discussions and plans for remediation of the violation of professional conduct will be documented and kept in the student's departmental file. Additionally, dependent on department policy, a letter/written warning will be placed in the student’s departmental file and/or a remediation plan may be created for the student. The written warning should include a statement indicating that further violations of policy or procedures will result in additional disciplinary action or dismissal from the program. A remediation plan will specifically outline goals for improvement, state the next actions to be taken and time limits.
3. Third Violation of Professional Conduct: The third violation of professional behavior will result in additional disciplinary action or dismissal from the program. If the student is dismissed from the program and wishes to appeal the decision the student needs to request a meeting in writing with the Dean of Saint Luke’s College of Nursing and Health Sciences within 72 hours. Refer to [*Disruptive Behavior in the Classroom and Dismissal of a Student Policy*](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575&hl=appeal&returnto=search#disruptive-behavior-in-the-classroom) in the catalog.
4. Behaviors which will result in immediate dismissal from the program include:
   * Use of racial, ethnic, sexual, disability or other discriminatory slurs
   * Imposing physical harm on faculty, students, or other persons
   * Intentionally destroying property

If the student is dismissed from the program and wishes to appeal the dismissal decision the student needs to request a meeting in writing with the Dean of Saint Luke’s College of Nursing and Health Sciences within 72 hours. Refer to [*Disruptive Behavior in the Classroom and Dismissal of a Student Policy*](https://catalog.rockhurst.edu/content.php?catoid=23&navoid=1575&hl=appeal&returnto=search#disruptive-behavior-in-the-classroom) in the catalog.

**Clinical Laboratory and Simulation**

If your course has a lab or simulation component, you will receive orientation and detailed explanation in your course. The Clinical Laboratory and Simulation Manual and the Seelos Simulation Center Handbook provide policies and procedures specific to all student functions, responsibilities, and expectations while in the assigned lab or simulation.

Disposable student supplies will be ordered by the student and required for participation in the lab and simulation center. The information and instructions for ordering your supplies will be communicated to you with a deadline for ordering to facilitate time for shipment. The non-disposable supplies are for your use only. The lab fees paid to Rockhurst cover non-disposable equipment and supplies such as mannequins, clinical models, software/platforms, simulation equipment, IV pumps, etc.

**HIPAA and Confidentiality**

St. Luke’s College of Nursing and Health Sciences is dedicated to ensuring nursing and health science students in our academic programs follow the [Health Insurance Portability and Accountability Act of 1996 (HIPAA)](https://aspe.hhs.gov/reports/health-insurance-portability-accountability-act-1996) guidelines from the U.S. government. Briefly, this legislation addresses how to protect the privacy and security of health-related information. For students, and faculty, following HIPAA guidelines is an ethical and professional responsibility, as well as a legal responsibility.

Confidentiality of client information regulated by federal and state law and failure to maintain client confidentiality may result in exposure to damages and penalties under law. Faculty and students are responsible for preserving the privacy, including the confidentiality of any and all records and other personal information, of any and all persons, including clients/patients, clients'/patients' families and care givers, students, faculty and support staff, who are involved in classroom, laboratory, clinical, research or administrative activities of the nursing and health science programs.  **The confidentiality expectations and policies are applicable to the use of all social media platforms.**

* Students are expected to acknowledge their responsibility under this policy to keep confidential, and not to disclose or reveal, any and all information, including any and all records and other personal information, regarding any student, lab subject, client/patient, client’s/patient’s family or care giver, faculty or support staff seen or acquired in any clinic or in relation to any academic or clinical education course unless required to do so in performance of or participation in clinical work or any academic or clinical education course at Rockhurst University.
* Students are NOT to reveal or disclose to any person and to maintain in the highest confidence any and all information, including any and all records and other personal information, regarding any student, lab subject, client/patient, client’s/patient’s family or care giver, faculty or support staff learned or acquired in any clinic as part of any academic or clinical course at Rockhurst University unless required to do so in performance of or participation in clinical work or any academic or clinical education courses at Rockhurst University.
* Students are NOT to reveal or disclose to any other person and to maintain in the highest confidence any and all information, including any and all records and other personal information, learned or acquired in any clinical setting, including without limitation any facility where assigned for clinical education experience, unless required to do so in performance of or participation in clinical work or any academic or clinical education course at Rockhurst University.
* Students will be asked to agree to abide by and follow any and all policies and procedures related to client/patient-nurse/student confidentiality of the facility in which the student participates in a clinical education experience.

**BSN/ABSN Program Specific Information**

*All academic and clinical standards and requirements are outlined in the course syllabi and specific to your academic track.*

**Grading and Student Evaluation**

See course syllabi for course grading and student evaluation requirements. The [BSN Catalog](https://catalog.rockhurst.edu/preview_program.php?catoid=22&poid=4024&returnto=1507) has additional information about grading scales, course withdrawal, and course failures.

Pre-nursing students taking nursing courses are subject to all evaluation, grading, and progression requirements as outlined in the course syllabus.

**Testing Administration Procedures**

**Purpose**

The purpose of this procedure is to assure a positive exam environment for students as free of distraction as possible.

**Exam Design**

**1.** Exams in the nursing program are designed to test student application of acquired knowledge, prepare student for NCLEX and most importantly, safe nursing practice.

**2.** Every semester, the program levels up to a higher level of expectation as do the exams. Students are expected to retain knowledge from prior courses in order to build upon the foundation.

**3.** Exams are developed by faculty based on course objectives, Bloom’s Taxonomy, and the NCLEX format as presented at [www.ncsbn.org](http://www.ncsbn.org) (i.e., multiple-choice, multiple select, fill-in-the-blank, medication calculation, exhibit, etc).

**4.** Students may expect multiple choice questions and a percentage of alternative items on every exam.

**5.** The percentage of application question increases with each semester as demonstrated in the table below. This website may aid your understanding <https://www.thoughtco.com/blooms-taxonomy-questions-7598>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bloom’s Cognitive Test Plan** | | | | |
| **Cognitive level** | **Junior 1** | **Junior 2** | **Senior 1** | **Senior 2** |
| Remembering/ Understanding | 75% | 55% | 35% | 15% |
| Application or higher (analysis, evaluate, create) | 25% | 45% | 65% | 85% |

**6.** To preserve the integrity of exams, faculty have committed to a standardized setup in Canvas.

**a**.All questions will be shuffled at the “quiz” level

**b.**Distractors will be randomized

**c.**1 question per page

**d.**Prevent moving backwards through the exam pages

**e.**Time set to allow for 2 minutes per question

**f.**Student scores on exams will be hidden until exam analysis has been completed. Faculty must release grades within 48 business hours.

**Exam schedule**

1. Traditional BSN testing will take place in the classroom with student computers and the selected secured testing platform.
2. ABSN student testing will occur online and in a secure environment as outlined in the ABSN Testing Policy.
3. A centralized schedule of designated exams (HESI/ATI and Finals) tests, including the HESI/ATI curriculum integration plan, will be utilized by the faculty and is posted in each Canvas course.
4. Faculty will send testing dates to the designated staff member at the beginning of the semester for timely creation of exam schedule.
5. The exam schedule will be made available to the students via Canvas by the first week of the semester.
6. Faculty will post this procedure in each course with exams and review with students prior to the first exam in the course via Canvas. **Students will be held responsible for following these expectations.**

**Student Behavior and Testing**

All studentsare expected to adhere to the code of academic integrity and practice standards of civil and professional behavior. Any breach of the exam policy and procedures may result in student discipline or dismissal from the program.

1. Students must update the Exam Lockdown Browser and take the practice test the day prior to each exam.
2. Students must be sure their computers are fully charged prior to the exam.
3. **Students are responsible for bringing their laptops and charging cords to the exam and having them charged and ready for the exam.**
4. Students that find noise disturbs them during exams should obtain earplugs to use during the exam. Students must present the earplugs or headphones to the faculty who will inspect them prior to allowing use. *Students are required to bring their own ear buds to HESI/ATI Exams.*

Faculty will make every effort to have a distraction free testing environment. However, faculty cannot control incidental disturbances such as noise generated by students leaving the exams, coughing, sneezing, etc. Faculty will not grant additional time or "retakes" of exams due to such disturbances.

1. Students must contact faculty before the exam if they are ill or an emergency prevents attendance. **No exams** will be administered **prior** to the exam dates. Refer to the Missed Exam Policy for additional guidelines.
2. Students with accommodations granted by the Disability Resource Center Coordinator are required to notify the faculty prior to the day of the exam.
3. Students are expected be on time for the exams (seated with the computer open and signed in 5 minutes before the exam is scheduled to begin).
4. The exam must be completed within the allowed time. Students that are late will have no additional time allowed to finish the exam.
5. The only personal items allowed in the exam environment are student computers. All other personal items including PHONES must be secured by the students **outside** of the classroom/testing environment (i.e., locked in the students' vehicle). Faculty are **not** responsible for student belongings.
6. No hats, scarves, coats, hooded sweatshirts, (no front pockets on sweatshirt), may be worn in the exam environment. Provisions will be made for religious preferences.
7. No electronic devices (smart watches, phones, etc.) other than computers are allowed in the exam environment. Students will face loss of exam points or disciplinary action if phones or other devices are found in the exam environment.
8. Students may not have drinks, food, or gum in the exam environment.
9. Students may not leave the exam environment once they have started taking the exam.
10. Students must not approach the proctor for question clarification during the exam.
11. There will be no discussion between students and faculty concerning exam questions the day of the exam.
12. Faculty reserve the right to question students regarding suspicious behaviors such as viewing other students’ computer screens or paper, written material on body parts, or other items, etc.
13. If testing in person, students must use the provided scratch paper and pencils. Students must write their name on the paper and turn it in prior to leaving the classroom. Students may not write on the provided paper until the exam begins. If testing online, students must show their scratch paper at the beginning and end of each exam. If asked to submit the paper, students must take picture or scan the scratch paper.
14. Students are not to text, call, or discuss any exam related information with other students that have not taken the exam or face discipline or dismissal from the program.
15. Once students have completed the exam, they should log off the computer, turn in the scratch paper to the instructor/or send picture of paper, wait while the instructor checks your exam has been submitted in the grade book, and **quietly leave** the room as directed by faculty.
16. Students may not gather outside of the testing environment area to avoid disruption of the exam environment for other students.
17. Students who disagree with the keyed answer to an exam question may complete a *Student Test Item Query form* **after reviewing their notes and textbook explaining their rationale for their chosen answer** and submit to the course faculty for consideration within 1 week of the publication of the exam grade.

|  |  |  |  |
| --- | --- | --- | --- |
| **Saint Luke’s College of Nursing**  **Student Test Item Query Form** | | | |
| **Student name** |  | **Date** |  |
| **Directions:** Students who disagree with the keyed answer to an exam question may complete a *Student Test Item Query form* **after reviewing their notes and textbook** explaining their rationale for their chosen answer and submit to the course faculty for consideration within 1 week of the publication of the exam grade. | | | |
| **Course** |  | **Instructor** |  |
| **Question Description/Topic** | | | |
|  | | | |
| **Student Research (include textbook page number or power point slide number)** | | | |
| **ABSN Online Testing Policy and Procedure**  **Purpose**  The Undergraduate ABSN program utilizes an online learning environment. The purpose of this procedure is to assure a positive exam environment for the students while ensuring academic and test integrity.  **Procedure-Faculty**  1. Online Undergraduate ABSN testing will take place using Respondus Monitor with Webcam.  2. Faculty will ensure that all exams are set up with Respondus Monitor with Webcam.  3. Faculty will set up exam times per the original date and time that was shared with students at the start of the semester.  4. Faculty will need to be available via e-mail to assist students with any issues at the start of the exam and throughout the entire length of the exam. Students may also contact the Rockhurst Helpdesk (helpdesk@rockhurst.edu) for technical assistance.  5. Set up of exam will still follow the testing policy as outlined below:  a. All questions will be randomized  b. One question per page  c. Distractors will be randomized  d. Prevent moving backwards through the exam pages  e. Time set to allow for 2 minutes per question  f. Student scores on exams will be hidden until the exam analysis has been completed. Faculty must release grades within 48 business hours  **Procedure-Students**  1. All students are expected to adhere to the code of academic integrity and practice standards of civil and professional behavior. Any breach of the exam policy and procedures may result in student discipline or dismissal from the program.  2. Students must update the Exam Lockdown Browser and take the Respondus Monitor with Webcam practice test the day prior to each exam.  3. Students must ensure that they have adequate internet access.  4. Students must ensure their webcam and computer are fully functional prior to the exam.  5. Students must be on time for the exams.  a. If a student is having difficulty logging into the exam, they need to contact their faculty within 15 minutes of the scheduled start time of the exam.  b. If a student has been unable to log into the exam before another student has completed the exam and has not contacted the faculty, they will not be able to take the exam and will have to reschedule to take the exam at another time.  6. Students must contact faculty before the exam if they are ill or an emergency that would prevent them from taking the exam at the designated date and time.  7. No exams will be administered prior to the exam dates.  8. Students with accommodations for extended time will still have their designated accommodation  9. No electronic devices (smart watches, phones, etc.) other than computers are allowed to be used during the exam. Students will face loss of exam points or disciplinary action if phones or other devices are used  10. Faculty reserve the right to question students regarding suspicious behaviors.  11. Students are not to text, call, or discuss any exam related information with other students that have not taken the exam or face discipline or dismissal from the program. | | | |
|  | | | |

**MISSED EXAM POLICY**

A student who will miss a course exam or HESI/ATI exam must communicate with the course faculty via email prior to the start of the exam or as soon as reasonably possible. Students with a documented illness (COVID positive test) or verifiable death will be able to make up the exam with no point deduction. Verifiable documentation must be provided to the course faculty within 24 hours of the original exam date or as soon as reasonably possible. Students will have an automatic 10%-point deduction for missing a course exam or HESI/ATI exam and an automatic 20%- point deduction for missing a final course exam without verifiable documentation. Faculty will schedule a day and time for the makeup exam within 3 business days of the original exam date and time or as soon as reasonably possible. The faculty reserves the right to administer an alternate course exam.  Students will need to make arrangements to test during the scheduled makeup exam time.

Refer to the [Academic Honesty Policy](https://catalog.rockhurst.edu/content.php?catoid=22&navoid=1495#Academic_Honesty_Policy) regarding communication with other students prior to taking the exam.

If a student fails to communicate via email with course faculty prior to the start of an exam or as soon as reasonably possible, the student earns a zero (0) for the exam and no makeup exam will be offered.

**Licensure**

After graduation, each student will need to take and pass the National Certification Licensure Examination (NCLEX) before being eligible for licensure. More information about the exam can be found on the National Council of State Boards of Nursing web site [NCSBN Licensure information](https://www.ncsbn.org/licensure.htm).

You will receive additional information about NCLEX throughout the nursing program, including testing recommendations and student preparation.

**Student Success Services**

**Purpose**

Student Success Services is a resource for student support to assist students to meet the program’s academic and professional behavior standards by developing remediation plans for any students who are not progressing in the program at the expected standards outlined in the student handbook. Students on academic probation, those that have returned following a leave of absence or have decelerated in the program, and/or those who do not attain a passing grade on examinations (written and practical) and/or clinical experiences are encouraged to utilize these services for assistance. Student Success Services also assists students who do not demonstrate appropriate professional behavior, as described in the Student Handbook.

Student Success Services provides assistance and guidance to students who have illness, injury, psychological conditions, disability, or other issues that may impact a student's ability to attend and actively participate in class, learn or apply course material, and/or succeed in the program.

You are encouraged to seek assistance through the University’s Student Success Services or ADA office as soon as possible and as often as needed. There are diverse resources available to you and we encourage you to take advantage of them. Your course faculty can guide you to the most appropriate resources if you have questions or concerns.

**Standards for Continuation**

In order to successfully complete the BSN program, a student must meet all requirements as outlined in the BSN Catalog (See BSN Degree Requirements).

[Program: Nursing, BSN - Rockhurst University](https://catalog.rockhurst.edu/preview_program.php?catoid=22&poid=4024&returnto=1507)

Failure to seek counseling, academic assistance, and establish communication will disqualify circumstances as valid reasons for poor academic performance or expression of attitudes which do not meet the generally accepted ethical standards of nurses. Additionally, no extra credit will be awarded in BSN courses.

Students may only earn one course failure and remain in the nursing program. Two or more course failures will result in dismissal from the nursing program. Pre-nursing students will be subject to the same requirements if taking Pathophysiology prior to program admittance.

**Remediation**

It is imperative that students be proactive in seeking opportunities for remediation throughout the nursing program. The remediation process provides additional opportunities for learning and reinforces challenging concepts for student success. It is the student's responsibility to seek remediation, use the resources and support that is available to them.

Students are required to meet with the nursing faculty for remediation of any exam achievement less than the identified benchmark (course exams and HESI/ATI exams). The faculty will assist the student to develop and implement a remediation plan. It is recommended the student also seek support and resources through Student Success Services.

The clinical remediation process is outlined in the Nursing Clinical, Lab, and Simulation Manual. The student will meet with the Clinical Lead to develop and implement the remediation plan.

**BSN/ABSN Professional Appearance Policy**

As nursing students are guests in the clinical facilities, they represent the profession of nursing, as well as Rockhurst University. The clients, visitors, staff, administration, and faculty are partners and potential employers; therefore, we want to reflect the highest level of professionalism as demonstrated through the care provided by the student nurse and professional appearance and behavior. Additionally, appearance and cleanliness are important for security, safety, and infection control in clinical sites. SLCNHS-RUundergraduate student nurses will adhere to the prescribed professional appearance and dress code standards found below. This policy applies to clinical sites, simulation lab, health assessment lab, formal skills lab, and college events.

**DEFINITION**

Professional appearance is the combination of hygiene, grooming, dress, and student behavior.

**PROCEDURE**

1. Student nurses will wear the college-issued identification badge above the waist while in the college buildings and clinical sites. “Student” badge buddy will be visible with the identification badge when issued by the SLCNHS-RU. The identification badge must be clear and visible.

1. Students will comply with the professional appearance and dress code policies of MOKAN Clinical Education Partnership (MOKAN) and the host facility if stricter than this policy.
2. The students will comply with the following SLCNHS-RU policies.

a. Hygiene: All students will practice daily hygiene.

* + 1. Regular bathing and use of deodorant is expected.
    2. No perfumes; colognes; scented lotions, soaps, and shampoos are allowed because of potential allergies of clients in the clinical sites.
    3. Clothing and hair must be tobacco-smoke-free.

b. Grooming: All students will maintain a well-groomed appearance.

1. Hair in clinical sites may not fall into the face or eyes or drag over clients or clinical surfaces for safety and infection control. Hair must be controlled so no readjustment is needed when hands are contaminated; hands may not touch the hair during client-care. Hair may be pulled back into a well-constructed bun, ponytail, braids, or similar style; long ponytail, braid, or dreadlocks may need to be pulled back so they will not drag over the client or surfaces.
2. Hair color must be a color naturally occurring in humans.
3. Make up, cosmetics, and lipstick/lip balm should not dimmish the effectiveness of client interactions. Students who choose to wear cosmetics should wear tones and colors that are close to their natural complexions and/or otherwise subtle.
4. Fingernails that are natural and ¼ inch are allowed in clinical sites. Nail polish and any attachments on the nails are not allowed; this is for infection control.
5. Jewelry in the clinical site:

* + - 1. Students are responsible for keeping track of their jewelry.
      2. It is strongly recommended that rings be left home because they can be easily lost.
      3. Plain wedding bands are allowed. Rings with stones and ridges pose a safety and infection control risk to clients. Rings are prohibited in some clinical settings such as surgery and obstetrics.
      4. Tongue and facial piercings with jewelry are not allowed. Clear or flesh tone spacers may be used.
      5. Clear or flesh tone earlobe expanders are allowed.
      6. One set of earrings may be worn; clear or flesh tone spacers may be used for additional piercings. Earrings may not dangle.
      7. No removable tooth grills or dental work are allowed in clinical sites, with the exception of dental appliances provided by a professional dentist.
      8. Medical alert bracelets and necklaces and plain waterproof/water-resistant watches without decorative jewels and cloth bands are allowed.
      9. Cultural and religious jewelry are allowed when safety and infection control risks are minimized as determined by the instructor.
      10. Smartwatches are not to be worn at clinicals and phones are not allowed in the clinical setting.

c. Dress Code: All students will maintain a neat and clean appearance.

1. Course syllabi or course information will have the dress code standards for the clinical sites, simulation lab, and skills labs.
2. Event organizers will choose the dress code for college-related events.
3. Cleavage, midriffs, top of shoulders, and undergarments must be covered.
4. Pant legs and skirts may not drag the ground and floor.
5. Headwear may be worn for religious, cultural, and health reasons.
6. Shoes must be clean, durable, appropriate for the setting, and aligned with any clinical site’s dress code. Top of shoes must be cleaned/sanitized; they may not be made of suede, animal hair, or un-washable fabric. In clinical sites the shoes must have low heels (less than 1 ¾ inches), closed back, closed toe for safety.
7. Tattoos that are reasonably perceived as offensive or hostile or diminish the effectiveness of client interaction must be covered.
8. Business casual may be worn in some clinical sites.
   * + 1. Women may wear dresses and skirts of modest length, dress slacks, or capri pants; no jeans are allowed. Shoulders must be covered.
       2. Men may wear dress slacks and button-down shirt with or without a tie.
9. Uniforms are worn in most clinical sites.
   * + 1. Solid monochromatic scrub tops and bottoms will have SLCNHS-RU logo on the scrub top.
       2. The uniform color will be selected by the faculty and approved by administration.
       3. Current students will be grandfathered when there is a scrub-color change.
       4. SLCNHS-RU scrub jackets may be worn; no other jackets are allowed.
       5. The uniform will be worn to and from clinical sites with facility-provided scrubs (e.g., surgery and delivery room).
       6. Headwear and tee shirts may be worn, must be monochromatic, and must match scrubs, or be white, navy, blue, black, grey, or khaki.
10. No hooded sweatshirts, sweatshirts, thumbed sleeves, yoga pants, blue jeans, pajamas, other lounging wear, shorts, and athletic wear are allowed in clinical sites.
11. Unless prohibited by the clinical site, SLCNHS-RU patches, pins, embroidery, and insignias are allowed in clinical sites. No other buttons, insignias, or symbols are allowed, especially those related to sports and politics.
12. Small discreet corporate logos that come with clothing are allowed, but clothing that obviously advertise a product, brand, company, or corporations are not allowed. (For example, shirts bearing a small discreet Tommy Hilfiger logo is allowed, but a shirt with a large Tommy Hilfiger logo is not).
13. Name tags shall not be altered with stickers, buttons, or other attachments.

d. Behavior: Students will act professionally at all times while at SLCNHS-RU activities.

1. Students will treat other with courtesy, integrity, and dignity.
2. Students will not have chewing gum, food, or drink in client care areas.

**REVISIONS**

1. This policy will be reviewed and revised based on MOKAN and clinical site policies annually.

**ENFORCEMENT**

1. Faculty and clinical instructors will determine if students have a professional appearance in a clinical site, simulation lab, and skills lab.
2. Points will be deducted for failure to adhere to the professional appearance policy
3. A student may be sent home for failing to adhere to the professional appearance policy and lose the clinical/simulation/skills lab experience and points.

**EXCEPTIONS**

1. Exceptions to the policy may arise including religious, cultural, and unique clinical settings: exceptions will be reviewed by faculty on an individual basis.
2. Students may apply for an accommodation in the Learning Center or with the Disability Resource Center to be excused from elements of this policy. Students with concerns about a clinical site’s failure to implement any granted accommodation should contact the Undergraduate BSN Program Director; at the discretion of the program director, the student may be directed to contact the Disability Resource Center.

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**SAINT LUKE’S STUDENT NURSES ASSOCIATION (SLSNA)**

Any degree-seeking, BSN/ABSN student who is enrolled in one credit hour or more during the current semester is considered a member of the student body and is automatically a member of the SLSNA. The organization promotes personal and professional development and serves as an avenue for student input into programs and policies of the College. Through its officers and standing committees, the organization sponsors social, educational, and cultural events, and community activities. As a regular part of its activities, the organization sponsors fund-raising events. Some of the monies raised are used to enable students to attend annual, out-of-town conventions of the State and National Student Nurses’ Association, of which SLSNA is a constituent member.

They foster activities designed to enhance personal growth, to engage with community organizations who serve under-resourced populations, to provide multicultural experiences, and assist community organizations in fundraising. SLSNA publishes a newsletter.

**ABSN Program Specific Information**

**Residency Experience**

Participation and attendance is required for the residency experience. This is a 10 day experience for lab, simulation, and clinical competency achievement. Housing and meal accommodations are available on campus for an additional fee. Communication will be sent directly to students from the Student Success Advisor.

**Attendance at Precepted Experiences**

Students are responsible for informing preceptors of any unavoidable absence or arrival delay from the agreed-upon precepted learning experience schedule. Either clinical or systems placements may be subject to cancellation due to one or more “no shows” or repeated tardiness. Students are responsible for contacting the Clinical Coordinator to reschedule missed hours. All required hours must be completed within the designated course timeframe requirement.

**MSN Program Specific Information**

*Program Director’s Welcome*

*I warmly welcome you to the MSN graduate program at Saint Luke’s College of Nursing (SON) and Health Sciences at Rockhurst University and eagerly anticipate fostering your scholarship, creative innovation, and clinical expertise throughout your journey. Our faculty and clinical partners are eager to collaborate with you, promoting your growth and evolution towards becoming an advanced practice nurse. As a transformational nurse leader, I urge you to be actively engaged in our SON and Rockhurst University community while proudly sharing your talents with interprofessional healthcare teams in local, regional, and national settings. We believe your preparation as an advanced practice nurse is instrumental to the future of healthcare: delivering expert clinical services and advancing innovations that improve health outcomes of patients and families. We are proud to welcome you and look forward to collaborating with you!*

*Barbara Ludwig, EdD, MSN, RN*

*Assistant Professor and Director of Graduate Nursing Programs*

**Academic Programs**

**Master of Science in Nursing (MSN)**

Saint Luke’s College of Nursing offers a flexible program leading to the Master of Science in Nursing degree. Master’s students pursue their educational endeavors with faculty and clinical/consulting associates who have expertise and research in the student's chosen area of study. In most MSN majors, students have the option to pursue either full-time or part-time study.

All MSN core courses are offered online every semester, clinical programs require one in-person immersion experience, and all the majors in the MSN program are designed to accommodate distance-based learners. Students in the MSN Program may select clinical or systems majors.

**Academic Policies and Procedures**

The students, faculty, administration, and staff of Saint Luke’s College of Nursing are part of the academic community of Rockhurst University and as such are subject to the policies, rules and regulations of the University as a whole. Additionally, the School and its respective programs may, as deemed necessary, develop its own policies and procedures to augment those of the University. Policies and procedures for the University are provided within this handbook.

**Master of Science in Nursing (MSN) Academic Specifics**

* + All academic and clinical standards and requirements are outlined in the course syllabi and specific to your academic track.
  + See course syllabi for course grading, student evaluation, and progression requirements. The [Rockhurst University Graduate Catalog](https://catalog.rockhurst.edu/index.php?catoid=27) has additional information about graduate student policies and resources.

**Master of Science in Nursing students must complete the following requirements for**  **program completion:**

* Complete the prescribed credit hours for the chosen MSN track.
* Earn a minimum cumulative GPA of 3.0.
* Students may repeat a course only one time.
* Earn a B or better in each graduate nursing course.
* Students are allowed to repeat a maximum of ONE course.
* Successfully complete all required clinical and/or practicum hours required by specific program track.

**Graduate Nursing Program Academic Dismissal Policy**

A student may be dismissed from the Graduate Nursing Program for the following reasons:

* Failure to maintain continuous enrollment in the graduate nursing program without an approved leave of absence.
* Failure to complete the graduate nursing curriculum within six calendar years.
* If a student receives an unsatisfactory grade of C or lower in any two courses throughout the graduate nursing curriculum.

See the [Graduate Catalog](https://catalog.rockhurst.edu/preview_entity.php?catoid=27&ent_oid=1163) for more program requirements.

**Graduate Nursing Program Clinical Policies**

**Attire**

* Students in all precepted experiences (clinical and systems) are expected to present a professional appearance that reflects the standards of Saint Luke’s College of Nursing.

Clinical attire will promote identification of Saint Luke’s nursing students in a manner that instills confidence and trust in patients, families, physicians, nurse colleagues, and other health care team members.

* Student identification badges are to be worn at all times positioned above the waist with name and photo clearly visible. If the student works at a clinical agency, only the student identification badge should be worn while participating in a clinical learning experience.
* Students in accordance with the clinical site’s standards will present a clean, professional appearance and will adhere to safety, infection control, and standards of the assigned work area.

**Attendance at Precepted Experiences**

Students are responsible for informing preceptors of any unavoidable absence or arrival delay from the agreed-upon precepted learning experience schedule. Either clinical or systems placements may be subject to cancellation due to one or more “no shows” or repeated tardiness. Students are responsible for rescheduling and making up missed hours. All required hours must be completed within the designated course timeframe requirement.

**Professional Standards**

Master's students must uphold professional standards of practice as a licensed registered nurse. Students should be informed that deviating significantly from these standards and engaging in harmful, unlawful, or unprofessional behavior may result in a recommendation for dismissal from the program. While a single incident may be serious enough to warrant an immediate recommendation for dismissal, a pattern of less serious unprofessional behaviors will also result in a recommendation for dismissal. If a student’s behavior/performance is believed to be an immediate and severe threat to patient or public safety and welfare, he/she may be removed from the clinical area, followed by a written recommendation for dismissal from the course. It is possible that dismissal from the nursing program will be recommended. If a student's behavior violates the Nurse Practice Act, the offense may be reported to the appropriate State Board of Nursing.

**Clinical Compliance and Clearance Requirements**

The safety and preparation of nursing students and protection of clients is core to all clinical and laboratory experiences. Students cannot participate in clinical experiences without having completed compliance and clearance requirements. It is the students' responsibility to ensure that they are up to date on all clinical requirements and that relevant documentation is provided. Renewal of requirements is the responsibility of the student. No student will be admitted to a clinical site if the requirements are not met. Attendance at the clinical site by the student is not permitted until all requirements are met: *See Clinical Compliance Policy*.

**Graduate Nursing Program Immersion Experiences**

Participation and attendance are required for track specific immersion courses. The first immersion experience is face-to-face on campus and the second immersion experience is virtual.