



BSN STUDENT HANDBOOK

LaGrange College Department of Nursing

2026 – 2027

Students,

We would like to welcome you to the LaGrange College Bachelor of Science in Nursing (BSN) Program. We are excited to have you join our nursing family! You will find a very supportive and collegial environment as you learn, grow, and prepare to join us in the profession of nursing.

This handbook has been developed to provide information on departmental guidelines and policies. Additionally, this handbook can help you to plan for what is expected of you as a nursing student and future professional nurse. Please review it carefully and seek clarification from faculty members as needed.

You will find that nursing students are engaged in an extraordinary amount of “seek and find” study. Yes, there will be lecture, but a major part of your learning will be self-directed. If, amid all this seeking and finding, you find yourself at a dead end, faculty members are here to help guide you. It is critical that you seek assistance when needed and ultimately learn the art of self-directed, seek-find learning.

While your time in this program will be challenging, it will also be rewarding. Our faculty are here to support you and will push you in ways that will best prepare you for the nursing profession. We know you will find our faculty to be caring, dedicated, and encouraging individuals and you are strongly encouraged to reach out to them with any questions or concerns, at any time.

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We hope you have a successful academic year.

Go Panthers!



PROGRAM MISSION AND PURPOSE

The LaGrange College Nursing program provides a program of study that focuses on innovative learning, critical insight, and diversity. The nursing program is part of a caring community that emphasizes service learning to the local and global community. Through this program of study, students will develop knowledge, skills, and attitudes that reflect responsible decision-making, communication, and nursing excellence. The LaGrange College Nursing program challenges the student to think critically, perform creatively, ethically, and with integrity and humility.

The Bachelor of Science in Nursing (BSN) curriculum consists of two plans of study: BSN and RN-BSN. The BSN program prepares graduates for entry into professional nursing practice and confers eligibility for initial licensure as a registered professional nurse (RN). A degree-completion option (RN-BSN) is designed on-line for licensed RNs who wish to earn the BSN degree.

Students who complete all the degree requirements for the Bachelor of Science in Nursing (BSN) at LaGrange College are eligible to sit for the National Council Licensure Examination (NCLEX-RN). Once a student successfully passes the NCLEX-RN, they will receive a Professional Registered Nurse License for their primary state of residence (PSOR).

Students will also receive a multi-state compact license, known as the Enhanced Nursing Licensure Compact (eNLC) license, if they meet the following criteria:

- The student's PSOR is a Nursing Licensure Compact (NLC) state.
- The student meets the Uniform Licensure Requirements (found [here](#)).

The eNLC provides licensure mobility, allowing registered nurses (RNs) to practice at clinical agencies and via telenursing in the following states in addition to Georgia: Alabama, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, West Virginia, Wisconsin, and Wyoming.

More information about the NLC can be found [here](#).

The BSN program at LaGrange College located in LaGrange, GA is conditionally approved by the Georgia Board of Nursing and is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the BSN nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

LaGrange College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees, as well as the educational specialist degree. LaGrange College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of LaGrange College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The 120-semester hour BSN degree is based on a strong liberal arts foundation, national standards that include the AACN-BSN Essentials, the Quality and Safety Education for Nurses competencies (QSEN) and the Institute of Medicine (IOM) competencies for nursing. The curriculum is based on nine essential concepts: Patient-

centered care, Teamwork and Collaboration, Evidenced-based practice, Quality Improvement, Safety,

Informatics, Professionalism, Leadership, and Communication. These concepts and student outcomes are considered and evaluated as role specific professional competencies.

STATEMENT OF NCLEX APPROVAL

The authority to approve applicants for the National Council Licensure Examination for Registered Nursing (NCLEX-RN) or to grant a license rests with the Georgia Board of Nursing or the applicant's respective state Board of Nursing. Applicants who have ever been arrested, convicted, sentenced, plead guilty, or plead nolo contendere or been given first offender status for any felony, a crime involving moral turpitude, or a crime violating federal law involving controlled substances or dangerous drugs or a DUI or DWI, or who have been issued a license which has been encumbered (denied, revoked, suspended, surrendered, restricted, or placed on probation) by any state board may take the RN licensing examination only at the discretion of the Georgia Board of Nursing, or the applicant's respective state Board of Nursing. Furthermore, the license may not be issued until the matter has been resolved to the satisfaction of the Board.

CURRICULAR THREADS AND STUDENT OUTCOMES

Curricular Threads	Mid-Program Student Outcomes	End-of-Program Student Outcomes
Patient-Centered Care	Recognize that the practice of nursing is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of patients.	Recognize that the practice of nursing is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of patients.
Teamwork and Collaboration	Participate as a member of the interprofessional health care team in the provision of patient-centered care.	Collaborate with members of the interprofessional health care team to promote continuity of patient care and achievement of optimal outcomes.
Evidence-Based Practice	Identify current evidence from scientific and other credible sources as a basis for nursing practice and clinical decision making.	Integrate use of current evidence, expert opinion, and clinical expertise as the basis for nursing practice and clinical judgment.
Quality Improvement	Participate in the implementation of quality improvement strategies to improve patient care.	Develop and implement quality improvement strategies based on a review of patient outcomes to advance health care services.
Safety	Practice safe and competent nursing care by identifying and minimizing safety risks.	Practice safe and competent nursing care by identifying and minimizing safety risks.
Informatics	Use information and patient care technology to support decision-making and mitigate error.	Use informatics and patient care technology to communicate information, manage care, mitigate error, and support clinical judgments when providing patient care.
Professionalism	Practice nursing in a civil, professional, ethical, and legal manner while ensuring mutual respect in the delivery of optimal patient care.	Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing optimal patient care.
Leadership	Use the leadership skills of time management, organization and priority setting when providing safe, quality patient care.	Integrate leadership and management skills into care when directing and influencing the behavior of individuals and/or groups to meet desired patient-related outcomes.
Communication	Use verbal and nonverbal communication that promotes an effective exchange of information, development of therapeutic relationships, and patient satisfaction.	Evaluate verbal and nonverbal communication that promotes an effective exchange of information, shared decision making, patient satisfaction, and achievement of optimal patient outcomes.

ADMISSION TO THE BSN PROGRAM

Students may declare the intent to pursue a nursing major at any time. However, application for admission to the upper-division program is made during the sophomore year. Nursing studies begin at the junior- level except for Nutrition (NURS 3305) which may be completed prior to admission to the nursing program.

Admission requirements are as follows:

- A completed Application for Admission to Nursing is required. An application form is available on the LaGrange College admissions portal and can be filled out online.
- A minimum ATI TEAS Composite Score of 70%
- A minimum GPA of 2.75
- A C- or higher in the following courses: MATH 1101, BIOL 2148/2148L, BIOL 2149/2149L, BIOL 3320/3320L, PSYC 1101, PSYC 3302
- Completion of a sufficient number of credits in General Education and other required courses to permit uninterrupted progression in the nursing major.

STUDENT RESOURCES

General Resources

There are many resources available to assist you in your learning throughout the nursing program. Most of these resources are assigned in specific nursing courses. Resources include, but are not limited to, skills modules and electronic resources that accompany your textbooks. These resources are instrumental in managing helpful for keeping up with the large volume of nursing assignments.

Student Concerns

At times, everyone requires assistance. It is advisable to seek help early when facing anticipated or existing issues, as addressing them promptly is beneficial. You are encouraged to reach out to your academic advisor, a member of the nursing faculty, for support. While advisors may not resolve every issue, they are committed to guiding you effectively and providing the necessary direction.

Supporting Classmates

Collaboration among students is an integral part of the nursing program. Lend your strengths to others and they, in turn, will lend their strengths to you. We encourage you to study together in the Library, Computer Lab, or any other quiet and comfortable location. The program supports and facilitates peer assistance to enhance collective learning and success.

Nursing Tutors

Senior nursing students are identified by the faculty each year that serve as tutors for Junior nursing students. The tutoring schedule will be provided by the tutors at the start of each semester.

Faculty

Assisting students is an integral part of the faculty's responsibilities, and we encourage you to seek help whenever needed. Should you have any uncertainties, *please* do not hesitate to ask. We recommend reaching out for assistance or clarification during office hours, whether that be via email or in-person. Should students contact faculty on the weekend and after 5 PM on a weekday, please allow 24 hours for a response.

Assistance with Study Skills

Exams in nursing are very different from those in other academic disciplines. In addition to the nursing tutors available to students, nursing faculty will assist in identifying other helpful resources especially for nursing students.

Personal Concerns

The College provides a Counseling Center that has access to many avenues of help. Be sure to use this valuable resource if needed. Please contact the office of Ratoya Mason for assistance – rmason@lagrange.edu or (706) 880-8177.

Website: <https://www.lagrange.edu/campus-life/student-services/counseling-center/index.html>

Health Concerns

LaGrange College is partnered with Wellstar Health System. With Wellstar Primary Care locations near campus – as well as virtual appointments, e-Visits, and online booking – students have care that fits into their schedule. Students can make an appointment by emailing wellstarlagrangecollege@wellstar.org or calling one of the following locations:

Location	Providers	Address	Phone Number
Wellstar Primary Care	Dr. Facia Dew	301 Medical Dr., Suite 505	706-803-7971
Wellstar Primary Care	Dr. Srinivas Bramhadevi Kevin Knight, NP	1497 Lafayette Parkway	706-803-8190
Wellstar Internal Medicine	Dr. Ravina Kadam	300 Medical Dr., Suite 704	706-803-8220
Wellstar Primary Care Calumet	Dr. Olumide Ajayi Patsey Pinkard, NP Tiffany Cawthon, NP	106 Old Pond Rd., Suite 100	706-803-8190

To access care online through Wellstar E-visits. Scan the QR code below for more information:



Pregnancy

In the event a student becomes pregnant during the nursing program, it is the student's responsibility to promptly inform the course faculty and department chair. This allows for clinical assignments to be adjusted accordingly. Additionally, **medical clearance from the student's OBGYN is required to ensure the safety of both the student and her pregnancy.**

Should a student need a lactation space, please contact the Title IX Coordinator, Dr. Maranah Sauter, at msauter@lagrange.edu. The college will work with the students individually to provide appropriate accommodations.

Financial Concerns

The Financial Aid Office is committed to assisting students with their financial needs and has a proven track record of finding solutions to various situations. We encourage you to consult with our Financial Aid team if you are experiencing any difficulties or have concerns regarding your financial aid.

Problem Resolution

General LaGrange College policies are found in the:

- *LaGrange College Bulletin* (<https://www.lagrange.edu/Bulletin/index.html>) and
- *LaGrange College Student Handbook* (<https://www.lagrange.edu/current-students/student-handbook/index.html>).

The BSN and RN-BSN Program Policies below are extensions of the College policies. Should a student experience a problem related to any of these policies, they should first seek early assistance from their faculty and the Department Chair. All disciplinary and appeals procedures will follow the general rules and regulations in the *Bulletin* and *LaGrange College Student Handbook*.

BSN PROGRAM POLICIES

Program policies are necessary to guide both students and faculty in the learning environment. It is very important that you become familiar with and understand all these rules - it is up to you to know and abide by the policies.

As always, faculty members are available to give you guidance in matters of Policies as well as in other areas. The old maxim “It’s easier to ask for forgiveness than for permission” does not apply in the rules and policies in the nursing program.

The Nursing Curriculum

Nursing courses are completed in sequence. The sequence begins in either the fall or spring semester of junior year, based on when you are admitted to the program, except for NURS 3305 (Nutrition) which may be completed prior to admission to the nursing program. Part-time study is only available for RN students enrolled in the BSN Completion Option.

Nursing credit hours are allocated as follows: One class hour per week equals one course credit hour; three laboratory or clinical hours equal one course credit hour.

Matriculation Requirements

- An accepted student must possess a level of physical and emotional health sufficient to enable him/her to meet nursing program requirements and the standards of professional nursing practice.
- Prior to beginning the nursing program, a medical examination is required which documents the student's level of health and immunization including current documentation of the Hepatitis B series, Hepatitis B titer, TB skin test, MMR series, Varicella vaccination or immunity, and 12-panel urine drug screen and background check through Advantage. Students should note that random drug and alcohol screenings can occur at any time during the program of study. Background checks and drug screens are provided to all hospitals and facilities in which the students do clinicals and must be completed annually. It is a requirement that all medical information and immunizations be complete at the time of the Junior Orientation Day. Students will upload their records into ACEMAPP (a software package) used by many of the hospital facilities where the students complete clinicals. It is up to the facility to decide if the student is allowed into their setting for clinical experiences.
- Professional liability insurance is purchased on a group basis through the College.

- Basic Lifesaving Skills for Healthcare Providers (BLS) certification is required prior to the start of the program and must stay up to date throughout a student's time in the nursing program. The BLS course should be certified through the American Heart Association (AHA).

Accessibility Services

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, LaGrange College is committed to providing appropriate and reasonable accommodation(s) for specific, approved medical documented diagnoses that have been made (or reaffirmed) within the last two years. Students must first register with Accessibility Services online. After completing the [Online Intake Form](#) and uploading supporting documentation, students must schedule an interactive meeting with Ms. Brittany Hasty, Coordinator of Accessibility Services, as part of the approval process for the accommodations and services for academics and college-sponsored activities and events.

If you have a documented accessibility issue that may impact your work in this class for which you may require accommodation, please see Ms. Hasty, during the first two weeks of the semester to obtain a current Student Instructional Accommodation Letter. Ms. Hasty can be found in the Lewis Library, Suite 209, and can be reached at Accessibility@lagrange.edu.

BSN Program Requirement

Students **must** have a completed accommodation letter from PACE in order to receive accommodation for class or testing.

Additionally, without proper accommodation documentation from PACE, students are prohibited from making any audio or visual recordings or taking photographs during class sessions or laboratory activities.

Academic Support

Academic support at LaGrange is provided through Panther Academic Center for Excellence (PACE) and the advising dean. PACE provides peer tutoring for academic disciplines and writing, testing services, accessibility services, and other academic support as needed. For more information about PACE and all its services, please contact Ms. Brittany Hasty, Director of PACE, at (bhasty@lagrange.edu).

The advising dean serves as a point of contact for each student to help make sure that their concerns and needs are met, including offering academic coaching, advising support, and connecting students with campus resources. Dr. Stacey Ernstberger (sernstberger@lagrange.edu) is currently the Advising Dean for all undergraduate students.

Progression in BSN Program

1. All nursing courses are designed to be sequential or concurrent. The only exception is NURS 3305: Nutrition, which may be completed prior to admission to the nursing program.
2. Students must meet all classroom and clinical or lab requirements to pass a course, regardless of the final course grade (see *Nursing Grading Policy and Criteria* and course syllabi for detailed expectations and requirements).
3. Students must meet all vaccination and training requirements requested by our clinical partners. Should a student fail to meet the vaccination requirements of our clinical partner(s), that student will not be able to participate in clinical rotations and will ultimately receive a failure in the course (read about course failures in #6 and #7 below).
4. A minimum cumulative GPA of 2.0 must be maintained throughout the period of enrollment in nursing courses. A nursing major whose GPA falls below 2.0 will be placed on program probation and has one semester to raise the GPA to 2.0 or higher. Failure to achieve a 2.0 in one semester will result in withdrawal from the nursing program. A 2.0 GPA is required for entrance into Senior-Level courses and for graduation.
5. A minimum course grade of C (75%) is mandatory in all courses required for the BSN degree. Course syllabi and the BSN Student Handbook detail requirements for achieving a passing grade of C or better. A grade of D+, D, or F is a failing grade.
6. Should a student earn a D+, D, or F in any nursing course on the first attempt, that student may repeat the course one (1) time. Re-enrollment to repeat a nursing course is not guaranteed (see the *Re-enrollment Policy* for details). The student may not progress to any higher-level nursing courses until successful completion of the failed course. The student is responsible for dropping any NURS courses from their schedule for the upcoming semester and meeting with their advisor to develop a plan.
 - **First Semester Failure:** If a student fails one (1) course in the first semester of the program, they must compete for readmission with the next application pool.
 - **Repeat Course Attempt:** If a student earns a passing grade in the repeat course attempt, they are eligible to continue with the progression of the nursing program. If a student earns a failing grade on the repeat course attempt, or in a subsequent nursing course, the student will be dismissed from the program.
7. Should a student earn a D+, D, or F in two (2) or more concurrent nursing courses on the first attempt, the student will be dismissed from the program.
8. All General Education requirements and non-nursing courses must be completed prior to the beginning of Senior-Level nursing courses. Students who fail to complete these requirements will be required to apply for re-enrollment to the program for the following year.

Course or Program Withdrawal

The withdrawal date can be found on the LaGrange College Academic Calendar. Students are not allowed to withdraw from any course after the listed date for the term in which the student is enrolled. Due to the requirements of professional nursing practice, several additional policies apply to students enrolled in the nursing program:

- If a student receives a clinical or lab failure, they may not withdraw from the course once the failure has been issued.
- Should a student withdraw from nursing courses for any reason other than medical withdrawal, they may not continue in the nursing program. The student will receive a formal letter and email to confirm the dismissal. The student is responsible for dropping NURS courses from their schedule for the upcoming semester and are encouraged to meet with their advisor to discuss career path options.
- Should a student be approved for a medical withdrawal (see *LaGrange College Student Handbook*), they will be required to follow re-enrollment procedures. If approved for re-enrollment, the student will be required to retake all nursing courses and accompanying clinical and/or laboratory experiences for the term the student withdrew from. The student will receive a formal letter and email with an updated plan of study. The student is responsible for changing their schedule for the upcoming semester and meeting with their advisor regarding any questions as to how they should proceed.
- A student will be withdrawn, or asked to withdraw, from the nursing program when it is determined that the student suffers a physical, mental, or emotional problem, which causes the student to be unable to meet the established standards of the program. This determination is reached in the judgment of the Chair of the Nursing Department, in consultation with the nursing faculty and the Vice President of Academic Affairs, and in consultation with the student, the parents, and physician, if applicable. The student has the responsibility to apply for re-admittance to the nursing program with documentation that the reason(s) for dismissal have been resolved. Nursing faculty members are responsible for making fair and just decisions on re-admittance based on consideration of the public we serve.
- A student may be administratively withdrawn if absences from class or clinical practice learning activities interfere with individual or group learning.

Re-enrollment Policy

1. A student in the traditional BSN program with a cumulative GPA of 2.0 or higher who either medically withdrawals from a nursing course(s) or fails only one (1) nursing course is eligible to apply for re-enrollment in the nursing program. The nursing faculty completes the review of re-enrollment applications. Only one (1) nursing course may be repeated.
2. Acceptance for re-enrollment is not guaranteed.
3. Students must obtain instructions for re-enrollment from the Nursing Department Chair, including

instructions on submission of the re-enrollment application. Specific submission timeframes and deadlines are designated in the guidelines provided.

4. The student's academic and clinical/lab performance record, re-enrollment application, and professional behaviors are reviewed, and a decision is made based on the strength of these indicators and student aptitude for success in the program. The faculty's decision is final.
5. Approval for re-enrollment may include assigned remediation activities and/or documentation from a health care provider supporting the student's ability to safely meet the requirements of the program.
6. **Skills Revalidation.** All students accepted for re-enrollment will be required to successfully revalidate all nursing skills taught prior to the course(s) of re-enrollment. The student must obtain a Skills Revalidation packet from Mrs. Christy Vanhooose including detailed guidelines. Revalidation will be scheduled with the appropriate course faculty. Unsuccessful revalidation will result in the requirement to repeat the course, including any accompanying clinical or lab component, in which the skills were taught.

Program Dismissal

The faculty of the Department of Nursing at LaGrange College reserves the right to dismiss, at any time, a student whose health, conduct (academic dishonesty, professional conduct), general attitude, clinical performance, or scholastics standing make it inadvisable to retain the student in the program.

- Students are expected to display qualities that are desirable in professional persons as described in the [American Nurses Association \(ANA\) Code of Ethics](#). If a student violates a Provision in the Code of Ethics, the student will immediately be withdrawn from the program.

Violation of the nursing program's *Standards of Professional Conduct*, or of the legal, ethical, or professional standards of nursing practice, is grounds for dismissal from the nursing program. (It is important to note that each student is individually responsible legally, as well as ethically, for meeting these standards.)

Progression in the BSN Completion Option (RN-BSN)

In addition to the progression guidelines above, the following policies apply to RN-BSN program:

1. A valid Georgia RN license must be maintained throughout enrollment in clinical nursing courses.
2. Credit for NURS 3431 (Pharmacology) may be earned through successful completion of a standardized examination. Should a passing score not be achieved on the first attempt the student is required to complete the course.
3. All previously earned ADN or Diploma nursing credits will be placed in escrow when the RN student enters the nursing program. Upon satisfactory completion of 6 credit hours of BSN nursing courses, the escrowed credits will be transferred to the student's permanent academic record. Should the RN student not be successful in the initial 6 hours of nursing courses, the previously earned nursing credits will not be applied toward the BSN degree.

LaGrange College Cell Phone Policy (*LaGrange College Student Handbook*)

<https://www.lagrange.edu/current-students/student-handbook/index.html>

Personal Phone Usage.

The carrying and use of cell phones and other electronic communication devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of the members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College. Devices must be off, or ringers silenced in classes, laboratories, the library, study spaces and other academic settings and during events such as plays, concerts, speakers and College ceremonies. The term “laboratories” explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings or events is only appropriate in case of emergency. If the device must be answered, the user must move to a location where the class, laboratory, library patrons, etc., will not be disrupted before making use of the device.

Nuisance/Obscene Phone Calls

It is against the law in the State of Georgia for a person to use abusive, vulgar, or profane language on the telephone or to cause a breach of the peace by use of the telephone. If you receive an obscene phone call, do not engage the caller in conversation; look at your caller I.D. and write down the information then simply hang up. Record the time you received the call and any background noise you hear and/or any identifying voice characteristics (accent, phrasing, etc.). Report the call to Securitas. All obscene calls should be reported so that if a pattern develops or chain calling occurs, the police can be notified. Your cooperation with the security staff will assist in providing support.

Nursing Department Cell Phone Policy

If a student is in violation by using a device during class, the student will be asked to leave class for the remainder of the class period. Students are responsible for any work missed as a result of this action. Use of these devices will not be permitted during any exam. Students will be required to turn devices off and place them outside the classroom during these times. If a student is awaiting a call due to an issue of concern, the student must discuss a plan with their course faculty.

Cell phone use during clinical experiences is **strictly prohibited**. Students are expected to maintain professional standards and focus entirely on patient care and learning objectives during all clinical hours. This policy ensures patient safety, maintains professional boundaries, protects patient privacy and confidentiality, and allows students to remain fully engaged in their clinical learning experience. Should a student need to be reached in case of an emergency, they should provide the clinical site contact information to family members. Clinical faculty will facilitate communication in urgent situations.

First Offense:

- Student will be immediately dismissed from the clinical site for that day
- Student will receive an automatic second infraction and a *Clinical Success Plan* will be implemented.
- Student will be required to complete additional assignments as determined by faculty
- Incident will be documented in student's academic record

Second Offense:

- Student will receive a clinical failure for the course
- Student may be subject to additional academic review and program dismissal procedures

Social Media Policy

In addition to LaGrange College's "Responsible Use of Technology" (*LaGrange College Student Handbook*), there are additional guidelines for use of social media in the Department of Nursing.

NCSBN Social Media Guidelines for Nurses: https://www.ncsbn.org/NCSBN_SocialMedia.pdf. Social media use is ubiquitous, but inappropriate posts by nurses have resulted in licensure and legal repercussion. Social media should not be used by students to transmit or place online identifiable patient information. The standards of professionalism are the same online as in other circumstances. Students may not share, or post, information gained through nurse-patient relationships. This includes taking photos or videos of patients on personal devices, including cell phones. This information has the potential to harm a patient's privacy, rights, or welfare. Students who violate this policy will be dismissed from the nursing program.

ASSESSMENT PROCESS IN NURSING

BSN Program Policies briefly explain the achievement and comprehensive assessment testing required of nursing majors. The intent of this testing is to provide, for both student and faculty, a measure of learning which can be compared to the learning of nursing students nationally. This comparison permits identification of strengths and weaknesses in learning, providing a basis for addressing individual and group learning needs. The assessment measures fall into three categories:

Achievement in Specific Content Areas

An assessment approach that is being used extensively by the nursing program is the total testing package developed by Lippincott. From the moment a student enters the undergraduate nursing program until graduation, the student is required to participate in this testing program. Exams are scheduled throughout the curriculum on a variety of specialty areas, such as Foundations, Pediatrics, Mental Health, Pharmacology, Maternal-Child, Women's Health, and the Clinical Judgment Readiness RN. The purpose of this testing program is to prepare the student for success in practice by identifying areas appropriate for remediation, to increase student pass rates on the licensure exam, and to reduce student attrition. (See additional discussion of policy in each syllabus).

Achievement in the Major

Assessment in the major is required by the College and is a valuable measure of learning across the nursing curriculum. Non-BSN Completion students complete a standardized Clinical Judgment Readiness RN scheduled in the final semester of nursing courses as part of NURS 4450. The passing standard will be explained in the syllabus of NURS 4450. For BSN Completion students, a comprehensive essay examination and/or portfolio are completed during the last semester.

Program Assessment

For students and faculty to monitor learning progress and to provide for evaluation of the educational program, periodic assessment measures are used. All assessments are program, course, or College requirements. Students are provided with information as to the scheduling and cost of each assessment.

1. Academic Profile. Prior to graduation, students are required to complete the Academic Profile. This student inventory is designed to determine the extent to which students have achieved the objectives of the curriculum of the Core Program.
2. Assessment in the Major. Standardized testing through Lippincott's thePoint with course specific exams

will be used in most courses. Scoring expectations will be outlined in each course syllabus for the proctored Clinical Judgment Exams. Students will receive a grade based on the Benchmark Levels after the 75% is earned on objective exams (*See individual syllabi for details*). The Clinical Judgment Readiness RN Exam will be used in the last semester.

Courses that include Lippincott Clinical Judgment exams include, but are not limited to:

NURS 3311: Health Assessment Retention Exam

NURS 3312: Fundamentals Retention Exam

NURS 3400: Mental Health Retention Exam

NURS 3330: Maternal-Child and Pediatrics Retention Exam

NURS 3331: Pharmacology Retention Exam

NURS 4433: Medical Surgical I and II Retention Exam

NURS 4450: Clinical Judgment Readiness RN Exam

Nursing Grading Policy and Criteria

Letter grades for nursing courses are assigned according to the following numerical grades.

Grade	Quality Points
97 – 100 = A+	4.00
93 – 96 = A	4.00
90 – 92 = A-	3.75
87 – 89 = B+	3.25
83 – 86 = B	3.00
80 – 82 = B-	2.75
77 – 79 = C+	2.25
75 – 76 = C	2.00
*67 – 74 = D+	1.25
*60 – 66 = D	1.00
*0 – 59 = F	0.00

*Do not meet the required course grade for nursing program. (*See Progression in BSN Program*)

Minimum Passing Grade

Only final course grades of C and above are considered passing. Any grade less than a C is not considered passing and may, therefore, affect a student's progression in the program. **Grades are not rounded:** 74.9% would be considered a D and would not be rounded to a 75%.

The syllabus of each nursing course contains the course requirements and the method of calculating a course grade. A simple average of 75% or higher on all *Objective Exam* grades must first be at or above 75% to pass each nursing course. Once the student has achieved a simple exam average of 75% or higher, final course grades will be determined based on the weighted calculation of exams and other completed course assignments. If the student does not achieve a 75% or higher average, any other graded or ungraded course assignments will not be calculated into the final course grade, and the final course grade will be the student's *Objective Exam* average.

Satisfactory Clinical or Laboratory Performance

Grades for the clinical and/or lab component of nursing courses are determined on a competency basis, designated satisfactory or unsatisfactory. A satisfactory level of any clinical or laboratory performance, when applicable, is required for successful course completion. If a student receives an unsatisfactory on a clinical or laboratory performance, a failing grade will be awarded in the course regardless of the average

grade earned in the didactic component of the course. A student cannot withdraw from a course once a clinical or laboratory failure has been issued, even if this notification occurs prior to the last day of the course withdrawal listed in the Academic Calendar. Should a student receive a clinical failure they may not progress in the program.

TECHNOLOGY IN THE PROGRAM

Upon admission, students are expected to have minimal computer skills including word processing, ability to perform computerized searches, email, and use of browser software to search the internet. They also are expected to own and/or have access to a portable computer or electronic device compatible with program requirements for use in completing coursework and exams.

Brightspace

Brightspace is an educational platform created by D2L and is where students can locate course-specific content. This platform is like Blackboard, WebCT, and several other web-based programs you may have experienced at other schools. Brightspace will serve as the main communication site for all nursing courses. All course content (e.g. course calendar, syllabus, assignments, etc.) will be posted on each course's Brightspace page. Students are responsible for all course content posted on Brightspace and are expected to check each Brightspace page frequently.

Brightspace can be accessed by going to: brightspace.lagrange.edu

Should a student have any issues with accessing courses on Brightspace, they should contact campus Instructional Technology department or course faculty.

ExamSoft

Exams throughout the nursing curriculum will be given using Examplify, a computer-based testing application created by Examsoft. This program allows faculty to develop NCLEX-style questions that will better prepare students for success on the National Council Licensure Examination. Exams will be created, administered, delivered, scored, and analyzed using this secure platform.

Each student is required to review and implement ExamSoft's minimum device requirements to their personal laptop to ensure proper running of this program during exams (refer to *BSN Handbook* for requirements).

Each student should review *Student Responsibilities Before an Exam* (p. 19) to ensure the student and the student's device is ready when the exam begins.

Student Support for ExamSoft:

- Visit <http://support.examsoft.com/h/>.
- Call the Customer Support line at 866.429.8889

Lippincott's thePoint

ThePoint is an integrated digital learning platform that combines advanced educational tools with evidence-based content, designed to prepare nursing students for the Next Generation NCLEX (NGN) and clinical practice. This comprehensive system offers students access to a wide range of online materials and clinical resources tailored to their nursing curriculum. As part of BSN Orientation, students receive hands-on training to maximize their utilization of thePoint's features and capabilities.

Any other technology or software platforms utilized within the program will be detailed in course syllabi.

TESTING STANDARDS

The following standards apply to all quizzes and major exams administered in the LaGrange College Nursing courses:

- Testing may include course exams, Lippincott Clinical Judgment exams, scheduled quizzes, or pop quizzes. Scheduled testing will be administered in-class via ExamSoft, thePoint, or on paper. Quizzes may be administered through ExamSoft, thePoint, Brightspace, or on paper.
- Test blueprints may be provided at the discretion of the course faculty. A blueprint is intended to serve as a guide for exam preparation but should not be considered as the sole resource for preparation.
- To best prepare students for the NCLEX-RN exam, time limits will be placed on all quizzes and exams. Time limits will be appropriate to the number and type of test items. It is the student's responsibility to keep track of the time during an exam.
- Exams attempted to be uploaded after the upload deadline will not be accepted.
- Test dates will not be administered earlier than the scheduled date unless approved by the course Faculty and Department Chair.
- No caps, hoods, or face covering (other than a face mask, if needed) should be worn during the exam.
- All course exams will be thoroughly reviewed by faculty through a test-item analysis. A test item analysis examines the quality of test questions, test items, and the test itself. The analysis guides faculty on which items should be kept, revised, or thrown out.
- Students will be given the opportunity to review course exams at the end of class the following week. Students will be able to review incorrect answers from the exam with rationale.
 - **Prior to the review**, cell phones and all other types of paging or digital devices (including smart watches), shall be turned off or silenced and placed in a personal bag. Notebooks and bags must be left in the hallway outside of the classroom.
 - **During the review**, it is expected that students will review quietly. Students may not debate test items or test scoring, nor ask questions. Students may not write or type during the review. Should a student fail to comply with this policy, the student will be removed from the review. Any student who needs further clarification on tested concepts must schedule an individual appointment with the faculty member.
 - **After the review**, students have 24 hours to set up an **individual** meeting with course faculty should they have a discrepancy with an exam question. Students must also complete the *Question Discrepancy Form* and bring it to the meeting with faculty.

- It is advised that any student who makes <75% on an exam to schedule a meeting with the faculty member to discuss improvement strategies and to document their understanding of grades required to complete the course successfully. This meeting will not include reviewing the student's exam, only to discuss strategies. It is the responsibility of the student to implement improvement strategies.
- Exams and quizzes will not be available for students after the scheduled review day as a means of preparation for final exams or any other course exams.
- **Final Exams:** Grades on the final exam in each course will not be seen by the student. Final exams will not be reviewed.
- **Mastery of Dosage Calculation**
 - Mastery exams of medication dosage calculation are used to assure that students have attained adequate ability in a critical area of nursing practice. Calculations begin in the first semester of nursing. One exam is administered as a component in each of the following courses: NURS 3312, NURS 3330, and NURS 3350. The passing score for these tests is determined by course faculty and can range anywhere from 90 - 100%. For each of the above components, a student will have three (3) opportunities to achieve a passing score. Should a student not achieve the passing score after three (3) opportunities in any course listed above, a grade of D or F will be assigned in that course. (If other course grades average 60% or higher, a D will be assigned. For other course grades averaging less than 60%, an F will be assigned.)

Makeup Exam Policy

*The term "exam" in this policy represents **any** scheduled course exam or quiz.*

- The decision to allow a student to take a makeup exam is at the discretion of each individual faculty member and approved by the department chair. Any student who is approved to make up an exam will be required to take the exam on the assigned Makeup Exam Day each semester. **Faculty will publish the Makeup Exam Day in each course syllabus.**
- The makeup exam will not be the same as the original exam but will cover the same content. Questions may vary in style and/or format.
- A student will receive a grade of "0" for a makeup exam if the student:
 - misses the makeup exam; or,
 - begins the makeup exam later than 15 minutes after the scheduled start of the exam.
- **Missing a Scheduled Exam:**
 - Students must contact the course faculty member(s) 24 hours prior to missing a scheduled exam. Failure to contact faculty prior to missing an exam could result in forfeiting the opportunity for a makeup exam or receiving a grade of zero ("0").
 - Extenuating circumstances (e.g., documented illness sick, death of family member) will be considered in decisions about eligibility for makeup exams.

- Should a student receive a subpoena to appear in court, receive a summons/be selected for jury duty, or have required military service, the student should meet with the course faculty to discuss the situation and develop a plan. The student must provide a copy of the official document(s) for approval.
- **Late for a Scheduled Exam:**
 - Punctuality is a vital part of professionalism. It is expected that all students will follow the *Student Responsibility Before an Exam* to prepare to begin an exam at the scheduled time.
 - Be aware of the scheduled start time for an exam. If a student anticipates that they will begin an exam later than 15 minutes after the scheduled start of an exam, they must contact course faculty. If a student chooses to not contact course faculty and arrives later than 15 minutes to the exam, they may forfeit the opportunity for a makeup exam or may receive a grade of zero ("0").
 - Any extenuating circumstances will be considered in decisions about eligibility for makeup exams.

Student Responsibility Before an Exam

- ☐ Students are responsible for checking Examplify for software updates at least 24 hours prior to the start of a scheduled exam.
- ☐ Prior to exam days, or after any ExamSoft or computer updates, students should run the **“Official Practice Test”** and take care of technical troubleshooting issues through ExamSoft customer service (866.429.8889) **before** beginning an exam. **Password for the practice test is “Practice123”.**
 - If there is a computer problem, it is the student’s responsibility to address that issue before coming to, or reading for, a scheduled exam. This includes getting a loaner replacement computer from the nursing computer lab and downloading the exam to that computer. If the student gets a loaner replacement computer but has already downloaded the exam/quiz to the broken computer, the student needs to notify the faculty and request a second download of the exam to be placed on the loaner computer.
- ☐ If using a school device, students are responsible for double-checking their Examplify account to make sure they are logged under their name.
- ☐ Students should download their exam:
 - The morning of the exam, prior to arriving to campus.
 - Upon arriving to campus but before scheduled exam start time.
- ☐ Students should report to the exam at least 15 minutes before the exam starts to properly prepare their environment - backpacks, cell phones, smart watches, jackets, hats, etc. are to be put in the designated location and students in seats.
- ☐ Unless specified by the instructor for the exam, no headphones of any kind will be permitted.

Student Responsibility After an Exam

- ☐ The student should wait for the green screen and/or checkmark before closing the Exemplify application or their computer. The green screen and/or checkmark signifies a successful exam upload. Successful upload of the exam is the students' responsibility.
- ☐ If using a school device, students must log out of their Exemplify account before logging out of the computer.
- ☐ If allowed scratch paper during an exam, each student **must** put their name on the paper and turn it in at the conclusion of the exam.

STANDARDS OF PROFESSIONAL CONDUCT and STUDENT EXPECTATIONS

Students are expected to conduct themselves in a manner, which facilitates the pursuit of educational goals by all members of the learning community, exhibits regard for the rights of others as well as for their own personal growth, and which upholds the standards of the College, the nursing program, and the nursing profession. Standards, values, and legal requirements of the profession are introduced in NURS 3312.

The Department of Nursing upholds the College's *Social Code (LaGrange College Student Handbook)*. Disrespect and incivility towards faculty (adjunct and full-time), staff, students, and visitors will not be tolerated and are subject to disciplinary action at the discretion of course faculty and the Department Chair.

Employment

Unlicensed students enrolled in the nursing program may not be employed by any health care agency in the capacity of licensed nursing personnel. They shall not represent themselves in any practice setting as nursing students unless engaged in planned programmatic learning activities which are part of the nursing curriculum.

Honor Code

All students in all nursing courses are bound by the LaGrange College Honor Code, which states:

"As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal nor tolerate these unethical behaviors in others."

The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. All members of the College community are needed to support the enforcement of the Code, which prohibits lying, cheating, or stealing when those actions involve academic processes.

Generative Artificial Intelligence (Gen AI)

Students are prohibited from using Generative Artificial Intelligence (Gen AI) tools for any graded assignments, including exams, quizzes, PrepU activities, papers, and projects. All submitted work must be your original creation completed specifically for each course. Violations will be treated as academic dishonesty and reported to the Honor Council. Gen AI may be used as a study aid to reinforce learning concepts and deepen understanding outside of graded work.

J1 Retention

J1 Retention is a tool used by LaGrange College faculty and staff to promote student academic and extra-curricular success. Expect us to use it to report information about attendance, engagement, or academic performance on specific assignments throughout the semester. Faculty and staff, such as coaches, the PACE Director, and advising deans, will be notified of relevant concerns. Based on provided information, you may receive automated messages from J1 Retention, referrals to the Tutoring or Writing Centers, or requests to meet with your advising dean or the PACE director if there are indicators that you might benefit from additional support.

Preparation for Learning

- Each student is responsible for being prepared for class and clinical learning experiences in advance of the scheduled experience.
- Each student is to review the course materials for the week and read the assigned sections in the text. The student should be prepared to ask questions in class to further understand the information in the class content outline.
- Learning should be at a level that supports professionalism and safe participation in all activities.
- Students should demonstrate individual and group practice of learning activities to help meet course and student learning outcomes. Peer consultation and evaluation in the campus learning center and/or skills laboratory is recommended.

Attendance and Punctuality

Attendance is required and expected for all scheduled learning experiences.

1. **Absences:** Makeup learning experiences will be arranged on an individual basis. Attendance in class and other activities is an important part of the learning process. Consistent and participative attendance facilitates academic progress, assists in establishing patterns of lifelong learning, and aids the student in assuming the professional role. For these reasons, the nursing faculty expects students to prepare for, attend, and participate in all scheduled learning activities. Each student is responsible for meeting this expectation. For an unavoidable absence, the following policies apply:
 - Missing all or part of class due to non-acute matters, such as routine medical appointments, will not be excused.
 - Students may not be absent from a morning course and present for an afternoon course on the same day, regardless of the excuse. Being physically present for one course but absent for another on the same day reflects selective participation, which is inconsistent with professional nursing standards.
 - If an absence is necessary due to illness or emergency, the student is responsible for arranging a means of completing the missed class or other non-clinical activity.

- Notification of absence must be received prior to the scheduled class, clinical experience, or test/examination time to be considered an excused absence.
 - In the event of an unavoidable absence from a clinical practice experience, notification of the instructor and the clinical agency is required. To meet professional standards, the student should make every effort to provide notification prior to the beginning of the experience. The student is responsible for arranging a means of completing any missed experience(s).
 - The decision to either require or permit makeup clinical learning experiences rests with the course faculty.
 - Attending professional meetings or conferences is encouraged. Absences for these purposes are arranged on an individual basis.
2. **Punctuality** is also considered an important component of learning. Tardiness results in a student missing important announcements and information, is disruptive to classmates and the instructor, and is unprofessional. Policies regarding punctuality apply not only at the start of class, clinical, and lab, but also when returning to class after a break and upon returning to class for the afternoon session, when applicable.
- **Three (3) incidents of tardiness will constitute one unexcused absence.**
 - **For each unexcused absence, whether due to tardiness or lack of attendance, a student will have three (3) points subtracted from the next course exam grade.**
 - **Students arriving past 15 minutes of lab/clinical start time will not be permitted to enter the lab/clinical that day and will be counted as an absence. Students must have made every attempt to contact the clinical instructor and/or floor to let them know they will be late.**
- **Unexcused absences are defined as:**
 - a) Three (3) incidents of tardiness
 - b) Failure to provide notification prior to being tardy for class, lab, or clinical sessions.
 - c) Oversleeping, regardless of whether the instructor has been contacted.
 - d) Being absent from a morning class and returning for the afternoon class on the same day, regardless of having an excuse.
 - e) Any other absence deemed unexcused at the discretion of the course faculty member.

3. **Exam Day:**

Refer to *Testing Standards and Makeup Exam Policy* in *BSN Student Handbook*.

Course Assignments

Students are expected to complete all assignments in a timely and professional manner, collaborating with faculty and peers as needed or required. Late submission of written/project assignments will result in a 10-point grade deduction for each day the assignment is past due. **Assignments three (3) days past the due date will not be accepted and the student will receive a “0” for that assignment.**

Clinical paperwork that is late, or not submitted, will receive a “Unsatisfactory”. Additional assignments to reinforce learning may be made throughout the course as determined by the course instructor and as felt appropriate relative to the course content being covered. Demonstration of knowledge of appropriate and correct language usage is expected in all written and oral assignments.

The LaGrange College *Student Code of Conduct* states that cheating, plagiarism, submitting another

person's material as one's own or doing work for another person which will receive academic credit are all impermissible and will result in a "F" for the course grade.

Clinical and/or Lab Expectations

- Students are expected to follow all clinical and/or lab expectations as outlined in this handbook and in course syllabi. Should an expectation not be met, a student will receive an infraction. Infractions can lead to the initiation of a clinical success plan, possible failure of course(s) and/or program dismissal.
 - **First Infraction:** warning and meeting with faculty
 - **Second Infraction:** initiation of *Clinical Success Plan* and meeting with faculty
 - **Third Infraction:** evaluation by faculty and department chair to determine if infraction requires clinical/course failure or program dismissal.
- Examples of unmet expectations leading to initiation of a plan for success, possible failure of course(s), or dismissal include but are not limited to:
 - Being unprepared (e.g., improperly dressed for clinical or lab, attending clinical without a stethoscope, etc., incomplete assignments or clinical paperwork). **Note that being unprepared for a clinical or lab experience will result in dismissal from that day's learning opportunity.**
 - Issues with Tardiness
 - Issues with Professionalism and Ethics
 - Issues with Communication
- Attendance is required for all clinical and lab sessions. Students must complete all pre- and post-clinical assignments as directed by faculty. Students are expected to be on time for clinical/lab. Students with emergencies or anticipation of arriving late should contact clinical faculty as instructed as soon as possible. Students arriving late to clinical sites may be dismissed from the experience and subject to make-up or clinical failure as directed by faculty.
 - Students have the opportunity for one (1) clinical makeup day at the end of the semester. Should a student miss more than one (1) clinical day, they may be deemed unsuccessful in the course and will receive a clinical unsatisfactory, which may result in a course failure.
- Students are expected to dress for all laboratory and clinical experiences as outlined below.
- Course-specific expectations will be outlined in the course syllabi.

Student Uniform Policy

LaGrange College expects nursing students to maintain a professional appearance through appropriate attire. Adherence to generally accepted standards of dress is required of all students.

Please note that failure to follow the uniform policy will result in removal from clinical settings.

Familiarize yourself with the following guidelines and adhere to them consistently. Compliance will enhance your professional image and reflect positively on your status as a LaGrange College nursing student. **Should a student be unsure if their uniform meets department standards, they should contact course faculty for confirmation.** Any exceptions to dress will be made on an individual course basis and course faculty will include in the course syllabus.

- Cell phone use during clinical experiences is **strictly prohibited**. Students are expected to maintain professional standards and focus entirely on patient care and learning objectives during all clinical hours. This policy ensures patient safety, maintains professional boundaries, protects patient privacy and confidentiality, and allows students to remain fully engaged in their clinical learning experience. Should a student need to be reached in case of an emergency, they should provide the clinical site contact information to family members. Clinical faculty will facilitate communication in urgent situations. See *Nursing Department Cell Phone Policy*.
- Easy-to-clean athletic shoes (white or grey only) should be worn and clean. Shoes bright in color are prohibited.
- Uniforms will be neat, clean, free of wrinkles, and fit properly. Uniforms will be worn to **all** clinical and lab experiences.
- Keep hair out of your face and above your collar. Long ponytails should be pulled up off the collar. No “messy buns”. There should be no extreme hairstyles or colors (e.g., bright colors). Hair should be styled in a way to be able to be contained under a surgical cap.
- Men must keep facial hair shaved or neatly trimmed unless the facial hair does not promote an infection prevention and control issue (e.g., obtaining a tight seal with respirator mask).
- Tattoos must be covered by wearing the long sleeve, white t-shirt that was purchased by all students.
- No visible piercings, including tongue rings, nose rings, and other facial piercings are allowed in clinical or lab settings. Jewelry should be limited to a wedding band, one pair of small stud earrings (if any), and a watch. Hair ornaments (i.e. bows, flowers, or headbands, etc.) are not appropriate unless limited to a plain device to keep hair out of the way, such as bobby pins.
- The LaGrange College (LC) student ID must be prominently visible on the outer garment of your uniform. Should a clinical facility require an additional badge, students will wear that badge in addition to the LC student ID.
- Fingernails beyond fingertip length or artificial nails are an invitation to scratching patients and to carrying pathogens. Nails must be kept short and clean. Only natural fingernails without polish are allowed.
- Artificial eyelashes are prohibited.
- Gum chewing is prohibited and not professional. Smoking or use of any tobacco products is **never** allowed in clinical or lab settings. Scents are highly subjective and may be allergenic to some individuals and should be avoided (scented body lotion, cigarette smoke, perfume, cologne, etc.).
- Sweatshirts and jackets are not permitted to be worn during clinical and lab experiences. Should a student need to wear a long sleeve shirt under their uniforms, the student will wear the designated white, long sleeve shirt that was purchased with the uniform. In the event a student needs to put on a jacket, the student must wear their grey LaGrange College Nursing jacket.

Grievance Guidelines

In our program, misunderstandings and disagreements may arise regarding issues such as academic matters, guidelines, conditions, teaching-learning activities, course content, and faculty decisions. Transparent and honest dialogue often helps clarify misunderstandings and reach satisfactory solutions. Students should speak directly with the faculty member to address their concerns and work toward resolving the issue without escalating it further.

If the direct conversation fails to produce a resolution, the student may file a formal complaint (email or letter) to the next level supervisor, outlined below.



Additional details about this process, as well as contact information for other types of complaints and grievances, can be found in the *LaGrange College Student Handbook* under *Student Complaint Procedures*.

LAGRANGE COLLEGE DEPARTMENT OF NURSING

Human Patient Simulation Policies

Introduction

The use of simulation in the LaGrange College (LC) nursing program is aimed at enhancing undergraduate nursing education and clinical practice. High and medium fidelity adult patient simulators are used to simulate a realistic, safe clinical environment, providing opportunities for nursing students to expand their knowledge of safe, patient-centered care in a controlled setting.

LC Policy

1. All learners will wear the LC Nursing Department standardized, properly fitted, uniform and standard white clinic shoes when participating in simulation learning activities. All dress code guidelines for the clinical setting will apply to the simulation setting.
2. Instructors will wear lab coats when conducting or observing simulations. For safety, closed toe shoes must be worn when conducting simulations.
3. Learners should bring standard equipment required for clinical experiences during simulator experience.
4. Safety of all participants must be ensured as the simulator can be cardioverted and defibrillated. ACLS guidelines for the use and safety of these interventions must be followed.
5. Learners will wash their hands to remove stains, ink, or oils.
6. No food or drink is allowed in the simulation area.
7. Standard precautions will be followed during simulator learner contact and will be adhered to as in the clinical environment.
8. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.
9. Once the simulation experience is completed, learners must restore the simulator and environment to the baseline status.
10. After a learning experience, learners should not share details and activities with learners who have not participated in the learning experience. Failure to adhere to this guideline will be considered a violation of the honor code and may result in course failure or dismissal from the nursing program.
11. Learners who are assessed by the instructor during simulation exercises to need additional practice or remediation for a skill or concept will be asked to schedule a remediation session with a member of the course faculty at a time outside of the regularly scheduled simulation or clinical experiences.
12. Consents to be photographed and audio/video recorded will be obtained from all learners and faculty.
13. The high-fidelity patient simulator will not be used for task training experiences.
14. Simulation experiences will not be substituted for clinical make-up days.

Learner Orientation

Prior to each simulation experience, the following will be provided to the learner:

1. A description of the location of supplies and equipment (phones, supply cart, equipment, crash cart, etc.) to be utilized in the scenario.
2. A review of auscultation sites, pulse locations, BP and IV cannulation sites, and IM injection sites available on the simulator.
3. The opportunity to check out the area and simulator at their own pace.

Clean-Up: Once simulation experiences have been completed, learners will assist in returning the environment to its original state.

LAGRANGE COLLEGE DEPARTMENT OF NURSING

Health and Safety Requirements

Evidence of a level of physical and emotional health sufficient to permit the student to meet nursing program and practice requirements must be furnished on the form provided. Students born on or after January 1, 1957, must show proof of immunity against Rubeola (red measles) and Rubella (German measles) either by titer or by immunization of 1980. Tetanus and diphtheria immunizations must be within 5 years, and a tuberculin test (PPD) is required and must be repeated annually thereafter or whenever required by the clinical agencies. Immunization against Hepatitis B is required. Students must receive a series of three injections and/or evidence of positive immunity. An annual Influenza injection is required. A 12-panel urine drug screen is required and a criminal background check. Both the drug screen and background checks are handled through Advantage and uploaded by the student into ACEMAPP.

Exemptions from immunization requirements will be granted only based on documented medical reasons or religious objections.

Should a student become ill or be injured in a clinical agency, emergency care will be rendered as available in that agency. The student assumes financial responsibility for any emergency care as well as for follow-up care.

Meeting all health requirements is a prerequisite to entering the first clinical nursing course. Recurring health requirements are prerequisite to continuation in clinical nursing courses. Senior nursing students must repeat the drug screen through Advantage and upload it into ACEMAPP. In cases where it is not possible for an enrolled student to meet these requirements prior to beginning a clinical course the Chair of the Department of Nursing may dismiss the student from the program.

NOTE: Health requirements are subject to change as additional information becomes available which requires such change or suggests its desirability to protect students, patients, or faculty. All students are subject to new or changed health requirements required by the clinical agencies.

LAGRANGE COLLEGE DEPARTMENT OF NURSING
Health and Ability Standards
For Admission to and Progression in the Nursing Program

Due to the requirements of nursing practice, a nursing student must have abilities and skills in four basic areas: observation, communication, motor, and behavioral. Reasonable accommodation may be made for some disabilities. However, a student must be able to perform in a reasonably independent manner, as illustrated in the following examples.

- Observation:** A student must have sufficient capacity to make accurate visual observations and the ability to interpret them. A student must be able to observe a patient accurately. Examples of observation include, but are not limited to, listening to heart and breath sounds, visualizing the appearance of a surgical wound, detecting the presence of a foul odor, and palpating an abdomen.
- Communication:** A student must be able to communicate effectively with patients and other members of the health care team. They must be able to interact with patients and other members of the health care team in order to obtain information, describe patient situations, and perceive nonverbal communication. Each student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with patients, their family members, and other professionals in healthcare settings.
- Motor:** A student must have adequate gross and fine motor abilities to effectively work with nursing problems and issues and carry out related nursing care. Examples of nursing care include ambulating and positioning patients; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient daily hygiene care.
- Behavioral:** A student must possess the emotional and mental health required for total utilization of their intellectual abilities. Students need to have the ability to establish rapport and maintain sensitive interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required. Students need to be able to tolerate physically taxing workloads and to function effectively during stressful situations. They must be capable of adapting to ever-changing environments, of displaying flexibility, of appropriately interacting with others, and of learning to function in the uncertainty that is inherent in clinical situations involving patients.
- Intellectual:** A student must be able to develop and refine problem-solving skills crucial to practice as a nurse. Problem-solving involves the abilities to measure, calculate, reason, analyze and synthesize objective, and subjective data, and to make decisions, often in a time-urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment.

LAGRANGE COLLEGE DEPARTMENT OF NURSING

Accident Prevention and Infection Control Policy

This policy has been developed with concern for the safety of students and faculty in the nursing major. The activities of a nurse and nursing student are not now, nor have ever been, free of the risk of accidental injury or infection. However, with knowledge of potential hazards, infectious diseases, skills to minimize risk, and adequate immunization, both faculty and students can be reasonably protected from risk of injury and infections during patient care.

The policy is also intended to protect against discrimination which might occur toward a student or faculty member who may have an infectious disease. The Nursing Department Policy is consistent with policies of the College, but it is more inclusive due to the nature of nursing practice.

Admissions and Employment

No admission or employment will be refused solely based on a positive reading on diagnostic tests for infectious disease. No screening is required for HIV status nor is information requested. Faculty, staff, or students known to be HIV positive will have access to usual activities and services over which the nursing program has control providing there is no known risk of infection to others. All information regarding individual health status will be held confidential.

Immunizations

Students: Admitted students are required to provide a current history, physical examination, and immunizations as specified on the Nursing Department Health Form. A PPD screening test for tuberculosis is required upon admittance and annually thereafter or more often if required by clinical agencies. Should a student fail or withdraw from the usual sequence of courses and return, a new Health Form and verification of immunization is required. The immunization requirement is waived ONLY with a statement from the student's personal physician or satisfactory documentation of religious objection.

Clinical Guidelines

The nursing faculty members accept the ethical responsibility of caring for all patients regardless of their social or economic status, personal attributes, or the nature of their health problems. Faculty members have an obligation to stay informed about new developments regarding accident prevention, infectious diseases, and their control, and to provide information to students.

Currently recommended and reasonable precautions will be exercised to protect faculty and students in providing patient care. Information will be provided throughout the nursing curriculum on nursing skills to prevent accidental injury to self or patients, and on infectious diseases and means of prevention. Essential concepts and skills, including "universal precautions" to minimize the risk of infection, will be introduced prior to the first patient care experience. Faculty will closely monitor and supervise initial clinical experiences. More advanced patient care skills are included as the curriculum progresses; if needed earlier in the program, students will receive individual instruction. The faculty will also be familiar with the safety and infection control policies of affiliated clinical agencies and assure that students have access to this information. Faculty will monitor students' adherence to generally accepted safety and infection control practices.

Students have the obligation to learn and to consistently implement appropriate nursing skills and practices, recognizing that faculty can monitor but cannot observe every aspect of patient care. Should a student doubt the adequacy of his/her knowledge or skills, this should be discussed with a faculty in order to provide a means to correct the deficiency.

Faculty or students who have open skin lesions or other skin impairment must provide adequate protection or refrain from patient care. Those who are immunosuppressed must not give direct care. Pregnant students or faculty members will not be assigned to actively infectious patients who might pose a risk or known HIV positive patients. Those with any transmissible infection will not be assigned to an immunocompromised patient. Patient care responsibilities of HIV-positive students will be decided on a case-by-case basis, recognizing the growing trend toward the patient's right to know the health status of the provider.

Symptomatic Disease

If a student or faculty member displays symptoms of an infectious disease which compromises the safety of self or others, the Department Chair in consultation with faculty and others as needed, will make a decision as to the continuation of that individual as a student or employee.

Understanding of Proper Use of Lab Supplies

In practicing required clinical skills in the nursing skills lab, I understand that I am prohibited from practicing on live persons using provided lab supplies. Invasive techniques must only be practiced on inanimate objects such as the lab practice mannequins.

Print Name

LC ID

Signature

Date

Commitment to Classmates, Faculty, & Staff

As a member of the Nursing Class of 2026 or 2027 at LaGrange College, I pledge to communicate and interact in a respectful and civil manner. I understand that the expectations of student civility include the following student commitment, communication, and social interactions.

Classroom-Specific Behavior

- Maintain alert and attentive demeanor during class and clinical instruction.
- Contribute to the value and meaning of instructional discussions. Avoid monopoly of conversations and discussions.
- Listen carefully during class and in conversation with others.
- Remain receptive to the point-of-view of others and seek constructive feedback.
- Avoid rude remarks or non-verbal actions in response to other students and faculty.
- Keep conversation respectful in volume and tone and use respectful language free from racial, ethnic, sexual, gender, and religious based terms.
- Avoid distraction of others through passing notes, sidebar conversations, or use of electronic devices for non-classroom activities.
- Plan ahead and be prepared for class meetings, assignments, and advising appointments.
- Arrive to class on time and notify professor of necessity to leave early.

General Professional Behavior

- Avoid gossip and spreading rumors about other students or faculty.
- Refrain from idle complaints.
- Reflect upon and take personal responsibility for own actions; avoid blaming others.
- Support and adapt to changing circumstances with a positive attitude.
- Attempt conflict resolution with others first before contacting/consulting faculty and others not involved in the conflict.
- Address others with respect in all email correspondence and use of social media.
- Maintain a respectful noise level and unobstructed traffic pattern in hallways and common areas.
- Avoid any form of dishonesty, including but not limited to theft, falsification of information, fraud, and willful deception, falsification of identification, and/or improper use or disclosure of information.
- Treat others with equality, respect, and genuine compassion.
- Serve as a role model for civility and professionalism by exhibiting respect, restraint, and consideration of others.

I pledge to create and sustain a learning environment that encourages professionalism, emotional and physical safety, and productive discourse by all members of the class. All my discussions and interactions will be conducted in a respectful, civil, and professional manner.

Print Name

LC ID

Signature

Date

Handbook and Policies Acknowledgement

I acknowledge access and receipt of a complete copy of the *BSN Student Handbook*. I accept that I am responsible for all information provided in the handbook as it relates to the policies and procedures of the LaGrange College Department of Nursing. The *BSN Student Handbook* is available for personal download on the Department of Nursing webpage:

<https://www.lagrange.edu/academics/undergraduate/majors/nursing/index.html>

Print Name

Student ID

Signature

Date

LAGRANGE COLLEGE DEPARTMENT OF NURSING
Clinical Plan for Success

Date: _____

Student: _____ Faculty: _____

Brief Description of the problem(s): _____

Infraction (circle one): 1st 2nd 3rd

Infraction	Supportive Evidence
☐ Absenteeism ☐ Tardiness	
☐ Unprepared for Clinical or Lab ☐ Did not research client problems/diagnoses, lab values, medications potential complications etc. (circle any that apply)	
☐ Unsafe Clinical Practice (explain): ☐ Unable to perform basic skills	
☐ Noncompliance with dress code	
☐ Lacking in professional demeanor ☐ Does not relate effectively with faculty, staff, clients, and peers. ☐ Violated client confidentiality. ☐ Does not follow faculty directions/instructions. ☐ Other ethical or professional issue:	
☐ Deficiency in written work	
☐ Other	

Actions to be taken to improve unsatisfactory performance:

Behaviors for Success	Evidenced by:
☐ Be present or on time	
☐ Be prepared for clinical or lab.	
☐ Evidence of research of client problems/diagnoses, lab values, medications potential complications, etc.	
☐ Evidence of Safe Clinical Practice ☐ Practice in nursing skills lab with faculty	
☐ Come to clinical or lab appropriately dressed	
☐ Demonstrate Professional Demeanor ☐ Demonstrates effective communication. ☐ Does not violate client confidentiality. ☐ Follows faculty directions/instructions.	
☐ Completes assigned paperwork satisfactorily	
☐ Other:	

Consequences:

☐ Clinical/Lab Unsatisfactory for the day	Date:
☐ Sent Home for the Day	Date:
☐ Other:	Date:

Student Comments: _____

Faculty Comments: _____

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