# College of Nursing Directory

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Where</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Dean of College of Nursing</td>
<td>Dr. Dana Clawson</td>
<td>LC 409</td>
<td><a href="mailto:roed@nsula.edu">roed@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Senior Director, College of Nursing</td>
<td>Dr. Pamela Simmons</td>
<td>LC 401</td>
<td><a href="mailto:simmonsp@nsula.edu">simmonsp@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Director, Associate &amp; Bachelors of Science Nursing Programs</td>
<td>Pamela Holcombe</td>
<td>LC 417</td>
<td><a href="mailto:holcombe@nsula.edu">holcombe@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Director, RN to BSN Program</td>
<td>Dr. Danita Potter</td>
<td>LC 415</td>
<td><a href="mailto:potterd@nsula.edu">potterd@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>LPN to RN &amp; Military Student Program Coordinator (LPN to ASN/BSN/Military)</td>
<td>Tamara Baxter</td>
<td>LC 425</td>
<td><a href="mailto:baxtert@nsula.edu">baxtert@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Coordinator: Leesville Campus</td>
<td>Linda Nichols</td>
<td>101-B</td>
<td><a href="mailto:nicholsl@nsula.edu">nicholsl@nsula.edu</a></td>
<td>337-392-3124</td>
</tr>
<tr>
<td>Coordinator: Natchitooches Campus</td>
<td>Dr. Teresa Kyzar</td>
<td>118 Fournet Hall</td>
<td><a href="mailto:kyzart@nsula.edu">kyzart@nsula.edu</a></td>
<td>318-357-5963</td>
</tr>
<tr>
<td>Director, Student Services</td>
<td>Whitney House</td>
<td>LC 102</td>
<td><a href="mailto:housew@nsula.edu">housew@nsula.edu</a></td>
<td>318-677-3015</td>
</tr>
<tr>
<td>Director, Grants &amp; Planning</td>
<td>Maxine Johnson</td>
<td>LC 233</td>
<td><a href="mailto:johnsonm@nsula.edu">johnsonm@nsula.edu</a></td>
<td>318-677-3020</td>
</tr>
<tr>
<td>Director, Assessment</td>
<td>Dr. Debra Clark</td>
<td>LC 433</td>
<td><a href="mailto:clarkd@nsula.edu">clarkd@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Associate Director of Undergraduate Nursing and Alexandria Campus Coordinator</td>
<td>Carolyn Hart</td>
<td>RRMC</td>
<td><a href="mailto:harrtc@nsula.edu">harrtc@nsula.edu</a></td>
<td>318-449-7991 318-484-2184 (Learning Center)</td>
</tr>
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# College of Nursing General Information and Contacts

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<thead>
<tr>
<th>What</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>Natchitooches</td>
<td></td>
<td><a href="mailto:applications@nsula.edu">applications@nsula.edu</a></td>
<td>318-357-4078</td>
</tr>
<tr>
<td>Shreveport Bookstore</td>
<td>Barnes &amp; Noble</td>
<td>Line Ave (LA) Building</td>
<td></td>
<td>318-677-3047</td>
</tr>
<tr>
<td>Information Technology/Media Services</td>
<td>Antoinette Carter</td>
<td>LB 107</td>
<td><a href="mailto:acarter@nsula.edu">acarter@nsula.edu</a></td>
<td>318-677-3018</td>
</tr>
<tr>
<td>Counselor</td>
<td>Katherine Lee</td>
<td>LC 133</td>
<td><a href="mailto:leeka@nsula.edu">leeka@nsula.edu</a></td>
<td>318-677-3063</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>Sylvia McGaskey</td>
<td>LC 129</td>
<td><a href="mailto:mcgaskeys@nsula.edu">mcgaskeys@nsula.edu</a></td>
<td>318-977-3045</td>
</tr>
<tr>
<td>General Information</td>
<td>Student Secretary</td>
<td>LC</td>
<td></td>
<td>318-677-3000</td>
</tr>
<tr>
<td>Library</td>
<td>Paula Craig, Head Librarian</td>
<td>LB 101Q</td>
<td><a href="mailto:craigp@nsula.edu">craigp@nsula.edu</a></td>
<td>318-677-3013</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Buddy Melancon</td>
<td>LB 113</td>
<td><a href="mailto:melanconl@nsula.edu">melanconl@nsula.edu</a></td>
<td>318-677-3029</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Whitney House</td>
<td>LB 102</td>
<td><a href="mailto:housew@nsula.edu">housew@nsula.edu</a></td>
<td>318-677-3015</td>
</tr>
<tr>
<td>Security Guard</td>
<td>Tim Swim</td>
<td>LC Lobby/Desk</td>
<td></td>
<td>318-677-3006</td>
</tr>
<tr>
<td>Sigma Theta Tau International Beta Chi Chapter</td>
<td>Dr. Kathryn Arterberry</td>
<td>LC 239</td>
<td><a href="mailto:arterberryk@nsula.edu">arterberryk@nsula.edu</a></td>
<td>318-677-3085</td>
</tr>
<tr>
<td>SSSGA/SNA</td>
<td>Whitney House</td>
<td>LB 102</td>
<td><a href="mailto:housew@nsula.edu">housew@nsula.edu</a></td>
<td>318-677-3015</td>
</tr>
<tr>
<td>NSU Campus Police</td>
<td>Timothy Swim</td>
<td>LC 123</td>
<td><a href="mailto:swim@nsula.edu">swim@nsula.edu</a></td>
<td>318-677-3031</td>
</tr>
<tr>
<td>Coordinator, Student Activities</td>
<td>Chenelle Pillette</td>
<td>LC 135</td>
<td><a href="mailto:pillettec@nsula.edu">pillettec@nsula.edu</a></td>
<td>318-677-3179</td>
</tr>
</tbody>
</table>

The University Organization Chart is located in Appendix A; the CONSAH Organization Chart is located in Appendix B.
History of the College of Nursing and College of Allied Health

History

The nursing programs at NSU were an outgrowth of long range planning by communities that identified the need for improved nursing services and better educational opportunities for prospective professional nurses.

1947 Conference with five hospital-based Colleges of nursing (Highland, North Louisiana, Tri-State, T.E. Schumpert, Shreveport Charity Hospital), Shreveport League for Nursing Education and Shreveport Hospital Council, to determine the feasibility of a collegiate nursing program, at Northwestern State College, to replace hospital-based programs

1949 Department of Nursing in the College of Applied Arts & Sciences of Northwestern State College established. Hospitals discontinue Colleges of nursing and agree to furnish clinical facilities to new nursing college

1949-1958 Department of Nursing offers two programs of study: 3-year Diploma; 4-year Baccalaureate

1953 Department of Nursing becomes College of Nursing

1958 Diploma Program terminated

1970 Board of Regents confers University status to Northwestern State College

1970 College of Nursing becomes College of Nursing

1972 College of Nursing offers ASN, BSN and MSN programs

1986 University reorganization: College of Nursing becomes Division of Nursing offering three programs of study:
   Undergraduate Studies: ASN, BSN
   Graduate Studies: MSN

1994 Graduate Studies and Research in Nursing developed

1997 Division of Nursing becomes College of Nursing

Beta Chi, the first chapter of Sigma Theta Tau International in Louisiana, was chartered in 1976 at Northwestern State University. One of the Chapter’s Past Presidents, Dr. Patricia Thompson, was President of Sigma Theta Tau International from 1999-2001 and is the current Executive Director of Sigma Theta Tau International.
Accreditation: BSN

1952    National League for Nursing Council of Baccalaureate and Higher Degree Programs grants Temporary Accreditation

1959    Full accreditation granted to baccalaureate program

1979    NLN (NLNAC) Accreditation

1988

1996    Accreditation by Council of Baccalaureate and Higher Degree Programs of the NLN

1998    Preliminary Accreditation Commission on Collegiate Nursing Education (CCNE)

2003    Full Accreditation from CCNE

2013    Reaccreditation by CCNE

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
202-887-6791
https://www.aacnnursing.org/CCNE

Accreditation: ASN

1974    Accreditation by Council of Associate Degree Programs of the National League for Nursing

1982

1990

1998

2006

2014 ACEN Accreditation

Currently, the Associate of Science Program is accredited by the following:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE Suite 850
Atlanta, GA 30326
(404)975-5000
www.ACNE.org
Shreveport Campus

The Nursing Education Center (NEC) for NSU is located at 1800 Line Avenue in Shreveport, Louisiana. The NEC provides the educational environment for Nursing and Radiologic Sciences majors enrolled in general academic or clinical courses.

The Nursing Education Center is composed of the following buildings:

- Line Avenue Building (LA Building)
  - Classrooms
  - Bookstore
- Faculty Tower
  - Faculty Offices
  - Administrative Offices
  - Student Health Clinic
  - Financial Aid
  - Counseling Services
- Library Building
  - Shreveport Nursing Library
  - Nursing Skills Labs
  - Classrooms/Lecture Halls
- Warrington Building
  - Computer labs
  - Classrooms/Lecture Halls

Student, faculty, and staff parking areas are located around the Nursing Education Center and the Warrington Building. Handicapped parking and faculty/staff parking areas are designated. A map of the Nursing Education Center is located in Appendix C.

Clinical facilities utilized in the Shreveport area include various hospitals, medical centers, clinics, nursing homes, public health agencies, home health agencies, and other community based agencies.

Natchitoches Campus

The CONSAH Office on the Natchitoches Campus (main campus for the University) is located in Fournet Hall. Faculty members are available on the Natchitoches Campus for student advising and teaching. A full-time secretary is available to assist faculty and students. The telephone numbers and address for the Nursing Office on the Natchitoches Campus are (318)357-6877, College of Nursing and College of Allied Health, NSU, Natchitoches, Louisiana, 71497. A map of the Natchitoches Campus is located in Appendix E.

Pre-nursing majors on the Natchitoches Campus are enrolled in courses along with students in approximately 100 other majors. Students also participate in governmental, honorary, and social activities.

Watson Library offers a full range of student services.
Clinical courses are offered to a limited number of students in the Natchitoches area. Clinical facilities utilized in the Natchitoches area include various hospitals, medical centers, clinics, nursing homes, public health agencies, home health agencies, and other community based agencies.

**CENLA Campus: The Learning Center for Rapides Parish (LCRP) & Rapides Regional Medical Center**

- The Central Louisiana (CENLA) Campus of Northwestern State University is located in Alexandria, Louisiana and serves the area with select degree programs through the Learning Center for Rapides Parish (LCRP) and offers a full range of student services.
- The campus center offers students full access to University services including admission, registration and fee payment.
- Faculty and staff provide advising and academic support for the courses and programs offered through Northwestern State University.
- The academic facility is located within the England Industrial Airpark & Community in Alexandria, LA. See Appendix D for a map of the campus.

Nursing and Allied Health offerings include the Associate of Science in Nursing, Bachelor of Science in Nursing, RN to BSN, Master of Science in Nursing, and Doctorate of Nursing Practice.

NSU employs full-time and adjunct faculty in Nursing and Radiologic Sciences.

- **Rapides Regional Medical Center**
  - Nursing Lab
  - Radiology Lab
  - Compressed Video Classroom

- **Learning Center for Rapides Parish (LCRP)**
  - Distance Learning Classrooms
  - Computer labs
  - Offices
  - Library/Media Services

Contact information for the NSU CENLA Center is (318)484-2184 or **CENLA Campus Website** and Rapides Regional Medical Center/NSU office is (318)769-7991.
Leesville Campus

The Leesville Campus is located on University Parkway midway between Leesville and Fort Polk. This campus serves the military personnel at Fort Polk and the civilian communities of Vernon, Sabine and Beauregard Parishes. For information call: 337-392-3102

Leesville Campus Website

NSU employs full-time nursing faculty on the campus.

- Computer Labs
- Distance Learning Classrooms
- Nursing Simulation Lab
- Library/Media Services

Clinical facilities include hospitals and nursing homes in Leesville, DeRidder, and Ft. Polk. A map of the Leesville campus can be found in Appendix F.

The DeRidder campus is located at the Historic First Street College, classroom 7, 500 W. First Street
DeRidder, LA. 70634

Student Government Association and Student Nurses Association activities are provided to Alexandria and Leesville campus students through the Natchitoches campus organizations.
Mission
Northwestern State University College of Nursing serves the people of Louisiana and in so doing improves the health of its citizens while advancing the mission of Northwestern State University through excellence in accessible undergraduate, graduate, and continuing education programs that are designed to assist individuals in achieving their professional goals as responsible and contributing members of their profession and society.

Philosophy of Nursing Programs
The nursing curricula are based upon faculty beliefs about education and the nursing metaparadigm of person, health, nursing, and environment.

Person
Person is an individual, a family, or a community who is a multidimensional being with intrinsic worth and free will. People have unique characteristics, yet share with others the need for physiologic well-being, safety, love and belonging, esteem and recognition, and self-actualization. Although people differ in their capabilities, options, attitudes, and values, their shared concerns are expressed through the regulation of mutually agreed upon human behaviors that are necessary to maintain group cohesiveness. Within these identified boundaries, persons are free to maximize their potential.

Health
“Health is a state of complete mental, social, and physical well-being, not merely the absence of disease or infirmity” (World Health Organization, 1986). Health, which is affected by development environment and life style choices, requires access to resources that prevent illness and promote, maintain, and restore health and wellness.

Nursing
Nursing is the diagnosis and treatment of human responses to health and illness. Using the nursing process, nurses perform deliberative, knowledgeable acts that promote, maintain, and restore health and wellness and prevent disease and disability. Nursing coordinates interdisciplinary health care through effective leadership, communication, client advocacy and research utilization. Health care is improved by nurses who practice, conduct research, translate research findings into practice, and influence health policies.

Environment
Environment includes all of those variables, both internal and external, that influence the health of persons. Environment influence both the duration and quality of life because of the constant interaction between people and their many environments.

Education
Education is a lifelong and interactive process between teacher and learner(s) that includes the acquisition and application of knowledge, skills, and understanding relevant to nursing. Teachers, learners, knowledge, and understandings are transformed by this exchange. Learning experiences are designed to meet the varying needs of learners from diverse sociocultural and educational backgrounds.
Vision & Mission Statement Northwestern State University College of Nursing

Vision
Northwestern State University is an innovator and a pacesetter in the educational preparation of individuals in nursing.

Mission
Northwestern State University College of Nursing serves the people of Louisiana and in so doing improves the health of its citizens while advancing the mission of Northwestern State University through excellence in accessible undergraduate, graduate, and continuing education programs that are designed to assist individuals in achieving their professional goals as responsible and contributing members of their profession and society.

Values

<table>
<thead>
<tr>
<th>EXCELLENCE</th>
<th>RESPECT</th>
<th>CARING</th>
<th>TEAMWORK</th>
<th>PROFESSIONALISM</th>
</tr>
</thead>
</table>
| • Highest Standards
  • Quality Throughout
  • Exceed Challenging Goals | • Listen
  • Treat People Fairly
  • Value Other’s Opinions | • Empathy
  • Openness
  • Individuality | • Involve Others
  • Challenge with Respect
  • Communicate Effectively | • Integrity
  • Commitment
  • Accountability |
Programs

The College of Nursing has four-degree programs: Associate of Science in Nursing, Bachelor of Science in Nursing, Master of Science in Nursing, and the Doctor of Nursing Practice. NSU also offers articulation programs for LPN to ASN/BSN and RN to BSN. The ASN program is accredited by the ACEN and approved by LSBN. The BSN and MSN, and DNP programs hold full approval from the CCNE and are approved by the LSBN.

The Associate of Science in Nursing (ASN)

The ASN program at Northwestern is a technical nursing education program, which prepares nurses to provide basic nursing care in acute hospital and long-term care settings. The two-year program requires 37 credit hours of general academic courses and 35 credit hours of nursing courses, which are completed in four semesters of clinical course. Upon completion of the ASN Program, the student is prepared to sit for the licensure examination for registered nurses.

LPN Articulation Programs:

The Associate of Science in Nursing Program (ASN) is a technical nursing education program, which prepares nurses to provide basic nursing care in acute hospital and long-term care settings. The two-year program requires 37 credit hours of general academic courses and 35 credit hours of nursing courses, which are completed in four semesters of clinical courses. Upon completion of the ASN Program, the student is eligible to sit for the licensure examination for registered nurses (NCLEX-RN).

Licensed Practical Nurses (LPN) to ASN Program (LPN to BSN Program) Licensed Practical Nurses who are seeking upward career mobility to the registered nurse at the associate or baccalaureate degree levels enroll in an individualized program. The Licensed Practical Nurse (LPN) student may earn credit for up to 5-14 hours of nursing courses.

Non-Traditional Studies (RN to BSN Program)

The College of Nursing offers an individualized plan for learning to assist registered nurses in pursuing a BSN. This individualized plan of learning offers flexibility to meet the needs of the registered nurse student. This plan offers the opportunity for the student to complete upper level nursing courses after the completion of general academic courses. The student has the opportunity to earn credit without enrollment in 29 hours of nursing courses. Courses are offered via the Internet.

The Bachelor of Science in Nursing Program (BSN)

The BSN program prepares nurses for professional nursing practice in a wide variety of settings including acute and long-term care settings; communities based settings, and critical care settings. Students gain nursing knowledge and experiences in health assessment, the nursing process, legal-ethical-cultural content, research utilization, nursing management and leadership, and professional role development. The four-year program requires 56 credit hours of general academic courses and 64 credit hours of nursing courses. The nursing courses may be completed in five semesters. Upon completion of the program, students are eligible to sit for the licensure examination for registered nurses (NCLEX-RN) and pursue advanced studies at the master's level.
The Graduate Nursing Programs (MSN)
The Graduate Nursing Programs assist the student with development of advanced knowledge and skills in order to provide patient care at an advanced level, teach nursing online and in the classroom, evaluate and conduct research, impact public policy, and lead health systems. (For additional information, see graduate handbook)

The Doctor of Nursing Practice (DNP)
The DNP program at Northwestern provides a clinical doctorate for master’s prepared registered nurses who desire to practice at the highest level and significantly impact health care outcomes for vulnerable populations. (For additional information, see graduate handbook)

In addition to degree programs the College of Nursing and College of Allied Health also offers Continuing Education Programs.

Continuing Education:
The American Nurses Credentialing Center (ANCC) and the Louisiana State Nurses Association (LSNA) accredit Nursing Continuing Education as a provider of Continuing Education in Nursing. The Louisiana State Board of Nursing requires mandatory continuing education for re-licensure as a registered nurse.

General Information
Registration/Drop/Adds/Resignations:
Registration and fee payment are completed through the MyNSU portal. Academic advising is offered at all locations. Registration-related activities (resignations) can be completed through the Registrar’s office, Phone: 318.357.6171; Toll-Free: 800.807.8849; FAX: 318.357.5823 Office of the Registrar

Commencement:
Graduates are expected to participate in commencement exercises on the Natchitoches Campus. Commencement is held at the end of the Fall and Spring semesters. The student must complete an official application for graduation inorder for the degree to be conferred. This form is available at the NSU Registrar’s website under Graduation Information. Office of the Registrar

Sigma Theta Tau:
Sigma Theta Tau International is the international honor society promoting scholarship and research in nursing. A student enrolled in the BSN program who has completed over one half of the required hours in nursing and has a minimum grade point average of 3.0 and ranks in the top 35% of their graduating class is eligible for membership. A student enrolled in the graduate program that has completed one-third of the required hours and has a minimum grade point average of 3.5 is eligible for membership.

The Current Sauce:
The Current Sauce, established in 1914, is NSU’s student newspaper. The newspaper is published weekly during the Fall and Spring semesters and bi-weekly during the Summer. This publication is financed through student activity funds. Copies of The Current Sauce are available on all campuses.

Potpourri:
The Potpourri is the official yearbook of the University. Full-time students receive a yearbook. Part-time students may also purchase this yearbook. The Potpourri is distributed to students in May.
University Policies

The College of Nursing adheres to the policies of NSU as published in the NSU Catalog https://www.nsula.edu/registrar/ and the NSU Student Handbook https://www.nsula.edu/studenthandbook/. The student is responsible for being familiar with all the requirements in these publications.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the NSU Catalog, NSU Graduate Catalog Graduate College Homepage.

Credits:
Policies regarding transferred credit, credit for correspondence work, and credit by examination are also detailed in the NSU General Catalog and NSU Graduate Catalog. NSU transfer/correspondence credit approval forms are available in the Office of the Registrar, the Student Services Office in Shreveport, the Nursing Office on any campus, or via the CONSAH web site: College of Nursing Home Page.

Transcripts:

Official Transcripts
Students may order an official academic transcript by accessing the online-transcript-ordering system through the secure website, National Student Clearinghouse. This process is very efficient and easy to use. Note: A transcript sent to the student is considered unofficial.

View Status of Transcript Request(s)
Access NSUConnect via myNSU at http://my.nsula.edu. Enter your user name and password to enter myNSU. Select “Grades and Transcripts”, and then click on “View Status of Transcript Requests” to check the status of your request.

Unofficial Transcripts
Students may obtain an unofficial transcript by accessing NSUConnect via myNSU at http://my.nsula.edu. Enter your user name and password to enter myNSU. Click on “Grades and Transcripts” and then click on “View my Transcript” to view or print a copy of your transcript.

Appeals

Appeal for Suspension from University:
The procedure for appeal of academic suspension from the University is detailed in the NSU Catalog. Appeal forms may be secured from the Office of Registrar, Student Services Office in Shreveport, the Nursing Office on any campus, or online at Office of the Registrar.

Grade Appeal:
The student has the right to appeal grades and suspensions. The grade appeal procedure for the University is presented in detail in the NSU General Catalog. A student has 120 calendar days following the academic period in which a grade was earned to appeal the grade. Grade appeal forms may be obtained from the Office of the Registrar, the Student Services Office in Shreveport, the Nursing Office on any campus, or by looking under the heading Course Catalogs online at Office of the Registrar.
Financial Aid Appeal:
The student has the right to appeal decisions related to financial aid. These forms may be obtained from the Financial Aid Offices on the Natchitoches or Shreveport campus and from the Administrative Offices on the CENLA and Leesville campus. The forms should be directed to the Director of Financial Aid in Natchitoches.

Class Attendance:
Class attendance is an obligation as well as a privilege and the student is expected to attend all classes in which one is enrolled. Failure to do so may jeopardize the student's scholastic standing and may lead to suspension from the University. The *NSU Catalog* details policies related to class absence and tardiness. The student shall submit excuses for all class absences to the instructor within three class days after the student returns to the class. These forms are available in the Registrar's Office or the Student Services Office. Policies for absence from nursing/radiology science courses are identified in each Course Resource Packet.

Sexual Harassment:
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, Northwestern State University prohibits discrimination and sexual misconduct on the basis of sex, which includes sexual harassment, sexual assault, dating violence, domestic violence, stalking, coercion, and discrimination based on sexual orientation, gender identity or gender expression. Retaliation through intimidation, threats, coercion, or discrimination is also prohibited. It is the intention of the University to take whatever action may be needed to prevent or correct sex discrimination and sexual misconduct and, if necessary, sanction individuals who act in violation of this policy. It is every student's responsibility to know and abide by this policy. The policy can be accessed via the following link: [Sex Discrimination, Sexual Assault & Sexual Misconduct Policy](https://www.nsula.edu/notalone/)

Reporting and Assistance: NSU strongly advocates reporting sex discrimination, sexual assault, intimate-partner violence, or sexual harassment. If a student discloses an incident, they will learn options for assistance, such as health and wellbeing counseling, residence and class accommodations, and options for filing complaints or criminal charges. Disclosure to University personnel will not obligate the complainant to file a grievance or criminal charge, nor will it subject the complainant to scrutiny or judgmental opinions.

Students have two options:
1. Reporting to Dean of Students (318) 357-5286 or University Police (318) 357-5431. For emergencies or a 24/7 Confidential Advisor, please call University Police.
2. Confidential Disclosure to Campus Counselor (318) 357-5621 or Confidential Advisor (318) 357-5570.
For a comprehensive list of parish-wide resources for assistance, please visit [https://www.nsula.edu/notalone/](https://www.nsula.edu/notalone/)

Disability Services
It is the policy of NSU to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example, in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact the Office of Disability Support, which is located in Student Union, Room 240-A, telephone (318)357-4460.
No Smoking Policy:
Tobacco use of any type (including smokeless and e-cigs) is prohibited on all Northwestern State University campuses. The smoke-free policy covers all interior spaces on Northwestern State University campuses, properties leased or operated by the university, all campus housing, indoor and outdoor athletic facilities, vehicles owned or leased by the university and personal vehicles on the Northwestern State campus whether they are moving or parked. The policy will apply to Northwestern State faculty, staff, students and visitors to campus including contracted personnel, contractors and vendors. The policy applies to all university events and events held in university facilities. Those who violate the policy are subject to a fine.

Student Code of Conduct:
The University has established standards and procedures, which shall govern the conduct of students on University property, in University facilities, and away from the University Campus. This code of conduct and disciplinary due process is detailed in the NSU Student Handbook. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University. NSU Student Handbook

Identification Badges:
All students are to obtain a college picture identification card. An initial badge is issued to a student at their first enrollment at the beginning of each semester. Each semester thereafter, the student is to secure a current semester sticker applied to the back of the badge to validate enrollment. All students are required to wear their picture identification in a visible area on their clothing at all times while on campus. All visitors must stop at the security desk to obtain a visitor identification card. Visitors must return these identification cards upon leaving the campus

Equal Opportunity at NSU
It has been, and will continue to be, the policy of NSU to be an equal opportunity employer. In keeping with this policy, the University will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, religion, sex, or national origin. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and education are administered without regard to race, color, religion, creed, sex, age, national origin, disability, or veteran status. The University is committed to providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, religion, creed, sex, age, national origin, disability, or veteran status. All employment decisions are based on job related standards and must comply with the principles of equal employment opportunity.
Policies of the College of Nursing

Special Admission, Progression, Dismissal and Graduation Policies:
Admission to the University does not guarantee enrollment in nursing, or to a specific graduate program. Students must meet the minimum criteria as stated in the Special Admission, Progression, Dismissal and Graduation (APDG) policies in the *NSU General Catalog* and the *NSU Undergraduate College Catalog* in order to be considered for selection for enrollment in nursing clinical courses. The goal of the CONSAH, in establishing special APDG policies for undergraduate and graduate students, is to identify, select, retain and graduate those students who have the greatest potential to successfully complete the selected program of studies, meet professional credentialing requirements, and make contributions to society through effective practice and productive, professional achievements. Curriculum patterns and APDG policies are available free in all nursing offices and online at [https://nursing.nsula.edu/nursing-programs/](https://nursing.nsula.edu/nursing-programs/) (College of Nursing Website)

Performance and Technical Standards:
In addition to the APDG policies, students must demonstrate safely the essential components of the nursing program as evidenced by, but not limited to, the technical standards identified, with or without reasonable accommodations. [Performance & Technical Standards](https://nursing.nsula.edu/nursing-programs/)

Request to Repeat/Re-enroll/Re-enter:
Students, who need to repeat, re-enroll or re-enter a nursing course must meet eligibility requirements to enroll in the University and in the respective curriculum. Request to Repeat/Re-enroll/Re-enter forms are available in the Office of Student Services or in the nursing office on each campus. [Request to Repeat/ Reenroll](https://nursing.nsula.edu/nursing-programs/)

Waiver of Policy/Dismissal from the Department of Nursing:
A student may request a waiver of policy, including dismissal from the CONSAH. Forms for the request of this waiver are located in the Student Services Office or in the nursing office on each campus. The procedure for the request of waiver of policy is found in the *NSU Catalog* under CONSAH. [Request for Waiver of Policy](https://nursing.nsula.edu/nursing-programs/)

Department of Nursing Health Form:
Students admitted to the first clinical course in nursing must submit a completed Department of Nursing Health Form. These forms are mailed to students with notification of acceptance for enrollment into clinical courses. The physical examination and laboratory tests can be conducted no earlier than six weeks prior to registration.

CPR Certification: The course must meet these requirements:
- American Heart Association CPR
- Be a face-to-face course with return demonstration of skills and cover all age groups.
- Cover use of the Automatic External Defibrillator (AED) and bag mask devices.
- Certain military CPR training is accepted, but must be verified as the appropriate course and skills training. By the first level coordinator or lab coordinator. Students who are currently employed as an LPN, Emergency Medical Technician (EMT) or working as a nurse tech or nursing assistant may have the policy waived if they can show proof of CPR certification by documentation that they have had the American Heart Association Providers course.
- **American Red Cross CPR training will NOT be accepted***
- Online courses will not be accepted.
Drug Testing Policy:
NSU conforms to all local, state and federal laws regarding the illegal use of alcohol and other drugs on campus or during university sponsored events. The College of Nursing believes that substance abuse is a danger to the well-being of faculty/staff, students, health agencies, employees and clients.

The College of Nursing drug policy (see Appendix for link) supersedes the policies published in the current NSU Student Handbook. This College of Nursing policy reflects additional requirements for health care professionals. The Dean of the CONSAH or her designee authorizes drug or alcohol testing of students.

Undergraduate Nursing Uniform Policy:
Each student is an ambassador of the University and is visible to a large segment of the population; therefore, the student's appearance should enhance the image of the College of Nursing and the health care profession. The student uniform should be worn with dignity and pride.

Administrative Occurrence:
Faculty is to report any unusual occurrence/incident to the respective Director/Dean immediately after the occurrence/incident. Any student experiencing any unusual occurrence/incident should report it to a faculty member immediately.

Vehicle Registration/Parking:
In order to park on University property, all students are required to register their vehicles annually with NSU Police. Students may obtain their parking permits in Student Services. The permits expire annually on August 31st. Permits should be affixed to the lower right corner of the rear windshield of the vehicle. See campus maps in Appendix for individual campus parking locations.

- Do NOT park in the parking lots of surrounding businesses, as your vehicle will be towed at the vehicle owner’s expense.
- The speed limit on all streets surrounding the Shreveport campus is 25 mph, with the exception of Line Avenue, which is 35 mph. The speed limit in all parking lots is 10 mph.

Calendar:
The University calendar is published in the Schedule of Classes online, in the NSU Catalog and online at Office of the Registrar. The schedule is available before each semester begins in the Office of Student Services, the Registrar's Office, and online at Office of the Registrar.

Advising:
Knowledge and adherence to regulations of the University and the College are the ultimate responsibility of the student. Copies of curriculum patterns and special academics policies are available to students from the nursing offices and online at College of Nursing Website.

The faculty serves as academic advisors to students. Prospective students and students enrolled in only general courses should schedule individual advising appointments through the Student Services Office. Students enrolled in clinical courses may schedule individual appointments with course faculty.

Closure due to Weather:
In case of inclement weather and university closing, students should check the NSU website for the College of Nursing & College of Allied Health, and the student’s local news station – College of Nursing Website and learning platforms. Purple Alert will also notify students of weather related closure.
**Miscellaneous Information**
In accordance with NSU policy, the Nursing Education Center is a **no smoking complex**. In addition, **children, visitors, or pets** are **not allowed** in class. Unaccompanied children are not allowed in the Nursing Education Center at any time.

**Services Offered at each Campus**

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<thead>
<tr>
<th>Service</th>
<th>Shreveport</th>
<th>Natchitoches</th>
<th>CENLA</th>
<th>Leesville</th>
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<tr>
<td>Office of Student Services</td>
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<td>Student Support &amp; Success Services</td>
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<td>Academic Advising</td>
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<td>Nursing Skills/Simulation Labs</td>
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<td>Computer Labs</td>
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<td>Library Services Online</td>
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<td>Onsite Financial Aid Office</td>
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<td>Distance Learning Classrooms</td>
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<td>Onsite Campus Police</td>
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<td>Onsite Bookstore</td>
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<td>Office of Scholarships &amp; Grants</td>
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<td>Onsite Campus Housing</td>
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<td>Offsite Housing</td>
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**CONSAH Threat Assessment and Behavioral Intervention Services**
The mission of the Northwestern State University (CONSAH) Threat Assessment and Behavioral Intervention Team is to promote the safety and well-being for the CONSAH campus community by providing resources to prevent or reduce disruptive behavior and minimize or eliminate the threat of violence. The Team reviews cases, which present behavior(s) indicating a possible threat to the safety of the Northwestern State University campus community or its individuals. In situations that pose immediate threats and require first responders, 911 should be contacted immediately. Secondly, local campus police/security should be informed of the situation. To request services for non-immediate threats, please contact the Director of Student Academic Services or the counselor.

- Shreveport 318-677-3031; 318-521-3756.
- Alexandria 318-484-2184 ext. 109
- Leesville 318-357-5621

**Departmental Student Organizations**
Shreveport Student Government Association (SSGA):
The Shreveport Student Government Association is the representative and governing body of the students. The organization is directly responsible for bringing the interests and concerns of the students to the attention of the administration. Student Government Association members work closely with academics, campus regulations, and other aspects of university life. The Student Government Association allocates fees to various student services, and provides services and programs for the University community. Fees are included as a part of the student activity fee for all students who are registered for 6 or more hours at NSU.
Student Nurses Association (SNA):
The Student Nurses’ Association, a pre-professional organization, is designed to form a common bond among its members and promote the nursing profession. The SNA is one of the largest and most active student nurse organizations in the U.S. All nursing students registered on all NSU campuses are invited to join.
Appendix A. Organizational Chart for Northwestern State University
Appendix C. Map of the Nursing Education Center Complex

NORTHWESTERN STATE
COLLEGE OF NURSING AND SCHOOL OF ALLIED HEALTH
Appendix D. CENLA, Rapides, and Natchitoches Campus Maps
Appendix E. Natchitoches Campus Maps
Interactive Map of Natchitoches Campus Natchitoches Campus Map
Appendix F. Leesville Campus Map
Appendix G. Undergraduate Studies in Nursing Special Admission, Progression, Dismissal and Graduation Policies

Accreditation

- The Associate of Science in Nursing, the Bachelor of Science in Nursing, the Masters of Science in Nursing Program, and the Doctor of Nursing Practice at NSU are approved by the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810, telephone number (225) 755-7500.
- The Associate of Science in Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.
- The Baccalaureate, Master’s and Doctoral degree in nursing at Northwestern State University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC, 20001, (202) 887-6791.

Comparative information regarding tuition, fees, and length of nursing programs in this geographical area is available from the National League for Nursing, The Watergate, 2600 Virginia Ave, NW, 8th floor, Washington, D.C. 20037, telephone 800-669-1656

The most current APDG Policy for the Undergraduate College of Nursing can be accessed at the following link: Special Admission, Progression, Dismissal & Graduation Policies for the College of Nursing
Appendix H. Performance and Technical Standards

To access the most up-to-date Essential Performance and Technical Standards please access the following link:

Essential Academic Performance and Technical Standards
Appendix I. Drug Policy

To access the most up-to-date policy related to mandatory drug testing, please access the following link:

NSU, CONSAH, believes that substance abuse is a danger to the well-being of clients, students, faculty/staff and health agency employees.

Therefore, to assure public and professional trust, safety, and to assure fitness for duty, the unlawful and/or unauthorized use, abuse, possession, distribution, transportation, manufacture, concealment, consumption, promotion or sale of alcohol, illegal drugs, legal drugs obtained illegally, controlled substances, or designer drugs by students will not be tolerated. Individuals found to have committed such infractions shall be subject to sanctions including suspension or dismissal from the CONSAH.

This policy supersedes the policies published in the current Student Handbook from NSU. This policy reflects additional requirements of curricula for professional nursing.

I. Definitions

**Controlled Substances** - controlled substances include all chemical substances or drugs listed in any controlled substance acts or regulations applicable under any federal, state or local laws.

**Campus/clinical** - A student is on campus or in clinical whenever he/she is:

1. On any university/health agency property including parking lots.
2. Present at any University sanctioned activity.
3. Wearing an official NSU CONSAH uniform/lab coat.

II. Scope

The NSU CONSAH prohibits the following when a student is on campus or in clinical and will result in disciplinary action by the College:

4. Unauthorized possession or use of a controlled substance and/or alcohol.
5. Being under the influence of a controlled substance and/or alcohol, including but not limited to DWI arrests, convictions, and driving suspensions.
6. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
7. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.
III. Testing
   A. All nursing students will submit to regular and random drug testing. Failure to submit to required drug testing within specified time-period will be considered an admission of guilt and student will be required to submit to a drug screen hair analysis at the student’s expense.
   B. Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and College of Allied Health, or her designee, to direct a student to undergo testing under the following circumstances:

1. When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence", in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems possible signs and symptoms of drug or alcohol use:

   a. Frequent absences from class, clinical or lab and/or disappearance from such.
   b. Isolation and withdrawal.
   c. Patient care errors, particularly medication errors.
   d. Detectable odor of alcohol.
   e. Increasingly poor decision and judgment about patient care.
   f. Illogical or sloppy charting.
   g. Unusual accidents/incidents.
   h. Deteriorating personal appearance.
   i. 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.
   j. When a student is found in possession of alcohol or drugs in violation of this policy.
   k. Following an instance or incident the nature of which indicates possible impairment of ability or judgement, or following an incident in which patient care standards were violated, or careless acts were performed.

2. When such signs and/or symptoms are observed in a student, the faculty member will notify the Dean or designee. The Dean or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing and sign a consent form witnessed by two University representatives. Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this
policy and shall be sufficient cause to allow Dean's action as allowed under this policy. If the student refuses the test, he/she shall sign a refusal form witnessed by two University representatives. If the student refuses to sign this refusal form, this information shall be noted on the form and witnessed by two University representatives. Refusal to sign any of these forms may result in immediate dismissal from the CONSAH.

3. Within one hour of completion of required consent form, the student shall report to an identified lab, which utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. A University representative will verify the student's identity prior to specimen collection. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.

4. The student may not attend class or clinical activities until the Dean or designee reviews the lab results.

C. Results of the tests will be kept confidential and will be reported to the Dean or her designee who will then meet with the student to discuss the results and ramifications. A positive blood alcohol, urine drug screen, or hair analysis test may subject the student to sanctions, which may include suspension or dismissal from the CONSAH and the instance will be reported to the Louisiana State Board of Nursing.
Appendix J. Undergraduate Nursing Student Uniform Policy

You are expected to understand and adhere to the NSU uniform policy. To access the most up-to-date uniform Policy for the College of Nursing please access the following link.

Each student is an ambassador of the University at all times and is judged not only as an individual, but as a typical student representing the entire student body. Students are visible to a large segment of the population and it is of more than casual importance that each student's appearance and behavior enhance the image and the prestige of the University as well as the CONSAH.

The student uniform must be worn with dignity, pride and reflect credit on the University, the CONSAH and the nursing profession. No policy statement or list of guidelines can possibly cover every conceivable situation or answer every question in advance; therefore, each faculty member is specifically charged with the responsibility of assisting students in making the best appearance possible in the uniform. Because the nursing student is embarking in a profession which promotes health, the student uniform must be impeccably clean at all times. Faculty reserve the right to evaluate the appropriateness of student attire/hygiene during clinical experiences and require appropriate changes as necessary. Failure of the student to comply with approved policies on uniforms is a reflection upon his/her professional behavior, responsibility, and compatibility.

Classroom Uniform Policy:

Northwestern State University College of Nursing and School of Allied Health is a community of leaders preparing students to succeed in their chosen careers while maintaining acceptable dress. The personal appearance of every student is an important component of maintaining a student-centered learning environment. Appropriate dress must be presented at all times. Students are expected to dress in a manner supportive of a positive learning environment, free from disruptions and distractions. The classroom uniform policy will be maintained in Nursing and Radiologic Science Classroom settings in pre-clinical and clinical nursing courses (This will include NURA 1050, NURB 2160, NURB 3030, and NURB 3050). The following standards shall apply and will be enforced:

All Northwestern State University affiliated verification badges will be worn and visible by all students, faculty, and staff at all times. You may use lanyards or place on left chest.

The following standards shall apply and will be enforced to all current clinical students in the classroom setting:

1. Pants or skirts (for religious purposes) in khaki or black. No tight fitting pants, leggings, or jeggings; if skirts are worn they will not be shorter than knee length.
2. Shirt: Purple polo with NSU College of Nursing and School of Allied Health on front left (On cold days, students may wear a long-sleeved white shirt under their polo.) NSU T-shirts may be worn with the khaki, black pants or purple uniform pants.
3. Shoes: Closed-toe dress or athletic shoes, clean and in good repair, may be worn in the classroom. (no open-toe shoes).
4. The student may also choose to wear the purple uniform to class as indicated in the uniform policy below. If this option is chosen, the student must adhere to the Student Guidelines Related to Student Uniforms.

5. The items below including, but not limited to, are not acceptable:
   1. Hats, caps, do-rags, skullcaps, bandanas, stocking caps and or other headgear. Students seeking accommodations for religious or cultural reasons must make a written request through the Office of the Dean (or the Department Director).
   2. Lounging shoes, lounging slippers, bare feet, short-shorts, sagging pants (exposing undergarments), and lounging pants.
   3. Clothing consisting of derogatory and or offensive messages either in pictures or words.

Student Guidelines Related to Student Uniforms

Official Insignia Patch

Patches must be sewn on left sleeves of uniforms and lab coats 1-2 inches below shoulder seam. (Nursing patches may be obtained through various uniform supply shops and the bookstore.

Specific Uniform Criteria/Clinical Agency
   1. Student uniform must be deep purple color.
   2. Uniform tops may have front snaps, buttons or pullover style.
   3. Uniform dresses must be at least one inch below the knee.
   4. Pants must not drag the floor.
   5. All uniform materials must be of sufficient thickness so that undergarments are not visible.
   6. A white crew short- or long-sleeved t-shirt may be worn underneath the uniform for modesty and warmth. A long-sleeved t-shirt must be able to be pushed up on the arms during clinical procedures. Short sleeved t-shirts must not extend beyond the scrub sleeves. T-shirts must not extend past the bottom of the uniform top.
   7. An optional solid purple scrub jacket (with a NSU patch on left sleeve) may be worn only in the clinical area and only over the above designated uniform.
   8. With uniform dress, student must wear hose or ankle socks. Ankle socks are acceptable with scrub pants.
   9. Athletic-style or professional nursing shoes, with closed toes and closed heels, must be black or a color that coordinates with uniforms. Shoes should only be worn for clinical and maintained in a clean, professional condition.

Lab Coats
   1. All students are required to have a plain white jacket length lab coat or scrub jacket (with NSU patch on left sleeve).
   2. The lab coat may be worn with the above designated uniform or substituted for the uniform as required by the facility or NSU faculty.
3. If substituting for the uniform, conservative street attire must be worn under the lab coat. See **General Requirements**.

**Specialty Area Uniforms** - Specialty units or special circumstances may require:

1. Facility laundered clothing (e.g. Labor unit)
2. Street attire (e.g. Mental-health facilities)
3. Street attire with lab coats (e.g. preclinical assignments). **Refer to general requirements for acceptable street attire.**

2. Institutional policies will be followed for each individual agency or unit.
3. Community Health Experiences: Refer to syllabus
4. Other changes may be specified by clinical instructors after written request to Student Affairs Committee.

**General Requirements**

1. Wearing clothing that is form-fitting, see-through, stretch or clingy, underwear style, exposes a bare midriff, back, or chest, or is otherwise conspicuous apparel is not considered professional attire and is not permitted.
2. All uniform and street attire materials must be of sufficient thickness to insure that undergarments are not visible and must be of a size that is adequate in size to permit freedom of movement.
3. Uniforms/lab coats/scrub jackets/street attire must be clean and in a good state of repair.
4. Dress or skirt hemlines must be at least one inch below the knee.
5. Jeans, of any type or style, are not acceptable.
6. Slacks must not drag the floor. Pajamas or sleep pants are not permitted.
7. Comfortable, low-heeled, closed toe and closed heeled shoes are to be worn for clinical experiences requiring NSU street attire.

**Personal Appearance**

**All Students:**

1. Students are expected to maintain acceptable personal hygiene.
2. Hair must be clean, well groomed, and neatly arranged. Color should be limited to that found naturally (no green, purple, blue, pink, etc.).
3. In the lab and clinical setting, hair longer than collar length must be secured in a professional manner so as to keep out of patient field of care.
4. Small barrettes and combs may be used to secure long hair and must be of the same color as the hair.
5. No bows/ribbons or headbands may be worn. For special events, occurring in the clinical setting, dispensation may be made by the clinical instructor.
6. Make-up should be worn in good taste and moderation.
7. No perfume, cologne, or scented lotions.
8. Tattoos must be covered in the clinical setting. Must follow institutional policy at all times.
9. Fingernails are to be clean and must not exceed fingertip length. Nail polish, artificial nails, or tips may not be worn.

**Students with Facial Hairs:**
1. No extreme side burns.
2. Mustaches must be kept trim and not extend below the upper lip.
3. Neatly trimmed beards are acceptable if within policy guidelines of the clinical institution.

**Jewelry:** Only the following jewelry may be worn with the uniform on clinical days:
1. Wedding band
2. Watch
3. No visible body jewelry is allowed (including tongue studs).

**Other:**
1. Gum chewing is not permitted at any time while representing NSU or in uniform.
2. Personal beepers, cell phones and other technology shall not be utilized for personal purposes during clinical.
3. Refrain from smoking while in uniform, or cover the uniform while smoking as the smoke can cling to clothes and be an irritant to patients. This includes the use of E-cigarettes while in uniform.
Appendix K Student Acknowledgement/Signature Forms

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

1. _____ I understand that the College of Nursing institutes background checks and drug screens on all students.

2. _____ I understand that I must report any arrests or legal convictions that occur prior to or during my nursing education. I further understand that legal arrests, convictions, or problems may cause me to be ineligible to complete my clinical experience and make me ineligible to apply for licensure from the State Board of Nursing.

3. _____ I understand that I must comply with State Board of Nursing acceptable behavior of nurses rules to be eligible for licensure.

4. _____ I understand that I must submit current health data and immunization records to enroll in clinical nursing courses.

5. _____ I understand that I must hold a current basic life support (BLS) certification in order to participate in clinical experiences.

6. _____ I understand the grading scale of the College of Nursing and that a course grade less than “C” constitutes failure of the course. Further, I understand that I will be dismissed from the nursing program if I fail two (2) courses in the nursing curriculum or failure of the same course twice.

7. _____ I understand that failure in either the clinical portion of a course or in the theory portion of the course will require me to repeat all course co-requisites in order to progress in the nursing program.

8. _____ I have read and understand the academic requirements for admission to the College of Nursing.

9. _____ I understand that I may be dismissed from the College of Nursing if a faculty member determines that my behavior is unsafe, unethical, unprofessional, or lacks adherence to the policies and procedures of Northwestern State University, College of Nursing, or clinical agency.

10. _____ I understand that I must self-identify and follow the procedures set forth in order to have accommodations for disabilities.

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

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

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

OR

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

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

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

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

18. ______ I understand that neither the College of Nursing nor the various clinical agencies, that I will practice in as a student, are responsible for expenses incurred as a result of injury during clinical experiences.

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

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

Student Signature ____________________________ Date ____________
Confidentiality Agreement

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

Student Permission

I, _____________________________________, hereby give the Northwestern State University College of Nursing permission to display and/or present examples of my work as part of a program review process by accrediting or approving organizations and their designated personnel. Student Signature __________________________________ Date ________________

Student Permission

I, _____________________________________, realize that, in the future, references will be requested by potential employers. I give permission to the Northwestern State University College of Nursing administration and/or faculty to provide the requested information. Student Signature __________________________________ Date ________________

Student Permission

I, ________________________________________, hereby grant permission for Northwestern State University and the College of Nursing to use pictures or videos of me participating in nursing classes, clinical experiences, or activities for the purposes of advertisement and recruitment. Student Signature _________________________________ Date ________________