Northwestern

State University of Louisiana
College of Nursing

Undergraduate Nursing

Handbook

Revised Summer 2019
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College of Nursing Directory

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Where</th>
<th>Email</th>
<th>Phone</th>
</tr>
</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:simmons@nsula.edu">simmons@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Director, Associate &amp; Bachelor of Science Nursing Programs</td>
<td>Pamela Holcombe</td>
<td>LC 417</td>
<td><a href="mailto:holcomb@nsula.edu">holcomb@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Associate Director of Undergraduate Nursing and Alexandria Campus Coordinator</td>
<td>Carolyn Hartt</td>
<td>RRMC</td>
<td><a href="mailto:harte@nsula.edu">harte@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Director, Assessment</td>
<td>Dr. Debra Clark</td>
<td>LC 433</td>
<td><a href="mailto:clark@nsula.edu">clark@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Director, Grants &amp; Planning</td>
<td>Maxine Johnson</td>
<td>LC 233</td>
<td><a href="mailto:johnson@nsula.edu">johnson@nsula.edu</a></td>
<td>318-677-3020</td>
</tr>
<tr>
<td>Director, Student Services</td>
<td>Ashley Briggs</td>
<td>LC 102</td>
<td><a href="mailto:briggs@nsula.edu">briggs@nsula.edu</a></td>
<td>318-677-3015</td>
</tr>
<tr>
<td>Coordinator, Non-Traditional BSN Studies</td>
<td>Dr. Anna Morris</td>
<td>LC 433</td>
<td><a href="mailto:morris@nsula.edu">morris@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Coordinator, Traditional BSN Studies</td>
<td>Dr. Kathleen Tate</td>
<td>LC 309</td>
<td><a href="mailto:tate@nsula.edu">tate@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Coordinator, Non-Traditional ASN Studies: LPN to RN &amp; Military Student Program Coordinator (LPN to ASN/BSN/Military)</td>
<td>Lisa Wilhite</td>
<td>LC 425</td>
<td><a href="mailto:wilhite@nsula.edu">wilhite@nsula.edu</a></td>
<td>318-677-3100</td>
</tr>
<tr>
<td>Coordinator: Military Medic/Paramedic to ASN</td>
<td>Tarrayah Talton</td>
<td>LC 423</td>
<td><a href="mailto:taltont@nsula.edu">taltont@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:nichols@nsula.edu">nichols@nsula.edu</a></td>
<td>337-392-3124</td>
</tr>
<tr>
<td>Coordinator: Natchitoches Campus</td>
<td>Tamara Baxter</td>
<td>118</td>
<td><a href="mailto:baxtort@nsula.edu">baxtort@nsula.edu</a></td>
<td>318-357-5963</td>
</tr>
</tbody>
</table>

College of Nursing General Information and Contacts

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<th>What</th>
<th>Who</th>
<th>Where</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Office of Admissions</td>
<td>Natchitoches</td>
<td><a href="mailto:applications@nsula.edu">applications@nsula.edu</a></td>
<td>318-357-4078</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Katina Rios</td>
<td>LC 441</td>
<td><a href="mailto:rio@nsula.edu">rio@nsula.edu</a></td>
<td>318-677-3139</td>
</tr>
<tr>
<td>Bookstore- NSU Shreveport</td>
<td>Follett</td>
<td>LB -1st floor</td>
<td><a href="mailto:2061mgr@follett.com">2061mgr@follett.com</a></td>
<td>318-677-3047</td>
</tr>
<tr>
<td>Campus Police-Shreveport Security Guard-Shreveport</td>
<td>Jon Caliste</td>
<td>LC 135</td>
<td><a href="mailto:caliste@nsula.edu">caliste@nsula.edu</a></td>
<td>318-677-3031</td>
</tr>
<tr>
<td>Counselor-Shreveport</td>
<td>William Livigni</td>
<td>LC 133</td>
<td><a href="mailto:livigni@nsula.edu">livigni@nsula.edu</a></td>
<td>318-677-3063</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>Sylvia McGasky</td>
<td>LC 129</td>
<td><a href="mailto:mcgaskey@nsula.edu">mcgaskey@nsula.edu</a></td>
<td>318-677-3045</td>
</tr>
<tr>
<td>General Information</td>
<td>Student Secretary</td>
<td>LC</td>
<td>318-677-3000</td>
<td></td>
</tr>
<tr>
<td>Health Services-NSU Shreveport</td>
<td></td>
<td>LC 102</td>
<td>318-677-3024</td>
<td></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>Library-Shreveport</td>
<td>Sherri Voebel</td>
<td>LB 101Q</td>
<td><a href="mailto:voebels@nsula.edu">voebels@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:melancon@nsula.edu">melancon@nsula.edu</a></td>
<td>318-677-3029</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Ashley Briggs</td>
<td>LB 102</td>
<td><a href="mailto:briggsa@nsula.edu">briggsa@nsula.edu</a></td>
<td>318-677-3015</td>
</tr>
</tbody>
</table>
| Sigma Theta Tau International  
   Beta Chi Chapter | betachi.nursingsociety.org | 318-677-3015 |
<table>
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<tbody>
<tr>
<td>SSGA/SNA</td>
<td>Chenelle Pillette</td>
<td>LC 135</td>
</tr>
<tr>
<td>Student Activities Coordinator</td>
<td>Chenelle Pillette</td>
<td>LC 135</td>
</tr>
<tr>
<td>Student Services Facilitator</td>
<td>Kim Stringer</td>
<td>LB 102</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 School of Allied Health (CONSAH)

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 BSN program at NSU

1949-1958  Department of Nursing offers three programs of study: 3-year Diploma; 4-year Baccalaureate, and a 2-year RN completion program for diploma nurses (RN-BSN)

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 in Nursing Research (MSN)

1994  BSRT placed under the administrative control of the College of Nursing: Became BSRS in 2007

1997  Division of Nursing becomes College of Nursing

2003  RN to BSN Program becomes first online nursing program in state of Louisiana

2010  College of Nursing becomes College of Nursing &
Allied Health

2013 College of Nursing & Allied Health becomes College of Nursing and School of Allied Health

2014 Doctorate of Nursing Practice program started

2016 First time degrees from every nursing program are awarded at commencement: ASN, RN to BSN, BSN, MSN, and DNP

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 later became the 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 NLN (NLNAC) Accreditation

1996 NLN (NLNAC) Accreditation

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](https://www.aacnnursing.org/CCNE)

**Accreditation: ASN**

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

1982 NLN (NLNAC)

1990 NLN (NLNAC)

1998 NLN (NLNAC)

2006 NLN (NLNAC)

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.acenursing.org](http://www.acenursing.org)
NSU CONSAH Shreveport Campus (Main Nursing Campus)
Website: Main Nursing Website
Main phone number: 318-677-3000

Opened in 1985, the College of Nursing and School of Allied Health (CONSAH) Education Center, located at 1800 Line Avenue in Shreveport, Louisiana, provides the educational environment for Nursing and Radiologic Sciences majors enrolled in general academic or clinical courses. It is the main campus for all nursing and radiologic science majors, although, some CONSAH degree programs are also available on other NSU campuses. The Shreveport Campus is considered a commuter campus; therefore, student housing is not available on this campus. However, numerous housing options are available in the Shreveport area. Students can participate in SNA and SSGA student organizations on the Shreveport campus.

Address for the CONSAH Shreveport Campus:
NSU College of Nursing and School of Allied Health
1800 Line Ave.
Shreveport, LA 71101

The CONSAH Shreveport campus is composed of the following:

- Line Avenue Building (LA Building)
  - Classrooms
  - Relaxation Room
- Faculty Tower (LC Building)
  - Faculty Offices
  - Administrative Offices
  - Student Health Clinic
  - Financial Aid
  - Counseling Services
- Library Building (LB Building)
  - Shreveport Nursing Library
  - Media Center
  - Computer Lab
  - Bookstore
  - Café Demon
  - 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 Complex and the Warrington Building. Handicapped parking and faculty/staff parking areas are designated. A map of the CONSAH Shreveport campus buildings and parking lots is located in Appendix L.

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.
NSU CONSAH Natchitoches Campus (Main NSU Campus)

Websites: https://www.nsula.edu/  Phone number: 318-357-6877
Main Nursing Website

The CONSAH Office on the Natchitoches Campus (main campus for the University) is located in Fournet Hall. The Natchitoches campus is the main NSU Campus and offers multiple degree programs and many campus activities and organizations. Student housing is available on this campus.

Address for the CONSAH Natchitoches Campus:
NSU College of Nursing and School of Allied Health
Northwestern State University
Natchitoches, Louisiana, 71497.

Nursing faculty are available on the Natchitoches Campus for student advising and teaching. A full-time secretary is available to assist faculty and students. See this link for a map and directions of the Natchitoches Campus: Map and Directions. 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 90+ other majors. Students from all NSU campuses can participate in governmental, honorary, and social activities on the Natchitoches campus.

Watson Memorial Library offers a full range of library services to students and faculty on the Natchitoches campus. The library services can be utilized by students and faculty from all NSU campuses. Computer labs, study areas and Academic Advising Services are located in the Watson Memorial Library. Café Demon, which proudly serves Starbucks coffee, is also at the Watson Memorial Library location.

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.
NSU CONSAH CENLA Campus

Websites: CENLA Campus Website  Main Nursing Website  Phone numbers: 318-769-7991  318-424-2184

The Central Louisiana (CENLA) Campus of Northwestern State University is located in Alexandria, Louisiana and serves the area with select degree programs through the NSU CENLA Campus, located at England Airpark & Rapides Regional Medical Center. While offering a full range of student services, the CENLA Campus is considered a commuter campus, therefore, student housing is not available on campus. However, housing options are available in the Alexandria area. Students can participate in the SNA and SGA organizations on the CENLA campus.

NSU College of Nursing and School of Allied Health offerings on the CENLA campus include the following degrees: Associate of Science in Nursing, Bachelor of Science in Nursing, RN to BSN, Master of Science in Nursing, Doctor of Nursing Practice and the Bachelor of Radiological Sciences degrees.

Addresses for the NSU CONSAH CENLA Campus:

<table>
<thead>
<tr>
<th>NSU CONSAH</th>
<th>NSU CONSAH</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NSU CENLA Campus</td>
<td>Rapides Regional Medical Center</td>
</tr>
<tr>
<td>1410 Neel Kearby Blvd.</td>
<td>211 Fourth St.</td>
</tr>
<tr>
<td>Alexandria, LA 70303</td>
<td>P.O. Box 30165</td>
</tr>
<tr>
<td></td>
<td>Alexandria, LA 71301</td>
</tr>
</tbody>
</table>

Nursing and Radiological Sciences faculty are available on the CENLA Campus for student advising and teaching. A full-time secretary is available to assist faculty and students. The academic facility is located within the England Industrial Airpark & community in Alexandria, LA. A map of the CENLA campus can be found in Appendix D, also at this link: Map and Directions

The CENLA Campus is composed of the following:

- Rapides Regional Medical Center
  - Nursing Lab
  - Radiology lab
  - Compressed Video Classroom
  - Computer lab

- NSU CENLA Campus
  - Distance Learning Classrooms
  - Computer lab
  - Offices
  - Nursing Lab
NSU CONSAH Leesville Campus

Websites:  [Leesville Campus Website](#)  [Main Nursing Website](#)

NSU-Leesville/Fort Polk campus is located midway between Leesville and Fort Polk on Highway 467. The center occupies 160 acres and houses 30,000 square feet of classroom and administrative office space. The Leesville/Fort Polk campus serves the civilian communities of Vernon, Beauregard, and Sabine parishes, as well as the military community at Fort Polk. The Leesville Campus is considered a commuter campus; therefore, student housing is not available on campus. However, housing options are available in the vicinity. Students can participate in the SNA organization on the Leesville campus and SGA via the Natchitoches campus organization.

NSU College of Nursing and Allied Health offerings on the Leesville campus include the Associate of Science in Nursing degree and pre-clinical courses required for the Bachelor of Science in Nursing degree in Nursing. Some pre-clinical courses for a Radiological Sciences degree are also provided.

Address for the NSU CONSAH Leesville Campus:

NSU/Leesville
3329 University Parkway
Leesville, LA 71446

Nursing faculty are available on the Leesville Campus for student advising and teaching.

Clinical facilities for the Leesville campus include hospitals and nursing homes in the Leesville, DeRidder, and Ft. Polk areas. A map of the Leesville campus can be found in Appendix F, also at this link: [Map and Directions](#)

The Leesville Campus is composed of the following:

- Computer Labs
- Distance Learning Classrooms
- Nursing Lab
- Library/Media Services
- DeRidder Distance Learning Classroom*

*The DeRidder classroom is located at the Historic First Street College, Classroom 7, 500 W. First Street, DeRidder, LA 70634
NORTHWESTERN STATE UNIVERSITY COLLEGE OF NURSING & SCHOOL OF ALLIED HEALTH MISSION AND PHILOSOPHY

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 lifestyle 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 & Values 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>
<th>INNOVATION</th>
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<tbody>
<tr>
<td>• Pursue Highest Standards</td>
<td>• Listen</td>
<td>• Empathize</td>
<td>• Involve Others</td>
<td>• Demonstrate Integrity</td>
<td>• Seek/focus on Future Transformations that advance our mission</td>
</tr>
<tr>
<td>• Uphold Quality</td>
<td>• Treat People Fairly</td>
<td>• Exhibit Openness</td>
<td>• Challenge with Respect</td>
<td>• Persevere</td>
<td>• Display Passion</td>
</tr>
<tr>
<td>• Exceed Challenging Goals</td>
<td>• Value Diversity</td>
<td>• Express Sensitivity</td>
<td>• Communicate Effectively</td>
<td>• Display Accountability</td>
<td>• Commit to Continuous Quality Improvement</td>
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<tr>
<td>• Act as good Stewards of Resources</td>
<td>• Promote Inclusion</td>
<td></td>
<td></td>
<td>• Maintain Expertise</td>
<td>• Provide State-of-the-Art Learning Environments</td>
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11
CONSAH Nursing Programs

The College of Nursing and School of Allied Health has four nursing 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. New program offerings include Military Medic/Paramedic to ASN and BS to BSN. Each degree program within the College of Nursing has special Admission, Progression, Dismissal and Graduation Policies (APDG Policies). Specific information pertaining to each nursing degree program is available on the Main Nursing Website. The ASN program is accredited by the ACEN and approved by LSBN. The BSN, MSN, and DNP programs hold full approval/accreditation from the CCNE and are approved by the LSBN. 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

Traditional Nursing Programs:

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. Click to view ASN Curriculum or ASN APDG Policies The two-year program requires 34 credit hours of general academic courses and 38 credit hours of nursing courses, which are completed in four semesters of clinical courses. Upon completion of the ASN Program, the student is prepared to sit for the licensure examination for registered nurses. (NCLEX-RN)

The Bachelor of Science in Nursing Degree (BSN)

The BSN program prepares nurses for professional nursing practice in a wide variety of settings including acute and long-term care settings; community-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. Click to view BSN Curriculum or BSN APDG Policies

The four-year program requires 54 credit hours of general academic courses and 66 credit hours of nursing courses. All nursing courses may be completed in six 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.
Non-Traditional Studies in Nursing:

LPN Articulation Programs: LPN to ASN, LPN to BSN

The LPN to ASN Program and the LPN to BSN Program are for Licensed Practical Nurses who are seeking upward career mobility to become a registered nurse (RN) at the associate or baccalaureate degree levels. Click to view LPN to ASN Curriculum, LPN to ASN APDG Policies, LPN to BSN Curriculum or LPN to BSN APDG Policies. The Licensed Practical Nurse (LPN) student may earn credit for up to 14 hours of nursing courses. Upon completion of the chosen program, the student is eligible to sit for the licensure examination for registered nurses (NCLEX-RN).

RN to BSN Degree

The College of Nursing offers an individualized plan for learning to assist registered nurses in pursuing a BSN degree. RN to BSN Curriculum, RN to BSN Information. This individualized plan of learning offers flexibility to meet the needs of the registered nurse student. The plan offers the opportunity for the student to complete upper level nursing courses after the completion of specified general academic courses. Upon successful completion of certain nursing courses, 38 of 68 nursing credit hours are awarded. The remaining 30 nursing credit hours are completed with enrollment. Courses are offered via the Internet.

Military Medic/Paramedic to Associate of Science in Nursing Degree (ASN)

The Military Medic and Paramedic to ASN Degree plan is for those individuals that are currently certified as a Paramedic or Military Medic and have a desire to continue their education to obtain a nursing degree. Eligibility for this program requires at least one year of full-time experience as a paramedic or military medic and current license or certification. The program requires 34 credit hours of general academic courses and 41 credit hours of nursing courses. Credit is awarded for 14 of the 41 nursing credit hours, for previously learning, upon successful completion of the remaining 28 credit hours of nursing courses. Military Medic-Paramedic to ASN RN Curriculum, APDG Policies Upon completion of the program, the student is eligible to sit for the licensure examination for registered nurses (NCLEX-RN).

Bachelor of Science (BS) to Bachelor of Science in Nursing Degree (BSN)

The Bachelor of Science (BS) to Bachelor of Science in Nursing (BSN) Degree plan is for individuals with BS degrees or higher in chemistry, biology or related science field. This program is a BS to BSN accelerated option. It is a time intensive, fulltime program, designed for completion of all 66 nursing credit hours within four semesters, instead of the traditional five semesters. Admission to the BS to BSN degree program requires a minimum of a 3.0 GPA and completion of additional pre-clinical application requirements. BS to BSN Curriculum BS to BSN APDG Policies Upon completion of the program, the student is eligible to sit for the licensure examination for registered nurses. (NCLEX-RN)
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 the NSU website for Graduate studies.

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 nursing level and significantly impact health care outcomes for vulnerable populations. (For additional information, see the DNP Student Handbook) 2016-18 currently

CONSAH Continuing Education (CE)

In addition to degree programs, the College of Nursing and School of Allied Health also offers Continuing Education Programs in various locations. Northwestern State University’s Nursing Continuing Education is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.
General Information

Registration/Drop>Adds/Resignations:

Registration for classes has never been easier. Log in to myNSU and click the red and white Register-Add-Drop Button in the Launchpad. Fee payment can also be completed through the myNSU portal. Prior to registration for courses, students are encouraged to meet with an academic advisor at least once a year to facilitate degree completion. Academic advising is offered on all campuses.

Other registration-related activities, including resignations, transcript requests, etc. can be completed through the Registrar's Office  Phone: 318.357.6171; Toll-Free: 800.807.8849; FAX: 318.357.5823.

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 in order for the degree to be conferred. The Application for Graduation form, along with additional graduation information is available at the NSU Registrar’s website under Graduation Information. Registrar's Office.

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, has a minimum grade point average (GPA) 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 also eligible for membership.

The Current Sauce: (NSU’s student newspaper)

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 and copies of The Current Sauce are available on all campuses Website: https://currentsauce.com/ Email: thecurrentsauce@gmail.com Phone: 318-357-5456

Potpourri:

The Potpourri is the official yearbook of the University and is distributed to students in May. Full-time students receive a yearbook without cost. Part-time students may purchase the yearbook.
University Policies

The College of Nursing and School of Allied Health (CONSAH) adheres to the policies of NSU as published in the *NSU Student Handbook* and *University Catalog*. The student is responsible for being familiar with all the requirements in these publications. In addition, nursing students enrolled in CONSAH are responsible for the content in the College of Nursing Undergraduate Student Handbook.

University policies regarding requirements for admission, graduation, academic standing, probation, suspension, appeals, readmission from suspensions and honor roll requirements are found in the *University Catalog*. Additional information specific to Graduate School can be found at The Graduate School homepage. Information specific to the undergraduate nursing programs can be found at [Nursing Programs](#).

Credits:

Policies regarding transferred credit, credit for correspondence work, and credit by examination are also detailed in the *NSU University Catalog* and *NSU Graduate Catalog*. NSU transfer/correspondence credit approval forms are available online at the [Registrar’s Office](#), in the Student Services Office on the Shreveport campus or the nursing office on any other campus.

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 NSU Connect via [myNSU](http://my.nsula.edu) at [http://my.nsula.edu](http://my.nsula.edu). Enter your username 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 NSU Connect via [myNSU](http://my.nsula.edu) at [http://my.nsula.edu](http://my.nsula.edu). Enter your username 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.

[Click here for direct access to NSU Connect](#)
Appeals

Appeal for Suspension from University:

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

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 *University 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 Registrar’s Office, the Student Services Office in Shreveport, the Nursing Office on other campus, or by looking under the heading Appeal/Request Forms online at Registrar's Office.

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. Forms are also available online at Financial Aid. 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 University 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.

Classroom Civility Statement

Each Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in the learning environment. Students who speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or pagers (or other noise-making devices like watches with alarms), listen to music on headphones, play with computers or hand held games, use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others during the class period may be asked to leave the class and subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions (Article VII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of the infractions and sanctions are available on the NSU website at http://www.nsula.edu/studenthandbook/.

Student Academic Honesty Statement

Academic Honesty: If knowledge is to be properly evaluated, it must be pursued under conditions free from deceit and misrepresentation, which are incompatible with the fundamental activity of this academic institution. Northwestern State University expects students to fulfill academic requirements independently and with integrity. Academic integrity is founded on values of honesty, trust, fairness, respect, and responsibility. Violations include, for example, cheating or deception in any form, plagiarism (including duplicity), misrepresentation of knowledge, misuse of resources, falsification, and facilitating another student’s academic dishonesty. Acts of academic dishonesty violate the ethical principles of the University community and compromise work completed by others. For violations of academic honesty, a student may receive a grade of zero on the assignment and/or a grade of F in the class and will be referred to the Office of Accountability & Student Conduct to create a disciplinary record and/or for additional sanctions. For a comprehensive description of Academic Infractions refer to Article 4 Section 1 of the Student Handbook.

Sexual Harassment & Assault

NSU is committed to eliminating sexual misconduct in our community, advocating for students who have experienced sexual assault or harassment, and respecting the legal rights of both complainants and respondents. Misconduct involving sexual assault, sexual harassment, domestic violence, dating violence, stalking, a hostile environment caused by sexual harassment, sexual exploitation, coercion, retaliation, intimidation, sexual consent, and discrimination based on sexual orientation, gender identity or gender expression should be reported to the Title IX Coordinator, Alexis Smith Finnie, (318) 357-5570. Also, hate crimes, including those based on gender identity or national origin, should be reported. The offenses listed above are prohibited by the University. Information about conduct infractions and sanctions (Articles IV and VII of the Student Code of Conduct) are available on the NSU webpage at https://www.nsula.edu/studenthandbook/.

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 the Title IX Coordinator (318) 357-5570 or University Police (318) 357-5431. For emergencies or a 24/7 Confidential Advisor, please call University Police.
2. Confidential Disclosure to Campus Counselor or Confidential Advisor (318) 357-5621

For a comprehensive list of parish-wide resources for assistance, please visit [https://www.nsula.edu/notalone/](https://www.nsula.edu/notalone/).

**Confidentiality:** All reporting of sex discrimination and sexual misconduct is treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to the Northwestern State University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm others, or other risks such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided.

For more information and assistance in case of sexual assault or harassment, please see Title IX Coordinator’s NSU: Not Alone webpage: [https://www.nsula.edu/notalone/](https://www.nsula.edu/notalone/).

**Title IX of the Education Amendments of 1972** prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. NSU is committed to equal opportunity for student success by providing access to educational programs, tuition assistance, and social and recreational activities for all students without regard to race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, veteran status, or retirement status.

**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. Contact information and available services are available online at the [Office of Disability Support](https://www.nsula.edu/notalone/). The office is located on the Natchitoches campus in the Friedman Student Union, Room 234, telephone (318)357-4460 or TTD (318) 357-4393.
Alcohol, Drug and No Smoking Policy:

NSU is a smoke-free campus. 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. NSU is a member of the Drug-Free schools and campuses and abides by their standards. Refer to the NSU Student Handbook for further details.

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. The Code of Conduct and disciplinary due process is detailed in the NSU Student Handbook under Code of Conduct. Disciplinary problems may be referred to a student-faculty discipline committee appointed by the President of the University

Identification Badges:

All NSU students are required to obtain a college picture identification card (ID). An initial NSU ID is issued to a student at their first semester of enrollment. Each semester thereafter, the student is to secure a current semester sticker applied to the back of the badge to validate enrollment. CONSAH students are expected to follow ID badge requirements specific to their campus. All Shreveport campus students are required to wear their picture ID badges in a visible area on their clothing at all times while on campus. On the Shreveport 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. In addition, all CONSAH clinical students, regardless of campus, are required to wear specified ID badges in the clinical settings, as part of the clinical uniform.

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 and Allied Health

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 University Catalog and listed online under NSU Nursing Programs 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 NSU Nursing Programs.

Performance and Technical Standards:

In addition to meeting the criteria stated in the APDG policies, nursing students must also consistently and safely demonstrate the essential components of the nursing program as evidenced by, but not limited to, the technical standards identified, with or without reasonable accommodations. These essential components are available online at Essential Academic Performance & Technical Standards.

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 and in the respective curriculum. Request to Repeat/Re-enroll/Re-enter forms are available online or in Student Services on the Shreveport campus, or in the nursing office of other campuses. Request to Repeat/Re-Enroll/Re-Enter

Waiver of Policy/Dismissal from the Department of Nursing:

A student may request a waiver of policy, including dismissal from the CONSAH. Waiver of Policy Forms 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 University Catalog under CONSAH. Click for Waiver Form.

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. Certain immunizations/vaccines are required for clinical, no exceptions. The physical examination and laboratory tests can be conducted no earlier than six weeks prior to registration.

CPR Certification:

Clinical students are required to obtain and maintain American Heart Association BLS certification. Current American Heart Association BLS certification will be acceptable, once verified by the Skills Lab Coordinator, located in LB 219, from all students with current AHA BLS certification. The BLS certification course must meet these requirements:

- American Heart Association BLS Provider. (American Red Cross CPR training will NOT be accepted.)
• Be a face-to-face course with return demonstration of skills and cover all age groups. (Online courses will NOT be accepted.)

• Cover use of the Automatic External Defibrillator (AED) and bag mask devices. Certain military CPR training courses are acceptable; however, the course must be verified as the appropriate course and skills training by the Skills Lab Coordinator, located in LB 219.
Drug Testing Policy: (Appendix F)

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 and Allied Health (CONSAH) believes that substance abuse is a danger to the well-being of faculty/staff, students, health agencies, employees and clients.

The CONSAH Drug Policy (see Appendix I) supersedes the policies published in the current NSU Student Handbook. This College of Nursing and Allied Health 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: (Appendix G)

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. Students enrolled in pre-clinical nursing courses, as well as students enrolled in clinical courses are expected to follow the CONSAH Uniform Policy.

Social Media Policy

Social networking websites provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the College of Nursing and the School of Allied Health and Northwestern State University. It is also important to ensure patient information is not made publicly available. Therefore, the following guidelines were developed to assist students/faculty-staff in safely using social networking sites.

A. Personal Privacy
   1. Set profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
   2. Evaluate photos of yourself that are posted to social networking sites and “untag” photos that depict you in what may be perceived as compromising situations.
   3. Be aware of the security and privacy options available to you at any site where personal information is posted. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others even with “Friends Only” access.

B. Protection of Patient Information
   1. Comments made on social networking sites, regarding patients or clinical environments, should be considered the same as if they were made in a public place.
   2. HIPAA rules apply online and students may be held criminally liable for comments that violate HIPAA.
   3. Remember that simply removing the name of a patient does not make them anonymous. Family members, friends of that patient or other patients for whom you are caring for may be able to determine to whom you are referring based on context.

C. Professionalism
   1. Use of social networking sites can have legal ramifications. Comments made regarding care of patients, or comments that portray you, a faculty-staff member, or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
3. Use discretion when choosing to log onto a social networking site at school. Keep in mind that use of social networking sites during lecture and clinical courses is prohibited.
4. Photographs and statements made on social networking sites are potentially viewable by future employers.
5. Students may be subject to disciplinary actions within the College of Nursing and School of Allied Health for any comments that are either unprofessional, or violate clinical policies of the facilities, or violates patient privacy. “Students who meet on social networking sites and who chose to discuss NSU faculty, other students, courses, or NSU in general are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to a public forum of any kind, and it is brought to the attention of NSU faculty or staff, said student(s) may be asked to leave the class/university and are subject to disciplinary action under the Code of Student Conduct and Sanctions (Article VII Sanctions).”

Administrative Occurrence:

Faculty are to report any unusual occurrence/incident to their 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 and obtain a parking permit. Permits should be affixed to the lower right corner of the rear windshield of the vehicle and expire annually on August 31st. On all campuses, all students are expected to park only in areas designated as NSU Student Parking, otherwise, vehicles will be ticketed and/or towed away at the vehicle owner’s expense. All students are also expected to follow posted speed limits on campus, as well as off campus.

Academic Calendar:

The Academic Calendar for the University is available under the Current Students link, published in the University Catalog, and online at the Registrar's Office.

Advising:

CONSAH faculty serve as academic advisors to students. Prospective students and students enrolled in only general courses should schedule individual advising appointments through the Student Services Office on the Shreveport Campus or the nursing offices located on the CENLA, Leesville and Natchitoches campuses at least once a semester. Students enrolled in clinical courses may schedule individual appointments with course faculty.

Knowledge and adherence to regulations of the University and CONSAH are the ultimate responsibility of the student. Copies of curriculum patterns and special academics policies (APDG Undergraduate Policies), pertaining to CONSAH, are available to students from the nursing offices and online at CONSAH Nursing Programs.
Closure due to Weather:

In case of inclement weather and university closings, students should check the main NSU website, CONSAH website student’s local news station, and online learning platforms, such as Moodle. Purple Alert will also notify students of weather-related university closure.
Miscellaneous Information

In accordance with NSU policy, all nursing campuses are tobacco free zones, as noted in the NSU Student Handbook. This includes e-cigarettes. In addition, children, visitors, or pets are not allowed in class, clinical areas, or libraries. Unaccompanied children are not allowed on campus at any time.

Services Offered at each Campus:

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<th>CENLA</th>
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<td>Office of Student Services</td>
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<td>Student Support &amp; Success Services</td>
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<td>Distance Learning Classrooms</td>
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<td>Onsite Campus Police</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 318-392-3102
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 C. Undergraduate Studies in Nursing Special Admission, Progression, Dismissal and Graduation Policies

The most current *APDG Policies for the Undergraduate College of Nursing* degree programs can be accessed via the following site: [Nursing Programs Main Website](#)

**Accreditation**

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
Appendix D. 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 F. Drug Policy

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

Therefore, to insure public and professional trust, safety, and to insure 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:

1. Unauthorized possession or use of a controlled substance and/or alcohol.
2. Being under the influence of a controlled substance and/or alcohol, including but not limited to DWI arrests, convictions, and driving suspensions.
3. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
4. 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 G: Undergraduate Nursing Student Uniform Policy

Students are expected to understand and adhere to the NSU College of Nursing Uniform Policy. To access the most up-to-date Uniform Policy for the College of Nursing.

Each student is always an ambassador of the University 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 under-garments 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 an 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 ensure 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 Hair:**
1. No extreme sideburns.
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 H. 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 the handbooks.

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 ________________

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Appendix I. Natchitoches Campus Map
Appendix J. Leesville/For Polk Campus Map
Appendix K. Alexandria Campus Map
Appendix L: Shreveport Campus Map

NORTHWESTERN STATE
College of Nursing and School of Allied Health