

La Salle University
School of Nursing and
Health Sciences



MSN Graduate Nursing &
Certificate Programs
Handbook



~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.

I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.

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University Policies

Each year, La Salle University publishes a **University Catalog** (also known as the Academic Bulletin) and the **Student Guide to Rights and Responsibilities (Available at: <https://www.lasalle.edu/student-guide/>)**

The documents are available on the University's web page. The following non-exhaustive list provides some policies and procedures found in Student Guide to Rights and Responsibilities:

General Student Policies

- Rights
- Academic Responsibilities
- Academic Integrity Policy
- Academic Dishonesty

- Academic Integrity Violation Procedures
- Research Misconduct
- Courses/Registration
- Address Change
- Financial Delinquency
- Student Records
- Identification Cards
- Computer Usage
- WWW Policies
- Demonstrations
- Employment Policy
- Disabled Students
- Veterans

AI - Student Guide to Artificial Intelligence (AI) and Large Language Models (LLMs):

[Student Guide to AI](#)

The following policies regulate the Nursing programs in the School of Nursing and Health Sciences. The information in this Student Handbook precludes all previous handbooks. Through enrollment in the graduate nursing programs, students accept the responsibility to adhere to all policies and procedures outlined in this handbook. In addition, students are expected to demonstrate behaviors that conform to the standards set by the Commonwealth of Pennsylvania's Professional Nurse Practice Act and the American Nurses' Association's Code of Ethics. More detailed expectations for the behavior of students enrolled in the Nursing major are presented later in the handbook.

School of Nursing and Health Sciences Nursing Programs

Mission

Consistent with Lasallian values, the mission of the graduate nursing program is to provide scientifically based nursing curricula to educate clinically competent, caring, nursing professionals with a commitment to excellence in practice, service, life-long learning, scholarship and self-care.

Vision

The nursing program educates professionals prepared as leaders in practice, service, scholarship, and education, contributing to the advancement of the health and well-being of diverse communities. Explore, Experience, Excel

Nursing Programs' Goals

To prepare students to provide nursing services in health care agencies and communities with an emphasis on vulnerable populations.

- Prepare students to provide professional nursing services in health care agencies and communities with the goal of improving health outcomes and with an emphasis on vulnerable populations.
- Facilitate students' professional development in the knowledge, skills, and values to advocate for a healthy society and personal well-being.
- Foster student and faculty engagement in interprofessional and collaborative health care services, programs, research and scholarship.
- Educate students to advance the nursing profession with an emphasis on quality, safety, and innovation.
- Develop a community of life-long learners among students, faculty, alumni, and community partners who promote diversity, equity, and inclusion.

Philosophy for Nursing Programs

Nursing is a practice-based profession encompassing both arts and sciences. Nursing provides health services to diverse individuals and groups. Nurses collaborate with multidisciplinary professionals and clients. Nursing care is aimed at facilitating health and wellness, thus fulfilling a contract between society and the profession. Safe, quality nursing interventions are evidence-based. The nursing community at La Salle University respects the humanity of the people they serve and recognizes the potential for healing within the person, integrating mind, body, and spirit. Students bring their experience to the process of development as ethical, caring practitioners. Students and faculty relationships foster scholarship, collegiality, respect, and collaboration.

1. Science 2. Holistic care 3. Professionalism 4. Population health 5. Environment

Program Accreditation

The graduate Master of Science in Nursing (MSN) Programs at La Salle University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>) through 2034.

Program Goals for the Graduate Nursing Program

1. Educate baccalaureate prepared nurses for leadership roles in clinical nursing, advanced practice, nursing education, or administration
2. To meet the health needs of diverse individuals, families, groups, communities, and populations across various environments.

Graduate Nursing Program Student Learning Outcomes:

At the completion of the program the student will be able to:

1. Integrate advanced theoretical, research-based, scientific, and clinical knowledge into clinical practice to provide nursing care to diverse clients. (Essential 1)
2. Practice independently and collaboratively with an interprofessional team while delivering direct and indirect care services in various types of health care systems. (Essential 2, 7, 9, 10)
3. Use research findings from nursing and other disciplines as a basis for clinical decision-making to improve practice and to formulate health policy. (Essential 4, 6)
4. Use ethical decision-making to promote the well-being of individuals, families, health care professionals in local, national, and international communities. (Essential 6)
5. Utilize evidence-based practice recommendations and professional standards of care to promote health, prevent disease and improve the health status of individuals, families, groups, communities, and populations. (Essential 4, 8)
6. Demonstrate communication skills, including health information management to enhance the quality of care provided at individual and aggregate levels. (Essential 5)
7. Demonstrate safe, effective assessment, planning, implementation, and evaluation skills in caring for individuals and groups while working in interprofessional collaborative relationships. (Essential 3, 4, 7, 9)
8. Provide culturally competent care to all persons regardless of race, sex, sexual orientation, age, socioeconomic status, culture, health care beliefs, and religion. (Essential 7, 8)
9. Function as a leader and change agent in nursing and in health care delivery systems particularly to insure quality care for vulnerable and underserved populations. (Essential 7, 8)
10. Demonstrate responsibility and accountability for ongoing professional development. (Essential 9)

rev. 2/06; rev. and approved, 5/18/06; 5/18/08; 05/15/13 (Outcomes are mapped to the Essentials of Master's Education in Nursing, AACN, 2011)

Graduate Nursing Programs Admission Policy

The Standards for Admission to the Graduate Program in Nursing are published yearly in the La Salle MSN web site: <https://www.lasalle.edu/nursing-msn/admission-requirements/>. They are as follows:

1. Evidence of successful academic achievement in completing a baccalaureate degree in nursing from an NLNAC- or CCNE-accredited program or the MSN Bridge program for those R.N.s with a non-nursing baccalaureate degree. Undergraduate coursework must include an introductory statistics course (including inferential and descriptive) and an undergraduate nursing research course. Students who have earned a GPA of 3.0 or higher in their undergraduate program may be formally accepted into the Master of Science program upon receipt of all required documents for admission and a review by the Graduate Nursing Admissions and Progressions committee.
2. Students with an undergraduate BSN or other RN entry level GPA of less than 2.67 are required to present test scores from the GRE (Graduate Record Exam), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test), to be considered for admission into the program. Students should aim for a score above the 50th percentile

for the verbal and quantitative sections. Please submit the GREs or MATs scores with your application.

3. A statement articulating your professional values, future educational and career aspirations utilizing the desired certification, and the reason for your track selection.
4. Current R.N. licensure in the United States.
5. Two professional references with contact information. One reference must be a former professor or supervisor.
6. One year of current clinical experience as a registered nurse.
7. For Post-MSN applicants who hold current CRNP licenses, one year of current NP experience in their area of NP certification.
8. Clinical experience and/or professional résumé must be uploaded.
9. The online application for admission must be completed.
10. A criminal background check in the state of residence and state of Pennsylvania is required upon admission to the program and annually until graduation. If there is a positive finding on the criminal background check, a letter of explanation must be provided. This complaint/conviction will be reviewed by the graduate admissions committee and may result in rescinding of the offer of admission.

Please note that the completed application needs to be submitted for consideration.

Graduate Program Academic Standing and Progression Policy

All graduate nursing students are required to maintain a cumulative grade point average of “B” (3.0). In addition, students must earn a “B” or better in each of the courses to progress into the specialty track courses. Once enrolled in specialty track courses, students must earn a “B” or better in theory and field experience courses to progress in the clinical sequence. Graduate students who earn a grade of “B-” or less in any course may repeat the course only once.

Students are only allowed to repeat one course during the entire program. The course must be repeated at LaSalle University. Students have the opportunity to withdraw from one course during their course of study and must be successful with a B when repeating the course.

Graduate students who have a GPA less than 3.0 will be placed on academic probation (<https://catalog.lasalle.edu/graduate/academics-requirements-expectations-policies/academics-requirements-expectations-policies.pdf>). A graduate student that earns less than a “B” in more than one advanced core, theory, or field experience course may not progress in their plan of study. Students must complete their plan of study within five years of the start of the program.

Graduate Nursing Advisement

Upon acceptance to the MSN program, the track coordinator serves as the academic advisor for all graduate students. Graduate nursing students are asked to schedule an appointment upon admission with the track coordinator of their certification program to map out their plan of study. The faculty advisors are available by appointment for student advisement concerning course selection any time during the year and especially during the pre-registration period. First-time registration is done in collaboration with the track coordinator and Graduate Nursing

administrative assistant. For subsequent registrations, graduate students will receive a pin to register and should register for courses as mapped in their plan of study.

Grading Criteria: Graduate Nursing Program

Letter Grade	Numeric grade
A	93 – 100
A-	90 – 92
B+	87 – 89
B	84 – 86
B-	81 – 83
C	75 – 80 Indicates a level of competence below that expected in graduate work
F	74 and below Indicates a failure to demonstrate even a marginal level of competence in the course
I	Incomplete By permission of instructor with written arrangement for completion of work not completed within the semester period
W	Withdrawal Indicates an authorized withdrawal from a course

Students enrolled in graduate courses in partial fulfillment of their undergraduate degree requirements will be graded according to the Graduate Program grading scale.

Graduate Policy for Incomplete Grades

Incomplete grades at the graduate level require that a contract be written between the faculty member and student to set requirements and deadlines for completion (see form in Appendix). Please see the University Policy regarding incomplete grades for Graduate Students in the Graduate Catalog.

Make-Up Test Policy: Graduate Nursing Program

Please discuss with the faculty member of the course to discuss the course make-up test policy.

Requirements for Graduate Level Clinical Practicum/Field Experience

The School of Nursing and Health Sciences requires that each student submit evidence of the following three months before placement in a clinical practicum / field experience. Graduate nursing students must go to the website for Castlebranch <http://lasalle.castlebranch.com> for directions related to the procedure for completing compliance requirements.

Compliance Requirements

- Orientation Letter; Sign-in-ink and date.
- Authorization to Communicate Pandemic Related Health Information to Clinical/Community Agencies Form
- HIPAA, Bloodborne Pathogen, Tuberculosis and OSHA Canvas Cohort Quiz 1-you must achieve a passing score of an 8 out of 10 or above
- HIPAA, Bloodborne Pathogen, Tuberculosis and OSHA Canvas Cohort Quiz 2-you must achieve a passing score of an 8 out of 10 or above
- HIPAA, Bloodborne Pathogen, Tuberculosis and OSHA Attestation Form-fill out the form AFTER completing quizzes 1 and 2 on the Canvas Cohort. Sign-in-ink and date.
- Health Insurance Card; both the front and the back of your insurance card
- Health & Physical Examination Form must be completed once every 2 years
- Tuberculosis:
 - **In the first year, students should complete:**
 - Either 2-step PPD, Quantiferon Gold or T-spot test (for those with Negative results) **or** TB Questionnaire with accompanying clear chest x-ray (x-ray must be taken within 5 years; the chest x-ray does not have to be repeated every year) (for those with Positive results) This requirement must be updated annually.
 - **In the second year, students should complete:**
 - TB Questionnaire (with accompanying clear chest x-ray when applicable; x-ray must be taken within 5 years; the chest x-ray does not have to be repeated every year)
- Varicella-either positive **Quantitative** titer only; numeric value with interpretation key must be present (qualitative results not accepted) **or** 2 varicella vaccinations
- MMR-either positive **Quantitative** titer only; numeric value with interpretation key must be present (qualitative results not accepted) **or** 2 MMR vaccinations
- Hepatitis B-positive **Quantitative** titer only; numeric value with interpretation key must be present (qualitative results not accepted) **or** Hypo-/Non-Responder form (Hypo-/Non-Responder form can be found on Canvas Cohort)
- Tdap/Boostrix/Adacel vaccination within last 10 years
- Influenza vaccination (by October 15 annually)
- COVID-19 Vaccinations and boosters, or Exemption

- Urine Drug Screening (must be completed annually)
- PA Criminal Background Check run for 'volunteer' purposes (all students). Other State Criminal Background Check (for non-PA residents only) run for 'volunteer' purposes
 - The above background checks must be ordered **ONLY** through Castlebranch at <https://portal.castlebranch.com/LA68> and must be completed annually. Previously run state police criminal background checks will be rejected.
- Current American Heart Association BLS (Adult, Child, Infant with AED) for Healthcare Providers certification. Other certifying programs will be rejected. ACLS certification will be rejected; it cannot be uploaded in lieu of BLS for Healthcare Providers certification.
- PA Child Abuse Clearance (all students); please order at: <https://www.compass.state.pa.us/cwis/public/home> Other State (except NJ) Child Abuse Clearance (for non-PA residents only). All child abuse clearances must be completed annually, and be run for 'volunteer' purposes.
- FBI Fingerprinting Clearance. Fingerprinting is required to be completed only once while attending LaSalle's graduate program.
- Signed and current PA RN license. Signed and current Other State RN license (as necessary)
- Student Malpractice Insurance (annually renewed):
- CNL & DNP students must have malpractice insurance at the RN level
- All NP program students must have malpractice insurance at the Student Nurse Practitioner level
- Consent to Release Form: Sign-in-ink and date
- Acknowledgement and Authorization form: Sign-in-ink and date
- Disclosure re: Background Investigations: form Sign-in-ink and date *Disclosure re: Investigative Reports form: Sign-in-ink and date. *Read Castlebranch-provided Summary of Rights paperwork.
- Forms must be completed annually.
- Students will automatically receive the above forms and paperwork when they apply for background checks through Castlebranch.

***Compliance Requirements:** All compliance requirements must be ordered via Castlebranch a minimum of four weeks prior to the start of the semester. The results of all compliance paperwork must be submitted to **Castlebranch and/or our department *two weeks before* clinical hours commence. Students who do not meet this deadline will be moved to a future semester cohort.**

Any student who does not have the urine drug screen test completed by set due dates will not be permitted to attend clinical experiences. No student will be eligible to attend clinical experiences if the 10-panel urine drug screening is positive.

[Child Abuse Clearance/Criminal Record Check Policy](#)

Health care and educational agencies require a **cleared** child abuse and a **cleared** criminal record check from Pennsylvania and the student's state of residence (if outside of PA). Any student with a positive child abuse or criminal record check will **not be permitted to enter or to remain in**

the Nursing Program. It is the student's responsibility to deal with any positive criminal record or child abuse check that is returned. **Yearly submission of criminal record and child abuse clearances are required for students in clinical courses. FBI fingerprinting criminal record check is also required.**

Students are required to update the Director of Primary Care & Specialty Certifications in the graduate nursing program if there has been any change in their criminal record status. Any student who misrepresents information related to their criminal record will be dismissed from the Nursing Program. Students will be immediately dismissed if convictions are found on the student's record for offenses as listed on the Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offenses set forth by the PA Department of Aging.

[Graduate Programs Licensure Policy: Professional Nurses](#)

All students entering the graduate and certificate programs who are nurses must hold a professional nursing license and must provide evidence of current licensure at the beginning of each academic year. Students who hold RN licensure in a state other than Pennsylvania are not required to get a Pennsylvania license if they are not working/employed as a registered nurse in Pennsylvania. However, if a Pennsylvania license is needed the student should apply for endorsement to:

Commonwealth of Pennsylvania, Department of State
Bureau of Professional and Occupational Affairs
P. O. Box 1753; Harrisburg, Pennsylvania 17105-1753

If the professional nursing license expires during the academic year, it is the responsibility of the student to send a copy of the certificate after renewal to the school.

[Professional Liability Insurance Policy](#)

All students must provide evidence of professional liability (malpractice) insurance before enrolling in their first clinical course. Students must hold current professional liability (malpractice) insurance while in all nursing courses with clinical components. If the policy expires during the course of the academic year, it is the responsibility of the student to send in copies of the licensure renewal certificate.

[Requirements for Graduation: Graduate Students](#)

See: <https://catalog.lasalle.edu/graduate/academics-requirements-expectations-policies/>

[Graduate Nursing Course Withdrawal Policy](#)

Students are permitted to withdraw only one time from a single required nursing course in the graduate nursing program with a maximum of one withdrawal is permitted overall during the program. Upon the second withdrawal from the same course, the student will be dismissed from the Graduate Nursing Program. It is the student's responsibility to know the withdrawal date within each semester.

Request for Reinstatement to the Graduate Nursing Program

A student who is dismissed from the Graduate Nursing Program and believes that significant extenuating circumstances have contributed to the lack of academic success may make an appeal to the Graduate Admissions and Academic Standards Committee for reinstatement into the program. To initiate the appeal process, the student should write a letter detailing these circumstances. The Graduate Admissions and Academic Standards Committee will review the request and make a final determination. Reinstatement is made at the discretion of the committee when reviewing all evidence and statements.

Reinstatement Appeal Process

1. The student must submit the appeal within 14 days of written notification of dismissal from the graduate nursing program.
2. The typed letter of appeal should be addressed to the Chair of the Graduate Nursing Program in the School of Nursing and Health Sciences.
3. The letter should include:
 - i. A statement requesting consideration for reinstatement.
 - ii. An explanation of the reason(s) the student thinks contributed to the dismissal.
 - iii. A plan of intention describing what the student will do differently if allowed to return and continue in the Graduate Nursing Program.
 - iv. Supporting documents must be submitted (if appropriate).
4. Notification of the decision will be made in writing to the student within 30 days. While every attempt will be made to make the decision in a timely manner, there is no guarantee that a decision will be finalized before the start of the next semester.
5. Following notification of a decision for reinstatement, the student must meet with the appropriate track coordinator to determine a plan for completing requirements outlined in the reinstatement letter. The student must agree in writing to follow the prescribed plan for reinstatement in its entirety. If the student does not agree to any part of the plan, the offer for reinstatement will be rescinded.

Certificate Programs Post-BSN Certificate

The Wound, Ostomy, Continence Nursing Education Certificate Program (WOCNEP)

Mission

Consistent with Lasallian values, and the Mission of the Nursing Program, the mission of the Wound, Ostomy, and Continence Nursing Education Program is to provide scientifically based nursing curricula to educate clinically competent, caring, nurse professionals who are specialists in caring for patients with wound, ostomy and continence needs with a commitment to excellence in practice, service, life-long learning, and scholarship.

Program Description:

The Wound, Ostomy, and Continence Nursing Program prepares nurses to provide acute and rehabilitative care for people with disorders of the gastrointestinal, genitourinary, and integumentary systems. Wound, Ostomy, and Continence nurses provide direct and consultative care for persons with abdominal stomas, wounds, fistulas, pressure injuries, and continence issues. La Salle University WOCNEP is fully accredited, graduate-level, online certificate program provides students the option to pursue one, two or all three specialties. If pursuing further advanced nursing education, the WOCNEP graduate level courses meet one MSN core course and an elective requirement. Upon successful completion of the program, graduates of La Salle University Post-BSN Wound, Ostomy and Continence Nursing Certificate Program are eligible to become Board Certified by taking the [Wound, Ostomy and Continence Nursing Certification Board \(WOCNCB ® examination\(s\).](#)

WOCNEP Program Goals:

- To prepare students to become specialists in providing care for patients/clients with wound, ostomy and continence needs.
- To facilitate students' professional development by preparing them for certification in wound, ostomy and continence nursing
- To foster interprofessional, collaborative practice in the caring for patients with wound, ostomy and continence needs.

Student Learning Outcomes:

1. Integrate advanced theoretical, research-based, scientific, and clinical knowledge into clinical practice to provide wound, ostomy and continence nursing care to diverse clients.
2. Practice independently and collaboratively with an interprofessional team while delivering direct and indirect wound, ostomy and continence care services in various types of health care systems.
3. Use ethical decision-making to promote the well-being of individuals, families, health care professionals in local, national, and international communities.
4. Utilize evidence-based practice recommendations, research findings and professional standards of wound, ostomy and continence care to promote health, prevent disease and improve the health status of individuals, families, groups, communities, and populations.
5. Demonstrate safe, effective assessment, planning, implementation, and evaluation wound, ostomy and continence skills in caring for individuals and groups regardless of race, sex, sexual orientation, age, socioeconomic status, culture, health care beliefs, and religion, while working in interprofessional collaborative relationships.
6. Demonstrate responsibility and accountability for ongoing professional development.

Admission Criteria

- Evidence of successful academic achievement in completing a baccalaureate degree from an accredited college/university with a grade point average of 3.0
- Current unencumbered RN license
- One-year clinical experience following RN licensure.

- Current clinical experience within 5 years prior to application to program (current, active practice, completion of a nurse refresher course, or a clinical performance examination)
- Resume
- Provide two professional reference contact information from professors or supervisors.
- A statement of interest in the Post-BSN Wound, Ostomy and Continence Nursing Certificate Program

Accreditation

La Salle University SONHS, Post-BSN WOCNEP has received a full 7-year accreditation through December 31, 2028, by the Wound, Ostomy, and Continence Nurses Society™ (WOCN®).

Post-MSN Certificates

Post-MSN certificates are available for the FNP, AGNP and PMHNP tracks. Applicants with an MSN from an accredited nursing program are eligible to apply to the Post-MSN Certificate Program. The same admission criteria for the MSN program applies. Accepted students will have a gap analysis to identify the courses needed to complete the certificate. A plan of study is developed for the student to complete the certificate.

RN to MSN Bridge Program

The bridge program is intended for registered nurses with a non-nursing baccalaureate degree who are interested in pursuing a Master of Science in Nursing (MSN). Interested applicants would need to fulfill undergraduate evening admission requirements. After successful completion of the above courses with a GPA of 3.2 or above, the applicant would be able to apply to the MSN Program.

Admission Criteria:

Admission requirements include:

- Completing the Achieve program application
- Providing all academic official transcripts
- Providing a copy of current RN licensure

RN to MSN Advisement

Contact the chief nurse administrator for advising.

Grading Criteria: Undergraduate Nursing Program

Letter Grade	Numeric grade
A	93 – 100
A-	90 – 92
B+	87 – 89
B	84 – 86

B-	81 – 83
C+	78 - 80
C	75 – 77
D	70 - 74
F	69 and below
I	Incomplete (by permission of instructor with written arrangement for completion)
W	Withdrawal

General Policies of the School of Nursing and Health Sciences Nursing Programs

Academic Integrity Policy

The Academic Integrity Policy of the Nursing Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy and can be located:

<https://www.lasalle.edu/student-guide/>

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. All work submitted by a student must be the student's own work. Summarizing or directly quoting other people's ideas must be appropriately acknowledged (in APA style). The first instance of academic dishonesty may result in a grade of "0" on the relevant assignment. Further instances may result in a grade of "F" for the course.

It is expected that all work submitted by a student represents his/her own efforts. If the work involves an assigned group project, it is inferred that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equivalently to the project. Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own.

Plagiarism occurs when one copies another's words or ideas without giving proper credit or acknowledgment and then tries to represent them as one's own original work. Faculty may assign a grade of "F" to a plagiarized paper. La Salle University is using Turnitin.com to review the correspondence of papers with previously published material. It is the responsibility of the student to understand plagiarism and comply with university policies and procedures.

Cheating refers to any academic dishonesty on examinations, written papers, and assigned projects and is defined by deliberate, deceitful intention to obtain or give information. The person(s) deliberately giving the information and the person(s) deliberately receiving the information *are* "cheating". During testing, faculty may ask students to store personal items, such as Personal Digital Assistants, cell phones, programmable calculators in book bags or purses.

Students must remain in the room until they finish the test. Faculty may assign a grade of "F" for work found to be associated with cheating. *If an F grade is received due to academic dishonesty, there will be no opportunity to make up for missed work.*

All students and faculty are expected to report academic dishonesty in writing to course faculty, Director of Primary Care & Specialty Certification, Associate Dean for Nursing, or the Dean of the School of Nursing and Health Sciences. Not reporting academic dishonesty enables unacceptable behavior to continue and disrupts classroom learning and testing. It is an ethical imperative to report academic dishonesty. Every effort will be made to keep such matters confidential between the student, Director, Associate Dean, Dean, and the Office of Student Affairs.

Students who are suspected of plagiarism or cheating may be reported to the La Salle University Judicial Board. Please refer to the La Salle University Student Handbook, Student Guide to Rights and Responsibilities for policies and procedures.

Attendance Policy

Regular attendance is expected in all courses (online or hybrid) of the graduate nursing program. Classes may be synchronous or asynchronous and are recorded for later view. Preparation for class is required.

1. If the University is closed for an extended period of time (e.g., due to health issues such as H1N1 outbreak or extended snow closure), students are advised to continue progress in course work by checking online instructions via the Portal and Canvas.
2. In case of illness or other extenuating circumstances the student, as a courtesy, should report to faculty person responsible for each learning activity prior to class or within 24 hours. It is the responsibility of the student to obtain any missed materials distributed in class during their absence and to complete those activities that are assigned by the instructor during the missed experience. These activities should ensure the student the opportunity to learn these materials/skills that were taught during the student's absence.
3. Faculty may deny a student permission to take an exam that was missed for an unacceptable reason. Any examination that is taken outside of regular scheduled examination time will be of an alternate format. Documentation will be required to substantiate any reason for a missed examination. Students may be given a grade of zero for a missed examination in which the student fails to notify the faculty in an appropriate time and/or manner.

Clinical Experience Attendance:

Clinical experience is defined as any clinical agency or clinical laboratory experience. Clinical attendance is mandatory. Students are required to attend all clinical experiences to meet the clinical objectives of the course and the number of credits earned in the course. Clinical objectives must be met in order to pass the courses.

1. Students must notify faculty and/ or preceptor of an absence at least 2 hours before the scheduled clinical experience. Students must review clinical guidelines for each course and communicate with the clinical faculty according to guidelines.

2. Students may be prohibited from participating in clinical experiences for the following reasons:

The student is:

- unprepared for assignment.
- exhibiting signs of either physical or psychological illness or a condition that may place the student, patients, or others at risk for illness or injury.
- unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.
- has not completed requirements for clinical compliance paperwork.
- been exposed to a dangerous situation, such as Anthrax exposure, etc.
- not meeting the specified clinical requirements of the nursing programs or the assigned agency (e.g. dress code violation).
- Please note clinical agencies may prohibit students from attending clinical if the students do not meet the specific vaccine requirements for influenza or the H1N1 virus.

Cell Phones and Use of Social Media

Cell phones should be turned off or silenced when attending synchronous class sessions and in a clinical setting. During all testing situations, cell phones and any other mobile communication devices must be turned off and placed away from the student testing area. Testing may be administered through Honorlock, a remote testing service that remotely monitors students testing. Directions are given prior to testing. If the instructions are not followed, the student may be instructed to stop the test and may be given a zero.

Graduate nursing students are permitted to use mobile devices in any clinical area to access medical references. Cell phones should not be used while in clinical practicum for personal calls. Any student who is found in violation of HIPAA regulations of the agency, or the SONHS, will be placed in clinical jeopardy and may fail the course. Students are not allowed to enter any personal data about patients (PHI) into any personal electronic device. Pictures are not permitted to be taken. Personal electronic devices/phones are not to be taken into any patient room that is designated as requiring “isolation” precautions of any type.

Students are not to use the name of La Salle University, or make any reference to any La Salle teacher, patient, or student experience on websites such as Facebook, Twitter, etc. Private and confidential information that is obtained through a student nurse experience should not be posted on any social media network. Students should reflect on the importance of respecting the boundary between one's own and others' personal and professional lives before engaging in conversations on social media sites. Violations of privacy and confidentiality will be examined, and consequences may result in course failure and/or dismissal from the program.

Certification in Cardiopulmonary Resuscitation (CPR)

All students must have and maintain a current certification in cardiopulmonary resuscitation, basic life support (**CPR-BLS**) that includes adults, children and infants. **CPR cards will not be accepted as valid if the certification expires mid-semester.** All certifications must be valid through the completion of the clinical time frame within any given semester, including summer

sessions. Certification should be obtained from the American Heart Association (valid for two years). On-line certification programs are not acceptable. This is a responsibility of the student and a requirement of both the School of Nursing and Health Sciences at La Salle University and the affiliating clinical sites to recertify and submit certification to Castlebranch. Any student who cannot provide proof of CPR certification will not be permitted to attend clinical experiences.

[Clinical Competencies](#)

Students must be able to have adequate cognitive, sensory, and psychomotor functioning to effectively implement nursing care. A student must be able to tolerate physically taxing activities and exercise restraint during stressful situations in order to meet the demands of the profession (PA State Board of Nursing, 2001). This includes the ability to:

- tolerate standing and walking for sustained periods of time
- transport, move, lift, and transfer patients
- to work with wide variations in workload and stress levels

Students must also have the visual acuity (correctable) sufficient to work with analyzing data and figures, the hearing acuity to be able to auscultate blood pressures readings accurately, and the English language proficiency necessary to understand and communicate with patients.

La Salle University makes reasonable accommodations for students with physical, emotional, or cognitive conditions that may require special accommodations. Students need to formally request such accommodations by contacting the Affirmative Action Officer at La Salle University (See letter in Appendix).

[Clinical Failure](#)

Clinical objectives must be met satisfactorily in order to pass the clinical portion of nursing courses. Midterm and final self-evaluations are completed by students and midterm and final evaluations are done by clinical faculty during each course with a clinical component. Failure to pass clinical objectives will result in course failure. Unsafe or unprofessional behavior during clinical practice is interpreted as clinical failure.

[Unsafe Clinical Performance](#)

Unsafe clinical performance is care that seriously **jeopardizes the patient's well-being** and/or causes **potential or actual harm to self or others**. A student who demonstrates a pattern of unsafe or unethical performance will not be allowed to continue in the clinical nursing course. Students are provided an opportunity to demonstrate safe clinical performance within the structure of the course to meet clinical objectives.

[Clinical Jeopardy](#)

To successfully pass a clinical course, students must satisfactorily complete both its theoretical and clinical components. If a student begins to exhibit unsatisfactory clinical performance that may prevent them from meeting the clinical objectives, clinical jeopardy procedures are initiated.

Clinical jeopardy is initiated when a student demonstrates knowledge deficits or performance concerns that place them at risk of not meeting the objectives of a clinical course. Faculty will notify the student via email, clearly outlining the specific areas of concern. The student is then required to develop an action plan to address these issues and schedule a meeting with faculty to review the proposed plan.

During the meeting, faculty will provide constructive feedback, establish a follow-up plan, and set a timeline for reassessment. The student is responsible for implementing the action plan, maintaining open communication with faculty, and demonstrating measurable progress. If the student fails to make satisfactory improvements by the target date, a meeting will be convened involving the student, faculty, and program director to discuss next steps. Failure to remediate successfully may result in failure of the clinical course.

Purpose of Clinical Jeopardy

Clinical jeopardy is an academic tool designed to document and address concerns about a student's clinical performance or progress toward meeting course objectives. It is not intended to manage instances of unsafe clinical practice or behavior that is deemed unacceptable or poses a safety risk. Such issues are addressed through separate policies and procedures.

[Complaints- Students](#)

Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs and environment of the University. This document provides an overview of the process, followed by sections that address the most common categories of student issues and complaints, with the aim of providing students with general information and specific contact strategies. Specific procedures may vary in detail among departments and programs; students are encouraged to refer to the handbook of their particular program.

It is an express SONHS policy that all students always have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence because of doing so. The recommended general strategy for reporting complaints is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such as a desire to maintain anonymity (see section 4 below). The Campus Directory generally provides contact information for all the campus units, departments, Dean's offices, etc. from which an individual can usually determine where to go to make a complaint. All of the main campus entities also have contact information via the university website.

Policies and procedures for managing complaints regarding harassment and/or discrimination can be found in the Student Guide to Rights and Responsibilities which can be found online at: <https://www.lasalle.edu/student-guide/>

Additionally, there is a University Policy and Procedure for appeal of final grades, available in the Student Guide to Rights and Responsibilities: <https://www.lasalle.edu/student-guide/> . The University Handbook also presents a review of student rights, including grade grievances. Students should be aware that neither program chairs and directors nor Deans can require an instructor to change a properly assigned course grade.

General Concerns:

1. Issues about academic advising:

The student should begin with the specific departmental or program advisor. Names, emails, office numbers and telephone numbers and names of the appropriate individuals can be found in the campus directory; if unsure of who the advisor is, the student may contact the administrative assistant assigned to his/her department or program. Complaints may continue to the advisor's Program Director or Department Chair. Normally, supervisory level complaints are submitted by a written process, which may include email and/or submission of the Complaint form found in the program Student Handbook.

2. Issues about grading of assignments or exams, exam procedures, excused absences, class policies, course content or teaching methodology:

Students should first discuss the issue with the individual faculty person since faculty members have primary authority and responsibility in all these areas. If the issue is still unresolved, the student may then contact the track coordinator. If the issue remains unresolved, the student may contact the program director, and if it continues to be unresolved, the Chief Nursing Administrator may be contacted. If unable to resolve the issue at this level, the student may proceed to contact the Dean and present a written complaint. Disagreements regarding whether a particular assignment earns a particular grade are decided solely by the individual instructor assigned to the course; information about assignment requirements and grading procedures are contained in the course syllabus and/or on Canvas. The campus has standing policies on student accommodation for religious and disability reasons. If a student has a complaint in these areas, they can contact Rose Lee Pauline, Affirmative Action Officer, Title IX Coordinator, and Academic Affairs Support Specialist, 215.951.1014, pauline@lasalle.edu

3. Issues about faculty performance or faculty behavior:

If reasonable and appropriate, students should begin with the individual faculty person to discuss and resolve the problem together, if possible. If this direct effort fails, students may then contact the track coordinator, then the program director, then the Chief Nursing Administrator. If a student is unable to resolve the problem at this level, he or she may contact the Dean and present a written complaint to the Dean. This step typically constitutes the end of the formal complaint process.

4. Other issues wherein the student wishes their identity to remain unknown with respect to an instructor or staff member, or where the student otherwise chooses to avoid directly discussing the problem with that individual. If, for whatever reason, a student does not want to personally or directly contact an instructor or staff member to discuss a complaint, the student should begin with the next highest level of responsibility, which would typically be the track coordinator or program director. The student can request an appointment to meet

with the track coordinator or program director and send a written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are overriding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty member, the Chair *must* forward that information, to include the identity of the complainant, to the campus Affirmative Action Officer.

Students may also submit comments, concerns, and suggestions by completing a form located in the student lounge in St. Benilde Tower (rm 4423) and in the Appendix. Students have the right to lodge a complaint that they deem important without fear of retaliation. Your complaints will be handled in a confidential and professional manner.

Matters that relate to accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with CCNE. Only signed complaints related to accreditation standards or policies can be forwarded to CCNE. More information can be found at <http://www.aacn.nche.edu>

Confidentiality Policy

Faculty members and students are required to sign a Confidentiality Statement. The signed form is filed in each faculty member or student's file in the school. In addition, students will be required to sign additional confidentiality forms for affiliating agencies.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only the information that is needed and must immediately black out the client's name from the printout. This information is shared with faculty members and other students in the course for educational purposes as well as those people involved in the client's care. The above-mentioned are the only people privileged by this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any nursing student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information (See copy in Appendix).

Exposure Policy for Nursing Students

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nursing student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids. Students must be vaccinated against Hepatitis B

and demonstrate immunity with the appropriate titer. For initial non-responders, the guidelines for re- vaccination and retesting should be carried out according to the guidelines of the Centers for Disease Control. No waivers may be given for the Hepatitis B vaccine (unless there is a specific medical or religious indication. For documentation required for this type of exception, please see the Clinical Compliance Officer.)

In order to ensure that you, as a student, and the clinical agencies where you perform your clinical practica are protected, in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1. You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.
2. La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred.
3. In the event that you are exposed to blood and body fluids, the student will:
 - a. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
 - b. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
 - c. Contact the School of Nursing and Health Sciences within 2 hours of exposure. If you are a graduate student, contact the Graduate Director and the appropriate Track Coordinator.
 - d. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy. (See form in Appendix)

All students are required to obtain vaccination against seasonal flu and H1N1 as soon as they are available each year as required by clinical agencies. Students may be prohibited from attending clinical experiences if vaccination is not current.

[Change in Health Status](#)

Students experiencing a change in health status such as pregnancy, illness, hospitalization, surgery, behavioral health, or trauma must notify the course faculty and the Director of Primary Care & Specialty Certifications and should submit a note from their health care provider. The note should clearly state the student is able to continue classroom and clinical activities involving direct patient care of the required nursing courses. If there are limitations posed by the change of health status, these limitations must be clearly stated. The decision to permit or deny students to continue clinical courses will be made on an individual basis based on course/agency restrictions,

the limitations of the condition, and the necessary accommodations. For example, students are not permitted to participate in clinical activities if they are taking narcotic medications of any kind. If limitations are reported and then are subsequently no longer needed, the student must present a follow-up note from the health care provider that clearly identifies the date full activities may be resumed. If a student falsifies or misrepresents documentation from a health care provider, this will result in dismissal from the nursing major.

Respiratory Virus Policy

Graduate Nursing students are required to receive an annual influenza vaccine by October 15 each year while they are enrolled in the clinical courses with contact with the public. While not required, COVID-19 vaccine boosters are highly recommended. Students are required to notify their clinical site in the event they are symptomatic of a respiratory virus and should follow Centers for Disease Control and Prevention (CDC) guidance on Preventing the Spread of Respiratory Viruses: <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html> Students may be asked by their clinical site to follow additional precautions and provide documentation from a health care provider attesting to their fitness to return to clinical practice.

MSN and Certificate Students' Health Requirements

Health screening measures are required for all students who enroll in clinical courses. The requirements have been developed for the students' and public's protection. Please have your physician or nurse practitioner refer to the requirements when completing your health form. Your progression through the nursing curriculum is conditional until health requirements are met. Health forms must be on file before clinical practicum experiences begin. Students who have not filed health history and assessment forms will not be permitted to take a clinical nursing course. Health history and assessment forms are available through the School of Nursing and Health Sciences offices.

Inclement Weather

All courses at the university remain in session unless announced otherwise by radio and/or television media and on the university portal. If classes are in session, students are expected to be present for clinical assignments. For safety reasons only, faculty and students can make individual decisions about attending clinical experiences. (*See attendance policy for ramifications*). Students and faculty should refer to the La Salle University portal for all weather related announcements and university closings for day and weekend programs. It is the responsibility of all students to know and follow the chain of communication regarding inclement weather within clinical courses in any given semester. Students may also sign up for emergency cell phone notification of weather-related closings via the Safety and Security Office.

Independent Study Application: Policies and Procedures

The following Policies and Procedures guide the approval of Independent Study applications:

I. Eligibility

- a.** A student may apply for Independent Study in an area of advanced study, usually involving substantial research in a field related to major/minor studies, with a

faculty mentor who has the appropriate expertise. A minimum GPA of 3.0 is required.

- b. A student may apply for Independent Study in an emergency situation (e.g. the cancellation of a major course needed for graduation), usually a circumstance not within the student's control. Most often this option is one negotiated with the Dean's Office by the director of a program on behalf of the student. For evening students, the academic advisor consults the chair.

II. Availability

A limited number of Independent Study opportunities are available each semester. The approval of an application is not automatic in the Dean's office and is done through a review process in comparison with other applications. Necessity is the first criterion; quality of the proposal is the second. Students applying for an opportunity of advanced research should have a contingency plan for enrollment in a regular course should the application not be approved.

III. Procedures

- a. The instructor will complete the independent form in Soft Docs eForms (<https://lasallecentral.trieve.cloud/>)
- b. The deadline for applications in the Dean's Office is **two weeks before the start of the term** in which the study is to be conducted. Ideally, the application should be made, under faculty advisement, during, the pre-registration period for the next term. A "back-up" course should be identified by the academic advisor in the event that the application is not approved.
- c. Independent Study courses should involve 1 credit but not exceed 4 credits.
- d. Specify the number of credits on the study application form
- e. Include course description, course expectations, major sources to be used, and reasons for needing independent study on study application form.

Please Note: Students are expected to take the required courses as they are offered. The Independent Study option is an extraordinary opportunity or a necessary solution; it is not available as a substitute for personal convenience. Students who postpone taking required courses for personal reasons not involving serious conflict or emergency should not expect that they may substitute an Independent Study for the requirement later.

Graduation/Licensure/Certification Paperwork Procedures and Requirements

1. Students are to complete the online graduation application in the beginning of their final semester of study.
2. Students are responsible for checking the graduate degree requirements that have been met. It is the student's responsibility to check courses and credits each semester in order to avoid late awareness of a deficiency.
3. Students are responsible for submitting original transcripts from schools other than La Salle University from which students completed required courses, prior to the last semester of study.

Military Reserve Call-Up Policy

Any student who is called up for reserve duty should contact the Registrar's Office. University procedure will be to drop all courses for these students and remove all tuition charges. Financial aid will be returned to the proper lender. The Registrar's Office will contact the Bursar, the Student Financial Services Office, and the appropriate Dean. If the call-up is at the end of the semester and if the student can finish coursework off campus, then the appropriate Dean or Graduate Director should use his/her judgment to make such provision.

Nursing Learning Resource Center, Main Campus

On the Main (West) campus, the Nursing Learning Laboratories are in St. Benilde Tower. The Main LRC is Room 3307. The clinical labs are used for the practice of health assessment skills and other nursing interventions that are taught in clinical nursing courses. Lab hours are posted on a board in the School of Nursing and Health Sciences and outside of the doors of the Main lab rooms at both campuses.

Position, Policies, and Procedures for Unacceptable Conduct

Individuals in the caring health professions must possess a variety of personal traits including respect for others, patience, compassion, tolerance, honesty, integrity, fairness, prudence, trustworthiness, maturity, stability, and dependability. They must be willing to assume responsibility to care for and treat patients and clients in various settings and in accordance with three basic human values that guide decision-making in the provider client relationship: self-determination, well-being, and equity. These traits are necessary for independent, ethical, and safe professional practice. Therefore, any behavior that is inconsistent with the above traits will result in disciplinary measures up to and including immediate dismissal from the major or program. Faculty reserve the right to remove from the program any student who demonstrates unsafe, unprofessional, or unethical behavior at any time. Aggressive behavior will not be tolerated.

Policies

The School of Nursing and Health Sciences faculty and administrators reserve the right to institute procedures when unacceptable student behavior is reported verbally and in writing to academic directors or, in extreme situations, to the Chief Nurse Administrator. Professional behavior is governed by personal moral and ethical codes, professional practice laws, professional practice standards, professional ethical standards, and the laws of the United States and the Commonwealth of Pennsylvania. These policies and procedures operate in conjunction with university policy.

Unacceptable conduct includes, but is not limited to:

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the University, forgery, and alteration or fraudulent use of university documents or instruments of identification.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities.

3. Physical and verbal abuse, intimidation, coercion, and harassment which threatens or is perceived to threaten any professor, student, or individual on university premises, at university sponsored functions, or between any members of the university community off university premises. This is to include incidents of sexual assault, sexual harassment, and racial harassment.
4. Theft from or damage to university property/premises. This is to include theft of or damage to property of a member of the University community on university premises or in settings where students are completing course requirements.
5. Failure to comply with the directions of university officials in the performance of their duties. This includes support staff such as Security and Safety, Physical Facilities, and Community Development.
6. Possession, use, or distribution of potentially dangerous drugs which are not medically supervised to include being in the presence of the possession, use, or distribution of illegal substances on university premises or at university sponsored functions, and possession or use of paraphernalia to assist in the consumption of illegal substances.
7. Violation of University Alcohol Policy.
8. Lewd, indecent, immoral or obscene conduct including, but not limited to behavior, language, gestures, and sexual exploitation.
9. Violations of published university regulations, including those relating to entry and use of University resident units and other facilities, the rules in this code of conduct, and any other regulations [i.e., Library, Parking, Alcohol, Administrative Services] which may be enacted.
10. Violation of University Policy on Weapons and Other Dangerous Articles and Substances.
11. Inappropriate and Prohibited Behaviors: Behavior that can serve as a warning sign of potential hostility or violence, such as:
 - Interpersonal aggression
 - Unwelcome name-calling
 - Rude, uncivil, vulgar, or obscene words or actions, either written or verbal, including e-mail, voice messages, and graffiti
 - Intimidation through direct or veiled verbal threats
 - Throwing objects regardless of size or type, whether or not a person is the target of a thrown object
 - Physically touching others in an intimidating, malicious, or sexually harassing manner
 - Physically intimidating others including such acts as obscene gestures, fist-shaking, or other threatening types of gestures
 - Stalking, either on or off campus
12. Threat: The expression of intent to cause physical or mental harm is a threat, regardless of whether the individual communicating a threat has the present ability to carry it out and without regard to whether the expression of threat is contingent, conditional, or placed in the future.
13. Physical attack: Unwanted or hostile contact such as slapping, pinching, tripping, hitting, fighting, pushing, shoving, or throwing objects.
14. Property damage: Intentional damage to property owned by the university, clinical agency, employees, students, or visitors.

15. Willfully recording any individual without their consent is a violation of the Pennsylvania wiretapping law, also known as Title 18 Section 5703 of the Pennsylvania Consolidated Statutes, making it a crime to record a conversation without the consent of all parties involved.

Procedures

1. A student is notified verbally by clinical faculty, course faculty, coordinator, or director that the behavior is unacceptable. This includes unacceptable behaviors that occur by telephone or email and at all campuses, and at all clinical settings.
2. Safety and Security personnel of the University or clinical agency and/or local police are notified if the behavior constitutes a threat, physical attack, property damage, or criminal behavior.
3. A verbal report is delivered to the Director, or in extreme situations, to the Dean on the day the incident occurs.
4. An incident report must be written by the end of the day the incident occurred on the University form. The completed incident report is submitted to the School's Conduct Board and/or to the Associate Dean of the Division of Student Life.
5. If a clinical agency or setting is involved in the incident, written documentation or an incident report is requested by the director or Dean and obtained by the director or Dean. A clinical jeopardy form is also completed.
6. The director meets with the student and faculty member or other grievant party. The student may bring an advocate with him or her. The director consults with the course or clinical faculty, Assistant Dean, program coordinator, or Dean regarding the incident.
7. When the incident involves violation of patient safety, the student may be dismissed from the major.
8. The student has the right to meet with the Dean regarding the incident after meeting with the Director. The student may bring an advocate with him or her.
9. The consequences of the student's unacceptable behavior may result in
 - being warned in writing, a copy to be placed in the student's file;
 - being notified of the action plan in writing;
 - being referred to the Division of Student Life with subsequent action plans instituted;
 - failure of an assignment;
 - failure of a clinical assignment;
 - failure of a course;
 - failure of a clinical section of a course or a clinical course itself;
 - dismissal from the major/program;
 - being placed on interim suspension;
10. A student may request a meeting with the Assistant Provost or Provost to discuss the incident with which he/she is involved. 7/7/05

Pregnancy Policy

Students who would like to request modifications for a pregnancy or pregnancy related medical condition, should consult the University's [Process for Requesting Modifications for Pregnancy, Childbirth, or Pregnancy-Related Medical Condition under Title IX](#). Pregnant students who wish to request accommodations for a disability, should consult the University's Process for Requesting Accommodations for a Disability.

Research Participation

The nursing Faculty conduct program evaluation studies or participates with off-campus researchers in collecting data to provide a basis for improving the nursing program and/or services to students. Anonymity and confidentiality will be maintained in the collection of any data. Student participation or non-participation will not in any way affect the student's grade.

Right to Inspect File

Students may inspect their personal file by scheduling an appointment with their faculty advisor. A student must examine the file with the faculty advisor or Program Director in attendance; and the student cannot alter or remove the files. Copying of any part of the file is not permitted. This includes clinical evaluation forms.

Student Representation on School of Nursing and Health Sciences Committees

To maximize student participation in all aspects of the nursing program, the faculty invites student membership on select committees. Student representatives to this committee are solicited by the Director of Primary Care & Specialty Certifications. The school committee with graduate student representation is MSN curriculum committee.

Student representatives serve as an important communication link between faculty and students regarding program issues, changes and needs. The representative should be an objective, conscientious, responsible individual with leadership ability and effective communication skills.

1. Representatives are expected to attend all designated committee meetings. The faculty reserves the right to request that representatives not attend certain meetings or parts of meetings.
2. Alternates should attend all meetings that student representatives cannot attend.
3. When an agenda is distributed, representatives should review it and prepare for meetings accordingly.
4. The representatives are charged to bring all student questions and concerns pertinent to the specific committee to meetings.
5. Representatives will receive minutes from meetings. Information should be shared with the student body.

Substance Abuse Policy

If a student tests positive for one or more of the drugs specified on the 10-panel urine screening test, the laboratory physician (Medical Review Officer [MRO]) will discuss this with the student to determine the presence of metabolites of prescribed medications. The student may be required to contact the prescribing physician and/or pharmacy to authorize release of medical information to the Programs to indicate the illness for which the drug was prescribed and other relevant information.

If the student tests positive for one or more of the drugs on the 10-panel urine screening test and the Laboratory physician (MRO) determined that the test is positive, the student may choose to request confirmation testing by another approved laboratory identified by the Agency used for drug testing.) The original specimen will be retested at another laboratory.) All expenses and fees

associated with the additional confirmation testing will be paid for by the student who contests the results.

The 10-panel urine screening is for the following classes of drugs:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine
5. Methadone
6. Tetrahydrocannabinol (THC)
7. Phencyclidine (PCP)
8. Propoxyphene
9. Opiates
10. Methaqualone

An administrator of the nursing program will suggest that a student who tests positive seek evaluation for substance abuse. The student must agree to the evaluation. If a diagnosis of substance abuse is made, the treatment costs will be borne by the student. No student will be eligible to attend clinical experiences if the 10-panel urine screening is positive. Students enrolled in clinical courses will be withdrawn from the courses immediately.

Substance Abuse Verification Process

This section of the policy of the Nursing Programs of the School of Nursing and Health Sciences requires a student to submit to immediate testing for illegal substances at the student's expense when the Programs have reasonable suspicion to believe that a student is abusing controlled substances. Reasonable suspicion cause is identified by indicators such as:

1. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of drugs or alcohol, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, or pupil changes.
2. Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
3. A report of drug use given by credible sources.
4. Evidence of tampering with a drug test.
5. Evidence of diverting controlled substances in a clinical agency.
6. Information that the student has caused or contributed to harm of self, visitors, other staff, students or a patient while under the influence of drugs as identified by observable phenomena.
7. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while in the educational setting.

If a full time or part time faculty member or staff observes the behavior or if the behavior is observed or validated by another faculty member, clinical agency staff member, preceptor, or other agency personnel overseeing a student's clinical experience performed in conjunction with or as a component of meeting the requirements of a course of student in the School of Nursing

and Health Sciences, the individual must excuse or remove the student from the educational or patient setting immediately. The observer then contacts the University's Nursing Program Director, Dean, or the Dean of the Division of Student Life. The administrator of the nursing program or his or her designee, will decide if it is appropriate to test the student immediately for illegal drugs or alcohol. The student will be referred to an emergency unit if present in the current clinical agency for testing at his or her own expense. The student will not be permitted to drive when exhibiting suspicious behavior.

The Director of Primary Care & Specialty Certifications, or his or her designee, will discuss the test with the student. If the test is positive, a physician will discuss this with the student to determine the presence of metabolites of prescribed medications. The student may be required to contact the prescribing physician and/or pharmacy to authorize release of medical information to the Programs to indicate the illness for which the drug was prescribed and other relevant information.

If the initial drug screen is positive for one or more of the listed drugs or for a blood alcohol level, and the Laboratory physician (MRO) determined that the test is positive, the student may choose to request confirmation testing by an approved laboratory identified by the agency used for drug testing. (The original specimen will be retested at another laboratory). All expenses and fees associated with the additional confirmation testing will be paid by the student.

All test results will be reported to the Dean of the School of Nursing and Health Sciences. The results will be maintained with the Dean and appropriate University administrators, and the student has access to the results.

The consequences of the student's conduct regarding alcohol and drug use are identified in La Salle University's Student Guide to Rights and Responsibilities, available on the University's webpage at <https://www.lasalle.edu/student-guide/>

Readmission

If the student is dismissed or withdraws from Nursing Programs or the University due to positive test results for alcohol and drug use, and the student wishes to be considered for readmission, the student must:

1. Submit a letter from a treatment agency verifying completion of a counseling substance program or abuse treatment program. Authorize release of information to the Dean or Chief Nurse Administrator.
2. Prior to readmission, submit to an unannounced substance abuse screening at the student's expense. A positive screening, a positive criminal check, positive child abuse check, or a DUI conviction will result in ineligibility for readmission.
3. The student will be subject to random screening of blood alcohol levels and 10-panel urine screening.
4. The student must be aware that the above conditions are in addition to those imposed by the La Salle University Catalog and the La Salle University Student Guide to Rights and Responsibilities.

Audio/Video Recording

Students are prohibited from making any audio or video recordings of classes, clinical, and lab/simulation experiences without the explicit consent of the course instructor for each recording. Recorded lectures and other instructional materials are the intellectual property of the instructor and may not be shared, posted to public platforms (e.g., YouTube), or otherwise distributed without permission of the instructor. Unauthorized recording or distribution violates the Student Code of Conduct, and is a violation of Pennsylvania State Law and may also infringe upon the privacy rights of classmates without their express written consent.

Transporting Patients

Students and faculty are not permitted to transport patients/clients in private vehicles.

Transportation to Clinical Sites

It is the responsibility of the student to provide his/her transportation to and from all clinical sites. Access to a car is a necessity as all clinical sites are not accessible by public transportation. Students should also be aware that parking at most clinical agencies will involve a parking fee.

Universal Precautions Policy

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in the clinical setting. Based on the mandatory CDC and OSHA guidelines, the School of Nursing and Health Sciences adopts the policy that both students and faculty will observe blood and body fluid precautions when working with all clients in all settings (hospital, clinic, and home, outside agency). All undergraduate nursing students are educated about OSHA requirements and Fire Safety during Orientation. All students complete a test of content taught on OSHA requirements.

Gloves are to be worn during existing or potential contact with blood and/or body fluids. Masks and goggles should also be worn when a threat of exposure to secretions or excretions exists, (i.e., handling of blood, drainage from wounds, discontinuing IVs, converting IVs to heparin locks, suctioning, working with expected or confirmed IV drug abusers, emptying all drainage units or when there is a threat of splatter contamination.) Used needles are not to be recapped.

An individual can be a carrier of blood-borne illness (e.g., AIDS, HIV & Hepatitis B) and not exhibit clinical signs/symptoms for several years after exposure to the virus. Because of the implications and uncertainties, it is mandatory that all faculty and students adhere to this Policy. Universal precautions are a shared responsibility for both students and faculty. RN students must sign a form that indicates that they have completed in service at their places of employment on mandatory CDC and OSHA guidelines.

Nursing Programs Student Awards

The following awards were approved by the Faculty of the School of Nursing and Health Sciences to be given to nursing students at the end of each academic year.

The Graduate Nursing Program Academic Award

To honor the MSN student who has earned one of the highest academic indices in the graduating class.

Qualifications for this award are:

- Recipient shall be a graduating nurse from the MSN program.
- Recipient shall have a GPA of 3.8 or higher.
- Recipients shall also be selected by the faculty on the basis of outstanding clinical ability and advocacy, leadership and commitment to the profession.

[Award: Certificate from the Provost's Office](#)

[Nursing Organization at La Salle University](#)

Sigma Theta Tau, International - Kappa Delta Chapter

The La Salle University Nursing Honor Society was chartered in April 1988 as the Kappa Delta Chapter of Sigma Theta Tau, International. The purposes of the society are (1) to recognize superior achievement, (2) to recognize the development of leadership qualities, (3) to foster high professional standards, (4) to encourage creative work, and (5) to strengthen commitment to the ideals and purposes of the profession. Membership is by invitation and by application once a year. For information, please contact the Senior Counselor, Sigma Theta Tau in the School of Nursing.

[Classroom Accommodations at La Salle University](#)

Requests for academic accommodations should be submitted to the Affirmative Action Office. All such requests and the appropriate supporting documentation of a disability should be submitted directly to me at least six to eight weeks before the start of a student's first semester with the University.

The University makes reasonable accommodations in the classroom for students with disabilities based on the required needs of the specific disability. Such accommodations have included additional time for tests, use of a tape recorder for note taking purposes, use of auxiliary tools within the classroom such as notebook computers and calculators, use of our Counseling Center and Writing Center for time management and organizational skills counseling, support counseling, assistance with writing assignments, tutoring, reading skills development, etc.

It is very easy to make a request for reasonable accommodation at La Salle. A request is made by submitting written documentation from an attending licensed physician or psychologist certifying a disability and specifying the requested accommodations. For learning disabilities and ADD/ADHD, a complete and recent psycho-educational evaluation, including all test scores and results, should be sent with the request. The evaluation should not be more than three years old. Once the certification is received, it is reviewed to determine what accommodations are required. If classroom accommodations are required, the student's instructors are notified each semester of the approved accommodations. The accommodations made at the start of a student's

career remain in effect throughout his/her tenure at La Salle and additional accommodations can be requested as needed and certified at any time. All requests for classroom accommodation, including the appropriate certification, should be sent at least eight (8) weeks prior to the start of the semester so that authorized accommodation could be in place for the start of the semester. However, some accommodation may require additional time to be put into place, so it is recommended that a request for classroom accommodation be made as soon as the need is known.

<https://www.lasalle.edu/academiclearningsupport/academic-accommodations/>

Support Services and Resources

Writing Center

Assistance for writing assignments can be obtained through the writing center:

<https://www.lasalle.edu/tutoring-and-coaching/writing-tutoring/>

Academic Skills Workshops and Online Student Resources

Academic Skills Workshops are offered face to face and online on a variety of topics such as study strategies, documentation styles, test taking, group study, and time management. A number of workshops are also archived online so students are advised to go to www.lasalle.edu/portal/learningsupport for workshop descriptions, dates, and times.

Confidentiality Policy

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member or student's file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only the information that is needed and must immediately black out the client's name from the printout. This information is shared with faculty members and other students in the course for educational purposes as well as those people involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any nursing student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information. In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor/preceptor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.

Student Signature and Date: _____

Witness Signature and Date: _____

Note: Student signature denotes that the student has read and agrees to abide by the above statement.

Exposure Policy for Nursing Students

The La Salle University School of Nursing and Health Sciences acknowledges the inherent risks associated with working around or with blood and body fluids. Although, as a nursing student, you have been taught and are expected to follow universal precautions, it is still possible to come into direct contact with blood and body fluids. To ensure that you, as a student, and the clinical agencies where you perform your clinical practicums are protected in the event of exposure to infectious organisms, the following policy outlines your responsibilities in this area:

1. You must have and maintain current health insurance and show verification of coverage each year while matriculated in the La Salle University School of Nursing and Health Sciences.
2. La Salle University and the clinical agencies that provide practical experiences for our students are not responsible or liable for the costs of medical follow-up or expenses incurred. In the event that you are exposed to blood and body fluids, you will:
 - i. Assume full responsibility for disease sequelae. Neither the School of Nursing and Health Sciences nor the clinical site is responsible for ensuring medical follow-up.
 - ii. Follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
 - iii. Contact the School of Nursing and Health Sciences within 2 hours of exposure. If you are an undergraduate student, you should contact the Undergraduate Chair or, if you are a graduate student, contact the Graduate Chair and the appropriate Track Coordinator.
 - iv. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Prior to the start of your clinical experience, you will be reminded by clinical faculty of the need to follow universal precautions in a reasonably prudent manner. In addition, you will be required to sign this statement acknowledging receipt of this Exposure Policy.

By my signature below, I acknowledge receipt of this Exposure Policy and my responsibilities under it as mandated by the La Salle University School of Nursing and Health Sciences and I am willing to comply with them as a student at La Salle University.

Student's Name (Please Print)

Student's Signature _____ Date _____

Witness _____ Date _____

Contract for Incomplete Grades

Date _____

I _____ (Student Name) request an Incomplete (I) grade in
Nursing

,
(semester and year _____). I understand that the course requirement(s) must be completed by _____ and given to the instructor. I also understand that if I am unable to complete the course work within the allocated time frame, that I *may* receive a reduction in the project grade for lateness. This may potentially result in a lower grade for the course.

If the student fails to meet the above requirements, and the faculty member does not assign a grade, the university policy applies. The University policy on “I” Incomplete grades states that a student who receives a grade of “I” for a course must complete the remaining work within the time of the next semester (whether the student is enrolled in course work or not during that subsequent semester). If the work is not completed within that time, the “I” grade will remain on the transcript permanently,
and the course must be repeated to produce a satisfactory grade.

Student Signature _____

Faculty Signature _____

Date _____

cc: Student File
Track Coordinator
Student Copy
Faculty Copy
Director of Primary Care & Specialty Certifications

COMMENTS:

Clinical Jeopardy Form

**La Salle University
School of Nursing**

Clinical Jeopardy Form

Name of student: _____ Date: _____

Course: _____ Clinical Faculty: _____

NP Track: _____

Track Coordinator: _____

Purpose:

1. Faculty will notify student, via email, that they are in jeopardy of failing a clinical course and identify problems/areas of concern.
2. Student to develop an action plan to remediate identified problem(s) and what actions will be taken to satisfactorily rectify problems identified to be sure they are meeting the clinical course objectives.
3. Student and Faculty will meet within 1 week of the notification of Clinical Jeopardy to review student developed action plan. Student is to present action plan to clinical faculty at meeting.
4. Clinical Faculty will provide feedback and follow up plan with recommendation for next monitoring date within 3 business days of meeting with student.

Problem identification:

- Failure to start clinical in the designated time frame
- Typhon Clinical Hour Log and/or Clinical Case Log incomplete/not current
- Deficient Clinical Hours
- Grade for Course has Fallen below “B”
- Course Objective Not Met (provide course objective and further detail below)
- Other (provide further detail below)

Problem Identification Detail:

Action Plan:

Student to provide specific steps that will be taken to meet clinical objectives and submit to clinical faculty to review within 1 week of faculty notification of clinical jeopardy.

Develop SMART Goal for every Problem Identified. SMART goals provide a clear, structured framework for achieving success by breaking down objectives into manageable and actionable steps:

1.

2.

3.

Use the grid below to create a step-by-step plan on actions that will be taken to meet SMART Goals. The step-by-step plan is a detailed roadmap that breaks down your SMART goals into smaller, actionable tasks. It provides clear, sequential actions to help achieve SMART goal in a manageable and organized way. (Please see Example in final row.)

SMART Goal	Steps/Actionable Tasks to Address Performance Improvement (SMART Goal Development)	Resources and Support
1.		
2.		
3.		
<i>Example:</i> <i>Improve patient assessment skills by completing practice scenarios weekly and reviewing online modules by [specific date].</i>	<i>Example:</i> <i>Step 1: Review one patient assessment module by [date].</i> <i>Step 2: Practice mock assessments with a peer or preceptor by [date].</i> <i>Step 3: Seek feedback on assessments and revise techniques by [date].</i>	<i>Example:</i> <i>Resources to Utilize:</i> <i>Example: Skills lab, clinical guidelines, tutoring services.</i> <i>People to Seek Support From:</i> <i>Example: Preceptor, academic advisor, peer mentor.</i>

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Faculty Comments and Follow-Up Plan

Faculty's Overall Assessment of Students Action Plan:

- Approved
- Approved with noted adjustments below
- Denied, action plan is to be redeveloped

Next Steps or Additional Recommendations:

Next Monitoring (meeting) Date: _____

Status Update Following Monitoring Meeting:

- The student has demonstrated satisfactory progress and is no longer in clinical jeopardy of failing
- Needs Continued Monitoring (explain below)

Clinical Faculty Additional Comments:

Accountability to Action Plan:

The student is expected to continue adhering to the action plan, maintaining progress and meeting all remaining deadlines and milestones. Ongoing compliance with the action plan is crucial for continued success, and the student will be held accountable for following through on any adjustments or recommendations made. Failure to adhere to the plan may result in further review and intervention, up to and including failure of course and/or dismissal from program.

Signatures:

Student _____ Date: _____

Faculty: _____ Date: _____

*Copy to Director, Track Coordinator, Clinical Faculty and Student

The Clinical Jeopardy Form is utilized for academic purposes to document concerns related to clinical performance or progress in clinical courses and is not intended to address instances of unsafe clinical performance or unacceptable/unsafe behavior. Students should be aware that if unsafe performance or unprofessional conduct has been identified it may result in immediate removal from the clinical setting, failure of the course, and/or dismissal from the program as outlined in the program handbook. Please refer to MSN Graduate Nursing & Certificate Programs handbook for detailed policies and procedures

Felony Statement

Pennsylvania State Board of Nursing Licensure

The Pennsylvania State Board of Nursing reserves the right to deny a license to any candidate who has been convicted of a misdemeanor; felony; felonious act; an illegal act associated with alcohol; an illegal act associated with substance abuse(s). Conviction includes a judgment, an admission of guilt or a plea of nolo contendere. Further, the board shall not issue a license to any applicant who has been:

1. Convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, NO.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or
2. Convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory, or country unless:
 - a. at least 10 years have elapsed from the date of conviction;
 - b. the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
 - c. the applicant otherwise satisfies the qualifications contained in this act.

The State Board of Nursing may also refuse licensure to an applicant who has been convicted of “crimes of moral turpitude”, that is, “anything done knowingly contrary to justice, honesty, or good morals”. Examples of such crimes include theft by deception, falsifying legal reports or records, conspiracy, and fraud. (Section 14(a) (5) of the Professional Nursing Law” (PA State Board of Nursing)

If you have any questions about the above licensure information, please contact the Pennsylvania State Board of Nursing at (717) 783-7142.

For information regarding licensure concerns for states other than Pennsylvania, students are advised to go to the National Council of State Boards of Nursing web site <https://www.ncsbn.org/index.htm> and contact the Director of Primary Care & Specialty Certifications or the Chief Nurse Administrator.

Nursing Programs Student Complaint Form

A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their La Salle University experience should complete this form and submit it to the appropriate individual as directed in the program Student Handbook. It is an express School of Nursing and Health Sciences policy that all students always have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence because of doing so.

Student Name: _____ Student ID# _____
Email Address: _____
Preferred Telephone Contact: _____
Semester/Year: _____ Current student: Yes _____ No _____

Name of individual and/or program against whom the complaint is filed:

Describe your complaint in detail, including date/s of occurrence if possible: (Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint):

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or program. Have you made an attempt to resolve this complaint in this way?

Yes _____ No _____

If yes, describe the outcome (Attach any additional comments, if necessary):

What outcome do you hope to achieve after talking to the appropriate University official(s)?
(Attach additional sheets if necessary):

I understand that information contained on this Complaint form will be held confidential to the extent possible. Complaint information may be shared with University officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Signature: _____ Date: _____

Student Name: _____
Clinical Field Study Site Name: _____ ("site")

Receipt of Nursing Programs Handbook Verification Form

The Graduate Nursing Programs Student Handbook is available for viewing on the La Salle University portal and website. By signing this form, I acknowledge that I am responsible for adhering to all policies in the handbook as long as I am an enrolled student in the Nursing major.

Signature

Print name

Address

City, State, ZIP

Telephone number

Date:

