

**La Salle University
School of Nursing and
Health Sciences**

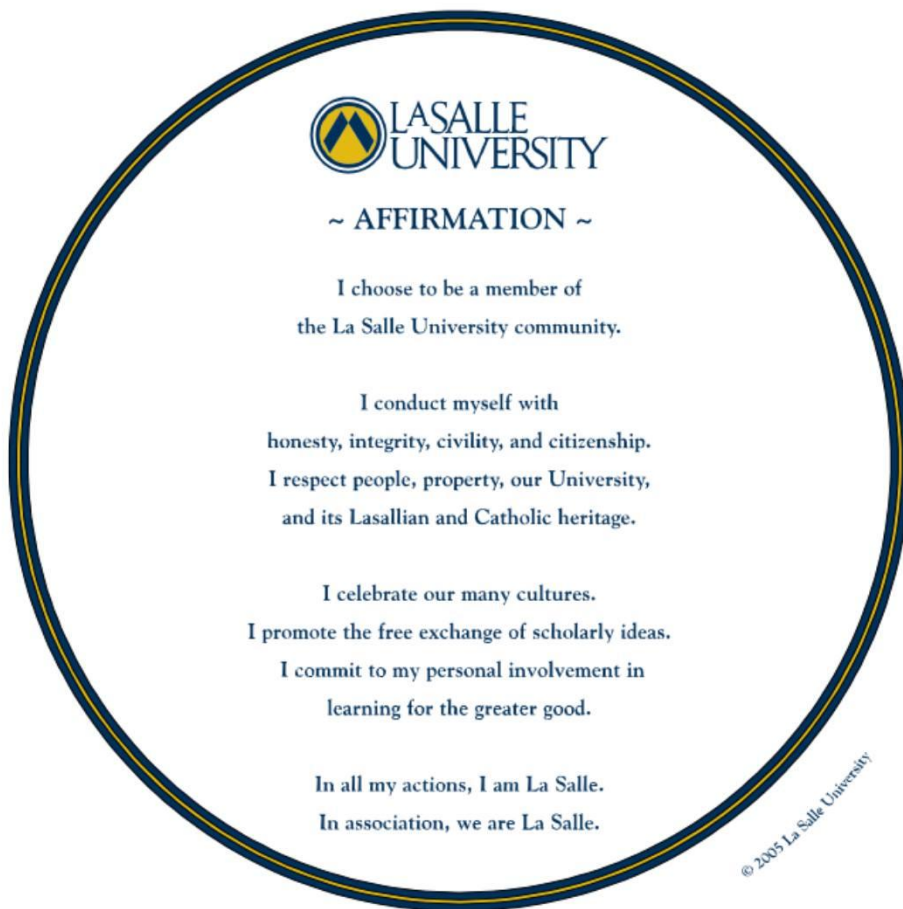


**Undergraduate Nursing Program
Student Handbook
2026-2027**

Updated 08/27/2026

La Salle University is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment based upon race, color, religion, sex, age (40 years and older), disability, national origin or ancestry, citizenship, sexual orientation or preference, gender identity or expression, marital, parental, family, and pregnancy, childbirth, or pregnancy-related medical condition status, military or veteran status, genetic information, or any other prohibited basis. This commitment applies to all aspects of the employment relationship.

Guided by its mission, La Salle seeks to recruit, develop, and retain a talented workforce enriched by diverse ideas, perspectives, skills, and experiences. The University is committed to providing equal opportunity and access to all qualified candidates in its recruitment policies and procedures and encourages all qualified individuals to apply. All employment decisions are made in compliance with applicable federal, state, and local antidiscrimination laws, and the City of Philadelphia's Fair Criminal Record Screening Standards. Additionally, La Salle University will make reasonable accommodation for qualified individuals with disabilities that are known to the University and for the religious beliefs and practices of which it is aware.



Purpose of the Student Handbook

This Student Handbook is designed for use by students, faculty, and staff. It is revised and published annually electronically. The School of Nursing and Health Sciences reserves the right to revise the Student Handbook information at its discretion and to make reasonable changes in requirements to enhance programs or improve the quality of education. Significant changes will be communicated electronically to students with updates noted in the Student Handbook. It is the student's responsibility to review the Student Handbook annually, and when changes are made.

Program Accreditation

The baccalaureate degree in nursing at La Salle University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>) through 2027.

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Welcome

We are so pleased you have chosen to complete your baccalaureate degree at La Salle University within the School of Nursing and Health Sciences. As an undergraduate student, you will work with an experienced and dedicated group of faculty who bring high standards and a long history of caring to the practice of nursing and nursing education. We wish both new and returning students success and satisfaction during this academic year. We hold high academic expectations, but we are confident you will meet them with diligent studying and focus. The successful La Salle student nurse is an active learner with strong critical thinking skills.

This year, you'll discover a wealth of new information, develop new skills, and explore new experiences. Here are some tips to help you succeed:

- 1. Read Before Class:** Preparing ahead can enhance your understanding.
- 2. Ask Questions:** Regularly engage with your course and clinical faculty. Don't hesitate to ask questions.
- 3. Attend Office Hours:** Take advantage of faculty office hours for personalized guidance.
- 4. Seek Help Early:** If you encounter problems or challenges, consult your faculty before they escalate.
- 5. Use Academic Resources:** Reach out to your academic advisor for additional support and consider the Strategies for Success tutoring team as needed.
- 6. Study Consistently:** Plan your daily study schedule with the same seriousness as your social activities. Aim to study at least 2 hours per week for each credit hour. For example, if you're taking 16 credits, plan to study at least 32 hours per week.
- 7. Build a Support Network:** Develop a network of peers in nursing for mutual support.
- 8. Engage in Extracurricular Activities:** Be open to new opportunities outside the classroom. Consider joining the Student Nurse Association of Pennsylvania (SNAP), serving as a student representative on committees, or participating in student clubs.
- 9. Maintain a Healthy Lifestyle:** Prioritize healthy eating, regular physical activity, adequate sleep, and stress management techniques.

The faculty, staff, and I want to help you as you prepare for this new role. We are all here to support you.

Best wishes!

Beth Ann Swan, PhD, RN, CHSE, FAAN, ANEF
Dean, School of Nursing and Health Sciences

Introduction

The following policies regulate the prelicensure Nursing Program in the School of Nursing and Health Sciences. The information in this Student Handbook supersedes all previous handbooks. By enrolling in nursing major courses, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. In addition, students in the Nursing Program are expected to demonstrate behaviors that conform to the standards set forth by the Commonwealth of Pennsylvania Professional Nurse Practice Act and the American Nurses Association Code of Ethics. Copies of these documents are available for review electronically. Individual copies may also be purchased through the websites of the respective organizations.

Commitment to Equal Opportunity, Access, and Inclusion

La Salle University is a diverse community rooted in the heritage and tradition of Saint John Baptist de La Salle and the Brothers of the Christian Schools. The University is committed to the Lasallian values of respect for all persons, an inclusive community, and solidarity and advocacy for those suffering from injustices. Grounded in our Lasallian values, we prepare students to contribute to and thrive in a global and diverse society. The University strives to create environments for learning, working, and living that embrace and celebrate collective and individual differences. The University aspires to be a community full of intellectual humility and free of barriers to access and ethnocentrism.

For more information about the actualization and implementation of diversity, equity, and inclusion here at La Salle, please visit the University's website on [Mission, Diversity, and Inclusion](#) and this Handbook's sections on [Equal Employment Opportunity](#) and [Harassment and Discrimination](#).

Our Mission

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.

Our 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.

Our Values: Faith, Service, and Community

Our Philosophy

Nursing is a practice-based profession encompassing both arts and sciences.^{1,3} Nursing provides health services to diverse individuals and groups.⁴ 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.⁵ 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.² Students bring their experience to the process of development as ethical, caring practitioners. Students and faculty relationships foster scholarship, collegiality, respect, and collaboration.³

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

Reaffirmed 12/15/2025

PROGRAM OUTCOMES

The Nursing Programs at La Salle University align with the American Association of Colleges of Nursing's (AACN) *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2026). These [*Essentials*](#) introduce 10 domains that represent the essence of professional nursing practice and the expected competencies for each domain. The competencies accompanying each domain are designed to be applicable across four spheres of care, across the lifespan, and with diverse patient populations. The [*Essentials*](#) also feature eight concepts that are central to professional nursing practice and are integrated within and across the domains and competencies. The concepts are: 1) clinical judgment, 2) communication, 3) compassionate care, 4) access, connection, engagement, 5) ethics, 6) evidence-based practice, 7) health policy, and 8) social determinants of health. These *Essentials* represent a new direction in nursing education focused on entry-level and advanced-level competencies and sub-competencies. The entry-level professional nurse is prepared for generalist practice across the lifespan in the following four spheres of care: disease prevention/promotion of health and well-being; chronic disease care; regenerative or restorative care; and hospice/palliative/support care (AACN, 2026).

AACN Domain	Entry-Level Professional Nursing Education: End of Program Outcomes	Entry-Level Professional Nursing Education: Student Learning Outcomes
Domain 1: Knowledge for Nursing Practice: “Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.”	Prepare students to provide professional nursing services in healthcare agencies and communities with the goal of improving health outcomes with an emphasis on vulnerable populations.	Integrate liberal arts education and nursing knowledge as a basis for clinical judgment.
Domain 2: Person-Centered Care: “Focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, just, respectful, compassionate, coordinated, evidence-based and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.”	Facilitate students’ professional development in the knowledge skills and values to advocate for a healthy society and personal well-being.	Demonstrate accountability for caring, professional nursing practice that addresses holistic and complex needs of clients across the lifespan and spheres of care. Integrate a person-centered care approach for all clients into nursing practice.
Domain 3: Population Health: “Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, healthcare, local government entities, and others for high quality, safe, and accessible patient care for all populations.”	Prepare students to provide professional nursing services in healthcare agencies and communities with the goal of improving health outcomes with an emphasis on vulnerable populations.	Practice as an advocate to promote population health across the health care delivery continuum. Engage in collaborative partnerships, advocacy, and policies with all populations across the lifespan to promote equitable health access, health promotion, and disease prevention.

Domain 4: Scholarship for Nursing Discipline: “The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.”	Foster student and faculty engagement in interprofessional and collaborative healthcare services programs and scholarship.	Integrate nursing science and best evidence into the ethical care of all clients.
Domain 5: Quality and Safety: “Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.”	Educate students to advance the nursing profession with an emphasis on quality, safety, and innovation.	Exhibit leadership attributes, rooted in systems-based practice, to promote safe, equitable, quality care and work environments for providers and clients.
Domain 6: Interprofessional Partnerships: “Intentional collaboration across professions and with care team members, individuals, families, and communities and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.”	Foster student and faculty engagement in interprofessional and collaborative healthcare services programs and scholarship.	Communicate effectively as a member of the interprofessional healthcare team to deliver optimal person-centered care.
Domain 7: Systems-Based Practice: “Responding to and leading within complex systems of healthcare. Nurses effectively and proactively coordinate resources to provide safe, high-quality, and accessible care across all 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	Exhibit leadership attributes, rooted in systems-based practice, to promote safe, equitable, quality care and work environments for providers and clients.
Domain 8: Informatics and Healthcare Technologies: “Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.”	Educate students to advance the nursing profession with an emphasis on quality, safety, and innovation.	Incorporate informatics and healthcare technologies to promote safe, equitable, cost-effective quality care.
Domain 9: Professionalism: “Formation and cultivation of a sustainable professional identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing’s characteristics, and values.”	Facilitate students’ professional development in the knowledge, skills, and values to advocate for a healthy society and personal well-being.	Integrate access, connection, and engagement into one’s professional identity.
Domain 10: Personal, Professional, and Leadership Development: “Participation in activities and self-reflection that foster personal health, resilience, and well-being, and career-long learning, and support the acquisition of nursing expertise and assertion of leadership.”	Develop a community of lifelong learners among students, faculty, alumni, and community partners who promote access, connection, and engagement.	Demonstrate a commitment to self-reflective practice to facilitate personal health and well-being, and professional and leadership development.

Program Goals for the Undergraduate Program

1. 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.
2. Facilitate students' professional development in the knowledge, skills, and values to advocate for a healthy society and personal well-being.
3. Foster student and faculty engagement in inter-professional and collaborative health care services, programs, and scholarship.
4. Educate students to advance the nursing profession with an emphasis on quality, safety, and innovation.
5. Develop a community of life-long learners among students, faculty, alumni, and community partners who promote access, connection, and engagement.

Student Learning Outcomes of the Undergraduate Nursing Program

At the completion of the program, the student will:

1. Integrate liberal education and nursing knowledge as a basis for clinical judgement.
2. Exhibit leadership attributes, rooted in systems-based practice, to promote safe, equitable, quality care and work environments for providers and clients.
3. Integrate nursing science and best evidence into the ethical care of all clients.
4. Incorporate informatics and health care technologies to promote safe, equitable, cost-effective, quality care.
5. Practice as an advocate to promote population health across the health care delivery continuum.
6. Communicate effectively as a member of the interprofessional healthcare team to deliver optimal person-centered care.
7. Engage in collaborative partnerships, advocacy, and policies with all populations across the lifespan to promote equitable health access, health promotion, and disease prevention.
8. Demonstrate accountability for caring, professional nursing practice that addresses holistic and complex needs of clients across the lifespan and spheres of care.
9. Integrate access, connection, and engagement into one's professional identity.
10. Demonstrate a commitment to self-reflective practice to facilitate personal health and well-being, professional, and leadership development.
11. Integrate a person-centered care approach for all clients into nursing practice.

BSN Program Curricular Plans

The BSN program is designed to integrate general education and nursing coursework. Nursing courses will be offered in each of the six semesters of the BSN Program and the opportunity to work with nursing faculty throughout the 3 years of the program of study. Simulation labs begin sophomore year where students work closely with nursing faculty and small student groups over the course of three years. The curriculum guide can be found below for the day program and the ACHIEVE (evening/weekend) program.

La Salle University BSN Curriculum

Year One: Total Credits = 34

Fall Semester*		Spring Semester	
Course	Credits	Course	Credits
ENG 110: College Writing I ** or COM 150: Presentation Skills	3	COM 150: Presentation Skills or ENG 110: College Writing I **	3
FYS 13X: First Year Seminar	3	MTH 150: Math: Myths & Realities	3
CHM 161: Chemistry of Life Sciences or BIO 163: Clinical Microbiology	4	CHM 161: Chemistry of Life Sciences or BIO 163: Clinical Microbiology	4
BIO 161: Anatomy & Physiology I	4	BIO 162: Anatomy & Physiology II	4
PSY 155: Intro to Psychology	3	PSY 210: Developmental Psychology	3
TOTAL =	17	TOTAL =	17

Year Two: Total Credits = 31

Total Clinical Hours: 168 hours

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NUTR 165: Nutrition	3	HSC 217: Statistics for Health Science Professionals	3
ENG 210: College Writing II	3	CSC 154: Healthcare Informatics	3
NUR 201: Pathophysiology	3	NUR 204: Pharmacology	3
NUR 202: Health Assessment (100 minutes lab/week)	3	NUR 205: Foundations of Professional Nursing Practice (126 hours)	6
NUR 203: Intro to Professional Nursing Practice (42 hours)	4	Health Literacy or Financial Literacy Module	0
Health Literacy or Financial Literacy Module	0		
TOTAL =	16	TOTAL =	15

Year Three: Total Credits = 32 Total Clinical Hours: 336

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
SOC 150: Principles of Sociology	3	ILO 9.1 Creative and Artistic Expression – student's choice	3
REL 100: Religion Matters	3	ILO 10.1 Ethical Understanding and Reasoning – student's choice	3
NUR 331: Adult Health Nursing I (168 hours)	7	NUR 333: Family Nursing: Childbearing Families (84 hours)	4
NUR 332: Intro to Nursing Research and Evidence-Based Practice	3	NUR 334: Genetics and Genomics	2
		NUR 335: Family Nursing: Childrearing Families (84 hours)	4
TOTAL =	16	TOTAL =	16

Year Four: Total Credits = 26 Total Clinical Hours: 336

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
ILO 11.1 Cultural and Global Awareness and Sensitivity – student's choice	3	NUR 425: Adult Health Nursing II (168 hours)	7
NUR 421: Psych / Mental Health Nursing (84 hours)	5	NUR 427: Nursing Leadership and Management	3
NUR 423: Public Health / Vulnerable Populations (84 hours)	5	NUR 428: Senior Seminar II: Synthesis of Clinical Concepts	2
NUR 424: Senior Seminar I: Synthesis of Clinical Concepts	1		
TOTAL =	14	TOTAL =	12

7/29/2022 Total Clinical Hours = 840 Total Credits = 123

*Based on Math placement scores, students may need to take MTH 101 College Algebra (3 credits) or MTH 111 Foundations of Algebra (4 credits) – Fall semester first year

**Students have the option of taking either ENG 110 College Writing I (3 credits) or ENG 111 Academic Writing and Writing Lab (4 credits)

La Salle University BSN Curriculum – ACHIEVE STUDENTS

Year One: Total Credits = 19

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NUR 201: Pathophysiology	3	NUR 202: Health Assessment (100 minutes/week)	3
NUR 203: Intro to Professional Nursing Practice (42 clinical hours)	4	NUR 204: Pharmacology	3
TOTAL =	7	TOTAL =	6

Summer Semester	
Course	Credits
NUR 205: Foundations of Professional Nursing Practice (126 hours)	6
TOTAL =	6

Year Two: Total Credits = 20

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NUR 331: Adult Health Nursing I (168 hours)	7	NUR 332: Intro to Nursing Research and Evidence-Based Practice	3
		NUR 333: Family Nursing: Childbearing Families (84 hours)	4
TOTAL =	7	TOTAL =	7

Summer Semester	
Course	Credits
NUR 334: Genetics and Genomics	2
NUR 335: Family Nursing: Childrearing Families (84 hours)	4
TOTAL =	6

Year Three: Total Credits = 23

Fall Semester		Spring Semester	
Course	Credits	Course	Credits
NUR 421: Psych / Mental Health Nursing (84 hours)	5	NUR 423: Public Health / Vulnerable Populations (84 hours)	5
NUR 424: Senior Seminar I: Synthesis of Clinical Concepts	1	NUR 427: Nursing Leadership and Management	3
TOTAL =	6	TOTAL =	8

Summer Semester	
Course	Credits
NUR 425: Adult Health Nursing II (168 hours)	7
NUR 428: Senior Seminar II: Synthesis of Clinical Concepts	2
Total =	9

Note: Religion 100 Course required (3) credits

7/29/2022

Total Clinical Hours = 840

Total Credits = 62+3 = 65

Expenses related to Nursing Education

Current tuition rates and fees can be found at

<https://www.lasalle.edu/financialaid/undergraduate-tuition-and-fees/>

Additional Items and Student Costs

Nursing Majors: Sophomore Year, Fall Semester: Laptop Required

All nursing majors at the beginning of the sophomore year are required to have a laptop as all testing is computer-based. Below is a link to recommendations posted in the IT Helpdesk portal.

<https://lasalle.teamdynamix.com/TDCClient/2615/Portal/KB/ArticleDet?ID=130814>

	Windows PC	Mac (Check with your academic department to ensure software compatibility)
Operating System	Windows 11	macOS 14 (Sonoma)
Processor	Intel Core i5 or i7 12th Generation or newer	M2 or newer
Memory	16GB	16GB
Hard Drive	512GB Solid State Drive (SSD)	512GB Solid State Drive (SSD)
Warranty	3 or 4 year-parts and labor	3-year parts and labor Apple+Care

Best Practices

- Purchase from the manufacturer to receive direct support.
- Avoid refurbished models unless certified by the manufacturer.
- Keep note of your computer's warranty and return policy.

In addition to books, online resources and general supplies, student transportation costs, students are required to purchase uniforms, equipment, and Castle branch subscription, and Kaplan Course costs.

Additional Items and Student Costs

Category for Student Cost & Academic Year	Description of Student Cost	Examples of Costs (Costs reflect approximate charges)
Student Uniforms Shoes Must Purchase prior to Sophomore Year Fall Semester	Students purchase uniforms through Flynn and O'Hara uniform program www.flynnohara.com/school/PA870	Approximately \$150 - \$300
Equipment Must Purchase Sophomore Year Fall Semester	Stethoscope Watch with a second hand	\$60 - \$150 Stethoscope – the Littmann® Classic II S.E. (two sided), III or Lightweight Littman Wired Headphones for HESI exams \$5- \$10
Lab Kit	Lab items are placed in a custom kit and this kit is used throughout the Curriculum	\$100
CastleBranch Databank Must Purchase Beginning Sophomore Year Fall Semester and Annually	This online system supports all of students' required health records, criminal background checks, and additional documentation. Refer to Castle branch site: http://portal.castlebranch.com/LA_68	Initial Castle branch In State traditional package cost: \$192 (purchased at sophomore level) Service Fee: \$2.99 Out of State traditional package cost: \$198 (purchased at sophomore level) Renewal cost: \$99 (purchased at junior and senior level) Service Fee: \$2.99 Annual Child Abuse Screening \$13 Annual Drug Screening - \$53 (Must be through LabCorp) CPR American Heart Association BLS Provider Course – \$100 CPR needs to be renewed every two years through American Heart Association.

Additional Costs for Senior Year

Category for Student Cost	Description of Student Cost	Examples of Costs
Kaplan NCLEX-RN Review (full semester)	At the <i>beginning of the spring semester in senior year</i> , students are required to purchase the Kaplan Review Product.	\$300 – 350 range
Kaplan NCLEX RN Review Course	After completing senior year, students are required to attend the Kaplan in-person 3 day live review course and complete all related assignments. This is a requirement before the Dean of Nursing will submit your nursing education verification.	
NCLEX-RN application	NCLEX RN application to take the NCLEX exam.	\$200 fee due at time of application for nursing license.
Out of State students/graduates applying for Pennsylvania RN licensure	Applicants must upload a recent Criminal History Record check from the state police or other state agency for every state in which you lived or worked	Varies
RN Licensure application for Pennsylvania	PA RN application fee	Approximately \$95 for PA license \$135 PA multistate license Outside PA RN licensure varies from state to state Fingerprint-based FBI background check \$22.95
RN Temporary Practice Permit	PA RN application fee	\$70.00 Note not required; may be suggested based on possible delay in taking the NCLEX-RN licensure examination
School of Nursing Pin	School Nursing Pin Pinning Ceremony, Spring semester Senior year	Varies: Gold plated, Sterling Silver, Gold filled, Double Gold filled, 10K Gold or 14 K Gold \$50.00-\$700.00
LaSalle University Graduation fee	Graduation fee	\$100.00

Student Transportation Costs

The undergraduate nursing program has established community partnerships with a number of senior centers, adult day care centers, various public, parochial, and private schools, hospitals and other health-care facilities within Philadelphia and surrounding areas (including Montgomery, Bucks, Chester, and Delaware Counties as well as New Jersey and Delaware). Students participate in a variety of community clinical rotations. Students are responsible for their own means of transportation to and from clinical sites and need to consider transportation costs in their educational planning and budget accordingly. Students may carpool in their clinical groups; however, students cannot make a special request to be in a clinical group due to travel arrangements or the use of public transportation. Parking costs will need to be considered at certain clinical sites.

RN-BSN PROGRAM

The accelerated Registered Nurse to Bachelor of Science in Nursing online program provides a scientifically based nursing curriculum which emphasizes quality and safety in patient care while also instilling lifelong learning as a hallmark of professional nurses. This program also serves as a foundation for graduate study.

Program Goals of RN-BSN Program

The goals of the RN-BSN degree program at LaSalle University are:

1. Students/graduates are competent for baccalaureate nursing practice.
2. Students/graduates develop holistic practice perspectives for improved client outcomes in a global society.
3. Students/graduates demonstrate beginning leadership skills to effect change using evidence-based nursing practice and service to improve the health of society.
4. Students/graduates are prepared to assume the roles and responsibilities of the nursing profession.

Student Learning Outcomes RN-BSN Program

At the completion of the program, the student will:

1. Integrate liberal education and nursing knowledge as a basis for clinical judgement.
2. Exhibit leadership attributes, rooted in systems-based practice, to promote safe, equitable, quality care and work environments for providers and clients.
3. Integrate nursing science and best evidence into the ethical care of all clients.
4. Incorporate informatics and health care technologies to promote safe, equitable, cost-effective, quality care.
5. Practice as an advocate to promote population health across the health care delivery continuum.
6. Communicate effectively as a member of the interprofessional healthcare team to deliver optimal person-centered care.
7. Engage in collaborative partnerships, advocacy, and policies with all populations across the lifespan to promote equitable health access, health promotion, and disease prevention.
8. Demonstrate accountability for caring, professional nursing practice that addresses holistic and complex needs of clients across the lifespan and spheres of care.
9. Integrate access, connection, and engagement into one's professional identity.
10. Demonstrate a commitment to self-reflective practice to facilitate personal health and well-being, professional, and leadership development.
11. Integrate a person-centered care approach for all clients into nursing practice.

Articulation Model

The current articulation model allows all graduates from Associate Degree and diploma schools of nursing with a GPA greater than or equal to 2.50 to receive college credit for their basic nursing courses. This is consistent with the statewide articulation program established by the Pennsylvania Nurses' Association. Within the guidelines of the model the student takes courses within the nursing major.

1. RN students who are graduates of NLN accredited associate level nursing programs who have a final GPA of 2.5 or above have the option of transferring up to 32 nursing credits.
2. RN students, who have a final GPA of 2.5 or above, can transfer up to 70 credits and receive 25 articulation credits for being a registered nurse. This totals 95. Students are required to take a minimum of 9 classes at La Salle University which equals 27 credits, total credits: 122 credits needed for graduation.
3. Following articulation, RN-BSN students successfully enrolled in the RN-BSN program may take up to 9 graduate credits.

RN-BSN Program Academic Standing and Progression Policy

All RN-BSN nursing students are required to maintain a cumulative grade point average of "C" (2.0) as well as a nursing major grade point average of "C" (2.0) (La Salle University, Academic Catalog). In addition, students must earn a "C" or better in each of the nursing courses in order to pass the course. RN-BSN students who have a GPA less than 2.0 will be placed on academic probation. Any student placed on academic probation must follow University guidelines regarding the probation process.

RN-BSN Advisement

Upon acceptance to the RN-BSN Program, the Director of Clinical Placements serves as the academic advisor. RN-BSN students are asked to schedule an appointment upon admission (rntobsn@lasalle.edu) to map out their plan of study.

College Level Examination Program (CLEP)

La Salle University participates in the College-Level Examination Program sponsored by the College Entrance Examination Board. CLEP is designed to enable the student to demonstrate competencies acquired in various academic disciplines without having attended formal college classes. Consult the CLEP program guidelines which are available. Discuss CLEP exams with the Assistant Dean, School of Nursing and Health Sciences.

HONOR CODE

Academic Integrity

The Academic Integrity Policy of the Nursing Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy that can be found on the "Academic Services" tab of the *mylasalle* portal: <https://wa3.lasalle.edu/channels/docs/get.php?id=350>

Academic Cheating

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 format). 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 VeriCite, 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. Students are referred to the following site for resources about plagiarism: <https://www.lasalle.edu/idteam/plagiarism-tools/>

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.

Purchasing or selling "old tests" or papers is considered cheating. The person(s) deliberately giving the information and the person(s) deliberately receiving the information *are* "cheating."

During testing, faculty are entitled to establish reasonable policies to protect the security and integrity of their examinations (broadly defined here as quizzes, tests, midterm, and final exams, or similar assignments or evaluations). These policies may include but are not limited to: assigning seats to students, moving students during an examination, requiring a student to stop writing when time is called, and prohibiting the replication of examination materials or their removal from the testing environment.

All personal belongings such as backpacks, large bags, ALL phones, coats, hats, notebooks, course materials, and all electronic devices must be placed at the front of the classroom prior to the start of the examination. Students should ensure that phones are silenced and powered off.

The use of *smartwatches, smart glasses, or any wearable technology is strictly prohibited* during examinations. These items must be removed and placed in the front of the classroom at the start of the exam.

The student may have only a pencil and a bottle of water during the testing period. All students will be required to view an honor pledge statement in Examsoft that states: "I pledge on my honor that I shall neither give nor receive help during this examination."

Students must raise their hand to request to leave the room for any reason including to use the bathroom. Only one student is permitted to leave the testing environment at a time.

Any additional policy should be outlined in the syllabus and/or written instructions for the examination.

If a student fails to comply with the stated policies of the examination prior to its start, the faculty may withhold the examination until the student complies with the testing policies (the faculty will not be compelled to provide additional time for the completion of the examination). If a student fails to comply with or violates the stated policies of the examination after it has begun, the faculty may take reasonable steps to secure the integrity of the examination but should allow the student to complete examination before reporting the incident.

Students must remain in the room until they finish the test. Faculty may assign a grade of "0" for work found to be associated with cheating. *If a 0 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 the Chair of the Program 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 among the student, Chair, 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
<https://www.lasalle.edu/student-life/student-guide/#dish>

On the Use of Artificial Intelligence

Content generated by artificial intelligence programs must be cited and properly acknowledged, and students should only use this content in instances when the faculty of the course has authorized it. Editing content generated through artificial intelligence programs is not considered to be work "written entirely in the words of the student" and must, therefore, be cited.

Using an artificial intelligence program to generate any content for any assignment (including, but not limited to examinations, papers, homework, and creative work) constitutes plagiarism and is a violation of the Honor Code unless students acknowledge in the assignment the extent to which an artificial intelligence program contributed to their work and outside resources are permitted for the assignment. The use of an artificial intelligence program for an academic assignment when outside resources are not permitted or when the use of artificial intelligence programs is prohibited may also constitute seeking unauthorized assistance or violate other provisions of the Honor Code. Students should reach out to their faculty to inquire about the appropriate use of artificial intelligence programs if students are unclear about the expectations.

Student 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 major or program any student who demonstrates unsafe, unprofessional, or unethical behavior at any time. Aggressive behavior will not be tolerated.

Incivility

Incivility is a common problem within nursing, and educators and researchers have examined it extensively. In nursing education, it is defined as "rude or disruptive behaviors which often result in physiological or psychological distress for people involved and, if left unaddressed, may progress into a threatening situation" (Clark, Farnsworth & Landrom, 2008). It has a negative impact on patient safety, student and faculty satisfaction, and the learning environment. It can range from arriving late to class, to rude comments, to intimidating behaviors, and to actual violence. Some contributing factors for this behavior include managing multiple roles, intense time commitments, a competitive environment, and stress. Some examples of student incivility are: disrespect in word and action to other students and faculty, using a cell phone in class, inappropriate emails, and questioning faculty credibility. Students are expected to be prepared for class and clinical and to be respectful to student colleagues, faculty, and staff. Incivility is considered unprofessional and a breach of the ANA's Nursing Scope and Standards of Practice. Students with concerns about incivility should discuss them with their faculty advisor or Chair.

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 Dean. 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. Please view Student Conduct policies found at <https://www.lasalle.edu/student-life/student-guide/>

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 of 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. (Adapted from La Salle University. Student Guide to Rights and Responsibilities)
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.

Procedures

1. 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. Faculty provide a verbal report to the Director of Clinical Education and Undergraduate Chair 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 obtained by the Chair. A clinical jeopardy form is also completed.
6. The Chair meets with the student and faculty member or other grievant party. The student may bring an advocate with him or her. The Chair consults with the course or clinical faculty, Assistant Dean, or Dean for Nursing 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 Associate Dean/Dean for Nursing regarding the incident after meeting with the Chair. 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.

POLICIES AND PROCEDURES

Computer and Cell Phone Policy

Technology in the learning environment should be used for learning and not social or work-related purposes.

- Computers may be used for note-taking purposes in the classroom.
- Cell phones may not be used for recording purposes in the classroom.

- Cell phones, pagers, and other devices must remain silent or on vibrate when in the classroom, simulation/laboratory or clinical setting. Cell phone use is strictly prohibited in the clinical environment for any activities other than to look up information related to patient care management.
- Healthcare agencies may impose additional restrictions on cell phone usage within the clinical setting. If you anticipate being contacted via your cell phone during a specific class, please speak with the course faculty before class starts.

Use of Electronic Devices

All personal electronic devices, including cell phones, smartwatches, headphones, smart glasses, and other smart technology must be turned off and placed in the designated area at the front of the classroom before testing begins. Failure to comply with this policy may result in disciplinary action in accordance with the BSN program testing policies.

Nursing students are not permitted to use cell phones on any clinical unit (including direct patient care areas or in nursing stations). If the clinical faculty observes a student making or receiving a personal phone call or texting while on the nursing unit or using the cell phone for any personal reason, the student will be required to leave the clinical site and to make up any missed clinical time. This is a zero-tolerance policy.

Nursing students may carry cell phones during clinical experiences for NUR 423 (Public Health Nursing). These phones are to be used only for the following reasons: seeking directions, ensuring one's safety, or contact with the course/clinical faculty. Phones should be placed on vibrate so as not to be disruptive to patient encounters. If a student wishes to use a mobile device (e.g., iPhone) for a reference while at clinical, the student must obtain permission from the clinical faculty first and only in the designated area approved by the faculty.

A student who is found in violation of HIPAA regulations of the agency or the SONHS, will be given a Notice of Concern and may fail the course. Students are not 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.

Social Media Guidelines

Students are not to use the name of La Salle University, or make any reference to any La Salle teacher, patient/client, or student experience on social networking such as Facebook, Twitter, Instagram, TikTok etc. Private and confidential information that is obtained through a student nurse's 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.

Nursing students are required to understand the American Nurses Association's *Principles for Social Networking and the Nurse (2011)* related to participating in social media. La Salle University Nursing students are required to behave in a manner consistent with the following principles:

American Nurses Association (ANA) Principles for Social Networking (2011):

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Nurses must understand that patients, colleagues, institutions, and employers may view postings.

4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

Additional requirements based on ANA's Tips to Avoid Problems for Social Networking

1. Professional behavior and maintenance of boundaries is required of students in an online environment consistent with in person contact and situations.
2. Students must not share or post information or photos gained through the nurse-patient relationship.
3. Students must refrain from making disparaging remarks about patients, even if they are not identified.
4. Students must not take photos or videos of patients on personal devices, including cell phones regardless of the intended purpose (example: unique wound or assessment finding).
5. Students are required to promptly report a breach of confidentiality or privacy.

HIPAA Regulations/Confidentiality Policy

La Salle University nursing students are required to comply with HIPAA regulations regarding all patient interactions regardless of location which includes the on-line environment.

1. Students may not discuss or provide client information, clinical/lab sites, and/or experiences at the clinical/lab sites via social media.
2. Students may not take photographs, scan documents or record patients at the clinical sites even at the patient or family's request.
3. Students may not appear in patient photos.

Consequences:

1. Each student is legally responsible for individual social media postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of HIPAA or any other applicable law.
2. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

Any disciplinary action will be taken in accordance with the Student Conduct Code Policy found in La Salle University's Student Guide to Resources, Rights, and Responsibilities can be found through this link: https://www.lasalle.edu/student-life/student-guide/#res_standards

HIPAA Regulations/Confidentiality Policy

Students are required to sign a Confidentiality Statement annually. The signed form is placed in CastleBranch compliance requirements. In addition, students will be required to sign additional confidentiality forms for affiliating agencies. 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 that information that is needed and must immediately black out the client's name from the printout. This printed sheet must be discarded in an appropriate confidential bin prior to leaving clinical. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. This practice supports the *ANA Nursing Scope and Standards of Practice* (ANA, 2021).

Client confidentiality is an essential part of the standard of professional performance. Therefore, violation of this policy by any nursing student is grounds for disciplinary action.

Students are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as these 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 student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

Students understand the following Confidentiality Policy. 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.
5. Not mention a client by name, only by initials, when writing course assignments.
6. 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.
7. Not mention a client by name to anyone in casual conversation including family members or friends.
8. Adhere to HIPAA regulations.

Questions regarding compliances with CastleBranch are handled by the Compliance Officer (powells@lasalle.edu).

Code of Ethics for Nurses (ANA, 2025)

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8: Nurses build collaborative relationships and networks with nurses, and other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: Nursing, through organizations and associations, participates in global nursing and health community to promote human and environmental health, well-being, and flourishing.

To obtain a copy of the Code of Ethics for Nurses, contact the American Nurses Association or visit the online resource: www.nursingworld.org/practice-policy/nursing-excellence/ethics/.

Students who violate the Nursing Code of Ethics will be referred to the Office for Student Conduct and Community Standards for violation of the program's policies and other applicable charges. La Salle University's Student Guide to Resources, Rights, and Responsibilities can be found through this link: <https://www.lasalle.edu/student-life/student-guide/>.

Chain of Communication

If a student has a question or concern about issues within a course (e.g., test grade, an assignment, content question, or clinical events), the student must direct the question to the course faculty *first*. Faculty will respond to student's e-mails within 48 hours of receipt (not including weekends) unless an "out of office" message is posted. If the student does not obtain a satisfactory reply from the course faculty, the student should next bring the question or concern to the Chair of Undergraduate Nursing Programs. Often a meeting can be arranged for the same week. If a student continues to feel dissatisfied with the response to the question or concern, the student can then make an appointment with the Dean. Following this chain of communication will allow for an efficient resolution to most problems in a timely manner.

Student Suggestions/Complaint Resolution Procedures

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.

The purpose of this document is to outline avenues by which students may lodge complaints within the School of Nursing and Health Sciences (SONHS) at La Salle 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 expressed SONHS policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result 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). Please view La Salle University, Processes for Student Complaints for Unprofessional Behavior, at <https://wa3.lasalle.edu/channels/docs/get.php?id=2100>.

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-life/student-guide/#discr_main

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/students/dean/divpub/manuals/studentguide/> .

The University Handbook also presents a review of student rights, including grade grievances. Students should be aware that neither Chairs nor Deans can require an instructor to change a properly assigned course grade. The Grade Appeal Process can be found:

<https://wa3.lasalle.edu/policies/get.php?type=policies&id=26>

The Academic Integrity Policy of the Nursing Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy that can be found on the "Academic Services" tab of the mylasalle portal: <https://wa3.lasalle.edu/channels/docs/get.php?id=350>

Students have the right to lodge a complaint that they deem important without fear of retaliation. Complaints will be handled in a confidential and professional manner. Students may complete an online survey:

<https://lasalle.2026-2027studentcomplaintsurvey>

Matters that relate to accreditation standards and policies that cannot be resolved at the program, school, or university level may be addressed with the Commission on Collegiate Nursing Education (CCNE). Only signed complaints related to accreditation standards or policies can be forwarded to CCNE. More information can be found at <https://www.aacnnursing.org/ccne-accreditation>

CLASSROOM POLICIES

Attendance

Regular attendance is expected in all courses of the Undergraduate Nursing Program. Preparation for class is required. In the Undergraduate Nursing Program, class and clinical hours for nursing major courses are set according to the curriculum plan approved by the PA State Board of Nursing. A student's grade will drop one grade level for more than two classroom absences (in any increment, including lateness or leaving a class early) for classes that are scheduled to meet face to face for the full semester; and will drop one grade level for more than one classroom absence for classes that are scheduled to meet face to face for part of term. Beyond two absences (full semester courses) and more than one absence (part of term courses) (in any increment of time), the student's grade will drop one grade level for each time missed (e.g., if an A to an A-; A- to a B+; etc.). In the case of any of special circumstances, specific documentation is required from a third party: specific documentation from a health care provider excusing the student from class; death of an immediate family member; mandated legal hearing; military obligations; and University sponsored athletic events. Students may be approved by faculty on an individual basis to attend University and Nursing Department sponsored events. Alternative assignments will be required.

Athletes are required to give written notice to clinical and didactic faculty of missed time for athletic events prior to the scheduled clinical event. A plan for any missed time must be made in writing and signed by both the student and course/clinical faculty. Students are responsible for any missed materials distributed in class during their absence and to complete those activities that are assigned by the instructor during the missed experience.

In the event that the University is closed for an extended period of time (e.g., due to health issues, such as, flu outbreak, or extended snow closure), students are advised to continue progress in course work by checking online instructions via the Portal and Canvas.

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 the content or skills that were taught during the student's absence.

Class 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.

Laptop Computers

La Salle University is a Microsoft Windows university. While the campus does have a few Macs, Microsoft Windows computers are in all the labs. Students who purchase Macs for school can use Apple Mac Books to do their work and most software have installations that can be installed on a Mac. However, the university uses Microsoft Office 365 products for all email and documents and uses Microsoft One Drive for document storage.

Starting sophomore year, all nursing exams are computer-based. The application that is downloaded is called Examplify. Examplify can be used on virtually any computer (i.e. purchased within the last 3-4 years). Examplify only supports versions of Windows, MAC, and iPad operating systems. Examplify will not run on Chromebook, Android, or Linux operating systems. Testing with Examplify on iPhones is not possible under any circumstance.

[Minimum System Requirements for ExamSoft](#)

Review Before You Begin Your Exam. It includes minimum requirements and how to download onto your device.

Students and exam-takers should review Minimum System Requirements (MSRs) to ensure devices are supported.

<https://support.examsoft.com/hc/en-us/articles/11167451783949-Examplify-Prepare-to-Take-an-Exam>

Exams

Students must be on time for exams. Faculty are entitled to establish reasonable policies to protect the security and integrity of their examinations (broadly defined here as quizzes, tests, midterm, and final exams, or similar assignments or evaluations). These policies may include but are not limited to: assigning seats to students, moving students during an examination, requiring a student to stop writing when time is called, and prohibiting the replication of examination materials or their removal from the testing environment.

All personal belongings such as backpacks, large bags, ALL phones, coats, hats, notebooks, course materials, and all electronic devices must be placed at the front of the classroom prior to the start of the examination. Students should ensure that phones are silenced and powered off.

The use of ***smartwatches, smart glasses, or any wearable technology is strictly prohibited*** during examinations. These items must be removed and placed in the front of the classroom at the start of the exam.

The student may have only a pencil and a bottle of water during the testing period. All students will be required to view an honor pledge statement in Examsoft that states: “I pledge on my honor that I shall neither give nor receive help during this examination.”

Students must raise their hand to request to leave the room for any reason including to use the bathroom. Only one student is permitted to leave the testing environment at a time.

Any additional policy should be outlined in the syllabus and/or written instructions for the examination.

If a student fails to comply with the stated policies of the examination prior to its start, the faculty may withhold the examination until the student complies with the testing policies (the faculty will not be compelled to provide additional time for the completion of the examination). If a student fails to comply with or violates the stated policies of the examination after it has begun, the faculty may take reasonable steps to secure the integrity of the examination but should allow the student to complete examination before reporting the incident.

Students may only review exams within 2 weeks of the exam. The faculty will coordinate the review. No screen shots or videos taken of on-line exam questions. Students cannot write down exam questions or answers during the review. Students earning less than 84% on an exam must make an appointment to review their exam with the course faculty. Exams will be administered in the classroom or computer labs.

Absence from Scheduled Exams Exam Make-Up Policy

Absences must be approved by the course faculty prior to an examination date and time. Students must notify course faculty by cell phone with follow-up email at least one hour prior to missing an examination.

Unauthorized absence from examinations during a course may result in a zero being entered for the examination. Exceptions may be made in extreme cases of personal illness/injury, death in the family, or other emergencies as determined by the course faculty. Supporting documentation must be submitted within 48 hours of a missed examination to substantiate the reason.

At the discretion of the course faculty, make-up exams may be permitted. Any examination that is taken outside the regular scheduled examination will be an alternate format; this may include oral or essay examination. Missed examinations must be made up within five business days or a timeframe specified by the faculty. Students may be given a grade of zero for a missed examination. One makeup exam per course each semester.

If a student fails to make timely notification of missing an examination (e.g., is a no-call, no-show for the examination), the student may earn a grade of zero for the missed examination with no opportunity for make-up.

Grading and Objective Testing Policy

Undergraduate Program Grading Scale for School of Nursing and Health Sciences

LETTER GRADE	NUMERICAL RANGE	GRADE POINTS
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	84-86	3.0
B-	81-83	2.67
C+	78-80	2.33
C	75-77	2.0
D	70-74	1.0
F	69 and below	0.0
I	indicates work not completed within the semester period	
W	indicates an authorized withdrawal from a course	

The passing grade for all nursing courses is 78% (C+). Students must maintain a semester nursing GPA at or above 2.67 to progress within the program. A good resource for students: Calculating a Semester Nursing GPA is the term calculator on Degree Works.

https://calculategrades.net/us/pa/lasalle.html#google_vignette

For students completing their last semester nursing courses of the undergraduate nursing program, a letter grade of C+ in NUR 428: Senior Seminar and a letter grade of C+ or better must be achieved in NUR 425: Adult Health Nursing II (ACHIEVE). In addition to NUR 425 and NUR 428, BSN Day students must achieve a letter grade of C+ or better in NUR 427: Nursing Leadership and Management.

If students do not complete assignments by the due date, they will receive a score of zero.

A student whose semester nursing GPA is less than 2.67 and/or earns a nursing grade less than a 78% (C+) may apply for reinstatement if this is the first instance of failure to progress in the nursing program.

Objective Testing

Students must achieve a minimum passing grade of 78% (C+) in all nursing courses.

Objective assessments serve as a primary measure of students' demonstration of nursing knowledge, clinical judgment, and competency attainment necessary for safe entry-level nursing practice. Objective testing* results reflect attainment of learning outcomes in select nursing courses. Objective testing may include unit examinations, comprehensive final examinations, and designated standardized assessments (e.g., HESI proctored assessments).

Students must achieve a cumulative weighted average of greater than or equal to 78 (after rounding) on all objective tests administered in select courses (NUR 201 Pathophysiology, NUR 202 Health Assessment, NUR 204 Pharmacology, NUR 205 Foundations of Professional Nursing Practice, NUR 331 Adult Health Nursing I, NUR 333 Family Nursing: Childbearing Families, NUR 335 Family Nursing: Childrearing Families, NUR 421 Psychiatric/Mental Health Nursing, NUR 423 Public Health/Vulnerable Populations, and NUR 425 Adult Health Nursing II) in order to receive a passing grade for that course.

At the end of a course, the weighted cumulative average of greater than or equal to 78% (after rounding) on objective tests must be achieved before adding points derived from alternate assessments. ** A weighted cumulative

average of less than 78% on all objective tests administered in any aforementioned course will result in failure of the course, and the weighted cumulative average on objective tests will become the final grade in the course. This final grade will be rounded per the Grading Policy.

Therefore, to successfully pass a course noted above, the following must be achieved:

- Final weighted objective testing grade of $\geq 78\%$ on all objective tests
- Clinical and/or laboratory component (as applicable) - Pass

*Objective Testing includes examinations and HESI Proctored Assessments in select courses.

** Alternate Assessments are learning activities designated by the course teams to support competency development, knowledge integration, clinical reasoning, and preparation for objective testing.

Examples may include adaptive quizzing assignments, case studies, VSim assignments, journaling, Prep U, or HESI practice assessments.

Grading practices for NUR 203: Intro to Professional Nursing Practice, NUR 332: Introduction to Nursing Research and Evidence-based Practice, NUR 334: Genetics & Genomics, NUR 423: Public Health/Vulnerable Populations and NUR 427: Nursing Leadership and Management may include papers, interviews, assignments, and journals as part of their alternate assessment methods.

Faculty will round final course grades only. When the grade is .50 or greater, the score is rounded to the next highest whole number. When the grade is less than .50, the score is rounded to the next lowest whole number. For example, if a student receives a 77.5%, the grade would be rounded up to a 78%.

Academic Appeal

See University Academic Bulletin for Withdrawal, Satisfactory or Unsatisfactory, Audit, and Courses repeated policies. Grade Appeal procedure is available at:

<https://wa3.lasalle.edu/policies/get.php?type=policies&id=26>.

CLINICAL POLICIES

Requirements for Participation in Clinical

Health screening measures are required for all students for personal and public safety. The requirements have been developed to maximize both student and client health safety. A copy of current health insurance policies or cards must be on file.

Progression through the nursing curriculum is conditional until all health requirements are met. Health forms must be completed and submitted before clinical practicum experiences begin. The due date for the Day and ACHIEVE program students is August 1. Documentation of a health assessment must be provided every three years for as long as it takes the student to complete clinical courses. Health history and assessment forms are available online at: <https://www.lasalle.edu/student-life/student-health-center/health-history-form/>. Questions about the student health policies can be directed to the Clinical Compliance Officer (powells@lasalle.edu).

For all new students entering the nursing major, all health data is reported based on the policies and procedures as outlined by CastleBranch (<http://portal.castlebranch.com/LA68>). This is a web-based software, where students submit compliance documentation for review and approval.

In order to participate in clinical experiences, students are required to always meet the health and immunization requirements of the Nursing Program and the affiliated clinical institutions. The Nursing Program processes immunizations, background checks and drug screenings through a third party, CastleBranch. Please review Table III: Requirements for Clinical Fieldwork (Beginning Sophomore

Year).

Students are required to obtain a CastleBranch Account and remain compliant within the system. Students are required to submit their La Salle University email when setting up their account.

Students who are not compliant will not be able to attend clinical. This is considered an unexcused absence.

No students will be permitted to attend clinical experiences until all compliance data has been completed. If a student is unable to attend clinical due to missing or incorrect clinical paperwork, the student will be required to make up the missed time and pay the make-up fee.

Integrity, honesty, and accountability are foundational principles of the nursing profession. All nursing students, faculty, and staff are required to provide accurate, truthful, and complete compliance and clinical documentation. Any form of falsification, alteration, or misrepresentation of required documents is strictly prohibited and may result in disciplinary action. Falsification refers to: altering or fabricating documents, submitting forged or modified records, providing false information, misrepresenting completion of requirements, or submitting another individual's documentation as one's own.

Requirements for Clinical Fieldwork (Beginning Sophomore Year)

	Upon entering Sophomore Year	Repeat
Immunization record confirming immunity to measles, mumps, rubella, varicella, and Hepatitis B. Titers for measles, mumps, rubella, and varicella. It is not sufficient to report having had any of these illnesses as a child. Titers must indicate adequate protection. Equivocal results are considered negative, and the student is required to get a booster for the MMR vaccine. For varicella, the student may show documentation of having received the 2 doses of the varicella vaccine OR a positive titer in the case of prior infection. Hepatitis B Vaccine proof of 3-shot series AND a titer indicating adequate antibody development; if a student has received the 3-shot vaccine series and the titer determines there is no antibody development, the student should receive a second 3-shot series and then a repeat titer. If the titer is negative a second time, no further vaccination is required. This student will be identified as a non-responder.	X	
Quantiferon or T-Spot blood test Initial Tuberculosis testing must be Quantiferon or T-Spot blood test. Subsequent tuberculosis screening includes an annual TB questionnaire (found on CastleBranch) must be completed by student and health care provider and uploaded to CastleBranch Student has a positive blood test or history of a previous reaction, 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	X	An annual TB questionnaire (found on CastleBranch) must be completed by student and physician and uploaded to CastleBranch account.

Urine Drug Test will be completed. Clinical agencies require a 12-panel urine for drug screen of all nursing students. For consistency and control of data reporting, students must use the vendor selected by the School of Nursing and Health Sciences. Students may not use their own physician for this service. Drug screening results at the student's employer will not be accepted. <i>Drug Screen should be completed between August 1 – 15 to cover both academic semesters.</i> Prelicensure Undergraduate Day and ACHIEVE students entering the Nursing major must go to the website for CastleBranch for directions related to the procedure for urine drug testing https://portal.castlebranch.com/LA68 No student will be eligible to attend clinical experiences if the 12-panel urine drug screening is positive. A “negative dilute” result is the same as a positive result. Students can repeat the urine drug screen at their expense, but the results must be negative prior to the first clinical day.	X	Annually or every 6 months depending on clinical sites
COVID Vaccine – The COVID vaccine may be required if the clinical placement facility lists it as a mandatory compliance. Many facilities have eliminated this requirement; however, a few locations DO still require the vaccine. Students will be notified when clinical placements are made whether they will need to be vaccinated against COVID-19. Students cannot request a clinical site based on their COVID vaccine status to avoid getting vaccinated. Students should upload COVID Vaccination documentation into Castle Branch when vaccinated.	X	

Flu Vaccine – obtain from September 1- October 31	X	Annually.
Diphtheria, Tetanus, and Pertussis Vaccination	X	Every 10 years
<u>Child Abuse Certification Process</u> Students are required to complete the Child Abuse Certification Process annually based on clinical sites requirements. This includes: • Pennsylvania Criminal History Record, • Pennsylvania Child Abuse History Certification • FBI Criminal History Record.	X	Annually Criminal History Record and Child Abuse History Certification
Cardiopulmonary Resuscitation (CPR) Card – Cardiopulmonary Resuscitation (CPR) by American Heart Association (AHA): every 2 years: Must be from AHA. You must complete the Basic Life Support (BLS) for healthcare providers. Either an in-person or blended learning course. A blended learning course is a combination of e-learning (Heart code BLS online) followed by hands- on skill verification by an AHA BLS Instructor.	X	Every 2 years

	Upon entering Sophomore Year	Repeat
Health Insurance – Documentation	X	Annually
Physical Exam	X	
Health Insurance Portability and Accountability Act of 1996 (HIPAA) training at La Salle University	X	Annually

Infection Control Training The Department of Nursing provides a training program regarding protecting students and examples include the event of a blood borne pathogen exposure, TB, included in training.	X	Annually
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Students with Positive Blood Tests for Tuberculosis, or History of BCG Vaccine

Any student whose blood test for tuberculosis is positive must have a follow-up chest X-ray. If that X-ray is positive, the student must follow his/her health care provider's recommendations and can participate in clinical only with documentation from his/her health care provider stating the student is not contagious for tuberculosis. If the chest X-ray is negative, the student must submit annual health provider documentation indicating the student is free from active disease. Students with a history of BCG (Bacille Calmette-Guerin) vaccination must comply with the tuberculosis testing requirement.

Immunization Exemption Policy

Students will be permitted to attend fieldwork experiences only upon documentation of all required immunizations (refer to: <https://www.lasalle.edu/student-life/student-health-center/health-history-form/> for complete listing), serologic evidence of immunity to a particular disease, or approved waiver. Under no circumstance shall any student be granted a waiver to the Hepatitis B immunity requirement or the tuberculosis screening requirement.

Other immunizations mandated by the Nursing Program will not be waived unless the immunization is medically contraindicated. Any student seeking an exemption to the immunization policy is required to submit a Department of Nursing Immunization(s) Waiver Form. The waiver form must be completed by deadlines set and published by the Department of Nursing. The deadline for compliance with immunization requirements will be prior to the first semester of clinical fieldwork in sophomore year. Exemption Waivers from one or more of the Nursing Program's required immunizations due to medical contraindications are accepted only if failure to receive an immunization does not prohibit fulfillment of Core Performance Standards for Admission and Progression in Nursing (Department of Nursing Policy, September, 2009), curricular demands of the program, and requirements of clinical sites.

Procedure:

Medical Exemption

A student may be granted a waiver on health grounds if they present a signed Nursing Program's Immunization(s) Waiver Form which includes a statement from a licensed health care provider indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. Valid medical contraindications for immunizations have been established by the Centers for Disease Control (CDC); any waiver request must be consistent with one or more of these CDC contraindications for any particular immunization. The licensed health care provider's statement shall indicate whether the contraindication is permanent or temporary. Students are required to submit titers for applicable immunizations that are exempted.

When a medical contraindication no longer exists, the student must meet the Department's immunization requirements prior to continuation in the clinical program. Failure to comply with the Department's immunization requirements once medical contraindications cease will result in dismissal from the academic program.

In order for a student to successfully complete the undergraduate nursing program, the student is required to complete clinical hours in a variety of settings. Access to the clinical sites is contingent on the clinical partners allowing our students on site. There may be clinical partners that will not

allow unvaccinated nursing students to participate in clinical rotations in their facility and will not accept vaccine exemption requests, even if the student requests an exemption. That means that a student may begin the program, and then be unable to complete the clinical portion and, therefore, will be unable to successfully complete the requirements for the program.

Drug Screening/Substance Abuse Policy

Pre-Admission/Pre-Clinical Screening

Pre-clinical drug screening will be conducted by a designated agency (LabCorp) identified by the Nursing Program. Students must complete the drug screen by August 1st to 15th. The fee for testing is paid for by the student. The Nursing Program reserves the right to withdraw a student testing positive from the Undergraduate Nursing Program. Collection procedures, chain of custody, and monitoring of specimen collection is in accordance with the designating agency's standard operating procedures and is explained by the Laboratory to the student at the time of specimen collection.

If a student tests positive for one or more of the drugs specified on the 12-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 12-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 12-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
11. Buprenorphine
12. Oxycodone

An administrator of the School of Nursing and Health Sciences will suggest that a student who tests positive seek evaluation for substance abuse. 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 12-panel urine screening is positive. Students enrolled in clinical courses will be withdrawn from the courses immediately.

Substance Abuse Policy

Prelicensure nursing students abide by the substance abuse policies of La Salle University specified in the Student Guide to Rights and Responsibilities. In addition to the rationales supporting these policies, this policy stands because of the need for safe patient care and the safety of faculty, staff, and students. This policy is consistent with the policy statement of the *American Association of Colleges of Nursing* (<https://www.aacnnursing.org/news-data/position-statements-white-papers/policy-and-guidelines-for-substance-abuse>)

Nursing students must abide by the substance abuse policy and subsequent revisions of the policy stipulated by the Pennsylvania State Board of Nurse Examiners. Students who are applying to the Undergraduate Nursing Major, must refer to this Substance Abuse Policy that is also posted in the Nursing Program Student Handbook on the University's website under School of Nursing and Health Sciences Resources for Students.

Substance Abuse Verification Process

This section of the policy of the Nursing Program 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 Program's faculty/staff has 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 harm to 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.

The faculty/staff member who observes the suspicious behavior 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 a clinical agency for testing at their own expense. The student will not be permitted to drive when exhibiting suspicious behavior.

The Chair of the Undergraduate Nursing Program, or designee, will discuss the test results with the student. If the test is positive, 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 or to the Dean of the Division of Student Life. The results will be maintained by the Dean and appropriate University administrators.

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

Child Abuse Clearance/Criminal Background Check Policy

A reference guide from the PA State Board, effective 12/2020, Act 53 of 2020 Best Practices Guide, Information for Individuals with Criminal Convictions who are considering an occupation or profession that requires licensure and an overview of the license process is available to review; <https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>. The PA Nurse Board Act 53: Information for Individuals with Criminal Conviction is found <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>.

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 major. It is the student's responsibility to follow up with any positive criminal background check or child abuse record. Yearly submission of criminal record and child abuse clearances are required and should span the entire academic year. FBI fingerprinting criminal record check is required for all students when entering the major. All sophomore, junior, and senior nursing students must submit an updated child abuse and criminal record clearance before enrollment in clinical nursing courses.

If the background check report reveals information of concern that the Nursing Program may deem not to be satisfactory, the Nursing Program will provide the student with a copy of the report and the document "A Summary of Your Rights Under the Fair Credit Reporting Act" and require the individual to provide a detailed written description and explanation of the information contained in the report along with the appropriate documentation. The information must be returned to the Nursing Program within 7 working days of the date of the communication sent to the individual. This report will be reviewed by the Chair, Director of Clinical Education, and Dean. The Chair will consult with the University's General Counsel's Office for advice and counsel.

Students are required to update the Director of Clinical Education and Undergraduate Chair 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 major. Students will not be able to attend clinical; therefore 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.

<https://www.aging.pa.gov/organization/advocacy-and-protection/Documents/Older%20Adults%20Protective%20Services%20Act.pdf>.

Students will be referred to their academic advisor for assistance in exploring alternative majors.

Any student who has been found guilty or pleaded guilty to felony charges must immediately disclose this information to the Director of Clinical Education and the Undergraduate Chair.

Convicted felons will be dismissed from the nursing program. Any student with criminal charges may

not participate in clinical practice until the charges are resolved. Charges will be considered on an individual basis and may result in the student's dismissal from the nursing program. Failure to immediately disclose any criminal charge or conviction to the Chair of the Undergraduate Program will result in dismissal from the nursing program.

The student is directed to statements on the effect of criminal conviction on application for initial licensure in the Commonwealth of Pennsylvania and to the respective State Board regulations for registered nurses. If clinical experiences/practice are located in different states, students must comply with those state and agency requirements. 10/6/02; rev. 10/7; 10/9; 11/11.

Qualifications for Licensure

The 1986 Professional Nursing Law of the Commonwealth of Pennsylvania (Selections 6 and 14.5) states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The application for licensure asks, "Have you been convicted of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?"

Applicants should be aware prior to applying to the BSN Program as well as prior to entering the BSN Program that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty to felony charges. The Board of Nursing application for licensure asks, "Have you been convicted of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse(s)?" Applicants should seriously consider this condition for licensure. Practice of deceit in the submission of criminal background checks and child abuse clearance forms is cause for dismissal.

Each state has their own Professional Law, and applicants should check that state board website. Practice of deceit in the submission of any of the above documentation is cause for immediate dismissal from the nursing program and referral to the University Disciplinary Committee.
Preliminary Determinations (Section 3115 of Act 53)

If you have a criminal conviction in your past and are concerned about whether it could prevent you from getting a RN license, your first step should be to review the Best Practice Guide closely, including the Appendices found on the Pa. State Board of Nursing website:
<https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>.

If, after reviewing this Guide, you are still unsure whether your conviction is likely to prevent you from getting a license, you may submit an application to the Pa. State Board of Nursing requesting a preliminary determination. The preliminary determination will inform you whether your conviction falls within the set of crimes that the board has determined to be "directly related" to the nursing profession you are considering. The board/commission is required to issue a preliminary determination within 45 days of your request. Further details can be found on the PA State Board of Nursing website:
<https://www.dos.pa.gov/ProfessionalLicensing/Pages/ACT-53-2020.aspx>.

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).

If you have any questions about the above licensure information, please contact the Pennsylvania State

Board of Nursing at 1-(833)367-2762.

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 Assistant Dean of the School of Nursing and Health Sciences.

Clinical Site Assignments

Students enrolled in the Undergraduate Day program are assigned to clinical experiences during the daytime or evening hours (between 7am to 11:30 pm) Monday through Sunday. Clinical days are scheduled for 7 week or 14-week clinical rotations on either Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, Saturday, and/or Sundays. The hours may be between 7am to 11:30pm. Due to the high demand for clinical sites, there may be instances in which students may be required to attend clinical for a 12-hour shift during the week or weekend rotation. ACHIEVE students have clinicals assigned on weekends with a possible opportunity during the week.

The Director of Clinical Education will place the clinical sites, days, and times on the CANVAS site at the same time as a Question Pro Survey **for some rotations. Not all rotations will utilize a survey.** The clinical information will be shared under Announcements in Canvas with the Question Pro Survey, **if indicated.** Clinical requests will be conducted through a Question Pro Survey that is distributed by the Director of Clinical Education.

Students are asked to submit requests in the Question Pro Survey describing the inability to attend clinical experiences based on the following: custody issues/childcare; honors student; athlete schedules and ROTC. **Work schedules do not apply to requests.** Students with Section IV religious requests should contact Rose Lee Pauline at pauline@lasalle.edu.

Students in the ACHIEVE Program have clinical hours on the weekends (Saturdays and Sundays) for schedules that may include hours between 7am to 11:30 pm. Once students complete the survey, priority will be given to students with custody issues/childcare, athletes, ROTC, and honors students for clinical placement. After clinical rosters have been completed by the Director of Clinical Education, and/or Assistant Dean, no changes will be made.

The Director of Clinical Education and Chair of Undergraduate Nursing Programs have the right to change a clinical site and day of the week that a student was/students were assigned as needed. Examples include cancellation of a clinical site or clinical faculty that impacted the posted clinical schedule. If students are moved after the clinical schedule is posted, it will be done by course registration date. The student(s) that registered last will be required to move to another clinical site if needed.

Dress Code, Uniform Requirements, PPE and Appearance

The following mandatory requirements are intended to provide information relative to the attire that is required when involved in clinical learning activities that are part of the nursing curriculum. Students are expected to always present a professional image. Faculty developed this code to protect students from harm and to reflect mutual respect for students, clients, and communities. Failure to adhere to these guidelines may result in dismissal from the clinical setting. Make-up for lost clinical time due to *Dress Code Policy* violations will be treated as an unexcused clinical absence.

During the clinical agency orientation, the clinical instructor and students will review dress code requirements, PPE requirements, and any additional requirements of the assigned agency. Students must meet these requirements. Students who cannot adhere to the dress code may not complete the clinical experience.

- a. The official school uniform for undergraduate pre-licensure students should be worn in clinical areas unless otherwise specified by the clinical faculty member. The uniform consists of an approved blue polo shirt, blue scrub shirt, blue pants or skirt, and optional scrub jacket with La Salle emblem. Students may not have any odors such as cigarette smoke or strong scents when reporting to the clinical area.
- b. Solid color sneakers with minimal logo must be worn. No cloth sneakers are allowed. Clogs or open back footwear are not permitted. Solid colored socks are appropriate.
- c. The scrub jacket can be worn over the uniform. The jacket should have the La Salle University emblem on the left sleeve. If a student wears a long sleeve shirt under the polo shirt or scrub shirt, it must be only white or black without print or decoration.
- d. Stethoscope, scissors, and a watch with a second-hand are considered part of the professional uniform unless otherwise specified by the clinical faculty member. Smart watches are acceptable.
- e. La Salle University students should have their La Salle University ID card with them at all times. Some clinical agencies require their own photo ID for students. In the case a student is assigned to an agency requiring such an ID, the student must wear the agency ID to every clinical experience, or the student may be sent home as unprepared. Students must report any lost IDs immediately to the clinical faculty member.
- f. Hair should be neatly groomed and secured so that it does not fall about the face when providing care. Students must also adhere to the dress code mandated by the assigned clinical agency. Students who wear head coverings must be secured to keep from falling forward while delivering patient care.
- g. Large amounts of jewelry are not permitted. Plain band rings are acceptable; no stones are permitted. Earrings should be short for safety reasons. Necklaces and bracelets are discouraged or should be kept underneath clothing. Tattoos cannot have offensive wording or images, if visible.
- h. Make-up in moderation is acceptable.
- i. Nails should not exceed a medium length as determined by clinical faculty. Only clear or light color shades of polish are acceptable. Chipped nail polish is not allowed. Artificial nails are prohibited in the clinical area due to risk of infection. No nail polish will be worn in neonatal intensive care units, newborn nurseries, operating rooms, and delivery rooms, as specified by the affiliating agency.
- j. Undergraduate students attending public health and community clinical experiences will wear the blue uniform polo shirt and navy scrub pants. The La Salle emblem should be on the left sleeve, and the nametag should be visible.

Attendance Policy: Immersion/Lab/Simulation/Clinical Courses

Clinical experience is defined as supervised learning at any community clinical agency site (hospital or community) or clinical laboratory/simulation experience. 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.

1. Students must notify clinical faculty by cell phone with follow-up via email of an absence at least one hour before the start time for a scheduled clinical experience as communicated by their clinical faculty. Students are responsible for abiding by all clinical guidelines outlined in the BSN handbook. A “no show no call” will result in an unexcused absence and the student will be responsible to complete a clinical make-up and pay the \$200 fee.
2. Clinical lateness is defined as arrival to the clinical unit or facility meeting area, any amount of time after the start time specified by the Clinical Faculty. The Clinical Faculty may designate an official start time prior to the time announced by the Director of Clinical Education to have students prepared for patient report at the start of a shift. Two (2) late occurrences of any amount will result in an unexcused clinical absence, and the student will be responsible for the unexcused clinical absence fee. Any lateness of 15 minutes or greater will result in the student being sent home and subject to the unexcused clinical absence fee along with a clinical make-up for the hours missed. If a student

anticipates they will be late due to an extenuating circumstance, the Clinical Faculty must be notified prior to the beginning of the clinical day, and the Clinical Faculty will determine whether the student can remain at the clinical site at their discretion. Repeated lateness will result in a student Notice of Concern from the Clinical Faculty or the Director of Clinical Education and the possibility of clinical failure.

3. All missed clinical experiences are required to be made up. The fee associated with lab, simulation, and/or clinical make-up covers the additional resources required to arrange and conduct make-up sessions, listed below.

Site Absence	Fee schedule
Lab	\$200.00
Simulation and/or Clinical Agency	\$200.00

4. Payment for clinical absences must be brought directly to the Office of the Administrative Assistant, Tonisha Whitfield, Benilde 1105, as soon as possible. Her email is whitfiel@lasalle.edu. Fees must be paid prior to posting of the final course grade or a grade of “Incomplete” will be given. A financial hold will be placed on all graduation/licensure paperwork for outstanding clinical fees. Payment must be made in the form of check or money order and should be made out to “La Salle University School of Nursing and Health Sciences (SONHS)” with the student’s name, ID, and “clinical make-up fee” noted on the check.

5. Clinical make-up hours are required for all missed time. This includes immersion, labs, simulations, and clinical. However, payment may be waived in these excused absences: death of an immediate family member, student hospitalization, illness with healthcare provider note, mandated legal hearing, military obligations, religious holiday, or University athletic required participation events. Documentation needs to be provided within 48 hours of the excused absence. Illness of a family member is not considered an excused absence. Athletes are required to provide clinical and didactic faculty written notice of missed time for athletic events prior to the scheduled clinical event. A plan for any missed time must be made in writing and signed by both the student and course/clinical faculty. In the case of any of these special circumstances, specific documentation should be sent to the Director of Clinical Education. Students may be approved by faculty on an individual basis to attend University and Nursing Department sponsored events. Alternative assignments may be required. All other absences are considered unexcused.

6. Documentation of student absences and clinical make-up plan on spreadsheet in Microsoft Teams by course faculty and/or full-time clinical faculty on weekly basis. The Director of Clinical Education will document absences on spreadsheet in Microsoft Teams and email the student with directions on making the \$200 payment.

7. Clinical makeup hours will be scheduled either at the end of the semester based on availability of clinical faculty and clinical affiliating agency sites or throughout the semester remotely/simulation in lab determined by course faculty. If clinical makeup is not accomplished by the end of the term, the student will receive a grade of “F” and fail the course. Students may not progress into the next semester with a grade of “F” in any clinical course.

8. Students are required to attend the scheduled orientation and/or clinical immersion day. Students who do not attend will be withdrawn (dropped) from the course.

9. For immersions, labs, simulations, and clinicals, where attendance is crucial for demonstrating

mastery of key skills and achieving clinical objectives, ONE absence is allowed. Students who miss a clinical or lab/simulation experience will be required to make up the missed time to meet the course objectives and clinical hour requirements. Please note that any additional absences beyond the one permitted for labs, clinicals, and simulations will adversely impact academic progression and result in withdraw (dropped) from the course.

If clinical hour requirements are not met by the end of the semester, the student will fail the course.

By implementing this clinical attendance policy, the Nurse Program ensures that all students meet their educational requirements and are adequately prepared for their professional roles in nursing.

The Nursing Admissions and Academic Standards Committee may require a student to withdraw from a Nursing major course if it is deemed the student will be unable to meet course/clinical objectives due to absence of scheduled classroom/clinical hours.

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

- Is unprepared for an assignment.
- Exhibits signs of either physical or psychological illness or a condition that may place the student, clients, or others at risk for illness or injury.
- Is 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.
- Does not meet the specified clinical requirements of the Nursing Program or the assigned agency (e.g., dress code violation).
- Does not meet the physical demands of the assigned agency (e.g. boots, crutches, wrist brace, etc.)
- Did not attend immersion day prior to attending clinical.

10. For excused absences such as hospitalizations and medical or other emergencies, students must notify the course faculty and the Director of Clinical Education and submit a note from their health care provider. The note should clearly state when the student is able to continue classroom and clinical activities involving direct patient care in 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 and the limitations of the condition. A plan for progression will be developed on an individual basis.

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.

Students experiencing a chronic illness are encouraged to request academic accommodations. La Salle University works with students requesting academic accommodations on a case-by-case basis by communicating with each student to determine the appropriate accommodations.

Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition.

The documentation should be submitted to: Jamilah Bashir, Academic Accessibility Specialist

Email: bashir@lasalle.edu



Process for Requesting Academic Accommodations for a Disability.pdf

File • Global Resource

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 clinical practice is interpreted as clinical failure. Students who fail the clinical component of a course (and are eligible to retake the course) are required to retake both the didactic and clinical portions of the course.

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 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

Students must satisfactorily complete both the theoretical and clinical components of clinical courses in order to receive a passing letter grade for the course. When a student begins to exhibit unsatisfactory clinical performance that would prevent them from meeting clinical objectives, the faculty will:

1. Immediately notify the student in person and in writing regarding student performance.
2. Immediately notify the course faculty member and the Program Chair in writing.
3. The clinical instructor, with support from the course faculty, will complete a Notice of Concern form (Attachment B) to develop a clinical action plan.
4. For each clinical objective behavior that is unsatisfactory, a target date to demonstrate satisfactory performance must be specified.
5. If the concern is not resolved and further action is required, another meeting is scheduled to include the faculty, Chair and student, and the concern and plan is reevaluated to determine further action.

Nursing Learning Resource Center

The Nursing Learning Resource Center and Simulation Lab are located on the third floor of St. Benilde Tower. The Main LRC is Room 3307. The clinical labs are used for health assessment skills and practice of skills that are taught in clinical nursing courses. Open lab practice hours are posted each semester on the doors of the Nursing Learning Resource Center and on canvas. Simulation dates are assigned to students by their course faculty in collaboration with the Director of the Simulation Lab. Students receive an orientation to the nursing Learning Resource Center and Simulation Lab at the beginning of the sophomore year. course.

Individual appointments may be made by emailing the Nursing Learning Resource Coordinator, Ms. Beth Wagner (wagner@lasalle.edu).

Nursing Totes

All prelicensure students enrolling in the first Nursing major course will be required to purchase a nursing tote and a stethoscope. Totes are purchased through Coursey Enterprise and are distributed the first week of school sophomore year. Students utilize their totes supplies from sophomore through senior year for clinicals in lab or clinical sites.

Safe Medication Practice – Medication Administration Policy

Students will have the opportunity to administer medications to clients via various routes.

The following statements serve to direct students during this teaching-learning experience:

- A. Prior to the administration of any medication, the drug, dose, route, time, and patient will be verified by a faculty member or identified preceptor. Faculty members must be present in the client's room any time a student is to administer medications. The faculty member may permit the student to administer oral, topical, intramuscular, subcutaneous, and intradermal drugs with direct faculty supervision in the client's room.
- B. No more than four nursing students should administer medications on any given unit on a clinical day. Clinical agencies may further restrict the number of students or the number of patients involved in medication administration experiences. **It is the responsibility of the clinical faculty member to adhere to the policies of the agency regarding this issue.**
- C. Faculty and students must follow the agency policy in relation to administering intravenous medications. Most agencies prohibit student nurses from giving intravenous push medications to patients. If the agency does allow for this experience (e.g., saline flush), the faculty member is to be present in the patient's room for the entire time of the intravenous medication administration. No student is permitted at any time to administer medications that are chemotherapeutic agents or to administer medications during codes.
- D. A faculty member is to countersign all controlled drugs on the appropriate narcotic count record. Students may not accept responsibility for unsupervised access to locked compartments of controlled substances.
- E. More stringent regulations for medication administration may be established for students by the agency and/or by the clinical faculty member regarding certain medications or patients, e.g., insulin administration, heparin administration, administration of medications to pediatric clients.
- F. Proper documentation of all administered medications will be verified by the clinical instructor.
- G. Students who do not meet safety standards will receive a prescription for learning that requires study and lab practice in the area of medication administration.
- H. Math proficiency is required to administer medications safely. Therefore, in all clinical courses, students will be tested to determine drug calculation abilities. If necessary, remediation will be required. Students may not administer medication until the specified grade on medication calculation quizzes has been achieved.

Required Clinical Annual Education

Infection Control Annual Education

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 Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines, the School of Nursing and Health Sciences adopted the policy that both students and faculty will observe blood and body fluid precautions when working with all clients in all settings (hospital, clinic, home, outside agency). All undergraduate nursing students are educated about OSHA requirements, HIPAA, and Fire Safety during orientation. All students complete a test reflecting knowledge of OSHA requirements annually.

Gloves are to be worn during an existing or potential contact with blood and/or body fluids. Masks and goggles/face shields are required when a threat of exposure to secretions or excretions exists, (i.e., prevention measures, handling of blood, drainage from wounds, discontinuing IVs, converting IVs to saline locks, suctioning, working with expected or confirmed infectious patients, 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.

Accidental Exposure to Blood and Body Fluids Policy

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 nursing students are 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).

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

- A. Students 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.
- B. 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.
- C. In the event that you are exposed to blood and body fluids, the student will 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.
- D. The student will follow the policies of the clinical agency (if any) and assume responsibility for medical follow-up.
- E. Immediately after you have been exposed to blood or body fluid (i.e. needle stick, splash, and exposed mucosa, wash the exposed area with soap and water or flush eyes with at least one (1) liter of water or normal saline solution.
- F. Immediately notify the clinical faculty. The clinical faculty member will notify the unit nurse manager and the agency liaison and immediate treatment should be obtained following agency protocols. The faculty will notify the School of Nursing and Health Sciences within 24 hours of exposure. After initial care is provided, a meeting with the student and the course faculty and the Program Chair should be arranged.
- G. Contact your primary care physician or nurse practitioner and undergo any necessary precautions, treatments, or tests.

Procedure for accidental exposure to blood or body fluids in an agency without and on-site medical services.

Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to faculty member. If the student is working with a preceptor the preceptor should contact the program coordinator and the appropriate health care agency administrator.	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Report to local hospital emergency room for immediate evaluation and treatment. Post exposure prophylaxis should occur immediately, but no later than 2 hours after exposure.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.

3. Complete <i>Department of Nursing Blood or Body Fluid or TB Incident Report</i> within 24 hours	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for post-exposure prophylaxis.
4. Report incident to program administrator.	4. Complete <i>Department of Nursing Blood or Body Fluid or TB Incident Report</i> within 24 hours
5. Sign <i>Post Exposure Responsibility Form*</i> (Addendum C) indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.	5. Report incident to program administrator.
6. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.	6. Sign the <i>Department of Nursing Post Exposure Responsibility Form*</i> (Addendum C) indicating prophylactic treatment was initiated OR that student refused prophylactic treatment after consultation with emergency department physician.
7. All expenses incurred are the responsibility of the student.	7. It is expected that the student will follow all recommended post exposure follow up treatment. This may include counseling, further testing, and medication.
	8. All expenses incurred are the responsibility of the student.

See Procedure and Post-Exposure Incident Report (Appendix B). Refer to Appendix C, Blood or Body Fluid or TB Exposure Incident Report Form, which must be completed the day of the incident.

Accidental Exposure to Tuberculosis Policy

Exposure to a patient who may have TB for whom infection control procedures have not been taken must be reported to your instructor or preceptor immediately. They will follow the appropriate guidelines to assist you in receiving immediate medical attention. They will ask you about the exposure incident and initiate the appropriate incident report and treatment processes. Be as specific as possible when giving details around the incident including the identification of the source or source person.

PROCEDURE: ACCIDENTAL EXPOSURE TO TUBERCULOSIS

Clinical Agency without on-site medical services	Clinical Agency with on-site medical services
1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator	1. Report incident to clinical instructor/preceptor who will then report the exposure to the appropriate health care agency administrator.
2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.	2. Follow clinical agency's protocol for accidental exposure. Typically, this will require the completing of an agency incident report.
3. Report immediately to your family physician or local health department for the placement of a baseline PPD test. This must be administered as soon as possible post-incident. Student should also receive counseling from a health care provider related to the sign and symptoms of TB. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.	3. Report immediately to the emergency department or employee health (as determined by the institutional protocol) for placement of a baseline PPD test. If the student has a previously known positive PPD, a PPD test is not required. The student will need to provide a letter from their health care provider indicating that they have been counseled concerning the signs and symptoms of the disease and that they will be receiving follow care and monitoring for TB. Follow up care may include a chest x-ray to establish that no active disease is present.
4. Complete <i>Department of Nursing Blood or Body Fluid or TB Incident Report</i> within 24 hours.	4. Complete <i>Department of Nursing Blood or Body Fluid or TB Incident Report</i> within 24 hours

5. Report incident to program administrator.	5. Report incident to program administrator.
6. Sign the <i>Department of Nursing Post Exposure Responsibility Form*</i> . Student must provide the program administrator PPD test results within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure	6. Sign the <i>Department of Nursing Post Exposure Responsibility Form*</i> . Student must provide the program administrator the results of the PPD test within 24 hours of receiving the results. Student with a previously known positive PPD must provide a letter (see #3) from their health care provider within 48 hours after the exposure
7. It is expected that the student will follow all recommended post exposure follow up treatment. <i>The student, who previously tested negative for TB,</i> must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. <i>The student, who previously had a positive PPD (prior to the exposure),</i> will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.	7. It is expected that the student will follow all recommended post exposure follow up treatment. <i>The student, who previously tested negative for TB,</i> must have a PPD test placed 8-10 weeks post exposure. Results must be given to the program administrator within 24 hours of the test being read. If this test is positive for TB exposure, the student will be advised to undergo further medical evaluation and treatment. The student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present. <i>The student, who tested positive for TB prior to the exposure,</i> will be required to provide a letter from their medical provider 8-10 weeks post exposure indicating that they have been examined and that no active disease is present. If the student is found to have symptoms or a positive chest x-ray the student will not be permitted to continue in the program until the student provides sufficient documentation indicating that no active disease is present.

General Incident Report

If a student is injured while participating in the clinical setting, the student must immediately report the event to the clinical faculty. If the clinical faculty is not present or available, the student must report the incident to the unit or agency representative. Examples of injuries that may be sustained includes, but is not limited to, falling, slipping, equipment-related burns, cuts and bruises, and assault by a patient or visitor. The student, with the guidance of the faculty member or agency representative, will complete an agency incident form and the Nursing Program General Incident Form (Appendix D). This form must be submitted to the clinical coordinator and Director of Clinical Education within 24 hours of the event. Given the nature of the incident the student may be advised to seek medical attention.

Transporting Patients

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

DEPARTMENTAL POLICIES

Notice of Concern

Purpose: When a student is not meeting course objectives or requirements, the course faculty may issue a *Notice of Concern* (NOC). Faculty include course faculty and clinical faculty. The clinical faculty will review the concern with the course lead and/or Chair and together coordinate a plan for management of the *Notice of Concern*.

The faculty will complete the NOC form (Appendix A) and schedule a meeting with the student to review the concern and develop a plan for resolution, with the goal to support student success. The *Notice of Concern* form will describe the concern and action plan, with details describing the steps to be taken by the student and/or faculty to resolve the concern, along with a timeline for completion. The student may complete a written response to the concern/s. The response will be attached to the original form and signed and dated by the student and faculty.

Procedure:

Circumstances that may result in a *Notice of Concern* include but are not limited to the following:

- Inappropriate use of social media, per the Student Code of Conduct policy
- An average of < 84% on all graded items by midterm; Unsatisfactory clinical performance.
- Noncompliance with mandatory immunizations, screenings, and/or clearances

Timeline for implementation of the *Notice of Concern*

- Meeting 1: (Part 1 of Notice of Concern). Faculty meets with student to review concern and collaboratively develop an action plan and answer questions. A referral to Lab Coordinator or Strategies for Success requires the parties be notified by email with the action plan.
- Meeting 2: (Part 2 of Notice of Concern). Faculty and student meet as previously determined to assess resolution of concern.
- If the concern is not resolved and further action is required, another meeting is scheduled to include the faculty, Chair and student, and the concern and plan is reevaluated to determine further action.
- At any step, the Dean may be notified at the discretion of the Chair, faculty or at the request of the student.

Record Keeping and Tracking

- The signed *Notice of Concern* form is given to the Chair, who reviews and enters details on a tracking log, to include: semester and year, date of NOC, course number, student La Salle ID, faculty initiating, brief description of concern
- The completed form will be placed in the student's academic file.

- The *Notice of Concern* form is kept on file for the duration of the student's academic program, to be deleted following graduation. In the case of student withdrawal or discharge from the program, the decision about management of the *Notice of Concern* form will occur at the level of the chair and Assistant Dean in School of Nursing and Health Sciences.

Core Performance Standards for Admission and Progression in Nursing

The Nursing Program requires that students in the undergraduate nursing program possess eight essential functions.

Core Performance Standards for Admission and Progression in Nursing

Essential Function	Standard	Examples of Necessary Activities (not all-inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-and-effect relationships in classroom and clinical situations, develop nursing care plans Evaluation of the effectiveness of nursing interventions
Interpersonal	Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds	Establish rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability. Develop the ability to make appropriate and timely decisions under stressful situations.
Communication	Communication abilities sufficient for verbal and written interaction with others	Explain treatment procedures, initiate health teaching, and document and interpret nursing actions and patient/client responses. The candidate must be able to communicate in English (oral and written).
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Move around in patient's room, workspaces, and treatment areas; administer cardiopulmonary resuscitation procedures; transfer and position patients and reposition patients. Work in a standing position and do frequent walking for twelve hours. Demonstrate sufficient endurance to complete a twelve-hour clinical laboratory experience
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibrate and use equipment; position patients/clients; medication administration; able to operate IV pumps, cardiac monitor, and electric and manual blood pressure equipment, electric beds, etc. Access patient/client information electronically and document care provided.
Hearing	Auditory ability sufficient for observation and assessment necessary in nursing care	Hear monitor alarm, emergency signals, auscultate breath sounds, and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	Observe patient/client responses. Possess sufficient visual acuity to perform close and distant visual activities involving objects, persons, and paperwork, as well as the ability to discriminate depth and color perception. Read calibrated scales of one-hundredth increments in not more than a three-inch space.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical examination, and/or those related to therapeutic intervention (such as insertion of a catheter)

Note: These standards were adopted from those developed and approved by the Southern Regional Education Board Council on Collegiate Education for Nursing. <https://www.sreb.org/publication/americans-disabilities-act>.

American Association of Colleges of Nurses. Accommodating Students with Disabilities. Reviewed 7/12/21. <https://www.aacnnursing.org/our-initiatives/education-practice/faculty-tool-kits/accommodating-students-with-disabilities>

Independent Study

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

Eligibility

- 1) 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.
- 2) 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.

Availability

A limited number of Independent Study opportunities are available each semester. The approval of an application is not automatic in the Associate Dean of Nursing'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.

Procedures

- a. Students should contact the Assistant Dean/Dean to discuss the application and process.
- b. When the application is approved or denied, the student will be notified accordingly.
- c. 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.
- d. Independent Study courses should involve 1 credit but not exceed 4 credits.
- e. Specify the number of credits on the study application form.
- f. 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 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.

Progression

Undergraduate Program Grading Scale for School of Nursing and Health Sciences

LETTER GRADE	NUMERICAL RANGE	GRADE POINTS
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	84-86	3.0
B-	81-83	2.67
C+	78-80	2.33
C	75-77	2.0
D	70-74	1.0

F	69 and below	0.0
I	indicates work not completed within the semester period	
W	indicates an authorized withdrawal from a course	

Undergraduate Nursing Program Grading Requirements:

1. Grades of "C+" or better are required in all nursing courses to meet the course requirement. Students must satisfactorily complete both the didactic and clinical components of clinical courses in order to receive a passing grade for the course. If the student's performance is failing in clinical practice, the letter grade assigned to the course will be an "F." The clinical grade is derived from achievement of clinical objectives that are specified on the clinical evaluation form for courses with clinical components. If a student earns less than a "C+" in the didactic component of the course, the recorded grade will be recorded as "C," "D" or "F."
2. A grade less than "C+" in any nursing course must be repeated and completed successfully before progressing to the next nursing course. When the course is repeated, the student must re-take both didactic and clinical portions of a course in which they have received a failing grade (grade lower than a "C+").
3. A student that earns less than a C+ in more than one nursing course in the same semester will be dismissed from the major.
4. Students must successfully complete 200 level courses before progressing to 300-level fall semester nursing courses. Students must successfully complete all 300-level courses before progressing to the fall semester 400-level clinical courses.

5. While enrolled in the nursing program, a nursing student is only allowed to withdraw 2 times (total) from courses in the nursing major.

Example: If a student withdraws from NUR 201 Patho sophomore year and Fundamentals, NUR 205 sophomore year, this student cannot withdraw from any future nursing courses in the nursing program.

Example: If a student withdraws from NUR 201 Patho sophomore year, two consecutive academic years, this student cannot withdraw from any future nursing courses in the nursing program.

6. All cases of progression are reviewed by members of the Nursing Admissions and Academic Standards Committee.
7. University requirements for grade point averages necessary for progression and graduation can be found in the University Bulletin. See University Academic Bulletin for Withdrawal, Satisfactory or Unsatisfactory, Audit, and Courses repeated policies. Grade Appeal procedure is available at: <https://wa3.lasalle.edu/policies/get.php?type=policies&id=26>.

Progression within the Nursing major:

1. The Nursing Course Semester GPA of 2.67 is required to be maintained each semester while enrolled in the undergraduate nursing program.

2. Calculating a Semester Nursing GPA: Use the term calculator on Degree Works

Examples by Program type:

Day Program: First semester sophomore year: NUR 201 (3) credits, NUR 202 (3) credits, and NUR 203 (4) credits. Total 10 credits. If a student receives a B in NUR 201, a B – in NUR 202, and a C + in NUR 203, the total nursing GPA for the semester is a 2.63. **This is less than a semester nursing course GPA of 2.67; therefore, the student is eligible to apply for reinstatement.**

ACHIEVE Evening and Weekend Program: first semester sophomore year NUR 201 (3) credits and NUR 203 (4) credits. Total 7 credits. If a student receives a B - in NUR 201 and a C+ in NUR 203, the total nursing GPA for the semester is a 2.48. **This is less than a semester nursing course GPA of 2.67; therefore, the student ineligible to apply for reinstatement.**

Reinstatement to the Nursing Major

1. The Chair of the Undergraduate Nursing Programs will notify eligible students that they may apply for reinstatement under the following circumstances:
 - the student received less than a nursing course GPA of 2.67 in their nursing courses in one semester or
 - obtained less than a C+ in a nursing course.Requests for reinstatement are not automatically approved and final decisions regarding reinstatement requests lie with the Admissions and Academic Standards Committee.
2. Students who earn less than a C+ in more than one nursing course in the same semester or have withdrawn more than 2 times from any nursing course are not eligible for reinstatement.
3. The student should complete the reinstatement form within 14 days after final grades are posted and submit it to the Chair of the UG Program via email. See Appendix E: Reinstatement Form
4. Once the reinstatement form has been received, the Undergraduate Program Chair will convene a meeting of the Admissions and Academic Standards Committee to review student's requests for reinstatement. The decision of the Admissions and Academic Standards Committee will be communicated to the student in writing by the Chair.
5. In the event that reinstatement is approved, the Chair of the UG Nursing Program will send an action plan to the student via email that includes specific activities to complete as part of the

- reinstatement process will be sent to the student via email.
6. The student will review the action plan and schedule an appointment with the Assistant Dean or Chair of the Undergraduate Nursing program (ACHIEVE) to review and determine a plan for completing required remediation and the sequences of courses for the remainder of the Undergraduate Nursing Major curriculum.
 7. The student is required to sign the action plan to acknowledge the prescribed plan for reinstatement in its entirety.
 8. The Assistant Dean or Director or Chair of the Undergraduate Nursing Programs will notify course faculty and Tutor/Remediation Specialist of prescribed action plan. The student will meet with the Assistant Dean or Chair of the Undergraduate Nursing program prior to registering for clinical placement.
 9. After reinstatement, a student who earns less than a "C+" in a second nursing course or the same nursing course for the second time will be dismissed from the Undergraduate Nursing Program.
 10. Following reinstatement, students must maintain a nursing course semester GPA of 2.67 or higher. If the required semester nursing course GPA of 2.67 is not met, the student will not be permitted to progress within the nursing major. The student will be required to select a different major.
 11. Reinstatement is possible only once during the nursing major for a student.
 12. Following reinstatement, a failure in any subsequent nursing course, C or below, even in the last semester senior year, will lead to dismissal from the major.

Progression Policy updated 8/256 Effective Date Fall Semester 2026

Change of Division Policy

Students will be permitted to Change Division one time only during their program of studies in the Undergraduate Nursing Program. This applies to a student who wishes to transfer from the Day Program to the ACHIEVE Program or from the ACHIEVE Program to the Day Program. Students who have fewer than 90 credits and are in good academic standing may change from Undergraduate Day to Undergraduate Evening status and vice versa. Students need to meet with the Assistant Dean. Students should be aware that, in addition to credit hours, financial obligations are affected by changing divisions. Registration for a clinical course for a student changing division will only be permitted based on clinical site availability once all students following the typical sequence of courses have been placed.

Math Calculation Policy

The Undergraduate Nursing Program teaches and evaluates content related to clinical calculations according to the following specifications:

- A. Dimensional analysis (DA) is the method of calculating clinical doses. Faculty in the classroom and in the clinical setting teach and use dimensional analysis.
- B. NUR 203 Introduction to Professional Nursing in the sophomore year Basic Math and Conversions; Dimensional analysis will be taught using up three - factor analysis in NUR 205. Safe dosage calculation will be reinforced and tested in every clinical nursing course each semester.
- C. On math calculation medication quiz, numeric scores will not be used in calculation of any overall course grade. Test scores are counted as a clinical PASS/FAIL criterion.
- D. Students will not be permitted to administer medications before medication calculation competency is demonstrated. As a course requirement, students are required to achieve a 100% on a drug calculation competency examination.

- a. Simple, non-graphing, calculators distributed by the faculty will be used for dosage calculations. No cell phones are permitted. Students must pass a dosage calculation test at 100% for clinical nursing courses by a date established by the faculty. Failure to obtain these scores results in failure of course.
- E. Retests must be taken on assigned days/times. Retest will be within one week of original test. If a student fails to achieve 100% on the first exam, the student is required to meet with the course faculty for remediation. If a second attempt (less than a 100%), a mandatory remediation must be completed. Course faculty will refer to Strategies of Success and documentation of such remediation provided to course faculty.
- F. All work must be shown in DA on test or answers will be marked as incorrect. Final answers must all include the unit of measure or answer will be marked incorrect. No partial credit for missing work or missing units of measure will be given.
- G. Rounding is required according to specific instructions included with the question as is the standard practice with the NCLEX-RN® examination. For example, students are instructed to round to the nearest tenths or nearest hundredths or whole number. For questions related to oral non-scored tablets, gel caps, capsules, etc. and for counting IV rates in gtt/min, answers must be in whole numbers. Answers must be conceptually sound (e.g., calculation should not lead to a final answer to administer 13 mL subcutaneously or give 13 tablets of 0.125 mg triazolam).
- H. Apothecary measurements will be discussed in class; however, no apothecary measures will be included in testing. Common household measures used in medication administration (e.g., teaspoon) are taught and tested.
- I. The following clinical courses across the curriculum in the Day and the ACHIEVE programs will have a dosage calculation proficiency test: NUR 205, NUR 331, NUR 333, NUR 335, and NUR 425. Faculty in clinical courses should provide teaching/testing opportunities for students to apply clinical calculations in the context of the specialty.
- J. Faculty will refer students who are having difficulty with DA in class or in clinical to the Center for Academic Achievement with examples of specific areas/types of problems for remediation.

Preparation for NCLEX-RN® Licensure Examination: NCLEX Success Plan

Background

The National Council of State Boards of Nursing (NCSBN) Licensure Exam (NCLEX-RN®) is designed to test knowledge, skills, and critical thinking abilities essential for safe entry-level nursing practice (NCSBN, 2026). Every three years, the NCLEX-RN® test plan is evaluated and revised by the NCSBN as needed based on results of an extensive practice analysis study of newly licensed registered nurses practicing for one year. The test plan serves as a guide to inform nursing programs of the most essential and relevant nursing concepts to be emphasized in theoretical and clinical learning activities throughout the program. The latest information related to the April 2026 test plan is posted on the NCSBN web https://www.ncsbn.org/public-files/2026_RN_Test-Plan_English-F.pdf

Philosophical Basis for the NCLEX Success Plan

Students are academically prepared to take the NCLEX-RN® exam upon successful completion of the nursing program requirements. Preparation for success on the exam begins at the start of the program and continues throughout the program. The success plan is congruent with the major tenet of systems theory, i.e., a system and its parts are all interrelated. Students and faculty accept responsibility for their respective roles in implementing the NCLEX Success Plan.

Purpose of the NCLEX Success Plan

The overall purpose of this NCLEX Success Plan is to facilitate each student's readiness to pass the NCLEX – RN® exam as a demonstration of basic competency necessary to provide safe and quality nursing care. The plan details the responsibilities of the students and faculty in implementing strategies throughout the nursing program that have been put in place to promote success on the NCLEX examination as a first-time test taker.

Specific purposes of the plan are to:

1. assess the content mastery level and critical thinking abilities of the individual student and aggregate student cohorts;
2. identify areas of strength and areas for improvement in academic and testing performance;
3. provide structured remediation to raise the level of competency in testing performance; and
4. assist students with recognizing and mitigating barriers to timely success on the NCLEX.

Mastery Levels: Novice, Intermediate, and Proficient 36-month Elsevier Product

Mastery Levels	Description of Levels
Novice level	Student is able to recall specific facts and information.
Intermediate level	Student is able to use specific information to interpret or analyze.
Proficient Level	Student is able to judge, evaluate, and combine information to make decisions about what is best for the patient's care.

NCLEX-RN SUCCESS PLAN

Strategies within the NCLEX-RN Success Plan

The NCLEX Success Plan uses strategies throughout the curriculum that are evidence-based and considered standard educational practice in nursing programs throughout the region and across the nation. References supporting the selection of specific strategies are available upon request. An overview of the plan schedule, including the sequence for testing and remediation is listed below.

Nursing Courses NCLEX-RN Plan

Course	Elsevier Adapting Quizzing for NCLEX RN Exam (36 month).	Standardized Test HESI
NUR 203	N/A	N/A
NUR 201	N/A	N/A
NUR 202	N/A	N/A
NUR 204	N/A	N/A
NUR 205	Novice Level Concepts selected	Fundamentals HESI® Complete Required HESI Remediation

NUR 331		Fundamentals HESI® Complete Required HESI Remediation
NUR 332	N/A	N/A
NUR 333	Intermediate Level 3 Concepts	Maternal-Child HESI® Complete Required HESI Remediation
NUR 335	Intermediate Level 3 concepts	Pediatric HESI® Complete Required HESI Remediation
NUR 421	Intermediate Level	Mental Health HESI® Complete Required HESI Remediation
NUR 423	N/A	N/A
NUR 424	Intermediate Level	Medical Surgical HESI® Complete Required HESI Remediation
NUR 427	100 questions 3 concepts	N/A
NUR 425	PrepU Quizzes	N/A
NUR 428	Fundamentals Pediatrics Maternity Mental Health Proficient Level	Exit HESI ® Complete Required HESI Remediation

Nursing Elsevier HESI Personalized Learning Plan

Purpose of the NCLEX Success Plan

Standardized testing is used as part of the nursing program assessment plan as well as a tool for students to measure their progress and remediate in areas that they need improvement. HESI Standardized testing will occur at designated points during the curriculum.

The HESI predictability model (HPM), a proprietary mathematical model, is used to calculate each HESI Score (typical range from 0 to 1,500). The HPM considers several factors, including the difficulty level of each test item and the performance by that student on all the items.

Research on predictive accuracy of the HESI exams has been conducted using this HESI Score. Research studies have found the HESI Score to be highly accurate in predicting NCLEX success.

The overall purpose of this NCLEX-RN Success Plan is to facilitate each student's readiness to pass the NCLEX – RN® exam as a demonstration of basic competency necessary to provide safe and quality nursing care. The plan details the responsibilities of the students and faculty in implementing strategies throughout the nursing program that have been put in place to promote success on the NCLEX-RN examination as a first-time test taker. Specific purposes of the plan are to:

1. Assess the content mastery level and critical thinking abilities of the individual student and aggregate student cohorts.
2. Identify areas of strength and areas for improvement in academic and testing performance.
3. Provide structured remediation to raise the level of competency in testing performance.
4. Assist students with recognizing and mitigating barriers to timely success on the NCLEX-RN.

Testing Environment:

- Students are expected to show their La Salle ID to gain entry into the computer testing room.
- Students must store all belongings including smartwatches, cellular phones, wearable technology, food, beverages, jackets, baseball caps, and sweatshirts with a hoodie at the designated area indicated by the proctor. No belongings may be kept at computer workstation.
- Students are allowed ear foam plugs into the testing room. Students are expected to bring plug in (wired) ear pods to hear audio questions in the exam.
- Students should arrive at the testing environment at least 15 minutes before the scheduled start time.
- Students will be permitted one piece of blank white/yellow paper.
- Students should not initiate any writing on the paper until the exam has officially started.
- Students will provide this paper to the exam proctor upon completion of the exam.
- Students should not use any external calculator. There is a calculator located on the test page of the computer from the right side of the screen.
- Discussing test content with other students is prohibited and is academic dishonesty
- HESI exam content is copyright protected.
- Students are required to review rationales to finish testing process. This is the only opportunity for students to review their rationales per Elsevier.

Conversion Score

All HESI exams provide a Conversion Score. The Conversion Score is a weighted percentage score that considers the average difficulty of the test item on the exam. The Conversion Score was developed to better reflect the student's ability compared to a traditional percentage score because it considers the test items' difficulty level. HESI Scores (range from 0 to 1,500) are individually weighted and consider the difficulty of the test item. The Conversion Scores (typically ranging from 0 to 100) use average difficulties and average performance. The relationship between the HESI predictability model (HPM) and the Conversion Score is not a simple percentage. For example, a HESI Score of 900 ("recommended" score) can result in a converted score typically between 82 and 99.99, depending on the difficulty of the test items the student answered. In NUR 205, a student's first HESI exam, 5% of the student's conversion score on the exam will be included in the calculation of the overall course grade. In NUR 331, NUR 333, NUR 335, NUR 421, NUR 425 and NUR 427, 10% of the student's conversion score on the exam will be included in the calculation of the overall course grade. The 900 Exit HESI score is the curriculum benchmark score. The Exit HESI score based on the HPM is a more accurate predictor of NCLEX success than the Conversion Score.

Goals of the Personalized Learning Plan (PLP)

The goals of the personalized learning plan:

- Celebrate student progress.
- Provide a clear, guided path forward.
- Keep students motivated and engaged through adaptive learning.
- Increase students' self-confidence.

Process for Personalized Learning Plan Completion

Based on students' HESI Score, students will be assigned a personalized learning plan including learning

packets and HESI case studies. Elsevier provides students with links to access the HESI case studies and learning packets in the Student Summary Report. Students are expected to access their personalized learning plan in the HESI Next Generation Assessment Portal on Evolve by clicking on Exam Results. Students are required to complete their personalized learning plans based on their achieved Elsevier HESI score within one week after they complete their course HESI exam. This includes all learning packets and case studies.

Failure to Complete the Personalized Learning Plan

If the PLP requirements are not completed 48 hours before final grades are due, students will receive an Incomplete as their course grade. Once an Incomplete is given in a course, the student will be required to complete the PLP requirements using the guidelines documented in La Salle University's Incomplete policy at <https://www.lasalle.edu/registrar/undergraduate-grading-system/> which states:

All Incomplete (I) grades that have not been removed within three weeks after the last regular examination of the semester become Fs. When it is physically impossible for the student to remove this grade within the time limit, he or she must obtain a written extension of time from the Assistant Dean.

Integrated Standardized Testing with Benchmarking Throughout the Curriculum

Individual Course Mastery Testing

The Nursing Program utilizes case studies, practice tests, and HESI® course assessments offered by Elsevier. Students are required to complete the HESI exams in NUR 205, NUR 331, NUR 333, NUR 335, NUR 421, NUR 425 and NUR 427.

In NUR 205, a student's first HESI exam, 5% of the student's conversion score on the exam will be included in the calculation of the overall course grade (**benchmark score 850**).

In NUR 331, NUR 333, NUR 335, NUR 421, NUR 425 and NUR 427, 10% of the student's conversion score on the exam will be included in the calculation of the overall course grade (**benchmark score 900**).

All students are required to complete PLP as part of the course evaluation methods in order to earn the final course grade. Testing may take place during the regularly scheduled class day/time or students may be required to take the course test during scheduled time outside of the regular class schedule.

Exit Comprehensive Testing

In **NUR 424/NUR 424E: Senior Seminar I**, students must achieve a benchmark score of **900** on the MED SURG HESI. Students will be given two attempts.

NUR 428/NUR 428E: Senior Seminar II: Synthesis of Clinical Concepts, students must achieve a benchmark score of **900** on the HESI® Exit Comprehensive Examination to pass the course.

- Students will be given **two attempts** within the final spring semester to reach this benchmark.
- Following the first attempt, students scoring below 900 are required to meet with the course faculty to develop an individual plan for preparation and retesting. PLP must be completed prior to retaking the HESI Exit II examination.
- Failure to achieve a score of 900 on the second attempt will result in a course grade of incomplete.
- Students with a NUR 428 course grade of "I" will complete the course in summer session I.
- Students with a NUR 428E course grade of "I" will complete the course over six weeks beginning the first week of August.
- Students will complete Exit HESI 3 at the end of summer session I (Day) or 2nd week of September (ACHIEVE).

NUR 428 must be taken during the **final semester of nursing courses** as outlined in the curriculum plan under which the student was admitted.

Evidence of Required Practice and Review NCLEX Examination Style Questions

Throughout the curriculum, students will be required to complete NCLEX examination style questions. Students will be given assignments within each nursing course for the number of questions to complete and mastery levels to attain. Faculty may give a class an assignment or quiz as part of the instructional plan; the student's questions would be in addition to this faculty assignment. Students must complete course assigned case study/practice questions in order to earn the final course grade. Faculty within courses will be responsible to track online the completion of assigned questions.

Evidence of Completion of Kaplan Review Course

All students must complete the Kaplan NCLEX-RN 3-day course on-campus, face-to-face review program and all subsequent follow-up work that is assigned. . This is a course requirement. If the Kaplan course and associated work is not completed, the student will receive a NUR 428 course grade of "I."

Incomplete Grade

The "I" grade is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete all assigned course requirements for reasons beyond their control. Make-up examinations and assignments for one semester must be completed before the opening day of the next semester. All "I" grades that have not been removed within three weeks after the last regular examination of the semester become Fs. When it is physically impossible for the student to remove this grade within the time limit, the student must obtain a written extension of time from the Dean of their respective school.

Withdrawal from a Nursing Course

Students are only permitted to withdraw 2 times (total) from required nursing courses. It is the student's responsibility to know the withdrawal date within each semester. These are published each semester on the academic calendar that is available on the [La Salle Registrar](https://lasallecentral.edu/registrarsite/) website. Withdrawals may be given in cases of serious illness and disability during the semester; Withdrawals from a nursing course for non-academic reasons will be reviewed on a case-by-case basis. If a student receives counseling from the faculty to withdraw from a course due to illness or related circumstances, and the student voluntarily chooses to remain in the course, the likelihood of a medical withdrawal at the end of the semester is seriously limited. Withdrawals given for medical reasons are for all courses in a given semester, not for any individual course.

Students who are reinstated to the Nursing major after a dismissal may not withdraw from any nursing courses if they have a failing average at the time of the requested withdrawal.

Please complete electronic course withdrawal form: (<https://lasallecentral.etrive.cloud/#/form/2>)

Leave of Absence/Withdrawal

Students must notify the Assistant Dean of the SONHS and the appropriate advisor if they intend to take a Leave of Absence for any length of time (even if only one semester). Students should discuss their return and obtain approval for a plan for resuming the curriculum in the appropriate course sequence. If a leave of absence is taken for longer than one consecutive semester, the student's academic standing **must be reviewed** by the Nursing Admissions and Academic Standards Committee prior to resuming any clinical and/or theory nursing courses. A Student Success plan will be created by the Director of Clinical Education and Assistant Dean. The committee may require the student to demonstrate mastery in specific content areas or skills prior to starting new course work. Examples of how this may be done include: objective tests, skills performance evaluation, or portfolio. In some cases, the committee may require a

student to repeat a previously completed course that the student has passed. Students are limited to no more than one leave of absence during the program.

Students who are admitted to the Nursing major must **complete the program requirements** no later than 3 years from the original expected date of graduation (e.g., if the original expected date of graduation was May of 2022, upon return from the leave of absence, the student must finish all core and major requirements no later than May 2025). A leave of absence from the program for longer than the time allowed to accomplish this program completion requirement will necessitate that the student must reapply for admission to the program as a new student. Admissions requirements are available in the Catalog.

Graduation/License/NCLEX-RN Paperwork Procedures & Requirements:

1. Students are to complete the online graduation application at the beginning of their final semester of study.
2. Students are responsible for checking that BSN degree requirements (core and major requirements) 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 who meet the graduation requirements of the BSN program can complete the application for the National Council Licensure Examination for Registered Nurses (NCLEX-®).

Research Participation

The Nursing Faculty conduct program evaluation studies or participate 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 Assistant Dean 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.

Military Reserve Call-Up Policy

Any student who is called up for reserve duty should contact the Registrar's Office. The 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 will use good judgment to make such provision.

Inclement Weather

All courses at the University remain in session unless announced otherwise by media outlets. 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*). 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: <https://www.lasalle.edu/public-safety/emergency-alert-system/>

Communication with Faculty and Staff

Getting in Touch with Faculty/Office Hours

All faculty post their office hours in their syllabi. Please consult faculty schedules for office hours and contact faculty in person, by telephone or e-mail to find a mutually agreeable meeting time. Faculty are here to support you and welcome office hour visits.

Key Nursing Program Leadership

Dean	Beth Ann Swan, PhD, RN, CHSE, FAAN, ANEF	swanb@lasalle.edu 267-315.1424
Assistant Dean	Mary Dorr, MSN, RN	dorr@lasalle.edu 215-951-1646
Chair, Undergraduate Program	Mary Hanson-Zalot, EdD, MSN, RN, CNE	hansonzalot@lasalle.edu 2157189398
Director of Clinical Education Director of ACHIEVE and RN-BSN Programs	Rachele Lee MSN-Ed, RN	leer@lasalle.edu 215-951-1097
Nursing Learning Resource Center Lab Coordinator	Beth Wagner, MSN,RN	wagner@lasalle.edu 215-991-3797
Director of Simulation Lab	Stephanie Blumenfeld, MSN, RN	blumenfeld@lasalle.edu 215-951-1706

Administrative Assistant Compliance Officer	Shira Powell-Carter	powells@lasalle.edu 215-951-1944
Administrative Assistant	Tonisha Whitfield	whitfiel@lasalle.edu 215-991-3572

Personal Safety

Promoting Personal Safety

Student safety is a priority at the university and in our nursing program. Students are expected to be aware of their surroundings at all times both on campus and while traveling to and from clinical activities. Please review La Salle University Public Safety website for additional information and safety awareness tips: <https://www.lasalle.edu/public-safety/>.

La Salle University's Public Safety Department is staffed year-round, 24 hours a day. The department's headquarters and administrative offices are located on South Campus at St. Mutien Hall.

In addition to providing security patrol services in and around campus, the department operates shuttle service during the fall and spring semesters and manages parking permit registration. Escort services are available year-round.

For general information or service requests call 215.951.1300. For emergencies: **215.991.2111**
We encourage you to place these phone numbers in your cell phone.

Rave Guardian app (FREE) information available on the La Salle University portal. We encourage you to download this safety app.

<https://apps.apple.com/us/app/rave-guardian/id691246562>
<https://play.google.com/store/apps/details?id=com.ravemobilesafety.raveguardian>

Student Life

Student Representation on Department Committees

In an effort to maximize student participation in aspects of the nursing program, the faculty invites student membership on selected faculty committees. The Chair will coordinate with the Chair of the Student Advisory Committee to elect student representatives to serve on the Student Advisory Committee. Student leaders are invited to report on current student activities and obtain feedback from faculty and staff at the Undergraduate Nursing Program Council Committee. Email Dr. Beth Ann Swan to be placed on the agenda swanb@lasalle.edu.

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 for review. Information should be shared with the student body.

Student Organizations and Activities

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.

Student Professional Organization (SNAP)

At La Salle University there is an Undergraduate Nursing Program chapter of the Student Nurses' Association of Pennsylvania (SNAP). Students learn professional and leadership skills in this organization, and participate in local, regional, and national meetings of the National Student Nurses' Organization. Our Faculty Advisor for SNAP is Professor Pat DiGiacomo.

Student Resources

Academic Accommodations

La Salle University works with students requesting academic accommodations on a case-by-case basis through an iterative process to determine the appropriate accommodations. Once the process is completed, the academic accommodations will remain in effect throughout the student's tenure at the university. Additional accommodations can be requested at any time.

Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition. The documentation that should be submitted is listed in the link below and based on the type of illness or condition for which the student is requesting academic accommodations. The documentation should be submitted to:

Ms. Jamil Bashir, Academic Accessibility Specialist
Email: bashir@lasalle.edu

The Equal Opportunity Compliance Officer and Title IX Coordinator will then review and can also answer any questions related to request academic accommodations:

Ms. Rose Lee Pauline, Equal Opportunity Compliance Officer and Title IX Coordinator
Mailing address: 1900 West Olney Avenue, Philadelphia, PA 19141-1199
Email: Pauline@lasalle.edu
<https://www.lasalle.edu/center-for-academic-achievement/services-for-students/academic-accommodations/>

Pregnancy

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.](#)

Academic Advisement

General Academic - Academic Policies and Procedures.

Academic advising is a collaborative experience in which students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success and outlining the steps for achievement of the students' personal, academic and professional goals. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful (NACADA, 2004).

It is the responsibility of the student to be familiar with and observe the academic policies of the University in all matters of course registration, dropping and adding courses, and withdrawing from a course and/or the University.

The following processes can be initiated electronically by completing and submitting the following forms:

- Course Withdrawal: <https://lasallecentral.etrive.cloud/#/form/105>
- Withdrawal from the University: <https://lasallecentral.etrive.cloud/#/form/2>
- Declaring a Major or Minor: <https://lasalle.etrive.cloud/central/forms/71>

Learning resources are directly accessible to students. Many students can self-refer for supportive instruction/services and faculty and advisors can also refer students to university resources. The Assistant Dean oversees academic advisement for the undergraduate day students. The ACHIEVE - Evening/Weekend pre-licensure BSN students receive academic advisement from the Director of Clinical Education, ACHIEVE and RN-BSN programs.

It is the student's responsibility to communicate frequently with the advisor and to keep them apprised about positive events and any issues related to academic progress.

Suggested topics to discuss during academic advisement include:

- Discussing the current/past semester - academic support
- Reviewing Degree works/audit (non-nursing and nursing major requirements)
- Declaring a minor
- Career Services/resume
- Registration - pin number

- Study habits, etc.
- Support Services
- University involvement - Athlete, SNAP member or other campus organizations
- Current employment - number of hours work
- Graduation

Transfer Students

Students may not transfer non-nursing or nursing courses as a replacement for any LaSalle University Nursing course.

Center for Academic Achievement

The Center for Academic Achievement provides a variety of academic support services—tutoring, review sessions, guided study sessions, and academic coaching—that are designed to help all students achieve their highest potential as they aim to reach their academic goals! For an overview of their services, operating hours and more, visit their website: <https://www.lasalle.edu/center-for-academic-achievement/>

Starfish is a communication and scheduling tool that is accessible through the “Tools” menu of the mylasalle Portal. At La Salle, we use the Starfish to:

- connect you to your coordinated care network of instructors, advisers, and staff who are here to support your goals
- schedule tutoring appointments
- alert students who are at-risk in their classes
- communicate with each other via e-mail
- review course schedules
- record advising and tutoring notes
- track support service usage

Computer Services

At La Salle University, we are committed to helping you every step of the way. Take advantage of all the technology resources available on campus and online and don't hesitate to contact the Helpdesk, helpdesk@lasalle.edu, phone number is 215-951-1860, if you have any questions. The General Student Technology help and support website is <https://www.lasalle.edu/technology/>.

The Computer Assisted Instructional Materials: Student Self-Paced Canvas Guide – can be found at <https://lasalle.instructure.com/courses/111>

Connelly Library

The Connelly Library website is <https://library.lasalle.edu/> Non-instructional software has been added to enhance the development of instructional materials (Connelly Library, Audiovisual). Other software programs purchased and used across nursing programs are located in the Connelly Library. The Connelly Library Media Services librarian provides updated lists of AVs regularly and on request. Teaching aids are also located in the Connelly Library and Learning Resource Center.

Counseling Center

All currently enrolled students at La Salle University (Undergraduate and Graduate) are eligible to receive services at Student Counseling. The website: <https://www.lasalle.edu/student-counseling-center/>

Hours of operation are Monday-Friday from 8:30 a.m. – 4:30 p.m. To schedule an appointment, students can visit the office in person (Medical Office Building, Suite 112 on West Campus), call 215.951.1355,

or email us at studentcounseling@lasalle.edu. Sharon Ballard, Coordinator of Intake and Operations.

Additionally, the Student Counseling Center has designated Walk-in/Emergency Hours at 1 p.m. and 3 p.m. Monday through Friday.

After-hours tele-counseling service is available Monday-Friday from 4:30 p.m. – 8:30 a.m. and runs 24/7 on weekends and holidays. Call 215.951.1355 and select option #2 to access this service.

Financial Aid

The Financial Aid Office website is <https://www.lasalle.edu/financialaid/>. Please contact them at sfs@lasalle.edu.

Federal Work Study (FWS) is a need-based employment program administered by the University. Priority is given to full-time students who apply on time.

<https://www.lasalle.edu/financialaid/ways-to-pay-for-college/student-employment/>

Student Health

The website is <https://www.lasalle.edu/student-life/student-health-center/>

Primary contact is studenthealth@lasalle.edu

Secondary contact is 215-951-1565

Writing Center

Other academic support resources for including writing tutoring offered by the Center for Academic Achievement (Connelly Library 3rd Floor). Friendly and formally trained tutors provide information about the writing process and documentation styles, as well as assistance with idea development, organization, and issues of tone and voice. Regardless of one's writing ability, an appointment with a writing tutor can help all writers. Individual writing support is available for all students, all years, all courses, and at all stages of the writing process. Students may schedule an appointment with peer and professional tutors through Starfish in the mylasalle Portal.

Evening and weekend hours are available, as well as online writing tutoring.

Career Center

La Salle's Career Center offers an array of career readiness services, programs, and resources to help you prepare for, and achieve, your goals whether they be graduate school, full-time employment, or long-term volunteer opportunities. Regardless of your major or year, our staff is ready to help you plan for "life beyond La Salle". It's never too early to start preparing! <https://www.lasalle.edu/student-life/career-center/>

Location and Contact Information Founders Hall – 128

Call 215-951-1075 to schedule an appointment or schedule by [logging into Handshake!](https://www.lasalle.edu/careers@lasalle.edu)
careers@lasalle.edu

Multicultural Center

The mission of the Multicultural and International Center is to support our students with resources that address their specific needs and raise cultural awareness on campus. The center provides a wide range of academic support and personal development services and events, such as special luncheons, reunions, and employment workshops, for students from diverse backgrounds. We offer advocacy and advisement for U.S. minority students, international students, and students interested in studying abroad.

Student Awards

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

The Dean's Academic Award (2)

To honor the prelicensure Day BSN student and the ACHIEVE BSN student who has earned one of the highest academic indices in their respective graduating classes and who has demonstrated compassion and sensitivity in delivering care. These students will be invited to the Awards Luncheon on the day of Baccalaureate Mass.

Qualifications for this award are as follows:

- Recipients shall include one graduating senior from the generic BSN program and one graduating senior from the ACHIEVE BSN program.
- Recipient shall have one of the top five GPAs in the class.
- Recipient shall be judged by faculty to have demonstrated compassionate and sensitive nursing care.

The Mabel Morris Leadership Award

To honor the student who has exemplified outstanding leadership qualities and participation in the enrichment of the nursing or other communities.

Qualifications for this award are:

- Recipient shall be a graduating senior from the prelicensure BSN program.
- Recipient shall have a 3.0 cumulative average or better.
- Recipient shall have made a documented contribution of leadership and service to a community.

The Caring Spirit Award

This student exemplifies caring behaviors in the classroom and in the clinical setting. They exhibit collegiality and caring with peers and faculty.

The Award for Outstanding Persistence and Resilience

Despite obstacles this student is focused on achieving their goal.

Daisy Award

The La Salle University Baccalaureate Nursing Program participates in the Daisy Recognition Program. This program recognizes nursing students who have delivered extraordinary and compassionate care to patients and their families during their clinical rotations for their profound impact on the future practice of their students.

BSN Handbook Updated: 08/19/2026

Appendix A: Notice of Concern Form



Student: Last Name _____ First _____ La Salle ID _____

Semester _____ Year _____ Course Number/Title _____

Faculty Name _____

Description of concern: *(Add attachment, if needed.)*

PART ONE: Action Plan and Timeline

Student signature

Date

Clinical faculty signature (if applicable)

Date

Course faculty signature

Date

 **LASALLE
UNIVERSITY**
School of Nursing & Health Sciences
Notice of Concern Policy and Procedure

Student: Last Name _____ First _____ La Salle ID _____

Today's Date: _____

PART TWO: Follow Up

FURTHER ACTION REQUIRED? (*Circle one: Yes / No*)

If Yes, describe below:

Student signature

Date

Clinical faculty signature (if applicable)

Date

Course faculty signature

Date

Appendix B: Post Exposure Responsibility Form



Post Exposure Responsibility Form

Student Name: _____

Student ID: _____

Date: _____

This form should be completed by the student within 24 hours after the exposure and submitted to the clinical coordinator within 48 hours after exposure.

ALL STUDENTS MUST be seen in the emergency department/employee health department or by their personal health care provider within 2 hours for blood and body fluids exposure or within 24 hours of TB exposure. Failure to comply will result in dismissal from the program. It is the student's responsibility to obtain medical treatment and follow-up after exposure to blood or body fluids or tuberculosis. Treatment following exposure includes initial screening; counseling risk, health, and relationships; and follow up testing.

Initial all statements that are correct.

____ I have been seen in the emergency department/employee health department or by my personal health care provider within 2 hours after a bloody and body fluid exposure or within 24 hours of a TB exposure.

____ My exposure was to blood or body fluids and post exposure prophylaxis (PEP) measures were taken as appropriate (PEP measures may include blood work for baseline HIV, Hepatitis B and C; administration of immunizing agents; administration of antiretroviral treatment; and administration of immunoglobulin.)

____ My exposure was to TB, and I previously have had no history of a positive PPD test, a PPD test was placed and I was provided counseling related to signs and symptoms of TB.

____ My exposure was to TB, and I have a previously known positive PPD test, a PPD test was not placed but I was provided counseling related to signs and symptoms of TB and recommended follow up measures.

____ I plan to fully participate in all follow-up medical care as recommended by the emergency department/employee health department or my personal health care provider.

____ I have had a blood or body fluid exposure and I do not plan to participate in follow-up care as recommended.

____ I have had a TB exposure and I do not plan to participate in follow-up care as recommended. I understand my decision to no participate in continued monitoring for the presence of TB will require that I withdraw from the program.

The student must initial each statement below. The student's initials indicate understanding of each statement.

____ I realize that I am responsible for any health care expenses related to this situation.

____ I realize that I have the right to refuse to be tested for exposure/infection.

Student signature

Date

Witness signature

Date

Witness printed name

**THIS FORM MUST BE MAINTAINED FOR THE DURATION OF MY CLINICAL
EDUCATION EXPERIENCE PLUS 30 YEARS.**

Appendix C: Blood or Body Fluid or TB Exposure Incident Report Form



Blood or Body Fluid or TB Exposure Incident Report Form

Directions: This form should be completed by the student within 24 hours after an incident occurs; and should be submitted to the clinical coordinator.

Student Name: _____ Student ID: _____

Date of Incident: _____ Date of Report: _____

Place Incident Occurred (specify facility and unit/department): _____

Person(s) involved in the Incident: _____

Instructor/Preceptor/ Supervisor Name: _____

Describe the Incident:

Detail what equipment was being used:

Initial Action(s), such as flushing, washing, medical care, etc....:

Describe planned follow-up action(s), such as medical care, etc.:

Signature of Student: _____ Date _____

Student Address _____

Phone Number: _____

Appendix D: General Incident Form



General Incident Report Form

Directions: This form should be completed by the student within 24 hours after an incident occurs; and should be submitted to the clinical coordinator.

Student Name: _____ Student ID: _____

Date of Incident: _____ Date of Report: _____

Place Incident Occurred (specify facility and unit/department):

Person(s) involved in the Incident:

Instructor/Preceptor/ Supervisor Name:

Describe the Incident:

Detail what equipment was being used (if applicable):

Initial Action(s), such as flushing, washing, medical care, etc....:

Describe planned follow-up action(s), such as medical care, etc.:

Signature of Instructor: _____ Date _____

Signature of Student: _____ Date _____

Student Address: _____

Phone Number: _____

E-mail Address: _____

Appendix E: Request for Reinstatement Form



Undergraduate Nursing Program Request for Reinstatement Form

- The student should complete this reinstatement form within 14 days from the date the final grades are posted and submit it to the Chair of Undergraduate Programs via the student's La Salle email account.
- Once the reinstatement form has been received, the Undergraduate Program Chair will convene a meeting of the Admissions and Academic Standards Committee to review a student's request for reinstatement. The decision of the Admissions and Academic Standards Committee will be communicated to the student in writing by the Chair.
- In the event that reinstatement is approved, the Chair of the Undergraduate Nursing Program will send an action plan to the student via the student's La Salle email address that includes specific activities to complete as part of the reinstatement process.
- The student will review the action plan and then schedule an appointment with the Assistant Dean (Day Students) or Director of ACHIEVE to discuss and determine a plan for completing required remediation and the sequencing of courses for the remainder of the Undergraduate Nursing Major curriculum.
- The student is required to sign the action plan and to follow the prescribed plan for reinstatement in its entirety.

Student Name: _____

Student ID: _____

During this semester, I was enrolled in the following:

☐ NUR 200 level courses ☐ NUR 300 level courses ☐ NUR 400 level courses

I am requesting reinstatement to the Undergraduate Nursing program due to the following (check all that apply):

- ☐ My Nursing Course Semester GPA was less than a 2.67
- ☐ I earned less than a C+ in a NUR major course this semester.
NUR Course: _____

I understand that only one reinstatement is allowed during the Undergraduate Nursing program. If I am dismissed from the program in the future, I will be unable to request reinstatement again. By typing my name below, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature.

Student Signature: _____ **Date:** _____

Reviewed by Chair, UG Nursing Program: _____ **Date:** _____