

# Lutheran School of Nursing

## Student Handbook 2017-2018

68 Credit Hour Program

For Students Graduating June 24, 2018



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**LUTHERAN SCHOOL OF NURSING**  
 St. LOUIS, MISSOURI  
**ADMINISTRATION, FACULTY and STAFF**  
**2017-2018**

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## CHAPTER ONE: PHILOSOPHY, GOALS AND OBJECTIVES

### ST. ALEXIUS HOSPITAL MISSION STATEMENT

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ur mission is to promote and serve the health care needs of the community.

### ST. ALEXIUS HOSPITAL VALUES

The following values are fundamental to us:

- ◆ Patients come first. We exist to serve those who need our services. Our patients and their families deserve our best work delivered in ways respectful of community diversity.
- ◆ People are our strength. Our work defines our success and determines our reputation. As each of us is perceived, so is St. Alexius Hospital.
- ◆ We support our communities. We advocate improved community health by getting involved. We volunteer our time, expertise, and facilities as a responsible corporate citizen and a good neighbor.
- ◆ We strive to continuously improve. We are each responsible for maintaining an environment that encourages learning and innovation.
- ◆ We are all in this together. We embrace the dignity of our diverse work force as one of our greatest human assets. We treat each other as we would like to be treated and serve all with compassion.

Lutheran School of Nursing is a department of St. Alexius Hospital Corporation #1, which is owned by Success Healthcare, LLC.

2017-2018 St. Alexius Hospital Governing Board:



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Nabil Tauk, MD  
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## LUTHERAN SCHOOL OF NURSING PHILOSOPHY

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he philosophy and competency goals of Lutheran School of Nursing are consistent with the mission of St. Alexius Hospital.

We, the faculty of Lutheran School of Nursing, believe:

Human beings are diverse, unique, individuals possessing self-worth and dignity. Through recognition of self-determination, integrity, and growth, nursing provides a holistic patient-centered model of care. Nursing, a science and an art, is a complex, interactive profession dedicated to the health and wellbeing of the whole person. As a science, evidence based practice is necessary to ensure the quality improvement and safety of individuals, families, and communities. Caring for the whole person, social responsibility, and a professional code of ethics are necessary to uphold nursing as an art. Clinical reasoning skills are essential for safe patient-centered care. Graduate nurses must be prepared to function in the ever changing health care environments, which can be achieved through interdisciplinary teamwork and collaboration.

Education is a process resulting in the learner's cumulative and progressive acquisition of knowledge, skills, competencies, values, attitudes, and outcomes. This process requires an environment of active, creative, and innovative participation between the educator and learner. Faculty is responsible for supporting adult learning theory based on Knowles Educational Theory (Knowles, 1980, 1984; Kelsey, 2010). Students are responsible to develop a spirit of inquiry, challenging the status quo, and offering new insights that aid in the delivery and improvement of quality patient-centered care.

The diploma program of nursing contributes to the professional body of nursing by preparing the graduate nurse generalist entry into practice. Professional identity of the diploma graduate nurse is displayed through the commitment to integrity, responsibility, ethical practice, and lifelong learning. Professional identity is obtained by supporting a foundation in evidence based practice, caring, advocacy, and safe, quality patient-centered care. Sustaining diploma nursing education is a commitment to this foundation, facilitating the opportunity to cultivate a passion for lifelong learning in the pursuit to continue nursing education.

## ROLE SPECIFIC COMPETENCIES FOR THE GRADUATE NURSE

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t the end of this program, the graduate will:

1. Utilize evidence for nursing care to improve the health and well-being of patients across the lifespan.
2. Demonstrate safe nursing skills and clinical reasoning for comprehensive patient-centered care.



3. Collaborate effectively for the advocacy of patients within the family and community context.
4. Perform patient-centered care with effective patient education recognizing individual patient self-determination, integrity, and on-going growth.
5. Utilize community resources to meet the continuing health care needs of patients within the family/community systems.
6. Practice professional nursing identity incorporating accountability, responsibility, and ethical commitment.
7. Utilize the nurse's role to demonstrate caring and advocacy for diverse patients within the family and community context.
8. Utilize a spirit of inquiry to challenge assumptions, investigate evidence, and offer new insights that support the safety and improvement of patient care.

## ESSENTIAL FUNCTIONS OF THE STUDENT NURSE

**T**he practice of nursing involves non-academic skills and performance requirements that are essential to participation in an educational program. These are cognitive, sensory, affective, and psychomotor performance functions; therefore, the essential eligible requirements for participants in a nursing program shall be further defined according to the following physical and emotional standards:

Nursing students should possess and be able to demonstrate the following:

1. **Critical Thinking:** Critical thinking ability sufficient for clinical judgment. For example, the student must be able to identify cause-effect relationships in clinical situations; collect and analyze data to aid in problem solving; develop or participate in the development of nursing care plans. The student must be able to read and apply information in the clinical setting.
2. **Interpersonal Skills:** Interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural, and intellectual backgrounds. For example: the student shall establish rapport.
3. **Communication Skills:** Communication abilities sufficient for interaction with others in English verbal and English written form. Must be able to read a patient chart and apply information to the clinical setting. Must be able to spell medical terms. For example: explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
4. **Mobility:** Physical abilities sufficient to move from room to room and maneuver in small spaces. For example: frequent trips from work station to the patients' rooms, moves around a patient's room, work spaces, and treatment areas. Able to tolerate the 12 hour clinical experience.





5. Motor skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care. For example: calibrate and use equipment, document care, position and move patients/clients, administer cardiopulmonary procedures, and perform skill procedures.
6. Hearing: Auditory ability, sufficient to monitor and assess health needs, and identify a change in patient condition. For example: hear monitor alarms, emergency signals, auscultation sounds, and cries for help. Hear, understand, and apply English language.
7. Visual: Visual ability sufficient for observation and assessment necessary in nursing care. For example: observe patient/client responses, specimen color, distinguish between the colors, as in determining stages of healing.
8. Tactile: Tactile ability sufficient for physical assessment. For example: perform palpation, functions of physical examination and/or those related to therapeutic intervention, insertions of catheters, taking pulses, and change in temperature. Olfactory: discern various odors from patients and environment. For example: foul smelling drainages, burning materials, gases, and spoiled food.
9. Weight-Bearing Strength and Mobility: Ability to lift and manipulate/move 40-50 pounds daily. For example: position patients/clients, move equipment.
10. Cognitive Abilities: Ability to be oriented to time, place and person, organize responsibilities, and make decisions. For example: the student shall assess patient/client complaints, provide prioritized patient care, and implement appropriate plans. The student must be able to provide follow-up evaluative care.
11. Temperament and Emotional Control: Must be able to be patient, calm, and perform in a high stress situation. For example: cardiac event, shock, hemorrhage, and testing/exams.
12. Professional Behaviors: Behaviors consistent with forming a safe and effective therapeutic relationship with patients. For example: conveying a caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant attitude toward patients, family, and members of the interdisciplinary team. Handle multiple tasks concurrently. Provide nursing care in an appropriate time frame. Accept responsibility, accountability, and ownership of one's actions,

EXAMPLES ARE NOT INCLUSIVE: If a nursing student or applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the program must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made. Requests for accommodations should be directed to the Student Development Advisor

A change in the student's health during the program of learning so that the essential functions cannot be met, with or without reasonable accommodations, may result in withdrawal from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential



functions.

### **COURSE WORKLOAD**

Nursing courses may include a clinical laboratory experience. In addition to the class and clinical hours, nursing students can anticipate additional practice hours and individually arranged evaluation sessions of essential nursing skills.

During each semester, additional time will be required for class and course outlines designated “Outside Activities”, includes expected hours of study and clinical preparation. Students may be required to visit the clinical agency the day prior to the clinical experience to obtain material from agency records that assists in planning patient care as well as meeting the outcomes for each course.

***Due to the demands of the nursing program, it is highly recommended that a nursing student not be employed more than sixteen (16) hours per week.***

### **INSTRUCTIONAL RESOURCES**

Nursing students have access to the LSN Medical Library for reference books and journals in nursing. Audiovisual materials are available for student use during regular library hours, which may include evening, and weekend hours. Instruction in use of the library resources is held during orientation. Assistance with audiovisual equipment and computer usage is provided. Computers are available in the library, computer lab and the Resource Room. Access is also available to all students for the success center and nursing skill laboratory.

### **DEFINITIONS OF CURRICULUM TERMINOLOGY**

**PURPOSE:** To define terms necessary for faculty to develop, organize, and implement the curriculum.

#### **DEFINITIONS:**

PROGRAM PHILOSOPHY	Represents the beliefs of the faculty relative to the program’s purpose for being and defines concepts such as person, nursing education, and faculty responsibilities.
MAJOR CONCEPTS	Major curriculum components that appear regularly throughout the curriculum. Mastery of these is considered by the faculty to be essential for graduate competency. These concepts are person, environment, health and nursing, and education.
SUB CONCEPTS	Define and interrelate major concepts and provide sequence, continuity, and coherence to the curriculum.
CURRICULUM DESIGN	Planned sequence of courses set up to accomplish the purpose of the education program.
EVALUATION METHODS	The use of varied measures and competencies established for student learning with the goal of measuring achievement of student learning outcomes.



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COURSE	A course provides organized subject matter and related activities and experiences planned to achieve objectives. A course is offered within a major division of time in the curriculum plan.
COURSE LEARNING OBJECTIVES	Indicate the student learning outcomes demonstrated by the completion of the course. They guide the delivery of direct learning activities and evaluate student progress within the course.
COURSE OUTLINE	Lists the student learning outcomes, learning activities, teaching strategies and evaluation methods.
UNIT	A unit is a division of a course focusing on a major body of knowledge and skills which contributes to the course as a whole.
UNIT OBJECTIVES	Indicate student learning outcomes based on teaching strategies and learning activities of related nursing theory content.
THEORY	Refers to a content presented with adult learner principles and evidence-based concepts of care.
CLINICAL EXPERIENCES	Planned instructional learning experiences in which the student can apply knowledge to the care of clients in a clinical setting.
CLASSROOM LABORATORY	Planned simulated learning experiences in which the student can practice nursing skills.
TEACHING STRATEGIES	Varied methodologies of concept presentation to guide student learning.
DIVERSITY CONCEPTS	Knowledge about persons, communities, regions, countries, cultures, and ethnicities other than one's own.
EVIDENCE BASED	Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research.
RESOURCES, LEARNING	The materials, activities, and technologies that facilitate the development of student knowledge and skills.
CRITICAL THINKING	A process that challenges an individual/student to interpret and evaluate information, apply knowledge and experience, make inferences, form conclusions, apply reason, logic and standards in making sound nursing judgments and decisions.

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OUTCOME	A statement that reflects the achievement of identified goals.
STUDENT LEARNING OUTCOMES	Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-oriented abilities that are consistent with standards of professional practice.

### **TERMS RELATED TO THEORY AND LABORATORY COMPONENTS OF CURRICULUM**

(Terms necessary for students to use during the program)

ACTIVITIES OF DAILY LIVING	Activities performed by the client each day to care for his/her own needs, e.g. eating, bathing.
ANALYZE	To examine critically, pulling together constituent parts of a problem/situation.
CLASSROOM LABORATORY	Planned simulated learning experiences in which a student can practice nursing skills.
CLINICAL EXPERIENCES	Planned instructional activities with patients across the lifespan that are sufficient to achieve the student learning outcomes and graduate competencies and are supervised by qualified faculty who provide feedback in support of learning.
COMMUNICATION	Process which measures the development and progressive use of basic communication, therapeutic communication and effective communication. This includes abilities in written, verbal and nonverbal communications, group process, information technology and/or media production.
COMMUNITY	A group of individuals and/or families who share a common geographic area or environment and have an interest in the institutions that governs and regulate their way of life.
COMPARE	To determine similarity/resemblance of information.
CORRELATE	To show a relationship.
CREATE	To formulate from collected data.
CRITICAL THINKING	A process that challenges an individual/student to interpret and evaluate information, apply knowledge and experience, make inferences, form conclusions, apply reason, logic and standards in making sound nursing judgments and decisions.



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DEMONSTRATE	To show by action.
DESCRIBE	To give an account of information.
DEVELOP	To bring to a more advanced and/or individualized state.
DIFFERENTIATE	To show a difference between two concepts.
DISCUSS	To present the information in detail.
EVALUATE	To examine and judge the value of information.
EXAMINE	Process by which data is gathered by use of senses or instruments.
EXPLAIN	To give a cause or reason for the information.
FAMILY	A unit of interacting persons whose central objective is to create and/or maintain a common culture and promote the physical mental and social development of its members.
HEALTH TEACHING	Transmission of information to the client to foster and/or maintain the activities of daily living.
IDENTIFY	To list or state the information.
IMPLEMENT	To carry out the task.
INTEGRATE	To incorporate small segments of knowledge into a larger unit.
INTERACT	To exchange information between individuals.
NURSING CARE	The art and skills necessary to assist or encourage the client to accomplish the activities of daily living.
NURSING DIAGNOSIS	Statement of an actual or potential altered health status of a client which is derived from nursing assessment and which requires interventions from the domain of nursing.
NURSING PROCESS	Five step process to establish a data base, identify the client's health care needs, determine priorities of care, goals, and expected outcomes, establish a care plan and provide nursing interventions to meet client needs and evaluate the effectiveness of nursing care
PERFORM	To carry out patterns and procedures based on established principles.
PRIORITIZE	To arrange in descending order of importance.

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SELF-CARE DEFICIT THEORY	Persons can benefit from nursing care because they are subjected to health-related or health-derived limitations that render them incapable of continuous self-care. This theory constitutes the core of Orem's general comprehensive theory of nursing.
SYNTHESIS	To propose, plan, produce, design, modify, synthesize, formulate, develop; take previously learned information and form new patterns or wholes.
THERAPEUTIC NURSING INTERVENTIONS	The application of theory-based nursing care; that is, nursing actions which demonstrate knowledge of techniques and principles on which skills are based with evidence of rationale to effectively achieve, maintain, or improve health; including psychomotor and psychosocial therapeutics, directed toward individuals, families, groups, and communities.

### NON-DISCRIMINATION STATEMENT

**L**utheran School of Nursing does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, marital status, national or ethnic origin, disability, or veteran status in the administration of its educational policies, scholarship and loan program, athletic, or other school administered programs. If individuals believe that they have been subjected to such discrimination, they should contact the Director of Human Resources, who is the Title IX and Section 504 Coordinator for St. Alexius Hospital.

### EDUCATIONAL POLICY

When an applicant is admitted to the Lutheran School of Nursing, he/she is subject to all policies and procedures of the school. Admission to the school carries no assurance of promotion, graduation, or awarding of a diploma. Continuation as a student, promotion, and eventual graduation are dependent on the fulfillment of all academic requirements and compliance with all policies and procedures of the school. Failure to comply with these requirements may result in adverse consequences, up to and including dismissal. If the student is dismissed, no assurance is given that he/she will be readmitted. Due process is afforded to any student who feels that a policy or procedure has been unfairly administered, as explained in Chapter 8 of the Student Handbook.

### CHANGES TO POLICIES AND PROCEDURES

All policies, procedures, requirements, and costs shown in this handbook are subject to change without prior notification. Students should check both their individual mailboxes and the official bulletin boards regularly (see CHAPTER 3 on **COMMUNICATIONS**) for the most accurate and up to date information. All reasonable actions will be taken to inform students of changes to policies, procedures, and costs prior to the actual effective change.



## CHAPTER TWO: STUDENT RIGHTS AND RESPONSIBILITIES

The following is a **non-inclusive** list of rights and responsibilities accepted by each student upon their enrollment in Lutheran School of Nursing.

### ACADEMIC RIGHTS AND RESPONSIBILITIES

1. Students are encouraged to be independent thinkers and learners. Students have the responsibility to become active rather than passive learners.
2. Students will be encouraged to participate freely in class discussions, to offer opinions, and ask questions in regard to classroom presentations and clinical laboratory.
3. Students have the right to the presence of an instructor in the clinical laboratory areas as the need arises; students have the responsibility to consult the instructor when questions or concerns arise.
4. Students have the right to objective and fair evaluations of their theoretical and clinical laboratory performances. Grading systems will be carefully reviewed with students and faculty periodically for clarification and student-faculty understanding.
5. Students have the right to confidentiality in the student-instructor relationship; confidential information about the student will not be released without the knowledge or consent of the student, except in the case of potential danger to the student or another person.
6. Students have the responsibility to treat all students, faculty, patients and staff in a respectful manner and show consideration for other's views and opinions. Students have the responsibility to support other students' learning.
7. Students have the right to review their records subject to the published disclosure policies. Students are responsible for maintaining the accuracy of demographic information, such as address and name change.

### SCHOOL RESPONSIBILITIES

1. LSN is responsible for developing policies and procedures that promote and protect the student's freedom to learn; communicating those policies and procedures to students effectively; and conducting regular reviews to revise and modify policies and procedures.
2. LSN is responsible for promoting attitudes and behaviors consistent with the responsibilities of the nursing profession; students have a responsibility to develop and maintain those attitudes and behaviors.
3. LSN is responsible for maintaining accurate and current academic records for all students and graduates.
4. LSN is responsible for providing a residence facility to support the academic goals of the school and the students. LSN has the further responsibility to operate that residence in a safe and effective manner that is consistent with the philosophy and goals of the school.
5. LSN is responsible for providing student services which support the academic program; address personal, social and professional concerns of students; and support student achievement curricular goals.



### GENERAL STUDENT RIGHTS AND RESPONSIBILITIES

1. Students have the right to recognition and understanding of their individuality.
2. No student will be discriminated against on the basis of race, color, religion, age, sex, marital status, sexual orientation, national or ethnic origin, disability, or any other non-merit factor.
3. Students have the right to a responsible voice in the formulation of institutional policies affecting academic and student affairs. The school will notify students of changes to policies, procedures, and costs prior to the actual effective change.
4. Students have the responsibility to abide by the rules, policies, and procedures of the school and residence. Disciplinary proceedings will be instituted for violation of policies and procedures published in the Student Handbook. It is the student's responsibility to be familiar with and abide by the rules and regulations.
5. Students have the right to appeal any decision they feel is unfair. It is the responsibility of the student to use the Grievance/Due Process procedures in the appropriate manner to redress any grievance.
6. Students have the right to a written copy of the rules, policies, and procedures that affect academic and student affairs, as well as written information regarding financial aid, campus safety and security, and other information as required.

### EXAM RESPONSIBILITIES

#### STUDENT RESPONSIBILITIES BEFORE AND DURING THE EXAM

1. Students who require accommodations must imitate these arrangements with the Student Development Office. After the student has provided appropriate documentation of the disability to the Student Development Office, the student will be provided with "Authorized Academic Accommodations" form outlining the exact accommodation to which they are entitled. The student must present the "Authorized Academic Accommodations" form to the course faculty well in advance of the first exam each course.
2. Students are expected to prepare for exams on an ongoing basis. Waiting until the last minute and cramming for an exam can result in a poor exam grade. It is recommended that students make appointments with the faculty to clarify materials included on the exam at least two business days prior to the day of the exam.
3. Students are expected to arrive at the exam room at least 10 minutes before the beginning of the exam and use the bathroom before entering the exam room.
4. All personal belongings, including backpacks, purses, hats, and electronic devices, **including cell phones, must be turned off**, and placed in the front or back of the room throughout the exam. The use of electronic devices including Bluetooth earpieces and headsets are prohibited during the exam. Students may wear simple, soft ear plugs. Calculators will be provided by the instructor for use during the exam.
5. Students must bring two sharpened #2 pencils with erasers to fill out the optical scanner answer sheet. Students may write on the exam, but the writing should be small and not legible by the persons sitting near them.
6. Students must keep their exams and answer sheets flat on the table/desk at all times and keep answers and optical scanner answer sheets covered as much as possible so that other students cannot see their answers.
7. Students are expected to keep their eyes on their own papers at all times and may not talk with other





students during the exam. Talking with another student or looking at another student's exam or answer sheet will be interpreted as cheating.

8. Faculty may take away exams from students suspected of cheating. Students suspected of cheating will likely receive a grade of zero on the exam and will be reported to the Director for further investigation.
9. Upon completion of the exam, it is the students' responsibility to make sure that all of the responses are properly marked on the optical scanner answer sheet. They must then give the exam and answer sheet to the faculty, and then leave the room per the individual instructor's direction. The answer marked on the optical scanner sheet is the only answer that will be considered for the student's grade.

#### **STUDENT RESPONSIBILITIES AFTER THE EXAM**

1. Students who have completed the exam must not discuss the exam questions or provide written exam information with other students
2. Recording exam questions in any way is a form of academic dishonesty (cheating).
3. Students should meet with the course instructor to review an exam to clarify questions or concerns before the next scheduled exam is given. Students may be referred to the student success center for additional remediation.
4. Classroom review of exams is done at the discretion of the faculty. During a classroom review, faculty and students must conduct themselves in a civil, and professional manner at all times.
5. Students who have additional questions about items on the exam may complete a *Student Request for Test Question Review* form and submit to the faculty who presented the content. All questions regarding the exam must be submitted within the time specified on the form. Faculty is expected to respond within three days of receipt of the question.
6. Students must communicate their concerns in a courteous and professional manner. Faculty may choose not to respond to any questions regarding the exam submitted after the deadline.

#### **RESIDENT STUDENT RIGHTS AND RESPONSIBILITIES**

1. Resident students have the right to personal privacy in their living space to the extent that their own welfare and the welfare of others are respected. They have the responsibility to respect the privacy and rights of others.
2. Resident students have the responsibility to respect the academic needs of other students while in the residence; follow all rules and procedures which apply to residential life and insure that their guests and visitors comply with school policies and procedures while in the residence or elsewhere on campus.
3. Resident students have the right to not have their room entered by others in their absence except by authorized school and hospital personnel acting in the performance of their duties. Members of the administrative team may enter a room in an emergency situation or to enforce school/hospital policies. The student has the right to notification and identification by any person prior to entry.

## CHAPTER THREE: COMMUNICATION CHANNELS

The school has a variety of communication avenues to inform students of official activities, procedures, and important dates. Students are responsible for reading and responding to notices distributed through the mailbox system and news items posted on the Student Portal on the LSN website (<http://nursingschoollmc.com/>).

### STUDENT MAILBOXES

#### *Check Your Mailbox Regularly!*

Each student is assigned an individual mailbox located next to the residence reception desk. Telephone messages, memos, letters or notices will be placed in the mailbox on a regular basis. Front desk staff **cannot** remove or view mail from a mailbox to inform students of status.

Your mailbox is the official school communication channel and items placed in the mailbox are considered officially delivered. Mail is only delivered to the person to whom it is addressed. Do not request that the desk staff retrieve mail from *any* mailbox. Once officially delivered, mail cannot be removed from a box by anyone other than the addressee. If your mailbox is not working properly, notify the desk staff for assistance or a new assignment. If a change of mailbox assignment is necessary, the student will be notified of new assignment by the staff.

### CAMS DOCUMENT TRACKER (Student Portal)

Important documents and messages may be loaded into your student portal. If a document is loaded into CAMS for students to view, an email message to the official email that the student have on file

### MESSAGES FOR STUDENTS

#### **Emergency Messages**

The residence hall reception desk is staffed 24 hours during academic sessions. In the case of an emergency, messages to students should be routed through the residence reception desk by calling (314) 577-5850. Messages will be most quickly delivered if the caller has the following information:

- ◆ Full name of student
- ◆ What year in School (Class of ... ) or current course
- ◆ Schedule for day (theory, clinical, non-nursing courses, etc.)
- ◆ Clinical Instructor's name

The caller should always state clearly if the message is an *emergency* and provide as much information as possible to help the staff respond appropriately.

#### **Regular Messages**

Non-emergency messages are placed in the student's mailbox by the desk staff.

### MESSAGES FOR FACULTY AND STAFF

Messages for faculty or staff members may be given to the desk staff (24 hour availability) or to the school secretary in the main office area for mailbox delivery. Messages for faculty can also be left on their private office voice mail. Students may also send email to faculty through the LSN website Student Portal (<http://nursingschoollmc.com/>).

### CAMS NEWS (Student Portal)

Important notices, job opportunities, and school events will be listed in the News Section of the student portal



## BULLETIN BOARDS

Bulletin boards are located at various areas around the school.

### **Official Class Bulletin Boards**

Located by main office area in Education Building. Posted is information regarding classes, calendars and other academic information. This material should be reviewed regularly - students are responsible for any/all information posted on this board.

### **Financial Aid and Library Bulletin Board**

Located by the library. This board contains current information about scholarships and financial aid. Also, posted is information on health care trends and hospital current events.

### **Current Events**

Located across from the residence hall front desk in main lounge area. Information about residential life, counseling services, career and professional development, and upcoming activities are posted. There are several other bulletin boards located near the Student Development Office containing additional information such as NCLEX review, continuing education, job vacancies and career fairs.

### **Employment Opportunities Board**

Located by main office area in Education Building next to the Official Class Bulletin Board. Job vacancies are posted.

### **Student Body Government Association Board**

Located in the main lobby outside the formal lounge. . Contains information about activities of the Student Body Government Association.

### **Other Communication Boards**

A number of other bulletin boards and display areas are located on the residence hall floors and by the mailbox area for student use. Notices should not be larger than 8.5 x 11 inches. The School of Nursing reserves the right to remove items that are considered offensive or inappropriate for public area display. School staff may remove notices posted for over 30 days.

## SCHOOL WIDE EMERGENCY MESSAGES

In the event of an emergency that affects the entire school population, notification may be made in several ways. An emergency is defined as a situation occurring on campus that would pose an immediate threat to the health or safety of students and/or staff.. *It is the students' responsibility to keep all contact information in Student Portal on the LSN website (<http://nursingschoollmc.com/>) up to date.*

### **In person**

The emergency message will be delivered to classrooms and common areas in person when possible.

### **Email**

### **Phone**

## SCHOOL CANCELLATION NOTICES

**D**ecisions regarding cancellation or delay of classes due to inclement weather will be made by the Director of Nursing Education or designee. Students should use good judgment and exercise caution in attempting to attend class or clinicals during inclement weather, particularly snow or ice.

Classes and/or exams may be delayed rather than canceled due to inclement weather. If inclement weather forces cancellation of classes, the following notification methods will be used:



**CLASS OR CLINICAL GROUP NOTICE**

A phone tree may be utilized  
Be sure to check your email often, or set it up to connect with your smart phone.  
Check announcements on CAMS

**RADIO**

KMOX Snow Watch      1120 AM

**TELEVISION**

KSDK Storm Watch      Channel 5

A recorded message accessible to all faculty, staff and students regarding the state of the school during inclement weather can be accessed by calling 314-577-5850.



## CHAPTER FOUR: ACADEMIC POLICIES

### ADMISSIONS, PROMOTIONS AND ACADEMIC STANDARDS (APAS) COMMITTEE

This faculty committee reviews reports of scholastic counseling, analyzes student progress, and makes decisions regarding **admission, promotion, evaluation, graduation, and dismissal of students**. This committee also oversees the disciplinary process for academic and non-academic matters. As part of its deliberation or investigation, the APAS committee may request the student appear before the committee. Students involved in adverse academic or non-academic situations may request a personal appearance before the committee. Refer to Chapter 8 for details regarding the Due Process and Appeals Procedures.

### CLASS ATTENDANCE POLICIES

Class attendance is required on the first day of every class. This includes all non-nursing classes and all nursing classes. In nursing classes attendance is expected in both theory and laboratory classes at all times. Webster University courses will have distinct policies for attendance that will be provided to students by individual instructors. The following are specific policies for nursing theory class, clinical/classroom laboratories, and tests.

#### NURSING THEORY CLASS

Attendance is required on the first day of every class, for all classes and labs. Excessive absences by a student make it improbable that the student will meet course expectations. Students with absences in excess of 20% of classroom instruction time will have their final grade reduced by one letter grade.

Attendance is recorded in CAMS with the following terms applied. **Tardy** indicates any student that is 15 minutes late for the start of class. **Late** indicates a student came to class but missed over 15 minutes of classroom time. **Left Early** indicates a student left class and did not return. **Absent** indicates a student did not attend a class that day. **Excused** indicates a student was absent, but with permission validated.

#### CLINICAL/CLASSROOM LABORATORY

*Attendance is required for both clinical and classroom laboratory experiences.* Classroom laboratory is considered part of the clinical experience and all policies and guidelines apply equally. Attendance records are maintained for all laboratory experience. Laboratory experience varies from course to course and may include some evening hours. The following attendance policy is in effect for both clinical and classroom laboratory experience.

- A. **Students unable to attend a clinical or classroom lab must call the residence reception desk (314) 577-5850, at least 30 minutes prior to the start of the clinical or classroom lab experience.** Any call not received at least 30 minutes prior to the start of the clinical experience will be considered a violation of the **NO-CALL, NO-SHOW** policy (see next section for details).
- B. The clinical instructor has the right to dismiss a student from the clinical area if in his/her professional judgment, the student is not prepared for the clinical laboratory, the student's physical or mental health prohibits the provision of safe care or if the student exhibits unprofessional behavior.
- C. Students with 2 laboratory absences for each course are required to appear before the APAS committee to address their excessive absences. The absence report will become part of the student's file. Excessive absences may result in dismissal from the nursing program.



- D. The school may require students who miss laboratory due to illness or injury to provide a physician's statement prior to their return to school. The statement must release the student to perform clinical expectations without limitations.
- E. Clinical and classroom laboratory attendance is mandatory. **Any student who is more than fifteen (15) minutes tardy for a lab experience will be considered a No- Call, No-Show.**
- F. All absences for laboratory (clinical or classroom), must be made up: Any clinical absence will be made up by re-scheduling the clinical experience when possible, or by completion of a written assignment at the discretion of the clinical instructor. It is the student's responsibility to initiate make-up arrangements.

All work must be completed within a time frame determined by the clinical instructor. Make-up laboratory hours may be scheduled after the normal end of the academic session. The student will receive an **"Incomplete grade"** until all course requirements are met. Incomplete grades must be resolved before the first day of the student's next rotation. If not resolved, a grade of "F" will be recorded for the course.

### **CLINICAL NO-CALL, NO-SHOW POLICY**

Lutheran School of Nursing considers it a serious offense when a student does not properly notify the school/instructor when they will be absent from any clinical experience. If a student does not follow the proper guidelines for clinical absence, the following disciplinary procedures will occur. A No-Call, No-Show violation applies to all the clinical experiences in the program.

#### **First Offense:** Disciplinary Probation

Disciplinary actions normally occur in response to violations of a school or hospital rule or policy. The general administration of the disciplinary program is the responsibility of the Admissions, Promotions and Academic Standards (APAS) committee of the Faculty Organization. This committee oversees the discipline process for academic and non-academic matters.

#### Written Warning

A written warning is to notify a student that his/her behavior is unacceptable. A written warning normally results from a report of violation by the school or hospital personnel.

The APAS committee may use any actions (so it considers appropriate in response to a violation. The non-inclusive list is for illustration only; other actions may be implemented by the APAS committee. The list does not represent a step process (i.e. there is no obligation to begin with a written warning and proceed step-by-step through the action).

Refer to:

Chapter 14 pages 17 and 18

Chapter 8 page 64

#### **Second Offense:** Suspension

#### **Third Offense:** Dismissed from the Program

Refer to Chapter 8 of this handbook for definitions of disciplinary actions

### **TEST ABSENCES**

The following policy refers to scheduled tests for nursing courses and the procedures for



students to follow if they are unable to take a scheduled unit test or final exam:

- A. On the ***first day of return*** to theory class (even if later the same day of the exam) or clinical lab, the student:
  1. will contact the faculty member responsible for test material.
  2. will arrange with that faculty member to take the test at the end of the theory/clinical lab day or before evening clinical lab.
  3. will receive a five percent (5%) deduction.
  4. may be given an alternative test.
- B. A zero will be recorded for any test not made up within three (3) scheduled class/clinical lab days after the date of return.
- C. Any missed final exam must be taken within 3 scheduled days of the exam date.
- D. A student who misses excessive scheduled tests (more than one scheduled exam per course) may be required to appear before the APAS Committee even if proper make-up procedures have been followed.
- E. Exemptions from the five percent (5%) deduction may be granted for students who experience the following:
  1. Death of an immediate family member. “Immediate family” is defined as a parent, step-parent, spouse, sibling, child, grandparent or grandchild and current spouse’s “immediate family” as previously defined. Written verification through obituary or mortuary notice must be given to instructor or Director of Nursing Education.
  2. Hospitalization or an outpatient procedure on the day of the original test administration. Verification by a physician’s written statement must be given to the instructor or Director of Nursing Education.

### SCHOLASTIC STANDARDS

The following policies are established to define the general guidelines for academic progress through the program.

#### 1. **Passing grade in Nursing Courses**

A grade of C(78 %) or above must be achieved in the theory and a “Pass” in the laboratory portion of each nursing course. A grade of “Pass” in the laboratory portion of each course may be dependent upon required paperwork, behavior, and/or preparation. Failure to meet required objective for the laboratory portion of each clinical may result in failing. All student start with 100 points for the clinical component of each rotation, Each week a maximum of 10 points is awarded for attendance, preparation and completed assigned paperwork. Points are deducted each week based on the failure to meet the clinical expectations. No student will pass the clinical component with less than 80 points, which equates to the passing academic standard of 80%. Clinical folders, clinical objectives, Journals, Anecdotal are the responsibility of the students and must be submitted per the course guidelines. If a nursing course is failed, students enrolled in Webster University courses may complete courses if proper arrangements are made to do so at the time of the withdrawal from the nursing program. The student must withdraw from the total program at the end of the semester.



## 2. Qualitative Requirements

Students must earn a minimum cumulative 2.0 GPA at the end of each fall, spring and summer term. Students who fail to earn a cumulative 2.0 GPA at the end of the term will be placed on Academic Warning.

## 3. Minimum Quantitative and Pace Requirements

68 Credit hour program and Pre-nursing and Level I students must complete 50% of all hours attempted for the term; 84 Credit hour program students must complete 67% of all hours attempted for the term to maintain satisfactory academic status. Attempted hours are all hours a student is enrolled in as of the first day of each term. A student may not attempt more than 126 hours at Lutheran School of Nursing. Grades of incomplete and withdrawal count as hours attempted, but not hours earned. Transfer hours count as both hours attempted and hours earned. All attempts of repeat courses are counted as hours attempted; only the first attempt with a passing grade is counted as hours earned.

## 4. Cumulative GPA for Graduation

A student must earn a cumulative 2.0 GPA or higher to graduate from the program.

## 5. Incomplete Grades

A student who does not complete required work for a specific course will be given an **Incomplete Grade**. All incomplete grades must be resolved before the student may begin the first day of the next rotation. If not resolved, a grade of "F" will be recorded for the course. Any additional time to complete the course requirements can be granted at the discretion of the course instructor. Students who do not properly resolve an incomplete grade will be unable to progress to the next course.

### **Incomplete in NURS 2900**

Students, who because of a course failure or leave of absence have course(s) to complete and cannot take the terminal exam on the scheduled date during the final course, may carry the "Incomplete" on their transcript until they have completed the course(s) and completed the terminal exam, in accordance with school policy.

## 6. Course Sequence

Successful completion of all nursing and college courses in concurrence and sequence as outlined in the program's curriculum plan is required to continue in the program.

### **Transfer Credit**

Any college coursework taken prior to attending Lutheran School of Nursing may be transferred if a grade of "C" or above was earned. Current students **may not** enroll for a transferable course without prior approval of LSN. All nursing and Anatomy/Physiology and College Algebra courses must have been completed within the last 5 years.

## 7. Cheating or Dishonesty

Cheating or dishonesty in any class or clinical laboratory area constitutes a violation of school policy and may result in disciplinary action that could include suspension or dismissal from school.

## 8. Performance and Conduct

Currently, enrolled students may be suspended or dismissed if their class work, clinical performance, or conduct is found to be unethical, illegal, or unsafe. Any condition which prohibits the student from fulfilling the essential functions of a student nurse, with reasonable accommodation, may also be grounds for suspension or dismissal from the program.

## 9. Suspension or Dismissal





If a student withdraws, is suspended or dismissed from the program, the entire course in which the student was enrolled must be repeated. In the case of suspension or dismissal, a grade of “F” is recorded for the course.

**10. Due Process**

All students who are suspended or dismissed from the program for academic or non-academic reasons have the right to due process as outlined in Chapter 8 of the Student Handbook.

**11. Readmission**

Students wishing to be considered for readmission to the school following a withdrawal must submit a complete application to the APAS committee. Readmission process will also require students to appear before the APAS Committee. Refer to **READMISSION POLICY** for details.



## REQUIREMENTS FOR ACADEMIC GOOD STANDING

Lutheran School of Nursing has established GPA and Pace measures to evaluate the efforts of all students to achieve a diploma. Academic good standing is evaluated at the end of the Fall, Spring and Summer Terms.

### **GPA requirements:**

All students are required to maintain a minimum 2.0 cumulative GPA. Transfer grades, withdrawal and incompletes are not counted in the GPA. A most recent grade of repeated coursework is calculated in the GPA.

### **Pace requirements: Qualitative**

Pre-nursing and Level I students must complete 50% of all cumulative hours attempted, Level II students must complete 67% of all cumulative hours attempted. Attempted hours are hours enrolled on the first day of the term. A student may not attempt more than 102 hours.

Grades of incomplete and withdrawal count as hours attempted, but not hours earned. Transfer hours count as both hours attempted and hours earned. All attempts of repeat coursework are counted as hours attempted; only the first attempt with a passing grade is counted as hours earned.

**Satisfactory Academic Progress** is earned when a student meets both GPA and Pace requirements at the end of a term.

## ACADEMIC WARNING

Students who fail to meet either the GPA or Pace requirement will be placed on Academic Warning for the next term attended and notified in writing. A student's failure to reach satisfactory academic progress by obtaining the GPA **and** Pace requirements at the end of the term will result in dismissal from the school. A student should evaluate if it is best to attend a sixteen-week term or eight-week term while on Academic Warning. A student may appeal if qualified.

### **Appeal of Unsatisfactory Academic Progress**

A student may appeal unsatisfactory academic progress based upon documented unusual circumstances, such as the death of a parent or illness of the student. The student must also show progression toward obtaining Satisfactory Academic Progress. Appeals should be addressed to the APAS Committee and must contain the following items:

1. A typed letter from the student detailing the issue that caused the student to be unsuccessful and how the issue has been resolved.
2. Documentation from a third party (not a relative of the student) of the unusual circumstance.

The student will be required to attend a regularly scheduled APAS meeting. The student will receive the results of the appeal in writing. Granted appeals result in the student assigned either one term of probation or an individual academic plan.

## ACADEMIC AWARDS

The Director's List recognizes students who achieve a 3.5 GPA or greater in the current term. Students are eligible for the Director's List if they complete at least 10 hrs. in the spring or fall term, or at least 6 hours in the summer term.

The Honor Roll recognizes students who achieve a 3.25 -3.49 GPA during the current term. Students



are eligible for the Honor Roll if they complete at least 10 hrs. in the spring or fall term, or at least 6 hours in the summer term.

Academic Excellence is the achievement of a cumulative GPA of 3.5 or greater in the program. Students that have completed the program with Academic Excellence receive recognition at the graduation ceremony.

### END OF PROGRAM REVIEW AND REMEDIATION

Remediation: to discover and determine knowledge gaps.

#### Policy

A focused study plan, prior to taking NR 2900 and extending four (4) weeks following graduation, is developed to guide the student toward first-time success on the NCLEX-RN exam.

Prior to NR 2900 Course

1. A predictor exam will be scheduled to initially assist you in determining areas of strength and areas that need additional study.
2. The predictor exam is remediated before beginning the NR 2900 course.

During the NR 2900 Course

1. Utilize the course outline to identify and complete course requirements of NR 2900.
2. Regularly meet with your assigned NR 2900 faculty mentor to evaluate progress.

End of NR 2900 Course

1. Meet with your assigned NR 2900 faculty mentor to determine post-graduation Remediation Plan and Continued Plan of Study Calendar to complete prior to scheduling the NCLEX-RN exam.

#### Policy

A normed predictor exam will be administered during NR 2900 following the NCLEX-RN Review. Students must achieve an acceptable score (benchmark) on the exam. All remediation related to resources available must be completed before transcripts are released for the state board exam. All remediation and re-evaluation must be completed within sixteen (16) calendar weeks following the last day of the final course.

#### Remediation Policy

An exit exam will be administered during NURS 2900. Students must achieve the designated benchmark on the exam. If the student does not achieve the benchmark score, he/she must complete the designated remediation and post-graduation plan of study before transcripts are sent to the State Board and before taking the NCLEX. All remediation and testing must be completed within 16 calendar weeks following the last day of the final course.

### STUDENT SUCCESS PROGRAM

The faculty of LSN believes it is the dual responsibility of the school and participants to retain students in the program and minimize NCLEX failure. It is this intention that drives the faculty to recognize the need for a structured, formalized protocol targeted for the student at risk in the program and/or at risk for NCLEX failure, with specific steps of counseling and remediation.

The Faculty recognizes that today's student is faced with many pressures and sources of distraction that detract from optimal performance in the program. While LSN cannot take total responsibility or



guarantee success for everyone, the school feels that minimally, the following identification,

responsibilities and procedures to be taken between instructor and student, benefit the school, participants and the future of nursing. Students are identified at risk if they experience:

- ◆ Course unit test failure
- ◆ Course grade below a “C”
- ◆ Cumulative grade point average (GPA) below 2.0

### **COURSE UNIT TEST FAILURE**

When a test is failed, faculty will initiate the *Success Counselling* form. One copy of the form will be placed in student mailbox requesting the student to meet with the instructor following test review.

Section I of the Student Counseling form is completed by the student while meeting with the instructor. An action plan to resolve/prevent future test failure and to master the content of course material that was failed is developed by instructor and student and documented in Section II of the Student Counseling form. Follow up is included in the Action Plan. Student receives one copy; faculty keeps one copy; one copy is sent to the Student Development Advisor. The student may also be referred to the Student Success Center for continued remediation and support

### **STUDENTS WHO RECEIVE A COURSE GRADE BELOW A “C” (COURSE FAILURE)**

1. When a student fails to earn at least a grade of “C” in a course, the Student Development Advisor will initiate the Student at Risk Counseling Form. One copy of form will be placed in student mailbox requesting the student to meet with the
2. Section I of the Student Success Counseling Form is completed by the student. An action plan to resolve the academic issues. The student may be placed on Academic Warning and is referred to the Student Advisor. The student documents in Section II of the Student Success Counseling Form. Follow up is included in the Action Plan. Student receives one copy; the Student Development Advisor keeps one copy.

### **STUDENTS WHO EARN A CUMULATIVE GPA BELOW 2.5**

1. When a student earns a cumulative GPA below 2.0, the student is placed on Academic Warning. The Student Advisor will initiate the Student Counseling Form. One copy of the form will be placed in student mailbox requesting the student to arrange a meeting with the Student Development Advisor.
2. Section I of the Student Success Counseling Form is completed by the student. The student and Student Development Advisor will develop an action plan to resolve the academic issues and the Academic Warning status. This will be documented in Section II of the Student at Risk Counseling Form. Follow up is included in the Action Plan. Student receives one copy; the Student Advisor keeps one copy.



### GRADING SYSTEM FOR NURSING COURSES

The basic guidelines for awarding of grades and transfer credit are contained in this section.

Grade scale effective May 15, 2017

GRADE SCALE		QUALITY POINTS	
A	98-100	4.00	<b>Final Course Grades Will Not Be Rounded</b>
A-	94-97	3.97	
B+	90-93	3.67	
B	87-89	3.373.07	
B-	84-86	2.332.77	
C+	81-83	2.50	
C	78-80	0	
F	below 78	N/A Withdrawn Passing	
WP		N/A Withdrawn Failing	
WF *		N/A Incomplete Grade	
INC			

\* WF is considered a program failure.

#### CALCULATION OF GPA

To determine the grade point average (GPA):

1. Quality points are calculated by multiplying points received for each grade times the credit hours in the course.
2. Continue to repeat step 1 for each course enrolled.
3. Calculate cumulative GPA (CGPA) by adding together the quality points for each course, then divide that total by the total number of credits completed.

#### GRADE REPORTS

Grade reports are available through the Student Portal on the LSN website (<http://nursingschoollmc.com/>). Grades are posted at the completion of each academic semester and at the mid-point of each semester.

#### REPEAT COURSE POLICY

If a student repeats a course, only the most recent course grade will be calculated into the cumulative GPA. The earlier course will still appear on the transcript with an “NG” (no grade) for the grade. A student may repeat a non-nursing course no more than **one time** unless an exception is approved by the APAS Committee because of documented extenuating circumstances. This includes withdrawals, failures, or passing grades the student wishes to replace. This does not apply to students who have a second nursing course (program) failure. Students are dismissed and may not reapply after a second program failure.

#### CLINICAL EVALUATION

Clinical laboratory performance is evaluated on a Pass/Fail basis. Each clinical evaluation received by a student must be signed by that student. The student’s signature signifies that the student has read the evaluation. The student may enter comments or responses on the evaluation form along with the comments of the instructor. Clinical Evaluations are destroyed three years after a student has graduated.



## WEBSTER UNIVERSITY COURSES

The grading system for each Webster University course is determined by that instructor. Webster University course grades completed at LSN are included in the semester and cumulative GPA for each student. A grade of “D” in a Webster University course is calculated as one (1) quality point. A grade of “F” indicates failure and may require withdrawal from the total program. Students enrolled in Webster University classes are responsible for attending classes as required by the individual instructors.

## NON-NURSING STUDENT STATUS

Students can be enrolled at LSN for required non-nursing courses prior to starting nursing courses. Application with application fee, official high school transcript, official transcripts from every post-secondary institution attended, the acceptable results of the reading comprehension exam, the acceptable results of the math entrance exam must be on file. Non-Nursing students are conditionally accepted into a nursing track. Continuation into the nursing program is contingent upon meeting all admissions criteria.

## TRANSFER CREDIT HOURS

Transfer credits are not calculated in the LSN Cumulative GPA. Pass/Fail grades are accepted for credit in laboratory coursework only.

## CLEP AND AP CREDIT

LSN accepts College Level Examination for Proficiency (CLEP) or Advanced Placement (AP) scores for Introduction to Psychology, Introduction to Sociology, English Composition, College Algebra, and Human Growth and Development. If a student achieves the passing score recommended by the American Council on Education, CLEP exam scores are accepted.

## TRANSFER CREDIT FOR NURSING COURSES \*

If an applicant was previously enrolled in any nursing program and would like consideration for transfer credit, the applicant must:

- complete all admissions requirements;
- submit a written request for LSN to evaluate the transcript for possible transfer credit;
- submit all course descriptions, syllabi, and outlines for the courses under consideration for transfer credit.

Transfer credit for nursing courses will only be considered when it is:

- comparable in scope, content, and credit hours earned to coursework that is part of the LSN curriculum;
- completed within the past three (3) years with a grade of “C” or better;
- from a school accredited by a nursing program accrediting agency.

Transfer credit must be awarded prior to the initial enrollment in nursing courses at LSN.

## TRANSFER CREDIT FOR NON-NURSING COURSES

Students may transfer credit from regionally accredited institutions for a specific non-nursing course. Courses taken at technical/vocational institutions are not transferable to Lutheran School of Nursing.



Transfer credit for courses will only be considered if:

- a “C” or better was earned in the course;
- it was completed at a regionally accredited institution;
- it is comparable in content, nature, intensity and the number of credit hours to the LSN course it is replacing.

Transfer credit for College Algebra and Anatomy & Physiology I and/or II will only be considered if the course(s) were completed within the past five (5) years.

Students currently enrolled at LSN are required to take non-nursing courses at the time offered in the curriculum if transfer credit was not awarded prior to initial enrollment. If an LSN student wishes to take a non-nursing course at another institution, she/he must submit a written request to the registrar prior to registration and receive written permission from the Lutheran School of Nursing administration.

### **EXTENSION, CORRESPONDENCE AND TELE COURSE WORK**

Extension, correspondence and tele-course work will be considered for transfer credit provided the accredited university records the credit on an official transcript.

### **RESIDENCY POLICY**

To receive a diploma from Lutheran School of Nursing, transfer students must complete at least twenty-one (21) credits in academic residence.

## **GRADUATION AND THE NCLEX**

### **GRADUATION**

S

tudents must successfully complete all academic requirements of the program including successfully completing all of the requirements for NURS 2900, a cumulative GPA of 2.0 or higher, meet all financial obligations, and complete all steps of the Graduate Clearance Form before receiving the diploma of the School of Nursing. **Attendance at graduation is mandatory for all students who have satisfactorily completed all program requirements.** A written request for an excuse from graduation must be submitted to the Student Development Advisor at least two weeks prior to the date of graduation. Graduates who do not participate in graduation exercises may receive their diploma and school pin on the first regular business day after graduation, provided they have completed the clearance procedures required of all graduates.

### **GRADUATION COSTS**

In addition to the Graduation fee of \$200, which is included in the regular fees listed in Chapter 11, students will incur additional costs at graduation.

**Approximate** costs include, but are not limited to:

- Uniform - \$55.00 – \$65.00 *required*
- Individual Photos - \$10.00 - \$125.00 *optional*
- Group Photos - \$10.00 each *optional*
- Missouri State Board of Nursing application fee - \$45.00 *required*
- Finger printing for State Board application - \$45.00 *required*
- NCLEX exam - \$200.00 *required*

**\*\*ALL of these fees are approximate and *subject to change*.\*\***



## **LATE GRADUATION**

Students must successfully complete all academic requirements of the program with a cumulative GPA of 2.0 or higher, meet all financial obligations, and complete all steps of the Graduate Clearance Form before receiving the diploma and pin of the School of Nursing.

Students who have not completed all program requirements for graduation may be allowed to participate in the graduation ceremony if:

1. they receive an incomplete in NURS 2900
2. they sign the “Release to Participate in Graduation Ceremony” and agree not to seek work as a graduate nurse or attempt to sit for the NCLEX Exam for licensure as a Registered Nurse until all requirements are met.

If the student chooses to participate, during the ceremony he/she will receive an empty diploma cover.

## **INCOMPLETE IN NURS 2900**

If an “incomplete” is received in NR 2900 (the terminal course), that “incomplete” MUST BE resolved within 16 calendar weeks of completing the last course in the student’s curriculum. After the last scheduled day of the course, a student is no longer considered to be enrolled at least half time.

The official date of graduation for late completing students will be the date that all requirements for completion of the program have been met. At that time, the diploma will be presented to the graduate.

## **NCLEX EXAMINATION**

Upon completion of all program requirements, the individual is eligible to apply to take the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse. However, completion of the program does not guarantee eligibility to write the licensure exam. According to the State of Missouri Nursing Practice Act (Sec. 335.066), the applicant may be denied the privilege of taking the licensure examination to practice if she/he has been convicted of any crime involving moral turpitude, or any violation of the Nursing Practice Act, or incompetence (see Appendix B: Nursing Practice Act, Sec. 335.066 for more information).

Satisfactory completion of NCLEX examination enables the graduate to practice nursing as a registered nurse (R.N.) in the state in which application for licensure is made. Approval to practice in other states is obtained by making application to that State Board of Nursing for licensure.

## **WITHDRAWAL AND LEAVE OF ABSENCE PROCEDURES**

### **STUDENT WITHDRAWAL PROCESS**

T

he Student Withdrawal Process is initiated by the student with the Student Development Advisor. All students withdrawing from the program, whether by leave of absence, suspension, dismissal or academic failure, must complete the Student Withdrawal Process within seventy-two (72) hours of the official withdrawal date (normally the last day of class attendance). An extension can be granted by the Student Development Advisor. Student records, including transcripts and grade reports, cannot be released until this process has been completed as noted on the form.

### **ADMINISTRATIVE WITHDRAWAL**

Nursing students, who fail to notify the school of their desire to withdraw from classes, and/or stop attending classes without following the proper notification, will be considered to have resigned as of the last day of attendance. These students will be Administratively Withdrawn within 72 hours of the last





day of attendance. Without proper notification, nursing students could be suspended or dismissed from the nursing program as a result of a violation of the no-call, no-show policy. Any student administratively withdrawn from a nursing course is withdrawn from the nursing program.

Non-nursing students who stop attending classes without following the Student Withdrawal process or who do not contact the school will be considered to have resigned as of the last day of attendance. Students who are absent from a Webster University course for two weeks, without proper notification, will be administratively withdrawn from the course.

### **WITHDRAWAL**

Students who withdraw during the first two-thirds of an academic course will receive a “WP” or “WF”, depending on the grade earned at the time of withdrawal. Students withdrawing during the last third of the academic course will automatically receive an “F” in the course unless on an approved Medical Leave of Absence. A record of “WF” or “F” is considered a nursing program failure, regardless of when the student withdraws. Students who have failed in the nursing program twice are not eligible for readmission.

### **LEAVE OF ABSENCE (LOA)**

Students who are in good standing and have at least a “C” in the current nursing course may request a Leave of Absence for personal reasons for a period of up to one year. This request should be submitted in writing to the chairperson of the APAS Committee before the completion of the Student Withdrawal process. The request should include the beginning and ending dates and the reason for the request. The APAS Committee will provide written approval for the request assuming the student qualifies for the leave. A one-time LOA extension of up to a year may be granted upon written request using the above procedure. A student on approved LOA has a reserved space in the student body upon return to classes. A student approved for a LOA prior to the completion of a course will have to repeat that entire course upon return from the leave. Please see Chapter 11 in this handbook for financial aid implications for a Leave of Absence.

### **MEDICAL LEAVE OF ABSENCE**

Students may request a Medical LOA when illness, surgery or pregnancy complications prohibit completing a rotation. This request should be submitted in writing, with medical documentation, to the chairperson of the APAS Committee before completion of the Student Withdrawal Process. The request should include the beginning and projected ending dates. The written request and medical documentation MUST be received within 2 weeks of the initial verbal Medical Leave of Absence request. The APAS Committee will provide written approval for the request. A one-time LOA extension of up to a year may be granted upon written request using the above procedure. Students will have a reserved space in the student body upon their return to classes. A student who takes a Medical LOA taken prior to the completion of a course will have to repeat that entire course upon return from the approved leave. A Medical LOA will be reflected on the transcript as a “WD” and enrollment hours will not be calculated in the student’s Pace Requirements for courses that have not started.



## RETURN FROM ANY LEAVE OF ABSENCE

Students on an approved LOA are not required to reapply for admission to the school, but must initiate contact with the Registrar early in the academic term prior to the semester of return to indicate their intentions. Students returning from a Medical LOA must provide a release from their physician stating they have no activity limitations in order to return to school. Students returning from any LOA are governed by the current school policies and procedures in effect on their return.

## NON-NURSING COURSES

Students who are currently enrolled in Webster University courses at LSN, but have completed a LOA or voluntary withdrawal from the nursing track, may complete the Webster University courses. After completion of the non-nursing course, the student must withdraw from the entire program. If a student wants to reapply for the nursing program, the withdrawal process must be completed before readmission can be considered.

## NON-NURSING STUDENT STATUS

Students in non-nursing courses (prior to starting the nursing track) must follow the same procedures for withdrawal or LOA.

## FAILURE

- Students who are required to withdraw because of academic failure must follow the procedures noted for withdrawal.
- Students who are academically failing are not eligible for a Leave of Absence.
- No guarantee of readmission is given by the School of Nursing to students who previously failed from the program.
- Failure of a nursing course of three (3) or more credits is considered a nursing program failure.
- Non-nursing courses may only be repeated one time unless, due to extenuating circumstances, special permission is granted by the APAS Committee.
- After one program failure a student may reapply; however, in addition to meeting all admissions requirements at the time of reapplication, the applicant must appear before the APAS Committee.
- Students who have failed the nursing program twice are not eligible for readmission.

## SUSPENSION

Students who are required to withdraw because of suspension must follow the procedures noted for withdrawal. Students who are suspended are not eligible for any LOA. Suspended students may apply for readmission; however, no guarantee of readmission is given by the School of Nursing. See Readmission Policies.

## DISMISSAL

Students who are required to withdraw because of dismissal must follow the procedures noted for withdrawal. **Students who are dismissed from the program are not eligible to apply for readmission.**

## READMISSION POLICIES

No guarantee of readmission is given by the School of Nursing to students who have withdrawn, failed, been administratively withdrawn, or suspended from the school. *Nursing students who fail one nursing course may apply for readmission to LSN (see readmission application procedure below), but are not guaranteed reacceptance into the nursing program or the two eight week sessions of academic warning.* Students who have been dismissed from the school are not eligible for readmission. Students may begin the reapplication process after they have completed the Student Withdrawal Form and officially



withdrawn from the current course or semester.

Each reapplication to Lutheran School of Nursing is given careful review and individual consideration based on academic merit and adherence to school policy.

### **READMISSION APPLICATION PROCEDURE**

#### **Students Who Fail Any Nursing Course**

A student who fails any Nursing course and is eligible to return to LSN should:

1. Submit the application form, application fee, and a written request to the APAS Committee. This request must detail the rationale for readmission and include a plan for change that addresses success in the program if readmitted.
2. Appear during a scheduled meeting before the APAS Committee.

#### **Students Who Fail NURS 1100 or NURS 1500**

A student who fails **NURS 1100** or **NURS 1500** and is eligible to return to LSN *will be required to complete at least one semester at an accredited college or university prior to readmission to LSN*. The student will complete 12 or more credit hours in courses that will benefit her/his nursing career.

These courses must be selected from the following:

1. Non-nursing requirements for LSN diploma
2. English, beyond English Composition I
3. Math, including developmental courses (numbered below 100), – course should be determined after completing a math assessment at the college the student plans to attend
4. Nutrition
5. Biology with a lab
6. Philosophy courses, including Introduction to Logic; Introduction to Philosophy; Ethics; World Religions
7. Chemistry with a lab

Students will be given guidance on course selection from the Chairperson of APAS.

Readmission will be contingent upon completing the 12 or more hours, as designated, with a 2.5 or better GPA. Official transcripts must be submitted prior to readmission.

After enrolling at an accredited college or university the student should submit proof of registration in the 12 or more credit hours at an accredited institution. In addition to completing the 12 credit hours with a 2.5 or better GPA, a student may be required to meet other conditions prior to readmission.

#### **Students who fail NURS 1800, NURS 1900, NURS 2200, NURS 2600**



A student who fails **NURS 1800, NURS 1900, NURS 2200, NURS 2600, NURS 2400, NURS 2500, NURS 2100, NURS 2000, NURS 1200, NURS 1300, NURS 2800, NURS 2900, NR210, and NURS 2900**, is eligible to return to LSN should:

Complete an individualized remediation program under the guidance of a LSN faculty or staff member of a minimum of 6 weeks;

Meet other conditions, if required, prior to readmission;

Understand that readmission to LSN is not guaranteed and is contingent upon successful completion of the remediation program.

If reaccepted, students are governed by the current school policies and procedures in effect on their return.

### **MAINTENANCE OF STUDENT RECORDS**

**L**utheran School of Nursing is required to maintain accurate and current records for all students. **All Student and Graduate records are stored in locked, fire-resistant file cabinets for an indefinite period of time.**

In order to keep the most accurate records possible, please report any of the following changes immediately:

#### **Change of Address/Telephone/Name**

Any change of address or telephone numbers of either the student or nearest relative/guardian must be reported in the Student Portal on the LSN website (<http://nursingschoollmc.com/>). A change of name must be reported to the School Registrar and Financial Aid immediately.

If a student changes her/his name while enrolled in the program, the required documents must be submitted to the Registrar and the Financial Aid Office. If a student marries, copy of the marriage certificate or legal affidavit must be placed in the student's record for the school to recognize a name change. A student's name on the financial aid application must match with the name filed with the Social Security Administration.

**STUDENT AND GRADUATE RECORDS ARE MAINTAINED IN ACCORDANCE WITH THE FOLLOWING PROCEDURES:**

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Maintenance of student records is governed by the regulations outlined in Family Educational Rights and Privacy Act (FERPA). Those regulations are available at:  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

#### **TRANSCRIPTS**

In order to prevent unauthorized persons from having access to a student's records, including grades, an official transcript will be furnished only upon written request signed by the student or a student's designated "power of attorney" representative. This request can be mailed to the attention of the Registrar.

An initial transcript is issued without charge. A \$5.00 fee will be charged for all transcripts after the first. Please allow a minimum of five working days to complete a request. All transcripts sent or



released to students are **UNOFFICIAL** and must be stamped as such. As a rule, unofficial transcripts are not acceptable for admission to other institutions or to certain employers. **OFFICIAL** transcripts will have the school seal imprinted on it and will be sent directly to the school or business for which it is intended. Students who owe a balance to the school after graduation or withdrawal are not eligible to request official or unofficial transcripts until the balance due is paid in full.

### **ACADEMIC RECORDS**

Each student has the right to review her/his academic record. The student should submit a written request to the Registrar identifying the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. Lutheran School of Nursing has up to 45 days to provide the records upon receipt of the request. There is a charge of \$1.00 per page for copies of the records.

### **FINANCIAL AID RECORDS**

Financial Aid records are kept on file for five (5) academic years from date of student withdrawal or graduation. All financial aid records for students receiving Work Force Investment Act (WIA) funds will be maintained for six (6) years.

### **HEALTH RECORDS**

A student or graduate may request a copy of his/her student health forms. This request must be submitted in writing to the school Enrollment Coordinator. There is a \$5.00 charge for this service; please allow five working days to complete this request. This information can only be given to the student or graduate and cannot be released to any third party. Health records are kept on file for four (4) academic years from date of student withdrawal or graduation.

### **DIRECTORY INFORMATION**

Student information such as name, student (home & local), email, telephone numbers (home & cell), date and place of birth, academic field of study, photograph(s), videography, academic advisor, participation in officially recognized activities, dates of attendance, honors and awards received, most recent previous school attended, full-time/part-time status and year in school is kept and maintained by the school. According to Family Educational Rights and Privacy Act (FERPA) this information is considered public information and may be disclosed at the discretion of the school to employers, lending institutions, alumni relations, etc. This information can be released without consent of the student unless the student specifically requests in writing to the Registrar NOT to release the information. The student or graduate must specify, by written waiver, any items in addition to directory information to be released from the student's academic record.

### **STUDENT/GRADUATE RECORDS**

Records are maintained for each student and graduate to provide chronological and historical information regarding their enrollment in the program. The official Custodian of Student Records is the School Registrar.

According to the Family Educational Rights and Privacy Act (FERPA) these records may be released without consent to:

- Lutheran School of Nursing officials with legitimate educational interest. A person with a legitimate educational interest is defined as a person for whom information is required for the official to complete their assigned duties;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;



- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific state law.

#### **AMENDMENT OF STUDENT'S EDUCATION RECORDS**

A student has the right to request the amendment of her/his education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Lutheran School of Nursing to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If LSN decides not to amend the record as requested, LSN will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lutheran School of Nursing to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901





## CHAPTER FIVE: COURSE DESCRIPTIONS AND TEXTBOOK INFORMATION

### LEVEL I NURSING COURSES

As the result of a comprehensive self-study, the Lutheran School of Nursing implemented a curriculum change effective at the start of the 2016-2017 academic years.

#### Curriculum for 68 Credit Program

##### Prerequisite Courses

<u>Course Number</u>	<u>Course Name</u>
BIOL 1610	Anatomy & Physiology I
MATH 1200	Mathematics for Nursing
PSYC 2300	Introduction to Psychology
WRIT 1010	English Composition I

##### Co-Requisite Courses

<u>Course Number</u>	<u>Course Name</u>
BIOL 1620	Anatomy & Physiology II
PHIL 2340	Bio-Ethics
PSYC 2300	Lifespan Development

##### Nursing Courses

<u>Course Number</u>	<u>Course Name</u>
NURS 1100	Foundations of Nursing I
NURS 1200	Pharmacology
NURS 1300	Pharmacology II
NURS 1500	Foundations of Nursing II
NURS 1800	Adult Health Nursing I
NURS 1900	Role Transition: LPN to RN
NURS 2000	Gerontology
NURS 2100	Behavioral Health
NURS 2200	Adult Health Nursing II
NURS 2400	Nursing of the Childbearing Family
NURS 2500	Nursing of Children
NURS 2600	Adult Health Nursing III
NURS 2800	Leadership and Management
NURS 2900	Synthesis of Nursing Concepts

#### Nursing Courses

##### **NURS 1100 – Foundations in Nursing I**

Introduces the learner to the diverse nature of professional nursing. Learners are guided in developing professional role identity with the use of therapeutic communication and development of safe nursing skills derived from evidence-based concepts and practice. Competencies related to the integration of cognitive knowledge and psychomotor skills for patient care are practiced in the classroom laboratory setting.

**4 Credit Hours**





PREREQUISITES: COMPOSITION I, MATHEMATICS FOR NURSING, INTRO TO PSYCHOLOGY, ANATOMY & PHYSIOLOGY I

### **NURS 1200 – Pharmacology I**

Presents the basic principles of pharmacodynamics while learning to administer commonly prescribed medications in the clinical setting. Major drug classifications are introduced as well as usual therapeutic effects, side effects, adverse reactions and precautions with administration. The nurses' role for safe and accurate medication administration is emphasized as well as collaboration with members of the healthcare team in the administration of medications.

#### **2 Credit Hours**

PREREQUISITES: COMPOSITION I, MATHEMATICS FOR NURSING, INTRO TO PSYCHOLOGY, ANATOMY & PHYSIOLOGY I AND II, FOUNDATION OF NURSING I&II.

### **NURS 1300 – Pharmacology II**

Incorporates pharmacodynamics into clinical application. The learner will demonstrate the ability to minimize risk of harm to patients through both system effectiveness and individual performance. Major drug classifications are emphasized in relation to their therapeutic actions for disease processes, variations in specific populations and precautions needed for multi-drug therapy. The nurse's role for safe and accurate medication administration is emphasized along with evaluation of therapeutic patient outcomes and collaboration with other healthcare team members.

#### **2 Credit Hours**

PREREQUISITES: NURS 1200

### **NURS 1500 – Foundations in Nursing II**

Further develops the learner in the roles of nurse teamwork and collaboration. This course integrates the elements/skills of health assessment and physical assessment with the nursing process to focus on patient-centered healthcare of the adult client within the family/community context. Compassionate care, health promotion, and wellness are emphasized for professional role identity. Competencies related to the integration of cognitive knowledge and psychomotor skills are practiced in the classroom laboratory and now applied to the older adult in long term care clinical settings. The student provides total care to one patient.

#### **4 Credit Hours**

PREREQUISITES: NURS 1100

### **NURS 1800 – Adult Health Nursing I**

Focuses on implementing the nursing process to provide compassionate care to meet the needs of the patient with common acute and chronic health problems. This course focuses on assessment of patient preferences, values and needs to develop and implement a patient-centered plan of care. Clinical skills in assessments and medication administration are utilized. The medical record is utilized to document safe, quality care. Holistic patient care is focused on one patient.

#### **5 Credit Hours**

PREREQUISITES: NURS 1500

### **NURS 1900 – Role Transition**

Is developed to facilitate educational and practice mobility in the professional identity role transition from LPN to RN. The content of this course builds on the LPN's foundation of safe, compassionate, patient-centered care and progresses with the transition of nurse professional role and implementing nursing process including patient teaching and evaluation of outcomes to improve the quality and safety of patient care. Clinical portion includes lab practice of nursing skills and patient care assessment.

#### **3 Credit Hours**



PREREQUISITES: COMPOSITION I, MATHEMATICS FOR NURSING, INTRO TO PSYCHOLOGY, ANATOMY & PHYSIOLOGY I

### **NURS 2000 – Gerontology**

Focuses on expanding the learner’s knowledge of evidence-based nursing care in the geriatric population. This course is designed to develop evidence based theoretical and clinical competencies applicable to the geriatric population. This course includes classroom clinical activities to encourage a spirit of inquiry to challenge assumptions of aging, investigate emerging evidence-based compassionate and respectful care, and new insights that support safety and improved care for older adults. Students provide nursing care to (1) patient within the family/geriatric community context.

#### **3 Credit Hours**

PREREQUISITES: NURS 1500 ; LIFESPAN DEVELOPMENT

### **NURS 2100 – Behavioral Health**

Focuses on mental health across the life span and emphasizes the development of the learner’s decisional capacities, self-awareness, and professional role identity to apply informatics, evidence based practice and psychology in multiple healthcare settings. This course guides the student to achieve optimal care of patients with emotional needs, psychosocial needs, and/or psychiatric illnesses. Concepts related to safety and quality of care, ethical/legal issues, professional accountability, teamwork and collaboration, community support and effective communication are applied through clinical experiences in community and acute care settings. Students provide nursing care to one patient within the family/psychiatric context.

#### **3 Credit Hours**

PREREQUISITES: NURS 1500 OR ENROLLMENT IN NURS 1900; LIFESPAN DEVELOPMENT

### **NURS 2200 – Adult Health Nursing II**

Builds on meeting the needs of higher level acuity patients and evaluating optimal healthcare outcomes. Students incorporate evidence-based care and apply clinical reasoning while developing additional practice and skills in organizing and prioritizing patient care more effectively. The use of information and technology is added to document and communicate effectively with nursing and Inter-professional teams to improve the quality and safety of patient care. Students are assigned one or two patients over the clinical course.

#### **5 Credit Hours**



PREREQUISITES: NURS 1800 OR NURS 1900

### **NURS 2400 – Childbearing Family**

Is designed to develop the learner's knowledge and clinical skills related to safe patient-centered nursing care within the context of the childbearing family in hospital and community settings by applying the nursing process. Student activities focus on clinical reasoning gathered from assessment data to differentiate normal and abnormal findings and develop health promotion teaching support. Concepts of teamwork, collaboration, evidence-based practice, quality improvement, use of technology and professional identity are applied in the maternal-newborn areas. (1) Mother-baby couplet care is assigned to the student in the maternal-newborn clinical setting.

#### **3 Credit Hours**

PREREQUISITES: NURS 1800, 2200 OR NURS 1900 ANATOMY & PHYSIOLOGY II

### **NURS 2500 – Nursing of Children**

Is designed to develop the learner's knowledge and clinical skills related to growth and development in the pediatric population. Health promotion and wellness of children within the context of family-centered care is emphasized. Clinical activities include opportunities to participate in family-centered care through the application of evidence-based practice, teamwork and collaboration in the pediatric setting. The student uses informatics and information technology to provide safe, quality patient-centered care. Student s will care for (1) pediatric patient in the clinical setting.

#### **3 Credit Hours**

PREREQUISITES: NURS 1800 AND NURS 2200, OR NURS 1900 ANATOMY & PHYSIOLOGY II

### **NURS 2600 – Adult Health Nursing III**

Emphasizes the professional role identity in patient-centered care of acutely ill patients who have multi-system or emergent health problems within the family/community context. Nursing care of complex cardiac, neurological, respiratory conditions, fluid imbalances and hemodynamic are applied with advanced clinical reasoning in clinical settings that involve teamwork and collaboration, open communication, mutual respect, and shared decision making to achieve quality patient care. Clinical skills progress and advance with patient acuity and intensive care experiences. Students will care for one patient in the acute care clinical setting.

#### **5 Credit Hours**

PREREQUISITES: NURS 2200, ANATOMY & PHYSIOLOGY II

### **NURS 2800 – Leadership Management**

Focuses on nursing leadership and management. Emphasis is placed on professional issues with clinical implementation of leadership/management for open communication, mutual respect, and collaboration in the workplace. Advocating and promoting the culture of safety, clinical reasoning, and recognizing the outcomes of care processes which affect quality improvement and safety in patient care is applied. Students will manage a team of patients with the RN .

#### **4 Credit Hours**

PREREQUISITES: NURS 2600

### **NURS 2900 – Synthesis of Nursing Concepts**

The capstone of the learner's knowledge and skills of the core organizers in the curriculum with a focus on role specific competencies of the graduate nurse as defined by Lutheran School of Nursing. Final preparation for licensure examination and professional role attainment of the nurse graduate is emphasized.

#### **2 Credit Hours**

PREREQUISITES: BIOETHICS; NURS 2100; 2400; 2500; 2600 OR PERMISSION OF THE DIRECTOR

**Non-Nursing Courses**

(Non-nursing courses are taught at the Lutheran School of Nursing by the faculty of Webster University, St. Louis, Missouri.)

**BIOL 1610 – Anatomy and Physiology I**

introduces the structure and function of the human body. Topics include: biochemistry, cell biology, skeletal systems (histology, immunology, and muscle tissue), neurobiology and nervous systems. This includes laboratory sections involving slides and models that reinforce lecture material.

4 Credit Hours (Theory 3, Laboratory 1)

**BIOL 1620 – Anatomy and Physiology II**

Continues BIO 1610 and includes the remaining major organ systems (cardiovascular, urinary, respiratory, digestive, and endocrine systems). This includes laboratory sections involving cat dissection. Prerequisite: BIO 1610 or permission of instructor.

4 Credit Hours (Theory 3, Laboratory 1)

Prerequisite: Anatomy And Physiology I or permission of the instructor

**MATH 1200 – Mathematics for Nursing**

This course provides the nursing student with a variety of opportunities to strengthen math skills necessary for medication calculation. Students will learn general mathematics skills, dosage calculation using dimension analysis, ratio-proportion, and formula methods, methods to estimate a reasonable answer, and analysis techniques to evaluate the result for accuracy. Topics include basic algebra skills, ratios, proportions, result estimation techniques, and computations for oral, IV, and parenteral medication administration.

**PHIL 2340 – Bioethics**

This course explores the ethical issues that arise with changes in medical technologies and health care policies. Students explore the philosophical concepts of autonomy, duty, justice, and care as they apply to patients and physicians. Topics covered may include stem cell research and cloning technologies, organ transplantation, experimentation on animals, prenatal diagnosis and abortion, euthanasia and assisted suicide, access to experimental treatments and allocation of scarce resources.

3 Credit Hours

**PSYC 1100 – Introduction to Psychology**

Introduces the breadth and diversity of contemporary psychology. Provides a foundation from which the student might progress to more advanced, specialized courses. Topics include learning, perception, biopsychological processes, childhood and development, adjustment and mental health, and social behavior.

3 Credit Hours

**PSYC 2300 – Lifespan Development**

(This course required for RN Track students only)

Studies the development of the individual from conception to adulthood. Examines intellectual, emotional and social aspects of behavior in terms of the complex interaction of heredity and environment. Content includes the application of prominent theories of human development to the individual's development over the lifespan. Reviews current research in critical areas of human behavior (e.g., attachment, aggression) and uses it to enhance the student's understanding of the human developmental process.

3 Credit Hours

Prerequisite: Introduction to Psychology

**Writ 1010 – English Composition**

This is a course that provides a variety of experiences in both formal and informal writing styles, with an emphasis on increased skill regarding mechanics, cogency, or liveliness. The course is designed to acquaint the student with a variety of writing experiences in both formal and informal modes and to give a firm foundation in research in APA style; improving the ability to write clearly and precisely and persuasively by working on four larger essays, Personal Narrative, Argument/Persuasive Essay, Research Essay, and Self Evaluation Essay, and one short Analysis Essay.

3 Credit Hours

**Textbooks**

The Lutheran School of Nursing's textbooks are available through the Webster University Bookstore. The bookstore is located on the campus of Webster University at:

**Webster University Bookstore**

554 Garden Avenue  
St. Louis, MO 63119

**Phone:** (314) 968-5936

**Fax:** (314) 968-5937

**Email:** [webster@bkstr.com](mailto:webster@bkstr.com)

Titles, ISBN, and cost of books required and recommended for each course are available through the Lutheran School of Nursing website: <http://nursingschoollmc.com/>. The textbook information is also available in the LSN library, or at the front desk.



## CHAPTER SIX: STUDENT SERVICES

A wide range of student services is provided for Lutheran School of Nursing students in support of academic, professional, and personal goals. Major resource areas include personal and social counseling, career planning and placement assistance, and student leadership development.

### COUNSELING SERVICES

The Student Development Advisor provides **confidential** counseling services to students with concerns about academic and personal issues on a walk-in or appointment basis. There is no charge for these services. Referrals for specialized concerns are also available.

### FACULTY MENTOR

Students are assigned to a faculty member who provides support and guidance outside the classroom. There are periodic meetings scheduled with the mentors and their student mentees. The ongoing relationship is the responsibility of the student and faculty mentor.

### GROUP WORKSHOPS/INDIVIDUAL SERVICES

Students are encouraged to request assistance in dealing with adjustment to the program, progression through the training, and the transition to employed professional upon graduation. Group workshops are scheduled on stress management, academic skills and study enhancement, professional development and other areas of personal change. All sessions are open to interested students. Any student can obtain information on an individual basis.

### STUDENT SUCCESS PROGRAM

LSN recognizes that today's student is faced with many pressures and sources of distraction which may detract from optimal performance in the program. While LSN cannot take total responsibility or guarantee success for everyone, the *Student Success Program* will identify students at risk and outline the responsibilities and procedures to be taken between instructor and student. Details of the *Student Success Program* can be found in Chapter 4.

### NEW STUDENT ORIENTATION PROGRAM

A comprehensive orientation program provides assistance to new students as they make individual adjustments to the LSN student role. Specific programs are designed to address the special needs of both traditional students (less than five years out of high school, under 26 years of age, single) and the non-traditional student (out of school longer, over 25 years of age, may be married and/or have a family). Orientation elements include:

**Student Orientation:** distribution of Student Handbook, course calendar, an information on required books and uniforms, an informational presentation on administrative requirements, financial aid, general student information.

**Residence Life Move-In Day and Orientation:** Move in day for those students assigned to housing. Brief orientation and policy review will be conducted.

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## SERVICES FOR STUDENTS WITH DISABILITIES

The Student Development Advisor assists admitted students with documented disabilities to acquire the accommodations, auxiliary aids, and modifications required to afford them access to information and opportunity for success at Lutheran School of Nursing on a basis equal to that enjoyed by LSN students without such disabilities. The Student Development Advisor also monitors, and oversees the delivery of services to admitted students with disabilities.

## PERFORMANCE OF STUDENTS WITH DISABILITIES

Neither academic or behavioral standards will be lowered for students with disabilities. Students must be able to perform the Essential Functions of a Student Nurse with appropriate accommodations. Teaching and testing strategies, however, will be modified to meet academic needs.

At the post-secondary level, Section 504 of the Rehabilitation Act and The Americans with Disabilities Act (ADA) govern decisions about disabilities and the definition of disability itself. The goal of Section 504 and the ADA, as they apply to college students, is to ensure that students with disabilities have equal access to their education, equal opportunities to learn and to demonstrate what they have learned.

### DISABILITY VERIFICATION

The documentation provided regarding the disability diagnosis must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

LSN has developed a form and directions to assist the student in working with the treating or diagnosing healthcare professional (psychiatrist, psychologist, counselor, therapist, social worker, medical doctor, optometrists, speech-language pathologists etc.) in obtaining the specific information to evaluate eligibility for academic accommodations.

The Missouri State Board of Nursing has specific rules for granting accommodations to students with disabilities when taking the NCLEX; therefore, Lutheran School of Nursing has adopted the same requirements.

According to the Missouri State Board of Nursing:

Appropriate documentation supporting the request for accommodation must be from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:

- a history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning;
- identification of the specific standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Weschler Adult Intelligence Scale);
- the scores resulting from testing, interpretation of the scores and evaluations; and
- clinical diagnosis of disability (where applicable, list DSM Code Number and Title);
- recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

Only physical or mental impairments that substantially limit one or more major life activities are disabilities subject to the protection of the Americans with Disabilities Act (ADA). "Major life activities" include walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self and performing manual tasks. Mental impairment includes any mental or psychological disorder such as organic brain syndrome, emotional or mental illness and specific learning disabilities.

Almost everyone experiences some apprehension before taking an important examination. Careful diagnosis is required to address the issue of what point "normal" anxiety constitutes a disability protected under ADA.





"Test anxiety, anxiety or phobia" without precise diagnosis, may not constitute a disability within the meaning of ADA for the threshold reason that such terms are not recognized physiological or psychological impairments which substantially limits a major life activity.

English as a second language is not considered a disability under the Americans with Disabilities Act (ADA). Cultural factors (such as an individual's language), environmental and economic conditions cannot form the basis of a claim of disability.

(Rules of Department of Insurance, Financial Institutions and Professional Registration Division 2200—State Board of Nursing, Chapter 4—General Rules - 20 CSR 2200-4 pg 4-5 (1/29/14)  
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For additional information on the transition to post-secondary education for students with disabilities, please see Missouri AHEAD College Guidebook from Missouri Association on Higher Education and Disability at [Missouri Ahead College Guidebook - WordPress.com](http://Missouri Ahead College Guidebook - WordPress.com) or the US federal government publication Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities at <http://www2.ed.gov/about/offices/list/ocr/transition.html>. Both of these publications are also available from the Associate Director of Student Development.

Students who seek disability-related accommodations at LSN must follow an established procedure. To obtain disability-related accommodations and/or services, students must submit professional documentation of their disability. If the documentation substantiates disability status, accommodations and services will be discussed with and implemented for the student. If students are found to not meet eligibility requirements, additional documentation may be submitted. Regardless of eligibility, guidance and information about academic resources will be provided to address academic needs.

- ◆ Students requesting services should *contact the* Student Development Advisor well in advance of requiring accommodations.
- ◆ Accommodations and services are determined on a case-by-case basis.
- ◆ Information provided on forms will be used solely to assist the SDA and the student in identifying appropriate accommodations and services at Lutheran School of Nursing.
- ◆ *All documentation related to a student's disability will be maintained in a private file and treated as confidential records. Copies of documentation are not released without written consent.*

## ACCESSING SERVICES – REGISTRATION

### SUBMIT DOCUMENTATION OF YOUR DISABILITY

The form for documentation is available on the website ([nursingschoollmc.com](http://nursingschoollmc.com)) or in the Student Development Advisor's Office. The form should be completed by the student and the healthcare professional treating the student. To receive prompt accommodations and services, the documentation must be received two weeks before the beginning of a student's first semester of enrollment.

Once the documentation is received, the Student Development Advisor will assess it for completeness and eligibility. It is **the student's responsibility** to inquire as to whether the documentation has been approved. If the documentation is incomplete, the student will be told which specific points of the criteria need to be addressed. Students are always welcome to submit additional documentation but it is their responsibility to resubmit the new documentation to the Student Development Advisor. Accommodations and services cannot be provided before the documentation has been approved.



Because the courts can reinterpret the relevant laws governing the definition of disability states, documentation requirements may change over the course of enrollment. The Student Development Advisor will contact students under such conditions and adequate time will be provided for the student to obtain additional documentation. Should the student fail to do so and thus no longer be in compliance, accommodations and services can be suspended?

### **MAINTENANCE OF DOCUMENTATION**

Documentation of a student's disability is maintained in a private file in the SDA's office. This documentation is not part of the academic record. All information related to a disability is treated as private and may be disclosed only with the student's written consent or to those with a genuine "need to know," consistent with the Lutheran School of Nursing's policy and federal laws.

### **DELIVER CONFIRMATION OF REGISTRATION FOR SERVICES TO YOUR INSTRUCTORS**

Following completion of registration, a letter will be prepared for each instructor in whose course accommodations are requested. This letter confirms the registration and lists the specific accommodation(s). This letter does not reveal the nature of the disability.

The final step in your registration each semester is for the student to pick up and deliver the official confirmation letters to the instructors. **The letters must be picked up from the Student Development Advisor and personally delivered by you to the instructor at the next class meeting. At delivery, briefly describe the content of the letter to the instructor.** This will allow you to introduce yourself and to notify the instructor that you are registered for services.

## **GENERAL SERVICES**

### **COMMUTER LOCKERS**

Lockers are located in the recreation room of the Nurse's Residence Hall and are available for student use. For a locker assignment, a student must determine a locker for use and report the number of the locker to the receptionist desk. Students are responsible for providing a locking mechanism on their assigned locker. The School of Nursing does not assume responsibility for items left in the locker. If a locker is locked and has not been properly assigned, the School of Nursing has the right to remove the locking mechanism and the contents of the locker, if needed.

### **COMMUTER ROOMS**

LSN students can make arrangements for overnight accommodations in the Nurse's Residence Hall by contacting the Student Development Advisor. Arrangements should be made at least 24 hours in advance of the night of stay. A minimal charge is incurred for students wanting to stay and should be paid in advance. All Residential Life Policies and Procedures must be followed during stay.

### **FORMAL LOUNGE**

This area is used for presentations, seminars and meetings. With the exception of special events, food or drinks are not permitted in the formal lounge area. Video equipment used in formal lounge must be coordinated by librarian.

### **MAIN LOBBY**

The lobby is located inside the main entrance of the Nurse's Residence Hall. Study groups and social gatherings are encouraged. In an effort to keep this area looking its best, students should refrain from eating and drinking in the lobby area.

### **NURSE'S RESIDENCE HALL FRONT DESK**

Located on the main floor of the Residence Hall and staffed on a twenty-four hour basis during the



academic year. Receptionists provide assistance to students, resident students and guests for routine matters and emergencies. The staff monitors entry to the residence hall during evening hours and provides limited services such as change for laundry or vending machines.

Students are not to leave books, bags, recorders, or other items with the front desk receptionist, even for short periods of time. The desk cannot be responsible for the exchange of items. Students are encouraged to leave a written message with the receptionist for the appropriate mailbox and coordinate the exchange of items (books, notebooks, equipment) on their own.

### **RECREATION ROOM**

The recreation room is located on the lower level of the Residence Hall and is provided to give students an area for studying, eating and visiting. This area and the entire facility is a non-smoking area.

### **STUDENT RESOURCE ROOM**

Two computers with MS Office products loaded and internet access, reference material, fiction books, NCLEX review information, and continuing education material are located in the Student Resource Room across from the Student Development Office.

### **TELEPHONES**

A phone is located near the main offices for use by students to make local calls. There are no pay phones available for use. **Please do not request to use the receptionist telephone; it is not for student use.**

## **STUDENT LEADERSHIP PROGRAMS**

Various opportunities are available for interested students to develop leadership skills through several programs in selected, appointed, and volunteer positions.

### **STUDENT RECEPTIONIST**

Specially selected and trained students serve as the Residence Hall Receptionist during the weekend day shift. Students selected are responsible for the daily operation of the front desk, responding to inquiries about the school, responding to emergencies, etc. Students selected for this position receive a tuition discount for nursing classes only.

### **STUDENT LIBRARY ASSISTANTS**

Each academic year, students are selected from a pool of applicants to be library assistants during non-class hours and weekend hours. These students assist the Librarian with the daily operation and special projects of the library. Library Assistants also serve to represent the student body as student members of the Library Committee. Students selected for this position receive a tuition discount for nursing classes only.

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Each nursing student is a member of the Student Body Government Association (SBGA) upon their enrollment at LSN and payment of the mandatory activity fee. This organization provides students with a voice in the administration of the program, social activities and functions, and promotes professional development and standards. Among the major activities of SBGA are the annual fall picnic, annual



spring banquet, Red Cross blood drives, breakfast on finals days, celebration for graduates on Banner Hanging Day, fundraising activities and contributions to charitable organizations. The mandatory Student Activity Fee provides funds for these and other SBGA social and developmental activities.

## **CHAPTER SIX: STUDENT SERVICES**

### **A**

wide range of student services is provided for Lutheran School of Nursing students in support of academic, professional, and personal goals. Major resource areas include personal and social counseling, career planning and placement assistance, and student leadership development.

### **COUNSELING SERVICES**

The Student Development Advisor provides confidential counseling services to students with concerns about academic and personal issues on a walk-in or appointment basis. There is no charge for these services. Referrals for specialized concerns are also available.

### **FACULTY MENTOR**

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Two computers with MS Office products loaded and internet access, reference material, fiction books, NCLEX review information, and continuing education material are located in the Student Resource Room across from the Student Development Office.

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## CHAPTER SEVEN: STUDENT CONDUCT

In accordance with the School's philosophy and goals, personal conduct of students is expected to reflect a mature level of respect for self and others. The following guidelines and procedures have been established to provide students with clear expectations. Students are to conduct themselves in a morally, legally, and professional manner at all times.

### GENERAL CONDUCT

T

he following is a **non-inclusive** list of expected general behaviors and conduct.

#### REPRESENTING THE SCHOOL

Prior to engaging in any activity in which they represent themselves as a student of Lutheran School of Nursing, students must be granted permission for the activity by the Director of Nursing Education or Student Development Advisor.

#### CLASSROOM AND CLINICAL LABORATORY CONDUCT

During laboratory activities, the student is to remain in the clinical or classroom area to which they are assigned. If it is necessary to visit another unit or department, permission must be received from the instructor.

- ◆ For the safety of the patient, any student judged by the instructor to be unfit to provide safe care will not be allowed in the clinical laboratory area.

#### VISITOR REGULATIONS

The student must follow visitor regulations at all times when visiting acquaintances/family members who are patients at any facility.

#### SMOKING

St. Alexius Hospital and Lutheran School of Nursing are non-smoking facilities, therefore smoking is **NOT** permitted anywhere within the complex, including in the buildings, on the parking lots, or grassy areas. **Smoking is also prohibited within a car on a St. Alexius owned parking lot.** Students are expected to comply with other health care facility smoking policies when in those facilities.

#### CHILDREN

Children are not permitted in class or laboratory areas. Students may not leave children unattended in any area of the school or the hospital at any time. Child care is solely the responsibility of the individual student. Students leaving children unattended may be subject to disciplinary action.

#### CELL PHONES

**Cell phones must be turned off both in theory classes and in the clinical setting. Students may NOT use cell phones in any manner during class or clinical time; this includes calls, texting, playing games, etc.** Failure to follow the stated policy may result in disciplinary action.

### SOCIAL MEDIA POLICY

#### PURPOSE

To ensure that confidentiality and professionalism are maintained by all Lutheran School of Nursing (LSN) students, faculty and employees when using Social Media, and to make a formal connection between this type of communication, the School of Nursing and St. Alexius hospital's existing policies.

**POLICY**

The school of nursing recognizes the widespread use of Social Media for personal, educational and professional communication; therefore, has established the following guidelines.

- ◆ All LSN students, faculty and employees may use Social Media for personal communication only during non-clinical / non-classroom time, non-working time, and in strict compliance with the terms of this and other school of nursing and hospital policies.
- ◆ Conduct that would be unprofessional, illegal or a violation of any school of nursing or hospital policy in the “offline” world would still be unprofessional, illegal or a violation of school of nursing and hospital policy when it occurs “online”.
- ◆ Using Social Media to discuss any patient-related issues violates the HIPAA Privacy Rule, LSN code of conduct, and St. Alexius Hospital policies and procedures.
- ◆ Using Social Media to discuss confidential student related issues violates the FERPA Privacy Rule, and St. Alexius Hospital policies and procedures.
- ◆ While LSN students, faculty and employees are entitled to express opinions and ideas, they have a responsibility to refrain from violating professional standards, school of nursing / hospital policies or negatively affecting the operations of LSN or the hospital.
- ◆ When online, LSN students, faculty and employees are speaking in their own personal capacities unless they have written consent from the Chief Executive Officer to speak on behalf of the school of nursing or the hospital.
- ◆ If LSN students, faculty and employees identify themselves as students, faculty or employees of LSN in any online social medium or network, it must be made clear that they are not speaking for Lutheran School of Nursing or St. Alexius Hospital, using this statement: “The views expressed here are my own and not those of Lutheran School of Nursing or St. Alexius Hospital.”
- ◆ LSN students, faculty and employees may not use a LSN or hospital issued email address as a credential for personal use social networking sites.
- ◆ The taking and sharing of patient photographs or photographing protected health information during LSN clinical practicum without written administrative permission is strictly forbidden.
- ◆ LSN does not tolerate the distribution of content from students, faculty or employees that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment.
- ◆ LSN students, faculty and employees are expected to be respectful, responsible and accountable online and off.
- ◆ Infractions of the social media policy may result in disciplinary action, up to and including being dismissed from the LSN nursing program or termination of LSN employment.
- ◆ Conduct that is unprofessional, illegal or a violation of any school of nursing or hospital policies should be reported to the Director of the nursing program or Student Development Advisor
- ◆ Be aware that communication or a post is NOT private and is widely accessible to others. The terms of using a social media site may include an extremely broad waiver of rights to limit use of content.

**SEXUAL DISCRIMINATION AND MISCONDUCT POLICY****STATEMENT ON NON-DISCRIMINATION**

Lutheran School of Nursing is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect. Sexual discrimination violates an individual’s fundamental rights and personal dignity. Lutheran School of Nursing considers sexual discrimination in all its forms to be a serious offense; sexual discrimination is prohibited under Title IX. This policy includes all forms of sexual discrimination, including: sexual harassment, sexual assault, and sexual violence by students, employees, or third parties.



Lutheran School of Nursing (LSN) does not discriminate on the basis of sex, race, color, religion, age, and disability, status as a veteran, national origin, ethnic origin, sexual orientation, gender identity, or gender expression. Lutheran School of Nursing (LSN) prohibits sexual discrimination and/or sexual contact with any member of the school community or visitor to the school without that person's explicit consent, including, but not limited to, rape and other forms of sexual assault which will be referred to as "sexual misconduct". This policy applies to all students, employees, and visitors to the LSN campus regardless of sexual orientation or gender identity.

Students and employees who believe they may have been discriminated against should contact the **Title IX Coordinator**, Ms. Greta Bohnenstiehl, Manager of Human Resources, by e-mail at greta.bohnenstiehl@sahstl.com or by phone at (314) 865-7943. The Human Resources Office is located at Building C, 3393 S. Broadway, St. Louis, MO 63118. The Title IX Coordinator shall provide for the adequate, reliable, and impartial investigation of all complaints.

### DEFINITIONS AND EXAMPLES

**Dating Violence** refers to violence committed by a person who is or who has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic Violence** refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner.

**Sexual Discrimination** encompasses multiple types of actions involving the unfavorable treatment of an individual or a group of identifiable individuals based on gender.

**Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors and/or other verbal or physical acts of a sexual nature which, because of their severity and/or persistence, interfere significantly with an individual's or a group's work or education, or adversely affect an individual's or a group's living conditions.

Sexual harassment may include but is not limited to *quid pro quo* (something for something, such as a demand or offer of sexual activity to retain or obtain academic or employment benefits), and/or an abusive or hostile environment which interferes with the ability to function as a full participant in the Lutheran School of Nursing community.

Examples:

- Requesting sexual favors that may be subtle or overt but particularly when the requests are suspected to be linked to career advancement or academic rewards
- Committing physical assault of a sexual nature, for instance, inappropriate touching or rape
- Sending unwelcome letters, notes, or material, via written or electronically, or by making phone calls of a sexual nature
- Name calling, teasing or making other derogatory or dehumanizing remarks involving sex, gender, or sexual orientation

**Sexual Assault and Violence** is the commission of an unwanted or unwelcome sexual act, whether by an acquaintance or by a stranger that occurs without indication of genuine consent of either individuals or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent.

**Sexual Exploitation** means taking advantage of the sexuality and attractiveness of a person to make a gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.



**Stalking** means willfully and repeatedly engaging in a knowing course of harassing conduct directed at another individual that reasonably and seriously alarms, torments, or terrorizes the individual.

Example:

- Actions which are started or continued without the victim's consent; approaching or confronting the victim; appearing at the victim's workplace, residence, or property; or delivering things to the victim or to the victim's property.

### **Consent**

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of genuine consent is the critical factor in any incident of sexual misconduct.

1. Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter.
2. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to understand fully what the person with whom he/she is involved wants and does not want sexually.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or consent does not imply consent to present or future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable or deceptive pressure for sexual activity.
7. Effective consent cannot be given by minors, mentally disabled individuals, or persons incapacitated as a result of drugs or alcohol. Incapacitation is a state where one cannot make a rational, reasonable decision because he/she lacks the ability to understand the "who, what, when, where, why, or how" of the sexual interaction. This policy also covers someone whose incapacity results from mental disability, sleep deprivation, and involuntary physical restraint. Therefore, sex with an incapacitated person is considered rape.

**Retaliation** is the act of harming an individual because that individual filed a charge of or reported or opposed an act of discrimination.

**Intimidation** is intentional behavior that would cause a person of ordinary sensibility fear of injury or harm.

### **Risk Reduction Strategies and Bystander Intervention**

#### **Reducing the Risk of Being Sexually Assaulted**

Communicate your limits clearly. Express quickly, firmly, and clearly. Polite approaches may be ignored or misunderstood. Say "No" when you mean "No." Avoid giving mixed messages.

Know where you are going and be comfortable with the plans. Don't go anywhere with someone you don't know well. If you do leave a party with a new friend, tell the friends you came with where you are going and when you are coming back. Drinking and drug use can impair your ability to think, act, or communicate clearly.

Only drink something that you have poured yourself or that comes in a pre-sealed container. Don't drink something that has been left unattended.

Listen to your gut feelings. If you feel uncomfortable or think you might be at risk, leave the situation immediately and go to a safe place.

Look for warning signs. Pay attention to behavior that does not feel right. Be careful of anyone who...

- ignores your personal boundaries,
- does not listen to what you say,
- is jealous and possessive of you and your time,
- gets upset when you don't do what they want,
- tries to make you feel guilty to get their way,
- is under the influence of alcohol or other drugs,
- insist you go someplace alone or apart from others.

### **Reducing the Risk of Committing Sexual Assault**

Ask for consent and listen to what your partner has to say. If your partner says "no" to sexual contact believe the person and stop.

Don't assume that if someone had sex before he/she wants to have sex again. Don't assume that if your partner consents to kissing or other sexual activities, he/she consents to all sexual activities.

Understand that if you have sex with someone who is intoxicated, drugged, passed out, or otherwise incapable of saying "no" or unaware of his/her surroundings, you may be guilty of rape.

### **Bystander Intervention**

Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it" (Banyard, V.L., Plante, E.G. & Moynihan, M. M., 2004). It is important to look out for each other and to care for the individual being violated; call 911 or others for assistance.

### **Reporting and Confidentially Disclosing Sexual Violence**

LSN encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the School can respond appropriately.

LSN cannot guarantee confidentiality, except when the reports are privileged communications with counselors or health care professionals. If complainant requests confidentiality, LSN will take all reasonable steps to investigate and respond consistent with that request, taking into account that confidentiality may not be possible in every case given the LSN's responsibility to provide a safe environment for all. LSN is required to compile data under the federal Clery Act regarding criminal activity. LSN will make every effort to report the activity in a way that does not disclose the complainant's identity.

If you would like to speak with someone confidentially utilize the list of Sexual Violence Resource List located in this document.

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. An individual who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the individual with assistance if he or she wishes to do so.

While these professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law when there is imminent harm to self or others or the requirement to testify if subpoenaed in a criminal case.

In compliance with the Clery Act, if it is determined that the alleged perpetrator(s) pose a serious and immediate threat to the School community the Security Department or the Office of Student Development may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### **Reporting to Responsible Employees**

A "responsible employee" is a School employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinators all relevant details about the alleged sexual violence shared by the victim and the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the School's responsible employees: administration, faculty, student affairs staff, human resources staff, and resident assistants.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to one of Title IX Coordinators, the responsible employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

### **Requesting Confidentiality from the School: How the School Will Weigh the Request and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although not often, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence: Ms. Greta Bohnenstiehl, Manager of Human Resources, by e-mail at [greta.bohnenstiehl@sahstl.com](mailto:greta.bohnenstiehl@sahstl.com) or by phone at (314) 865-7943. The Human Resources Office is located at Building C, 3393 S. Broadway, St. Louis, MO 63118.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinators will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

**If the School determines that it cannot maintain a victim's confidentiality**, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan.

Retaliation against the victim, whether by students or School employees, will not be tolerated.



The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding. Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

**If the School determines that it can respect a victim’s request for confidentiality**, the School will also take immediate action as necessary to protect and assist the victim.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual misconduct to the Director of Security at St. Alexius Hospital for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Clery Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include: LSN staff, LSN faculty, campus security, and human resource staff and any other officials with significant responsibility for student and campus activities.

### **Options following a Sexual Assault and Violence**

Any member of the School community who has experienced a sexual assault and violence, whether a rape or another unwanted sexual contact, is urged to make an official report to the local police and/or the School’s Security Department. Whether or not the individual makes an official report, he or she is also urged to seek appropriate help, which may include medical evaluation, and/or obtaining information, support, and counseling, either on or off campus. The Office of Student Development who are trained to provide support to students following a sexual assault.

### **Medical Treatment**

A person who has experienced a sexual assault and violence is urged to seek appropriate medical evaluation as promptly as possible.

For life-threatening conditions, call 911

- St. Alexius Hospital, 3933 S Broadway, St. Louis, MO 63118 (314) 865-7000
- SLU Hospital, 3635 Vista Ave, St Louis, MO 63110, (314) 577-8000
- Barnes-Jewish Hospital, 1 Barnes Jewish Hospital Plaza, St Louis, MO 63110 (314) 747-3000

A person who has experienced a sexual assault and violence is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report.

Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or civil action.

### **Legal Services—Orders of Protection**

Legal Services of Eastern Missouri, 4232 Forest Park 63108, [www.lsem.org](http://www.lsem.org), 314-534-4200 can assist with obtaining an Order of Protection in Missouri.

The Illinois Legal Aid website may assist with understanding and obtaining orders of protection and legal services. (<http://www.illinoislegalaid.org>)

An individual who has been sexually assaulted may wish to obtain an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal or civil court. A copy of any order of protection should be given to the Student Development Office. The Student Development Office will forward a copy to the Security Department if the order involves a student or to the Human Resources Office if the order involves an employee. Directions for obtaining orders of protection will be provided to the complainant.

### **Officially Reporting a Sexual Assault and Violence**

For sexual assault and violence that took place on campus, employees and students may contact Security Department at (314) 865-7000 and call the St. Louis Police Department directly at 911. Security Officers will assist the victim in notifying the local police if the individual chooses. Security Officers will respond quickly and with sensitivity upon notification of an assault. Security will contact the Manager of Human Resources in situations involving employees and the Student Development Office in situations involving students.

### **Employees**

Whether an employee elects to report a sexual assault to the police, he or she is urged to make an official report directly to the Manager of Human Resources/Title IX Coordinator. The Manager of Human Resources/Title IX Coordinator is located at Building C, 3933 S Broadway, St. Louis MO 63118. The office phone number is (314) 865-7943. The Manager of Human Resources/Title IX Coordinator will inform the Director of Security and the St. Louis Police Department that an incident occurred on campus. The victim's name may be withheld at the individual's request.

### **Students**

Whether a student elects to report a sexual assault to the police, he or she is urged to make an official report directly to the Student Development Advisor. The Student Development Advisor will inform the Title IX Coordinator, the Director of Security, and the St. Louis Police Department that an incident occurred on campus. The victim's name may be withheld at the individual's request.

Whether or not the claimant reports the offense to campus or local police, the Title IX Deputy Coordinator will provide assistance with changing the claimant's academic and living arrangements (if reasonably available).

### **Investigating an Allegation of Sexual Discrimination Involving Students**

The procedures for internal disciplinary action in cases of alleged sexual discrimination will provide prompt, fair, and impartial investigation and resolution. Once a report of sexual discrimination has been made resolution procedures shall be pursued within seven calendar days from the initial report. Investigations of the allegations of sexual discrimination will use the following responsive grievance procedures:

**Informal Resolution Procedures**

Some complaints of sexual discrimination can be resolved through informal mediation between the parties. Informal Resolution Procedures are optional and may be used when the institution determines that it is appropriate. Informal procedures are **never** applied in cases involving violence or non-consensual sexual intercourse.

The Manager of Human Resources/Title IX Coordinator and the Student Development Advisor may arrange for or facilitate mediation between the involved parties and coordinate other informal problem resolution measures.

**Formal Resolution Procedures**

1. Any member of the School community who believes that he/she has been the victim (the complainant) of sexual discrimination including sexual harassment and sexual assault may bring the matter to the attention of the APAS Committee.
2. The complainant must submit to the Title IX Coordinator or to the Title IX Deputy Coordinator (for students) a written statement detailing the alleged offensive conduct. The contents of the written statement should include a complete statement of the facts of the incident including dates, times, locations, witnesses, any relevant background facts or circumstances, and the signature of the complainant. Cases involving sexual discrimination are particularly sensitive and demand special attention to the issues of confidentiality.
3. Upon receipt of the written complaint, the Title IX Coordinator or the Title IX Deputy Coordinator will inform the alleged offender of the complaint, the identity of the complainant, and will provide the written statement of the complaint within seven calendar days. Every reasonable effort will be made to protect the complainant from retaliatory action by those named in the complaint. Once the resolution process has been initiated, it will be followed to completion. The approximate time for resolution will be 60 days. Both parties will be notified if additional time is needed to complete the case.
4. The alleged offender may respond to the complaint with a written statement detailing the alleged offensive conduct. The contents of the written statement should include a complete statement of the facts of the incident including dates, times, locations, witnesses, any relevant background facts or circumstances, and the signature of the alleged offender. Cases involving sexual discrimination are particularly sensitive and demand special attention to the issues of confidentiality.

**Committee**

Promptly after the written complaints are submitted, the Title IX Coordinator will convene the APAS Committee.

Members of the committee will meet to discuss the complaint. The parties to the dispute will be invited to appear, separately, before the panel, to present testimony and witnesses. Questions will be limited to the incident itself and will not involve questions regarding the claimant's unrelated prior sexual activity. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

The committee may conduct its own formal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a decision and recommendations for subsequent action. The committee will maintain confidentiality throughout the entire process.

The hearing will be a closed hearing.

The committee will keep a verbatim record of the hearings by means of a single audio tape which will be kept in a secure place.

During the proceedings, each party will be permitted to have counsel of his/her own choice. Such persons are present as advisors, but may not act as spokespersons for the parties. The School must be informed five days in advance if either party chooses to have legal counsel present. When either party invites legal counsel to be present, the institution may also invite legal counsel to the hearing.

### **Standard for Determining Responsibility**

According to the Office of Civil Rights, the standard used to determine responsibility in cases of sexual discrimination will be Preponderance of the Evidence Standard, whether it is more likely than not that the accused violated the Policy on Sexual Discrimination and Misconduct. The Clear and Convincing Standard, whether it is highly probable or reasonably certain that the accused violated the Policy on Sexual Discrimination and Misconduct, is a higher standard of proof and is not used under Title IX. All members of the School community found to have violated this policy will be disciplined up to dismissal from the School.

### **Notice of the Outcome**

Once the committee determines whether sexual misconduct occurred, the notice of the outcome will be communicated in writing to the Director and to the Title IX Coordinator or to the Title IX Deputy Coordinator in situations involving students. The Title IX Coordinator or the Title IX Deputy Coordinator will forward the findings to both parties through certified mail within one business day of such outcome being reached.

The notice of the outcome will include only the name of the accused, the violation alleged (including any institutional rules or code sections that were allegedly violated), essential findings supporting such final result, and any sanction imposed by the institution against the accused (including a description of any disciplinary action taken by the institution, the date of the imposition of such action, and the duration of such action).

### **Penalties for Misconduct**

The following schedule of penalties applies to all violations of the Policy on Sexual Discrimination and Misconduct. A written record of each action taken pursuant to the Policy will be placed in the offending person's file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

1. Sexual Assault and Violence: Any person's first offense of sexual assault and violence may result in discharge/dismissal from the School.
2. Other Acts of Sexual Discrimination: A person's commission of acts of sexual discrimination (other than sexual assault and violence) will result in non-disciplinary oral counseling upon first offense with a disciplinary probationary status added to the individual's academic or work file, depending upon the nature or severity of the misconduct; and suspension or discharge upon the second proven offense, depending on the nature or severity of the misconduct.
3. Retaliation: Retaliation against a sexual discrimination complainant will result in non-disciplinary oral counseling. Proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

### **Appeal Process**

Either party may appeal the committee's recommendations to the Chief Nursing Officer within 72 hours after the student has received formal notification of recommendations for action and must state specific grounds for the appeal. The grounds for an appeal are listed below:

1. Question of Fact -- A party may appeal on questions of fact by introducing new evidence which would significantly affect the outcome of the case. Evidence which was known to the appellant at the time of the original hearing, but was withheld, shall not constitute a question of fact nor is it to be considered upon appeal.
2. Question of Procedure -- The appellant must demonstrate that procedural guidelines established in this document were breached, and that the errors affected the outcome of the case.
3. Severity of Sanction -- Appeals based on the severity of the sanction shall be considered only when the penalty imposed exceeds the recommended range of sanctions for the specific violation. The accused can request leniency in cases where it is clearly demonstrable that the imposition of a sanction is inconsistent with previous judicial practice, even though it may be within the range of acceptable action.

Mere dissatisfaction with the sanction is not grounds for appeal.

After the student has filed an appropriate request for an appeal he/she will be notified within 72 hours of the outcome of the appeal request. The Chief Nursing Officer may deny hearing an appeal. However, if the Chief Nursing Officer chooses to hear the appeal, she/he is authorized to take the following actions: change a finding of guilt to a finding of innocence, modify the penalty, or order a new hearing wherein new evidence or testimony not available at the previous hearing is regarded as being of sufficient importance will be presented. The appeal outcome from the Chief Nursing Officer is final. Appeal hearings must be recorded and shall be closed hearings.

### **False Reporting**

The School will not tolerate intentional false reporting of incidents. It is a violation Major Conduct Violation (Lutheran School of Nursing Student Handbook, Chapter 7) to make an intentionally false report of any policy violation, and a false report may also violate state criminal statutes and civil defamation laws. False reports will subject the person who makes the false report or any person who knowingly assists in making the false report to the full range of School disciplinary sanctions.

### **Educational and Awareness Programs**

Lutheran School of Nursing provides awareness and primary prevention programs to educate members of the community regarding sexual discrimination. Educational programming for students is available through participation in New Student Orientation, and other programs offered through the Student Development Office. The Office of Student Development will host the Intervention program(s), beginning in spring 2015. An updated list of programs may be obtained from the Student Development Office.

Updated: June 24, 2016



## SEXUAL VIOLENCE RESOURCES

### ALIVE

P.O. Box 28733

St. Louis, MO 63105

St. Louis 24-hour Crisis Line: 314.993.2777

314-993-7080

<http://www.alivestl.org/>

ALIVE has a 24 hour, 7 day a week crisis line. Services include counseling, crisis intervention, an emergency shelter service, court advocacy services, and counseling for children who have witnessed abuse of a parent.

### Bridgeway Behavioral Health

1570 South Main Street

St. Charles, MO 63303

636-224-1202

<http://www.bridgewaybh.com/>

Bridgeway offers services for both men and women who are survivors of domestic violence and assault. Counseling and intervention programs, as well as shelters are available.

Bridgeway also has a 24 hour, 7 day a week hotline, at 1-877-946-6854.or 636-946-6854

### Crime Victims Advocacy Center

539 N Grand Blvd #400

St Louis, MO 63103

314-652-3623 )Crisis Helpline)

<http://www.supportvictims.org/>

Crime Victims Advocacy Center has 24 hour free counseling and aid for victims of crime: crisis intervention, counseling, advocacy, criminal justice guidance, information on victim issues and victim right, preparation for restorative justice activities, referral to community resources, and assistance filing victim compensation

### Safe Connections

2165 Hampton Ave.

St. Louis, MO 63139

314-646-7500

<http://safeconnections.org/>

Safe Connections specializes in working with victims of domestic violence and sexual assault. The crisis hotline is operational 24 hours a day, 7 days a week. Services include counseling, support groups, and resource information. All services at Safe Connections are free, and there is no time limit or cap on how often they can be utilized.

24-hour Crisis Helpline: 314-531-2003

### Saint Martha's Hall

<http://saintmarthas.org/>

24/7 Hotline: (314) 533-1313

Shelter, crisis intervention, support groups, individual support, advocacy program, information and referral, follow-up and community education.



### The SPOT

4169 Laclede

St. Louis, MO 63108

314-535-0413

<http://thespot.wustl.edu/>

The SPOT is a counseling and resource center that specializes in working with clients ages 13

-24. Services include medical exams, counseling services, and HIV and STD testing. These services are free and can be obtained without an appointment.

The SPOT is open Monday through Friday between 1:00 PM and 5:00 PM.

### Violence Prevention Center, Southwestern Illinois

VPC provides direct services to victims of domestic violence including well-being advocacy, shelter, and legal consultation/advocacy.

24/7 Hotline: (618) 235-0892

(800) 924-0096

P.O. Box 831

Belleville, IL 62222

Office: (618) 236-2531

Fax: (618) 235-9952

### Women's Resource Center – YMCA Metro St. Louis

314-726-6665 (appointment or information)

314-531-RAPE (7273) 24 hour Crisis Hotline

The YWCA SART hotline is operational 24 hours a day, 7 days a week. If necessary, they are able to meet up with the survivor at a hospital or a clinic, and can come to the residence of the survivor. The YWCA also offers counseling services and support groups, as well as advocacy services for survivors  
Updated 10/10/17

### Hotlines and advocacy:

Call For Help The Illinois Call for Help's Sexual Assault Victims Care unit responds 24 hours a day, 7 days a week to victims of rape, incest, molestation, harassment or other sexual assault. Specially trained advocates arrive at the hospital or police station to assist the victim with police interviews and in navigating the medical and legal systems.

9601 Stat Street

East St. Louis, IL 62205

Phone: 618-271-8990

Email: [info@callforhelpinc.org](mailto:info@callforhelpinc.org)

Web: [www.callforhelpinc.org](http://www.callforhelpinc.org)

## MAJOR CONDUCT VIOLATIONS

The following is a **non-inclusive** list of actions considered to be serious violations of school policies and which may result in serious disciplinary action:

1. Cheating or dishonesty regarding academic work is not tolerated in any theory or laboratory setting. This includes falsifying patient records or fabricating patient experiences or information and plagiarism of any copy right material. All sources of information, including print, electronic, or other students, must be credited or referenced to avoid charges of



plagiarism. Students are expected to do their own work.

2. Physical or verbal assault or harassment, threats, disorderly conduct, disruptive behavior, creating a nuisance by noise, or **the use of obscene or foul language will not be tolerated anywhere on the premise of LSN Campus, including the parking lot.**
3. The threat, or possession, of weapons, firearms, explosives, fireworks, or ammunition.
4. The theft or unauthorized use/possession of school, hospital, or another person's property.
5. Unauthorized use of or entry to school or hospital facilities.
6. Tampering with or disabling emergency equipment.
7. Making a false report, or failure to comply with the directions of school/hospital employees acting within the scope of their assigned duties or position, including student employees.
8. Use, possession, or distribution of any controlled substance, unless legally prescribed by a physician. Use, possession, or distribution of alcoholic beverages on the hospital campus.

### UNIFORM REQUIREMENTS, APPEARANCE AND DRESS CODE

School uniforms are required for classroom and clinical laboratory experiences. Exceptions in specific courses will be announced by the instructor. All uniform parts must be clean, wrinkle free, in good repair, and fit properly. *Overall appearance must be neat and professional.*

#### CLINICAL UNIFORM

The school Clinical uniform is worn according to these guidelines:

1. **Both male and female** students uniform requirements:
  - A. Approved royal blue scrub top with school logo on left chest. This shirt must be obtained through the LSN designated uniform store for proper logo placement.
  - B. Approved royal blue uniform pants. Elastic or drawstring waist, cargo pockets and straight legs. No bellbottom pants, elastic ankle pants, or low rise pants are permitted.
  - C. **White all-leather shoes:** are required with all uniforms and must be clean and polished at all times. Athletic shoes with colored writing, street shoes, hi-tops, open heel or open toe shoes are **not** permitted.
  - D. **Required white lab coat with school logo** may be worn over uniform and **MUST** be worn over street clothes. This coat must be obtained through the LSN designated uniform store for proper logo placement.
  - E. The **hospital identification badge** must be clipped to the left of the collar with the picture visible at all times when in the hospital or education building.
  - F. Turtle necks or other type blouses/shirts may **NOT** be substituted for standard uniform top; however, a white turtleneck or other white long sleeved shirt may be worn under the scrub top.
  - G. Students must wear their name badge at all times on the LSN Campus, this includes the parking lot, classroom, clinical lab area, Formal Lounge, etc.

#### 2. SCRUBS (HOSPITAL ISSUED)





Scrub tops/pants and hair coverings are worn only while assigned and working in specified areas. The uniform coat with school logo must be worn over scrubs when not on the nursing unit.

### 3. CLINICAL LABS

Students on a clinical laboratory unit during non-clinical times must wear the uniform lab coat with school logo over *appropriate street clothes*. Shorts, crop tops, sweats, sandals, or denim jeans are not allowed.

### 4. ACCESSORIES

A watch with a second hand (no costume bands), bandage scissors, gait belt, black and red pens, stethoscope, and penlight are required. In NR 1100 students pay a lab fee that provides students with all necessary equipment with the exception of a wrist watch with a second hand.

## CLASSROOM/LECTURE UNIFORM

The school Classroom uniform is worn according to these guidelines: **Effective January 9, 2018**

### 1. (Mandatory) for both male and female Students

A. Royal blue monogrammed polo shirt. This shirt must be obtained through the LSN designated uniform store for proper logo placement.

B. Khaki pants- no shorts, capris or leggings. No bellbottom pants, elastic ankle pants, or low rise pants are permitted

C. White all-leather shoes: are required with all uniforms and must be clean and polished at all times. Athletic shoes with colored writing, street shoes, hi-tops, open heel or open toe shoes are not permitted.

D. Required white coat with school logo may be worn over uniform and. This coat must be obtained through the LSN designated uniform store for proper logo placement. Royal blue, white or khaki jacket is also allowed.

E. Students must wear their name badge at all times on the LSN Campus, this includes the parking lot, classroom, clinical lab area, Formal Lounge, etc.

## UNIFORM FOR GRADUATION

At the graduation ceremony, students will wear the uniform designated by the Graduation Committee. The uniform will be communicated prior to Senior Picture Day.

**Each female graduate** will wear the LSN Nursing Cap. The cap will be provided by the school.

Currently women wear a white lab coat, white blouse, black slacks or knee length (or longer) black skirt, and black flats.

**Each Male graduate** will wear designated uniform and royal blue tie (provided by LSN). Men wear a white lab coat, white button up shirt, black slacks, and black slip on or tie dress shoes.

## JEWELRY

Small (no larger than one [1] centimeter diameter) post-type earrings (no loops or dangles) for pierced ears (no more than two per ear) may be worn. One ring or ring set is permitted. One fine single-link chain (gold or silver) long enough to be worn inside the uniform or short enough



to not extend past the chin when bending forward is permitted. No other jewelry is allowed.

**HAIR**

Hair must be kept neat, clean, well-groomed, and away from the face. The length and style must not interfere with safe patient care. If hair extends below the top of the shoulder, it must be worn up in the clinical laboratory area in a single braid or pony tail. No ribbons or other hair ornaments are allowed in the clinical area. Barrettes for management of long hair must be unobtrusive.

**TATTOOS**

All tattoos must be covered.

**PERSONAL HYGIENE**

Good personal hygiene to include the regular use of deodorant and good oral hygiene is a must. No strong perfume or after-shave lotion is allowed in patient care areas. Makeup must not be excessive. Neutral, beige, or pink tone pastel nail polish is allowed. Nail length must be short enough to ensure safe patient care. Artificial and acrylic nails are NOT allowed in clinical settings.

**FOOD**

Food, beverages, gum, and smoking are not allowed in any clinical laboratory area.

**CLINICAL FACILITY DRESS CODES**

Students are expected to comply with the dress code of the clinical facility to which they are assigned. Failure to do so will result in dismissal from that clinical setting for the day.

**NON-CLINICAL SETTINGS**

Students should always be attired in an appropriate fashion in class, in the nurses' residence, and in public. Faculty members will inform inappropriately dressed students.

**RESIDENCE HALL**

Sleepwear, bare feet, or sock feet are not acceptable beyond the students' floor. This includes both residents and visitors. Specific guidelines for attire within the nurses' residence are contained in **CHAPTER 12: RESIDENTIAL LIFE**.

## CHAPTER EIGHT: DISCIPLINE AND DUE PROCESS PROCEDURES DISCIPLINARY ACTIONS

**D**isciplinary actions normally occur in response to a violation of a school or hospital rule or policy. The general administration of the disciplinary program is the responsibility of the Admissions, Promotions, and Academic Standards (APAS) committee of the Faculty Organization. This committee oversees the disciplinary process for academic and non-academic matters.

Actions taken as a result of a specific situation are determined by:

- ◆ the details of the situation
- ◆ the seriousness of the violation, and
- ◆ the academic status and prior disciplinary history of the individual student or students involved.

The APAS committee may use *any of the* action(s) listed below it considers appropriate in response to a violation. This non-inclusive list is for illustration only; other actions may be implemented by the APAS committee. The list does not represent a step process (i.e., there is no obligation to begin with a written warning and proceed step-by-step through the actions in order); however the list is in relative order of seriousness in terms of potential impact on the student:

### 1. WRITTEN WARNING

Written warning is to notify a student that his/her behavior is unacceptable.

### 2. SUSPENSION OF PRIVILEGES

Suspension of Privileges is the removal of specific privileges for a specific period of time. This may occur in response to an abuse of that privilege (i.e. termination of housing agreement, loss of visitation privileges for a resident student who had an unauthorized visitor).

### 3. DISCIPLINARY PROBATION

A student can be placed on Disciplinary Probation because his/her behavior does not meet behavioral standards outlined in the student handbook. Probation will be for a stated length of time/up to the remainder of academic enrollment. Probation can also include additional loss of privileges. The goal of probation is to prevent further violations.

### 4. SUSPENSION FROM THE PROGRAM

A student may be suspended for conduct or behavior that results in unethical, immoral, illegal or unsafe actions or violations of school policy. Suspended students can apply for readmission; however, they must appear before the APAS Committee as part of the readmissions process.

### 5. DISMISSAL FROM THE PROGRAM

Dismissal from the program may occur for a serious violation or continued failure to comply with school policies. A student who is dismissed from the program will not be eligible to apply for readmission.



## DUE PROCESS

Each student has the right to due process and an appeal process for disciplinary action. This process is designed to resolve conflicts between parties and protect students from arbitrary, discriminatory, or unreasonable enforcement of school policies or actions.

### STUDENT DUE PROCESS RIGHTS

The following listed rights are to insure that administrative proceedings, which involve disciplinary actions or appeals, are conducted in a fair and consistent manner. Each student involved in a disciplinary appeal process has the right to:

1. File a written appeal. The written appeal must be attached to a properly completed Appeal Form (see Appendix D of LSN Student Handbook).
2. Receive a written statement outlining the conduct violations in question, when applicable.
3. Know the nature of evidence/information being considered.
4. Present supporting evidence/information on his/her behalf.
5. Request a personal appearance before the person or group.
6. Receive a timely response to the appeal.

## APPEAL PROCESS

### PROCESS FOR MAKING AN APPEAL

It is the responsibility of the student submitting the appeal to provide validating evidence of his/her reason for the appeal. A student has the right to appeal any action, based on one of the situations listed below:

1. Action taken is more severe than the student believes is warranted.
2. New information has become available.
3. Improper procedures, which altered the original decision.
4. Provable bias on the part of the decision-maker.

At each step of the appeal process, the student's *written statement* (attached to the Appeal Form – see Appendix D of LSN Student Handbook) will provide the basis for investigation of the appeal. A written response to an appeal at each level will be provided to the student utilizing the appeals process. Students can expect one of the following outcomes from the appeals process; the disciplinary action will be:

1. Upheld without change.
2. Modified in some way.
3. Completely rescinded.

**Each of the following steps must be completed in the order listed** except when disciplinary action is initiated by the Admissions, Promotions and Academic Standards Committee (APAS). If the APAS committee initiates the disciplinary action, the appeal process begins with Step Two.

#### STEP ONE

Submit a written appeal letter, attached to the properly completed Appeal Form (see Appendix D of LSN Student Handbook), **within three (3) working days of the disciplinary decision to**



the chairperson of the Admissions, Promotions and Academic Standards Committee. The Admissions, Promotions and Academic Standards Committee (APAS) will review the appeal and may request the student and/or other parties involved appear before the committee.

#### **STEP TWO**

Successful completion of step 1 or initiation of disciplinary action by the APAS requires the student to submit appeal documentation, within 3 business days, to the Chief Nursing Officer of St. Alexius Hospital, or the current supervisor of the Director of Nursing Education.

**This is the FINAL STEP IN APPEAL PROCESS within the School of Nursing. If the student students dissatisfied with the outcomes offered by the school, may contact the Missouri Department of Higher Education at (573) 751-2361 and/or the Missouri State Board of Nursing ([www.pr.mo.gov/nursing.asp](http://www.pr.mo.gov/nursing.asp)) (573-751-0681 for information on filing a formal grievance against the school.**

#### **COURSE AUDIT DURING APPEAL PROCESS**

While awaiting the outcome of the appeal process, a student has the opportunity to request to audit the currently enrolled course OR the next consecutive course if appeal occurs at the conclusion of a course. Auditing the course refers to attending lecture only. The student cannot participate in clinical experience or take examinations/quizzes for theory. Request to audit the course must be approved by the Director of Nursing Education. All clinical hours and tests missed during the disciplinary and appeals process must be made up if the outcome of the appeal is to continue in the program.

#### **NON-DISCRIMINATION STATEMENT**

A separate process governs situations where an individual feels he/she has been discriminated against on the basis of race, color, religion, age, sex, sexual orientation, marital status, national or ethnic origin, or disability in the administration of the school's educational policies, scholarship and loan program, and athletic or other school-administered programs. If an individual believes that he/she has been the subject of such discrimination, he/she should **contact the Director of Human Resources** who is the Title IX and Section 504 Coordinator of St. Alexius Hospital at (314) 865-7000.





## CHAPTER NINE: LIBRARY SERVICES AND POLICIES

**Lutheran School of Nursing provides various library and media services for current students, graduates, faculty and staff of the school, physicians and St. Alexius Hospital staff. Hours of operation are posted at the entrance to the library.**

### LIBRARY SERVICES

#### MEDICAL LIBRARIAN

1. The Medical Librarian is available to assist students in acquiring medical and curriculum related information.
2. The Medical Librarian maintains an open door policy, respecting the privacy and confidentiality of all individuals.
3. Books, journal articles, and information about various nursing/medical resources can be obtained by asking the Medical Librarian.
4. The librarian is available for assistance with computer searches and advice on compiling and writing papers.
5. The librarian is available for proctoring tests according to the test make up policy (Student Handbook, Chapter 4) with prior arrangements.
6. Please suggest possibilities for future services or needed materials, either directly to the librarian or to the student representatives on the Library Committee.
7. A copy of the school booklist is kept in the library

#### INTERLIBRARY LOAN

While every attempt will be made to obtain free materials, some libraries do charge for materials. This fee will be passed on to the student. The student will be notified of the fee, and the fee must be paid before the material is ordered.

#### COMPUTERS

1. Computers are available in library with access to various nursing software programs (Ex: practice NCLEX tests, etc.) and Internet access. During times of high demand, appointments must be made for computer use. Anyone using the library computer for e-mail or Internet browsing will be expected to release the computer to someone who needs it for study or research purposes.
2. The Medical Librarian is responsible for deleting/updating new software and technologies. Older computer materials will be replaced by new software, etc. to provide the most current support, for the instructional and curricular needs of the students, school and hospital
3. All students, staff and faculty are required to adhere to the computer usage policy that is located at the end of this chapter.
4. Persons using computers may not download or upload unauthorized materials, disks, or CD ROMs. Students suspected of such behavior are subject to disciplinary action.
5. Printers attached to the computers are available for printing. .



## CIRCULATION AND RELATED POLICIES

### GENERAL LIBRARY POLICIES

1. Food and beverages are **not** permitted in the library. The same is not permitted outside the library doors. Food or drinks placed outside the library will be immediately discarded.
2. Student personal belongings/items are not to be left unattended. You may see the school front desk personnel to get a locker to store items.
3. No cell phone usage (**cell phones may be turned off**) in the library.
4. Theft or defacement of library materials is considered academic dishonesty and carries the same consequence as any major conduct violation.
5. Only library personnel are allowed in the reserve area of library.
6. Questions about policies or the applications of them may be referred to the Librarian or Library Committee members. Prompt responses will be made to inquiries.
7. **After a warning, the librarian may ask individuals causing a disturbance (including foul language) to leave the library and/or be referred for disciplinary action.**
8. *All students must clear their library records before graduation, withdrawal or end of the rotation. Students who do not return library materials may not receive transcripts, may have grades held and/or may be billed for non-returned or damaged items.*
9. Children are *not* permitted to use computers, any computer technology, or audiovisual materials. If children are in the library, they are expected to be whisper quiet, under direct supervision the parent.
10. All users are responsible for helping to maintain an environment conducive to learning and study. This includes keeping any conversations very brief and quiet.
11. Material(s) leaving the library must be properly checked out with the Medical Librarian or library personnel.
12. All library users are expected to read and adhere to the copyright policies located at the end of this chapter.
13. **All library users are expected to read, adhere to and sign the library rules page located in the appendix and return it to the Medical Librarian.**

## POLICIES FOR CHECKING OUT MATERIAL

### DUE DATES AND EXTENSIONS

1. All materials are due before closing time on the due date.
2. Monographs (books) will circulate for two (2) weeks. Renewal is allowed if not needed by other users. Renewal over the telephone is permitted. Renewed items will be checked out for an additional two (2) weeks.
3. Reserve items and equipment (headphones, calculators, etc.) may be checked out until closing time. These materials cannot be taken out of the building and must be checked in when leaving. Holds cannot be put on reserve items or equipment.
4. Books may be extended for three weeks.
5. An in-house VCR and other equipment is available upon request. See the AUDIO-VISUAL SERVICES for classroom audiovisual setups.

### RETURNING MATERIAL





Return all library materials when the library is open or place in book drop outside the library. *Do not leave unattended material(s) on the circulation desk.*

#### **OVERDUE ITEMS:**

The library does not charge daily fines for overdue materials. However, a bill for the replacement cost of an unreturned item will be charge to the student four weeks after an item is due. At this point if the item is not returned or paid, students lost their library privileges and will have a hold placed on their account prohibiting them from enrolling in classes and having their transcripts sent to other institutions. Once the item has been paid for or returned, the student's library privileges will be reinstated and the hold will be removed from their account.

#### **LOSS OF BOOKS OR CASSETTES**

All borrowers are required to pay the replacement cost for each lost or damaged item. Upon payment, lost items will be considered property of the owner.

#### **AUDIO-VISUAL SERVICES**

The medical librarian is responsible for the coordination of audiovisual equipment available for laboratory or classroom presentations. An audiovisual request form must be properly completed one week in advance and returned to the Medical Librarian.

#### **LIBRARY HOURS**

Regular hours of operation are posted by the library entrance. During school breaks, the hours of the library may vary. These hours will be posted in advance at the library.

#### **COMPUTER USAGE POLICY**

To ensure fair and proper use of Lutheran School of Nursing (LSN) computing resources, users must follow the legal and cooperative rules listed below.

#### **LEGAL RESPONSIBILITIES**

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to St. Alexius Hospital, LSN, other users, or external networks
- Attempting unauthorized entry to the St. Alexius Hospital network or external networks
- Intentionnel propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity
- Unauthorized peer-to-peer file sharing

#### **COOPERATIVE RESPONSIBILITIES**

The Lutheran School of Nursing strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an



efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

## **COPYRIGHT**

### **FEDERAL COPYRIGHT LAW**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Unauthorized peer-to-peer file sharing (also covered under this policy) is not acceptable and may subject the students to disciplinary and possible further civil and criminal liabilities.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### **COPYRIGHT LAW ON PHOTOCOPIES**

All library users are required to adhere to the provisions of the copyright law. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies, electronic storage, and other forms of reproduction of information.

Copyright law sets restrictions on what may be photocopied and how many pages of published materials may be duplicated. The librarian cannot police the photocopying machine; the responsibility of restricting use lies with users.

### **CRIMINAL OFFENSES AND REMEDIES -COPYRIGHT INFRINGEMENT**

(a) CRIMINAL INFRINGEMENT. —

- (1) IN GENERAL. — Any person who willfully infringes a copyright shall be punished as provided under Section 2319 of Title 18 of the US Code, if the infringement was committed
  - (A) for purposes of commercial advantage or private financial gain;
  - (B) by the reproduction or distribution, including by electronic means, during any 180-day period, of 1 or more copies or phono records of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or
  - (C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution.
- (2) EVIDENCE. — For purposes of this subsection, evidence of reproduction or distribution of a copyrighted work, by itself, shall not be sufficient to establish willful infringement of a copyright.
- (3) DEFINITION. — In this subsection, the term “work being prepared for commercial distribution” means —
  - (A) a computer program, a musical work, a motion picture or other audiovisual work, or a sound recording, if, at the time of unauthorized distribution —



- (i) the copyright owner has a reasonable expectation of commercial distribution; and
  - (ii) the copies or phono records of the work have not been commercially distributed; or
- (B) a motion picture, if, at the time of unauthorized distribution, the motion picture
- (i) has been made available for viewing in a motion picture exhibition facility; and
  - (ii) has not been made available in copies for sale to the general public in the United States in a format intended to permit viewing outside a motion picture exhibition facility.
- (b) FORFEITURE AND DESTRUCTION. — When any person is convicted of any violation of subsection (a), the court in its judgment of conviction shall, in addition to the penalty therein prescribed, order the forfeiture and destruction or other disposition of all infringing copies or phono records and all implements, devices, or equipment used in the manufacture of such infringing copies or phono records.
- (c) FRAUDULENT COPYRIGHT NOTICE. — Any person who, with fraudulent intent, places on any article a notice of copyright or words of the same purport that such person knows to be false, or who, with fraudulent intent, publicly distributes or imports for public distribution any article bearing such notice or words that such person knows to be false, shall be fined not more than \$2,500.
- (d) FRAUDULENT REMOVAL OF COPYRIGHT NOTICE. — Any person who, with fraudulent intent, removes or alters any notice of copyright appearing on a copy of a copyrighted work shall be fined not more than \$2,500.
- (e) FALSE REPRESENTATION. — Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided for by Section 409, or in any written statement filed in connection with the application, shall be fined not more than \$2,500.
- (f) RIGHTS OF ATTRIBUTION AND INTEGRITY. — Nothing in this section applies to infringement of the rights conferred by Section 106A(a).

***Remedies for infringement of copyright will include: Injunctions, Impounding and disposition of infringing articles, Damages and profits, and costs and attorney's fees (the latter to be paid by the infringer).***

#### LEGAL ALTERNATIVES TO ILLEGAL DOWNLOADING OF COPYRIGHTED MATERIAL

There are many legal sources of copyrighted media already used by members of the LSN community. Education has compiled a summary of such resources at <http://www.educause.edu/legalcontent>



## CHAPTER TEN: CLINICAL REQUIREMENTS & STUDENT HEALTH

### CHILD ABUSE OR NEGLECT/CRIMINAL BACKGROUND CHECK

All applicants accepted for admission to the nursing program must have a criminal background and child/elder abuse or neglect check completed with a school specified company. The check will be at the student's expense.

If an unacceptable report is received, the student will not be allowed to continue in the nursing program. The student will be required to withdraw from the nursing program immediately and in accordance with school policy outlined in Chapter 4.

### DRUG SCREENING

All applicants accepted for admission must submit to a urine drug screen at a school specified facility. Students whose test results are positive **or** who miss the deadline for screening will have their acceptance withdrawn. After a positive result, no student will be permitted to apply for readmission for a period of one year.

The Employee Health office will review any valid prescriptions that might result in a positive result. The decision will determine if an exception will be made. However, the student must be able to perform the Essential Functions of the Student Nurse (see CHAPTER ONE).

The drug screen will be at the student's expense.

Lutheran School of Nursing reserves the right to conduct random drug screens.

### PHYSICAL HEALTH REQUIREMENTS

Prior to the first day of classes, all students must submit a current physical examination, the "Student Medical History" form, and a current Lutheran School of Nursing "Immunization Record". Students will not be allowed to begin the nursing program until *all* required health forms are accepted.

### IMMUNIZATION REQUIREMENTS

All students entering into clinical laboratory courses, or living on campus, must provide proof of the following immunizations on the Lutheran School of Nursing "Immunization Record":

Measles (Rubella) Documentation of *one* of these:

- Two doses of live measles vaccine separated by at least one month on or after the first birthday
- Laboratory evidence of immunity by providing a copy of a positive measles titer
- MMR (measles, mumps, rubella combined) vaccination\*
- Adults born prior to 1957 are considered immune

German Measles (Rubella) Documentation of *one* of these:

- One dose of live Rubella on or after the first birthday
- Laboratory evidence of immunity by providing a copy of a positive Rubella titer
- MMR (measles, mumps, rubella combined) vaccination\*
- Adults born prior to 1957 are considered immune, except pregnant women

Mumps (Parotids) Documentation of *one* of these:

- One dose of live mumps on or after the first birthday
- Laboratory evidence of immunity by providing a copy of a positive mumps titer
- MMR (measles, mumps, rubella combined) vaccination\*
- **Adults born prior to 1957 are considered immune**

\*MMR: one dose at 12-15 months of age or later and a second dose at 4-6 years of age.

Diphtheria/Tetanus Documentation of:

- A booster is given within the past 8 years

Chicken Pox (Varicella) Documentation of *one* of these:

- Two doses of Varicella vaccine separated by at least one month OR
- Laboratory evidence of immunity by providing a copy of a positive Varicella titer

Hepatitis A Documentation of:

- Two doses of Hepatitis A vaccine given 6 months apart OR:
- Laboratory evidence of immunity by providing a copy of a positive Hepatitis A titer

Hepatitis B Documentation of:

- Three doses of Hepatitis B vaccine: Dose #2 should be 1-2 months later and #3 should be 4-6 months after the first dose OR:
- Laboratory evidence of immunity by providing a copy of a positive Hepatitis B titer

Influenza: Documentation of annual influenza vaccination or exemption.

Documentation of vaccination within the past 5 years for students who reside in the LSN Dormitory is required.

**PPD**

A PPD test will be required for all students enrolled in a nursing course during the first week of each Fall and Spring Semester. The fee for the PPD is included in the LSN fees. It will be administered and read by qualified personnel of Lutheran School of Nursing and/or St. Alexius Hospital.

**CPR**

CPR must be current on your scheduled date of graduation. This is required to participate in clinical laboratory experiences; Lutheran School of Nursing is required to show proof of this certification to clinical facilities. All nursing students are required to obtain CPR for Health Care Providers as part of New Student Orientation at LSN. This is a two-year Healthcare Provider certification sponsored by the *American Heart Association*. It is the student's responsibility to maintain continuous certification if there is an interruption that changes their anticipated date of completion.

CPR training will be at the student's expense (the current cost is \$25.00).

**GENERAL POLICIES****INSURANCE COVERAGE**

**All students are required to carry their own health and hospitalization insurance. A "Letter of Understanding" and a "Statement of Responsibility" must be signed before attending class the first day of school. The school does not provide infirmary facilities.**

**EMERGENCY/ILLNESS/INJURY DURING CLINICAL**

In a medical emergency, needle-stick, or other clinical injuries as defined by the supervising faculty member, the student at St. Alexius Hospital clinical should be seen in the St. Alexius Hospital Emergency Room. The student will be responsible for the resulting Emergency Room bill.

The student shall cooperate with the supervising faculty member in providing information necessary for the faculty member to complete a "Hospital Quality/Risk/Security Report."

If the student is ill or injured in clinical at a site other than St. Alexius Hospital, the student and faculty are requested to follow the policies of the host agency with the understanding that the student may be responsible for any cost of treatment based on the decision of the treating host-facility. The student maintains the right of choice of source of treatment but must do so with the understanding that they will



be responsible for any resulting cost.

### **EMERGENCY/ILLNESS/INJURY ON CAMPUS**

If an injury/illness on school premises results in a medical emergency, the student, if able, should choose whether to seek help at St. Alexius Emergency Department or elsewhere. If a student is unable to act on their own behalf, in an urgent situation, others at the scene should call “911”. Payment for any and all costs incurred is the responsibility of the student.

In non-emergencies, the student is to call his/her own health care provider to establish treatment needs. All injuries occurring on school premises are to be reported within 24 hours to the Student Development Advisor and a “Hospital Quality/Risk/Security Report” completed. **When In Doubt, Make a Report.**

Lutheran School of Nursing Receptionist Desk 577-5850  
St. Alexius Emergency Department 865-7955

### **RETURN TO SCHOOL AFTER HOSPITALIZATION**

Upon discharge from **any hospitalization**, following **any surgical procedure**, or after **an absence due to an illness of three or more consecutive days**, the student must present a written release from their physician that authorizes the student to resume normal class and clinical laboratory activities without limitations.

### **PREGNANCY**

A student who becomes pregnant may continue in the program with the consent of her private physician. A written statement from the physician indicating that the student may continue with no activity restrictions must be submitted within the first trimester of the pregnancy to be filed in the student’s record. If a complication arises, a Medical Leave of Absence (MLOA) may be requested – see Medical Leave of Absence Procedure in the Student Handbook, Chapter 4. In addition, a written release from the physician must also be provided upon the student’s return to school after delivery.

### **HEALTH RECORD MAINTENANCE/REQUESTS**

The Registrar maintains current students’ health records. Students are responsible for maintaining their own health records. A student or graduate may request a copy of their student health forms. This request must be submitted in writing to the school Registrar. There is a \$5.00 charge for this service; please allow five working days to complete this request. This information can only be given to the student or graduate and cannot be released to any third party. Health records are kept on file for four (4) academic years from the date of student withdrawal or graduation.

**CHAPTER ELEVEN: FINANCIAL SERVICES INFORMATION****FINANCIAL AID OFFICE**

It is the primary goal of Lutheran School of Nursing's financial aid policies that each qualified and eligible student receives as much financial assistance as possible. Lutheran School of Nursing does not discriminate on the basis of race, color, religion, age, sex, marital status, national or ethnic origin, or disability in the administration of its educational policies, admissions policies, scholarship and loan program, and athletic or other school administered programs.

If you have any questions about financial aid and instructional policies please direct them to:

Financial Aid Office  
3547 South Jefferson Avenue  
St. Louis, MO 63118  
(314) 577-5878  
Fax (314) 268-6160  
E-mail: [Mary.Debatin-Merod@sahstl.com](mailto:Mary.Debatin-Merod@sahstl.com)

If individuals believe that they have been subjected to such discrimination, they should contact the Director of Human Resources, who is the Title IX and Section 504 Coordinator for St. Alexius Hospital.

**PAYMENT**

**All tuition and fees are due fourteen days prior to the first day of the term or a \$50 late fee will be applied.**

Payment is defined as a receipt for payment in full, a financial aid award letter showing funds for the term equal to or greater than your charges for the term on your registration form, approval to bill a third party for the full payment due, or a signed payment plan from the Accounting Department. If tuition is not paid or arrangements have not been made, by the first day of classes, Lutheran School of Nursing reserves the right to cancel the student's registration. A student may not register for classes or graduate if a balance exists on their student account. Academic Transcripts will not be released if a past due balance exists on a student's account.

All tuition/fee payments can be made in person to the Cashier's Office at St. Alexius Hospital Broadway Campus. Students may make credit card payments via the student portal when available, at this time the portal payment is not yet active. Contact the Cashier's Office for current hours at 314-865-7968. Payment may be mailed to:

Financial Aid Office  
Lutheran School of Nursing  
3547 South Jefferson Avenue  
St. Louis, MO 63118

Payments which are made by check which are returned for any reason, including insufficient funds, and which result in a charge to the school's account, will also result in a fine being levied to the student in an amount equal to the amount of the fines plus the original amount due. The total fine must be paid in cash or money order. All late payment penalties apply and accumulate until full payment is received.

Payment can be made by cash, check, MasterCard or Visa. Any account which is more than 30 days in default will be turned over to collection and interest will be added until the account is paid in full. If such collection action is required, the student will pay the cost of collection. These costs will include, but are not limited to, any attorney fees, court costs, and interest (at current legal rate) from the date of default.

Payment of institutional loans should be made to Tuition Options ([www.tuitionoptions.com](http://www.tuitionoptions.com)). Academic Transcripts will be held for any student with a past due balance of 60 or more days on any institutional loan. The institution makes a term by term decision to offer institutional loans. All institutional loans are subject to the terms listed on the forms signed at the time issued.

**TUITION**

Tuition is based on a charge of \$247 per semester hour for either LSN nursing courses or non-nursing courses. The tuition charge for each course is determined by multiplying this base charge by the number of semester hour credits awarded for the course. Students with **verified** transfer credit from an accredited institution for a specific



university course are not required to enroll in that course when it is offered at LSN. Transfer credit must be awarded **prior** to the start of the course in the LSN curriculum.

Total Program  $84 \times 247 = \$20,748$  or  $68 \times 247 = \$16,796$

#### FEES 68 Credit Hour Program

Pre-enrollment	Application Fee	\$ 20
Pre-enrollment	Registration Fee	\$ 80
Pre-enrollment	RN Student Activity Fee*	\$ 45
Pre-enrollment	LPN-RN Student Activity Fee*	\$ 35
Pre-enrollment	CPR**	\$ 25
Pre-enrollment	Background Check**	\$ 80
Pre-enrollment	Drug Screen**	\$ 24
Fall/Spring enrolled in NURS	PPD Fee	\$ 12
Enrollment Duration	Lab Fees (NR 1100, BIOL 1610 and 1620)	\$335
Each non-nursing semester	Technology Fee (Non-Nursing)	\$105
Each of 5 nursing term s(\$125 per term)	Technology Fee (Nursing)	\$625
Three terms enrolled NURS (\$180 per term)	Review Fee	\$1,122
Second Semester NURS course	CPI Fee	\$ 15
Final Semester	Graduation Fee	\$200
	<b>TOTAL FEES</b>	<b>\$2,353</b>

#### FEES 84 Credit Hour Program

Pre-enrollment	Application Fee	\$ 20
Pre-enrollment	Registration Fee	\$ 80
Pre-enrollment	Student Activity Fee*	\$ 45
Pre-enrollment	LPN-RN Student Activity Fee*	\$ 35
Pre-enrollment	Drug Screen**	\$ 24
Pre-enrollment	CPR**	\$ 25
Pre-enrollment	Background Check**	\$ 80
Fall/Spring enrolled in NURS	PPD	\$ 12
Enrollment Duration	Lab Fees (NR 100, BIOL 1610 and 1620)	\$335
Each non-nursing semester	Technology Fee (Non-Nursing)	\$105
Each of 6 nursing terms (\$125 per term)	Technology Fee (Nursing)	\$750
Fall/Spring (\$135 1 <sup>st</sup> year/ \$280 2 <sup>nd</sup> year)	Review Fee	\$830
Second Semester – Level I	CPI Fee	\$ 15
Final Semester – Level II	Graduation Fee	\$200
	<b>TOTAL FEES (Approximate)</b>	<b>\$2,521</b>

\*Students charged one Student Activity Fee based on RN or LPN-RN Bridge Student

\*\*Variable fees for drug test, background test, and CPR are due prior to enrollment.

Program fees may be greater for students who attend for longer than the published length of the program.

**ALL FEES SHOWN ABOVE ARE NON-REFUNDABLE**

#### Residential Student Costs

Students who apply for an assignment to a private room in the Nurse's Residence Hall incur the following costs. Housing charges are **paid prior to the first day of classes beginning of each regular academic term** (August, January, and May) **as part of the tuition and fees due for that term.**

Original Housing Application Deposit \$ 75  
(Refundable upon proper exit from housing less any damage or missing items.)

16 week Fall and/or Spring term \$800 per term  
8 week summer term \$400 per term  
4 week summer and/or fall term \$200 per term

#### Additional Cost of Attendance

The cost of attendance includes textbooks, uniforms/related supplies, and expenses of living (food, clothing, personal items). These costs are the responsibility of the student to pay and are not charged to the student's





account. Below are estimates of the expenses for the 2016-2017 academic year. Additional cost information may be requested from the Financial Aid Office at any time.

1 <sup>st</sup> year books:	\$1,657
2 <sup>nd</sup> year books:	\$ 688
Nov 17 Graduate books	\$ 221
Uniforms and Supplies:	\$ 219
Monthly allowance for living expenses dependent:	\$1,058
Monthly allowance for living expenses independent:	\$1,824

**ALL PRICES (TUITION, BOOKS, FEES, AND SUPPLIES) ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**EMPLOYEE REIMBURSEMENT**

Many corporations and institutions offer tuition reimbursement to their employees. Contact your personal office to receive information about your company's policy. It is the responsibility of the student to file all necessary forms and reports with their company. Contact the Financial Aid Office or Accounting Office if your company requires a bill or paid receipt.

If direct corporate reimbursement to Lutheran School of Nursing will be used, appropriate arrangements must be made in advance of the class start with the St. Alexius Hospital Accounting/Finance Department.

Finance/Accounting Department  
Attn: Student Accounts  
3933 Broadway  
St. Louis, MO 63118

**FINANCIAL AID**

All students who are interested in receiving financial aid (Loans, Grants) will need to complete the application process and receive an award letter before payment is due or make alternate payment arrangements. Students may still apply for financial aid once the term has begun. It is the responsibility of the student to obtain, complete and turn in all necessary paperwork with any documentation required to process financial aid. This must be completed in a timely manner or Lutheran School of Nursing reserves the right to withdraw the student from classes and/or the program. It then becomes the responsibility of the student to pay for all tuition and fees due. Lutheran School of Nursing will hold academic transcripts until the student's account is paid in full.

**Financial Aid Programs**

FAFSA School Code 006666

Students enrolled in the 68 credit hour program are eligible for Federal Financial Aid Programs. Students enrolled in the 84 credit hour program are eligible for Institutional Grant and Institutional Loans.

**FEDERAL PELL GRANT**

This is a federal grant program for undergraduate students who have not earned a bachelor's or first professional degree. Federal Pell Grants are awarded through strict rules set by the U.S. Department of Education. The amount of the student's award is based on actual enrollment, length of the term and financial need. A student may receive life time benefits for the equivalent of 12 full time semesters or 600% of an annual award. These funds are not repaid as long as a student continues to meet eligibility during the term funds are received. Funds disbursed for the summer term will be made from the 2017-2018 award year. Year Round Pell will be available during the 2017-2018 Year and will allow up to 1.5 times an annual award. Application is made by filling out the Free Application for Federal Student Aid (FAFSA). The maximum annual award for the 2017-2018 Academic Year is \$5,920.

**FEDERAL SUBSIDIZED STAFFORD LOAN PROGRAM**

The Federal Stafford Loan is a low-interest, need-based program. Federal Stafford Loans are long-term loans made to students attending school at least half-time. Deferment of principal and interest is available to those who qualify. Interest accrued during in-school enrollment is paid by the government. All loans disbursed will be through the Department of Education Direct Loan Program. This loan has a 1% origination fee. Origination fee will change during periods of sequestration. The Federal Stafford Loan has a fixed interest rate of 4.45% for loans first disbursed after July 1, 2017 and before June 30, 2018. School may elect to use a borrower based year on a student by student basis. Level I students with unmet need may borrow up to \$3,500 annually, Level II students with unmet need may borrow up to \$4,500 annually. Students must complete the FAFSA as the first step in the application process for this loan.

**FEDERAL UNSUBSIDIZED STAFFORD LOAN PROGRAM**

The Unsubsidized Stafford Loan Program is a low-interest non-need based loan. Students may borrow a combination of subsidized and unsubsidized loans equal to the amount of the annual Federal Stafford Loan Program limits. All loans disbursed will be through the Department of Education Direct Loan Program. This loan has a 1% origination fee. Origination fee will change during periods of sequestration. The Federal Stafford Loan has a fixed interest rate of 4.45% for loans first disbursed after July 1, 2017 and before June 30, 2018. The student is responsible for all interest that accrues on the loan from the time of disbursement. The student may pay the interest on the loan while attending school or let the interest accumulate until the deferment ends. Dependent students may borrow up to \$2,000 annually. Independent students may borrow up to \$6,000 annually. In addition, students without unmet need may borrow Unsubsidized Stafford Loan Funds equal to the Subsidized Stafford Loan Limit. Students must complete the FAFSA as the first step in the application process for this loan. School may elect to use a borrower based year on a student by student basis.

**FEDERAL PLUS LOAN PROGRAM (PARENT LOAN)**

The Federal PLUS loan is a non-need based loan provides financial assistance to the parent of a dependent student. Eligibility is determined by an evaluation of the cost of education minus other financial assistance. For parents borrowing for the first time after July 1, 1993, there is no maximum loan for a Federal PLUS loan. However, the PLUS loan amount may not exceed the student's cost of attendance minus other expected financial assistance. All loans disbursed will be through the Department of Education Direct Loan Program. This loan has a 4% origination fee. Origination fee will change during periods of sequestration. This loan has a fixed interest rate of 7.00% for loans first disbursed after July 1, 2017 and before June 30, 2018. Repayment of a PLUS loan begins 60 days after the loan has been fully disbursed. A parent may submit a request for a deferment of payment on the loan while the child for whom funds were borrowed is enrolled at least half-time. Application for this loan is made by completing the FAFSA. School may elect to use a borrower based year on a student by student basis.

**Institutional Grant**

This is an institutional grant program for undergraduate students who have not earned a bachelor's or first professional degree. This grant is intended to provide students with the same grant funding as if the student were to receive a federal grant. The amount of the student's award is based on actual enrollment, length of the term and financial need. These funds are not repaid as long as a student continues to meet eligibility during the term funds are received. The school will decide on a term by term basis to offer this funding.

**Institutional Loan Program**

The Institutional Loan Program is a fixed interest rate of 4.45% for the 2017-2018 Academic Year. Repayment of these loans is based upon a 120 month repayment term. Repayment will start 6 months from graduation. All students must sign a retail installment agreement. Students may request a reduced loan amount. Students must be enrolled at least half time for the term to be offered a loan. Dependent students who have borrowed in excess of \$31,000 from federal and private loans from all school attended will not be eligible for an institutional loan. Independent students who have borrowed in excess of \$57,500 from federal and private loans from all school attended will not be eligible for an institutional loan. The school will decided on a term by term basis to offer this funding. If your graduation term changes, you will need to sign a new note, to change the repayment date.

	Independent-Fall	Dependent-Fall	Independent Spring	Dependent-Spring
Fall 2017 Graduates	3030	1874	0	0
June 10, 2018 Graduates	5194	3216	5194	3216
October 2017 Graduates	2625			

\*Dependent students may be offered up to an additional \$1915 per fall/spring term to borrow.

### Veterans Benefits

The Department of Veterans Affairs (DVA) administers several programs. Veterans who think that they may be eligible for benefits can receive information and applications by contacting the Veterans Administration, the military unit personnel in charge of education benefits, or the Financial Aid Office. Dependents Educational Assistance (DEA) is provided for children of veterans who died in service as a result of a disability received while in service during World War I, World War II, the Korean Conflict, or the Vietnam conflict. Students between the ages of 18 and 26 (under certain conditions, to age 31) who believe they may be eligible for these benefits are asked to contact the office of the Veterans Administration.

### Wioa-Workforce Innovation And Opportunity Act (Formerly Wia-Workforce Investment Act)

WIA has programs available for persons who are unemployed or underemployed. They also have two need based programs. Students need to contact the nearest WIA office to see if they qualify.

### Lutheran School of Nursing Student Leadership Position

*Students may hold positions for a maximum of 12 months cumulative. Students must be in good academic standing.*

Nurse's Residence Hall Receptionist Positions - The student receives a variable discount (currently two 30% and three 40%positions) on their nursing course tuition while in the position. Discount does not apply to fees or non-nursing courses. See the Associate Director of Student Development to apply.

Residence Assistants-The student receives a free room in the dormitory in exchange for counseling students regarding community living issues that arise and resolving conflict among residents. Must be available a minimum of six hours per week. See the Associate Director of Student Development to apply.

Library Assistants –The student receives a variable discount (currently one 25% to two 50% positions) on their nursing course tuition while in the position. Discount does not apply to fees or non-nursing courses. A student has to be willing to work 10-15 hours a week. See the Librarian to apply.

### St. Alexius Hospital Employees

Employees at St. Alexius Hospital and their spouse and/or children are eligible for a 15% discount of tuition and lab fees. An employee can receive either the 15% tuition discount or tuition reimbursement whichever is greater. Employees should contact the Human Resources Department for details about the tuition reimbursement program and/or the St. Alexius Tuition Grant. Students must complete a form in the financial aid office to receive the 15% employee discount.

### Outside Scholarships

Students are strongly encouraged to take advantage of scholarships that are available to nursing students. A listing of websites with free searchable scholarship databases is available from the Financial Aid Office and is posted on the school website.

## HOW TO APPLY

**All the forms needed to apply for financial aid are available in the Financial Aid Office**

1. First you should complete the Free Application for Federal Student Aid (FAFSA) once the tax forms needed to complete the form are completed. Make sure that the school code 006666 is listed on the FAFSA. You may file online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or download a paper copy. If you need assistance completing the FAFSA and are admitted to the school please contact the financial aid office for workshop dates (You must bring copies of income information such as tax forms to receive assistance completing the form).
2. You will receive a Student Aid Report by mail or email within two weeks after completing the FAFSA, the school will receive an Institutional Student Informational Record at the same time as long as the school was listed on the application. Unless additional documentation is needed or you have not been admitted to the school your financial aid package can be finalized.
3. If additional information is needed to complete your application due to verification, conflicting information or insufficient information you will receive an email to log into the student portal and view the information under my document tracking. Please submit the requested information as soon as possible.
4. You will be emailed to accept or decline your awards with a policy and condition statement. Acceptance online is based on your electronic signature.
5. If an award includes a Stafford Loan, you must complete a Master Promissory Note which is valid for up to ten years. The school can use a Master Promissory Note that loans have been issued at a previous school. If you have not completed a Master Promissory Note or wish to confirm one on file please log into [www.studentloans.gov](http://www.studentloans.gov).

If an award includes a Parent PLUS Loan your parent will need to complete a PLUS Master Promissory Note (valid for up to ten years), obtain credit approval from the Department of Education, and submit the Plus Authorization Form to the Financial Aid Office. The Master Promissory Note and submission for a credit check for the current year loan are completed online at [www.studentloans.gov](http://www.studentloans.gov). To submit for a credit check the parent must enter the amount of loan they wish to borrow and the academic terms for the loan.

6. Entrance Counseling should be completed for Lutheran School of Nursing online at [www.studentloans.gov](http://www.studentloans.gov). This must be completed once not annually for the school.
7. Notice of guarantee of loan funds is sent to the student including disbursement dates.
8. Before funds are disbursed your academic progress is checked. New students are considered in good standing. Students not in good standing or financial aid warning or financial aid probation are ineligible to receive financial aid funds.
9. Apply for scholarships using on-line database under financial resources on this website, contacting local civic



and fraternal organizations, and/or your employer or parents' employer.

#### VERIFICATION

Students may be selected for verification by the institution based on application information that may be in error including but not limited to:

1. Family income appears unusually low for family size.
2. Amount of taxes paid appears to be inconsistent with the Adjusted Gross Income (AGI).
3. Unusually large number of family members.

Students selected for verification who filed tax returns must submit tax transcript data by using the IRS data retrieval tool in the FAFSA on the web or requesting a paper tax transcript from the IRS. You may request the IRS tax transcript online at [www.irs.gov](http://www.irs.gov) or by calling (800) 908-9446. Tax transcript(s) are required from student and spouse for independent students, for parent, parent's current spouse and student for dependent students. Non tax filers are required to submit a copy of all W-2's. Recipients of food stamps must submit documentation of receipt. In addition, verification worksheets must be submitted to document household size information and child support paid.

Students may be selected to verify all or a portion of the items that may be verified. Items to be verified are determined by the school. Items which may be verified are:

1. Household Size
2. Number of family members currently attending college at least half-time.
3. Federal Tax Transcript(s) line items for Adjusted Gross Income, U.S. taxes paid, Education Credits, IRA Deductions, IRA Payments, Tax Exempt Interest Income, Untaxed portions of IRA Distributions, Untaxed Portions of Pensions.
4. Income earned from work from W-2 for non-tax filers.
5. Verification of High School graduation.
6. Identity and Education Statement by submitting the Identity and Education Statement Form with an acceptable picture ID to a school staff member.
7. Enrollment history.

Students will be notified by document tracking letter to submit required forms for verification. The Financial Aid Office will ask for the student to provide updated application information if needs analysis was in error.

Students must submit all required documentation for verification prior to the end of the award year or end of enrollment, whichever date is earlier. Financial aid award letter will not be sent or funds requested until verification is complete.

#### DISBURSEMENT POLICY

*Checks to Students* - The school will issue disbursement checks to students who have aid greater than tuition and fees for the term. All checks will be disbursed within 14 calendar days of the creation of a credit balance.

**Please do not call the Financial Aid Office to check on your disbursement unless 17 days have passed from the time your funds have been released to the school.**

#### Repeat Coursework

Students may receive financial aid funds for the first repeat of any course. This includes a course that is passed. If a student repeats a course more than once it is excluded from financial aid calculations.

#### REFUND POLICY

Students who drop or withdraw from a course prior to the first day will receive a 100% refund of tuition. Pre-enrollment fees are non-refundable once paid. All other fees are non-refundable on the first day of the term.



Students who drop, withdraw, or take a leave of absence on or after the first day of class will receive a refund of tuition based on the following chart.

Refund %	16-week course	8-week course	4-week course
80%	Week 1-2	Week 1	Week 1
60%	Week 3-4	Week 2	N/A
40%	Week 5-6	Week 3	Week 2
20%	Week 7-8	Week 4	N/A
0%	Weeks 9-16	Weeks 5-8	Weeks 3-4

The withdrawal date will be the documented last date of attendance. Please note if a student is a financial aid recipient the Return of Title IV Policy will also apply. If Tuition and Fees were paid by an outside agency such as WOIA or VA any tuition refund will be returned to the agency not the student.

#### **Failure of drug screen or background check:**

All students are required to complete a drug screen and background check upon admission to the school. If a student fails the drug screen or background check there will be no refund of fees paid. Possible charges are listed as pre-enrollment fees.

If new data becomes available after enrollment has started a refund of tuition and fees for coursework currently enrolled will be based upon the printed refund policy.

#### **ENROLLMENT HISTORY VERIFICATION**

Students may be selected by the Department of Education for the school to verify their enrollment history for the past four years. The student may need to file an appeal to receive financial assistance if the enrollment history verification shows that a student attended one or more schools without out earning any academic credits. Students must appeal providing a personal statement and third party documentation of the reason no credit was earned. If the appeal is denied the student would not be eligible for financial aid funds. The student may regain financial aid eligibility by successfully completing coursework at LSN.

#### **UNUSUAL CIRCUMSTANCES**

Students may provide information regarding unusual circumstances, changes to employment or income outside the control of student, changes to family size, unusual medical expenses not covered by insurance. Each situation will be evaluated based on documentation submitted with the request. For additional information on documentation to submit contact the Financial Aid Coordinator.

The Financial Aid Coordinator will make adjustments resulting from professional judgment decisions electronically. The adjustment will be made only after the original FAFSA is filed. The adjustments will be marked as FAA adjustments. The student will receive a revised award letter and corrected SAR after the adjustment is made.

#### **DISBURSEMENT POLICY**

According to Department of Education regulations governing disbursements, Federal Stafford Loans are disbursed at the beginning of each term that the loan covers unless specified differently by the Financial Aid Office. Any funds remaining after a student has a zero balance will be issued to the borrower unless the student requests, in writing, the funds be held for subsequent enrollment.

*Electronic Funds Disbursement (EFT)*- If funds are received by EFT, LSN has 3 days to credit the student's account. From the date of credit, LSN has 14 days to issue a check, if there is a credit balance after the account has been paid in full.

*Individual Checks* - The school will credit the student's account. If a check is payable to the student and school, the student will endorse the check. Once the check has been endorsed, LSN has fourteen (14) day to issue a check



to the student if there is a credit balance after the account has been paid in full.

*Pell Grant and Direct Loan Money* - Once the money is received by LSN, it is deposited into the student’s account. If there is a credit balance, after the account has been paid in full, then a check will be issued to the student within fourteen calendar days.

If checks are not endorsed in thirty calendar days, then LSN will return the check to the sender. If the student does not pick up the credit check, after the account has been zeroed, then the Accounting Department will mail the check to the student’s home address.

If scholarship checks are mailed directly to LSN they will be applied to the students account. Unless specified by the foundation awarding the scholarship money, any balance left after the account has been zeroed will be issued to the student within fourteen calendar days.

*Checks to Students*-The school will issue disbursement checks to students who have aid greater than tuition and fees for the term. These checks will be issued to the student by the seventh day of the term, if aid is available to disburse ten days prior to the start of the term. All checks will be disbursed within fourteen calendar days of the creation of a credit balance.

**Please do not call the Financial Aid Office to check on your disbursement unless 17 days has passed from the time your funds have been released to the school.**

**REPEAT COURSEWORK**

Students may receive financial aid funds for the first repeat of any course. This includes a course that is passed. If a student repeats a course more than once it is excluded from financial aid calculations.

**Refund Policy**

Students who drop or withdraw from a course prior to the first day will receive a 100% refund of tuition. Pre-enrollment fees are non-refundable once paid. All other fees are non-refundable on the first day of the term. Students who drop, withdraw, or take a leave of absence on or after the first day of class will receive a refund of tuition based on the following chart.

Refund %	16-week course	8-week course	4-week course
80%	Week 1-2	Week 1	Week 1
60%	Week 3-4	Week 2	N/A
40%	Week 5-6	Week 3	Week 2
20%	Week 7-8	Week 4	N/A
0%	Weeks 9-16	Weeks 5-8	Weeks 3-4

The withdrawal date will be the documented last date of attendance. Please note if a student is a financial aid recipient the Return of Title IV Policy will also apply. If Tuition and Fees were paid by an outside agency such as WOIA or VA any tuition refund will be returned to the agency not the student.

**Failure of drug screen or background check:**

All students are required to complete a drug screen and background check upon admission to the school. If a student fails the drug screen or background check there will be no refund of fees paid. . Possible charges are listed as pre-enrollment fees.

If new data becomes available after enrollment has started a refund of tuition and fees for coursework currently enrolled will be based upon the printed refund policy.

**Treatment of Federal Student Aid Funds When a Student Withdraws or Takes a Leave of Absence**

The law specifies how the school must determine the amount of Title IV program assistance earned when a student withdraws from school. The Title IV programs that are covered by this law are available at LSN are: Pell Grants, Direct Loans, and Plus Loans.

When a student officially or unofficially withdraws or takes a leave of absence during a payment period defined at the Fall, Spring or Summer Term the amount of Title IV program assistance that a student has earned up to that point is determined by a specific formula. If a student received less assistance than the amount earned the student may be able to receive additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or student and may result in a balance that the student must pay.

**Treatment of Modules:**

If a student does not attend any course/module Pell Grants must be recalculated based on course/modules attended. If a student withdraws from a module and is not enrolled in a course that will span the entire term Pell Grant Funds must first be recalculated based on courses/ modules attended and then a refund calculation performed based on the length of the entire term and the cost of attendance will be revised.

The withdrawal date is the last date of attendance at an academically related activity documented by the school. Please see Chapter 4 for when a student will be unofficially withdrawn due to lack of attendance. The school's leave of absence policy definition does not meet the qualifications of the Department of Education's leave of absence definition.

The amount of assistance that a student has earned is determined on a prorate basis. For example, if a student completed 30% of the payment period/term, the student earned 30% of the aid awarded for the term. The percent earned is based on the calendar days completed divided by the total calendar days in the term. If a student does not begin attendance in any course the school must recalculate your Pell Grant Funds, prior to any refund calculations. Once you complete 60% of the payment period you earn all the assistance that you were scheduled to receive.

There are some Title IV funds that cannot be disbursed after withdrawal due to eligibility requirements. A first-time, first-year student who has not completed 30 days of school prior to withdrawal cannot receive any Direct Loan funds.

If you receive (or the school or parent receives on your behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if the school did not keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return will be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must repay is called an overpayment. A student is not required to repay more than half of the grant funds for the payment period. You do not have to repay a grant overpayment that is originally less than \$50. You must make payments with the school or the Department of Education to return the unearned grant funds.

If all of your aid for the term is not disbursed by the date of your withdrawal you may be due a Post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, you must authorize the school in writing to disburse the funds. You may choose to decline or reduce any loan funds offered so that you don't incur additional debt. Your school may automatically use your post-withdrawal Pell Grant disbursement for tuition, fees, and dorm charges. You must authorize the school in writing to pay all other school charges.

The requirements for Title IV program funds when you withdraw are separate from the school's tuition refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school will also bill you for any unpaid charges due to the school returning your unearned financial aid. Please see Chapter 4 for official and unofficial withdrawal policies.



## Examples of Refund Calculations

### Example 1

A student is enrolled in 11.6 credit hours, a first 8-week course of 5.8 credit hours (\$1,320 tuition) and a second 8-week course of 5.8 credit hours (\$1,320 tuition). The student fails the first module and is withdrawn from the second 8-week module without attending. The student incurred the following institutional costs: \$2,640 tuition, \$142 institutional fees.

The student received the following federal student aid funds: \$1,650 Pell Grant, \$1,393 Net Subsidized Stafford loan, \$2,388 Net Unsubsidized Stafford loan. All funds that could have been disbursed have been disbursed.

First the student's Pell Grant funds must be recalculated based on 5.8 credit hours in 16 weeks. The school must return \$1,100 in Pell Grant funds and use the reduced Pell Grant amount of \$550 in the refund calculation.

The percentage of aid earned is calculated by dividing the number of days in the term completed by the total number of days in the term.  $53/111 = 47.7\%$

The amount of aid the student earned is calculated by multiplying the amount of aid disbursed by the percentage of aid earned.  $(\$4,331)(.477) = \$2,065.89$

The amount of Title IV aid to be returned is calculated by subtracting the amount of aid earned from the amount of aid disbursed.  $\$4,331 - \$2,065.89 = \$2,265.11$

The amount to be returned by the school is the lesser of the total amount of aid to be returned and the total institutional costs multiplied by the percentage of aid unearned. In this case the amount of aid to be returned by the school is \$1,455. The school will return \$1,455 to the student's Unsubsidized Stafford loan in addition to the \$1,100 to the Pell Grant fund from the recalculation.

The amount of aid for the student to return is the total amount of Title IV aid to be returned minus the amount of Title IV aid to be returned by the school.  $\$2,265.11 - \$1,455 = \$810.11$   
The student must return these funds to the Unsubsidized Stafford loan.

To summarize, the following refunds must be made:

\$1,320 of the student's institutional cost must be refunded (LSN refund policy). The school must return a total of \$2,555, a refund of \$1,455 to the student's Unsubsidized Stafford loan and \$1,100 to the Pell Grant fund. The student now owes LSN a balance of \$1,235 the difference between the refund of institutional charges and the amount of funds returned by the school. The student owes a refund of \$810.11 to the bank on their Unsubsidized Stafford loan which will be paid during repayment of all loan funds.

### Example 2

A student withdraws in the 5<sup>th</sup> week of a 16-week term, after completing 31 of 111 days. The student incurred the following institutional costs: \$2,200 tuition, \$130 institutional fees. The student received the following Federal Student Aid funds: \$2,081 Pell Grant, \$1,393 Net Stafford Subsidized loan, \$2,388 Net Unsubsidized Stafford loan. The student was not enrolled in any modules. All funds that could have been disbursed have been disbursed.

The percentage of aid earned is 27.9% determined by dividing the number of calendar days completed by the number of calendar days in the term.  $31/111 = 27.9\%$

The amount of aid earned by the student is \$1,635.5 determined by multiplying the percentage of aid earned by the total aid disbursed.  $(27.9\%)(\$5,862) = \$1,635.50$

The amount of Title IV aid to be returned is \$4,226.50 calculated by subtracting the amount of Title IV aid earned by the student from the total aid disbursed.  $\$5,862 - \$1,635.50 = \$4,226.50$

The amount to be returned by the school is the lesser of the total amount of aid to be returned and the total institutional costs multiplied by the percentage of aid unearned. In this case the amount of aid to be returned by

the school is \$1680 to the student's Unsubsidized Stafford loan.

The amount of aid for the student to return is the total amount of Title IV aid to be returned minus the amount of Title IV aid to be returned by the school.  $\$4,226.50 - \$1,679.93 = \$2,546.57$ . Funds are first returned to the Unsubsidized Stafford loan until the loan is paid in full and next to the Subsidized Stafford loan until all funds to be returned are returned.

To summarize, the following refunds must be made:

\$880 of the students institutional charges are refunded (LSN refund policy), the school must return \$1,680 of the student's Unsubsidized Stafford loan (statutory refund schedule) this causes the student to have an outstanding balance of \$800 to repay the school, and the student must return \$708 of their Unsubsidized Stafford loan and \$1,393 of the Subsidized Stafford loan.

#### DEFINITION OF A CREDIT HOUR

A credit hour for financial aid purposes is calculated as follows: 37.5 contact hours equals 1 credit hour. The total number of theory hours and the total number of clinical hours for a course is divided by 30. The school has documented that each course has a minimum 7.5 hours of required coursework outside of class per 30 hours of instructional time. Please reference the appendix for full academic and financial aid credit hour definitions.

Please see Appendix A for policies related to clock to credit conversions for nursing classes, Webster University classes and financial aid.

Credit hours for financial aid purposes are different than for tuition charges and credit hours awarded on academic transcripts.

Course Number	Course Name	Total Hours	FA Credit
WRIT 1010	English Composition I	Webster Course	
PSYC 1100	General Psychology	Webster Course	
BIOL 1610	Anatomy & Physiology I	Webster Course	
ANSO 1010	Introduction to Sociology	Webster Course	
BIOL 1620	Anatomy & Physiology II	Webster Course	
PSYC 2300	Lifespan Development	Webster Course	
PSYC 3125	Abnormal Psychology	Webster Course	
MATH 1040	Mathematics for Nursing	Webster Course	
NR 100	Introduction to Nursing	120	4
NR 105	Introduction to Nursing II	144	4.8
NR 101	Medical Terminology	16	0.5
NR 102	Math for Medications	9	0.3
NR 103	Math for Medications II	9	0.3
NR 110	Adult Health Nursing I	174	5.8
NR 120	Adult Health Nursing II	174	5.8
NR 130	Adult Health Nursing III	174	5.8
NR 201	Psychology Mental Health Nursing	189	6.3
NR 202	Nursing of the Childbearing Family	189	6.0
NR 203	Nursing of Children	189	6.3
PHIL 2340	Bio Ethics	Webster Course	3
NR 204	Advanced Adult Health Nursing	189	6.3
NR 210	Role Transition Student to Professional	32	1
NR 125	LPN-RN Bridge Course	170	4.6
NURS 1100	Foundation in Nursing I	120	4
NURS 1200	Pharmacology I	60	2
NURS 1300	Pharmacology II	60	2
NURS 1500	Foundations in Nursing II	120	4
NURS 2100	Behavioral Health	90	3
NURS 2000	Gerontology	90	3



NURS 1900	Role Transition	90	3
NURS 1800	Adult Health Nursing I	150	5
NURS 2200	Adult Health Nursing II	150	5
NURS 2400	Nursing of the Childbearing Family	90	3
NURS 2500	Nursing of Children	90	3
NURS 2600	Adult Health Nursing III	150	5
NURS 2800	Leadership and Management	120	4
NURS 2900	Synthesis of Nursing Concepts	60	2

**Definition of an Academic Calendar Year:**

Eligibility is calculated on the basis of a 32-week Academic Year in which a full-time student is expected to complete a minimum of 24 credit hours.

**Standards of Satisfactory Academic Progress**

Lutheran School of Nursing has established Qualitative, Quantitative and Pace requirements to evaluate the efforts of all students, including financial aid recipients, to achieve a diploma. Standards of Satisfactory Academic Progress are evaluated at the end of the Fall, Spring and Summer Terms.

**Qualitative requirements:**

All students are required to maintain a minimum 2.0 term GPA. Transfer grades, withdrawal and incompletes are not counted in the GPA. Most recent grade of repeated coursework is calculated in the GPA.

**Quantitative requirements:**

84 credit hour program Pre-nursing and Level I students in the must complete 50% of all term hours attempted, Level II students must complete 67% of all term hours attempted. Attempted hours are hours enrolled on the first day of the term

68 credit hour program students with 0 to 34 credit hours earned must complete 50% of all term hours attempted, students with 35 to 68 credit hours earned must complete 67% of all term hours attempted. Attempted hours are hours enrolled on the first day of the term.

**Pace requirement:** A student may not attempt more than 1.5 times the number of credit hours of their program during their entire program. Students in the 84 credit hour program may not attempt more than may not attempt more than 126 hours for the entire program. Students enrolled in the 68 credit hour program cannot attempt more than 102 credit hours during their entire enrollment. Attempted hours are hours enrolled on the first day of the term.

Grades of incomplete and withdrawal count as hours attempted but not hours earned. Transfer hours count as both. All attempts of repeat coursework are counted as hours attempted, only the first attempt with a passing grade is counted as hours earned.

**Satisfactory Academic Progress** is earned when a student meets the qualitative, quantitative and pace requirements at the end of a term.

**Financial Aid Warning**

Students who fail to meet either the GPA or Pace requirement will be placed on Financial Aid Warning for the next term attended and notified in writing. The student is still eligible to receive federal financial aid but is ineligible for institutional employment. A student should evaluate if it is best to attend a sixteen week term or eight week term while on financial aid warning.

Student failure to reach satisfactory academic progress by obtaining the GPA and Pace requirements at the end of the term will result in loss of financial aid eligibility and dismissal from the school. Student may appeal if qualified as outlined in the appeal guidelines.

**Appeal of Unsatisfactory Academic Progress**

A student may appeal unsatisfactory academic progress based upon documented unusual circumstances such as death of a parent, or illness of the student. The student must also be showing progression toward obtain Satisfactory Academic Progress. Appeals should be addressed to the APAS Committee and must contain the following items:

1. Typed letter from the student detailing the issue that caused the student to be unsuccessful and how the issue has been resolved.
2. Documentation from a third party of the unusual circumstance.

The student will be required to attend a regularly scheduled APAS meeting. The student will receive the results of the appeal in writing. Granted Appeals result in the student assigned either one term of financial aid probation or an individual academic plan.

### **Financial Aid Probation**

Status assigned to student for next term attended following successful appeal. Student failure to reach satisfactory academic progress by obtaining the GPA and Pace requirements at the end of the term result in loss of financial aid eligibility and dismissal from the school. The student is ineligible to appeal.

### **Individual Academic Plan**

Status assigned to student following successful appeal. The plan will place a specific increasing GPA and Pace to be obtained at the end of each academic term. Student failure to meet the terms will result in loss of financial aid eligibility and dismissal from the school. The student is ineligible to appeal.

**When a student interrupts education because of dismissal or leave of absence**, reinstatement of financial aid will be determined by the Financial Aid Office. The Financial Aid Coordinator will determine eligibility based on Federal requirements for the new enrollment period. The student will initiate the process by making an appointment to talk with the Financial Aid Coordinator. A student can receive Federal Title IV Financial Aid for each level of the program, for any repeat course, provided they qualify for funding according to the rules and regulations for Title IV programs.

### **What Can You Do To Help Your Financial Aid Process**

1. Notify the Financial Aid Office of a name, address, or phone number change.
2. Turn in all requested information and/or forms in a timely manner.
3. Fill out all financial aid forms completely.
4. If you have any questions about your financial aid call the Financial Aid Office.
5. Keep all your paperwork together and in a safe place.
6. Notify the Financial Aid Office if your school enrollment status changes.
7. Notify the Financial Aid Office if you transfer in credits after you have started attending at LSN.

### **Student Loan Code of Conduct**

The Higher Education Opportunity Act (HEAO) requires education institutions to develop and comply with a code of conduct that prohibits conflict of interest for financial aid personnel [HEOA 487(a)(25)]. Any Lutheran School of Nursing officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions bring Lutheran School of Nursing into compliance with the federal law. This code of conduct is in addition to the St. Alexius Employee Code of Conduct.

1. Neither Lutheran School of Nursing as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.
2. No officer or employee of Lutheran School of Nursing who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor or servicer of education loans. For purposes of this prohibition the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.
3. An officer or employee of Lutheran School of Nursing who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or



other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

4. Lutheran School of Nursing shall not:
  - a. for any first-time borrower, assign or select the borrow for any loan or
  - b. refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. Lutheran School of Nursing shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the with:
  - a. a specified number of loans made, insured, or guaranteed under Title IV;
  - b. a specified loan volume of such loans; or
  - c. a preferred lender arrangement for such loans.
6. Lutheran School of Nursing shall not request or accept from any lender any assistance with any financial aid office staffing including a call center.

Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders, or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such.

## CHAPTER TWELVE: RESIDENTIAL LIFE

**T**he Nurse's Residence Hall is provided by Lutheran School of Nursing for use by students who need to live on-campus during their enrollment at the School of Nursing. The primary purpose of this facility is to support the academic goals of the students and of the school. Students living in the nurse's residence enjoy the convenience of on-campus living and the experience of community life. Availability and cost of housing is determined on an annual basis and no guarantee of continued availability is made.

The residence hall is also utilized for overnight accommodations for hospital patients, their families, hospital and LSN staff (within context of hospital policy), and out of state student interns.

### HEALTH REQUIREMENTS FOR RESIDENTS

Prior to moving into the residence hall, all students must submit a current Lutheran School of Nursing "Immunization Record" which includes the immunizations necessary for all nursing students plus a Meningococcal Vaccination.

### COMMUTER ROOMS

LSN students can make arrangements for overnight accommodations in the Nurse's Residence Hall by contacting the Student Development Advisor. Arrangements should be made at least 24 hours in advance of the night of stay. A minimal charge is incurred for students wanting to stay and should be paid in advance. All Residential Life Policies and Procedures must be followed during stay.

### SELF-DETERMINATION ON FLOORS

In addition to the policies set forth by the School of Nursing, resident students are responsible for adhering to floor guidelines on all residential floors and for insuring that their guests do likewise. Residents determine many of the guidelines for community living each year. Specific areas addressed include:

- ◆ Kitchen and lounge cleaning schedule
- ◆ Quiet Hours guidelines and times (beyond school minimum)
- ◆ Social and educational activities for floor residents

Once formulated and agreed upon by the majority of the residents, guidelines are posted in the lounge area. These guidelines must also be submitted to the Student Development Advisor (SDA).

### COMMUNITY LIVING GUIDELINES

Consideration for others is the cornerstone of successful community living. Floor guidelines and school regulations do not cover every possible situation that may occur during the year. When confronted with a problem or potential problem, use these steps:

1. Find out what the problem actually is. Do not assume that something is or is not a certain way, unless you know *for sure*. Ask the SDA for guidance or assistance.
2. Try to deal with the problem as directly as possible. Go to the source of the problem (for example: someone playing their stereo loud after quiet hours on a school night) and attempt to resolve the problem without hostility.
3. Courtesy is the basic component of effective communication to solve problems. Try this CARE formula:
  - ◆ Clarify the problem. Say "When you ..."



- ◆ Articulate why it's a problem. "It makes me feel ..."
  - ◆ Request a change in the problem-causing behavior or suggest an alternative. "Please do/stop doing ...".
  - ◆ Evaluate the other person's response. "Does this present a problem for you?"
4. Focus on the behavior, not on the person.
  5. Deal with any situation before it becomes a problem and you become angry or upset. This will help to avoid a simple misunderstanding escalating into a hurtful situation.

## ASSIGNMENT PROCESS AND COSTS

### LATE APPLICATIONS

Students who want to contract for a room after the start of classes must complete an application with the Student Development Advisor. Late assignments will be made according to space availability. Deposits for all new contracts must be paid with application. Students applying for a room after the start of any semester, will be assessed the housing fee on a pro-rated basis.

### DEPOSIT/RESERVATION OF SPACE

The original \$75.00 housing deposit serves as an ongoing reservation of assignment for each subsequent semester until the student graduates or cancels that assignment. The deposit is refunded within three to four weeks, after the student has completed all the proper check-out process, including key return. Failure to complete proper check out procedures could result in the reduction of or loss of the \$75.00 housing deposit. Damaged and/or missing items from the room assigned or any money owed to the School of Nursing will be deducted from the amount of refund.

### ASSIGNMENTS/COSTS

All assignments are for a private room and the contract continues until the student graduates, withdraws or cancels their assignment in writing and checks out of the Nurse's Residence Hall. Payment for each semester is made at the same time as tuition and other fees. The housing charge is listed on the class registration form for each semester or session. Assignments cost:

- \$800.00 for each regular 16-week academic semester
- \$400.00 for 8-week session
- \$200.00 for 4-week session prior to Graduation

### OCCUPANCY/CHECK-IN

Assignment to the Nurse's Residence Hall is a contract to occupy a room for educational purposes only. Students must occupy the space assigned to them by accepting room keys, completing the room condition inventory sheet, and returning the sheet to the SDA. Students are specifically restricted from using their room for any commercial purpose or form of solicitation, including storage of merchandise or supplies.

### HOUSING DURING BREAK PERIODS

Resident students may use their assignment over weekends and rotation breaks, *except when the Nurse's Residence Hall is completely closed:*

- ◆ Winter Holiday - December - January, approximately 2 weeks
- ◆ Academic Year-End Break - July - August, often 5-6 weeks
- ◆ Other times may be included (for example Thanksgiving weekend)
  - *Students would be notified in advance of closing.*

Personal possessions may be left in the room over closed periods at the student's risk. St. Alexius Hospital and Lutheran School of Nursing are not responsible for personal possessions left in student rooms, common areas, or storage areas.

### **ROOM INFORMATION**

The building is switched from heating to cooling system each spring and autumn. Each room has a heat/cool unit for control. Styles and colors of furnishings vary, however school furniture cannot be removed from the room or replaced with student's personal furniture. Loft beds are prohibited. Additional furniture is not encouraged due to space limitations; however, students are encouraged to bring things from home to make their living space comfortable.

### **ROOM CONDITION INVENTORY SHEETS**

A Room Condition Inventory Sheet is completed by each student at move-in to record the furnishings and general condition of the room when the student takes possession. This form *must* be turned into the SDA during the first week of classes. This same form is used to determine damage or missing items when the student moves out, so it is important that the form be completed properly. Students will be charged for any damage or missing items that were not originally recorded on the Room Condition Inventory Sheet at check-in.

### **ROOM KEYS**

A separate key for the two locks on each door are issued to each student at move-in. These keys may not be duplicated or transferred to any other person. The keys must be returned when the student moves out and for unscheduled or scheduled key inventories. For inventory purposes, residents will be required to turn in their room keys during break times when the building is closed. Loss of keys will result in a \$10.00 fine. *To Avoid Theft, Lock Your Door At All Times When Not In The Room--Even For Short Periods Of Time.*

### **ROOM CHANGES**

Once assigned to a specific room, the student may request a change of assignment. Room changes must be approved by the Student Development Advisor as space allows. Check out of the original assignment and check in to the new assignment should be coordinated with the Student Development Advisor.

### **CHECK OUT**

Students moving out of the Nurse's Residence Hall, for any reason, must complete the check-out process within 72 hours. Exceptions can only be approved by the Associate Director of Student Development. Check-out steps include removing all personal possessions, cleaning the room, restoring furnishings to original positions, and turning in keys. Ideally, in the presence of the student checking-out, the Student Development Advisor completes the Room Condition Inventory Sheet for clearance. Personal possessions left in a room after the student has turned in the room keys are considered abandoned property and will be disposed of without notice to the student. **Failure to complete proper check out procedures could result in the reduction or loss of the \$75.00 housing deposit.** Damaged and/or missing items from the room assigned or any money owed to the School of Nursing will be deducted from the amount of the refund.



## NURSE'S RESIDENCE HALL SERVICES

### BATHROOM FACILITIES

Each floor has two communal bathrooms that are designated by gender for full time and temporary residents and visitors. The School of Nursing housekeeper cleans the bathrooms regularly. Visitors of students may use the toilet facilities on the host floor, but are not to use the shower/tub facilities.

### COOKING APPLIANCES

Cooking is not encouraged in individual student rooms. The only appliances allowed in student rooms are small (4 cubic foot or less) refrigerators, microwaves, popcorn poppers, or coffee makers. Due to the potential fire hazard, open filament appliances (toasters, hot plates, heaters) *are not* allowed. It is strongly recommended that students restrict food preparation to the kitchen area on each floor due to sanitation concerns and pest control.

### KITCHEN/FOOD PREPARATION

Kitchen/lounge areas on each floor are the designated areas for food preparation. Residents of each floor are responsible for cleaning this area. Standards for maintenance and cleanliness of the kitchen and lounge area are determined by the residents at the start of each academic year and modified as necessary throughout the year. A larger kitchen is located in the basement level and is available to students. At a minimum:

1. Keep food in metal or sturdy plastic covered containers. Do not dispose of food in bedroom wastebaskets or sinks. Containers for waste disposal are located in the kitchen area on each floor. Sinks in the kitchen area are not equipped with a garbage disposal.
2. Each student is responsible for safe practice and clean-up after preparing food. All equipment (stove, refrigerator, utensils, and dishes) should be thoroughly cleaned, dried and put away after use. Minimal supplies for clean-up can be provided through the collection of floor funds.
3. Students should clearly mark all items kept in the kitchen refrigerator. Respect for others' property is a must and items marked should never be consumed without permission.

### MAINTENANCE AND HOUSEKEEPING SERVICES

Requests for maintenance service should be reported to the Front Desk Receptionist. Prompt reporting of maintenance problems will avoid charges and facilitate the repair process. The cost of repair or replacement for willful damage to school property will be charged to the student responsible. Maintenance workers will enter student rooms to do routine maintenance and to perform repairs.

### ROOM INSPECTIONS

Students are responsible for cleaning of their room and the kitchen lounge area. Unannounced inspections of student rooms may be conducted to verify cleanliness levels. The housekeeper provides routine cleaning of the two bathrooms on each floor and hallways empties lounge trash containers and restocks paper supplies for the kitchen and bathroom.

### PEST CONTROL

Any concern regarding pest control should be reported to the residence hall front desk.

### LAUNDRY SERVICE

The laundry room (on the lower level) includes coin-operated washers and dryers. Machines require \$1.00 for the wash cycle and \$1.00 for the dryer. There is also a no-charge ice machine located in the laundry room.

**MAIL SERVICE**

Students living in the Nurse's Residence Hall may receive postal deliveries at the residence hall through their student mailbox. All mail should be addressed as follows:

Student's Name and mail box number  
Lutheran School of Nursing  
2611 Miami Street  
St. Louis, MO 63118

Large delivered postal mail or packages will be held at the reception desk for pickup. A note will be placed in the student's mailbox to notify them of the mail. No one may receive mail that is not addressed to him or her. It is illegal for anyone to remove mail from a mailbox once it is delivered. Do not ask the receptionist to retrieve your mail. Mail will be forwarded for two weeks after the student leaves the Nurse's Residence Hall.

**RESIDENCE HALL POLICIES**

**T**his is a non-inclusive list of major residence life policies based on safety requirements, and disciplinary regulations.

**ALCOHOL AND DRUG POLICY**

The use, possession, or distribution of alcohol and other drugs is specifically prohibited. No student or visitor may use, possess, or distribute any controlled substance on campus, except substances prescribed by a physician for that individual. Violations of this policy may result in serious disciplinary action by LSN.

**MISSING STUDENT POLICY**

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Lutheran School of Nursing to actively investigate any report of a missing student who is a resident of LSN and enrolled at the school as either a full or part-time student. Each resident will be notified of the missing students' policy and procedures in the event that they are reported missing.

Each resident upon checking into their assigned room is requested via the LSN Student Contact Information form to identify the name and contact number of the individual(s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by school staff or St. Alexius Hospital Security Department.

If a member of the LSN community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, contacting St. Alexius Hospital Security Department, locating the resident's vehicle, and calling the student's cell phone number.

If upon investigation by St. Alexius Hospital Security Department and LSN Staff, the resident is determined missing for 24 hours, the Student Development Advisor will contact the resident's designated emergency contact or custodial parent or legal guardian, if under the age of 18 or the student has failed to designate an emergency contact. St. Alexius Hospital Security Department will continue to investigate utilizing established police investigative procedures and in collaboration with staff from LSN. St. Alexius Hospital Security Department will also co-ordinate its efforts with outside law

enforcement agencies in full compliance with legal obligations and good police practice.

### **DISRUPTIVE BEHAVIOR**

If a student exhibits disruptive, irresponsible, or inconsiderate behavior or is a detriment to orderly community living, he/she may be required to appear before the APAS Committee. After a conference/hearing with the APAS Committee, the committee may terminate the student's housing agreement or other disciplinary action may be taken.

### **ID POLICY**

Every resident must have a St. Alexius Hospital identification card. This card must be worn at all times when in the public areas of the building and when entering the building. ID's may be obtained from St. Alexius Hospital Security Department, located in the rear of the hospital near the Emergency Department.

### **ESCORT POLICY**

Any and all visitors (including non-resident students) must be accompanied by their host at all times. The host should meet their guest at the reception desk, sign-in their guest with the receptionist, and escort their guest to the lobby again when the visit concludes.

### **GUEST REGISTRATION**

All residents must sign in their visitors at the reception desk during visitation hours. To ensure the safety of all students and staff, the receptionist will require students to show their LSN ID or other ID to gain entry after the doors have been locked. Guests must present valid ID if requested by receptionist.

### **OPEN FLAME POLICY**

Open flame or open filament items, such as candles, incense, space heaters, hot plates, and so on are prohibited. Also, be sure to turn off all heat sources (ex. Coffee pots, candle warmer and etc.) when exiting your room.

### **PET POLICY**

For obvious sanitary reasons, pets of any kind are prohibited. *Only* an aquarium containing fish is permitted.

### **QUIET HOURS**

The standard for quiet hours for the Nurse's Residence Hall is a minimum of 11:00 P.M. - 8:00 A.M., seven days a week. Each floor can establish an extension of this minimum quiet hours time. These extended hours must be posted.

### **ROLLERBLADING, ROLLER-SKATING, BIKING, SKATE BOARDING**

Due to the potential harm to person and property, these activities are not permitted in the residence hall, education building or paved parking lots.

### **SMOKING POLICY**

St. Alexius Hospital and Lutheran School of Nursing are non-smoking facilities, therefore smoking is NOT permitted anywhere within the complex, including in the buildings, on the parking lots, or grassy areas. Smoking is also prohibited within a car on a St. Alexius owned parking lot. .

### **VISITATION POLICY**

Visitors and non-resident students must comply with the visitation policy at all times.

### VISITATION POLICY

This section defines non-resident students and visitors, and gives the basic rules for where and when a visitor may be in the residence and on the floors. Overnight visitation is not allowed. Allowing a non-resident student or visitor to use the facilities overnight is considered theft of services.

#### NON-RESIDENT STUDENTS

LSN Students without a room assignment in the residence hall are considered non-resident students. Non-residents students must be accompanied by a resident student when on the residential floors of the nurse's residence between 10:00 a.m. and 10:00 p.m. Monday through Friday and 10:00 a.m. and midnight Saturday and Sunday. Non-residents students may be on the main floor or lower level of the building between 6:00 a.m. and 10:00 p.m. without escort. Non-residents students must check-in with the receptionist after the main entrance is locked for the evening. Non-resident students are not allowed on unoccupied floors at any time and must leave the residence hall by 10:00 p.m. Monday through Friday and midnight Saturday and Sunday.

#### VISITORS

Visitors, which include all family members, must be accompanied by a resident student host at all times while on any floor or area of the Nurse's Residence Hall other than the main lobby. Visitors may be on the residential floors, with a resident student host, between 10:00 a.m. and 11:00 p.m. Monday through Friday and 10:00 a.m. and midnight Saturday and Sunday. Visitors must be signed in by their host with the receptionist when entering the building. All visitors must remain in the lobby until their host student comes to escort them to the floor.

*Visitation rules apply both when school is in session and during school break periods.*

#### HOST ACCOUNTABILITY AND RESPONSIBILITY

Resident host students are held responsible for their guest's behavior at all times. Any violation of school policies, civil, or criminal law will result in disciplinary action and/or civil and criminal action, as appropriate.

#### ENTRY TO THE NURSE'S RESIDENCE HALL

Resident students may enter or leave the nurse's residence at any time through the main entrance located on Miami Street. After 4:30 p.m. on weekdays and all the time on weekends, the residence hall operates according to the following schedule:

1. Main entrance is locked between 4:30 - 5:00 p.m. every weekday and at all times on weekends. **Residents, non-residents, and visitors must provide a picture ID to gain entry after the main entrance is locked.** Failure to do so may result in disciplinary action against students (resident and non-resident) and denial of entry or removal from the residence hall in the case of visitors.
2. Entry to the Nurse's Residence Hall other than through the main entrance is prohibited. Individuals gaining access into the residence hall by any other door will be subject to disciplinary charges.





## CHAPTER THIRTEEN: SAFETY AND SECURITY GUIDELINES

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ersonal safety and security are everyone's business. Lutheran School of Nursing and St. Alexius Hospital (SAH) have various systems in place to provide a safe and secure environment for students, faculty and staff. Individuals are responsible for their own actions to ensure the safety and security of themselves and others.

### ST. ALEXIUS SECURITY DEPARTMENT

SAH operates a security department on a 24-hour basis to provide security for hospital employees, patients, students, and visitors to our campus. Security officers assist with crime reports, enforce the hospital policies, respond to hospital or school emergencies, and provide routine vehicle assistance, such as battery jumping and unlocking cars whenever possible. An officer is on duty at all times and can be paged by the Residence Receptionist. Officers are available for escort service to and from the parking areas at any time by dialing the operator (314.865.7000).

### PERSONAL SAFETY

Each student is responsible for taking appropriate and prudent actions to protect themselves and their property. The following guidelines are suggested to help each person become more security conscious. This is not an all-inclusive list and LSN cannot guarantee safety and security for anyone.

1. The School of Nursing buildings are regularly inspected to ensure a safe environment. Security measures are in place with regard to entry and exit from the residence and the movements of students and visitors. Students and visitors are expected to participate in ALL security and safety measures, including evacuation drills.
2. Individuals observed in the building not wearing an identification badge should be reported to the receptionist on duty immediately.
3. Students should never leave personal possessions unsecured anywhere on campus at any time including classrooms.
4. Students are encouraged to travel in pairs in the area around the school at all times. The hospital and school are located in an urban environment and there is a possibility of crime at all times.
5. Any incidents involving personal safety, injury, or theft must be reported immediately to the SAH Security Department, who will contact the St. Louis Police Department. The residence receptionist is the best person to contact for immediate reporting of any problem. In case of an emergency, contact the operator by dialing 22222 from a campus phone or 865-7000 from outside.

### STUDENT PARKING PROGRAM

#### PARKING OF VEHICLES

The Security department administers the parking program for St. Alexius Hospital, including the student parking system. Mandatory registration of all student cars is completed during orientation. Replacement permits can be requested using a form available at the front desk.

1. Permits must be displayed as directed.
2. There is no charge for parking.
3. Student parking areas are:



- The lot surrounding the School of Nursing.
  - The marked parking spaces on Texas Ave.
  - Parking spaces are available on Miami directly in front of the School, however anyone using these metered spaces on Miami must not use them on street sweeping days (signs are posted). Tickets from the City of St. Louis are issued to anyone improperly parked.
4. The Security Department does patrol the lots on a regular basis; however, students are responsible for the security of their vehicle and possessions. Do not leave any valuable items in view in a vehicle. Lock your automobile!
  5. Report incidents or suspicious activity to Security. Contact the operator by dialing “0” from a campus phone or 865-7000.
  6. Vehicle and personal insurance is strongly recommended to protect against losses from vandalism or theft.
  7. Parking in unauthorized lots or spaces can be considered a violation of school policy.

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

#### EMERGENCY PHONE NUMBERS

AMBULANCE, FIRE, LAW ENFORCEMENT	911
ST LOUIS CITY POLICE (non-emergency)	314-231-1212
ST LOUIS FIRE DEPARTMENT (non-emergency)	314-533-3406
MISSOURI STATE HIGHWAY PATROL	573-751-3313
NATIONAL SUICIDE HOTLINE	800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	800-273-8255
POISON CONTROL CENTER	800-222-1222
AMERICAN RED CROSS	314-516-2800
DOMESTIC VIOLENCE ST. LOUIS 24-HOUR CRISIS LINE:	314-993-2777

#### BUILDING EMERGENCY EVACUATION PLAN

##### HOW TO REPORT AN EMERGENCY

##### CALL 911 & Calmly State

- Your name
- The building and room location of the emergency
- The nature of the emergency – fire, chemical spill, etc.
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached.

NAME OF INSTITUTION: Lutheran School of Nursing  
 PHYSICAL ADDRESS: 3547 S Jefferson  
 St. Louis, MO 63118  
 PHONE NUMBER: 314-577-5850

#### BUILDING EVACUATION

Upon hearing the fire alarm, begin evacuation procedures.

- Keep yourself and others calm.
- Quickly proceed outside the building using the planned evacuation route.
- Close doors as you leave.
- Instructors: take your class roster with you for a correct head count.
- Report immediately to the designated “safe area” located on the lot on the south side of Miami Street, directly across from the main entrance to the school.
- Take a head count and immediately and report any discrepancies from your roster to the Director or SDA.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

### **PLANNED EVACUATION ROUTE**

Evacuation routes are posted near every pull alarm in the Education Building and occupied parts of Residence Hall. On the main floor there are ten exit doors; on the lower level, there are three accessible by short stairways. Use the closest available door to exit the building

### **BUILDING SAFETY SYSTEMS**

The building at 3547 S. Jefferson has the following safety systems:

**Alarms** – The fire alarm system in the building is activated by manual pull stations, smoke and heat detectors. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

**Smoke Detectors** – This will immediately activate the fire alarm system.

**Fire Extinguishers and Pull Stations** – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and location will be reviewed upon the hiring of staff and yearly safety in services. Students will be educated at orientation.

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment.

**First Aid Kit** – For minor injuries not requiring medical attention. There are First Aid Kits in the Faculty Resource Room.

**Fire Doors** - Upon alarm activation, fire doors must be kept shut at all times to provide a safe means of egress in corridors.

### **EVACUATION PERSONNEL**

EMERGENCY ANNOUNCER: Registrar or Front Desk Clerk

EVACUATION WARDEN: Director of Nursing Education

ALTERNATE WARDEN: Student Development Advisor

SEARCHER: Financial Aid Coordinator - main level of Education and Residence Hall buildings

SEARCHER: Department Secretary – lower level of Education and Residence Hall buildings

SEARCHER: Student Development Advisor– second and third floor of Residence Hall buildings

### **EVACUATION PERSONNEL DUTIES**

Designated Evacuation Personnel Duties with Alternates per Area. If there are not enough personnel to fill all the roles, roles may be doubled where appropriate.

**Evacuation Personnel should never be placed in imminent danger.**

Evacuation Announcer Duties:

1. Announce any disaster to all areas
2. Use the Bull Horn that has been provided.



### 3. Report to the Evacuation Warden

#### Evacuation Warden Duties:

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report “all clear” or problems.
3. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. “All Clear” will come from the Evacuation Warden

#### Searcher(s) and Alternate Duties: Area should be searchable in 3 minutes or less.

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
3. Notify Evacuation Warden that the floor is “clear” and proceed out of the building.

## **FIRE EMERGENCY**

**If you discover fire or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:**

### **RACE**

**Remove/Relocate** individuals away from danger, if possible, without endangering your safety.

**Activate Alarm:** Pull fire alarm at pull-box, and/or call 911.

**Confine/Contain** fire and smoke by closing doors and windows.

**Extinguish/Evacuate**

- Extinguish the fire only if the fire is smaller than a wastebasket, using the nearest fire extinguisher.
- Evacuate by the nearest safe exit, never use elevators. Do not run! Crawl if overwhelmed by smoke.

**If you hear the fire alarm or are informed of a fire, EVACUATE IMMEDIATELY!**

Follow instructions for the building evacuation plan.

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – Do Not Run – follow your instructor out of the building to the designated safe area.
- Instructors lead your students to the designated safe area.
- Instructors are to take their class roster with them
- Instructors take attendance once at a safe area and report to Evacuation Warden.

**DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED.**

## **SEVERE WEATHER PLAN**

**Severe Weather includes tornados, severe thunderstorms, violent snowstorms and flooding.**

Tornados/Severe Thunderstorms Watch:

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus take the following action:

**Definition of a Watch:** A severe thunderstorm or tornado watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated area.

- Monitor Local Emergency Alert Weather or the National Weather Service.

- Faculty and staff should be alerted to inform students of building’s safe area, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING. The safe area for LSN is the Recreation Room or the main hall on the lower level of the building

**Definition of a Warning:** A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point, the danger is very serious and you should move to a designated safe area.

Tornados/Severe Thunderstorms Warning:

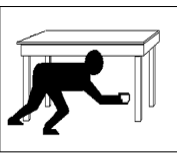
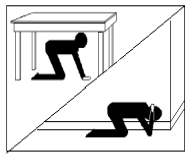
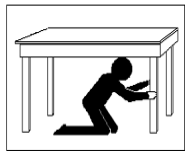
If a tornado or a severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and staff to a safe area (the Recreation Room or the main hall on the lower level of the building) IMMEDIATELY.
- Close classroom, laboratory, and/or office doors.
- Instructors move your students to designated safe areas and take attendance book with you.
- Remain in a safe area until warning expires or until the all-clear has been issued.

**EARTHQUAKE PLAN**

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

**If indoors**

Drop		<p><b>DROP</b> to the ground; take <b>COVER</b> by getting under a sturdy table or another piece of furniture; and <b>HOLD ON</b> until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.</p> <ul style="list-style-type: none"> <li>□ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.</li> </ul>
Cover		<ul style="list-style-type: none"> <li>□ Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.</li> <li>□ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.</li> </ul>
Hold On		<ul style="list-style-type: none"> <li>□ Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.</li> <li>□ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.</li> <li>□ DO NOT use the elevators.</li> </ul>

**If outdoors**

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls from falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

**If in a moving vehicle**

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

**If trapped under debris**

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

**HOSTAGE / INTRUDER SITUATION PLAN**

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

**DIRECTOR**

1. Immediately notify Security and appropriate law enforcement agencies (911).
2. Secure the building
  - a) Lockdown building, and do not let any students that are not in class enter the building.
  - b) Alert all rooms of the event.
  - c) Instructors lock your classroom doors and do not let students leave the classroom.
  - d) Notify all students and personnel who are not on campus to not come to campus.
3. Monitor hostage situation the best you can without doing anything to exacerbate it.
4. Follow instructions of law enforcement officials who will take over when they arrive on site.

**STAFF**

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not “buy into” the delusions of the intruder(s).
5. Suggest moving the students and/or staff quietly out the back door. Back off if this approach angers the intruder(s).
6. Be constantly alert and prepared for violence. Initial Action, Duck, Cover and Hold if the intruder(s) open fire.

*Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.*

**IF THERE SHOULD BE AN ARMED INTRUDER ON CAMPUS****Run**

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

**Hide**



- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

**Fight**

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**React to survive**

- If SAFE to do so, dial 22222 (St. Alexius operator) or 911 to report an armed intruder
- Do NOT set off the fire alarm. This may draw more people (potential targets to the area)
- Use "Run, Hide, Fight" sequence as appropriate

**How to respond when law enforcement arrives**

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating **ST. LOUIS POLICE**



## DEPARTMENT PUBLIC AFFAIRS DIVISION STREET SMARTS

### SAFETY FIRST: AVOIDANCE TECHNIQUES

These are only a few suggestions from the St. Louis Police Department to help keep you out of harm's way. Remember, "Street Smarts" means:

### BE AWARE OF YOUR SURROUNDINGS!

#### APPROACHING YOUR CAR

- ◆ If you see someone or anything that seems strange or threatening, calmly turn away and seek help.
- ◆ Have your key between your thumb and forefinger, ready to plunge into the attacker's eyes, if needed.
- ◆ As soon as you can, get into your vehicle and drive away or sound your horn. This will usually scare your attacker off.

#### BEFORE ENTERING YOUR CAR

- ◆ If possible, know the neighborhood you are in, know the through streets and the ones with barricades.
- ◆ Do not drive right up to the car in front of you. You don't want to be trapped between two cars. If this happens to you and you're convinced it was intentional, by all means, stay in your car! Sound the horn.
- ◆ If a person approaches your car and tries to forcibly enter ... push the accelerator to the floor and ram the car in front of you, then put the car in reverse and ram the car behind you. This may make room for you to pull away!

#### PARKING

- ◆ Before leaving your car, glance around to check for any possible trouble.
- ◆ Avoid parking in underground garages when you are alone.
- ◆ Try not to park on side streets next to alleys.

#### TIRE PROBLEMS AND WHAT TO DO

- ◆ Slowly drive off the side of the road, check to see if anyone has followed you off the road.
- ◆ Stay in your vehicle with the doors and windows locked.
- ◆ Do not roll the window down to talk; the approaching person(s) may have good intentions but do not take the chance.
- ◆ Motion to them that everything is okay and wait for them to leave, and then exit your vehicle. Open the hood: this is an international sign of distress, and then wait for the proper help...police or other authorized people.

#### HOW TO CARRY A PURSE

- ◆ Do not let the purse dangle. This is an extended invitation to both the pickpocket as well as the inexperienced purse-snatcher. If the purse has no straps, then carry it close to your chest.
- ◆ If you carry an open purse, place your valuables in the bottom of the purse and the lesser valuable items near the top.

## WHILE INSIDE

- ◆ Always pull shades or curtains at night.
- ◆ Keep all doors and windows locked at all times.
- ◆ Never open the door to a stranger. Check all credentials and verify them with the company they represent before you permit anyone into your home.
- ◆ Never give the impression that you are home alone. Don't tell strangers on the telephone your or your family's plans.
- ◆ Be cautious about sharing your plans or location on social network sites. It may be that someone who is monitoring your activities could rob you home while you are out or meet you at your destination.
- ◆ If living alone, don't use Miss, Mrs. or Ms on your mailbox or in the telephone listings. Use two initials, like J. K. Smith instead of Josephine Smith.
- ◆ Avoid empty basement laundry rooms or empty laundromats.
- ◆ Change locks when moving into a new apartment, if you have reason to believe this is necessary.
- ◆ If you aren't home, use a timer for lights.
- ◆ Dogs are excellent protection. Even small or friendly dogs can sound the alarm.
- ◆ Never allow young children to answer the door. Because they are friendly and unafraid, they usually will admit anyone.
- ◆ Make sure that there are lights at all entrances where you live. There should be strong deadbolt locks for every door.
- ◆ There should be a lock on every window.
- ◆ Be aware of places where someone might hide, under stairs or between buildings.
- ◆ Know who your neighbors are, and whom you can go to in an emergency. Always find out who is at your door before opening it.
- ◆ If you're alone, not expecting anyone, respond to a ring/knock with, "I'll get it, Bill."
- ◆ When returning home late at night, have your keys ready before you get to the door.
- ◆ If someone has followed you or is watching you, don't let them know where you live. Pass by your home and head for a busy area or return in a few minutes when the area is clear.
- ◆ If you're suspicious about a person on an elevator, get off of it immediately, or do not get on it at all.

## WHILE OUTSIDE

- ◆ When walking alone anywhere, be alert and aware, perhaps even suspicious.
- ◆ When walking at night, stay in well-lighted areas as much as possible. Know where you are going and take the most direct route--one that is well lighted and well-traveled.
- ◆ Notice stores or establishments that stay open at night, a place to go for ready help.
- ◆ If you have to be out alone at night, let someone know your plans so they know where you are and will be on the lookout for you.
- ◆ If you are suspicious of being followed, go to the nearest store or walk out into the street where you can be seen.
- ◆ Both day and night drive with all your doors locked.
- ◆ If you are being followed, drive to the nearest open gas station or police station and honk your horn.
- ◆ If your car is disabled, ask someone to call for help. Don't get out of the car except to raise the hood and then only when it is safe to do so.
- ◆ **If Accosted, Carefully Consider The Situation And Use Your Best Defense.**
  - First and foremost, try to talk them out of it.
  - Distract them; use all the delaying tactics at your command.



- Talk may be your most powerful weapon.
- If your attacker has a weapon, put your life first. Struggling may result in being hurt or killed.
- ◆ Try not to overload yourself with packages, large purses, or books. Pockets are more practical, keeping your hands free. (Most assailants have *their* hands free.)
- ◆ Dress for practicality. Many styles are nice but they can make it harder to move quickly. Capes, scarves, long necklaces and the like are easy to grab. Tight skirts, tight pants, and high heel shoes make it hard to run.
- ◆ If you are alone, be extra aware of what's around you. Listen for footsteps and voices nearby. Look around you to see if someone is following you. If you think so, go to the nearest business or, preferably, the nearest police station.
- ◆ Be aware of any cars that pass you more than once.
- ◆ Don't go home the same way every night.
- ◆ Check the back seat of your car before getting into it.
- ◆ While driving, keep all of your doors locked, and keep your windows rolled up. If you must open a window for ventilation, do not open wide enough for someone to place a hand or instrument through the window.
- ◆ Do Not, At Any Time, Hitchhike!
- ◆ Keep your car in good condition, with plenty of gas and good tires. ---If your car is disabled, sit in your locked car and await the arrival of police. *Do Not Accept A Ride With A Stranger!* Ask that person to notify the police for you.
- ◆ If you shop at night, or even in the afternoon, try to shop with someone. It is not only more fun, but it saves gas, too!
- ◆ If you must walk at night, walk with a purpose. An attacker expects a passive victim, so if you walk slowly or in a daze, you will appear vulnerable. Walking at a steady pace, looking confident and knowing where you are going makes a difference.
- ◆ If you jog or bike, try to do it with a friend, particularly if the trail you take is in an isolated area. Do not enter any isolated area by yourself, even in the middle of the afternoon.
- ◆ At night if you are parked on a lot or in a parking garage, ask to be escorted by the attendant or security officer on the lot or garage. If this is not possible, get a co-worker to go with you or wait until the officer or attendant is available.

**Always, Always Be Aware Of Your Surroundings,  
And the people around you.**





## CREDIT HOURS / CONTACT HOURS POLICY

### LUTHERAN SCHOOL OF NURSING CURRENT CURRICULUM (84 CREDIT) AND WEBSTER COURSES

Lutheran School of Nursing has an Academic definition and Financial Aid definition of a credit hour. The Academic Definition is used to determine credit hour awards and charges for coursework. The Financial Aid definition is used to determine eligibility for aid and deferments.

#### **Financial Aid Credit Hours Overview of Contact and Credit hours:**

A **contact hour** is a measure that represents an hour of scheduled instruction given to students.

**Definition of a credit hour for financial aid:** A credit hour for financial aid purposes is calculated as follows: The total number of theory hours and the total number of clinical hours for a course is divided by 30. The school has documented that each course has a minimum 7.5 hours of required coursework outside of class per 30 hours of instructional time. The United States Department of Education has issued final regulations on clock to credit hour conversions, for purposes of student aid eligibility. Lutheran School of Nursing calculates eligibility based on formulas stated in Part V, 34 CFR Parts 600 and 668. Credit hours for financial aid purposes are different than tuition charges and credit hours awarded on academic transcripts.

A semester **credit hour** is normally granted for satisfactory completion of thirty 50-minute sessions (contact hours) of classroom instruction per term. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

Minimum didactic class requirements for 1 credit hour are defined as 16 hours of instruction accompanying a minimum of 7.5 hours per credit hour for out-of-class work. Minimum clinical/laboratory requirements for 1 credit hour are defined as 48 hours of instruction. Hours of instruction and out-of-class work may be distributed proportionately to reflect modified academic calendars, formats of study, and academic activities as established by the respective institution. Hours listed may exceed minimum requirements.

#### **Overview of Academic Contact and Credit Hours**

A **contact hour** is a measure that represents an hour of scheduled instruction given to students.

A semester **credit hour** is normally granted for satisfactory completion of thirty 50-minute sessions (contact hours) of classroom instruction per term.

#### **Semester credit hours are granted for various types of instruction**

1. Nursing Didactic = thirty contact hours constitutes one credit hour (30:1).
2. Nursing Clinical and Laboratory = thirty contact hours constitutes one credit hour (30:1)
3. Non-Nursing (Webster) = sixteen contact hours constitutes one credit hour (16:1)
4. Non-Nursing Clinical and Laboratory (Webster) = thirty-two contact hours constitutes one credit hour (32:1)

Didactic Definition: A body of students meeting regularly to study the same subject; a course of instruction.

Clinical and Laboratory Definition: Clinical and/or laboratory describes a patient care practicum in which all students are engaged in the practice application of a scientific, technical, or clinical nature that is related to the affiliated course. The students are following a similar set of instructions. The role is facilitation of students in a clinical setting or in an exercise-oriented activity for which there are goals and

outcomes.

**Sample Chart to be included on every syllabus:**

**Lutheran School of Nursing Curriculum and Webster Courses**

*Completed tables like the ones below which summarize the minimum clock hour estimates for courses in compliance with Lutheran School of Nursing credit hour policy will be included in each syllabus.*

*Note: The hours presented in the table below provide estimates for the average time required for completion of course components. Students may require additional time to successfully master topics, complete projects or to comprehend required readings. Completing the times listed below does not guarantee a specific level of success in the course.*

Lutheran School of Nursing Hours of Instruction	Hours
Classroom	
Clinical and Laboratory	
<b>Subtotal</b>	

Lutheran School of Nursing Hours of Student Work Outside of Class <sup>1</sup>	Clock Hours
Assigned Reading	
Exam Study	
Pre-and Post-Clinical/Lab Assignments	
Utilizing Recommended Learning Resources	
Projects	
<b>Subtotal</b>	
<b>Total</b>	

<sup>1</sup>*Assigned readings based on number of class hours and average nursing textbook of 750 pages. Exam study is calculated by number of quizzes/exams in the course. Pre- and post-clinical assignments are inclusive of clinical/lab specific patient care reading, medication review, concept mapping, journaling, and other cumulative measures of clinical/lab experience. Recommended learning resources may include programs of study in case study, content review, exam practice. Projects are specific to written/oral presentations as part of course work.*

Webster Courses Hours of Instruction	Hours (Carnegie)
Classroom	
Laboratory	
<b>Subtotal</b>	

Webster Courses Hours of Student Work Outside of Class <sup>2</sup>	Hours
Assigned Reading	
Exam Study	
Projects	
<b>Subtotal</b>	
<b>Total</b>	

<sup>2</sup>*Assigned readings based on number of class hours, homework required, and average college textbook*

*of 750 pages. Exam study is calculated by number of quizzes/exams in the course. Projects are specific to written/oral presentations as part of course work.*

Lutheran School of Nursing contracts with Webster University to teach the non-nursing courses. These courses are taught at Lutheran School of Nursing by the faculty of Webster University (470 East Lockwood Avenue, St. Louis, MO 63119). The courses are offered in the academic calendar as the nursing courses. The credit hour tuition for these courses is the same as the tuition for LSN courses. Students enrolled in the non-nursing courses earn credit at both institutions.

Webster University defines the contact hours for a credit hour as

#### CONTACT HOURS

Courses at the undergraduate level are scheduled in a variety of formats with minimum specified contact hours for each, including:

A. Traditional (Daytime) Schedule:

Includes daytime UG courses scheduled in formats of multiple meetings per week (i.e., MWF, TR) in either the semester (16-week) or term (8-week) sessions.

1. Semester courses (16 weeks)

Minimum of one contact hour per week per credit hour. A three credit course requires 3 contact hours per week for the duration of the semester.

2. Term courses (8 weeks)

Minimum of two (2) contact hours per week per credit hour. A two credit hour course requires four contact hours per week for the duration of the eight-week term.

B. Accelerated (EVENING) Schedule:

Includes Evening UG courses scheduled in the accelerated eight-week format with a single class meeting per week.

1. Term courses (8 Weeks)

Four contact hours per week per three-credit hour course. A three credit course requires four contact hours per weekly session for the duration of the eight-week term.

2. Interim/Weekend Courses (flexible formats)

Minimum of twelve-contact hours per credit hour. A three-credit hour course requires 36 contact hours to be scheduled within this flexible format.

Non-nursing courses are taught at Lutheran School of Nursing by the faculty of Webster University (470 East Lockwood Avenue, St. Louis, MO 63119). The credit hour tuition for these courses is the same as the tuition for LSN courses.

## SUBSTANCE ABUSE PREVENTION INFORMATION

In accordance with the 1989 **Drug-Free Schools and Communities Act** and amendments (PL 101-226), the following information is provided to all students and employees of Lutheran School of Nursing.

### POLICY STATEMENT

Lutheran School of Nursing is aware of the potential for substance abuse among health care workers and of its institutional responsibility for providing education in this respect. LSN is committed to creating and maintaining an environment that encourages professional, emotional, intellectual, and moral growth among all students and employees.

**The possession, use, or distribution of alcohol or other controlled substances on the campus is prohibited at any time for any reason.** This policy is reviewed annually and a more detailed description is in Chapter 7 of the current Student Handbook, which is distributed to all students and staff members annually in August and available on the school's website

### DISCIPLINARY SANCTIONS

Violations of the above policy will result in disciplinary action as stated in Chapter 8 of the current Student Handbook. The specific actions taken in an individual case may include but are not limited to punitive and rehabilitative elements, such as counseling, satisfactory completion of a treatment program, and referral to the appropriate law enforcement officials for prosecution, loss of resident student status or other privileges, suspension or dismissal from the nursing program. **A second violation of this policy normally results in more serious disciplinary action.**

Employees who violate this policy are subject to disciplinary action as specified by the Human Resources Department of St. Alexius Hospital.

### FEDERAL SANCTIONS

Federal sanctions for convictions may include denial of federal benefits, such as student loans, grants, contracts, and professional licenses.

### PROFESSIONAL SANCTIONS

The State Board of Nursing specifies licensure penalties for drug law violations in Section 335.066 "Denial, Revocation, or Suspension of License, grounds for," of the Nursing Practice Act (Chapter 335, Missouri Statutes) that is included as an appendix in the current Student Handbook. **The act states that RN licensure may be refused or revoked for unlawful possession of alcohol, or lawful use of alcohol to the extent that it impairs a person's ability to perform nursing duties.** According to this act, violations of the drug laws or rules and regulations of this state, any other state, or the federal government (or misuse of a prescribed drug) to the extent that it impairs a person's ability to perform nursing duties, may result in the refusal to issue the RN license or its revocation.

### STATE SANCTIONS

**Alcohol:** In the State of Missouri, it is illegal for anyone under age twenty-one to use alcohol (includes possession, attempting to purchase, or purchasing any alcoholic beverage) or for any person twenty-one years of age or older to provide alcohol to anyone under twenty-one years of age. Persons convicted under Missouri law are subject to fines from \$50.00 to \$1,000.00 and/or imprisonment.

**Drugs:** City ordinance and state law prohibit the manufacture, possession, sale, distribution, and use of illicit drugs. Sanctions are based on the nature of the violation including the amount of the substance in possession. In Missouri, fines range up to \$5,000.00 and imprisonment up to seven years. Conviction in Illinois carries fines up to \$250,000.00 and imprisonment up to thirty years.

### **HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE**

Drug or alcohol abuse results in serious health risks ranging from physical or mental impairment to death. Alcohol consumption causes marked behavioral changes, even in relatively small doses. Judgment and coordination are significantly and quickly impaired, increasing the likelihood of vehicular accidents. A variety of aggressive acts, including spouse and child abuse, may result from low to moderate doses of alcohol. Moderate to higher doses result in marked impairment of higher mental function, significantly altering a person's ability to learn and remember information. Very high doses cause respiratory depression and possible death. When combined with other central nervous system depressants, much lower doses of alcohol produce the symptoms described here.

Repeated use of alcohol can lead to physical and psychological dependence or addiction. Cessation of alcohol intake may result in withdrawal symptoms, which include severe anxiety, tremors, nausea, hallucinations, and convulsions, which can produce a life-threatening situation. Long-term consumption of alcoholic beverages or other drugs can also lead to permanent vital organ damage, particularly to the brain and the liver. Poor nutrition is often seen as a side factor.

Pregnant women who use alcohol during pregnancy run the risk of having infants who suffer from Fetal Alcohol Syndrome, which includes irreversible physical abnormalities and mental retardation. Children of alcoholic parents are at much higher risk of developing addictive behaviors and becoming dependent on alcohol or other drugs.

### **SOURCES OF ASSISTANCE**

The Student Development Office can provide basic educational assistance and make referrals to hospital and community resources. Limited direct service is available at school. All inquiries regarding assistance for alcohol or other drug-related concerns are confidential. A variety of in-patient and out-patient programs are available in the metro area, many with sliding fee structures. Address and other information about these programs are available upon request.

### **THE NATIONAL COUNCIL ON ALCOHOLISM AND DRUG ABUSE - ST. LOUIS AREA**

A "private, nonprofit central resource on alcohol and other drug use, abuse, and addiction" serving the city of St. Louis and the counties of St. Louis, Jefferson, Franklin, St. Charles, Lincoln, and Warren.

24 Hour Hot Line (314) 962-3456 or online at [www.ncada-stl.org](http://www.ncada-stl.org)

Office Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday

Evening hours by appointment

Location: 9355 Olive Blvd, St. Louis, MO 63144

(314) 962-3456

3033 Hwy A, Ste 102 Washington, MO

(636-239-7652

This agency provides information and referral services, resources and training, prevention services, employee assistance programs, advocacy and community development.

These are Self-help groups, which are composed of people who are successfully dealing with specific addictions or drugs by working programs for self-development and regular contact with others doing the same thing. Anonymity outside each group is stressed. There is no formal cost associated with these groups. This is not a complete listing of organizations available for assistance. Consult your area phone directory or the Associate Director of Student Development for confidential assistance.



Al-Anon Information  
Center (314) 645-1572  
Alcoholics Anonymous  
(314) 647-3677  
Co-Dependents  
Anonymous  
<http://coda.org/>  
Cocaine Anonymous  
(314) 361-3500

Narcotics Anonymous  
(314) 830-  
3232  
Nicotine Anonymous  
(314) 832-  
9279  
Rational Recovery  
[http://www.rational.o  
rg](http://www.rational.org)

**Federal Trafficking Penalties**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<b>First Offenses:</b> not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)1 Gram	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.

Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p><b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>
All Schedule V drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$10 million if an individual, \$50 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$20 million if an individual, \$75 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$5 million if an individual, \$25 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$50 million if other than an individual</li> </ul>
Marijuana	50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Hashish	More than 10 kilograms		
Hashish Oil	More than 1 kilogram		
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> </ul>
Hashish	10 kg or less	<ul style="list-style-type: none"> <li>• Fine not more than \$250,000,</li> </ul>	<ul style="list-style-type: none"> <li>• Fine \$500,000 if an individual,</li> </ul>





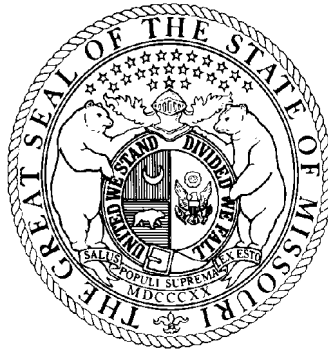
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Hashish Oil	1 kg or less	\$1 million other than individual	\$2 million if other than individual
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Controlled Substances – Uses and Effects										
DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological		TOLER- ANCE	DURATION (Hours)	USUAL METHODS OF ADMINIS- TRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAW AL SYNDROME
<b>NARCOTICS</b>										
Opium /II III V	Dover's Powder, Paregone, Parepectolin	Aneigesic, Antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine/ II III	Morphine, MS-Contin, Roxanol, Roxanol-SR, Pectoral Syrup	Analgesic, Antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone II	Dilaudid	Analgesic	High	High	Yes	2-4	Oral, injected			
Meperidine (Pethidine) II	Demerol, Mepergan, Pethadol	Analgesic	High	High	Yes	2-4	Oral, injected			
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin <sup>2</sup>	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
<b>DEPRESSANTS</b>										
Chloral Hydrate IV	Noctec, Somnos	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates II III IV	Amtal, Butisol, Fiorinal, Lofusate, Nembutal, Seconal, Tuinal, Phenobarbital, Amobarbital, Phenoxbarbital, Fecodarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasic agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Vallum, Tranxex, Verstran, Versed, Halcion, Paxipam, Restoril, Azene, Cloropin, Tranxene	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone I	Quaalude, Optimil, Parest, Somnofac, Sopor	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants/III, IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			



# *Missouri State Board of Nursing*



## *The Nursing Practice Act Chapter 335 RSMO*

August 2015



3605 Missouri Boulevard  
P.O. Box 656  
Jefferson City, MO65102-0656  
573.751.0681Telephone  
573.751.0075Fax  
800.735.2966TTY  
800.735.2466Voice Relay  
nursing@pr.mo.gov  
<http://pr.mo.gov/nursing.asp>

***Missouri Revised Statutes***

**Chapter 335**

**Nurses**

August 2015

This document can be accessed at:

<http://www.moga.mo.gov/mostatutes/chapters/chapText335.html>

General Resources

## AGREEMENTS AND FORMS

### STUDENT AGREEMENT FOR AUDIO-TAPING

Restrictions on audio-taping are based on:

1. Legal issues related to use of copyright materials which may be used in class.
2. Ethical issues related to confidentiality or personal and client information, which may be shared in class.
3. Potential impact of audio-taping on the quality of teaching and class discussion.

The privilege of audiovisual taping is extended to me by the faculty and other students in the classroom with the understanding that I will fulfill the following responsibilities:

1. Seek permission from the lecturer to tape the session at the beginning of the course.
2. Carry out all taping in a manner that does not disrupt lecture or class discussion.
3. Keep all tapes under my direct control and not allow access to individuals outside the school.
4. Allow no additional copies to be made of tapes I make in this course.
5. Completely erase all tapes at the end of each course.
6. Stop taping at the following times:
  - a. during any audio or video presentation containing copyrighted material;
  - b. during lectures or discussions directed by anyone other than the regular course faculty;
  - c. at any time any student in class requests no taping during discussion of personal experiences;
  - d. at any time the course faculty requests no taping.

I understand and agree to the conditions and responsibilities stated here in the Student Handbook. I understand that the privilege of taping can be rescinded at any time if I fail to comply with any of the conditions and responsibilities of this agreement.

**By signing for the Lutheran School of Nursing Student Handbook, I agree to comply with any audio or audiovisual taping rules or regulations of the School.**

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LUTHERAN SCHOOL OF NURSING  
St. Louis, Missouri

## CONFIDENTIALITY STATEMENT

I hereby acknowledge my responsibility under applicable federal law and the agreement between **ST. ALEXIUS HOSPITAL CORPORATION #1**, operating the **LUTHERAN SCHOOL OF NURSING**, and any health care facility to which I may be assigned, to keep confidential any information regarding any patient and proprietary information of any health care facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agree not to reveal to any third party any confidential information of any health care facility, except as required by law or as authorized by health care facility.

By signing for the Lutheran School of Nursing Student Handbook, I agree to comply with any patient information privacy policies and procedures of the School and all health care facilities.

## APPEAL FORM

An appeal must be submitted in writing no later than three business days after the decision being appealed. **An appeal may not be submitted until after the student has completed the grievance process. Please complete form and submit to the correct person based on the step of the grievance appeal process as outlined in Chapter Eight of the current LSN Student Handbook.**

Name		
Address		
City	State	Zip
Phone		

Please check the basis for your appeal. You must attach a written statement supporting your basis for your appeal to be processed.

- Action taken is more severe than warranted based on original situation**
- New information not available at the original decision**
- Improper procedures, which altered the original decision**
- Provable bias on the part of the decision maker**

You may not submit an appeal solely because you do not like the decision during the previous step of the grievance appeal procedure.

I understand by submitting this appeal the current decision may be upheld without change, increased in severity, modified in some way, or completely rescinded.

Signature \_\_\_\_\_ Date \_\_\_\_\_





## Lutheran School of Nursing (LSN) Computer Usage Policy

To ensure fair and proper use of LSN computing resources, users must follow the legal and cooperative rules listed below.

### Legal Responsibilities:

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to St. Alexius Hospital, LSN, other users, or external networks
- Attempting unauthorized entry to the St. Alexius Hospital network or external networks
- Intentional propagation of computer viruses, trojans, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity

### Cooperative Responsibilities:

Lutheran School of Nursing strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources

\_\_\_\_\_  
Student's Printed Name \_\_\_\_\_ Student's Signature & Date \_\_\_\_\_

\_\_\_\_\_  
Student Start Date \_\_\_\_\_ Student Graduation Date \_\_\_\_\_

**LUTHERAN SCHOOL OF NURSING**  
**St. Louis, Missouri**  
**(314) 577-5850**  
**Fax: (314) 268-6160**

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>	<b>PHONE</b>
Stacy Ables-Williams	Student Development Advisor	105	5889
SeYoung Baik	Instructor Level I PRN	G-6	5877
Susan Biebel	Instructor Level I FT	G-8	268-6003
Kathy Borchering	Instructor, NR 202 FT	112	5859
Salina Bush	Medical Librarian/Media Coordinator FT	Library	5864
Julie Campbell	Instructor, NR 202 FT	122	5867
Felech Curry-Rentschler	Residence Receptionist (Evenings) FT	Res. Desk	5850
Mary Debatin-Merod	Financial Aid Coordinator PT	126	5878
Sharon Dodd	Residence Receptionist (Nights) FT	Res. Desk	5850
Paulette Green	Instructor Level I FT	G-7	
Faculty Lounge	Ground Level-Education Building	G-25	5252
Frenita Hall	Instructor, NR 204 FT	107	5858
Sarah Hanna	Instructor Level I FT	117	5860
Tiara Hendricks	Instructor Level I FT	122	577-5868
Yvonne Hughes	Residence Receptionist (Weekend Nights) PRN	Res. Desk	5850
Mary Johnson	Environmental Technician FT	B-01	5850
Michael Kaufmann	Student Success Center Assistant/ Remediation FT	128	TBD
Linda Kemper	Department Secretary FT	110	5892
Kim Klick	Student Accounts Coordinator	SAH-Broadway	256-7452
Paula Linden	Instructor Level I FT	TS-106	577-6413
Marla Martin	Instructor NR 204 FT	115	5863
Carla S. Meeseey	Student Success Coordinator FT	T-109	TBD
Leah Miley	Instructor, NR 202 PT	112	5861
LaTreece Norwood	Instructor, Level I FT	TS-102	577-6418
Kim Porter	Instructor NR 203 FT	T-105	TBD
Chrissy Roberts	Instructor NR 201 FT	T-115	TBD
Ruth Fiedler	Instructor Level I	112	5861
Dusty Scheper	Instructor NR 202 FT	116	5857
Courtney Schult	Instructor NR201 FT	T-115	TBD
Bev Schulze	Instructor, Level I PT	108	5862
Melanie Schwartz	Instructor, NR 201 FT	119	5856
Joseph Solano	Registrar FT	126	6151/6171
Fran Soto	Instructor, NR 203 FT	T-105	TBD
Morgan Swanson	Residence Receptionist (Days) FT	Res Desk	5850
Brittany Way	Instructor, Level I PRN	B-09	268-6004
Allie Webster	Director of Nursing Education FT		5855
Jennifer Wright	Admissions Coordinator/Financial Aid Assistant FT	AV-4/126	5834/5878
Vacant	Conference Room	127	
Student Phone	Countertop		5253
Webster Faculty	A&P I&II, Lifespan Dev, Bio-Ethics	B-08	6002
Library Annex			5891
	Classroom/Office	128	No phone
Vacant		TS-104	577-6414
Vacant		TS-105	577-6412
Vacant		117	5860
Vacant		122	577-5868
Vacant		123	5854
Vacant		121	6162
Vacant		B-13	5851
Vacant		B-10	5860
Vacant		B-11	5890
Resource Room		111	5869

\*no voice mail

LSN Website: [www.nursingschoollmc.com](http://www.nursingschoollmc.com)

LSN information E-mail: [lsninfo@sahstl.com](mailto:lsninfo@sahstl.com)

**MISSOURI STATE BOARD OF NURSING**

3605 Missouri Boulevard  
PO Box 656  
Jefferson City, Missouri 65102  
(573) 751-0681 (Fax: (573) 751-0075)  
<http://pr.mo.gov/nursing.asp>

**ACCREDITATION COMMISSION FOR EDUCATION IN  
NURSING (ACEN) formerly National League for Nursing  
Accrediting Commission (NLNAC)**

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404) 975-5000 (Fax: (404) 975-5020)  
<http://www.acenursing.org/>

**Webster Faculty:**

**Jamie Gotto (A&P I)**  
**Lorna Kelly (A&P II)**  
**Rita Swiener (LIFESPAN DEV)**

**Kenneth Harrison (ENGLISH)**  
**Rita Swiener (PSYCHOLOGY)**  
**Jenneke Bloomfield (MATH for NURSING)**  
**Scott Sinclair (BIO-ETHICS)**

# **ACADEMIC CALENDAR**

## **2017-2018**

LUTHERAN SCHOOL OF NURSING  
St. Louis, Missouri

### FALL 2017

New Student Orientation	July 13 & 14, 2017
First Day of Class (All Students)	Monday August 21, 2017
Labor Day Holiday	Monday September 4, 2017
Last day to withdraw from first 8-week course	Monday September 25, 2017
Fall Break	October 16-20, 2017
Classes Resume	Monday October 23, 2017
Last day to withdraw from second 4-week course	Wednesday, November 8, 2017
Last day to withdraw from 16-week course	Thursday November 9, 2017
Last Day of Class - Class of November 2017	Friday November 17, 2017
Graduation Day - Class of November 2017	Sunday November 19, 2017
Thanksgiving Holiday	November 23 & 24, 2017
Last day to withdraw from second 8-week course	Monday November 27, 2017
Last Day Fall Semester	Friday December 15, 2017
Winter Break	December 18 - January 5, 2018

### SPRING 2018

New Student Orientation	November 30 & December 1, 2017
First Day of Class (All Returning Classes)	Monday, January 8, 2018
Last day to withdraw from first 4-week course	Wednesday, January 24, 2018
Last day to withdraw from first 8-week course	Monday, February 12, 2018
Spring Break I	March 5 – March 9, 2018
Last day to withdraw from second 4-week course	Wednesday, March 28, 2018
Last day to withdraw from 16-week course	Friday, March 30, 2018
Last day to withdraw from second 8-week course	Monday, April 16, 2018
Last Day Spring Semester	Friday, May 4, 2018
Spring Break II	May 7-11, 2018

### SUMMER 2018

First Day of Class (All Students)	Monday May 14, 2018
Memorial Day Holiday	Monday May 28, 2018
Last day to withdraw from first 4-week course	Wednesday, May 30, 2018
Last Day of Class - Class of June 2018 (early)	Friday June 8, 2018
Graduation Day - Class of June 2018 (early)	Sunday June 10, 2018
Last day to withdraw from 8-week course	Monday June 18, 2018
Last Day of Class - Class of June 2018 (late)	Friday June 22, 2018
Graduation Day - Class of June 2018 (late)	Sunday June 24, 2018
Last day to withdraw from second 4-week course	Wednesday, June 27, 2018
Fourth of July Holiday	Wednesday July 4, 2018
Last Day Summer Session	Friday July 6, 2018
New Student Orientation	July 12 & 13, 2018
Classes Resume for 2018 - 2019 Academic Year	Monday August 20, 2018

Calendar subject to change  
09/28/17