



UNDERGRADUATE NURSING HANDBOOK

111 NORTHWESTERN STATE

REVISED September 2022

Table of Contents

College of Nursing Directory	3
College of Nursing General Information and Contacts	3
History of the College of Nursing and School of Allied Health (CONSAH)	4
CONSAH Shreveport Campus (Main Nursing Campus)	6
CONSAH Natchitoches Campus (Main NSU Campus)	7
CONSAH CENLA Campus	8
CONSAH Leesville Campus.	9
CONSAH Mission And ASN Philosophy	10
CONSAH Vision & Values	11
CONSAH Nursing Programs	12
Undergraduate Nursing Programs:.....	12
The Associate of Science in Nursing (ASN)	12
The Bachelor of Science in Nursing Degree (BSN)	12
LPN Articulation Programs: LPN to ASN, LPN to BSN.....	13
RN to BSN Degree.	13
Military Medic/Paramedic to Associate of Science in Nursing Degree (ASN)	13
Bachelor of Science (BS) to Bachelor of Science in Nursing Degree (BSN).....	13
Graduate Nursing Programs	14
Master of Science in Nursing (MSN).	14
The Doctor of Nursing Practice (DNP)	14
CONSAH Continuing Education (CE)	14
General Information	15
Registration/Drop/Adds/Resignations:	15
Commencement:.....	15
Sigma Theta Tau:.....	15
The Current Sauce: (NSU's student newspaper)	15
Potpourri:.....	15
University Policies	16
Credits	16
Official Transcripts	16
View Status of Transcript Request(s)	16
Unofficial Transcripts	16
Appeal for Suspension from University.....	17
Grade Appeal:.....	17
Financial Aid Appeal:.....	17
Student Academic Honesty Statement	18
Classroom Civility Statement.....	18
Classroom Attendance.....	19
Disability Services.....	19
Title IX of the Education Amendments of 1972.....	19
Diversity, Equity, Inclusion Statement.....	20
Alcohol, Drug, and No Smoking Policy	20
Student Code of Conduct.	20
Identification Badges	20

Equal Opportunity at NSU	21
Social Media	21
CONSAH Policies.....	21
Essential Academic Performance and Technical Standards:	22
Request to Repeat/Re-enroll/Re-enter.	22
Waiver of Policy/Dismissal from the Department of Nursing.	22
Department of Nursing Health Form.....	22
CPR Certification	22
Drug Testing Policy:.....	22
Undergraduate Nursing Uniform Policy:.....	23
Communicable Diseases & Disease Exposure.....	23
Social Media Policy.....	24
Administrative Occurrence.	25
Vehicle Registration/Parking.....	25
Academic Calendar.	25
Advising.....	26
Closure due to Weather.....	26
Miscellaneous Information	27
Services Offered at each Campus	27
CONSAH Threat Assessment & Behavioral Interventions.	27
Departmental Student Organizations:.....	28
Shreveport Student Government Association (SSGA):	28
Student Nurses Association (SNA):	28
Appendices	29
Appendix A. Organizational Chart for Northwestern State University.....	29
Appendix B. College of Nursing & College of Allied Health Organizational Chart	30
Appendix C. Undergraduate Nursing Admission, Progression, Dismissal and Graduation Policies.....	31
Appendix D. Academic Performance and Technical Standards	31
Appendix E. Drug Policy.....	31
Appendix F: Undergraduate Nursing Student Uniform Policy	33
Appendix G. Student Acknowledgement & Signature Forms.....	37
Appendix H. Natchitoches Campus Map.....	40
Appendix I. Leesville/Fort Polk Campus Map	41
Appendix J. Alexandria CENLA Airpark Campus Map.....	42
Appendix K. Alexandria CENLA Rapides Campus Map.....	43
Appendix L: Shreveport Campus Map.....	44

College of Nursing Directory

What	Who	Where	Email	Phone
Dean of College of Nursing	Dr. Joel Hicks	LC 409	hicksj@nsula.edu	318-677-3100
Senior Director, College of Nursing	Dr. Anna Morris	LC 415	morrisa@nsula.edu	318-677-3100
Director, Associate & Bachelor of Science Nursing Programs	Dr. Pamela Holcombe	LC 417	holcombep@nsula.edu	318-677-3100
Alexandria Campus Coordinator	Dr. Leah Pearce	Learning Center	pearcel@nsula.edu	318-484-2184
Director, Assessment	Dr. Debra Clark	LC 419	clarkd@nsula.edu	318-677-3100
Director, Grants & Planning	Dr. Cindy McGuire	LC 203	johnsonm@nsula.edu	318-677-3020
Director, Student Services	Ashley Briggs	LC 102	briggsa@nsula.edu	318-677-3015
Coordinator, Traditional BSN	Dr. Myla Landry	LC 431	landrym@nsula.edu	318-677-3100
Coordinator, Non-Traditional BSN	Sheri' Wilson	LC 433	wilons@nsula.edu	318-677-3100
Coordinator, BS-BSN Clinical	Kathy Vaughn	LC 327	vaughnan@nsula.edu	318-677-3100
Coordinator, Non-Traditional ASN, LPN & Military	Lisa Wilhite	LC 425	wilhitel@nsula.edu	318-677-3100
Coordinator: Military Medic/Paramedic to ASN	Jessica Tidwell	LC 423	tidwellj@nsula.edu	318-677-3100
Coordinator: Leesville Campus	Dr. Linda Nichols	101-B	nicholsl@nsula.edu	337-392-3124
Coordinator: Natchitoches Campus	Tamara Baxter	Fournet 118	baxtert@nsula.edu	318-357-5963

College of Nursing General Information and Contacts

What	Who	Where	Email	Phone
Admissions	Office of Admissions	Natchitoches	applications@nsula.edu	318-357-4078
Administrative Assistant	James Tabor	LC 443	taborb@nsula.edu	318-677-3100
Bookstore- NSU Shreveport	Follett	LB -1st floor	2061mgr@follett.com	318-677-3047
Campus Police-Shreveport Security Guard-Shreveport	Jon Caliste	LC 135 Lobby/Desk / LC123	calistej@nsula.edu	318-677-3031 318-677-3006
Counselor-Shreveport	William Livigni	LC 133	livigniw@nsula.edu	318-677-3063
Financial Aid Office	Sylvia McGaskey	LC 129	mcgaskeys@nsula.edu nsufinaid@nsula.edu	318-677-3045 318-357-5485
General Information	Student Services	LC 102		318-677-3000
Health Services-NSU Shreveport	Tiffany Rogers	LC 102	rogersti@nsula.edu	318-677-3024
Information Technology/Media Services	Antoinette Carter	LB 107	acarter@nsula.edu	318-677-3018
Library-Shreveport	Sherri Voebel	LB 101Q	voebels@nsula.edu	318-677-3013
Maintenance	Mark Cole	LB 113	colema@nsula.edu	318-677-3029
Scholarships	Ashley Briggs	LB 102	briggsa@nsula.edu	318-677-3015
Sigma Theta Tau International Beta Chi Chapter			betachi.nursingsociety.org	318-677-3015
SSGA/SNA	Ashley Briggs	LC 102	briggsa@nsula.edu	318-677-3015
Student Activities Coordinator	Ashley Briggs	LC 102	briggsa@nsula.edu	318-677-3015
Student Services Facilitator	Kim Stringer	LB 102	stringerk@nsula.edu	318-677-3015

The University Organization Chart is located in Appendix A; the CONSAH Organization Chart is located in Appendix B.

History of the College of Nursing and School of Allied Health (CONSAH)

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

1947-1949	Conference with five hospital-based diploma nursing programs (Highland Sanitarium, North Louisiana Sanitarium, Tri-State Sanitarium, T.E. Schumpert Sanitarium, Shreveport Charity Hospital), Shreveport League for Nursing Education and Shreveport Hospital Council, to determine the feasibility of a collegiate nursing program in Shreveport. Northwestern State College was chosen as the site for the new BSN program.
1949	Department of Nursing in the College of Applied Arts & Sciences of Northwestern State College established. Hospitals discontinue Colleges of nursing and agree to furnish clinical facilities to new BSN program at NSU
1949-1958	Department of Nursing offers three programs of study: 3-year Diploma; 4-year Baccalaureate, and a 2-year RN completion program for diploma nurses (RN-BSN)
1953	Department of Nursing becomes College of Nursing
1958	NSU Diploma Program terminated
1970	Board of Regents confers University status to Northwestern State College
1972	College of Nursing offers ASN, BSN and MSN programs
1986	University reorganization: College of Nursing becomes Division of Nursing offering three programs of study: 1) Undergraduate Studies: ASN, BSN 2) Graduate Studies in Nursing 3) Research (MSN)
1994	BSRT placed under the administrative control of the College of Nursing: Became BSRS in 2007
1997	Division of Nursing becomes College of Nursing
2003	RN to BSN Program becomes first online nursing program in state of Louisiana
2010	Department of Nursing becomes College of Nursing & Allied Health
2013	College of Nursing & Allied Health becomes College of Nursing and School of Allied Health
2014	Doctorate of Nursing Practice program initiated
2016	First time degrees from every nursing program are awarded at commencement: ASN, RN to BSN, BSN, MSN, and DNP
2021	Doctorate of Nursing Practice program for Nurse Anesthesia initiated

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

Accreditation: BSN

1952	National League for Nursing Council of Baccalaureate and Higher Degree Programs grants Temporary Accreditation
1959	Full accreditation granted to baccalaureate program
1979	NLN (NLNAC) Accreditation
1988	NLN (NLNAC) Accreditation
1996	NLN (NLNAC) Accreditation
1996	Accreditation by Council of Baccalaureate and Higher Degree Programs of the NLN
1998	Preliminary Accreditation by Commission on Collegiate Nursing Education (CCNE)
2003	Full Accreditation from CCNE
2013	Reaccreditation by CCNE
2021	Reaccreditation by CCNE

The baccalaureate degree program in nursing at NSU is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-6791

Accreditation: ASN

1974	Accreditation by Council of Associate Degree Programs of the National League for Nursing (NLNAC)
1982	Full accreditation granted to associate program
1990	NLN (NLNAC) Accreditation
1998	NLN (NLNAC) Accreditation
2006	NLN (NLNAC) Accreditation
2014	ACEN Continued Accreditation

The Associate of Science Program at NSU is accredited by the following:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

NSU CONSAH Shreveport Campus (Main Nursing Campus)

Website: nursing.nsula.edu/nursing-programs/

Main phone number: 318-677-3000

Address for the CONSAH Shreveport Campus:

NSU College of Nursing and School of Allied Health

1800 Line Ave.

Shreveport, LA 71101

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

Student, faculty, and staff parking areas are located around the Nursing Education Center Complex and the Warrington Building. Handicapped parking and faculty/staff parking areas are designated. A map of the CONSAH Shreveport campus buildings and parking lots is located in Appendix L.

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

The CONSAH Shreveport campus is composed of the following:

- **Line Avenue Building (LA Building)**
 - Classrooms
 - Relaxation Room
- **Faculty Tower (LC Building)**
 - Faculty Offices
 - Administrative Offices
 - Student Health Clinic
 - Financial Aid
 - Counseling Services
- **Library Building (LB Building)**
 - Shreveport Nursing Library
 - Media Center
 - Computer Lab
 - Bookstore
 - Café Demon
 - Nursing Skills Labs
 - Classrooms/Lecture Halls
- **Warrington Building**
 - Computer labs
 - Classrooms/Lecture Halls

NSU CONSAH Natchitoches Campus (Main NSU Campus)

Websites: nursing.nsula.edu/nursing-programs/ or www.nsula.edu

Main phone number: 318-357-6877

Address for the CONSAH Natchitoches Campus:

NSU College of Nursing and School of Allied Health

Northwestern State University

Natchitoches, Louisiana, 71497.

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

Nursing faculty are available on the Natchitoches Campus for student advising and teaching. A full-time secretary is available to assist faculty and students. See this link for a map and directions of the Natchitoches Campus: [Map and Directions](#) A map of the Natchitoches Campus is located in Appendix H.

Nursing majors on the Natchitoches Campus are enrolled in courses along with students in 90+ other majors. Students from all NSU campuses can participate in governmental, honorary, and social activities on the Natchitoches campus.

[Watson Memorial Library](#) offers a full range of library services to students and faculty on the Natchitoches campus. The library services can be utilized by students and faculty from all NSU campuses. Computer labs, study areas and [Academic Advising Services](#) are located in the Watson Memorial Library. Café Demon, which proudly serves Starbucks coffee, is also at the Watson Memorial Library location. Clinical courses are offered to a limited number of students in the Natchitoches area. Clinical facilities utilized in the Natchitoches area include various hospitals, medical centers, clinics, nursing homes, public health agencies, home health agencies, and other community-based agencies.

NSU CONSAH CENLA Campus

Websites: <https://www.nsula.edu/cenla/>

Main phone numbers: 318-769-7991 or 318-484-2184

Addresses for the CONSAH CENLA Campus:

NSU CONSAH
The NSU CENLA Campus
1410 Neel Kearby Blvd.
Alexandria, LA 71303

NSU CONSAH
Rapides Regional Medical Center
211 Fourth St.
P.O. Box 30165
Alexandria, LA 71301

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

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

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

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

The CENLA Campus is composed of the following:

- **Rapides Regional Medical Center**

- Offices
- Nursing lab
- Radiology lab
- Distance Learning Classrooms
- Computer lab

- **NSU CENLA Campus**

- Distance Learning Classrooms
- Computer labs
- Offices
- Nursing Labs

NSU CONSAH Leesville Campus

Websites: <https://www.nsula.edu/leesville/>

Main phone numbers: 337-392-3102

Address for the CONSAH Leesville Campus:

NSU/Leesville

3329 University Parkway

Leesville, LA 71446

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

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

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

Clinical facilities for the Leesville campus include hospitals and nursing homes in the Leesville, DeRidder, and Ft. Polk areas. A map of the Leesville campus can be found in Appendix I. General information regarding the Leesville campus can be found at this link: <https://www.nsula.edu/leesville/>

The Leesville Campus is composed of the following:

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

Northwestern State University College Of Nursing & School Of Allied Health Mission & ASN Philosophy

Mission

Northwestern State University College of Nursing and School of Allied Health serves an increasingly diverse student population while advancing the mission of the University by offering excellent and innovative undergraduate, graduate, certificate, and continuing education programs that are designed to assist individuals in achieving their goals to become responsible and contributing members of an interprofessional global community that improves the health of our region, state, and nation.

Philosophy of ASN Nursing Programs

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

Person

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

Within these identified boundaries, persons are free to maximize their potential.

Health

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

Nursing

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

Environment

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

Education

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

Northwestern State University College Of Nursing & School Of Allied Health Vision And Values

Vision

The College of Nursing and School of Allied Health strive to be an innovator and a pacesetter in the educational preparation of individuals in nursing and allied health.

Values

EXCELLENCE

Pursue Highest Standards
Uphold Quality
Exceed Challenging Goals
Act as good Stewards of
Resources

RESPECT

Embrace Free
Expression
Treat People Fairly
Value Diversity
Promote Inclusion

CARING

Empathize
Exhibit Openness
Express Sensitivity

TEAMWORK

Involve Others
Challenge with Respect
Communicate Effectively

PROFESSIONALISM

Demonstrate Integrity
Persevere
Display Accountability
Maintain Expertise
Act Ethically

INNOVATION

Transform to advance our
mission
Commit to Continuous
Quality Improvement
Display Passion
Provide state-of-the-art
learning environments

CONSAH Nursing Programs

The College of Nursing and School of Allied Health has four nursing degree programs: Associate of Science in Nursing, Bachelor of Science in Nursing, Master of Science in Nursing, and the Doctor of Nursing Practice. NSU also offers articulation programs for LPN to ASN/BSN and RN to BSN. New program offerings include Military Medic/Paramedic to ASN and BS to BSN. Each degree program within the College of Nursing has special **Admission, Progression, Dismissal and Graduation Policies (APDG Policies)**. **Specific information pertaining to each nursing degree program is available on <https://nursing.nsula.edu/nursing-programs/>**. The ASN program has continuing accreditation from ACEN and approved by LSBN. The BSN, MSN, and DNP programs hold full approval/accreditation from the CCNE and are approved by the LSBN. Comparative information regarding tuition, fees, and length of nursing programs in this geographical area is available from the National League for Nursing, The Watergate, 2600 Virginia Ave, NW, 8th floor, Washington, D.C. 20037, telephone 800-669-1656.

Traditional Nursing Programs:

The Associate of Science in Nursing (ASN)

The ASN program is a five-semester program at Northwestern is a technical nursing education program, which prepares nurses to provide basic nursing care in acute hospital and long-term care settings. The ASN Curriculum and ASN APDG Policies are located in the ASN drop down menu on the College of Nursing website.

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

(NCLEX-RN)

The Bachelor of Science in Nursing Degree (BSN)

The BSN program is an eight-semester program that prepares nurses for professional nursing practice in a wide variety of settings including acute and long-term care settings; community-based settings, and critical care settings. Students gain nursing knowledge and experiences in health assessment, the nursing process, legal-ethical-cultural content, research utilization, nursing management and leadership, and professional role development. The BSN Curriculum and the BSN APDG Policies are located in the BSN drop down menu on the College of Nursing Website.

The four-year program requires 54 credit hours of general academic courses and 66 credit hours of nursing courses. All nursing courses may be completed in six semesters. Upon completion of the program, students are eligible to sit for the licensure examination for registered nurses (NCLEX-RN) and pursue advanced studies at the master's level.

Non-Traditional Studies in Nursing:

LPN Articulation Programs: LPN to ASN, LPN to BSN

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

RN to BSN Degree

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

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

The Military Medic and Paramedic to ASN Degree plan is for those individuals that are currently certified as a Paramedic or Military Medic and have a desire to continue their education to obtain a nursing degree. Eligibility for this program requires at least one year of full-time experience as a paramedic or military medic and a current license or certification. The program requires 34 credit hours of general academic courses and 42 credit hours of nursing courses. Credit is awarded for 14 of the 42 nursing credit hours, for previously learning, upon successful completion of the remaining 28 credit hours of nursing courses. Military Medic- Paramedic to ASN Curriculum and APDG policies are located in the drop-down menus on the College of Nursing website. Upon completion of the program, the student is eligible to sit for the licensure examination for registered nurses (NCLEX-RN).

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

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

The Graduate Nursing Programs (MSN)

The Graduate Nursing Programs assist the student with development of advanced knowledge and skills in order to provide patient care at an advanced level, teach nursing online and in the classroom, evaluate and conduct research, impact public policy, and lead health systems. (For additional information, see the NSU website for Graduate studies.

The Doctor of Nursing Practice (DNP)

The DNP program at Northwestern provides a clinical doctorate for master's prepared registered nurses who desire to practice at the highest nursing level and significantly impact health care outcomes for vulnerable populations. Northwestern also offers the DNP program for nurse anesthesia. (For additional information, see the NSU College of Nursing website for Doctoral Studies.

CONSAH Continuing Education (CE)

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

General Information

Registration/Drop/Adds/Resignations:

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

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

Commencement:

Graduates are expected to participate in commencement exercises on the Natchitoches Campus. Commencement is held at the end of the Fall and Spring semesters. The student must complete an official Application for Graduation in order for the degree to be conferred. The Application for Graduation form, along with additional graduation information is available at the NSU Registrar's website under Graduation Information. [Registrar's Office](#)

Sigma Theta Tau:

Sigma Theta Tau International is the international honor society promoting scholarship and research in nursing. A student enrolled in the BSN program who has completed over one half of the required hours in nursing, has a minimum grade point average (GPA) of 3.0 and ranks in the top 35% of their graduating class is eligible for membership. A student enrolled in the graduate program that has completed one- third of the required hours and has a minimum grade point average of 3.5 is also eligible for membership. Under special circumstances, ASN students may also be inducted. Please contact a STTI board member for additional information.

The Current Sauce: (NSU's student newspaper)

The Current Sauce, established in 1914, is NSU's student newspaper. The newspaper is published weekly during the Fall and Spring semesters and bi-weekly during the Summer. This publication is financed through student activity funds and copies of The Current Sauce are available on all campuses Website: <https://currentsauce.com/> Email: thecurrentsauce@gmail.com Phone: 318-357-5456

Potpourri:

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

University Policies

The College of Nursing and School of Allied Health (CONSAH) adheres to the policies of NSU as published in the [NSU Student Handbook](#) and [University Catalog](#). The most current university catalog can be found under the University Registrar links. The student is responsible for being familiar with all the requirements in these publications. In addition, nursing students enrolled in CONSAH are responsible for the content in the College of Nursing Undergraduate Student Handbook.

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

Credits

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

Official Transcripts

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

View Status of Transcript Request(s)

Access NSU Connect via [myNSU](#). Enter your user name and password to enter myNSU. Select "Grades and Transcripts", and then click on "View Status of Transcript Requests" to check the status of your request.

Unofficial Transcripts

Students may obtain an unofficial transcript by accessing NSU Connect via [myNSU](#). Enter your user name and password to enter myNSU. Click on "Grades and Transcripts" and then click on "View my Transcript" to view or print a copy of your transcript.

Appeal for Suspension from University:

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

Grade Appeal:

The student has the right to appeal grades and suspensions. The grade appeal procedure for the University is presented in detail in the [University Catalog](#). A student has 120 calendar days following the academic period in which a grade was earned to appeal the grade. Grade appeal forms may be obtained from the Registrar's Office, the Student Services Office in Shreveport, the Nursing Office on other campus, or by looking under the heading Appeal/Request Forms online at Registrar's Office

Financial Aid Appeal:

The student has the right to appeal decisions related to financial aid. These forms may be obtained from the Financial Aid Offices on the Natchitoches or Shreveport campus and from the Administrative Offices on the CENLA and Leesville campus. Forms are also available online at [Financial Aid](#). The forms should be directed to the Director of Financial Aid in Natchitoches.

Classroom Civility:

Northwestern State University students, faculty, and staff are expected to create an environment that promotes academic excellence, personal dignity, mutual respect, and individual responsibility in both face-to-face and electronic educational settings regardless of the content of the ideas and opinions being shared. Our diverse backgrounds as individuals combined with ideas and concepts being taught and discussed require that we demonstrate respect for ideas and opinions that may differ from our own. It is part of the educational process to think critically about our own reactions, beliefs, and opinions, and examine why we hold them. Students who use inappropriate language, are verbally abusive, display defiance or disrespect to others, or behave aggressively toward others, speak at inappropriate times, take frequent breaks, interrupt the class by coming to class late or leaving early, engage in loud or distracting behaviors, use cell phones or other noise-making electronic devices like watches with alarms, listen to music on headphones, or play with computers or hand-held games during the class period may be asked to leave the class and may be subjected to disciplinary action. The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Students who are online and make others feel unwelcome, disrespected, harassed, use inappropriate language, are verbally abusive, or display defiance or disrespect to others may also be subjected to disciplinary action under the Northwestern State University Student Code of Conduct and Sanctions (Article VII Sanctions). Copies of the infractions and sanctions are available on the NSU website at

<http://www.nsula.edu/studenthandbook/>.

Student Academic Honesty Statement:

Academic dishonesty is defined as the following: 1) acquiring or using a published test bank, 2) copying from another student's test, paper or computer file, 3) using unauthorized materials during a test, 4) collaborating during a test with any other person by giving or receiving information without authority, 5) stealing, buying, or otherwise obtaining non-administered or unauthorized tests, 6) selling or giving away non-administered or unauthorized tests, 7) bribing anyone to obtain information about a test, 8) substituting for another student or permitting another person to substitute for oneself to take a test, 9) submitting as your own, in fulfillment of academic requirements, any work prepared totally or in part by another, 10) supplying to another student any theme, report, or other work for use in fulfilling academic requirements, and 11) plagiarism, defined as the use of another person's work and the unacknowledged incorporations of that work in one's own work that is offered for credit. Students are expected to abide by the Northwestern State University Academic Honor Code for all educational work including electronic and on-line course work, internships, and other academic pursuits outside the traditional classroom.

Academic dishonesty will result in one or more of the following disciplinary measures to be decided by the course instructor: 1) verbal/written warning including creation of a record in Judicial Affairs, 2) conference with department chair or dean, 3) reduction of test/course grade to an "F". And, 4) a student may subsequently be referred to Judicial Affairs and receive additional disciplinary sanctions including educational alternatives, probation, suspension or expulsion from Northwestern as a result of academic dishonesty. For a comprehensive description of Academic Infractions refer to Article 4 Section 1 of the [Student Handbook](#).

Class Attendance:

Class attendance is an obligation and a privilege. All students are expected to attend their enrolled classes. Failure to do so may jeopardize students' scholastic standing in their courses and may lead to suspension from the University. Course instructors are required to state expectations regarding class attendance during the first week of classes in writing to the students and must maintain a permanent attendance record for each class. Instructors may establish grading policies that incorporate attendance requirements, including policies and penalties for class absence, tardy attendance, make-up work, and late coursework. Instructors may excuse an absence for documented illness and doctor appointments, personal and family issues, and other similar situations at their discretion pursuant to the class attendance policy and shall excuse absences for official University-excused activities^[1] reported by University personnel, religious observances supported by students' religious beliefs, official military orders and first responder orders during emergencies, scheduled court appearances, and jury duty. In professional degree programs (e.g., Nursing, Allied Health, Education), students are required to meet the minimum number of attendance or clinical hours each semester in each course. In the case of planned absence, students are responsible for anticipating such conflicts and discussing them with their instructors in advance, preferably at the beginning of the semester. In the case of unplanned absence, students shall submit documentation to their instructors upon their return to the respective class. Students tardy for a class meeting should resolve the matter with their instructors at the end of the class period during which the tardiness occurred. Otherwise, the instructor may treat the tardiness as an absence pursuant to the class attendance policy. Students are responsible for all class activities missed during their absences, whether excused or unexcused. Acceptance of make-up work and penalties for late work are determined by instructors' discretion pursuant to the written attendance policy for the course. For students with excessive unexcused absences (ten percent or more of the total class meetings), instructors may complete the Non-Attendance Report of Grade Form and submit it to the academic dean of the course recommending that the student be dropped from the roster of that

class. A grade of “F” shall be given if a student has unsatisfactory academic performance in the course and may be given if the student has five or more unexcused absences for MWF classes, four or more unexcused absences for MW or TR classes, two or more unexcused absences from classes that meet for three hours one time a week (Monday-Saturday), and two or more weeks of unexcused absences from Internet classes.

Please refer to the following website for complete information: <https://www.nsula.edu/notalone/>

Sexual Harassment & Assault

Northwestern State University prohibits discrimination based on sex in accordance with federal and state law, including ACT 472 of the 2021 Legislative Session of the Louisiana Legislature (Act 472), Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII), the Violence Against Women Act (VAWA), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and other applicable laws.

The comprehensive scope of this Policy includes procedures to address both power-based violence (which includes sexual misconduct) and Title IX Conduct. This policy is designed to help NSU create and maintain safe learning, working, and living environments for all individuals who participate in the institutions activities and programs, including online instruction. This Policy reflects NSU’s strong commitment to promoting an environment that is free from power-based violence which includes sexual misconduct and Title IX conduct.

Inquiries about the application of this policy should be directed to Ms. Julie Powell, Title IX Coordinator for Students at 318-357-5570 or obannonj@nsula.edu or Ms. Veronica Biscoe, Title IX Coordinator for Employees, whose contact information is available on the Title IX website. This Policy is not intended to infringe upon or restrict rights guaranteed by the United States Constitution, including the right to free speech under the First Amendment or the due process clauses of the Fifth and Fourteenth Amendments.

Americans with Disabilities Act (ADA):

In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University is the Executive Director of University Affairs, Jennifer Kelly (318-357-4300), located in New Fine Arts, 104 Central Avenue, Ste. 102 or email andersonje@nsula.edu. For academic services, contact the Director of Disability Support and Tutoring, Taylor Camidge (318-357-5460), located in room #108-C in Watson Memorial Library or email camidget@nsula.edu. For faculty/staff accommodations and services, contact the Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), located in #111 Caspari Hall or email ramirezv@nsula.edu.

Title IX of the Education Amendments of 1972

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

Student Advocacy/Title IX Coordinator, Julie Powell, obannanj@nsula.edu 318-357-5570, located in room #308 of the Student Services Center.

Diversity, Equity, and Inclusion Statement

Northwestern State University defines diversity as including, but not limited to differences in age, gender identity and expression, religion, language, sexuality, socioeconomic status, ethnicity, race, mental and physical abilities, and geographic background. In our mission to understand our differences, we also hope to realize our commonalities and recognize how all these parts of our identities shape each of our experiences of the world. We are dedicated to fostering a community based on empathy, thoughtful dialogue, personal growth, and action.

Alcohol, Drug and No Smoking Policy:

NSU is a smoke-free campus. Tobacco use of any type (including smokeless and e-cigs) is prohibited on all Northwestern State University campuses. The smoke-free policy covers all interior spaces on Northwestern State University campuses, properties leased or operated by the university, all campus housing, indoor and outdoor athletic facilities, vehicles owned or leased by the university and personal vehicles on the Northwestern State campus whether they are moving or parked. The policy will apply to Northwestern State faculty, staff, students, and visitors to campus including contracted personnel, contractors, and vendors. The policy applies to all university events and events held in university facilities. Those who violate the policy are subject to a fine. NSU is a member of the Drug-Free schools and campuses and abides by their standards. Refer to the NSU Student Handbook for further details.

The university prohibits possession or consumption of alcohol on campus and the possession of alcoholic beverage containers except as provided by university policy that complies with all state and federal statutes. Northwestern State University conforms to all local, state, and federal laws regarding the use of alcohol and other drugs on campus. Northwestern is a member of the Drug-Free schools and campuses and abides by their standards regarding policies, athletic programs, educational programs, enforcement, and assessment. Students and employees who fail to abide by university policies regarding alcohol and other drugs will be subject to disciplinary action according to established university policies and procedures that conform to local, state, and federal laws.

Student Code of Conduct:

The Student Code of Conduct is established to help maintain an environment conducive to learning and other educational pursuits. The Code is intended to ensure the enjoyment of students of all proper rights and to protect the University's mission, processes, resources, and constituent community. Students, faculty, staff, and visitors to campus are expected to follow the Student Code of Conduct and federal and state laws. All members of the Northwestern State University are expected to behave in a manner conducive to the university mission; therefore, civility in the classroom is expected.

Identification Badges:

All NSU students are required to obtain a college picture identification card (ID). An initial NSU ID is issued to a student at their first semester of enrollment. Each semester thereafter, the student is to secure a current semester sticker applied to the back of the badge to validate enrollment. CONSAH students are expected to follow ID badge requirements specific to their campus. All College of Nursing students are required to wear their picture ID badges in a visible area on their clothing at all times while on campus. On the Shreveport campus, all visitors must stop at the security desk to obtain a visitor identification card. Visitors must return these identification cards upon leaving the campus. In addition,

all CONSAH clinical students, regardless of campus, are required to wear specified ID badges in the clinical settings, as part of the clinical uniform.

Equal Opportunity at NSU

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

Social Media

Every Northwestern State University student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in classrooms and on social media. Students should be aware of their association with and responsibilities to NSU while using social media, whether on official NSU sites or in personal communication. Students must also keep in mind that once digital content is created, they have very little control over how that content is shared or how permanent it becomes, and so the impact of statements and the online persona must be considered, especially regarding potential classmates and employers. Students should exercise their freedom of speech to communicate online with respect, which includes adhering to the Student Code of Conduct and reading and responding carefully to others in order to understand their point-of-view. Students must take responsibility for their words and criticism should be constructive, respect diversity, and show tolerance of differences. Students should make it clear that they are stating an opinion and not acting as an official representative of NSU when using social media for personal communication. When that may seem unclear, it may be useful to use a disclaimer such as, “views and opinion expressed are my own and do not reflect those of NSU.”

Policies of the College of Nursing and Allied Health

Special Admission, Progression, Dismissal and Graduation Policies:

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

Essential Academic Performance and Technical Standards:

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

Request to Repeat/Re-enroll/Re-enter:

Students, who need to repeat, re-enroll or re-enter a nursing course must meet eligibility requirements to enroll in the and in the respective curriculum. Request to Repeat/Re-enroll/Re-enter forms are available online or in Student Services on the Shreveport campus, or in the nursing office of other campuses.

[Request to Repeat/Re-enroll/Re-enter](#)

Waiver of Policy/Dismissal from the Department of Nursing:

A student may request a waiver of policy, including dismissal from the CONSAH. Waiver of Policy Forms are located in the Student Services Office or in the nursing office on each campus. The procedure for the request of waiver of policy is found in the University Catalog under CONSAH. Click for [Waiver of Policy/Dismissal from the Department of Nursing](#)

College of Nursing Health Form:

Students admitted to the first clinical course in nursing must submit a completed College of Nursing Health Form. These forms are provided to students with notification of acceptance for enrollment into clinical courses. Certain immunizations/vaccines **are required for clinical, no exceptions**. The physical examination and laboratory tests can be conducted no earlier than six weeks prior to registration. Contact the Campus Health Coordinator, Tiffany Rogers, for information regarding testing and vaccines at (318) 357-3024.

CPR Certification:

Clinical students are required to obtain and maintain **American Heart Association BLS certification**. **Current American Heart Association BLS certification will be acceptable, once verified by the Skills Lab Coordinator, located in LB 219, from all students with current AHA BLS certification** at the Shreveport Campus. Alexandria, Leesville, and Natchitoches will make arrangements for American Heart Association BLS at their locations. Faculty will cover during orientation.

The BLS certification course must meet these requirements:

- American Heart Association BLS Provider. **(American Red Cross CPR training will NOT be accepted.)**
- Be a face-to-face course with return demonstration of skills and cover all age groups. **(Online courses will NOT be accepted.)**
- Cover use of the Automatic External Defibrillator (AED) and bag mask devices. **Certain military CPR training courses are acceptable; however, the course must be verified as the appropriate course and skills training by the Skills Lab Coordinator, located in LB 219.**

Drug Testing Policy: (Appendix E)

NSU conforms to all local, state and federal laws regarding the illegal use of alcohol and other drugs on campus or during university sponsored events. The College of Nursing and Allied Health (CONSAH) believes that substance abuse is a danger to the well-being of faculty/staff, students, health agencies, employees and

clients.

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

Undergraduate Nursing Uniform Policy: (Appendix F)

Each student is an ambassador of the University and is visible to a large segment of the population. Therefore, the student's appearance should enhance the image of the College of Nursing and the health care profession. The student uniform should be worn with dignity and pride. Students enrolled in pre-clinical nursing courses, as well as students enrolled in clinical courses are expected to follow the CONSAH Uniform Policy.

Communicable Diseases & Disease Exposure:

Purpose: To provide guidance in continuation of CONSAH educational offerings while providing faculty, staff, and students protection from communicable diseases.

Definition: A communicable disease is a disease that can be transmitted from one person to another. There are four main modes of disease transmission: direct physical contact; air (through a cough, sneeze, or other particle inhaled); vehicle (ingested or injected); and vector (via animals or insects). The Louisiana Department of Health lists reportable communicable diseases on the agency's website at <http://ldh.la.gov/index.cfm/page/299>

Although the College of Nursing and School of Allied Health (CONSAH) seeks to minimize students' exposure to communicable diseases, professional healthcare education often involves students physically delivering healthcare to patients who are in various stages of wellness/illness, and thus potentially exposes students to communicable disease. Therefore, CONSAH faculty provide all clinical students education regarding **Universal/Standard Precautions** and proper procedures for exposure to blood and body fluids, in accordance with the current guidelines from the Centers for Disease Control and Prevention (CDC).

Students, under the guidance of clinical faculty, are also taught to adhere to the infectious disease policies of our clinical agency partners. All clinical students are provided information regarding the possibility of occupational exposure to communicable diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Covid 19. CONSAH clinical faculty ensure that each student understands that the use of universal/standard precautions is essential to protect themselves, significant others, family members, patients/clients, and health care workers from communicable diseases.

Because communicable diseases vary in virulence, duration, mode of infection and how they affect individuals, CONSAH faculty review the following statements with students each clinical semester:

- If you, someone you live with, or someone you have been in close, direct contact with is sick and exhibiting one or more CDC defined symptoms of an Infectious Disease, stay home, and follow CDC quarantine guidelines to quarantine.
- If you, someone you live with, or someone you have been in close, direct contact with

is considered a Person Under Investigation (PUI) for COVID-19 or any Infectious Disease, stay home and follow CDC guidelines to quarantine.

- If you, someone you live with or someone you have been in close, direct contact with, has recently traveled to countries which are considered to place travelers at increased risk of acquiring a communicable disease, stay home, and follow CDC quarantine guidelines.
- If you are sick and not feeling well, stay home.
- If faculty observe you “not feeling well” you may be sent home.
- If someone on campus or in the clinical learning environment is ill, do not go into the area that the sick person entered until proper disinfecting/decontamination occurs
- If you suspect exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC, do not come to campus or clinical, and see a physician immediately.
- If you are diagnosed with any diseases (conditions)) listed as a reportable disease by the State of Louisiana and the CDC, and as determined by their physician to be of short duration which may be transferred by air or contact, may **not** attend CONSAH courses and/or clinical, depending on physician’s recommendations.
- If you are diagnosed with communicable diseases that are of relatively long duration must notify CONSAH program officials and may **not** attend CONSAH courses and/or clinical, depending on physician’s recommendations and must present a written eligibility to return to campus/class to program officials. The student may be able to continue CONSAH clinical courses with proper counsel from the infection control nurse (Student Health Services Nurse) and /or the department of the Clinical Education Setting. Depending on the severity of the disease, the type of the disease and the student’s physician, the student may be required to withdraw from the CONSAH course(s).
- Faculty, staff, and student confidentiality will be protected per HIPAA and/or FERPA guidelines

Social Media Policy:

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

A. Personal Privacy

1. Set profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.
2. Evaluate photos of yourself that are posted to social networking sites and “untag” photos that depict you in what may be perceived as compromising situations.

3. Be aware of the security and privacy options available to you at any site where personal information is posted. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others even with “Friends Only” access.
- B. Protection of Patient Information
1. Comments made on social networking sites, regarding patients or clinical environments, should be considered the same as if they were made in a public place.
 2. HIPAA rules apply online and students may be held criminally liable for comments that violate HIPAA.
 3. Remember that simply removing the name of a patient does not make them anonymous. Family members, friends of that patient or other patients for whom you are caring for may be able to determine to whom you are referring based on context.
- C. Professionalism
1. Use of social networking sites can have legal ramifications. Comments made regarding care of patients, or comments that portray you, a faculty-staff member, or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.
 2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.
 3. Use discretion when choosing to log onto a social networking site at school. Keep in mind that use of social networking sites during lecture and clinical courses is prohibited.
 4. Photographs and statements made on social networking sites are potentially viewable by future employers.
 5. Students may be subject to disciplinary actions within the College of Nursing and School of Allied Health for any comments that are either unprofessional, or violate clinical policies of the facilities, or violate patient privacy. “Students who meet on social networking sites and who chose to discuss NSU faculty, other students, courses, or NSU in general are expected to conduct themselves in a civil and professional manner. If students should conduct themselves in a verbally abusive, disrespectful or aggressive manner while posting to a public forum of any kind, and it is brought to the attention of NSU faculty or staff, said student(s) may be asked to leave the class/university and are subject to disciplinary action under the Code of Student Conduct and Sanctions (Article VII Sanctions).”

Administrative Occurrence:

Faculty are to report any unusual occurrence/incident to their respective Director/Dean immediately after the occurrence/incident. Any student experiencing any unusual occurrence/incident should report it to a faculty member immediately.

Vehicle Registration/Parking:

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

Academic Calendar:

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

Advising:

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

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

Closure due to Weather:

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

Miscellaneous Information

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

Services Offered at each Campus:

Service	Shreveport	Natchitoches	CENLA	Leesville
Office of Student Service	X	X		
Student Support & Success Services	X	X	X	X
Academic Advising	X	X	X	X
Library	X	X		X
Nursing Skills/Simulation Labs	X	X	X	X
Computer Labs	X	X	X	X
Library Services Online	X	X	X	X
Onsite Financial Aid Office	X	X		
Online Financial Aid Assistance	X	X	X	X
Onsite Counseling Services	X	X		
*Online Counseling Services	X	X	X	X
Distance Learning Classrooms	X	X	X	X
Onsite Campus Police	X	X	X	X
Onsite Bookstore	X	X		
Office of Scholarships & Grants	X	X		
Onsite Campus Housing		X		
Offsite Housing	X	X	X	X
Online Bookstore Access	X	X	X	X

*Will meet with student at campus location if needed.

CONSAH Threat Assessment and Behavioral Intervention Services:

The mission of the Northwestern State University (CONSAH) Threat Assessment and Behavioral Intervention Team is to promote the safety and well-being for the CONSAH campus community by providing resources to prevent or reduce disruptive behavior and minimize or eliminate the threat of violence. The Team reviews cases, which present behavior(s) indicating a possible threat to the safety of the Northwestern State University campus community or its individuals. In situations that pose immediate threats and require first responders, 911 should be contacted immediately. Secondly, local campus police/security should be informed of the situation. To request services for non-immediate threats, please contact the Director of Student Academic Services or the counselor.

Shreveport 318-677-3031; 318-521-3756.

Alexandria 318-484-2184 ext. 109

Leesville 318-392-3102

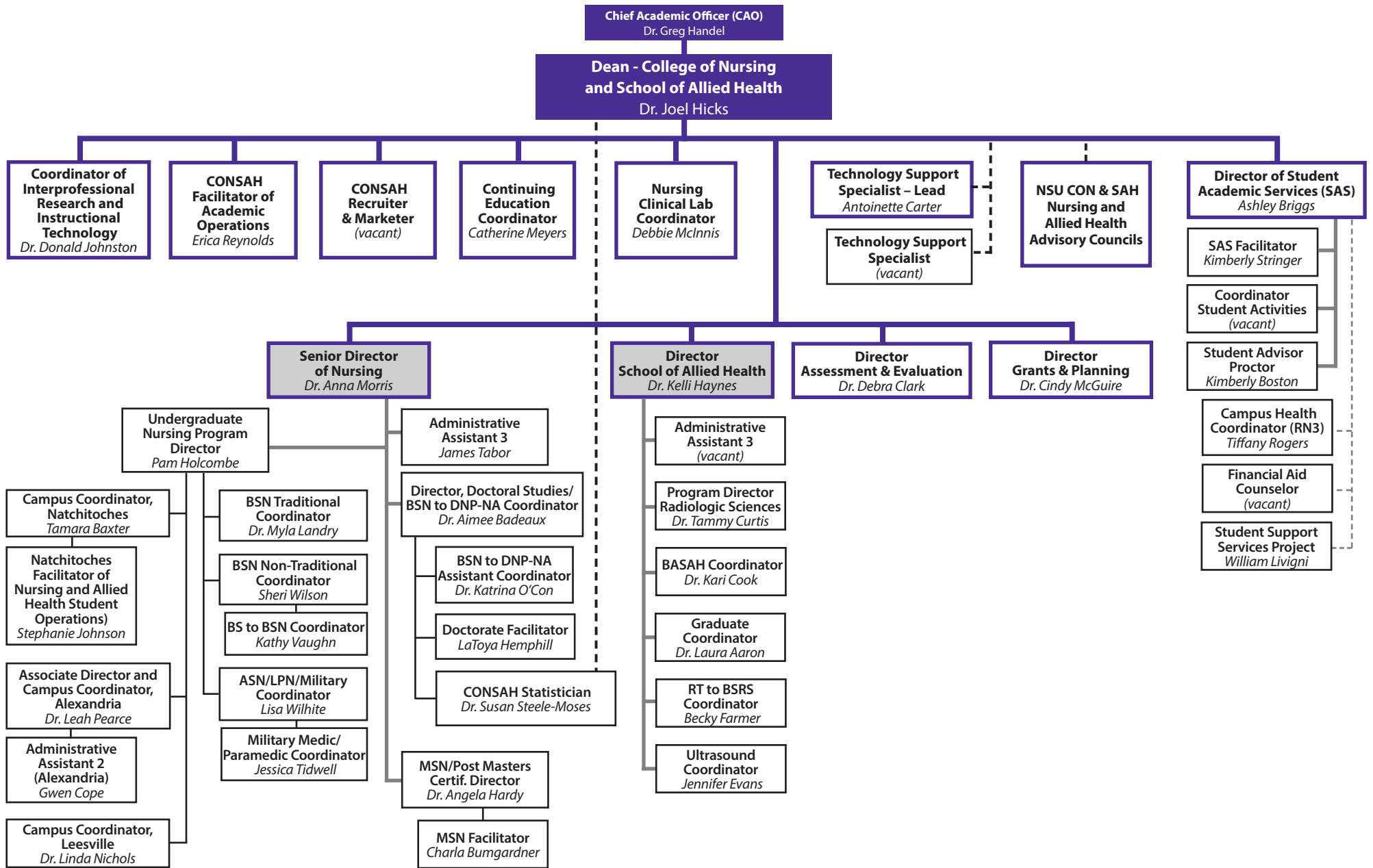
Departmental Student Organizations:

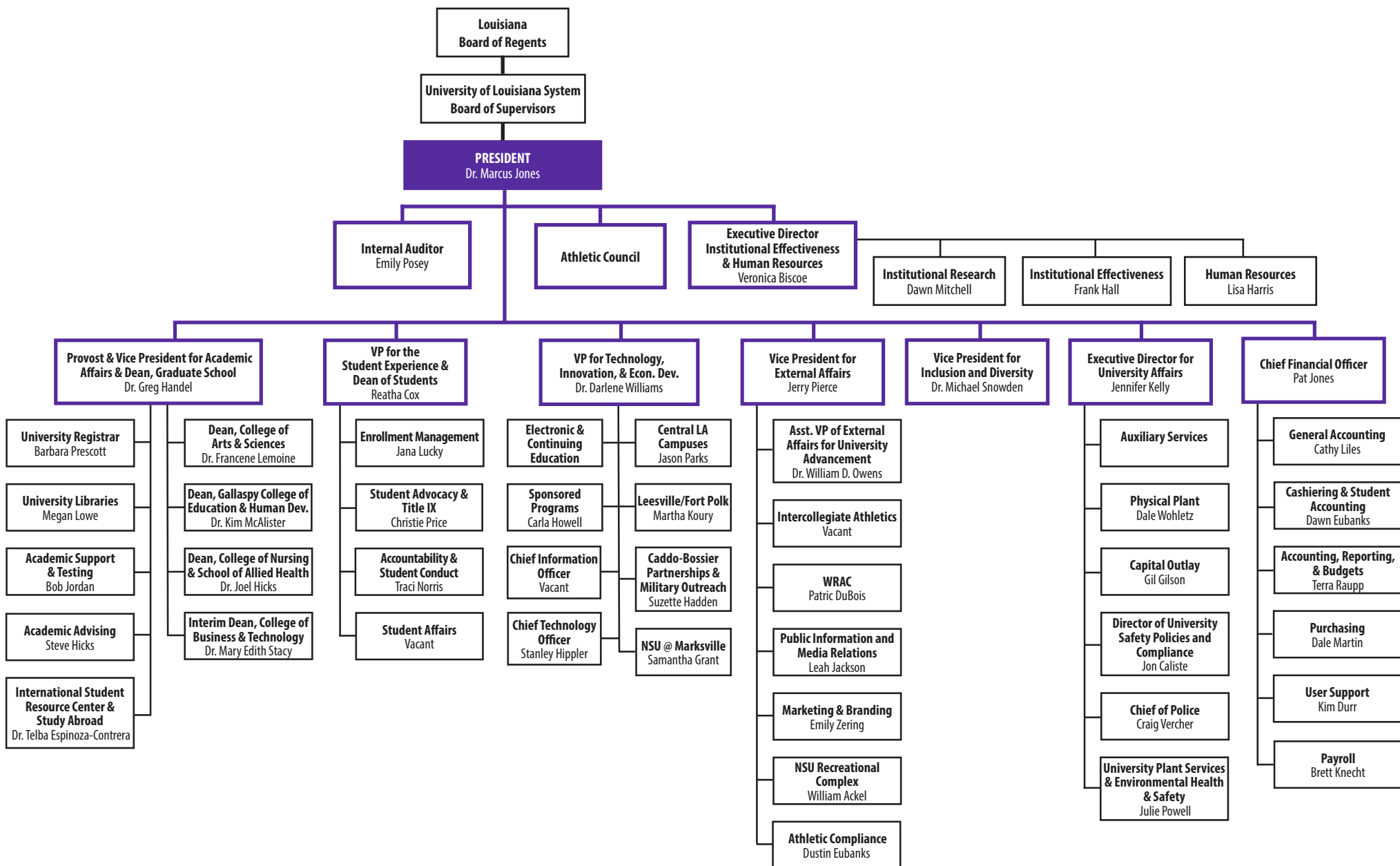
Shreveport Student Government Association (SSGA):

The Shreveport Student Government Association is the representative and governing body of the students. The organization is directly responsible for bringing the interests and concerns of the students to the attention of the administration. Student Government Association members work closely with academics, campus regulations, and other aspects of university life. The Student Government Association allocates fees to various student services and provides services and programs for the University community. Fees are included as a part of the student activity fee for all students who are registered for 6 or more hours at NSU.

Student Nurses Association (SNA):

The Student Nurses' Association, a pre-professional organization, is designed to form a common bond among its members and promote the nursing profession. The SNA is one of the largest and most active student nurse organizations in the U.S. All nursing students registered on all NSU campuses are invited to join.





Appendix C. Undergraduate Studies in Nursing Special Admission, Progression, Dismissal and Graduation Policies

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

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

Appendix D. Performance and Technical Standards

To access the most up-to-date Essential Performance and Technical Standards please visit the website. [Performance and Technical Standards](#)

Appendix E. Drug Policy

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

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

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

I. Definitions

- a. **Controlled Substances** - controlled substances include all chemical substances or mind-altering substances listed in any controlled substance acts or regulations applicable under any federal, state or local laws.
- b. **Campus/clinical** - A student is on campus or in clinical whenever he/she is:
 - i. On any university/health agency property including parking lots.
 - ii. Present at any University sanctioned activity.
 - iii. Wearing an official NSU CONSAH uniform/lab coat.

II. Scope

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

- a. Unauthorized possession or use of a controlled substance and/or alcohol.
- b. Being under the influence of a controlled substance and/or alcohol, including but not limited to DWI arrests, convictions, and driving suspensions.

- c. Illegal manufacture, distribution, sale or purchase of a controlled substance including but not limited to arrests and convictions.
- d. Use, or being under the influence of other drugs, including prescription drugs and over the counter drugs while there is any possibility that such use may impair the student's ability to safely perform or may adversely affect his/her safety or patient safety and care, or safety of faculty or fellow students.

III. Testing

- A. All CONSAH students will submit to regular and random drug testing. Failure to submit to required drug testing within specified time-period will be considered an admission of guilt and student will be required to submit to a drug screen hair analysis at the student's expense.
- B. Drug or alcohol testing of students is authorized under this policy allowing the Dean of the College of Nursing and College of Allied Health, or their designee, to direct a student to undergo testing under the following circumstances:
 - 1. When there is reasonable suspicion or cause to believe that a student is or has recently been under the influence of any drug or alcohol. It is acknowledged that it may be difficult to determine when a student may be under the "influence", in keeping with the purpose of this drug policy NSU views that discretion must be given to the faculty and staff in recognizing the usual signs and symptoms of alcohol or drug use. In that respect, the following is a listing of what NSU deems possible signs and symptoms of drug or alcohol use:
 - a. Frequent absences from class, clinical or lab and/or disappearance from such.
 - b. Isolation and withdrawal.
 - c. Patient care errors, particularly medication errors.
 - d. Detectable odor of alcohol.
 - e. Increasingly poor decision and judgment about patient care.
 - f. Illogical or sloppy charting.
 - g. Unusual accidents/incidents.
 - h. Deteriorating personal appearance.
 - i. Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes.
 - j. When a student is found in possession of alcohol or drugs in violation of this policy.
 - 2. Following an instance or incident the nature of which indicates possible impairment of ability or judgment or following an incident in which patient care standards were violated, or careless acts were performed.
 - 3. When such signs and/or symptoms are observed in a student, the faculty member will notify the Dean or designee. The Dean or designee will go to the campus/clinical area and direct the student to submit to drug/alcohol testing, notifying the student via the Reasonable Cause form. Failure to agree to such testing shall be considered as admission of violation of the student responsibilities as it relates to this policy and shall be sufficient cause to allow Dean's action as allowed under this policy.

4. Within two hours of notification, the student shall report to an identified lab, which utilizes the chain of custody procedure for blood and/or urine testing at the student's expense. The student may not drive a motor vehicle to this lab and will be responsible for all transportation costs.
5. Results of the tests will be kept confidential and will be reported to the Dean or their designee who will then meet with the student to discuss the results and ramifications. A positive blood alcohol, urine drug screen, or hair analysis test may subject the student to sanctions, which may include suspension or dismissal from the CONSAH, and the instance will be reported to the Louisiana State Board of Nursing as applicable.
6. The student may not attend class or clinical activities until the Dean or designee reviews the lab results.
7. All drug screens are at the student's expense, failure to complete the initial screen will result in student obtaining hair screen test at an additional expense. At the time of request for screening, faculty will provide you with an approved list of sites to obtain testing. Prescription for medications must precede date of drug screen request.

Appendix F: Undergraduate Nursing Student Uniform Policy

Students are expected to understand and adhere to the NSU College of Nursing Uniform Policy. **During high COVID season, students may be required to wear additional personal protective equipment (PPE), including face masks, goggles, and hair coverings. Facial hair must be trimmed enough to not interfere with the proper fitting of the student's face mask.**

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

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

Classroom Uniform Policy:

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

standards shall apply and will be enforced:

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

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

1. Pants or skirts (for religious purposes) in khaki or black. No tight-fitting pants, leggings, or jeggings; if skirts are worn, they will not be shorter than knee length.
2. Shirt: Purple polo with NSU College of Nursing and School of Allied Health on front left (On cold days, students may wear a long-sleeved white shirt under their polo.) NSU T-shirts may be worn with the khaki, black pants or purple uniform pants.
3. Shoes: Closed-toe dress or athletic shoes, clean and in good repair, may be worn in the classroom. (no open-toe shoes).
4. The student may also choose to wear the purple uniform to class as indicated in the uniform policy below. If this option is chosen, the student must adhere to the Student Guidelines Related to Student Uniforms.
5. The items below including, but not limited to, are not acceptable:
 1. Hats, caps, do-rags, skullcaps, bandanas, stocking caps and or other headgear. Students seeking accommodations for religious or cultural reasons must make a written request through the Office of the Dean (or the Department Director).
 2. Lounging shoes, lounging slippers, bare feet, short shorts, sagging pants (exposing undergarments), and lounging pants.
 3. Clothing consisting of derogatory and or offensive messages either in pictures or words.

Student Guidelines Related to Student Uniforms Official Insignia Patch

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

Specific Uniform Criteria/Clinical Agency

1. Student uniform must be a deep purple color.
2. Uniform tops may have front snaps, buttons, or pullover styles.
3. Uniform dresses must be at least one inch below the knee.
4. Pants must not drag the floor. Joggers, if worn, the cuff must fit snugly around the ankle.
5. All uniform materials must be of sufficient thickness so that undergarments are not visible.
6. A white crew short- or long-sleeved t-shirt may be worn underneath the uniform for modesty and warmth. A long-sleeved t-shirt must be able to be pushed up on the arms during clinical procedures. Short-sleeved t-shirts must not extend beyond the scrub sleeves. T-shirts must not extend past the bottom of the uniform top.
7. An optional solid purple scrub jacket (with an NSU patch on the left sleeve) may be worn only in the clinical area and only over the above-designated uniform.
8. With the uniform dress, students must wear hose or ankle socks. Ankle socks are acceptable with scrub

pants.

9. Athletic-style or professional nursing shoes, with closed toes and closed heels, must be black or a color that coordinates with uniforms. Shoes should only be worn for clinical and maintained in a clean, professional condition.

Lab Coats

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

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

1. Facility laundered clothing (e.g. Labor unit, OR)
2. Street attire with lab coats (e.g. preclinical assignments). Refer to general requirements for acceptable street attire.
3. Institutional policies will be followed for each individual agency or unit.
4. Community Health Experiences: Refer to syllabus
5. Other changes may be specified by clinical instructors after written request to Student Affairs Committee.

General Requirements

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

Personal Appearance All Students:

1. Students are expected to maintain acceptable personal hygiene.
2. Hair must be clean, well groomed, and neatly arranged. Color should be limited to that found naturally (no green, purple, blue, pink, etc.).
3. In the lab and clinical setting, hair longer than collar length must be secured in a professional manner so as to keep out of patient field of care.
4. Small barrettes and combs may be used to secure long hair and must be of the same color as the hair.
5. No bows/ribbons or headbands may be worn. For special events, occurring in the clinical setting, dispensation may be made by the clinical instructor.
6. Make-up should be worn in good taste and moderation.
7. No perfume, cologne, or scented lotions.
8. Tattoos must be covered in the clinical setting. Must follow institutional policy at all times.

9. Fingernails are to be clean and must not exceed fingertip length. Nail polish, artificial nails, or tips may not be worn.

Students with Facial Hair:

1. No extreme sideburns.
2. Mustaches must be kept trim and not extend below the upper lip.
3. Neatly trimmed beards are acceptable if within policy guidelines of the clinical institution.

Jewelry: Only the following jewelry may be worn with the uniform on clinical days:

1. Wedding band
2. Watch
3. No visible body jewelry is allowed (including tongue studs).

Other:

1. Gum chewing is not permitted at any time while representing NSU or in uniform.
2. Personal beepers, cell phones and other technology shall not be utilized for personal purposes during clinical.
3. No smoking while in uniform. The nursing campus and hospitals are all designated smoke free environments. This includes the use of E-cigarettes while in uniform.
4. No alcoholic beverages are to be consumed while in uniform.

Appendix G. Student Acknowledgment/Signature Forms

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

1. _____ I understand that the College of Nursing institutes background checks and drug screens on all students.
2. _____ I understand that I must report any arrests or legal convictions that occur prior to or during my nursing education. I further understand that legal arrests, convictions, or problems may cause me to be ineligible to complete my clinical experience and make me ineligible to apply for licensure from the State Board of Nursing.
3. _____ I understand that I must comply with State Board of Nursing acceptable behavior of nurses' rules to be eligible for licensure.
4. _____ I understand that I must submit current health data and immunization records to enroll in clinical nursing courses.
5. _____ I understand that I must hold a current basic life support (BLS) certification in order to participate in clinical experiences.
6. _____ I understand the grading scale of the College of Nursing and that a course grade less than "C" constitutes failure of the course. Further, I understand that I will be dismissed from the nursing program if I fail two (2) courses in the nursing curriculum or failure of the same course twice
7. _____ I understand that failure in either the clinical portion of a course or in the theory portion of the course will require me to repeat all course co-requisites in order to progress in the nursing program.
8. _____ I have read and understand the academic requirements for admission to the College of Nursing.
9. _____ I understand that I may be dismissed from the College of Nursing if a faculty member determines that my behavior is unsafe, unethical, unprofessional, or lacks adherence to the policies and procedures of Northwestern State University, College of Nursing, or clinical agency.
10. _____ I understand that I must self-identify and follow the procedures set forth in order to have accommodations for disabilities.
11. _____ I understand that it is my responsibility to meet all university graduation requirements.

12. _____ I understand that professional nursing is a 24 hour/day, 7 day/week field of study; therefore, I may be scheduled for class or clinical time during day or night hours, during the week, or on weekends. I further understand that the student has the responsibility to make arrangements to uphold the schedule as set forth by the faculty member for each course and clinical experience. I understand that students are responsible for transportation to/from all clinical experiences.
13. _____ I understand that attendance at all class meetings and clinical experiences is expected and that the policy for absences must be followed completely.
14. _____ I understand the performance standards written in this handbook and attest that I meet all performance standards required by the College of Nursing.

OR

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

15. _____ I have read, understand, and agree to the substance abuse policy for the university and the College of Nursing. I understand that failure to comply with this policy is grounds for dismissal from the nursing College and the University.
16. _____ I understand that committing fraud, deceit, or dishonesty, which may include plagiarism, falsification, or negligently making incorrect entries on records or any other written work may result in dismissal from the College of Nursing.
17. _____ I have read the Northwestern State University Expectations for Student Behavior and Communications, including the issue of Academic Integrity, and I attest that I am in agreement and I understand that I am expected to follow those guidelines.
18. _____ I understand that neither the College of Nursing nor the various clinical agencies, that I will practice in as a student, are responsible for expenses incurred as a result of injury during clinical experiences.

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

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

Student Signature _____ Date _____

Confidentiality Agreement

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

Student Signature _____ Date _____

Student Permission

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

Student Signature _____ Date _____

Student Permission

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

Student Signature _____ Date _____

Student Permission

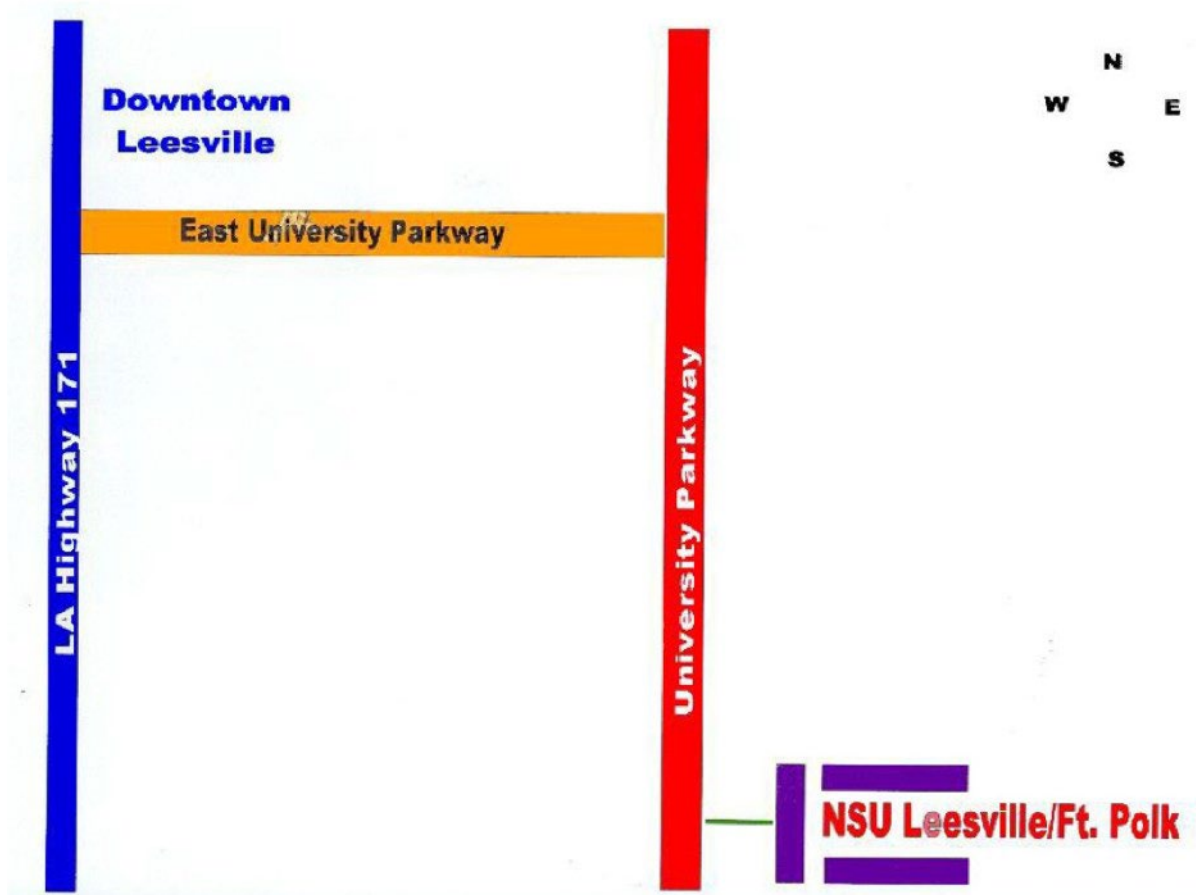
I, _____, hereby grant permission for Northwestern State University and the College of Nursing to use pictures or videos of me participating in nursing classes, clinical experiences, or activities for the purposes of advertisement and recruitment.

Student Signature _____ Date _____

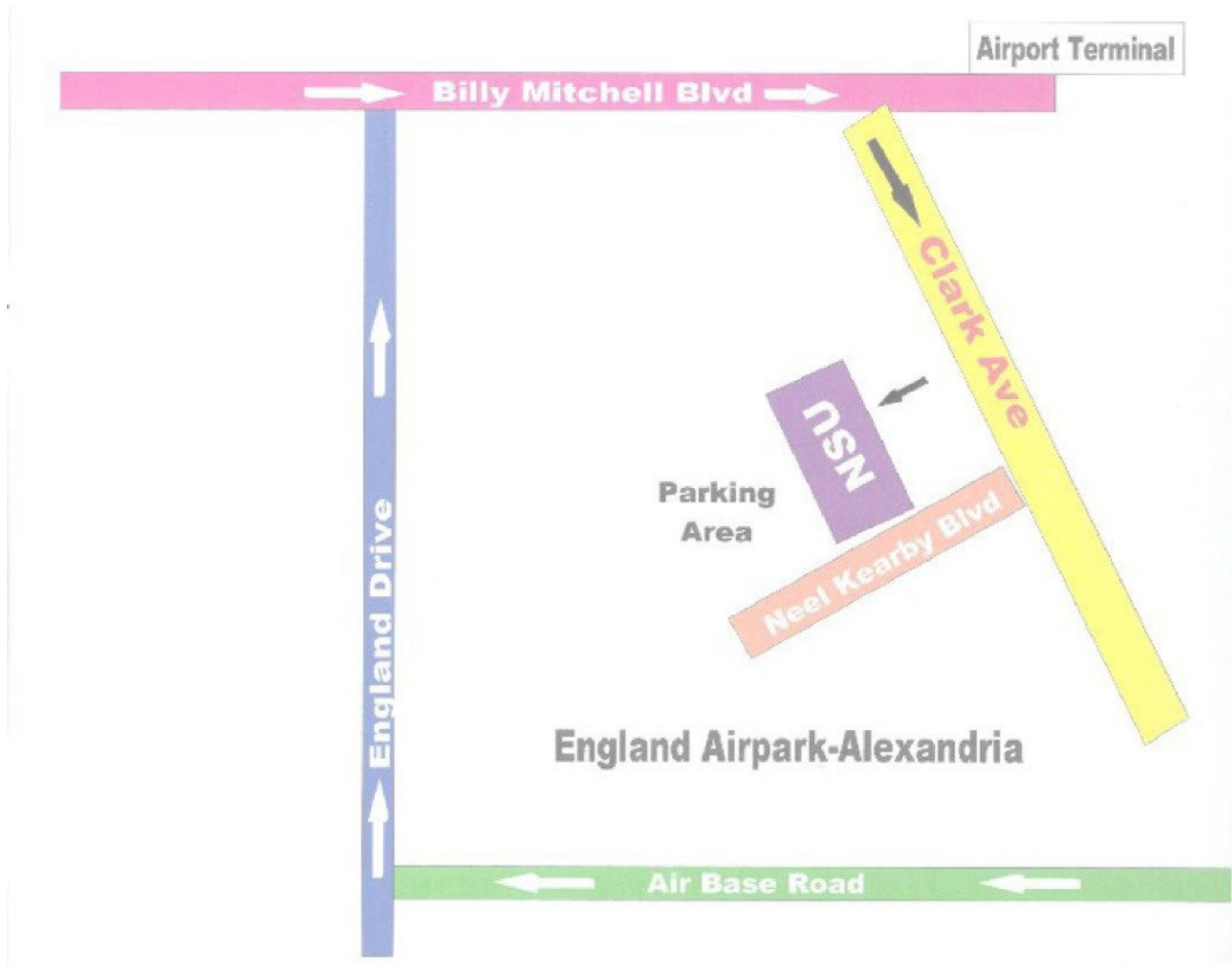
Appendix H. Natchitoches Campus Map



Appendix I. Leesville/Fort Polk Campus Map



Appendix J. Alexandria Airpark Campus Map

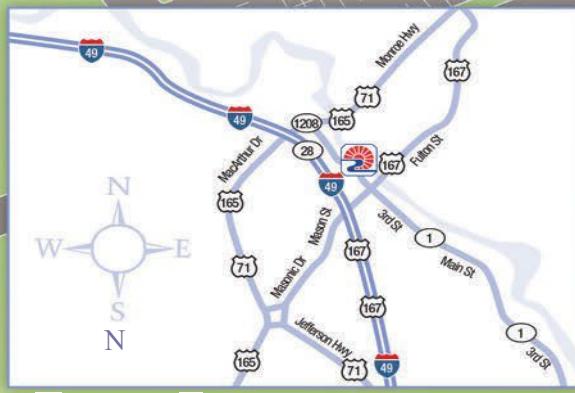




Rapides Regional Medical Center

rapidesregional.com
rapidesregional.com

211 Fourth Street
Alexandria, LA 71301
318.769.3000



Produced by MedMaps® www.medmaps.com

Appendix L: Shreveport Campus Map

