

**Loyola University New Orleans
College of Graduate and Professional Studies
School of Nursing**



BSN Student Handbook

2017-2018 Edition

Loyola University
RN-BSN Student Handbook Table of Contents

Table of Contents

PART 1: GENERAL INFORMATION FOR THE SCHOOL OF NURSING PROGRAM	5
Introduction	5
School and University Web Sites	5
Bachelor of Science in Nursing Education at Loyola.....	5
Accreditation of Loyola Nursing Programs	6
Brief History of the School of Nursing	6
School of Nursing Philosophy and Organizing Concepts	7
PART 2: GENERAL INFORMATION FOR THE BSN PROGRAM.....	10
BSN Program Mission, Goals and Objectives	10
Admission to the BSN Program	10
Types of Admission to the BSN Program.....	11
Policies Governing Transfer Credits.....	11
Undergraduate Program Students.....	11
Enrollment at Other Universities	12
Admission Licensure Requirements for BSN Program	12
Criminal Background Check, Immunization Requirements, and CPR	12
NURSYS E-Notify	13
PART 3: UNIVERSITY, COLLEGE AND SCHOOL POLICIES.....	14
BSN Program Grading Policy	14
Minimal Acceptable Grade in BSN Program	15
Grade Appeals Process.....	15
Academic Honor Code.....	15
Policy Regarding Course Assignments	15
Professional Email Communication	16
Examination Policy.....	17
Attendance Policy	17
Writing Assistance for Students	17
Policy Regarding Return of Student Work	17
Course and Program Evaluations.....	18
Academic Advisement.....	18
Registration Holds.....	18
Withdrawal from a Course and Leave of Absence	18
Tuition Refunds Following Withdrawal.....	18

Withdrawal from a Course.....	18
Withdrawal from the University	19
Leave of Absence	19
Medical Withdrawal from the University.....	19
BSN Student Input into Governance.....	20
Student Representative.....	20
Length of Time to Complete the Program	20
Student Academic Grievance Procedure	21
Disability Services and Accommodation Policy.....	21
FERPA (Family Educational Rights and Privacy Act) - Policy on Release of Information.....	22
PART 4: ORGANIZATIONS AND SERVICES	23
<i>Sigma Theta Tau</i> International Honor Society.....	23
Blackboard Course Management System	23
LORA: Loyola Online Records Access	23
Academic Calendar & Schedule of Classes.....	23
General Student Services	23
PART 5: BSN PROGRESSION PLANS AND GRADUATION REQUIREMENTS	26
RN-BSN Curriculum and Graduation Requirements.....	26
Advanced Placement and Credit by Examination	28
Graduation.....	28
APPENDICES	29
Appendix A: Academic Honor Code Pledge	29
(See next page)	29

School of Nursing, Loyola University New Orleans

Mission, Vision and Core Values

Mission

Educate professional nurses based on Jesuit values, who lead change and translate science into practice in a dynamic global health care environment

Vision

A world where every nurse is a leader

Core Values for the School of Nursing

1. Discerning mindset: finding God in all things
2. Social justice
3. Student-centeredness
4. Serving others
5. Development of personal potential
6. Pursuit of truth
7. Ethically responsible decision-making
8. Embracing diversity
9. Respect
10. Nursing education excellence
11. Interprofessional collaboration
12. Innovative use of technology and pedagogy
13. Faculty scholarship (Boyer Model)

Part 1: General Information for the School of Nursing Program

Introduction

Welcome to the School of Nursing of Loyola University New Orleans. This *Handbook* is your primary resource for information about policies and procedures of the BSN undergraduate program at Loyola. The *Handbook* will provide you with information that will acquaint you with various aspects of your program and help you plan your nursing studies. (Updates to this *Handbook* can be found online.)

In addition to this *Handbook*, official publications of interest to nursing students are the *Loyola University New Orleans Undergraduate Bulletin*, which contains descriptions of all undergraduate programs and general academic regulations, and the *Loyola Student Handbook*, which contains many policies pertinent to all students at Loyola. The 2017-2018 bulletin is updated annually and accessible online: <http://2017bulletin.loyno.edu/undergraduate>

School and University Web Sites

Web sites of interest to students are the University homepage, the School of Nursing homepage, and the BSN program homepage.

- Through the Loyola homepage students have access to the academic calendar, the online student records system, and many University offices and services. The Loyola University homepage is accessed at <http://loyno.edu>
- The School of Nursing homepage has contact information for faculty and staff, and links to many valuable web sites of interest to nurses and other health care professionals. The School's homepage is accessed at <http://loyno.edu/nursing>

RN/BSN students can view and download the most current copy of this student handbook and other documents of interest by following the steps listed below:

Go to the Loyola School of Nursing home page at: <http://loyno.edu/nursing>

Click on "Resources" on the left-hand side of the page

Bachelor of Science in Nursing Education at Loyola

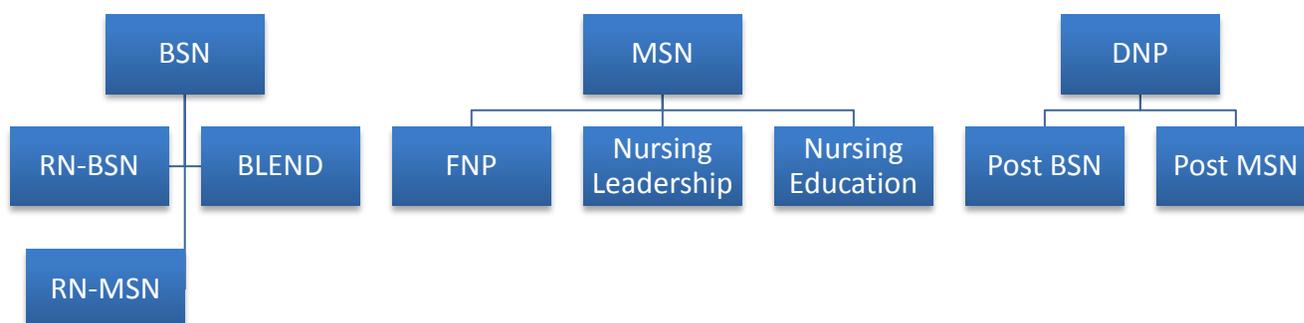
Loyola's Bachelor of Science in Nursing (RN-BSN) program provides an opportunity for educational advancement for associate degree and diploma graduates who are registered nurses (RNs) licensed to practice in the United States. The RN to BSN graduate has the opportunity to enhance their success in the health care environment and to advance their career to the next level. The Loyola RN-BSN program provides students with a broad base of liberal studies in the Jesuit tradition in order to enhance understanding of self, others, and the world in which we live, in addition to a working knowledge of concepts essential to contemporary professional nursing practice.

Students entering the RN-BSN program may find the experience of online bachelor's degree education to be significantly different from that of associate degree pre-licensure education. At Loyola, BSN students are expected to be motivated and active learners. In practice this means that RN-BSN students

will be expected to identify and verbalize their educational needs, be proactive in seeking out educational resources, and become proficient at accessing a variety of information sources. RN-BSN faculty will facilitate, guide, and support the student's learning and provide on-going feedback. Fellow students, who will come from varied settings and backgrounds, will also be a source of new learning. We look forward to taking this journey with you!

Students who enter the RN-BSN program have three options for progression—

- RN-BSN Program—traditional progression
- BLEND (Bridge to Leadership Education for Nurses at a Distance)—for associate degree RNs with a non-nursing bachelors
- RN-MSN—for associate degree RNs who choose to matriculate from the RN-BSN curriculum to the MSN curriculum



Accreditation of Loyola Nursing Programs

Loyola University New Orleans and all of its degree programs are accredited by the **Commission of Colleges of the Southern Association of Colleges and Schools**, 1866 Southern Lane, Decatur, GA 30033, 404-679-4500. The baccalaureate degree in nursing, master's degree in nursing and Doctor of Nursing Practice at Loyola University New Orleans are accredited by **the Commission on Collegiate Nursing Education**, One Dupont Circle, NW Suite 530, Washington, DC 20036, 202-887-6791. All programs are accredited through 2017. All programs meet the requirements of the **Louisiana State Board of Nursing**, 17373 Perkins Road, Baton Rouge, LA 70810, 225-755-7500.

Brief History of the School of Nursing

BSN Degree Program

Loyola's BSN program was the first in the state of Louisiana designed exclusively to meet the needs of registered nurses. The development of the BSN program began in 1979. The first students to complete the BSN program graduated in the Fall of 1982. In the Spring of 1983, the program was fully accredited by the National League for Nursing. During the 1980's the BSN program continued to grow. To meet the increasing demands of RN students for access to BSN education, in 1990 the BSN program developed off-campus learning sites throughout southern Louisiana.

BLEND (Bridge to Leadership Education in Nursing at a Distance) Option

The BLEND option was created as an alternative entry option to the MSN program for RNs who hold a bachelor's degree in a discipline other than nursing. The program began in 2006 and consists of six (6)

credits of BSN courses to facilitate the transition of the student into the MSN program, including population health, health promotion, current issues in nursing, and health care, the professional role of the BSN nurse, and professional communication.

RN-MSN Option

The RN-MSN Option began in 1998, which allows RNs who enter Loyola University with the intent of pursuing a MSN through Loyola the opportunity to substitute two (2) MSN graduate level courses for undergraduate level BSN courses. The student receives both the BSN and MSN degree.

MSN Degree Program

In the Spring of 1996, Loyola's Board of Trustees approved a proposal for the Master of Science in Nursing degree program for Nurse Practitioners. The first class of MSN students was accepted in the Spring of 1997 and graduated in May of 2000. In the Spring of 2001, the Health Care Systems Management (HCSM) option was approved. The first HCSM class was admitted in the Summer of 2001 and graduated in the Spring of 2003. In the Summer of 2004, the HCSM track became the first totally online master's degree track at Loyola. In the Summer of 2017 the HCSM name was changed to Nursing Leadership.

DNP Degree Program Doctor of Nursing Practice (DNP)

The University approved the Doctor of Nursing Practice (DNP) program in May, 2009 and it was accredited on February 1, 2010 by the Southern Association of Colleges and Schools (SACS). The first cohort of post-Master's to DNP students was admitted in summer of 2010. This cohort comprised post-Master's nurse practitioners in Women's Health, Pediatrics, Gerontology, Family or Adult concentrations. In 2011, the DNP program expanded to concentrations for APRN nurse practitioners with an emphasis on Integrated Behavioral Health and a concentration for Executive Nurse Leaders. In 2012, the DNP program expanded to admit post- Baccalaureate to DNP students to prepare them as Family Nurse Practitioners.

School of Nursing Philosophy and Organizing Concepts

The philosophy and organizing framework of the School of Nursing are consistent with the philosophy of Loyola University New Orleans, a Jesuit institution. Loyola University is committed to the belief that Christianity presents a humanistic worldview that is meaningful in any age. The study of professional nursing within the Jesuit tradition includes a focus on person, environment, health, nursing, and education. The following concepts are pertinent to the study of professional nursing within the Jesuit tradition: person, environment, health, nursing, and education.

Person

Viewed as central to the purpose of nursing, the person is a unique, holistic, spiritual being who possesses dignity, worth, and purpose. The person has needs beginning with those essential to life and progressing toward self-actualization. These needs exist within the framework of self-determination that is manifested by the exercise of free will. The person's free will impacts the priority and manner in which these needs are addressed. Although a person's actions are directed toward need gratification, persons seek gratification of these needs in greater or lesser degrees depending on other impacting factors.

From conception to death, the person is an evolving, emerging being who is subject to stressors that may affect one's life cycle, life style or need satisfaction. In constant interaction with the environment, the person functions in a variety of roles with rights and responsibilities for self and society. The person

attempts to maintain functional balance within the context of environmental influences. As an emerging, becoming self, the person has a right to basic health care and has the right to self-determination.

Environment

The person exists within the context of an environment composed of internal and external components. The internal environment is the bio-psychosocial, spiritual nature of the person. The external environment is dynamic, diverse, and multicultural. It is within the context of the external environment that society and social relationships exist. The interactional relationship between the internal and external environments influences the person's health. The relationships between person and environment are influenced by the person's ability to respond, through the process of adaptation, to changes in both the internal and external environments.

Health

Health is a state of integrated functioning. Integrated functioning serves as an indicator of the balance between the internal and external environments. Health is dynamic and occurs on a continuum ranging from functional to dysfunctional. Optimal health is the person's highest functional potential at any given point in time. Progress toward optimal health varies because of the uniqueness of individuals.

Nursing

Guided by a Christian humanistic philosophy, nursing is an emerging practice-oriented, client-centered discipline. As both an art and a science, nursing is developing its unique body of knowledge. Moreover, this emerging body of nursing knowledge incorporates theoretical and empirical knowledge from the biological, physical, and behavioral sciences, and the humanities in achieving its goal.

The goal of nursing is to assist the client to promote, maintain or restore optimal levels of functioning. The client may be an individual, a family, a group, a community, system or society. The client may be encountered throughout the life cycle, at any given point on the health continuum, in many different settings, and under a variety of conditions. Using a holistic perspective, the nurse employs care, concern, creativity, and purpose in assisting the client to maximize functional potential. Nursing is accountable to the client for decisions that are within the scope of nursing practice and for activities that influence that practice.

Professional nursing practice includes behaviors and processes that are initiated for the purpose of assisting the client in (1) health promotion – moving to higher levels of optimal functioning, (2) health maintenance – maintaining the highest functional potential, and (3) health restoration – regaining integrated functioning to the extent possible. Nursing practice occurs within the context of nursing and health-related theories. Critical thinking, creativity, and diagnostic reasoning are foundational to professional nursing practice.

Professional nursing practice employs a variety of roles in a variety of settings to accomplish its purposes. These roles include, but are not limited to, care giver, client advocate, teacher, leader, research consumer, scholar, consultant, and interdisciplinary team member. The implementation of these roles occurs within the framework of Christian ethics.

Professional nursing practice is being propelled by societal changes into an era of accelerated diversity and broadened scope. The dynamic role of the nurse is influenced by increased social health care, health-related ethical dilemmas, and interdisciplinary cooperation.

Education

The faculty believes that baccalaureate education is basic to professional role socialization and the practice of professional nursing. Liberal education provides the opportunity to broaden the scope of one's worldview. The combination of liberal and professional education provides the basis for continuing role development and graduate study.

Graduate education at Loyola is defined as both masters and doctoral education. Graduate education focuses on the development of specialized knowledge and skills by building on the foundation of baccalaureate education. Graduate education values intellectual curiosity, independent learning skills and attitudes, and a commitment to continual learning. Preparation for advanced roles in nursing practice occurs within both the master's and doctoral level and is grounded in theory and research. The emphasis in both programs is to foster the development of competencies necessary for the collaborative management of clients and the development.

Part 2: General Information for the BSN Program

BSN Program Mission, Goals and Objectives

Mission Statement

The primary mission of the Bachelor of Science in Nursing Program of Loyola University is to enhance the RN-BSN students' abilities to act as nurse generalists who possess professional competencies to provide and coordinate client care in a variety of settings. The curriculum is designed to achieve this end. Through upper division nursing studies, the curriculum offers the opportunity for high quality professional nursing education within the multidisciplinary context of a Jesuit university education.

Program Goals

The goals of the BSN Program are to provide RN-BSN students with:

1. A broad base of liberal studies in the Jesuit tradition in order to enhance understanding of self, others, and the world in which we live.
2. An undergraduate education that fosters continued professional growth and forms the foundation for graduate education.
3. Foundational studies and experiences that ensure an appropriate level of competence in effective communication.
4. A working knowledge of concepts essential to contemporary professional nursing practice.
5. A flexible educational program that facilitates attainment of personal and professional career goals, and meets the health care needs of the community.

Program Objectives

Upon completion of the Loyola University's BSN Program, graduates will be able to:

1. Employ critical thinking and decision-making skills in professional nursing practice.
2. Recognize the influence of beliefs, values, and economic status on provision of health care and client health behaviors.
3. Understand the theoretical basis of nursing interventions and use evidenced-based findings in their nursing practice to improve client care.
4. Demonstrate skills in the art of communication with individuals and groups.
5. Design and implement nursing interventions that promote the health of individuals and aggregates.
6. Function as a nurse generalist in primary, secondary, or tertiary health care settings.
7. Demonstrate continuing professional development.

Admission to the BSN Program

Students are admitted to the BSN program based upon a review of all materials provided to the School of Nursing.

Types of Admission to the BSN Program

The BSN Committee of the School of Nursing reviews all applications and makes admissions decisions. Applicants are notified of the Committee's decision by letter. The Committee can recommend two types of admission:

1. **Unconditional Admission:** Applicants are admitted unconditionally when they have submitted all required materials and met all admission standards. Since admission into the BSN program is limited, the SON reserves the right to determine which applicants are the best matches for Loyola's graduate program.
2. **Transient Student Status:** A student will be fully admitted as a degree-seeking student only after official transcripts from each of the colleges and universities attended have been received by Loyola. Until this requirement is met, the student will be classified as a transient student. A transient student can enroll in courses by presenting a current RN license at registration however,
 - A student may be classified as transient for only one semester.
 - Transient students are not eligible for federal financial aid.
 - Transient students are not permitted to register for subsequent semesters until their status is changed to degree seeking (upon submission of all certified transcripts.)
3. **Provisional Admission:** If an applicant appears to meet admission standards but is unable to provide one or more documents required for admission by the time admissions decisions are made, there are additional requirements, such as recommendation for a writing course, provisional admission may be granted. A provisionally admitted student has until the date indicated in the admission letter to provide required materials or to complete identified steps listed in the letter of acceptance in order to progress in the program. The provisionally admitted student will not be allowed to register if needed documentation has not been provided by the stated deadline.
4. **RN-MSN Admission:** Upon completion of the RN-BSN course requirements, including the designated MSN courses, RN-MSN students must apply and be accepted to the respective MSN program.

Policies Governing Transfer Credits

Undergraduate Program Students

University policies and practices governing the transfer of college credits are outlined in the *Loyola University Undergraduate Bulletin*. Important information related to transfer credits is summarized:

1. As a general rule, a **maximum of 64 credits** may be transferred into Loyola from an accredited junior college (i.e., 24 hours of lower division nursing credits and 40 hours of lower division liberal arts, adjunct and elective credits).
2. The 64-credit limitation on transfer credits from junior colleges does not apply to credits transferred from 4-year colleges and universities.
3. The **last 25% of course work (30 credit hours) must be completed from Loyola University curriculum**, and the final 24 credit hours must be completed in the College of Graduate and Professional Studies. The student may request an exception to the last 30-hour rule when a course needed to graduate is not offered by the College of Graduate and Professional Studies.
4. At least 50% of upper-division nursing courses (13 credits) must be completed at Loyola.
5. Courses that are challenged at Loyola and for which the student receives advanced placement (an AP grade on the transcript) **are not counted** toward the last 30 hours.

Note: Students are responsible for providing a rationale for the requested substitution, a course description and other relevant documents if needed. The request must be approved first by the student's faculty advisor then it is routed for approval either to the School of Nursing or the Dean's office.

Enrollment at Other Universities

Students must obtain approval of their requested coursework from the department advisor/chair prior to enrollment in courses at other institutions and a Letter of Good Standing from their dean (if required by the attending university). A Letter of Good Standing is based on a student being in good academic standing, good financial standing, and with no current or pending disciplinary issues. <http://2017bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Admission Licensure Requirements for BSN Program

Upon entering the BSN program, each student must submit proof of a current, unencumbered, unrestricted and valid registered nurse license in the state in which they practice. If, at any point during the program, a student's RN license becomes encumbered or restricted, the student is obligated to immediately inform the Director of the School of Nursing. Under no circumstances will a student with an encumbered or restricted license be permitted to enroll in a course with a practicum component. Failure to report an encumbered license to the Director will result in **dismissal** from the BSN program.

Criminal Background Check, Immunization Requirements, and CPR

Upon admission to the program and at least sixty days prior to enrollment, students are required to apply for a certified background review, at their own expense, by CastleBranch (<https://www.castlebranch.com/>) as designated by Loyola University New Orleans (School Code: LO22) with the results reported to Loyola University New Orleans School of Nursing. **Students must be fully compliant with all items** upon admission to the BSN program and through the entire program, including:

- Background check
- Physical Exam
- Drug test
- RN License
- CPR for Health Care Providers Verification
- Immunization Tracker
 - ALL STUDENTS are required to adhere to all CBC requirements, including immunization requirements--
 - Measles (2 doses)
 - Mumps
 - Rubella
 - Tetanus, Diphtheria, Pertussis
 - Poliomyelitis
 - Influenza
 - Varicella (Chicken Pox)
 - Hepatitis B
- If the student is conducting the practicum in their place of employment, the Loyola University SON requirements must still be adhered to, regardless of the requirements of the employer.

NURSYS E-Notify

The School of Nursing uses the National Council of the State Boards of Nursing electronic system, Nursys, for licensure verification and e-Notify to receive automatic updates on any changes in status of student licensure for those students who live in states with participating boards of nursing. Information about state participation can be found at: <https://www.nursys.com/NLV/NLVJurisdictions.aspx> Although the SON uses this system, each student is responsible for notifying the SON if there is any action related to the student's license while in the program.

Part 3: University, College and School Policies

BSN Program Grading Policy

The University sets the numerical equivalents to letter grades. In keeping with Loyola University policy, faculty are required to publish in the course syllabus evaluation methods to be used to determine a student's course grade. Thus, numerical equivalents to letter grades for each course will be found in the respective course syllabi. Individual course syllabi indicate the portion of the final grade attributed to various grading components. Loyola University uses the following grading scale for graduate students.

Letter Grade	GPA Conversion	Grading Scale	Meaning
A	4.0	93-100	Excellent
A-	3.8	90-92	Excellent
B+	3.3	87-89	Above Average
B	3.0	83-86	Average
B-	2.7	80-82	Below Average
C+	2.3	77-79	Below Average
C	2.0	73-76	Below Average
C-	1.7	70-72	Below Average
D+	1.3	66-69	Minimally Passing
D	1.0	60-65	Minimally Passing
F	Failure	<60	Failure or failure to withdraw
I	N/A	N/A	Incomplete
IP	N/A	N/A	In Progress

Important Notes

The University policy regarding an "I" or "incomplete" grade reads: "An 'I' (incomplete grade) automatically converts to an 'F' if work is not completed by dates specified in the University calendar, that is located at <http://academicaffairs.loyno.edu/records/academic-calendars>."

An "I" grade is to be assigned only when the institution has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. The reasons are customarily medical. The "I" grade is not an automatic extension. *An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.* Faculty-on-record for a course reserves the right to decide the use of "I" grading. Course work completion due dates will be determined by the faculty of record.

See: <http://2017bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages#grading-gr>

The University policy re: "IP" or "In Progress" grade: IP grades for graduating students must be converted to actual grades by the certification date set by the Registrar (July 1 for May graduation, October 1 for August graduation, February 1 for December graduation). Faculty-on-record for a course reserve the right to decide the use of "IP" grading. If the IP grade is not converted by the certification date, the student's diploma will be dated with the next graduation date (e.g., dated August rather than May of the given year).

Once course requirements are completed for an IP or I grade, the faculty member completes the required form to finalize completed I or IP grades and the forms are submitted to the Program Coordinator and the Director. The finalized grade may take several weeks to appear in LORA.

Minimal Acceptable Grade in BSN Program

The minimum acceptable **transfer** grade for undergraduate work is a C. The minimum acceptable grade in any undergraduate course taken at Loyola is a D. However, students must achieve a minimum grade of C (73%) in all nursing courses, and an overall C (2.0) average at the time of graduation.

Grade Appeals Process

As stated in the *Loyola University New Orleans Bulletin*: “The student has a right to know the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given during the semester. The grading system should be included in the course syllabus.”

The complete grade appeals process is fully described in the *Loyola University Bulletin* in the section “Academic Regulations,” under “Grade Appeals.” <http://2017bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages#grade-appeals>.

Academic Honor Code

All BSN students are expected to sign the Academic Honor Pledge and abide by the academic honor code. The BSN faculty have a zero tolerance for any offense (See Appendix A).

Any individual in the Loyola Community can make allegations of an Academic Honor Code violation. In the School of Nursing, the information must be submitted to an appropriate faculty member (e.g., the course faculty if the allegation involves a particular course), the appropriate Program Coordinator, the Director, and/or the Dean of the College of Graduate and Professional Studies. All information must be completed in writing, and evaluation and resolution completed in line with procedures in the School of Nursing.

Policy Regarding Course Assignments

Each course assignment is due to faculty by the designated date and time listed in course materials (e.g., in syllabus, schedule of classes, modules, announcements), and is expected to be submitted to the appropriate location that is provided (e.g., submission through assignment link, discussion board, or elsewhere). Faculty have the responsibility to provide assignment deadline date, time, and location for submission. Any extension of a due date is at the discretion of faculty. Students should not assume that a late assignment will be graded. If a student requests an extension, negotiation with faculty for the extension must be completed **before** the posted deadline for the assignment. Any late assignment, if accepted by faculty, may be penalized in points deduction at the discretion of faculty.

APA style 6th edition and format is required for all formal papers.

Professional Email Communication

Communication by email is commonplace in businesses and health care organizations and is typically a primary means of communication within the organization and outside the organization. Professional email communication must be used during your practicum experience and should be used for all correspondence with the student's faculty and University personnel. The guidelines on composing professional emails below must be used for communication with your preceptor, faculty, and all other email communication during your practicum--

- Always fill in the subject line with a topic that means something to your reader. Not “Decals” or “Important!” Instead use phrases such as “Nursing 752-Practicum Plan,” or “Nursing 735 Assignment Due Date.” Modify the subject line when appropriate; do not continue using the original subject in your reply (or replies) if the subject has changed. Alternately, start a new e-mail if the subject/recipients have changed and/or if the e-mail is unmanageably long.
- Use “Dear,” title, and last name. For example, use “Dear Dr. Smith,” but NOT “Dear Dr. Rhonda Smith,” “Dear Rhonda Smith,” “Dear Smith,” or Dear Dr. Rhonda.” Use Dr. if you are unsure how the person should be addressed.
- Put your main point in the opening sentence. Never begin a message with a vague “This” – as in “This needs to be done by 5:00.” Always specify what you’re writing about.
- Use SBAR (Situation, Background, Assessment and Recommendation) to compose emails -
 - Situation: Identify the situation by telling the reader what your main point or request is.
 - Background: Write as though you assume that your reader has no prior knowledge of your issue or situation.
 - Assessment: Provide your assessment of the situation.
 - Recommendations: Describe what you recommend should be done to address the issue or what you are asking the reader to do.
- As a general rule, please avoid text speak (abbreviations and acronyms). Texting language is not appropriate for professional, academic, or business communication.
- Be brief and polite. If your message runs longer than two or three short paragraphs, consider (a) reducing the message, or “b) providing an attachment. People may be reading emails on mobile devices. But in any case, don’t snap, growl, or bark.
- Remember to say “please” and “thank you.” And mean it.
- Include a friendly closing. “Sincerely” may be too formal for regular business communication, so consider other closings, such as the following: Regards, Best regards, Best wishes, Thanks, and Have a great weekend (if the weekend is coming!).
- Always include your full name and any other pertinent identifying information. Add a signature block with appropriate contact information for consistency.
- Edit and proofread before hitting “send.” Spell-check is not always enough.
- Reply promptly to serious messages. If you need more than 24 hours to collect information or make a decision, send a brief response. If you are out of the office or inaccessible create an “out of office” message.

Examination Policy

All examinations in the School of Nursing shall be monitored by Examity™. A guide on the use of Examity™ can be found at: http://gps.loyno.edu/sites/default/files/file_attach/Examity%20Student%20Guide.pdf and a video tutorial at: <http://www.youtube.com/watch?v=bySuGwSnP88&feature=youtu.be> . For courses that include examinations, a student who has a legitimate reason (such as illness) for missing a scheduled examination should (if at all possible) notify the faculty of her/his absence prior to the scheduled examination. Make-up examinations will be allowed for legitimate absences from scheduled examinations, but the form and scheduling of these examinations will be at the discretion of the faculty.

Attendance Policy

The following are College of Graduate and Professional Studies and School of Nursing policies:

1. In online courses, students are expected to log-in to the course during the first week of the course. Students risk being dropped from a course if they have not logged in during this time.
2. Attendance policy statements are minimum standards. Faculty have the right to exceed those standards and establish grade adjustments as warranted.
3. Participation in all Blackboard assignments and activities is required of all enrolled students.

Writing Assistance for Students

Writing Across the Curriculum (WAC) has writing tutoring available for all students. To begin a tutoring session, students should use the "Submit a Draft" web page that WAC has built for distance learners: <http://www.loyno.edu/success/submit-draft-distance-learning>. The School of Nursing would like to encourage students to utilize this service.

Writing is a process, and one way for you to engage in that process is by having someone provide you with constructive feedback. Through Writing Across the Curriculum, professional writing consultation is available for all registered Loyola students. Tutors are trained to help you clarify and shape your ideas, but they do not simply edit papers or check for content errors. The goal of a tutoring session is to help make you a better writer no matter your skill level or where you are in the writing process. To work with a tutor, please submit your paper, including the assignment, to the WAC website at <http://www.loyno.edu/success/distance-learning>. Please allow 3 business days for a tutor response.

Policy Regarding Return of Student Work

All students have the right to receive copies of their graded work. And Faculty are required to grade and return student work in a timely manner. Blackboard software is used in all courses. Faculty provide information within their course Blackboard sites (e.g., syllabus, etc.) regarding requirements for submission of projects and assignments. Most faculty require assignment submission through Blackboard, and faculty return assignments through Blackboard as well. However, there will be some variation among faculty and within the courses.

Course and Program Evaluations

Student input is highly valued at the University, College, and School of Nursing. Program improvements are often generated by student feedback. Students are expected to complete evaluations of all orientations and courses at the end of every semester or when directed. Faculty values student input into the course and technology. Course and program evaluation is one mechanism for providing input to faculty and administration regarding the student learning experience. Other evaluations of the program are required at exit. After graduation, students are contacted to provide feedback as alumni who have held the BSN degree for a period of time. All evaluation data are reviewed by faculty and administration and serve to inform faculty regarding course and program refinements.

Academic Advisement

Upon entering the BSN Program, each student is assigned an academic advisor. Academic Advisors will be available to meet with students, in person or virtually. Academic advising is done prior to the start of each semester, with additional advising as needed throughout the semester.

Specifically, the Academic Advisor will assist the student by:

1. Providing any needed clarification regarding standard progression plans;
2. Providing guidance when adjustments in the planned program are needed (e.g., dropping or adding courses, leave of absence, etc.);
3. Communication with the student to ensure the student is progressing as per plan.

The student should be familiar with the requirements for the BSN Program, found both in this *Handbook* and the current *Loyola University New Orleans Undergraduate Bulletin*, so that appropriate decisions may be made.

Registration Holds

Under certain circumstances, restrictions (or registration “Holds”) are used to prevent the student from registering. “Holds” may be financial (i.e., an outstanding tuition balance) or other-related (i.e., failure to submit the immunization record). To determine the nature of a hold, access LORA (See Section 5.4 of this *Handbook* for directions for logging onto LORA.) and click on the tab for “Holds.” Contact the Student Financial Services Center at (504) 865-3333 or <http://sfs.loyno.edu/> for financial holds, and the Program Administrative Assistant for other holds.

Withdrawal from a Course and Leave of Absence

Tuition Refunds Following Withdrawal

The University academic calendar (check the academic calendar on LORA for the specific date - see Section 5.4 of the Handbook) for each semester contains a schedule of refunds (i.e., a percent of the tuition) based on the percentage of the course that has been completed by the date of official withdrawal. It is the responsibility of the student to assure the timelines are met by submitting all required paperwork and checking the student account to assure processing has been completed.

Withdrawal from a Course

After the drop/add period and up to one week following the midterm period, students may receive an administrative withdrawal from a course. A grade of W for the course is placed on the transcript, and

the transaction requires the adviser's and instructor's signatures. Course withdrawal is not complete or official until all signatures have been obtained and a copy is filed in the Office of Student Records. The student is required to submit the Course Withdrawal Form to the School of Nursing Office. Students who stop attending but do not officially withdraw from the course will receive a grade of F. Please refer to the academic calendar for deadlines –

<http://academicaffairs.loyno.edu/records/academic-calendars> .

<http://2017bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Withdrawal from the University

To withdraw officially from the university a student must:

Obtain a withdrawal form from the Office of Student Records.

Obtain signatures of the designated officials on the withdrawal form.

Students should consult the academic calendar for the tuition refund schedule and deadlines.

Withdrawal is not complete or official until all signatures have been obtained and the student record's copy is returned to the Office of Student Records.

Those students who withdraw officially from the university prior to the last day for dropping courses as recorded in the academic calendar will have the courses removed from their records. Students withdrawing from the university after the drop period but in the withdrawal period will receive W's (Withdrawal) in all courses. Students who have not been enrolled at the university for a period of two semesters or more must follow the degree requirements in effect at the time of their reentry.

<http://2017bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Leave of Absence

Degree seeking students enrolled in a term may apply to their dean for a leave of absence for either the next term or academic year and process a leave of absence form in the Office of Student Records (Thomas Hall 204). Students returning from a leave of absence are subject to the policies of the bulletin under which they were originally admitted. A leave of absence is not granted to a student transferring to another university. Students who did not formally apply for a leave of absence must reapply for admission and are subject to the policies and requirements of the current bulletin.

<http://2017bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

Medical Withdrawal from the University

Students requesting medical withdrawal should follow the instructions outlined in this section. There are no forms associated with this withdrawal. A student will be granted a medical withdrawal for medical or mental health reasons from the University within the term the student is incapacitated, on the condition that detailed written documentation is provided by the student's health care professional to the Vice President for Student Affairs and associate Provost. Written notification will be provided to appropriate parties by the Vice President for Student Affairs and Associate Provost. Any student receiving a medical withdrawal during the term may be required to remain out of class the succeeding term. (This decision will be based on seriousness of illness and time of withdrawal.) Medical withdrawals must be made within the term being requested (during illness), and are for the entire term. There are no partial medical withdrawals for a term. The Vice President for Student Affairs and Associate Provost will recommend the appropriate refund, if any.

<http://2017bulletin.loyno.edu/academic-regulations/enrollment-and-registration>

BSN Student Input into Governance

The School of Nursing acknowledges the importance of obtaining student input and offering students an active role. To facilitate the process of obtaining input, faculty will announce through e-mail the issues for which student input is requested. All students are expected to submit course evaluations at the appointed time during each semester. In addition, all students are encouraged to provide input to faculty, the program coordinator, and the Director by a variety of means including appointments, e-mail, telephone, written suggestions, etc. All student input is thoughtfully considered and faculty make every attempt to provide appropriate responses to student suggestions. Each BSN track cohort will elect a student representative who is asked to “attend” (in person or by phone) the BSN program track committee meetings. Student representatives are non-voting members of the committee.

Student Representative

The role of the student representative (SR) to the program track faculty is critical to meeting program outcomes. Characteristics of a student representative include but are not limited to the following: excellent verbal and written communication skills, organizational and planning skills, critical reasoning and problem solving skills, interpersonal skills, ability to negotiate, make constructive suggestions and find corresponding solutions.

A student representative demonstrates commitment to the program by participating in meetings that are scheduled over the academic year; taking notes of the meeting and reporting the outcomes of the meeting to the student body; working with other students and faculty to implement initiatives and solutions; creating connections via planning events to enhance communication lines; and devoting about one hour a week towards this role.

Consistent with program outcomes, the SR role enables students to develop and/or strengthen leadership skills, connect with various internal and external agencies, assist student peers with communicating issues, concerns, and opinion. Responsibilities of SRs include:

- Acting as a link between students and faculty/administration
- Serving as a liaison in bringing any issues/suggestions/feedback to faculty at meetings
- Relaying key messages from the faculty/administration to the student body
- Suggesting, developing, and implementing solutions to problems related to online campus life
- Collaborating with students to coordinate events to enhance student communication opportunities

BSN program track meetings are the forum for SRs to present any broad issues/concerns/feedback raised by students to faculty/administrators and support the faculty/administration in conveying their concerns to the student body. SRs gather feedback from students prior to faculty meetings, submit agenda items in a timely fashion, represent their fellow students at the meeting, and report to students on relevant issues.

Length of Time to Complete the Program

Students in the BSN program can progress in their course work at a pace that is mutually agreed upon by the student and academic advisor. Students who find it necessary to drop out of school for a period of time must request a formal leave of absence and complete the relevant paper work (see Leave of Absence above). The *Leave of Absence* form guarantees the student the right to return to the program within one year, after which the formal leave expires. The student will work with the Academic Advisor

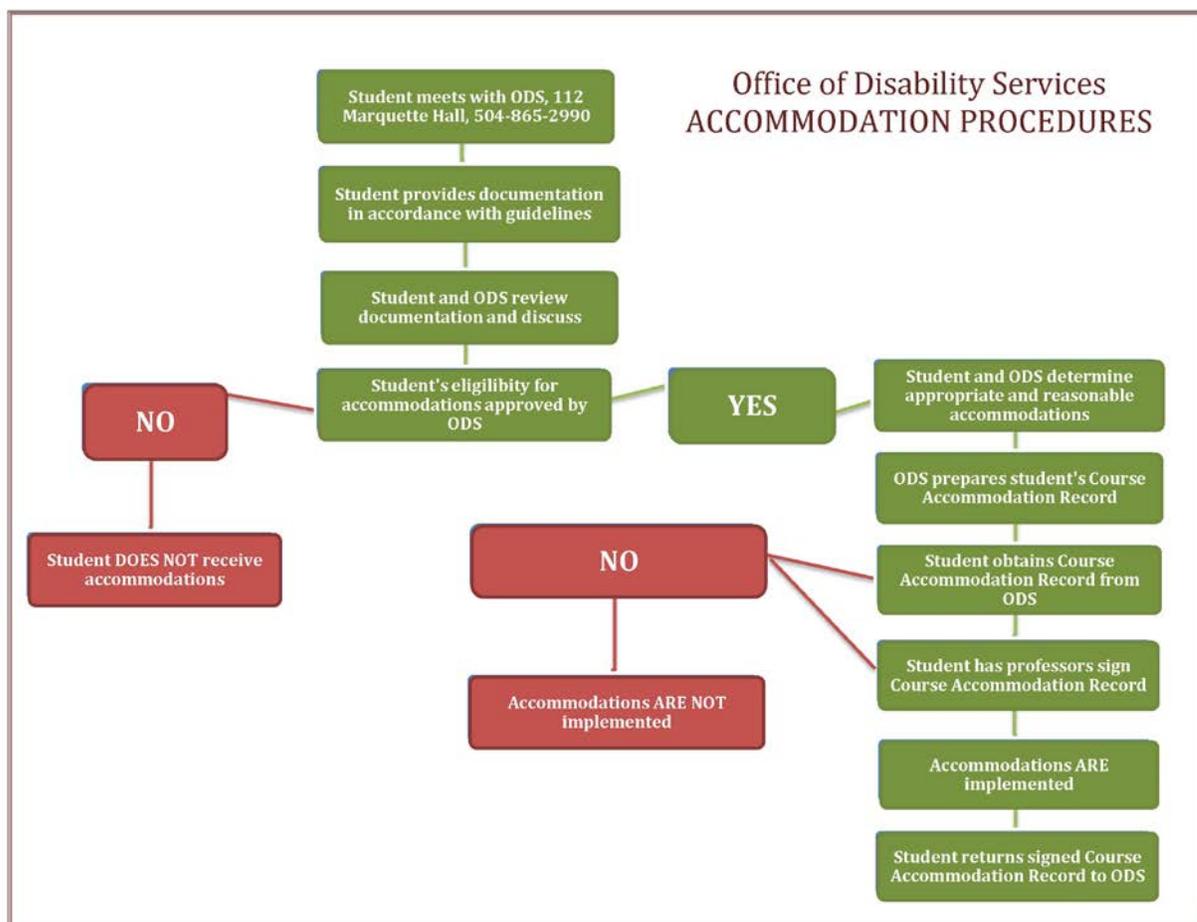
and/or Program Coordinator to develop an alternate plan of study to accommodate the curriculum in effect at the time of reentry.

Student Academic Grievance Procedure

- Any Loyola undergraduate or graduate student who in their opinion believes that they have been subjected to an improper decision on an academic matter is entitled to file a grievance to obtain an independent review of the allegedly improper decision. This procedure does not include grade appeals, or matters of discrimination or harassment, which are addressed by separate procedures. A grievance is a complaint in writing made to an administrative officer of the University concerning an academic decision, made by a person or group of persons acting in an official University capacity that directly and adversely affects the student.
- For purposes of this procedure, an appropriate matter of grievance is defined as any decision of an academic nature, which in the opinion of the student is improper and by which the student believes they have been adversely affected.
- This grievance procedure applies only in those cases involving a perceived academic impropriety arising from a decision taken by: (1) an individual instructor or researcher; (2) a school, department, or program; (3) a committee charged to administer academic policies of a particular school, department, or program; or (4) the University Director of Registration Services, the Vice President for Academic Affairs, the University Senate, or any committee or subcommittee charged to administer the academic policies of Loyola University New Orleans.
<http://2017bulletin.loyno.edu/academic-regulations/grades-and-grade-point-averages>

Disability Services and Accommodation Policy

If you have a disability and wish to receive accommodations, please contact Disability Services at 504-865-2990, ods@loyno.edu, or visit the Office of Disability Services in Marquette Hall 112. Please note that before any accommodations can be implemented, you must obtain an official Course Accommodation Record from Disability Services for signature.



FERPA (Family Educational Rights and Privacy Act) - Policy on Release of Information

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

<http://academicaffairs.loyno.edu/records/annual-notice-students-ferpa>

Emergency Plan

In the event that there is an interruption to our course due to the cancellation of classes by the university as a result of an emergency, we will continue our course on *Blackboard* within 48 hours after cancellation. All students are required to sign on to *Blackboard* and to keep up with course assignments within 48 hours of evacuation and routinely check for announcements and course materials associated with each class. Class handouts will be posted under “course materials”. Students should be familiar with their responsibilities during emergencies, including pre-evacuation and post-evacuation for hurricanes. This information is available on the Academic Affairs web site:

<http://academicaffairs.loyno.edu/students-emergency-responsibilities> Additional emergency-planning information is also available: <http://finance.loyno.edu/police/emergency-plans>

Part 4: Organizations and Services

***Sigma Theta Tau* International Honor Society**

Among organizations of interest to nursing students is the *Xi Psi* At-Large-Chapter of *Sigma Theta Tau* International, the International Honor Society of Nursing. Membership in the honor society is by invitation to students who meet the academic criteria set by *Sigma Theta Tau*. Induction into the Society occurs each Spring. Eligible students receive letters inviting them to join *Sigma Theta Tau*. Since membership in the Honor Society is considered prestigious, all students who are invited to join are strongly encouraged to take advantage of the benefits of membership in the society. The faculty chapter liaison can be reached at stti@loyno.edu.

Blackboard Course Management System

Blackboard is a course delivery system that helps faculty and students communicate more effectively. You may access Blackboard by utilizing clicking on the word “blackboard” in the top right corner of page at: <http://loyno.edu>. Technology requirements and Blackboard specifications are located at located on the Loyola University website (Select [Blackboard Specifications](#)). Blackboard also provides the student with assignment schedules and posted grades. An Instruction Technology Support Specialist is available to assist you during regular business hours at **1-866-789-7148** or onlineed@loyno.edu

LORA: Loyola Online Records Access

LORA is the Loyola Online Records Access system. Students use LORA to register for classes, view grades, transcripts, account summaries, and change mailing and e-mail addresses. To access LORA from the Internet, go to <https://lora.loyno.edu/> and enter your student ID (SSN#) and your PIN. For first time users, the PIN is the first two letters of your first name and the last four digits of your social security number. Once into the LORA system, you will be allowed to choose your own six-digit pin.

Academic Calendar & Schedule of Classes

Use the [Academic Calendar](#) link on the Loyola homepage <http://www.loyno.edu/> to access the academic calendar and to obtain information about class schedules click on “calendar” at the upper corner of the page. Keep in mind that the School of Nursing is in the College of Graduate and Professional Studies of the University.

Schedule of Classes can be found in LORA.

General Student Services

STUDENT SUCCESS CENTER: The Student Success Center is located in Marquette Hall, Rm. 112 and provides a broad range of academic support services free of charge to all Loyola students. Services for Students include: (a) Academic counseling, (b) Disability Services, (c) Testing Services, (d) Tutorial Services, and (e) Writing Consultant. For more information, call (504) 865-2990 or visit at: <http://www.loyno.edu/success>.

MONROE LIBRARY: The library is available during the following hours (Central Time Zone):

Monday - Thursday 7:30 AM - 2:00 AM

Friday 7:00 AM - 9:00 PM

Saturday 11:00 AM- 6:00 PM

Sunday 11:00 AM - 2:00 AM

Phone: 504-864-7111

<http://library.loyno.edu/>

Summer hours:

Monday – Thursday 8:00 AM – 8:00 PM

Friday 8:00 AM – 5:00 PM

Saturday 11:00 AM – 5:00 PM

Sunday 11:00 AM – 8:00 PM

The Learning Commons Desk is reachable during our operating hours, which can be found at <http://library.loyno.edu/about/hours.php>

SON Library Liaison

G. Michael Truran

Public Services Librarian

J. Edgar & Louise S. Monroe Library

Loyola University New Orleans

Office [\(504\) 864-7119](tel:5048647119) | Email gptruran@loyno.edu

Please check the Library schedule by clicking on Monroe Library on the main webpage at <http://library.loyno.edu/> for changes in library hours for holidays and extended study periods. In addition to a large collection, Monroe Library has an extensive interlibrary loan system. Study rooms are also available to students for group and individual study.

BOOKSTORE: The on-campus bookstore is located on the first floor of the Danna Center. Bookstore hours are: Mon-Thurs 8:30 AM - 6:00 PM, Fri 8:30 AM - 4:30 PM, and closed on Sat-Sun. Summer hours may be different. The online Bookstore website is: <http://www.bkstr.com/loyolanostore/home>

FOOD SERVICE/DINING: Loyola has made many recent changes to its dining services. The schedule for these services is subject to change, especially during graduation week. Students are encouraged to find the most current information on our website at the following link: <https://loyno.sodexomyway.com/>

CAREER DEVELOPMENT CENTER: The Career Development Center offers services for students seeking counseling for personal concerns, guidance in identifying career goals, and assistance in finding internship and employment opportunities. Call (504) 865-3860 for appointments or further information. You can also access the center's webpage from the University homepage and then navigating from the Current Students link: <http://studentaffairs.loyno.edu/careers/students>

UNIVERSITY COUNSELING CENTER: The University Counseling Center (UCC) supports all students with free, confidential professional counseling services around issues of stress, depression, anxiety, academic motivation, relationships, and more. For more details regarding the University Counseling Center, please visit the UCC webpage at: <http://studentaffairs.loyno.edu/counseling/about-university-counseling->

[center](#)

POST OFFICE: The post office provides most services offered by a regular U.S. post office, as well as on-campus mail. The post office is open 8:30AM - 4:00PM Monday-Friday. For more details regarding campus mailing services and guidelines please visit the following webpage:

<http://finance.loyno.edu/post-office>

STUDENT HEALTH: Student Health Services provides primary care treatment for and education about personal health issues for all Loyola students, with a referral service to consultant specialists. The Health Center is open M-F 8:30 AM - 4:45 PM. For more information, please contact Student Health at (504) 865-3326 or visit their webpage at: <http://studentaffairs.loyno.edu/health>

STUDENT FINANCIAL SERVICES CENTER: This Financial Services Center provides information on financial aid funding and requirements, your tuition bill, and payment options and due dates.

Loyola will supply a bill for your enrollment each semester. If you enroll in multiple sessions within the semester, you will receive a bill for all classes for that semester, regardless of when they start. Although, billing continues throughout the semester, late fees are waived in the case of multiple sessions that cause financial aid disbursement delays. If you have any questions about your bill or tuition payments, please contact the Student Financial Services Center.

If you are awarded financial aid, please make sure that you meet the requirements for your funding including updating contact information during the program as well as after graduation each year. As financial aid is subject to change, please contact the Student Financial Services Center for the most current information available.

The Student Financial Services Center is located in Thomas Hall, Room 202, and can be contacted during their regular business hours, M-F 8:30 AM - 4:45 PM at 504-865-3333 or sfscenter@loyno.edu. You can visit their webpage at: <http://sfs.loyno.edu/>

Part 5: RN/BSN

RN-BSN Curriculum and Graduation Requirements

The BSN curriculum is designed to build on the preparation of nurse generalists by providing a foundation for graduate study. The faculty believe that baccalaureate education is basic to professional role socialization and the practice of professional nursing. Liberal education provides the opportunity to broaden the scope of one's worldview. The combination of liberal and professional education provides the basis for continuing role development and graduate study. To these ends, the curriculum focuses on those nursing roles and functions not ordinarily emphasized in lower division nursing programs, including population health nursing, nursing research, nursing leadership and nursing informatics.

A minimum of 120 credit hours is required for the BSN degree, including 51 credit hours of nursing (24 hours of lower division nursing and 27 hours of upper division nursing), 50 credits of Loyola University Core courses and adjunct courses, and 19 credits of adjunct electives. No lower division nursing courses are taught at Loyola. A plan of study will be created under the advisement of your advisor.

Foundation Courses (9 Credits)		
Course Name	Course #	Credit
Critical Reading/Writing	ENGL T122	3
Mathematics	MATH T122 or A115	3
Investigating Nature	SCIE T129	3
Knowledge & Values Courses (21 Credits)		
Course Name	Course #	Credit
Intro to Phil/Reasoning	PHIL R122	3
RELS I - Christian Traditions	RELS S220-S483	3
History I	HIST T122 or T124	3
Writing About Literature	ENGL N200-N236	3
Social Science	SOCI X232-X320	3
Creative Arts & Cultures		3
Philosophy of Knowledge & Morality OR RELS II World Religions	PHIL U222-U282 or RELS V226-V396	3
Nursing Adjunct Courses (20 Credits)		
Course Name	Course #	Credit
General Chemistry	CHEM 105	3
Anatomy & Physiology I	*Sub for Scie T129	*
Anatomy/Physiology Lab I		1
Anatomy & Physiology II		3
Anatomy/Physiology Lab II		1
Microbiology	BIOL A300	3

Nutrition	BIOL A215	3
Intro to Psychology	PSYC A100	3
Developmental Psychology	PSYC A230	3
Free Electives (19 Credits)		
Lower Division Nursing (24 Credits)		
Course Name	Course #	Credit
Completed in ADN or Diploma Program; Foundations I, II, III: Adult Health, Parent-Child, Mental Health	NURSG100	24
Nursing Major Courses (27 Credits)		
Course Name	Course #	Credit
Health Assessment	NURS 364	3
Nursing Leadership & Promotion of Quality Care	NURS 379	3
Spirituality in Health & Illness	NURS 384	3
Nursing Research & EBP *	NURS 452	3
Advanced Topics in Nursing Practice	NURS 468	3
Issues in Professional Nursing	NURS 482	3
Population Health *	NURS 483	3
Information Mgmt & Patient Care Tech	NURS 485	3
Intro to Health Care Delivery Systems & Policy	NURS 486	3

★ <input type="checkbox"/> No more than 64 hours of credit from a two-year institution may be applied to an undergraduate
★ <input type="checkbox"/> At least 25 percent (25% of 120 = 30) of the semester credit hours required for the degree must be
★ <input type="checkbox"/> In to 90 credits from 2+4 yr institutions
★ <input type="checkbox"/> The last 30 hours must be completed at Loyola
★ <input type="checkbox"/> A minimum of 50% of the courses in the major must be completed at Loyola University New
★ <input type="checkbox"/> GPA: Must achieve 2.0 in Major and Loyola cumulative

Progression

RN-BSN nursing courses are offered during the following semesters—

Summer		
NURS 384	Spirituality	3
NURS 486	Intro to HC Delivery	3
NURS 468	Advanced Topics	3
Total Credits		9

Fall		
NURS 482	* Issues in Prof Nursing	3
NURS 483	* Pop Health	
NURS 452	Research	3
NURS 379	Leadership	3
Total Credits		9

Spring		
NURS 482	* Issues in Prof Nursing	3
NURS 483	* Pop Health	
NURS 364	Health Assess	3
NURS 485	Info Mngt	3
Total Credits		9

Advanced Placement and Credit by Examination

Advanced placement and credit by examination may be available for some courses in the RN-BSN program. Information on applicable courses and alternative methods for course credit will be available in the School of Nursing Office.

Graduation

Loyola University New Orleans holds one graduation ceremony each year at the end of the spring semester (May). Students who complete the curriculum requirements in the spring (May), summer (August) or fall (December) semesters are eligible to march in the spring (May) graduation of the same year. Students are encouraged but not obligated to march/participate in the graduation ceremony.

Appendices

Appendix A: Academic Honor Code Pledge

(See next page)

The Academic Honor Pledge

In accordance with the Academic Honor Code of Loyola University New Orleans, I pledge I will not cheat, lie, falsify, plagiarize, or participate in any form of unauthorized collaboration, misuse or misrepresentation of my academic work or the academic work of others in any manner. I will be honest in all academic endeavors and conduct myself in a manner that protects and promotes the intellectual and ethical integrity of myself, others, and the University.

The Academic Honor Code

The Academic Honor Code of Loyola University New Orleans represents the University community's commitment to the highest intellectual and ethical standards of honesty, integrity, fairness and justice. Violations of the Academic Honor Code include but are not limited to cheating, lying, false citations, falsified data, falsification of academic records, plagiarism, participation in any form of unauthorized collaboration, misuse or misrepresentation of academic work or the academic work of others in any manner, misuse of electronic material, and violation of academic property laws. A student in doubt about whether a particular course of conduct might violate the University's Academic Honor Code should consult with the course instructor before engaging in that conduct.

Cheating

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

Using or attempting to use unauthorized materials in any academic coursework

Copying, falsifying, destroying, or altering another student's work

Submitting the same written work in more than one course without prior written approval from the instructors involved

Dishonestly requesting to make up exams, extend deadlines for submitting coursework

Plagiarizing in any form

False Citations

False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive.

Falsified Data

False data are data that have been fabricated, altered, suppressed, manipulated, or contrived in such a way as to be deliberately misleading.

Falsification of Academic Records

Falsification of Academic Records is any attempt to forge or alter academic documentation, includes, but is not limited to, transcripts, letters of recommendation, certificates of enrollment or good standing, registration forms, and medical certification of absence.

Plagiarism

Plagiarism is act of taking the work or ideas of another and representing it as one's own. The Modern Language Association Handbook defines plagiarism as follows: "Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (Seventh Edition, 2009, p. 52).

Unauthorized Collaborations

Unauthorized collaborating is completing coursework with other(s) without prior approval. Students are expected to consult with their instructor prior to engaging in cooperative activities.

Misuse of Electronic Materials and Violations of Academic Property Laws

Access and use of licensed electronic materials are governed by agreements between the University and publishers or sellers of the services. Students must comply with the prohibitions stated below.

Selling or public posting of material from these services

Sharing your login with anyone else or allowing access to unauthorized users

Giving away or transferring information from these services to anyone not affiliated with Loyola University New Orleans

Systematic, large-scale downloading of information, including entire issues of electronic journals or entire electronic books

Other breaches of the Academic Honor Code include:

Misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities
 Unauthorized use of University academic facilities or equipment, including computer accounts and files
 Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other course materials
 Violation of Institutional Review Board (IRB) policies and procedures

Potential consequences of violations of the Academic Honor Code

Failing Grade for Assignment or Course: A permanent failing grade may be assigned for the offending course work or for the final course.

Letter of Censure: The letter will clearly articulate the violation of which the student has been found responsible, reiterate the University's Academic Honor Code, and clearly spell-out possible consequences if the student violates the Academic Honor Code in the future. The Letter of Censure will be placed in the student's permanent Dean's file along with all supporting documentation regarding the case.

Academic Suspension: Academic suspension is an appropriate recommendation for students found responsible in particularly egregious cases or students who have previously been found responsible of violations of the Academic Honor Code.

The recommendation of academic suspension should be submitted to the Dean of the student's College for review. If the Dean concurs with the recommendation, notification of the length of the academic suspension must be sent to the Office of Student Records. A notation "Academic Suspension" will be placed on the student's official transcript. The decision to suspend a student for violating the Academic Honor Code should be made in consultation with the Provost and/or Vice-Provost for Academic Affairs.

Dismissal from the University: Dismissal from the University is the most severe recommendation that can be made and is reserved for the most egregious acts of academic dishonesty. Students found responsible of violating the University's policy regarding academic integrity, especially if they have already been suspended from the University, should be considered for permanent dismissal. This recommendation should be sent to the Dean of the student's college so that a decision may be rendered. The decision to permanently dismiss a student from the University should be done in consultation with the Provost and/or Vice-Provost for Academic Affairs. The notation "Academic Dismissal" will be placed on the student's official transcript.

Violations of the Academic Honor Code by students in the University Honors Program: If an honors student is accused of any violation of the Academic Honor Code, whether or not the violation occurred in an Honors course, in addition to the procedures described above, the Director of the University Honors Program must be notified and receive all pertinent materials related to the case. If an honors student is found responsible of violating the Academic Honor Code, the student will be placed on Honors probation, and the Director of the University Honors Program, in conjunction with the University Honors Advisory Board, will determine if the student will be allowed to remain in the Honors Program, and, if so, the requirements for removal of the probation status.

Violations of the Academic Honor Code by students in the University's Evening Division: If a student in the evening divisions is accused of any violation of the Academic Honor Code, in addition to the procedures described above, the Director of Professional and Continuing Studies must be notified and receive all pertinent materials related to the case.

Violations of the Academic Honor Code by graduate (non-Law) students: If a graduate (non-law) student is charged, found responsible, and/or sanctioned for a violation of the Academic Honors Code, the chair of the Graduate Council must be notified and receive all pertinent materials related to the case, in addition to the procedures described above.

Monitoring and Recording Violations to the Academic Honor Code:

The Academic Integrity Council is responsible for recording and monitoring violations of the Academic Honor Code. This data will be reported to the Provost's office every semester.

(Academic Honor Code <http://2017bulletin.loyno.edu/academic-regulations>).

Allegations of Academic Honor Code violation can be made by any individual in the Loyola Community. In the School of Nursing, the information must be brought to an appropriate faculty member (e.g., the course faculty if the allegation involves a particular course), the appropriate Program Coordinator, the Director, and/or the Dean of the College of Graduate and Professional Studies. All information must be completed in writing, and evaluation and resolution completed in line with procedures in the School of Nursing.

STUDENT POLICY VERIFICATION

***NOTE* The Student Policy Verification must be returned to the Loyola University School of Nursing Office**

Student Printed Name (PLEASE PRINT CLEARLY!)

Date

Academic Honor Code of Loyola University

I have read and understand the Academic Honor Code of Loyola University, and the consequences and procedures related to Academic Misconduct.

I pledge to uphold the Academic Honor Code for the duration of my enrollment at Loyola University.

Student Signature

Date

BSN Program Student Handbook

I have read a copy of the current edition of the School of Nursing *BSN Student Handbook*. I understand that this *Handbook* contains policies and procedures of the BSN Program for which I am responsible. I understand that updates to the BSN Handbook may be posted to the Loyola University School of Nursing website and that I am responsible for obtaining the current version.

I understand that the *BSN Student Handbook* is not intended to replace official University publications for students, which are:

1. The current *Loyola University New Orleans Undergraduate Bulletin*, which contains general academic regulations applicable to all undergraduate students;
2. The current *Loyola University Student Handbook*, which contains policies related to student affairs.

I further understand that the most current edition of this *Handbook* is maintained on the **School of Nursing website**.

Student Signature

Date

Department Policy Regarding Registered Nurse Licensure Requirements

Upon entering the BSN program, each student must submit proof of a current, unencumbered, unrestricted and valid registered nurse license in the state in which they practice. If, at any point during the program, a student's RN license becomes encumbered or restricted, the student is obligated to immediately inform the Director of the School of Nursing. Under no circumstances will a student with an encumbered or restricted license be permitted to enroll in a course with a practicum component. Failure to report an encumbered license to the Director will result in dismissal from the BSN program.

I have read and understand the above stated policy. I have a current unencumbered, unrestricted and valid registered nurse license in the state in which I practice. I understand that should my license become encumbered or restricted it is my obligation to immediately inform the School of Nursing.

Student Signature

Date

