

**Loyola University New Orleans
College of Nursing and Health
School of Nursing**



**Nursing Student Handbook
2025-2026**

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PART 1: INTRODUCTION

Welcome to the School of Nursing of Loyola University New Orleans. This *Handbook* is the student's primary resource for information about as well as policies and procedures of the nursing programs at Loyola. The *Handbook* will provide students with information that will acquaint them with various aspects of their program and help them to plan their academic journey.

Letter from the Dean



Welcome!

As we embark on a new year, I want to thank you for choosing Loyola New Orleans, specifically the College of Nursing and Health. You have entrusted the faculty and administration with the crucial responsibility of walking alongside you as you take these important steps towards your future. With a firm commitment to the Jesuit principle of *cura personalis* or “care for the whole person”, our faculty are dedicated to the principle of health in mind, body, and spirit. Living (and learning) in an environment underpinned by the Ignatian values of service, faith, and leadership will prepare you well for a life and career that will serve you, your family, your community, and your world in the most meaningful way.

Whichever of our programs you are studying in, know that our committed and renowned faculty value nurturing you through this experience. I look forward to being on this journey with you, as do all of the faculty who are dedicated to your success. Thank you, again, for choosing Loyola for this part of your life's journey.

Sincerely,

Michelle Collins, Ph.D., CNM, RNC-EFM, FACNM, FAAN, FNAP
Dean and Professor
College of Nursing and Health

School of Nursing (SON) Mission, Vision, and Outcomes

SON Mission

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

SON Vision

Nurses transforming healthcare through the application of Jesuit values.

SON Outcomes

- Program completion rates: ≥80% of students will complete their program within 5 years.
- Employment rates: ≥ 90% of students will be working in their degree field within 12 months of graduation.
- Accreditation: The SON will maintain full approval and accreditation from all accrediting agencies.
- NCLEX: Overall pass rates will be ≥80%.
- Certification: pass rates will be ≥80% for all programs preparing students for roles with specialty certification exams.

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)

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, lifestyle 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 biopsychosocial, 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, patient-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 people to promote, maintain or restore optimal levels of functioning. The people we serve may be an individual, a family, a group, a community, system or society. The patient 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 patient to maximize functional potential. Nursing is accountable to the patient 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 patient 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 clinical judgement 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, caregiver, patient 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

Undergraduate Education:

Baccalaureate education at Loyola provides a foundation for professional nursing practice, builds on the liberal arts core, and prepares nurses for practice in various settings throughout healthcare. Baccalaureate nursing education develops critical thinking, clinical judgement, ethical reasoning, and leadership, preparing graduates to provide safe, competent, quality healthcare.

Graduate Education

Baccalaureate education provides the foundation for graduate study. The graduate programs at Loyola prepare students for Advanced Practice Registered Nursing and leadership roles in healthcare. Graduate education focuses on providing specialized knowledge and experiences to enhance clinical judgement and reasoning, and develop the leadership skills for graduates to transform healthcare.

School and University Web Sites

- From the Loyola homepage, students have access to the academic calendar and many University offices and services. The Loyola University homepage is accessed at: <http://loyno.edu>
- The Single Sign On can be used to login to many of Loyola's systems including Canvas and the online student records system (LORA). Single Sign On can be accessed from the homepage: <http://loyno.edu/>
- The School of Nursing homepage has information about the programs of study the School offers, and contact information for faculty and staff. The School of Nursing homepage is accessed at: <http://cnh.loyno.edu/nursing>

Nursing students can view and download the most current copy of this student handbook (updated annually), practicum guides, forms, and other documents at the School of Nursing Student Resources page: <http://cnh.loyno.edu/nursing/school-nursing-resources>

In addition to this *Handbook*, official publications of interest to nursing students are the *Loyola University New Orleans Student Handbook and Code of Conduct* (<https://studentaffairs.loyno.edu/student-handbook>) and the *Loyola University New Orleans Bulletin* (<http://bulletin.loyno.edu/>), which contains descriptions of all undergraduate programs, graduate programs, courses, and general academic regulations.

Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and Post-Graduate Certificate program at Loyola University New Orleans are accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791. <https://www.aacnnursing.org/CCNE>

The MSN: Nurse-Midwifery program is preaccredited by the Accreditation Commission for Midwifery Education, 8403 Colesville Road, Suite 1550, Silver Spring, MD 20190, 240-485-1802[1] . www.midwife.org/acme

Loyola's DNP: Nurse Anesthesia program is accredited by the Council of Accreditation of Nurse Anesthesia Educational Programs (COA). Any questions regarding accreditation status can be directed to COA: COA, 10275 West Higgins Road Ste. 906, Rosemont, IL 60018-5603, 224-275-9138 Email: accreditation@coacrna.org Website: <https://www.coacrna.org/>

Additionally, all School of Nursing programs are approved by the Louisiana State Board of Nursing, 17373 Perkins Road, Baton Rouge, LA 70810, 225-755-7500. <https://lsbn.state.la.us/>

PART 2: COMPLIANCE REQUIREMENTS

All students must be fully compliant with all required items through the entire program, including:

Background Check:

As part of admission requirements, all students regardless of program of study are required to apply for a certified background check at their own expense, which will be ordered through the School of Nursing contracted company. All results are reported to Loyola University New Orleans School of Nursing. Students will not be allowed to attend practicum until this is completed.

Drug Screening:

As part of admission requirements, all students are required to complete a drug screen at their own expense, as directed by the School of Nursing contracted company. All results are reported to Loyola University New Orleans School of Nursing. Students will not be allowed to attend practicum until this is completed.

If a student's drug screen result is positive, the School of Nursing Drug Testing policy (under the Policy section) will be enforced.

Health Requirements:

- o Physical Exam- within the past 12 months
- o Basic Life Support (BLS) for Health Care Provider (must be obtained from the American Heart Association, American Red Cross or military service)
- o Health Insurance Coverage
- o Immunization Requirements
 - Measles, Mumps, Rubella (2 doses)
 - Tetanus, Diphtheria, Pertussis
 - Polio
 - Influenza- annually
 - Varicella (Chicken Pox)
 - Hepatitis B
 - COVID-19 – as per CDC guidelines
 - Tuberculosis testing or risk assessment as per CDC and/or practicum site guidelines

In addition to the SON requirements, some practicum sites may have additional requirements with which students must comply.

Licensure & Certification Requirements for Undergraduate Applicants

Each undergraduate student must apply, obtain, and submit proof of a student nursing license from the state of Louisiana to the School of Nursing prior to enrollment in any nursing clinical courses in the state of Louisiana. Students may not enroll in clinical nursing courses without the approval from the LA State Board of Nursing per current laws and rules (LAC 46:XLVII.3324). If, at any point during the program, a student's nursing license becomes encumbered, restricted, has disciplinary action, requires enrollment in an alternative discipline program, or expires, the student is required to immediately inform their Program Director and the Director of the School of Nursing. Failure to report an encumbrance, restriction, or disciplinary action on a license is grounds for dismissal. Students are required to report to their Program Director and School of Nursing Director any subsequent actions on their licensure.

Licensure & Certification Requirements for Graduate Applicants

Registered Nurse License

Graduate nursing students must submit proof of a current, unencumbered, unrestricted, valid, registered nursing license upon acceptance to the School of Nursing. If, at any point during the program, a student's RN/APRN license becomes encumbered, restricted, has disciplinary action, requires enrollment in an alternative discipline program, or expires, the student is required to immediately inform their Program Director and the Director of the School of Nursing. Failure to report an encumbrance, restriction, or disciplinary action on a license is grounds for dismissal. Students are required to report to their Program Director and School of Nursing Director any subsequent actions on their licensure.

All graduate students are required to hold an active RN license in any state in which they plan to do practicum. All graduate students must obtain and maintain a Louisiana Registered Nursing license or a multistate nursing license while enrolled in the program.

Board Certification

Post-graduate certificate students who are Advanced Practice Registered Nurses (APRN) must provide proof of current APRN certification and maintain certification throughout the duration of their program.

Nursys E-Notify

The School of Nursing uses the National Council of the State Boards of Nursing electronic system, NURSUS, 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>

PART 3: BACHELOR OF SCIENCE IN NURSING (BSN) DEGREES

BSN Program Mission, Goals and Outcomes

BSN Mission Statement

The primary mission of the BSN program is to prepare graduates who are able to act as nurse generalists, and who possess professional competencies to provide person-centered care and exercise clinical judgment in a variety of settings. The curriculum is designed to develop critical thinking and guide clinical decision-making. Through experiential learning in nursing and liberal arts courses, the curriculum offers the opportunity for high quality professional nursing education within the multidisciplinary context of a Jesuit university education.

BSN Program Goals

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

1. A broad base of liberal arts courses in the Jesuit tradition to enhance understanding of self, promote cultural competency, and advocate for community and global health.
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 interprofessional communication and collaboration.
4. A working knowledge of concepts essential to contemporary professional nursing practice.
5. An academic program that facilitates attainment of professional career goals and meets the dynamic health care needs of the community.

BSN Program Outcomes

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 cultural beliefs, ethnicity, individual values, and social determinants of health on provision of person-centered health care and client health behaviors.
3. Use evidence-based practice and systems-level thinking in clinical decision-making to promote quality of care and client safety.
4. Demonstrate skills in the art of both interprofessional and therapeutic communication.
5. Implement the nursing process using current technology to promote the health of individuals and aggregates.
6. Function as a nurse generalist and leader across the lifespan in primary, secondary, or tertiary health care settings.

BSN Programs

Traditional Bachelor of Science in Nursing (TBSN) program is for students who do not have a nursing degree and are entering college with the intent of earning a bachelor's degree in nursing. The curriculum spans 8 semesters with a total of 120 credits for degree conferral. Students without the prerequisite science courses complete a Pre-Nursing year and then, if the admission criteria are met (C or better in prerequisite science courses and a cumulative Loyola GPA of 2.5), can seamlessly transition into the Nursing major in the second year.

Accelerated Bachelor of Science in Nursing (ABSN) program is a hybrid degree pathway, targeted for students who have a previous bachelor's degree or higher in a field other than nursing, and wish to pursue nursing as a career. This 53 credit, four semester (including summer), full-time, accelerated program, requires a significant time commitment from students due to the accelerated nature. For that reason, working full-time while completing the ABSN is not recommended. Students receive credit for their prior completed degree coursework after a transcript review by the Program Director. Synchronous, online theory courses are combined with required, in-person attendance for skills verification at various times throughout the program. Clinical practicum hours are completed through placements with our numerous partner healthcare organizations in the Greater New Orleans area.

Refer to the current [Bulletin](#) for a list of required courses in both BSN degree programs

PART 4: MASTER OF SCIENCE IN NURSING DEGREES

Students entering a graduate nursing program will find the experience to be significantly different from that of undergraduate education. At Loyola, Graduate students are expected to be much more self-directed and independent than undergraduate students. In practice, this means that graduate students will be expected to identify their educational needs, find new educational resources, and become proficient at accessing a variety of information sources.

MSN Program Mission, Goals and Outcomes

MSN Mission Statement

The mission of the Loyola MSN program is to prepare nurses to function in advanced roles in a variety of health care settings. The MSN program emphasis is to develop critical thinking and ethical decision-making skills as primary skills needed by all nurses in advanced roles. The curriculum is designed to educate nurses to provide effective and cost-efficient nursing care, and to provide leadership in improving and extending health care to specific populations.

MSN Program Goals

The goals of the MSN program are to:

1. Promote lifelong learning and self-reflection for leadership and professional growth through
2. Jesuit-inspired graduate education.
3. Foster evidence-based, person-centered care tailored to diverse populations.
4. Promote quality and safety principles with informatics and technology to enhance patient care.
5. Equip advanced nurses to enhance care delivery, population health, and equitable outcomes.

MSN Program Outcomes

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

1. Integrate nursing and interdisciplinary knowledge to inform clinical judgment and innovation in diverse practice settings.
2. Implement holistic, evidence-based person-centered care that respects individual contexts and improves health outcomes.
3. Collaborate with interprofessional teams to enhance care delivery, improve population health, and ensure equitable outcomes.
4. Demonstrate quality and safety principles, integrating informatics and technology to enhance patient care and minimize risks.
5. Demonstrate professionalism through ethical practice, accountability, and a commitment to nursing values.
6. Apply lifelong learning and self-reflection to foster personal resilience, leadership, and continuous professional growth.

MSN Programs

The School of Nursing offers the MSN in three specializations:

- BSN-MSN: Family Nurse Practitioner (FNP)
- BSN-MSN: Nurse-Midwifery (For specific requirements and information, see the [Nurse-Midwifery Supplemental Handbook and Practicum Guide](#))
- BSN-MSN: Psychiatric-Mental Health Nurse Practitioner (PMHNP)

Upon completion of the degree, graduates will be eligible to take the certification exam for their degree specialty APRN role. Refer to the current [Bulletin](#) for a list of required courses in each degree plan.

Practicum Placement

Depending on the program, students participate in practicum experiences in and/or outside of Louisiana. The School of Nursing Practicum Coordinator tracks practicum placement needs, obtains affiliation agreements with practicum sites, and tracks student compliance with facility requirements such as immunizations. The Practicum Coordinator can assist students with uploading documents to Exxat.

NOTE -Some states may require additional compliance items such as immunizations or other documentation.

PART 5: DOCTOR OF NURSING PRACTICE DEGREES

DNP Program Mission, Goals and Outcomes

DNP Mission Statement

The mission of the DNP program is to provide a rigorous Jesuit education that prepares advanced practice leaders to direct health care systems and interprofessional teams, reduce health disparities, deliver culturally competent care, and advance the quality of healthcare.

DNP Program Goals

The goals of the DNP program are to prepare advanced nursing practice leaders who:

1. Integrate Jesuit values into ethical, evidence-based nursing practice.
2. Promote culturally competent healthcare to enhance quality and improve outcomes in healthcare systems.
3. Influence healthcare policy to advocate for systemic change.
4. Drive evidence-based practice improvements that optimize patient outcomes.
5. Lead interdisciplinary teams and healthcare systems.

DNP Program Outcomes

Upon completion of the DNP program, graduates will be able to:

1. Apply knowledge from nursing and other disciplines to inform ethical and evidence-based clinical decision-making.
2. Design culturally competent systems of care to improve health outcomes and address health disparities.
3. Demonstrate leadership that facilitates practice transformation, influences healthcare policy, and champions innovation.
4. Integrate systems-based improvements to deliver safe, quality healthcare using the best available evidence.
5. Incorporate ethical, legal, and nursing informatics principles into decisions about technology.
6. Collaborate with and lead interprofessional healthcare teams to enhance healthcare delivery.
7. Foster sustainable community partnerships to influence healthcare policy and improve population health.

DNP Programs

The School of Nursing offers the DNP (DNP) in five specializations:

- BSN-DNP: Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)
- BSN-DNP: Family Nurse Practitioner (FNP)
- BSN-DNP: Nurse Anesthesia (For specific requirements and information, see the [Nurse Anesthesia Program \(NAP\) Supplemental Handbook and Practicum Guide](#))
- Dual Degree-BSN-DNP: Adult-Gerontology Acute Care Nurse Practitioner/Nurse Anesthesia (AGACNP/NA)

- MSN-DNP: Executive Leader

Upon completion of the degree, graduates of the AGACNP, FNP, and Nurse Anesthesia programs will be eligible to take the certification exam for their degree specialty APRN role. Refer to the current [Bulletin](#) for a list of required courses in each degree plan.

Practicum Placement

Depending on the program, students participate in practicum experiences in and/or outside of Louisiana. The School of Nursing Practicum Coordinator tracks practicum placement needs, obtains affiliation agreements with practicum sites, and tracks student compliance with facility requirements such as immunizations. The Practicum Coordinator can assist students with uploading documents to Exxat.

NOTE -Some states may require additional compliance items such as immunizations or other documentation.

PART 6: POST-GRADUATE CERTIFICATES

Post-Graduate Certificates are for Registered Nurses who hold a Master's degree and wish to obtain certification as an Advanced Practice Registered Nurse. The Post-Graduate Certificate programs have the same Mission, Goals, and Outcomes as the MSN degree program.

Loyola SON offers Post-Graduate Certificates in four specialties:

- Post-Graduate Certificate: Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)
- Post-Graduate Certificate: Family Nurse Practitioner (FNP)
- Post-Graduate Certificate: Nurse-Midwifery (For specific requirements and information, see the [Nurse-Midwifery Supplemental Handbook and Practicum Guide](#))
- Post-Graduate Certificate: Psychiatric-Mental Health Nurse Practitioner (PMHNP)

Upon completion of the Certificate, graduates will be eligible to take the certification exam for their degree specialty APRN role.

Refer to the current [Bulletin](#) for a list of required courses in each degree plan.

Practicum Placement

Depending on the program, students participate in practicum experiences in and/or outside of Louisiana. The School of Nursing Practicum Coordinator tracks practicum placement needs, obtains affiliation agreements with practicum sites, and tracks student compliance with facility requirements such as immunizations. The Practicum Coordinator can assist students with uploading documents to Exxat.

NOTE -Some states may require additional compliance items such as immunizations or other documentation.

PART 7: REGISTRATION AND ACADEMIC ADVISING

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 and click on the tab for “Holds.” Contact the Student Financial Services Center at (504) 865-3337 or SFSCenter@loyno.edu for financial holds, and the Academic Advisor for other holds.

Academic Advisement

Undergraduate Advising:

The SON Academic Advisor meets 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:

- Providing any needed clarification regarding standard progression plans.
- Providing guidance when adjustments in the planned program are needed (e.g., dropping or adding courses, leave of absence, etc.).
- Communication with the student to ensure the student is progressing as expected.
- Regularly review students' academic progress and address any concerns or challenges they may be facing.
- Provide guidance on strategies for academic success, time management, and study skills.
- Maintain accurate and up-to-date records of advising interactions, including notes on academic plans and progress.
- Communicate effectively with students, faculty colleagues, and relevant university departments regarding advising-related matters.
- Stay informed about changes in academic programs, degree requirements, and university policies.
- Direct students to appropriate campus resources, including tutoring services, career counseling, and academic support centers. Stay informed about university policies and procedures and guide students in navigating administrative processes.
- Respect the confidentiality of advising discussions and handle sensitive information in accordance with university policies and legal requirements.

Graduate Advising:

Graduate students are assigned a Faculty Advisor who provides assistance with students' progression through the program plan of study, advises on particular courses, and provides guidance as needed.

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. As such, students are expected to complete course evaluations at the end of every semester or when directed. Course and program evaluation are a mechanism for providing input to faculty and administration regarding the student learning experience. End of program evaluations are distributed to those finishing programs. After graduation, students are contacted to provide feedback as alumni. All evaluation data are reviewed by faculty and administration and serve to inform course and program refinements.

PART 8: SON POLICIES

Policies Applicable to All Programs

Supplemental policies pertaining to course materials can be found in individual course syllabi.

Academic Grievance

The SON follows the [university's academic grievance policy](#) found in the Bulletin. Students are expected to follow the chain of command when considering academic grievances: Talk with the course faculty, if no resolution, talk with the Program Director. Next steps are: SON Director, Assistant Dean of the College of Nursing and Health (CNH), Office of the Dean of CNH, Provost of the university.

Attendance Policy for On-Ground and Hybrid Program Students

The School of Nursing expects students to maintain a minimum overall attendance level of 80% or above every academic term. Students who stop attending class (both excused and unexcused absences) may be administratively withdrawn.

Students with absences exceeding 20% or more of their class meetings will be referred to the Director of the School of Nursing or the Associate Dean for counseling and appropriate action.

Honors Students will be referred to the Director of the Honors Program.

Excused absences for on-ground/online/hybrid courses include

- Illness or injury to the student (Student Affairs/ODS)
- Death, injury, or serious illness of an immediate family member (Student Affairs)
- Observance of a Religious Holy Day other than recognized by the University Calendar
- Jury duty or government obligation – with documentation

Process/Procedure(s)

In the event of the need to miss class due to reasons listed above, students are responsible for informing their instructors via email of the reason for the absence before the class. The student is responsible for all missed work. Rescheduling a missed test, quiz or assignment must be arranged with the faculty member. As appropriate, students need documentation from Student Affairs or the Office of Accessible Education.

Class Cancellation

If a class is canceled, the student is expected to fulfill the assignments, readings, and discussions set up in Canvas for that day. Review the syllabus to be aware of all exams, assignments, etc., related to the course.

Artificial Intelligence (AI) Policy

Student use of AI tools (e.g., ChatGPT, GrammarlyGO) is only permitted with prior faculty approval. If allowed, students must clearly disclose how the tool was used and ensure all content is accurate and original in thought.

Undisclosed or unauthorized use of AI tools is considered academic dishonesty and will be handled according to the University's Academic Honor Code and SON policies. For full guidelines, refer to Loyola's official AI policy.

Students may use AI tools for research, ideation, translation, and tutoring with instructor permission and proper citation (e.g., "ChatGPT, 2025"). Submitting AI-generated work as your own without citation constitutes plagiarism and violates academic integrity standards. Always verify AI-provided information for accuracy. For AI use outside coursework, consult your supervisor or department chair. Students conducting research involving AI must document methodology and follow field-specific best practices. Check this syllabus for course-specific AI policies or ask your instructor before using AI tools.

Attendance Policy for Online Courses

Participation in all assignments and activities is required of all enrolled students.

- Students are expected to log into the Learning Management System and Loyola Gmail at least every 48 hours for course updates and announcements
- All students taking a course online are required to academically participate in their course no later than 11:59 PM CST on the 7th calendar day of class within the session. Students who fail to participate by this deadline may be administratively dropped by the Office of Student Records, resulting in a full reversal of tuition and fees.
- Communication: All course communication will occur through the Learning Management System or Loyola email. Faculty will respond to messages within 48 business hours.

Certificate of Insurance

A Certificate of Insurance (malpractice insurance) is required for all nursing students completing clinical practicum courses. The School of Nursing provides malpractice insurance coverage (limits \$2,000,000/\$4,000,000). Additional policies are not required. This coverage applies to Nursing students only while in clinical practicum and does not extend to student work experiences.

The Proof of Professional Liability Certificate of Insurance can be found on the following link: <http://cnh.loyno.edu/nursing/school-nursing-resources>.

Course Assignments Submission Policy

All course work (including, but not limited to: assignments, labs, quizzes, exams, papers, and final projects) must be submitted no later than the due date unless prior arrangements are made with the course faculty and a new due date is established. Exceptions may be made in extreme hardship situations. The student must notify the course faculty as soon as possible and prior to the due date via email requesting the extension. The course faculty will approve or deny the extension and establish a new due date for the submission and notify the student via email. If approved, no points will be deducted if submitted by the extended due date.

Any assignments submitted after the scheduled due date and time, including any extensions, without prior approval will receive a deduction of 5% for the first day late and 1% per day for each subsequent day late (this includes weekends and holidays). No assignments will be accepted after the course end date, unless the student has submitted an application for Incomplete Grade Form prior to the end of the course.

Examples of reasons to request an extension:

- Illness or injury to the student (Student Affairs/ODS)
- Death, injury, or serious illness of an immediate family member (Student Affairs)
- Observance of a Religious Holy Day
- Jury duty or government obligation

Enrollment at Other Universities

Students must obtain approval of their requested coursework from the Program Director prior to enrollment in courses at other institutions. Students are not allowed to take courses outside the University once enrolled, unless the course is not offered at Loyola or on rare occasions under extraordinary circumstances.

Examination Policy

Proctored examinations for online courses shall be monitored by an online proctoring service. The SON requires the use of Respondus LockDown Browser and Monitor and a webcam for online exams. The webcam can be the type that is built into your computer or one that plugs in with a USB cable.

If a student must miss an exam, they should (if at all possible) notify the faculty of their absence *prior to* the scheduled examination. Make-up examinations will be allowed for legitimate absences (such as illness); the form and scheduling of the examination will be at the discretion of the faculty. If a student requests an alternate examination date, the examination must be scheduled *prior to* the examination date in the syllabus. Unexpected circumstances may be given alternate consideration.

Examples of reasons an exam date may need to change:

- *Personal Illness or injury*
- *Death, injury, or serious illness of an immediate family member*
- *Observance of a Religious Holy Day*
- *Jury duty or government obligation*
- *University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities (Student Affairs), student government, required class field trips, etc.)*

Grading Policy

Faculty are required to publish in the course syllabus the evaluation methods to be used to determine a student's course grade and the grading scale. Individual course syllabi indicate the portion of the final grade attributed to various grading components.

In the event a student wishes to appeal a final course grade, the SON follows the [University Grade Appeals Policy](#).

Incomplete Grades

A temporary Incomplete grade ("I") may be given to a student who is unable to complete the required coursework during the semester for reasons beyond their control. Such circumstances may include illness, a death or other family emergency, or other serious and unanticipated challenges. An Incomplete grade may be assigned only if the student has completed an appropriate amount of coursework for the semester (generally considered to be 75% or more), and only if the student's work in the course thus far is passing. Course work that is incomplete must be finished and submitted within 6 weeks of the start of the following term (6 weeks into the Summer term for Spring term work, 6 weeks into the Fall term for Summer term work and 6 weeks into the Spring term for Fall; see academic calendar for exact due dates). Failure to complete required course work within the allotted time will result in a grade of "F."

See the current [Bulletin](#) for more details. Contact your Faculty Advisor or Program Director for more information.

Minimum Technology Requirements

You must have access to a computer with Microsoft® WORD and Adobe Acrobat Reader DC®. Some courses may require Microsoft® Excel.

It is the student's responsibility to learn how to navigate Canvas **and to check it daily** for any updates and announcements. For Canvas help, students can chat with Canvas Support (Student), call Canvas Support Hotline (866-932-6945), click the Help button on the global navigation menu in Canvas, visit the [Canvas Student Guide page](#), or [Canvas video tutorials](#) for students, or contact Loyola's Online Learning Team (OLT) by sending an email to onlineed@loyno.edu.

Students are required to have access to a functioning computer and a stable internet connection. A faulty internet connection or computer system crash does not excuse you from completing an assignment or exam.

Nursing Student Drug Testing Policy

Undergraduate

The School of Nursing (SON) is committed to the safety and security of nursing students and the clients they encounter in the clinical setting. This policy is being implemented pursuant to La. R.S. 37:921-92340:1015 to protect the safety and security of patients cared for by nursing students. Impaired students jeopardize the safety and security of themselves, their clients, and the public in general.

The SON promotes a drug-free environment both on and off campus under the Loyola University New Orleans Alcohol, Drugs, and Controlled Substances Policy (<https://studentaffairs.loyno.edu/student-conduct/policies-procedures/alcohol-drugs-controlled-substances-amnesty-policy>). All nursing students must complete drug testing at a designated facility before their **first clinical rotation**. Students are responsible for the cost of all drug screenings, including random, or repeat testing after a positive result. Additional drug screens may be required during enrollment, as mandated by clinical agencies, or for reasons noted further in this policy. Test results are kept confidential and securely stored within a designated database.

Students must openly disclose their use of any prescribed medications that could lead to a positive drug screen. This is done through the student's health record. If a student is uncertain about which prescribed medications may affect drug screening, it is recommended to seek guidance from their healthcare provider. All shared information will be treated as confidential.

All positive drug screen results will be reported to both the SON Director and the student's Program Director. Additionally, all positive test results will be reported to the Louisiana State Board of Nursing (LSBN) by the SON Director. The student should self-report to the LSBN by contacting the [Recovering Nurse Program](#)

Medical Marijuana

The use of medical marijuana and cannabinoids, even if approved at the state level, is not acknowledged as legal under federal law. Urine drug screening services will report detectable levels of marijuana metabolites as a positive result. Possession of a Medical Cannabis Card is not recognized as a valid rationale for positive drug test results. In accordance with clinical affiliation agreements, students with positive drug screens for marijuana/cannabinoids, even if holding a valid Medical Cannabis Card, cannot attend clinical practicums. It is important to note that certain cannabidiol (CBD) products may be contaminated with cannabinol (CBN), potentially leading to positive test results.

Suspicious of Substance or Alcohol Use

Students may be required to submit to random drug testing. Additional drug screening may be required for demonstrated cause by any student who exhibits a change in behavior, such as, but not limited to, personality/behavioral changes, classroom/clinical performance changes, or time and attendance changes. A “reasonable suspicion” exists when a student exhibits a behavior, or a pattern of behavior, or whose physical condition is consistent with the signs and symptoms of being under the influence of alcohol or drugs. If the faculty determines that “reasonable suspicion” exists that the student is under the influence of any substances, the student must be immediately removed from any campus activity (class) or clinical practicum. This will then be reported to the Director of the School of Nursing and the Director of the student’s program.

These behaviors may be but are not limited to unsteady gait, odor of alcohol or illegal drugs on the breath or body, rapid, thick, or slurring speech pattern, aggressive or abusive language or behavior, disorientation or lethargy, nausea, vomiting, sweating, dilated or pinpoint pupils, bloodshot eyes, fine motor tremor, confusion, and deteriorating physical performance

Other factors to consider include, but are not limited to, time and attendance patterns, on-site accidents, difficulty remembering instructions or conversations, and poor relationships with fellow students.

The student will be asked to complete a drug screen at a designated facility for [1] immediate testing. If a student is unwilling to produce the requested sample, the student will be allowed 30 minutes to reconsider the decision. Students who refuse to take the test after the 30-minute waiting period will be treated as if the test result was positive, and the SON will follow the process under “**Refusal to Test.**” All positive test results will be reported to the LSBN by the SON Director.

Categories of Test Results

1. **Negative test result:** The student can participate in all clinical practicum experiences.
2. **Refusal to test:** If a student refuses or fails to produce the requested sample by the due date and time designated, the student will be treated as if the test result was positive.
3. **Negative dilute result:** The drug screen must be repeated. The student is allowed to retest once after a negative dilute result. Refusal to re-test will be treated as a positive result.
 - If the second test is also a “negative dilute, undergraduate students will be suspended from all clinical nursing courses for one year, and the results will be reported to the LSBN. The student may continue to enroll in any nursing courses that do not have a clinical component. The student must meet the pre- and corequisites of all courses.

Graduate students: A positive drug test result requires dismissal from the graduate nursing program, and the results will be reported to the LSBN.

4. **Positive test result:** The student will be required to repeat the drug test.
- A student with a prescribed medication must submit both the prescription and documentation from a licensed provider. The Director of the SON will review the documentation and, if approved, the student will be required to complete the Positive Drug Screen/Test Attestation Form, and the student's prescriber will be asked to complete the Prescriber Attestation Form. Both forms will be faxed with a cover sheet indicating Personal Health Information to the Loyola University Student Health Center at 504-865-2393.
 - An undergraduate student who tests positive for medications or substances, but cannot provide documentation from a provider that the drug or substance was prescribed for them, will be suspended from all clinical nursing courses for one year, and the results will be reported to the LSBN. The student may continue to enroll in any nursing courses that do not have a clinical component. The student must meet the pre- and corequisites of all courses.
A Graduate student who tests positive for medications or substances, but cannot provide documentation from a provider that the drug or substance was prescribed for them, will be dismissed from the program.
 - A positive result for marijuana (after repeating the test once) will result in undergraduate students' suspension from all clinical nursing courses for one year, and the results will be reported to the LSBN.
 - A positive result for marijuana (after repeating the test once) will result in graduate students' dismissal from the program.

Re-entry into the SON

Undergraduate students: Before re-enrollment in clinical nursing courses, undergraduate students must take a subsequent drug test, have a negative result, and meet all course prerequisites.

A student suspended, withdrawn, or taking an approved leave of absence for one year or more from the program must complete a drug screening before attending a clinical practicum.

A student in the Recovering Nurse Program who is permitted to re-enter the program will comply with the documented conditions of readmission set forth by the SON in conjunction with disciplinary action from the Louisiana State Board of Nursing (LSBN) with specific stipulations.

At such time as a student re-enrolls in clinical coursework, random drug screening will occur periodically as required by the LSBN.

Graduate students must write a letter to the School of Nursing Director and Program Director requesting readmission. Reinstatement into the School of Nursing will be contingent upon the student's completion of requirements set forth by the LSBN. Before re-enrollment in clinical nursing courses, the student must take a subsequent drug test, have a negative result, and meet all course prerequisites. Random drug screening will occur periodically as required by the LSBN.

Any student who does not comply with any request or steps outlined in this policy shall be withdrawn from all courses and may be subject to disciplinary action up to and including dismissal from the program.

Appeal Process

A nursing student may appeal the SON decision to dismiss or not re-admit by contacting the Director of Student Conduct in the Office of Student Affairs, per the [University Student Code of Conduct](#).

Treatment and Counseling Resources

Students who are concerned they may have a substance or alcohol abuse problem are encouraged to seek appropriate assessment, treatment, and counseling from qualified healthcare professionals. The following websites are a list of some treatment and counseling services that are available to students:

Addiction - <https://www.addictions.com/rehabs/louisiana/new-orleans/>

American Association of Nurse Anesthetists Peer Assistance
www.aana.com/peerassist.aspx

Alcoholics Anonymous www.alcoholic-anonymous.org/

American Society of Addictive Medicine www.asam.org

Narcotic Anonymous <http://wsoinc.com/>

National Directory of Drug and Alcohol Abuse Treatment Programs
<http://dasis3.samhsa.gov/>

Student Health <https://www.ochsner.org/services/ochsner-recovery-program>

Find treatment.gov - <https://findtreatment.gov/>

SMART Recovery - <https://smartrecovery.org/our-partners>

NOLA Detox and Recovery Center noladetox.com

Plagiarism Policy

Faculty may use tools to detect plagiarism, such as Google, Grammarly, or Turnitin to advance academic integrity and to identify student knowledge gaps. Students are encouraged to use these resources to check their work for unintentional plagiarism, and identify opportunities for learning related to paraphrasing, citations, references. When academic dishonesty such as plagiarism is detected, the incident will be dealt with as indicated in the University's Academic Honor Code.

Faculty will use the plagiarism detection tool Turnitin to maintain academic integrity and identify student knowledge gaps. All student written assignments are required to be submitted through Turnitin.

In addition to the procedures listed at: <https://bulletin.loyno.edu/regulations/academic-honesty-and-plagiarism> regarding academic honesty and plagiarism, the School of Nursing requires that all academic honesty and plagiarism charges be reviewed by the student's respective program committee, before being forwarded to the Associate Dean and Academic Integrity Council. The program committee, may after careful review of the charges, decide to sustain the sanctions recommended by the course faculty, recommend increased sanctions, or overturn faculty sanctions.

Professional Email Communication

The University-assigned student email account is the University's official means of communication with all students. In order to be certain that private student information is secure, any messages that contain private student data need to be sent to the student's University email account, which meets the security and authentication standards.

When emailing faculty, please include the following email etiquette:

1. Subject lines: Course name (NURSG__) and always include a short subject line in your message.
2. Proper salutation (i.e. Dr. Eiswirth; not Emily, Em, Emmy, Hey You, etc.);
3. Keep it simple: keep your messages short and focused on the subject line without including lots of extraneous information.
4. Use proper spelling, grammar, and punctuation. Avoid instant messaging shorthand.
5. Don't use all capital letters– it implies you are shouting at the person.
6. Avoid angry outbursts. Do not send or reply to an email if you are angry – if you have complaints or dissatisfaction, meet directly with the individual rather than send an email.
7. Provide your availability [give several options and time zone-i.e. Monday from 9-11 and 2-3 pm CST or Tuesday from 9-2 pm CST];
8. Add an Email Signature to your Gmail settings to include the following:
 - Your name (including maiden name if you changed names during the program)
 - Program track (i.e. BSN-DNP, MSN-FNP, MSN-NE, MSN-HSAL)
 - Loyola Student ID number
 - Contact phone number where you can be reached
 - Example:
 - Emily Eiswirth, RN
 - Program: BSN-DNP
 - CWID: 12345678
 - Phone number: 504-865-2927
9. Re-read your message one more time before sending it.

Also, please take note that faculty have a 72 hour response time to emails.

Return of Student Work Policy

All students have the right to receive copies of their graded work. Students will receive assignment feedback within 2 weeks from the due date for a full term session and within 1 week from the date for a course less than a full term session. Faculty provide information within their course on the Learning Management System regarding requirements for submission of projects and assignments. Students are required to submit assignments through the Learning Management System, and faculty are required to return assignments with feedback through the Learning Management System as well.

Social Media Policy

Social media and the internet provide an important medium for sharing information and offer easily accessible methods for mass communication. Nursing students must be aware of the risks and consequences associated with social networking. Online social networking (e.g., Facebook, YouTube, X, blogs, etc.) and media sites are public information sites and postings containing any information about patients and/or clinical sites is inappropriate (and may be illegal) and subject to disciplinary action. Online content and behavior have the ability to enhance or undermine not only an individual but also Loyola University New Orleans, and the profession of nursing. Violations may expose the offender to criminal and civil liability. It is important to avoid disclosing any HIPAA or academic protected information regarding patients, clinical sites, or peers. Students should not post any information or videos to YouTube or other social media using the University name or label. For course assignments requiring a YouTube video, it is imperative that students select “unlisted” as the privacy setting for the video. With the setting of “unlisted” only people who students share the URL with can see their video. It is not searchable on YouTube. When posting a video in this manner, Loyola University New Orleans or personal demographics should not be mentioned in the video, description, or title. Any student found to have violated this policy will be subject to disciplinary action as set forth in the School of Nursing Student Handbook.

The following are taken from the *American Nurses Association Social Networking Recommendations* and modified to serve as a guide to students to avoid potential problems.

- Standards of professionalism are the same online as in any other circumstance.
- Never post photographs or any information obtained in a nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs these boundaries.
- Do not post inflammatory or unflattering information about peers, patients, clinical sites and/or their employees on any social media site. Students should make every effort to present themselves as mature, responsible, and professional.
- Do not take photos or recordings of a patient in the clinical setting or peers in their clinical or classroom learning environment without obtaining special permission utilizing the appropriate forms.

- Promptly report any breach of confidentiality or privacy to the faculty member.
- Do not share any protected health information. (HIPAA)

Students should not take, share, or post photos while wearing Loyola-branded clothing or identifiers.

Withdrawal from a Course or the University

Information on withdrawing from a course or the university can be found in the [University Bulletin](#). The Course Withdrawal form can be found on the Nursing Student Resources webpage <http://cnh.loyno.edu/nursing/school-nursing-resources>

Policies Specific to Undergraduate Programs

Minimal Acceptable Grade and Progression Policy

Pre-Nursing are undergraduate students admitted to the University as freshmen or transfer students who need to complete the nursing prerequisite science courses.

Traditional Pre-Licensure BSN undergraduates are students who have successfully completed the pre-nursing science courses with a C or better, have a Loyola cumulative GPA of 2.5 or above and who will transition to the BSN Major after the completion of the Pre-Nursing year.

Transfer Pre-Licensure BSN students are students who will be considered for admission to the BSN Major if they have earned a C or better in the pre-nursing science courses and have a cumulative GPA of 2.5 in the last 45 hours of credit requested for transfer. Prerequisite science courses must have been taken within the last ten calendar years to be considered for transfer credit.

Transfer students who have been enrolled in another nursing program and are requesting admission and transfer of credits must submit a letter of good standing from the nursing program(s). The minimum acceptable transfer grade for undergraduate work is a C.

Progression

The minimum acceptable grade in any undergraduate course taken at Loyola is a D. However, nursing students must achieve a minimum grade of C- in all pre-nursing and a minimum grade of C in all nursing courses, and an overall C (2.5) Loyola cumulative grade point average. Pre-nursing students must earn a C or better in the science prerequisite courses and have a 2.5 GPA to transition directly into the nursing program in the second year.

All undergraduate nursing students must earn a C or better in all nursing courses to continue to progress through the program. All undergraduate nursing students must maintain a Loyola

cumulative GPA of 2.5 or above. If their cumulative Loyola GPA falls below a 2.5, they will be placed on academic probation with the following conditions:

- They will have up to 3 semesters to bring their cumulative Loyola GPA up to 2.5. Pass/Fail courses do not count towards students' GPA. If the academic probation is not removed in the allotted time, the student will not be allowed to continue in the program and may be dismissed.
- Students must achieve a term GPA of at least 2.5 while on academic probation.
- An undergraduate nursing student may only repeat a nursing prerequisite or nursing course once and may only repeat two nursing courses in total. Progression in the program is halted until the student has successfully repeated the course, earning a C or better. The need to repeat a single course for a third time or the need to repeat more than two courses in the student's program of study will result in dismissal from the program.
- Students wishing to take more than 14 credits while on academic probation must receive permission from the Program Director or Associate Dean to do so.

Students must progress through and complete all required coursework in six years from the start of the program. Per university policy, students may request a leave of absence for up to 2 consecutive semesters. The student may then re-enroll without having to reapply to the university. See the current Loyola University New Orleans Bulletin for the [Leave of Absence policy](#).

Readmission

A student who has been dismissed from the nursing program due to academic standing may reapply after one year. During that time, the student may continue taking other courses in the university or may withdraw from the university. If a student withdraws from the university and wishes to return after a year's absence, the student must apply for readmission and if readmitted, follow the degree requirements in effect at the time of their readmission per university policy.

To be considered for readmission to the nursing program after dismissal, the student must submit an essay detailing approaches and a plan the student will undertake to ensure success in the nursing program. The Undergraduate Program Committee will determine if the student can be readmitted.

Civility Statement

Civility is defined as being polite and kind in disposition and speech. Civil behavior refers to polite behavior toward others and maintaining their dignity (Atashzadeh Shoorideh et al., 2021).

Incivility is defined as the negative behavior of insulting others or violating the common norms of behavior (Atashzadeh Shoorideh et al., 2021).

Bullying is defined as repeated, unwanted harmful actions intended to humiliate, offend, and cause distress in the recipient (American Nurses Association, n.d.)

1. Students must value and respect each member of the Loyola nursing community, including staff, faculty, and peers.
2. Create an environment that supports positive interactions that are conducive to positive outcomes.
3. Demonstrate professional and collegial behavior at all times. This includes but is not limited to the use of respectful language, preferred gender pronouns, chosen names, avoiding ableist language, etc.
4. Accept responsibility for one's own actions and be accountable to the community.
5. Communicate clearly, both verbally and in writing, with others by actively listening to others; being open to hearing the viewpoint of others; understanding that tone of voice matters as well as non-verbal forms of communication; and refraining from demeaning, disrespectful, insulting, dismissive or humiliating language or actions.
6. Understanding that conflict, though inevitable, is resolved by developing a trusting relationship that is fostered by mutual understanding and respect among individuals.
7. As a member of the community, be available to support and mentor others with kindness and commit to interpersonal growth that fosters an appreciation for our diversity.
8. Commit to confronting acts of incivility and discrimination when they are observed positively and constructively.
9. Rely on facts, not assumptions, by avoiding gossip and spreading untruths that can undermine the credibility of others.
10. Provide praise in public and share constructive criticism in private as a form of respect and civility.
11. Treat individuals equally and respectfully regardless of their title, and place the same expectations for civility on all individuals irrespective of cultures, ethnicities, nationalities, ages, personalities, abilities, religions, gender, and sexual identities,
12. Address violations of civility or acts of incivility privately and tactfully by several avenues available on the campus, such as anonymous reporting to the diversity equity and inclusion (DEI) department or any faculty member. <https://diversity.loyno.edu/>
13. Celebrate our differences because that is what makes each of us unique.

Clinical Expectations

Students must be prepared for all clinical experiences. Failure to be ready for clinical experience will result in dismissal from clinical. Students can only care for patients if they are prepared. They will not only be dismissed but also given another assignment. The lack of preparation will be reflected in the clinical evaluation. Required supplies should always be

with the student, including a stethoscope, penlight, ink pens, scissors, a watch with a second hand, goggles, and any other supplies specified by the instructor.

Students must be tested on skills competency as outlined in the course before attending the acute care institution.

Hospital site Clinical Policies:

Please refer to the Ochsner Student Handbook posted in Canvas for all expectations.

<https://ochsner-craft.s3.amazonaws.com/education/static/2022-Ochsner-Clinical-Student-Handbook.pdf>

Students must follow all clinical site policies.

Clinical Absence and Lateness Policy

Clinical and laboratory attendance is mandatory. Failure to adhere to this attendance guideline can result in disciplinary action and will result in the student being dropped from the course.

Lab/Clinical/Simulation/ Absence:

- Tardiness is arriving more than seven minutes after the identified start time. A tardy becomes an absence 60 minutes past the start time. Tardiness:
 - Occurrence #1 – Verbal warning;
 - Occurrence #2 – Written Progress Improvement;
 - Occurrence #3 – Counts as a clinical absence.
- Absence is missing one or more lab/ clinical/simulation hours. Should an absence occur, the student must make up the clinical practicum day.
- Only two (2) clinical absences are allowed per semester. Students are expected to use absence days for illness and extenuating circumstances ONLY. Greater than two (2) unexcused lab/clinical/simulation absences during a clinical nursing course in a semester will constitute an automatic clinical failure. A clinical failure will result in failing the theory component of the course.
- Missed clinical hours due to faculty illness or unexpected school or clinical agency closures/cancellations will not count as student absences, but the hours will be made up.
- If a student is ill and unable to attend a scheduled lab/clinical/simulation, the student must notify the clinical faculty and the course director via text and email no later than 2 hours before the scheduled start time.
- In the event of lab/clinical/simulation cancellations due to faculty illness, the faculty will notify the students via email or text no later than 2 hours before the scheduled start time.

Clinical Incident Policy

Loyola University New Orleans School of Nursing will retain all records of any incident that occurs in the simulation lab, clinical setting, or educational experiences, including but not limited to:

1. Actual or potential harm to a patient and/or a student
2. Any event for which the clinical agency requires a written report
3. Exposure to any communicable disease, including blood-borne pathogens, which may be hazardous to patients, students, health care providers, and or clinical faculty
4. A lack of professional behavior including a lack of professional communication with either students, instructors, or health care providers.

All supplies used in the nursing laboratory are for practice purposes only. In the event of an accident or unusual occurrence, report the event immediately to any nursing faculty. In the event of an emergency classroom evacuation, follow general safety precautions and adhere to the posted evacuation routes.

Procedure: Clinical Instructor

At any time during a clinical experience that a faculty member identifies an incident involving actual or potential harm to a patient or student, the clinical instructor must take the following steps:

1. Intervene to reduce or prevent harm
2. Report the incident in accordance with the clinical agency's policy.
3. Report the incident to the Undergraduate Program Director as soon as possible (may be by electronic notification) and fill out the Clinical Incident form within 48 hours of the incident. Any incident involving serious harm to either a client or a student must be reported immediately to the Undergraduate Program Director.
4. Students exposed to bloodborne pathogens or communicable diseases will follow the policy of the clinical sites and the policy in the SON Handbook.

Remediation Plan: The clinical instructor will complete a written remediation plan with the student before meeting with the undergraduate program director by completing the remediation form.

Procedure: Student

1. The student must meet with the clinical instructor regarding the incident and be allowed to write comments on the incident form.
2. After meeting with the clinical instructor, the student has the right to sign or not sign the incident form.

2. The student will be required to complete an assignment related to the incident as outlined in this form.

Procedure: Undergraduate Program Director

1. Review and sign the completed form after discussing the incident with the faculty member and student completing the incident form.

Clinical Incident Remediation Guidelines

Depending on the severity of the incident, further action may be taken at the discretion of the Undergraduate Program Director. All clinical incidents will be placed in the student's academic files. Options include remediation, ranging up to dismissal from the program.

Clinical Uniform Policy-Undergraduate Program

Students must adhere to the uniform policies as stated in the Nursing Student Handbook. Students will be dismissed from clinical practice for failure to follow uniform policies, which will also be reflected in the clinical evaluation. The clinical uniform is to be worn to all lab days and clinical days.

1. Students will wear the Loyola School of Nursing (SON) approved maroon scrub uniform. The student's name tag and picture ID are required for clinical.
2. Uniforms are to be laundered after each use, free from wrinkles, tears, or frayed edges.
3. Uniforms should not fit too tight as to limit mobility or too low-cut. Pants should be loose enough to permit frequent walking and bending without being revealing.
4. If due to religious obligations, variations in uniform policy are required, you must notify the director of your program prior to clinical.
5. Loyola University New Orleans Student ID is to be always worn above the waist in the clinical setting, with the name and picture visible.

Hygiene/Hair/Nails:

1. Students will maintain personal hygiene and be well-groomed.
2. Students' hair will be off the face, above the collar, and pulled back.
3. If applicable, beards and mustaches must be neatly groomed and allow for the appropriate wearing of a medical mask.
4. Hair may not hinder sight or be a potential safety hazard.
5. If a headdress is required to meet religious obligations, it must be white, black, or maroon.
6. Fingernails must be clean, filed, and trimmed. Due to infection control purposes, NO artificial nails, gel polish, or fingernail jewelry, or nail polish is allowed.

Footwear:

1. Shoes must be solid black in color, closed toe, closed backing, clean and in good condition.
2. No open toe, clogs style without a backing, or fabric material shoes will be allowed.
3. Socks must be black in color.

Jewelry: Jewelry worn will include a watch with a second hand and may also include a solid wedding band and one set of pierced ear studs. No jewelry with stones is allowed. No other jewelry is permitted, including visible body jewelry such as facial piercings. Watch bands should be plain without any jewels or adornments. If a smartwatch is worn, students must not utilize messaging or phone capabilities while in clinical.

Scents:

1. While deodorant/antiperspirant is required, it is best for it to be fragrance-free.
2. Scents such as cologne, perfume, aftershave, smoke (cigarette, vaping, etc) or other substances are not permitted due to the risk of an allergic response from patients and/or family members.

Body Art:

Visible body art larger than 2 inches x 2 inches will need to be covered.

Patient Pick Up/Community Experience

The clinical uniform and the white lab coat with the SON patch on the sleeve must be worn when picking up patients or attending any community activity. In addition, the student's ID must be placed on the collar of the lab coat with the name and picture visible.

Lab/Clinical/Simulation Attendance Policy

Purpose:

The School of Nursing has established this policy to facilitate learning required knowledge, technical skills, and patient care vital to success in the nursing profession. Punctuality is also a requisite of professionalism, which student nurses should model while in the educational program. Therefore, attendance and engagement at all sessions of lab/clinical/simulation are mandatory.

Attendance is required at all scheduled lab/clinical/simulation experiences listed in the course syllabi and schedule. Failure to be prompt, or leaving early from scheduled lab/clinical/simulation experiences without prior approval, may result in failure of the course and dismissal from the program.

Preceptorship Policy-Undergraduate Programs

This policy establishes guidelines for undergraduate nursing students' participation in a preceptorship clinical practicum. It also outlines the roles, responsibilities, and conditions of preceptorship for approved clinical preceptors.

Requirements for a Registered Nurse to be a preceptor that aligns with the Louisiana State Board of Nursing:

1. A nurse must hold an active, unencumbered RN license in Louisiana
2. Educational Background requirement criteria based on education level:
 1. *BSN* must have at least one year of experience as an RN in the clinical area where the preceptorship will occur (LAC 46:XLVII.3543G.1.a)
 2. *ASN* (An RN who does not possess a BSN may be utilized as a preceptor provided that the RN has no less than three years experience as an RN with a minimum of one year in the clinical areas in which the experience occurs and has the requisite skills to guide the student to meet the desired course outcomes for the specific clinical experiences.) LAC 46:XLVII.3543G.1.c
 3. *Diploma* (An RN who does not possess a BSN may be utilized as a preceptor provided that the RN has no less than three years experience as an RN with a minimum of one year in the clinical areas in which the experience occurs and has the requisite skills to guide the student to meet the desired course outcomes for the specific clinical experiences.) LAC 46:XLVII.3543G.1.c
3. The preceptor per LSBN must complete the Preceptor Qualification Form.

Preceptorship Role and Responsibilities

A preceptor is a practicing nurse who provides mentorship, guidance, and oversight to nursing students during their clinical practicum. The student must complete 180 clinical hours during the practicum. Preceptors are expected to fulfill the following roles:

1. **Serve as a Role Model:** Demonstrate professional behavior and standards in nursing practice.
2. **Facilitate Clinical Learning Experiences:** Ensure alignment of clinical activities with the course objectives and evaluation outcomes. Assist students in defining weekly learning goals and structuring appropriate experiences.
3. **Set Communication Expectations:** Establish clear guidelines for communication during and between clinical days.
4. **Evaluate Student Performance:** Assess students' abilities to effectively communicate, collaborate, and apply clinical skills in patient care. Provide feedback to support the student's professional growth.
5. **Guide Skill Development:** Support the development of nursing competencies, critical thinking, and decision-making. Assist students in planning experiences that enhance their transition to the registered nurse role.

Preceptor-Specific Duties

Preceptors will guide and supervise the following core nursing skills while ensuring adherence to safety and institutional policies. Key responsibilities include but are not limited to:

- Fundamental Nursing Skills: Isolation procedures, hand hygiene, glucometer use, and vital signs.
- Assessment and Documentation: Conduct comprehensive or focused physical assessments and maintain accurate documentation in the EHR.
- Admission and Discharge Processes: Assist with patient admissions and discharges.
- Intravenous Therapy: Administer IV fluids, insert/remove peripheral IVs, assess central lines, perform venipuncture, intermittent IV flushing, and utilize infusion pumps.
 - **Note:** Students cannot administer blood products or chemotherapy.
- Medication Administration: Administer oral, topical, IV, and injectable medications (e.g., IM, subcutaneous).
- Gastrointestinal Procedures: Insert/remove NGTs, provide ostomy care, and manage enteral feeding or parenteral nutrition.
- Genitourinary Procedures: Perform bladder scans and insert/remove Foley catheters.
- Respiratory Care: Provide tracheostomy care and perform suctioning.
- Wound Care: Perform dressing changes and wound assessments.

Preceptor Evaluation and Feedback

Preceptors are required to:

1. Discuss Learning Objectives and Outcomes: Regularly engage with the student to review their progress, identify strengths, and address areas for improvement.
2. Complete Evaluation Forms: Document weekly clinical evaluations. Submit a midterm and final evaluation based on the student's performance, as outlined in the course requirements.

Clinical Instructor Role

The clinical instructor ensures safe, effective, evidence-based clinical education for BSN nursing students, consistent with Louisiana State Board of Nursing (LSBN) regulations and the program's objectives. The preceptor is responsible for direct supervision of patient care delivered by the student. The clinical instructor is responsible for the overall evaluation that the student meets the course objectives with the preceptor's input.

Responsibilities and Duties

1. Promoting Safe and Ethical Practice: Ensure compliance with LSBN standards, institutional policies, and nursing scope of practice.

2. Facilitating Clinical Learning: Providing weekly feedback to ensure alignment of clinical experiences with course objectives and learning outcomes in collaboration with the clinical preceptor.
3. Evaluation of Student Performance:
 - Assess students' clinical competence and adherence to professional standards by meeting with the student weekly, either virtually, by phone, or in person. The clinical instructor is also expected to meet with the student in-person at the clinical site three times during the semester in person at the beginning, middle, and end of the semester and more frequently if needed.
 - After speaking with the preceptor, complete and document midterm and final evaluations based on course requirements.

Student Responsibilities:

- Preceptor Agreement Form: The student must obtain the preceptor's signature before they can begin clinical. It is the student's responsibility to upload the Preceptor Agreement Form in the Canvas course.
- Clinical Attendance: Students will notify the clinical instructor of their clinical schedule at least four weeks in advance.
- Weekly Meetings: Students are required to meet weekly with the clinical instructor.
- Professional Standards: The student must adhere to the course objectives, university policies, and policies of the clinical site.

Clinical Site Selections:

- Students will identify three areas of clinical interest that align with the objectives of Adult Health II.
- Students are not allowed to complete a preceptorship on a nursing unit for which they are employed.
- The selection of the nursing unit is finalized with the program faculty.

Remediation Policy

The aim of remediation is to promptly identify students needing remediation and to develop a tailored plan that addresses their specific deficiencies. This process is designed to support students in achieving the objectives and goals of their course(s).

Remediation includes attending tutoring sessions, developing time management skills, directed study assignments, ancillary study material, practice sessions in the simulation lab with faculty supervision, and/or peer-to-peer guidance during clinical.

The remediation plan must include clear objectives that are measurable and achievable with resources available to the student and a timeline for completion of remediation.

Identification of Students for Remediation

Didactic Course

Students who have earned a grade of < C on exams, assignments or demonstrate significant gaps in their knowledge.

Clinical Course

Students whose progress is deemed unsatisfactory at midterm for clinical, demonstrated unsafe care within the simulation lab, or received a clinical incident.

Remediation Process

1. The instructor will formally notify the student of areas needing improvement and the consequences of not completing the remediation plan.
2. The student will meet with the instructor to discuss deficiencies and develop a remediation plan using the remediation form.
3. The student will be responsible for setting up and attending weekly meetings with the instructor, student advisor, and/or undergraduate program director to discuss whether they are meeting the objectives of the remediation plan.
4. Faculty will assess the student's progress by completing the weekly remediation form and determine the end date based on the student's progress.

If the student does not adhere to the remediation plan, further actions may include an extension of remediation or dismissal from the program

Student Injury and University Incident Reporting Policy for Off-Campus Clinical Practicums

Policy Title: I. Purpose

This policy establishes a standardized procedure for addressing and reporting injuries sustained by students in the School of Nursing while participating in off-campus clinical practicums. It aims to ensure proper treatment, documentation, and follow-up while mitigating potential risks to students and the university.

II. Scope

This policy applies to all undergraduate nursing students engaged in off-campus clinical practicum activities associated with the university.

III. Policy Statement

The university is committed to promoting a safe learning environment for nursing students. In the event of an injury during an off-campus clinical practicum, the student must report the injury promptly and follow outlined procedures to ensure appropriate medical care, documentation, and support.

IV. Definitions

- Injury: Any physical harm or illness requiring medical attention that occurs during an off-campus practicum.
- Clinical Practicum Site: Any off-campus health facility or other approved site where nursing students complete practicum hours.
- Incident Report: Documentation detailing the circumstances and response to the injury.

V. Procedures

A. Immediate Response to Injury

Seek Immediate Medical Attention: The injured student should first seek on-site medical assistance if available or visit the nearest urgent care facility or emergency room based on the severity of the injury.

1. Notify the Practicum Supervisor: The student must inform their clinical instructor or preceptor at the practicum site about the injury as soon as feasible.
2. Contact Undergraduate Program Director: The student, clinical instructor, or practicum preceptor must also inform the School of Nursing's Undergraduate Program Director within 24 hours of the injury.
3. The Undergraduate Program Director will notify the Director of the School of Nursing and the Office of Risk Management within 24 hours of the injury.

B. Injury Reporting

1. Complete Incident Report: The student must complete a university Incident Report Form within 48 hours of the injury, providing a detailed description of the incident, injury, immediate actions taken, and any follow-up care required.
2. Submit to the Office of Risk Management: The Incident Report Form must be submitted to the Office of Risk Management and the Undergraduate Program Director.

C. Follow-Up Care and Documentation

1. Medical Treatment Documentation: The student should keep records of any medical treatment received and provide a summary to the Office of Risk Management for inclusion in their injury report file.
2. Return-to-Clinical Clearance: If the injury prevents the student from continuing practicum activities, they must obtain a clearance letter from their healthcare provider confirming they can return to the clinical area.

D. Review and Assessment

1. Risk Management Review: The Office of Risk Management will conduct a review to assess the injury circumstances and recommend any necessary corrective actions to prevent recurrence.
2. Incident Analysis: The School of Nursing, in collaboration with the Office of Risk Management, will analyze the incident to address any potential training gaps and, if necessary, update safety protocols.

VI. Confidentiality and Record Retention

The university will maintain the confidentiality of all student injury records in compliance with privacy laws. The Office of Risk Management will retain injury reports and related documentation for a minimum of seven years.

VIII. Policy Review and Revision

This policy shall be reviewed annually by the Office of Risk Management and the School of Nursing, with updates made as needed to reflect best practices and regulatory changes.

For Questions:

Contact the Office of Risk Management at (504) 865-3141.

Note: This policy is subject to change based on university regulations, clinical site agreements, and evolving safety protocols.

Student Nursing Conduct Standards

The student is expected to follow the most current American Nurses Association (ANA) Code of Ethics for Nurses, the Scope and Standards of Practice, the National Student Nurses Association Code of Ethics for nursing students, the Loyola University New Orleans [Student Code of conduct](#), and the Louisiana Nurse Practice Act.

- Maintain client confidentiality, which includes, but is not limited to, taking appropriate action to ensure the safety of clients, self, and others.
- Provide timely, compassionate, and professional care for the client.
- Communicate client care in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the faculty to ensure the highest quality of client care.
- Engage with faculty to enhance the understanding of nursing students' learning needs.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring full disclosure and proper authorizations are obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Uphold the policies and regulations related to academic and clinical performance.

Failure to adhere to the Nursing Students Standards of Conduct and Loyola University of New Orleans policies may result in dismissal from class, course, program and/or university.

References

American Nurses Association. View. What is the code of ethics?

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses>

American Nurses Association. Scope of Practice. <https://www.nursingworld.org/practice-policy/scope-of-practice/>

National Student Association (2024).. NSNA Code of Ethics. <https://www.nsna.org/nsna-code-of-ethics.html>

Technology Policy

This policy defines student usage/responsibility for personal portable electronic devices (including smartphones, smart watches, handheld computers, or any portable electronic device).

Safeguarding Data:

- The student will implement protective measures, such as encryption, for restricted data to ensure its confidentiality and integrity in case of theft or loss.
- The students will ensure that all electronic devices are never left unattended during clinical use.
- The student must ensure that there is no transfer or storage of protected health information (PHI), especially information that could be used to identify a patient or participant, to/from any electronic devices used during class/simulation/clinical experiences. If the device is lost or stolen, it must be reported to the appropriate personnel and/or security immediately.

Classroom/Simulation Lab Usage:

- **Exams:** Students can use only their laptops during exams. They cannot use other electronic devices, including, but not limited to, a smartwatch, iPad, or cell phone.
 - All excluded electronic devices must be stored in bags or backpacks before and during the exam and are not allowed on the person.
 - Students are not allowed to use personal calculators during exams. They may use the calculator that is provided within the testing platform.
 - Students with disabilities who require special accommodations must obtain documented approval from the Office of Accessibility (OAE).
- **Classroom:** Laptops and other portable electronic devices with other applications may be used in class. Students agree to only use these devices to engage in all coursework during the allotted time. All phones should be on **silent** during every class.

Clinical:

- Portable electronic devices can be used in the simulation lab only as permitted by faculty.

- The use of portable electronic devices in clinical areas is regulated by clinical agencies.
- Students are responsible for adherence to regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and that of the clinical agency when using portable electronic devices.
HIPAA guidelines can be found at:
[Http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html)
- Protected health information (PHI) must be removed from any client data that students collect on portable electronic devices or in paper form. Students are also required to follow professional standards for all communication, including maintaining confidentiality, ensuring proper conduct, and sharing appropriate material. If students have any questions or concerns about whether specific data can be shared, stored, or transmitted, they must refrain from doing so until they receive clarification from the clinical faculty.
- No photographs may be taken of any individuals, equipment, or locations related to clinical activities without prior written consent from the supervisor of that location, the director of nursing, and the faculty member. Additionally, no pictures of medical records are allowed, and no information containing identifying details may be removed from the clinical site or shared in any form, including social media. (See SON Social Media Policy)
- No texting, emailing, or any form of communication should take place in front of a client, faculty member, or staff member of a clinical agency.

Transfer Credits

University policies and practices governing the transfer of undergraduate college credits are outlined in the Loyola University Undergraduate Bulletin (<http://bulletin.loyno.edu/>).

Policies Specific to All Graduate Programs

Length of Time to Complete the Program

Students are required to complete any graduate nursing program within 5 years of enrolling in course work. 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 paperwork. An approved Leave of Absence form guarantees the student the right to return to the program within one year, after which the formal leave expires. The approved Leave of Absence for one year is included in the 5 year requirement. The student will work with the Academic Advisor and/or Program Director to develop an alternate plan of study to accommodate the curriculum in effect at the time of reentry. If a student's progression plan indicates the student will fail to complete any graduate nursing program within 5 years, the student will be academically dismissed from the program.

Minimal Acceptable Grade & Probation Policies

The minimal acceptable grade in a graduate course taken at Loyola is a B- . A graduate student whose cumulative GPA falls below 3.0 will be automatically placed on academic probation. Students on academic probation must raise their cumulative GPA to 3.0 or higher within the next two consecutive semesters. Failure to achieve a 3.0 GPA within this timeframe will result in dismissal from the program. . Academic dismissals may be appealed by emailing the Associate Dean and School of Nursing Director. Appeals must include supporting documentation and be received within five (5) calendar days. A decision will be made by the Associate Dean and School of Nursing Director within ten (10) calendar days of receiving the appeal. A student will be dismissed from the program under any of the following conditions:

- Receiving a grade of F in any theory (non-practicum) course
- The need to repeat the same course more than twice in the program of study.
- The need to repeat more than two courses within the program of study
- Failure to raise the cumulative GPA above 3.0 after two semesters on academic probation

Pass/Fail Courses

All courses in the graduate nursing programs that are “Pass/Fail” will be identified in the syllabi under grading as “Pass/ Fail”. Each evaluation element must be completed with a score of 80% or better to successfully pass the course.

Transfer Credits

University policies and practices governing the transfer of graduate college credits are outlined in the Loyola University Graduate Bulletin (<http://bulletin.loyno.edu/>).

Transfer from BSN-DNP: FNP Program to the MSN: FNP Program

BSN-DNP: FNP students who desire to transfer from the BSN-DNP: FNP program to the MSN: FNP program will need to complete a Change of Program Request Form and submit it to the FNP Program Director. The form can be found at the following link: <http://cnh.loyno.edu/nursing/school-nursing-resources>.

Approval will be based on the following criteria:

- Cumulative GPA 3.0 or higher in the DNP program.
- Successful passage of two (2) 800 level theory and one (1) practicum course.
- Ability to complete the program of study within (5) five years of original admission.
- Once a BSN-DNP FNP student has elected to enroll in the MSN FNP track, the student is no longer eligible for re-entry into the BSN-DNP track.

Graduate Program-Specific Policies

- In addition to the Nursing Student Handbook, students in the Nurse Anesthesia Program are governed by regulations and policies itemized in the Nurse Anesthesia Supplemental Handbook.
- In addition to the Nursing Student Handbook, students in the Nurse-Midwifery Program are also governed by regulations and policies itemized in the Nurse-Midwifery Handbook and Practicum Guide.

PART 9: GENERAL INFORMATION

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, holidays, add/drop and withdrawal deadlines, and tuition refund dates.

Barnes & Noble Bookstore

The on-campus bookstore is located on the first floor of the Danna Center. The online Bookstore website is: <https://loyno.bncollege.com/shop/loyno/home>

Canvas Learning Management System

Canvas is a learning management system for course delivery that helps faculty and students communicate more effectively. Canvas may be accessed through Single Sign-On or by clicking on the word “Canvas” in the drop-down menu on the top right corner of the page at: <http://loyno.edu>.

For Canvas help, you can chat with Canvas Support (Student) or call the Canvas Support Hotline (866-932-6945) by clicking Help on the global navigation menu in your Canvas account. You can also visit the Canvas Student Guide page, watch the Canvas video tutorials for students, or contact Loyola's Online Learning Team (OLT) by sending an email to onlineed@loyno.edu. There is additional information in the “Streetcar to Canvas” self-paced training course. If you do not have access to this course in your list of Canvas courses, please contact the OLT.

Exxat Prism Clinical Placement System

The Exxat Prism program is used for clinical placement requests, clinical site affiliation agreements, clinical site requirements, SON compliance requirements, and much more. It can be accessed from the Loyola Single-Sign-On page through the Loyola homepage.

Information Technology

Information Technology provides on-campus computer systems assistance and technical support to students, faculty, and staff, through the support units of client services, computer services, distributed systems, telecommunications, and information management. Visit us online, by phone at (504) 865-2255 or email at helpdesk@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 Single-Sign-On page, go to <http://sso.loyno.edu>.

Practicum Guides

Practicum guides for graduate program practicum courses can be found on the Graduate Nursing Student Resources webpage (<http://cnh.loyno.edu/nursing/school-nursing-resources>)

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.

Student Input into SON 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. Each program will elicit a volunteer student representative who is asked to attend (in person or by phone or video conferencing) the program committee meetings. Student representatives are non-voting members of the committee. Only students in good academic standing are eligible to serve as representatives.

Student SON Committee Representatives

The role of the student representative (SR) to the program 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 opinions. 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

Respective program 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.

PART 10: GENERAL STUDENT SERVICES

Office for Accessible Education

Loyola is committed to offering classes that are inclusive. If you encounter disability related barriers in a course, please let the Office for Accessible Education (OAE) know immediately. To find out more about the accommodations process or if you need to discuss the accommodations you may be eligible for, please see our contact information below.

Monroe Library, 2nd Floor

504-865-2990 (front office)

Email: oe@loyno.edu

Website: <http://www.loyno.edu/success/disability-services>

Office of Writing and Learning Services (OWLS)

The Office of Writing and Learning Services (OWLS) offers free peer tutoring to all full-time undergraduate students in math, science, business, writing, **nursing**, foreign language, study skills, and more. Please see the link

below: <https://success.loyno.edu/services/writing-learning-services-owls/owls-appointment-instructions-undergraduates>

Online Student Success

The Online Success Office offers help and resources for students navigating online courses. It is found at <https://citycollege.loyno.edu/online-success/about-online-success>

Sexual Misconduct

Title IX is a federal law that prohibits sex discrimination in education programs and activities that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual violence, stalking, dating violence, domestic abuse, and discrimination within housing, athletics, and employment. If you believe you have been a victim of discrimination on the basis of sex or are aware of discrimination occurring, Loyola encourages you to [report the incident](#).

Loyola University New Orleans does not tolerate sex- or gender-based discrimination, harassment, or violence, including sexual harassment, sexual assault, dating violence, domestic violence, or stalking.

All members of the Loyola community, guests, and visitors have the right to be free of discrimination. Members of the Loyola community are expected to conduct themselves in a way that does not violate the rights of others.

Student Financial Services

The Financial Services Center provides information on tuition, fees, payments, scholarships, and financial aid. Loyola will supply a bill for enrollment each semester. If there are questions about the bill or tuition payments, please contact the Student Financial Services Center. If a student is awarded financial aid, please make sure to meet the requirements for the 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 can be contacted during their regular business hours at 504-865- 3337 or at sfscenter@loyno.edu. Their webpage can be accessed at: <https://www.loyno.edu/admissions/student-financial-services>

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>

University Counseling Center

University life presents a number of choices, challenges, and pressures—some exciting, some stressful. The [University Counseling Center](#) supports all students with free, confidential professional counseling services around issues of stress, depression, anxiety, academic motivation, relationships, and more. We also provide counseling and education to prevent and cope with substance abuse and sexual assault.

If you are interested in scheduling an appointment, please call 504-865-3835.

In crisis?

The [counselor on-call](#) is available 24/7/365 by calling 504-865-3835 and pressing 1 after the prompt. You will be immediately connected to a trained and licensed mental health professional.