

STUDENT HANDBOOK

FOR UNDERGRADUATE STUDENTS



BAYLOR UNIVERSITY
LOUISE HERRINGTON SCHOOL OF NURSING
SPRING 2016

B A Y L O R
U N I V E R S I T Y

Dear Students:

Welcome to Baylor University Louise Herrington School of Nursing in Dallas. You have chosen a school that strives to offer a quality academic program within a Christian environment.

The purpose of the Student Handbook for Undergraduate Students is to provide you with the policies, guidelines, and general information specific to the School of Nursing. The Student Information Guide (SIG) is to be used in conjunction with the official Baylor University Student Policies and Procedures available online at http://www.baylor.edu/student_policies

The Faculty and Administration of the School of Nursing appreciate the confidence you have placed in us by selecting Baylor as the school where you will devote some of the most crucial preparatory years of your life. We offer you our support, encouragement, and commendation as you embark on your journey to become a professional nurse.

Blessings to each of you,

The Student Services Team

Kendra Campbell, M.Ed., Coordinator of Academic Success

Tina Glaspie, MEd, Coordinator of Alumni Affairs and Career Services

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ACADEMIC CALENDAR SPRING 2016

Month	Date	Day	Event
January	11	Mon	Classes begin
	18	Mon	MARTIN LUTHER KING, JR HOLIDAY
	22	Fri	Last day to drop a Week 2-4 three week FastBacc class (with a "W" on transcript)
	27	Wed	Last day to drop a class with a "W" on transcript
Feb	3	Wed	Last day to drop a Week 1-5 five week class (with a "W" on transcript)
	12	Fri	Last day to drop a Week 1-7 class (with a "W" on transcript) AND Last day to drop a Week 5-8 three week FastBacc class (with a "W" on transcript)
March	5 – 13	Sat – Sun	SPRING BREAK
	15	Tues	Last day to drop a Week 6-10 five week class (with a "W" on transcript)
	30	Wed	Last day to drop a full semester class or withdraw fully for the semester
	25 – 28	Fri – Mon	EASTER HOLIDAYS
April	7	Thurs	Last day to drop a Week 8-15 class (with a "W" on transcript)
	21	Thurs	Last day to drop a Week 11-15 five week class (with a "W" on transcript)
April	12	Tues	DIADELOSO
	29	Fri	Last day of classes for the semester
May	2 – 3	Mon – Tues	Study days
	4 – 9	Wed – Mon	Final Examinations
	12	Thurs	Pinning Ceremony
	13 – 14	Fri - Sat	Commencement , Ferrell Center, Waco

HISTORY OF THE SCHOOL OF NURSING

Baylor University, chartered by the Republic of Texas in 1845, was established by the Union Baptist Association under the leadership of Judge R.E.B. Baylor, Rev. James Hickins, and Rev. William Milton Tyron. Originally located in Independence, Texas, the university was moved to Waco, Texas, in 1886 and merged with Waco University, another Baptist School. The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. The present university system includes the College of Arts and Sciences; the Schools of Business, Education, Social Work, Law, Engineering & Computer Science, Music, and Nursing; the Honors College, Truett Seminary, the Graduate School; and the College of Health and Human Sciences. Enrollment stands at over 16,000 students.¹

The School of Nursing was established in 1909 as a diploma program of the Texas Baptist Memorial Sanitarium, the forerunner of the present Baylor University Medical Center. In 1950 the School became one of the six degree-granting schools within Baylor University. Graduating its first collegiate class in 1954, the School is one of the oldest baccalaureate programs in the United States.

A number of nurse educators have provided outstanding leadership and have contributed significantly to the history of the School of Nursing. Helen Holliday Lehmann served as Director when the School was a diploma program. She held this position from 1912 until 1923 and again from 1930 until 1943. Under her administration, the program obtained a "Class A" rating and became one of two schools to meet all of the requirements of the New York Board of Nurse Examiners at that time. In 1943, Mrs. Lehmann was succeeded by Zora Fiedler who held the position of director until 1951. It was largely through her efforts that the baccalaureate program was developed. Though the newly developed program was established on the Waco campus, Baylor University Medical Center in Dallas was utilized as a clinical teaching facility in addition to clinical facilities in Waco.

In 1952 the first class completed the new program and its members were granted the Bachelor of Science in Nursing from Baylor University. Further refinement of the program continued as nursing courses were taught on both the Waco and Dallas campuses.

Anne Taylor was appointed Dean in 1961. By this time, the School of Nursing, including administration, was based in Dallas on the Medical Center campus. During Miss Taylor's tenure, plans for the Wilma Bass Residence Hall, which included classrooms and offices for the School of Nursing, were developed. In 1965 the School moved into the new facility and Dr. Geddes McLaughlin succeeded Miss Taylor as dean. Under Dean McLaughlin's leadership, the School experienced significant increases in the number of students and faculty. The Harry Bass Memorial Education Center was built to provide offices and classroom facilities for the School of Nursing in 1977.

Succeeding Dr. McLaughlin upon her retirement was Dr. Opal Hipps. Under the direction of Dean Hipps, Baylor University School of Nursing began admitting students in January as well as September. The library facilities were separated from the College of Dentistry and a Learning Resources Center was established in

¹"Fall 2014 Headcount" prepared by the Office of Institutional Research and Testing, Baylor University

Wilma Bass Hall. Lines of administrative authority were clarified in that the dean reported directly to the University administrators in Waco. A BSN completion program was begun for RN's.

Dr. Phyllis Karns was appointed dean in 1987. Under her direction the Learning Resources Center was expanded and moved to the Harry Bass Education Building. The graduate program in Patient Care Management admitted the first student in the Fall of 1990. The graduate program received initial accreditation from the NLN in the Fall of 1994. In Fall, 1998, the Family Nurse Practitioner track was added, followed by the addition of the Neonatal Nurse Practitioner track in the Fall of 2000. A joint BSN-MSN program was added in the Spring of 2001 to replace the previous RN completion program. A major facility expansion and renovation was completed in August 1999, nearly doubling the size of the facility. Full national accreditation of the baccalaureate and graduate programs was granted by CCNE from 1999 through June 30, 2010. In the Fall of 2000, the school was endowed by Mrs. Louise Herrington Ornelas. The school was named the Louise Herrington School of Nursing in her honor.

Dr. Judy Wright Lott was appointed as Dean in December 2002 and guided the transition of the Louise Herrington School of Nursing into the 21st century. Under her leadership, the school grew in student numbers, programs, endowed funds, academic standing and promotional activities. During her tenure the Barnabas Success Center, the Don and Ruth Buchholz Simulation Laboratory, the Doctor of Nursing Practice (DNP) program and the Accelerated Second Degree (FastBacc) track were developed based on strategic plans for the school. Guiding us through our Centennial anniversary and receiving full accreditation from CCNE for both undergraduate and graduate programs, Dr. Lott strengthened the Christian focus of the school and constantly promoted the new motto of the school: *Learn Lead Serve*[™]

In 2012, Dr. Shelley F. Conroy joined the LHSON team as dean and professor of nursing. Dr. Conroy holds a Doctor of Education degree in curriculum and instruction from the University of Central Florida, a Master of Science degree in maternal-infant nursing from Virginia Commonwealth University's Medical College of Virginia and a Bachelor of Science in Nursing degree from Virginia Commonwealth University. Dr. Conroy's extensive background as a tenured professor and dean at previous universities and her significant background in research, grants and sponsored projects equips her to skillfully guide the nursing school during this important time of progress and transition in the area of health professions education. With more than 30 years of experience in higher education, health care administration, and nursing and health care research, she believes the Lord has used her life story and experiences to prepare her for this leadership position at Baylor.

At their May 2014 meeting, Baylor Regents voted to establish the College of Health and Human Sciences (CHHS). The CHHS combines three existing academic areas – Communication Sciences and Disorders; Family and Consumer Sciences; Health, Human Performance and Recreation — to better coordinate and oversee most health/human sciences-related work at Baylor. Dr. Conroy served as both the inaugural dean of the College as well as the Dean of Nursing from May 2014 to July 2015.

GENERAL INFORMATION, POLICIES, PROCEDURES

ADDRESS CHANGES

It is important for University officials to be able to locate and send official correspondence to students. Address changes are made through BearWeb. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of responsibility for responding to the notice. To change an address, go to BearWeb by typing in the following address in a web browser: www.baylor.edu/bearweb. Log in to BearWeb; click on "Personal Information" and then "Update Addresses and Phone Numbers." If you need assistance, please check with Student Services or contact the HELP desk at 254.710.HELP.

BADGES

Baylor University Medical Center Photo I.D. Badges

All students are required to have an official BUMC photo I.D. badge as a means of identification. This badge must be worn at all times and is used for parking lot and building access. Students will be given applications for vehicle registration and name badge requests during Orientation and will also be directed to the appropriate office within the Department of Parking Services (DPS).

If a student badge is lost or stolen, a \$25.00 fee is assessed for replacement badges. There is no fee for replacement of a badge that is broken when you present your existing badge to the DPS office. In order to qualify for a hospital cafeteria discount at Baylor Scott and White facilities, students must wear this badge.

Louise Herrington School of Nursing Name Badges

Forms for ordering Baylor University Louise Herrington School of Nursing name badges are included in the student welcome packet. If additional or replacement badges are needed, forms are available in the Student Services office.

Baylor University Campus Identification Card

At the beginning of each semester, photos are taken of all incoming new students. This photo will be submitted to Baylor University for printing of your official University identification card. Students must use this identification card anytime they are on the Waco campus, especially if they plan to use facilities or participate in events on the Waco campus.

CAFETERIA INFORMATION

Students are entitled to a 20% discount when purchasing food in the Baylor cafeterias located in the basement of Truett Tower, The Atrium located in the Roberts Tower, and Café Charles in the Sammons building. In order to obtain a discount, students must wear their BUMC issued photo I.D. badge from Parking Services. Specialty or franchised food items may not qualify for a discount.

CRIMINAL BACKGROUND CHECK AND DRUG TESTING

Clinical agencies require background checks and drug screens as a condition for clinical placement. Students are required to have a drug screening and criminal background check (CBC) completed before the student begins classes at LHSON. Fees connected with drug screening are included in student fees. A positive drug screen will prohibit the student from attending a clinical rotation for 12 months and could result in dismissal from the nursing program. The student is responsible for all required fees to process the Texas Board of Nursing CBC.

Failure to clear your criminal background check with the Texas Board of Nursing will prohibit the student from attending the School of Nursing. The student is required to forward their Texas Board of Nursing “Blue Card” confirming FBI clearance to the office of Academic Affairs. A copy of all Texas BON correspondences related to the CBC must be provided to the office of Academic Affairs. Failure to forward this card, will prohibit the student from attending the School of Nursing.

Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus. Anyone violating these policies is subject to disciplinary action ranging from warning to expulsion.

The University believes that spiritual, intellectual, emotional, physical, and social development have their greatest growth free from mind-altering chemicals. Its goal is to provide an environment where the entire campus community is challenged and motivated to live a chemical-free lifestyle.

As a first step toward reaching that goal, the University makes every effort to seek full compliance with University policy and federal, state, and local laws and ordinances; to discourage by every means possible the use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to employees and students who seek help for substance-abuse problems, while focusing on the development of a comprehensive program of non-residential services.

A student or employee found guilty of noncompliance with the Baylor University policy on alcohol and other drugs is subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances. Sanctions that may be imposed against a student are found in the Student Disciplinary Policy detailed in the student Code of Conduct, which can be found online at Baylor.edu/judicial_affairs.

Furthermore, as a student of the School of Nursing, students must submit to a urine drug test within 30 days of their first clinical rotation and may be asked to submit to a drug test anytime throughout the program. Failure to comply with the request for a drug test will be treated equivalent to a positive test result. In accordance with the DFW Hospital Council’s Community Standards document, “an individual with a positive drug screen will not be allowed to attend any

clinical agency/rotation for a minimum of 12 months. Prior to returning to the clinical agency/rotation, a student must provide proof of a negative drug screen as verified by the college/school.” A positive drug test, and therefore inability to participate in clinical courses, will result in the inability to continue in the nursing program for a minimum of 12 months and a referral to the Baylor University Office of Judicial Affairs.

EMPLOYMENT OF STUDENTS

Since the ability to handle combined responsibilities of college and employment is so highly individualistic, there is no policy limiting the number of hours a traditional BSN student enrolled full-time in the School of Nursing may be employed outside of the University. Students employed by the University or School (including work-study students) are limited to working twenty hours per week. Students are strongly advised that work hours should not exceed twenty per week. Employment for the FastBacc BSN students is highly discouraged due to the rigor and intensity of the 12-month curriculum. Students who fail to meet the academic standards in the School of Nursing due to employment will receive no special consideration regardless of financial need. Therefore, students who feel they have to work to pay school expenses should make this need known to the academic advisor and the student financial aid liaison before they are in academic jeopardy.

Students employed by clinical agencies should be aware that neither the University nor the School of Nursing assumes any responsibility for their activities as employees of an agency.

Following completion of the first semester, part-time employment is sometimes available for nursing students at Baylor University Medical Center and other Dallas area hospitals during the junior and senior years. Budgetary restrictions may limit such opportunities, so students should not depend on jobs being available. In these positions, students assume responsibilities that are commensurate with their level of education. All students needing information regarding job availability are encouraged to contact the Coordinator of Career Services in the Barnabas Success Center for further information. Baylor University Louise Herrington School of Nursing name tags and patches should not be worn when students are employed by hospitals or agencies.

HAZARDOUS WEATHER

Information regarding closure/delay will be sent via our University Emergency Notification System. The alert system will send notice by **phone**, **SMS text** and **e-mail** to all information registered on BearWeb. To stay informed of important updates, please make sure your information is always current. [Login to BearWeb](#) to update your information.

Weather related school closings and/or delays will also be posted on the Undergraduate Nursing and Graduate Nursing Current Student pages under [Hazardous Weather Policy](#). **Please note that closings may differ between the Waco and Dallas’ campuses.**

In addition to the above notifications, notice **may also be posted to WFAA TV (Ch. 8)*

JUDICIAL ADMINISTRATION

In addition to the policies set forth in this handbook, Louise Herrington School of Nursing students are also held to the Baylor University Code of Conduct. This Code of Conduct can be found online at baylor.edu/judicial_affairs. Conduct violations not related to the Honor Code may be handled by the Office of Judicial Affairs in Waco. Procedures for navigating the judicial process are available on their web page listed above. Any questions about this process may be directed to their office in Waco or to the Director of Student Services in Dallas.

NAME CHANGES

To report a name change, a student must fill out an [official name change form](#). These forms are available on the 3rd floor of Harry Bass Educational Center in Academic Affairs. Please follow the procedure below to officially change your name with the University:

1. Complete a "Request for Change of Name."
2. Bring original documentation showing official name change (i.e. Marriage License, Social Security Card etc.)
3. Have the notary in Academic Affairs make a copy of the original document and notarize the copy verifying that the original was presented.
4. Have the notary fax the form and notarized document to the Waco Campus

NOTE: You may also fill out the form and mail it along with your original, official document to the Registrar Office on the Waco campus.

PARKING FACILITIES

(The fees and procedures in this section are subject to change by the Baylor University Medical Center Public Safety Office. Students will be notified of any and all changes.)

The Parking Services Department of Baylor University Medical Center handles all matters pertaining to parking for students in the School of Nursing. The Office of [Parking Services](#) is located at [4005 Crutcher Street](#), Suite 200. Hours are 8:00am - 5:00pm Monday through Wednesday and 7:00am – 4:30pm on Thursday and Friday. Students must arrive thirty minutes prior to closing time to have identification badges made. Students will be given the necessary forms during Orientation to fill out and present to Parking Services. Student Services provides a list of qualified students each semester to verify applications. It is the students' responsibility to obtain their parking decal and ID Badge from Parking Services. For questions contact their office at 214-820-7275.

A \$25.00 per semester fee will be required for all student parking decals. Parking is assigned by the Parking Services Department at Baylor University Medical Center. Students are assigned to park on the hospital campus according to their LHSO level status. FastBacc and Level 3 and 4 students are assigned to Lot 14. Level 1 and 2 students are assigned to the Garage 7 (Rooftop **only**). If the assigned lot is full, parking is available on the Rooftop **only** of Garage 7, Lot 47, or the church lot (located off Simpson and Hill) as alternatives. Students are not permitted to park in any other parking lots or visitor spaces. **Under**

NO circumstances are students allowed to park at the Landry Center. Vehicles will be ticketed and/or towed at students' expense. Security escorts to and from parking areas are available upon request, day or night. For a security escort, dial 214-820-4444.

SECURITY

To provide security in the Bass Education Center, the front door is locked at all times. Students have access to the building 24 hours a day but will need their BUMC issued ID badge for entering the parking lots, the building, and the computer lab. The first floor and the stairwell doors are locked between the hours of 5:00 p.m. and 7:00 a.m. during the week and all day on Saturday and Sunday. If a badge does not work, take it to Parking Services for replacement.

STUDENT REPRESENTATION ON UNIVERSITY COMMITTEES

Serving as a student representative on a School of Nursing or University committee is an extremely important role and carries with it certain responsibilities. Student representatives on LHSON committees serve on the Academic Policies and Undergraduate Curriculum Committee. The following are some guidelines that will help student representatives function with efficiency and effectiveness as they assume this role and represent their peers. The representative will:

1. Attend each meeting and if unable to attend make arrangements for elected alternate to attend.
2. Inform the committee chairman if unable to attend and identify the alternate representative.
3. Represent the concerns of the student body related to the areas of responsibility of the committee in an unbiased, objective manner.
4. Recognize that the committee is not a decision-making body, but advisory in nature, which makes recommendations to be acted on by the faculty as a whole. It is important when eliciting student input and reporting deliberations that items discussed in the meeting be presented to the student body in this context.

UNIVERSITY CORRESPONDENCE

The University, School of Nursing, faculty, and staff will send official correspondence to students via e-mail using Baylor assigned student email addresses. Each Baylor student is personally responsible for checking their e-mail at least **once daily** for receipt of official University correspondence.

The flat-screen televisions on each floor of the Nursing School display important and necessary information for students' benefit. Information relating to student activities, deadlines, upcoming events, and general information will be posted there.

STUDENT SERVICES

HEALTH SERVICES FOR STUDENTS

The School of Nursing has an arrangement with the Family Medical Center at Baylor, located at 3600 Gaston Ave. Suite 1109B in Barnett Tower. Although these services do cost the student, the practice takes most insurance plans. The practice has four physicians and has committed to same-day appointments for nursing students. Students should call ahead (214.820.8300) to make an appointment and must take their insurance card to the appointment. The Employee Health Clinic is also available to students for immunizations. The clinic is located on the ground floor of A. Webb Roberts Hospital, and their phone number is 214.820.3323.

COUNSELING SERVICES

Various avenues for personal counseling services are available to students on the Dallas campus. LHSON has contracted with [Sparrow House Counseling](#), a professional practice close to the campus, to provide a spectrum of counseling services to LHSON students. Students may attend up to six individual sessions at no cost. After that, Sparrow House counselors are available for an hourly fee but do accept many insurance policies. The counselors have experience with a wide range of issues such as anxiety, depression, eating disorders, and family counseling. All members of their staff are professional counselors who provide sound counseling from a Christian perspective. To take advantage of this service, please see the Director of Student Services for a referral. Also, the group hosts weekly workshops and group sessions open to all students at no cost.

The Chaplain and Coordinator of Student Ministries along with the Director of Student Services are available to assist students with certain informal counseling needs—usually related to issues centering around relationships, family, dating, preparation for marriage, goals, stress management, etc. Both can make referrals as needed for more formal counseling. The faculty often provides informal counseling related to academic performance and makes referrals to those students having the need for more in-depth, long-term assistance.

EVENT TICKETS

Athletic Events

Nursing students are entitled to free athletic tickets to all home (Waco) games. Football tickets are available for online reservation beginning at 5.00pm 6 days prior to the next home game. Students will have the capability of using their smart phone or print at home options for their tickets. A student ID is required for admittance to the stadium. Students that have reserved a ticket and are no longer able to attend may return tickets through the online return process by noon two days in advance of kick-off. Student tickets are not transferable and not able to be sold. For all other home athletic events, students may show their ID at the door. If any student wishes to attend games not played in Waco, the full gate price will have to be paid.

Student Activities in Waco

Students may find out more information and order tickets to Student Activities events such as Sing and Pigskin Review by accessing the Bill Daniels Student Center Ticket Office website at <http://www.baylor.edu/studentactivities/ticketoffice/> For event tickets that are not being sold online, nursing students may contact the Ticket Office, identify themselves as students from the school of nursing, and the staff will take their order by phone (254.710.3210) and either place their tickets at will call or mail them to the students. A fee will be attached with mailing.

FINANCIAL AID

Baylor is committed to helping students from all financial backgrounds achieve their dreams of gaining a quality education. There are several options for financing your education. The Financial Aid Office will work with you to determine your eligibility for scholarships, grants, loans and work-study programs. To be considered for need-based financial aid and deferred repayment on federal and state student loans, students will need to complete the FAFSA at www.fafsa.ed.gov. There is no fee to file a FAFSA. **Baylor's Title IV School Code: 003545**

For questions regarding financial aid, please contact the Office of Student Financial Aid at:
Email: Financial_Aid@baylor.edu ; Toll Free: 1-800-BAYLOR-U, option 8; Phone: 254.710.2611; Fax: 254.710.2695 or the Financial Aid Manager at the School of Nursing in Dallas at 214.820.4143.

FITNESS CENTER

The Tom Landry Fitness Center is located just to the south of the Harry Bass Educational Center. It provides a comprehensive fitness facility for all nursing students. Swimming, racquetball, basketball, jogging and running tracks are just a few of the activities provided by the Landry Center. Full-time traditional nursing students have a restricted membership in the Landry Center at no additional cost during the fall and spring semesters. Because of their strenuous schedule, FastBacc students do not have restricted hours. Registration for this membership is coordinated each semester through Student Services. The Landry Center is open Monday through Thursday from 5.00am – 10.00pm, 5.00am – 8.30pm on Fridays, 7.00am – 8.30pm on Saturdays, and 11.00am – 7.00pm on Sundays. The following hours are restricted and not open for use by nursing students:

Monday – Friday	11.30am – 1.30pm
Monday & Wednesday	4.30pm – close
Tuesday, Thursday, Friday	4.30 pm – 7.00pm

Membership may be obtained during the summer months at a discounted rate. Contact the Landry Center for details at 214.820.7800.

Please note: students have a restricted membership which does not allow students to park at the Landry Center. If you park in the Landry parking lot, you will park at your own risk. If caught, you will receive a ticket, which must be paid prior to grades being released, transcript requests, or graduation.

INSURANCE

Professional Liability Insurance

Baylor University Louise Herrington School of Nursing pays each student's professional liability insurance premium. Limits of Professional Liability are \$1,000,000/\$3,000,000, which pay up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year. Payment is made by the insurance company on claims arising out of real or alleged malpractice, regardless of the number of claims or persons involved, when the injury being claimed is the result of error, accident or omission. Payment of all court costs is also provided. Expert legal counsel and claims adjusters are immediately available in all sections of the country to aid and defend the insured without cost.

Under this program students are covered only for malpractice related to their normal curriculum, studies and assignments 24 hours a day, working in or out of school including vacation and days off. Coverage under your Student Blanket Insurance policy terminates on the date of your graduation.

Student Health Insurance

All students are required to carry their own health insurance throughout the entire program.

Student health insurance is available for all Baylor University students who have a need for protection beyond that which may be available under a family or personal hospitalization/major medical program. This plan is underwritten by ACE American Insurance Company, Philadelphia, PA, and is administered by:

Academic Health Plans
P.O. Box 1605
Colleyville, Texas 76034-1605
Local 817.479.2100 Toll Free 888.308.7320

You may visit their website at www.AHPCare.com/baylor or contact the Waco Insurance Claims Coordinator Betty Fornelius at 254.710.1493 or e-mail: Betty_Fornelius@baylor.edu

MONDAY LUNCH BIBLE STUDY DISCUSSION

Monday Lunch Bible Discussion will provide an opportunity to sit around a table with other students, each lunch and talk about a passage of scripture. Students are welcomed to bring their lunches to this gathering. The Office of Student Ministries will provide some light lunch options each week. The Chaplain and Coordinator of Campus Ministries will introduce a scripture passage each week along with some discussion questions. Monday Lunch Bible Discussion will meet most Mondays in the Dorm Rec room from Noon to 12.50pm.

NOTARY PUBLIC SERVICE

Notary Public Services are available to all students free of charge. The following staff members, serve as a notary public:

Debbie Milam, Project Support Manager, Academic Affairs, third floor, Bass Education Center

Becky Robbins, Manager of Business & Fiscal Operations, third floor, Bass Education Center

STUDENT ORGANIZATIONS

Baylor Student Nurses' Association (BSNA)

Baylor Student Nurses' Association is a local chapter of the National Student Nurses' Association, the only national organization for nursing students and the largest independent student organization in the United States. Membership is open to all students in programs leading to initial licensure as a registered nurse. Although the BSNA is student-led, this organization does have a faculty sponsor. For more information, please contact the faculty sponsor, Dr. Beth Hultquist (214.818.7554 or beth_hultquist@baylor.edu).

NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. Benefits of belonging to BSNA are eligibility for scholarships, a year's subscription to *Imprint* (the only magazine for nursing students), malpractice insurance, the NSNA annual convention, uniform discounts, and a voice in Washington, among others.

Baylor Student Nurses' Association meets monthly to plan events for community service and fund-raising activities. Members are offered opportunities to broaden their nursing education by being exposed to special seminars and the state convention of nursing students. Fund raising projects are planned to provide scholarships to attend conventions and seminars and to provide a budget for recruitment of new members in NSNA. Offices to be filled for Baylor Student Nurses' Association are: president, vice president, secretary, treasurer, community, and chaplain.

Baylor Student Nurses' Association is intended to facilitate the transition to the professional organization, American Nurses' Association, upon graduation of the student nurse. It is also intended to enhance your educational experience at Baylor University Louise Herrington School of Nursing.

Sigma Theta Tau International (STTI)

Sigma Theta Tau International is the National Honor Society for Nursing. The Eta Gamma Chapter, at the Louise Herrington School of Nursing, was established in the spring 1984 semester.

The purpose of the organization is to:

- a) recognize the achievement of superior quality scholarship;
- b) development of leadership qualities;
- c) foster high professional standards;
- d) encourage and support research and other creative work in nursing;
- e) strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing.

This organization accepts student, faculty and community leader nominations. Eligibility for Student membership includes:

1. Completion of at least one-half of the required Nursing Curriculum.
2. Must demonstrate evidence of professional leadership ability or potential ability.
3. Must have a GPA of at least 3.0 on a 4.0 scale, and rank in the upper 35 percent of the graduating class. (Thirty-three percent of any one graduating class is offered admission to the Society)
4. Must be present at the Induction Ceremony to be inducted.
5. Must pay all fees before admission to membership.

RECREATIONAL ACTIVITIES

Recreational activities for nursing students are under the direction of the Director of Student Services. Various social and cultural activities are sponsored during the school year. Students are provided with information regarding Waco campus events and activities such as football games, the annual Pigskin Revue, and All University Sing, DiadelOso, as well as cultural activities and events occurring in the Dallas Metroplex area. Our local activities will also include a variety of intramural sports throughout the year. Information about these activities can be obtained in the Student Services Office.

STUDENTS WITH DISABILITIES

All students admitted to Baylor University Louise Herrington School of Nursing must be able to meet the **Core Performance Standards** for admission and progression with or without accommodations. Students sign and submit the form at the time of application. Students who are seeking support services from the Baylor University Office of Access and Learning Accommodation (OALA) on the basis of diagnosed disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973.

Steps for Requesting Accommodations with the Office of Access and Learning Accommodation (OALA) at Baylor University:

1. Students who are seeking support services from the Office of Access and Learning Accommodation, on the basis of a diagnosed disability, are required to fill out an application and present current (preferably within the last three years) and appropriate documentation, so as to verify eligibility under Section 504 of the Rehabilitation Act of 1973. The Office of Access and Learning Accommodation is located in Waco in the Paul L.

Foster Success Center, in the Sid Richardson building, Suite 190. The application can be found online at <http://www.baylor.edu/oala/>

Drop off, mail, fax, or email any paperwork that documents your disability, along with your OALA application to:

Office of Access and Learning Accommodation
Baylor University
One Bear Place #97204
Waco, Texas 76798
FAX: 254.710.3608
Email: OALA@baylor.edu

2. The application and documentation will go before the Documentation Review Committee (DRC) where eligibility for services will be determined. The committee meets each week throughout the year (except holidays). All required documentation must be received in the OALA office before 5 p.m. on Thursdays to be evaluated during each week's review process. Anything received after 5 p.m. on Thursday will be reviewed the following week. Please allow two (2) business days for an OALA Disability Advisor to contact you after your documentation has been reviewed via email.
3. Once the documentation has been reviewed by the Documentation Review Committee and it has met the documentation standards, the student must make an appointment with an assigned Disability Advisor in order to be considered "registered" with the office. Note: Because of the distance from the main campus, nursing students may schedule a phone appointment rather than an in-person meeting.
4. At the beginning of each semester, students will be responsible for logging into their BearWeb account and selecting the professors who would need to receive an accommodation letter. Once the students have completed that step, the professors will receive an email displaying the accommodation letter. Students will still need to arrange a meeting with each course instructor at the beginning of each semester in order to discuss and prearrange accommodations. The faculty can then work with the student on arranging accommodations or assistance appropriate for the disability and as defined by law after the student provides documentation from the Office of Access and Learning Accommodation.
5. Repeat step 4 at the beginning of each semester.

Contact the Director of Student Services at LHSON if you have questions or need assistance with this process.

ACADEMIC POLICIES

COURSE ATTENDANCE POLICY

Theory Class Attendance Policy

Students are expected to attend all theory classes. LHSOON requires students to attend 80% of each enrolled theory class in order to pass each course. Therefore, any student who is not present for at least 80% of the scheduled class sessions will automatically receive a grade of “F” in the course. Based upon a 15 week semester, the maximum amount of time that a student may be absent from class before receiving an “F” in the course is:

<u>Credit Hours</u>	<u>Allowable Hours Absent</u>
2 hour course	6 maximum hours absent
3 hour course	9 maximum hours absent
4 hour course	12 maximum hours absent

Tardiness

Students are expected to be on time to class. Tardiness is disruptive to the learning environment and is considered unprofessional behavior. Individual faculty members will communicate via the course syllabus the consequences for tardiness in their respective classes.

Clinical and Clinical Lab Attendance Policy

Baylor University has a mandatory attendance policy. Therefore, there are no excused absences in clinical and clinical labs. Absences may not be made up. Students may not attend clinical or clinical labs to which they are not assigned. LHSOON requires students to attend a minimum of 90% of clinical and clinical lab experiences; therefore, any student who is not present for at least 90% of the scheduled class sessions will automatically receive a grade of “F” in the course.

Clinical Practicum

Students must attend all clinical activities as assigned including orientation and computer training. Clinical hours include the orientation time. See the chart below for details.

Professional Nursing Practice Clinical Courses Attendance Requirements

<u>Credit Hours</u>	<u>Minimum Hours Required</u>
1.5 hour N3414	61 hours present
2.0 hour N3225	78 hours present
N3226	78 hours present
N4225	78 hours present
N4226	78 hours present
3.0 hour N4335	135 hours present
N4345	119 hours present

At the point that a student has accumulated enough hours to constitute a clinical practicum failure, the student is removed from clinical practicum and informed that she/he has failed the entire course based upon absences.

In the event that a faculty member must be absent for a clinical day, the faculty member will provide an alternate learning experience for the students, and this will count as a clinical day. The alternate clinical activity will be deployed on the clinical day that the clinical faculty is absent so that the student can utilize their assigned clinical time for their alternate clinical learning experience.

***Clinical Lab (Professional Practice Lab and Health Assessment Lab)
Attendance Requirements***

<u>Credit Hours Lab</u>	<u>Minimum Hours Required</u>
2.5 hour N3414	33.75 hours present (3hrs 45mins absent)
3.0 hour N3314	40.50 hours present (4hrs 30mins absent)

At the point that a student has accumulated enough hours to constitute a clinical lab failure, the student is removed from clinical lab and informed that she/he has failed the entire course based upon absences.

STUDENT DISMISSAL FROM A PRACTICUM SESSION (PATIENT-CARE SETTING)

If the course instructor considers the student incapable of performing safe care for a patient due to lack of physical or emotional fitness, the student will be dismissed immediately from that practicum session and an absence will be recorded.

If the course instructor considers the student incapable of performing safe care for a patient due to lack of preparation, the faculty sends the student to the LRC or a designated alternative site to prepare. The student will be considered absent for the time missed in preparation. The student is then required to return to clinical prepared to provide care.

CLINICAL PLACEMENT OF NURSING STUDENTS

Arrangements for clinical placement of nursing students are made through the Office of the Associate Dean for Academic Affairs. Baylor Scott & White Health (BS&WH) provides the primary acute care facility for clinical teaching in the School of Nursing; however, hospitals throughout the Dallas - Fort Worth area are also used.

DROPPING A COURSE

Prior to dropping a course, nursing students are required to meet with the Coordinator of Academic Success. Once the student has met with the coordinator, if the student wishes to drop the course they are then required to meet with the Academic Support Specialist for Academic Affairs to discuss the effects of dropping the course and how future semesters will look in regards to course scheduling.

If a student drops a class before the end of the twelfth class day of the fall or spring semester, the course will be removed from the student's transcript. After the twelfth (and through the fiftieth) class day, a notation of "W" will appear with any dropped class on the student's transcript. For nursing students enrolled in a course which meets in 7 week intervals, there is an amended drop/withdrawal timeline. The courses include NUR 3225, 3226, 4225, 4226, 4334, 4335, 4339, 4345 as well as all course sections for the FastBacc track. Please contact the Coordinator of Academic Success or the Academic Support Specialist for Academic Affairs for these specific dates.

Failure of the student to drop a class officially will result in a grade of "F." A class is not considered officially dropped until the student either drops the class through BearWeb or initiates the drop by sending an email to the Academic Support Specialist for Academic Affairs requesting to drop the course. The email should include students name, BU student ID number, course and section number the student wishes to drop. The student must attend class regularly until that time. Students dropping a course for any reason will be dropped from all co-requisite nursing classes that are linked to the class from which the student is dropping.

Prior to dropping any course, students should review "Before You Drop a Course" under Academic Goals on the advising website at www.baylor.edu/advising. Once the term has begun, students should follow these guidelines. See the Financial Costs section of the university catalog for the refund schedule.

UNIVERSITY WITHDRAWALS

Beginning the first day of a semester, students who are financially settled and wish to drop all of their classes must withdraw from the University. Students must schedule an exit interview with a representative of the Paul L. Foster Success Center (PLFSC) in order to withdraw from the University. For a nursing student on the Dallas campus to withdraw from the University during a semester, the student must secure clearance from the Associate Dean prior to scheduling an exit interview. The exit interview can be scheduled online at www.baylor.edu/successcenter/exitinterview. Additional information is available online at www.baylor.edu/successcenter/universitywithdrawals.

Any other procedure will lead to failure in all courses for which the student is registered. Under no circumstance does notification to professors or dropping classes constitute an official University Withdrawal. The effective University Withdrawal date is established by the date on which a student schedules an exit interview online with the PLFSC. The date the appointment is scheduled may be different than the actual date of the interview. When a student withdraws from the University, the assigned "W" is based upon the effective date of the University Withdrawal. Please see the "Academic Calendar" section for the respective dates. Tuition refunds for University Withdrawals are defined under the section on "Expenses."

Upon confirmation by a student's instructors of persistent non-attendance, the University reserves the right to withdraw the student for that term with an effective date matching the last known

date that the student attended class. Students receiving scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of a University Withdrawal.

EXAMINATION PROCEDURE

1. LHSO administers examinations via computer utilizing the ExamSoft software. All scores will be determined by the answers entered into the computer. Credit will not be given for answers or information written on the student's scratch paper.
2. If a student's computer is not functioning appropriately it must be assessed by the IT department prior to the examination. Only if the IT department determines the computer is not functioning will the student be given a paper copy of the exam.
3. Examinations will be administered in a room that will accommodate all students being tested to standardize testing conditions.
4. Examinations will be proctored.
5. All books, notes, cell phones, personal calculators, and personal electronic devices will be left at the front of the examination room. Cell phones must be turned off. LHSO will provide calculators for examination purposes if needed.
6. Remove all head coverings during exams. Be cognizant of others taking exams in the room, by limiting noise-making actions such as opening candy wrappers, crumpling paper, and talking.
7. Students will keep their eyes on their own computer.
8. Students will begin the examination after instructions are given.
9. Questions will be answered at the discretion of the faculty responsible for administering the exam.
10. Faculty or the ExamSoft software will notify students when there are 5 minutes remaining in the exam period.
11. The exam will end at the appointed time and students who arrive late will **not** be given extra time to complete the exam.
12. For paper examinations using Scantron sheets, all scores will be determined by the Scantron sheet. If there is a discrepancy between a Scantron sheet and a test booklet, credit will be given only for the Scantron answer.

MAKE-UP EXAMINATIONS

1. If the student is unable to take a scheduled examination, the student must notify the faculty of the circumstances prior to the scheduled exam time by leaving a voicemail, email and/or directly speaking to the faculty. Typical circumstances are professional school activity, illness, death in the family, or accident. In such a case, permission to miss an exam and arrangements for a make-up must be confirmed by the appropriate faculty member prior to the scheduled exam.
2. The student completes the "Student Request for Make-up Exam" form and submits it to the faculty of record.
3. The faculty member of record responds to the student and forwards the request form to the Office Manager for Academic Affairs.
4. The Office Manager for Academic Affairs will schedule the date, time and location for the test and notify the instructor and student via Outlook Calendar of the date, time, and

location of the exam. If there is an issue with the desired time and location requested the Office Manager for Academic Affairs will contact the faculty member and copy the student via email with an alternate time requesting approval from both parties. The new time will then be scheduled via Outlook Calendar.

ATTENTION: If the faculty is not notified by the student in advance of the absence, the faculty has the prerogative to deny the student the opportunity to take a make-up exam, which will result in an exam grade of zero.

All unit examinations missed should be made up within 1 week of the absence, except in the case of extenuating circumstances, which must be referred to the Undergraduate Theory Coordinator and the Undergraduate Program Director. The make-up exam administered may be an alternate exam in both format and question types such as fill in the blank, short answer, and essay.

END OF SEMESTER ACTIVITIES

The Academic Calendar of the University specifically identifies the last class days of the semester. The two days following the last class days are study days and are reserved for students to prepare for final exams. No required activities for students on these two days may be scheduled (i.e. no clinical make-up days, no required test review or study session, or clinical evaluations).

FACULTY ADVISORS

Faculty Advisors are available to all students to assist with career planning and the transition to the nursing profession. Faculty Advisors will meet with class officers every month and will schedule group meetings with students as indicated by the class officers. Faculty Advisors are active participants with the student and administrative leadership team at monthly Leadership Forums and an all student Town Hall meeting each semester. Faculty Advisors are also available for individual student appointments. The Faculty Advisors teach at various levels in the Undergraduate Program and will have their schedules available to students on the bulletin boards outside their offices.

Current Faculty Advisors

Students graduating May 2016:	Traditional – Mrs. Melissa Neathery and Mrs. Kathryn Voreis FastBacc – Dr. Renee Jones
Students graduating December 2016:	Dr. Rebecca Meraz and Dr. Kathryn Osteen
Students graduating May 2017:	Dr. Robin Caldwell and Dr. Kelly Rossler
Students graduating December 2017:	Professor Marilyn Hightower and Professor Lisa Otto

FINAL EXAMINATIONS

The final examination schedule is prepared by the Academic Support Specialist for Academic Affairs. Final exams are comprehensive and will be administered during the week of final exams at the assigned time. Students may not take final exams prior to the scheduled final exam date. **No final exams are to be given prior to the start of the final exam schedule.**

Students who must miss a final examination should make a written request for a delayed examination to the faculty of record and to the Undergraduate Theory Coordinator. This action may require that the student request an “I” (Incomplete) in the course if all requirements cannot be completed prior to the time grades are reported. The University policy will be followed when assigning incomplete grades.

The incomplete grade must be removed within a time period consistent with University policy. The “I” will automatically be changed to the grade of “F” if the course is not completed by the end of the subsequent semester.

No more than two examinations in courses offered on a semester level are scheduled on the same day. If a student taking courses on more than one semester level is scheduled to take more than two examinations on any one day, he/she may petition the Undergraduate Program Director to take the additional exams at a later time.

University policy states, “If major examinations during the last three class days of the semester are deemed essential by the professor, there should be at least one week prior notice of such examinations.”

Major class projects and/or assignments (those requiring more time to complete than an ordinary daily assignment) which are due in the three day period before finals should be assigned at least a week in advance of the day they are due.

GRADING SCALE

Effective summer 2014, the University will be implementing a revised grading scale, which includes the use of minuses (e.g. A-, B-, etc.). The following grading scale will be used in all LHSON courses **effective summer 2014:**

GRADING SCALE	LETTER GRADE	GPA RANGE
93.00 – 100.00	A	4.0
89.00 – 92.99	A-	3.67
85.00 – 88.99	B+	3.33
81.00 – 84.99	B	3.0
77.00 – 80.99	B-	2.67
74.00 – 76.99	C+	2.33
71.00 – 73.99	C	2.0
68.00 – 70.99	C-	1.67
65.00 – 67.99	D+	1.33
62.00 – 64.99	D	1.0
60.00 – 61.99	D-	0.67
00.00 – 59.99	F	0.00

ROUNDING POLICY

GRADES WILL NOT BE ROUNDED. Individual assignments and test grades will be carried out to the second decimal place throughout the semester. The resulting numerical final course grade is truncated following the second decimal (e.g., 80.99672 = 80.99 = B-). There will be no rounding of the final course grade. The final course grade will be recorded as a letter grade as described in the LHSN grading scale. The final course grade will be posted to BearWeb as a letter grade.

REPEATING COURSES

According to Baylor University Louise Herrington School of Nursing policy, a grade of “C” (71) is required in all courses in the nursing major. A student is only allowed to repeat a nursing course one time and can only repeat a maximum of two courses in order to continue in the nursing major.

ADDITIONAL INFORMATION REGARDING CLASSES / GRADING

Class participation is expected of students; however, there is no option for “extra credit” or “bonus points” to improve grades.

Faculty may deduct points for work which is turned in late.

Students must use APA format for all in-text references and bibliographic citations.

GRADE REPORT

End of semester grades will be available through BearWeb. Students who wish to receive a printed copy of their grades must complete a written request for grades to be mailed, which may be mailed or faxed to the Office of Academic Records on the Waco campus at 254-710-2233. A request for a written copy of grades must be completed each term. Forms are available in the Administrative Suite on the 3rd floor and also on the Nursing School website.

GRIEVANCE PROCEDURE

Baylor University Academic Appeals Policy and Procedure

Any student who believes a Baylor faculty member has treated him or her unfairly with respect to a course for which the student was registered may request consideration of such alleged unfair treatment involving students' academic work. If the matter involves alleged violation of the University Honor Code, it will be handled through the processes identified under the Baylor University Honor Code. Other academic appeals complaints will be heard through the following process:

Appeal of Grades

A student who wishes to appeal a failure in a theory or clinical course must follow the University

Academic Appeals Policy and Procedure. The student is to notify the faculty, in writing, of the intent to appeal, no later than five business days from the notification of course failure, and to request a meeting. If the faculty upholds the original failing grade, the student may continue the appeal.

Academic appeals at the Louise Herrington School of Nursing will be heard through the following process:

Conference with Faculty Member

The student shall set forth his or her complaint in a written statement (letter or e-mail format) within five business days of course failure notification that details the circumstances giving rise to the complaint. The student shall give a copy of the statement to the faculty member and attempt to discuss and resolve the matter with the faculty member. The faculty member shall respond in writing (letter or e-mail is acceptable) within five business days after the conference as to the status of the appeal.

Appeal to the Department Chair

LHSON: Undergraduate Theory Coordinator or Clinical Coordinator

If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal such matter to the Chair of the department. Within five business days of notification that a grade decision is being upheld, the student must submit in writing the intent and reasoning for continuing the appeal process. The student shall submit both a copy of the written complaint/appeal and faculty response to the Undergraduate Theory Coordinator or Clinical Coordinator.

LHSON: Undergraduate Program Director or Graduate Program Director

If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal such matter to the Chair of the department. Within five business days of notification that a grade decision is being upheld, the student must submit in writing the intent and reasoning for continuing the appeal process. The student shall submit both a copy of the written complaint/appeal and faculty response to the appropriate Director.

Appeal to the Dean

LHSON: Associate Dean of Academic Affairs, then the Dean

If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal such matter to the Associate Dean of Academic Affairs. Within five business days of notification that a grade decision is being upheld, the student must submit in writing the intent and reasoning for continuing the appeal process. The student shall submit a copy of the written original complaint/appeal along with copies of all paperwork from each previous level of appeal to the Associate Dean of Academic Affairs.

If the complaint is not resolved to the satisfaction of the student by the Associate Dean of Academic Affairs, he or she shall have the right to appeal such matter to the Dean of the Louise Herrington School of Nursing who must be given a copy of the written

complaint/appeal along with copies of all paperwork from each previous level of appeal within five business days of notification that a grade decision is being upheld.

Appeal to the Executive Vice President and Provost

If the complaint is not resolved to the satisfaction of the student by the dean of the school, then the student shall have the right to appeal such matter to the executive vice president and provost, who after review may refer such matter to the academic appeals committee.

Appeal to the Academic Appeals Committee

Please refer to the University's Student Policies and Procedures Handbook online and the Academic Appeals Policy & Procedure at

http://www.baylor.edu/student_policies/index.php?id=22177.

HONOR CODE

All students' conduct while attending Baylor University must adhere to the provisions of the Baylor University Honor Code. Students in the School of Nursing are subject to Baylor University's Honor Code and must be familiar with actions in the classroom, lab, and/or clinical settings that would result in an Honor Code violation. If the student's conduct or character prove unworthy of the standards of Baylor University or the Nursing profession (including the ANA Code for Nurses and the Texas Board of Nursing), the student may, at any time, be subject to disciplinary sanctions including failure from the course, probation, suspension, or expulsion from Baylor University. Any student who violates the Honor Code will be disciplined in accordance with the policies of the faculty member, Honor Code, and the University. For further details please review the Honor Code online:--- [Baylor University | | Academic Integrity | | Honor Code as well as the Baylor University Student Handbook](#) or contact the Office of Academic Integrity at 254.710.8882 or email their office at Academic_Integrity@baylor.edu.

Students are also encouraged to consider these suggestions:

- Review each class syllabus for expectations your professor may have regarding course work and class attendance that go beyond those stated in university policies and guidelines and the Honor Code.
- Be familiar with the importance of academic integrity in class. Understand how citations show respect for other scholars.
- Talk with your professor if you are confused about citation practices or other research standards.
- Make sure you understand not only what counts as plagiarism and cheating, but also how to avoid engaging in these practices. Manage your time, take notes correctly, and use the internet appropriately.
- Make sure you understand your professor's guidelines about working with other students on assignments, receiving assistance from other students on assignments, citing sources, using notes or exams from previous or other classes, and accessing information during an examination. If in doubt – ASK YOUR PROFESSOR!

- Understand that penalties can result from dishonest conduct, ranging from failure of the assignment to immediate expulsion from the university.

LICENSING EXAM FOR STATE REGISTRATION NCLEX-RN

Prior to graduation, all students planning to take the registered nurse (RN) licensing examination in Texas are given information on how to apply online or complete a hard copy application that must be completed according to specific instructions. The NCLEX-RN (National Council for Licensing Examinations) application form is completed by each student, accompanied by a money order or certified check and mailed to the testing group. The School of Nursing mails the Board of Nursing (BON) applications and fees to Austin, Texas as a service to the students.

The Student Services office assists students in the application procedure for testing in Texas but assumes no responsibility for late or incorrect applications. Students planning to take the licensing examination outside of Texas are responsible for contacting the State Board of Nursing of the particular state in which they plan to become licensed for appropriate application forms.

Successful completion of the nursing program in no way guarantees successful passage of the licensing examination. (In addition, the BON may refuse an applicant permission to write the exam for reasons cited in the “Texas Statutes Regulating the Practicing of Professional Nursing”).

LITERARY FORMAT

In order to provide consistency, uniformity, clarity and standardization for written documents in the School of Nursing, the publication manual of the American Psychological Association (APA) is the adopted style manual for all written documents in the School of Nursing.

This format should be used by all students in writing papers as part of course requirements. Please refer to your syllabi for the current edition.

OFFICE HOURS OF FACULTY

Faculty members maintain office hours each week in order to provide counsel to students. Office hours are posted outside faculty offices. Students are encouraged to make appointments to see faculty members during their office hours to talk openly and often about their course work and career goals as they move through the program. Please note that part time clinical faculty do not hold office hours at LHSN, but students may meet with them at the end of their clinical day.

PINNING

Ceremony

Graduating seniors are honored with a pinning ceremony at the conclusion of the fall and spring semesters. In order to participate in the pinning ceremony, students must have satisfactorily

completed all requirements for the Bachelor of Science degree in Nursing. There is no fee for participation in the pinning ceremony. A reception is provided following the ceremony.

Pins

Pins are purchased during your last semester, online through our approved vendor. This pin will be placed on a clip with a green ribbon and will be awarded during the Pinning Ceremony. Seniors are not required to purchase a pin; however, it is strongly encouraged. If you choose not to order an official pin, you may purchase a pin on your own and bring it to the Academic Affairs Office. Each student will have a clip with a green ribbon, so you may also elect not to use a pin at all.

PROGRESSION IN THE MAJOR

Academic Progression

Progression in the major toward an anticipated date of graduation is contingent upon successful completion, with a grade of “C” (71) or above, of ALL courses the first time attempted in a full-time or approved part-time plan of study.

In most instances, a student who must repeat one or more courses or who must, therefore, delay progressing to more advanced courses in the curriculum, will not be able to complete all course requirements to graduate with the cohort with which the student began the major.

Any student who does not achieve a grade of “C” (71) or above in a nursing course and who plans to continue in the program must meet with the Academic Support Specialist for Academic Affairs to create a revised plan of study and discuss a new graduation date within two weeks following the semester in which the deficiency was received.

Course Repetition in the Major

A grade of “C” (71) is required in all courses in the nursing major. If a student does not achieve a grade of “C” (71) or above in a nursing course, the course must be repeated the NEXT time it is offered unless written approval is received from the Undergraduate Program Director or the Associate Dean of Academic Affairs.

A student is allowed to repeat a nursing course only one time and can only repeat two courses in order to continue in the nursing major. A student who has failed the same nursing course twice or has failed two courses will not be eligible to continue in the nursing major. The student may, however, be eligible to continue studies in another major in the University.

If a student requests a leave of absence due to a non-academic reason and this leave exceeds one year from the date of withdrawal, a competency evaluation will need to be scheduled with the Academic Support Specialist - Undergraduate. Reentry to the program is contingent on meeting the following requirements: Successful completion of a health assessment exam, CPE skills, and satisfactory conversion score of no less than 71% on the applicable HESI specialty exam(s) as determined by the Undergraduate Program Director.

A student who has been dismissed from the nursing program for academic reasons is not eligible for readmission for three (3) academic years. Readmission applications are processed through Student Services and are reviewed by the LHSON Academic Policies/Admission Committee. The readmission applicant must meet all admission requirements stated in the academic catalog that are current when the application is submitted. In addition to the readmission application, the applicant must submit current nursing entrance test scores in addition to documentation that supports the applicant's potential for success if readmitted.

Readmission is to the beginning level of the nursing curriculum and is a highly selective process. Students who have been readmitted must pass all nursing courses attempted. Subsequent failure of any one course will result in permanent dismissal from the Louise Herrington School of Nursing.

REGISTRATION

Registration is scheduled on the Dallas campus each semester. Dates for registration are designated in accordance with deadlines specified by the Registrar's office in Waco.

To be eligible for class registration and/or graduation, students will be required to be current on all bills and fees associated with BUMC, BS&WH, LHSON, LRC, and the bookstore used by the Nursing School.

Students who are not currently enrolled in a clinical nursing course for any reason will be registered for their next clinical course on a space available basis. This may not occur until the end of the semester when clinical spaces become available. If a space does not become available, students will need to wait out the next semester until space becomes available.

Schedules of individual students are subject to change. When changes are necessary, the School of Nursing will notify the students by email as early as possible.

SOCIAL MEDIA POLICY

Students must adhere to the social media guidelines of the National Council of State Boards of Nursing and the American Nurses Association. See links below for guidelines:

<https://www.ncsbn.org/347.htm>

https://www.ncsbn.org/Social_Media.pdf

<http://www.nursesbooks.org/Main-Menu/eBooks/Principles/Social-Networking.aspx>

TEXTBOOKS AND SUPPLIES

The Baylor Bookstore serves as the School of Nursing bookstore and equipment supplier. Each student will receive instructions for ordering through online orientation. All orders must be received by the deadline to ensure time for processing. *All payments are due at the time of purchase. A current booklist is available on the nursing school website and at the bookstore.

TRANSCRIPTS

Official transcripts

You may request official transcript via BearWeb at any time. In addition, forms are available in the Student Services Office, Suite 100 or in the Office of the Associate Dean, room 300. A fax machine is available for students to fax their transcript requests or the student may send it to the address shown on the form. Students may order up to 5 transcripts per day.

Unofficial transcripts

Can be obtained from Bearweb or ordered through Office of Academic Affairs on the 3rd floor.

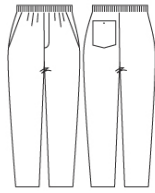
UNIFORM DRESS CODE

The uniform dress code is designed to assist the students and the faculty to maintain consistency in dress attire as is considered appropriate and safe for professional nursing practice. When representing the School of Nursing in the hospital and the community, students are expected to adhere to dress codes as specified by the LHSO Uniform Dress Code. When representing the School of Nursing during class lectures or labs held at BUMC, Sammons Cancer Center, and/or BGCT, the student is required to wear either the Clinical Full Uniform or the Partial Uniform (See descriptions below). Students are to wear their uniform only when in class, clinical, or lab settings. Students are not to wear BULHSON uniform, lab coat, patches or pins when outside the class, clinical, or lab setting or when working in hospitals or other health care agencies for pay. (Example when not to wear uniform: volunteering at soup kitchen, eating out with friends, shopping at the mall, etc.) Students are role models and should be clean, neat, and well-groomed at all times. Specific requirements are stated in the following outline:

Clinical Full Uniform

1. Women: white uniform dress, skirt or split skirt and matching top, white pants and matching top OR green scrub top with green pants or skirt. Students may wear the matching green scrub jacket. A plain white t-shirt (long or short sleeve) under scrub top is required so as not to reveal midriff or cleavage. Appropriate length for skirts, split skirt or dress uniform is knee length to mid-calf. No thermal undershirts or sweaters are to be worn on the clinical units.
2. Men: **Landau brand only** white or green scrub top and white **or** green **Landau brand** pants. A plain white, short or long sleeve t-shirt under scrub top is required.
3. Both hunter green and white scrubs should be **Landau brand only**. Pants and tops should only be in the style numbers listed below. Hem of pants should **NOT** touch the floor.

Style 8550



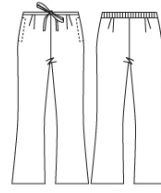
Tapered w/Pockets

Style 7602



Tapered NO Pockets

Style 8335



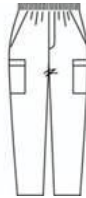
Slightly flared

Style 9502



Women's Boot Cut /w
Pocket

Style 8555



Men's (Unisex)
Cargo

Style 7502



Unisex

Style 8219

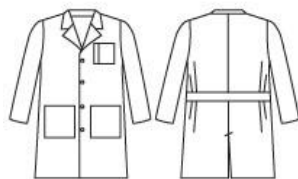


Female

4. **Landau brand** Scrub Jackets in unisex style number **7525**, are permissible and the Baylor University Louise Herrington School of Nursing patch must be sewn around the edges on the left sleeve (midway between left shoulder and elbow) if enrolled prior to summer, 2015 or embossed with the BU logo if enrolled after May, 2015. Any student regardless of enrollment may purchase and wear the embossed scrub shirts or jackets, but students enrolled prior to May, 2015 are not required to purchase new scrubs.

Style 3124

Men's Lab coat



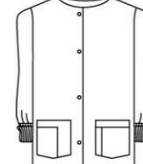
Style 3155

Women's Lab coat



Style 7525

Unisex Scrub
Jacket



5. White lab coat with Baylor University Louise Herrington School of Nursing patch sewn on left sleeve (midway between left shoulder and elbow) if enrolled prior to summer, 2015 or embossed BU logo if enrolled after May, 2015. Lab coat should be **Landau brand only** in style number **3124** for *Men* and **3155** for *Women*. Shirt sleeves should not extend below the edges of the lab coat sleeve.
6. Plain white or black hose or socks for women, white or black socks for men with no visible designs. Socks/hose should match the color of the students' shoes.
7. Clean, white or black non-permeable nursing shoes or all white or black leather tennis shoes, no mesh insets. Open toed shoes are not acceptable. Open backed shoes are not recommended. No visible designs.
8. Designated Baylor University Louise Herrington School of Nursing name pin and picture ID as dictated by assigned clinical site.
9. If a student was enrolled in the Baylor University Louise Herrington School of Nursing program prior to May, 2015 uniform **patches are to be sewn around edges on left sleeve (2 inches below shoulder seam, centered on the sleeve)**. All uniform tops, jackets and lab coats must be **Landau brand only** and should have patch attached. Student enrolled in the nursing program after May, 2015 will have the embroidered BU logo on all scrub shirts, jackets, and lab coats. These uniforms may be purchased through the Baylor Bookstore.
10. Full uniform is required for pre-clinical assessment.
11. Pediatric clinical uniform on Level 3 is *Landau* brand white or green uniform pants with print top as designated by individual clinical faculty. No other exceptions are acceptable.
12. Requirements for psychiatric clinical dress code on Level 2 will be provided by each individual instructor.

Partial Uniform (For community experiences, field trips, class attendance at BGCT, BUMC, or Sammons Cancer Center, etc.)

**** All hair, jewelry, and nails standards apply to partial uniform guidelines as well as full uniform guidelines.**

1. Lab coat over professional business attire. No open toe shoes.
2. Blue jeans or denim style jeans, mini-skirts, sleeveless shirts, shorts, T-shirts, jogging outfits, thong sandals, etc., are NOT acceptable for clinical or when obtaining a clinical assignment the day before clinical.
3. Designated Baylor University Louise Herrington School of Nursing name pin.

Hair

1. Hair must be well groomed and restrained from face. Only naturally occurring hair color is acceptable.
2. Well-groomed beard.

Nails

1. Nails must be well groomed and cannot extend beyond the length of the fingertips.
2. Nail polish is **NOT permitted** of any type (even clear)
3. Artificial fingernails or permanent/semi-permanent nail decorations will not be worn in any clinical areas where client contact will take place.

Allowable Jewelry

1. Watch with second hand.
2. Wedding or engagement band (no protruding stone).
3. Class ring.
4. **One** pair of studs or small earrings placed in the ear lobe only.
5. No visible body piercing, temporary or permanent body art (tattoos) is acceptable. Tattoos should be covered. Tongue rings are not acceptable.

Miscellaneous

1. No perfume, cologne, body lotions, or aftershave are to be worn in the clinical setting.
2. **Optional** green fleece jackets, with the University logo, may be ordered during orientation.* (see photo below)

Style M990W
Women's Fleece
Jacket



Fitted Princess
Seams

Style M990
Men's Fleece
Jacket



Square Block
Styling

MABEL PETERS CARUTH LEARNING RESOURCE CENTER

The Nursing Learning Resource Center (LRC), located on the top floor of the Harry Bass Educational Building, specializes in nursing information and resources that support faculty research and nursing student learning. LRC resources include research and full text databases; reference material; course reserves; print and electronic journals; books and e-books; high speed printers; a full color digital scanner; audiovisual items and viewing stations; models and kits; computer lab; study room with white boards; additional study areas; student e-mail and internet access; and clinical equipment for check out. The LRC is a hotspot for AirBear wireless access. The LRC has access to all of the BU Central Libraries electronic resources plus some that are LHSO access-only.

Hours

The LRC is open during the fall and spring semesters approximately 83 hours a week. Fall and spring hours begin on the first class day of the semester. Standard operating hours are:

Monday through Thursday	8.00am – 11.00pm
Friday	8.00am – 5.30pm
Saturday	9.00am – 5.00pm
Sunday	1.00pm – 11.00pm

Hours are posted on the LRC website and on signs around the nursing school building

http://www.baylor.edu/nursing/nursing_undergrad/index.php?id=288188 Hours for holidays, summer school, intersessions and breaks vary. These special hours will be posted in advance. For more information, go to the LRC website, call 214.820.2100 or email nursinglrc@baylor.edu.

Have a Question? Need Help?

Two professional librarians are available to answer questions and provide research assistance weekdays between 8.00am and 5.00pm. Stop by the LRC, call 214.820.2100, or email nursinglrc@baylor.edu. The nursinglrc@baylor.edu email is checked at least three times per day Monday through Friday. It is not checked on weekends. LRC users may also schedule an appointment for assistance.

Borrowing Books and Equipment

Students may borrow books from the LRC for three weeks. Books may be renewed for another three weeks by stopping by, emailing nursinglrc@baylor.edu or calling 214.820.2100 and asking to renew the item. You do not need to have the item with you. However, if someone else has requested the item, it must be returned on the due date and cannot be renewed. When the LRC is closed books, clinical equipment or other LRC items may be returned in the afterhours return slot on the right wall inside the entrance to Room 400.

The following clinical equipment may be checked out at the LRC desk for one week:

- sphygmomanometers (blood pressure cuffs)
- otoscope/ophthalmoscope kits

Denver Development kits and manuals may be checked out for three weeks.

Journals and audiovisual items such as CDs, DVDs and videotapes are for LRC use only.

Late Fees

Returning LRC materials on time is a courtesy to other LRC users. Late items will be charged a fee for each day late past the original due date. Computer-generated overdue notices are automatically sent to the user's Baylor email account. Avoid late fees by renewing an item on the due date. Late fees must be paid with cash or by check. They are not added to a student's monthly Baylor bill. The LRC does not accept credit cards. In the case of chronically overdue items, a transcript hold may be placed on the student's account.

- Books: 25¢ per day up to the cost of replacing the book, plus a \$10 processing fee.
- Clinical items: \$1 per day up to the cost of replacing the item, plus a \$10 processing fee.
- Two-day Reserve materials: \$1 per day up to cost of replacing item, plus a \$10 processing fee.

Except for Reserve items, students usually may avoid late fees by renewing the item on the day the item is due. To request a renewal, you may stop by the LRC in person, or send an email to nursinglrc@baylor.edu or call the LRC at 214.820.2100. You do not have to have the item(s) with you when renewing.

Reserve Items

As a convenience to students, the Nursing LRC has a print copy of most required and recommended undergraduate and graduate textbooks on Reserve. The use of Reserve books is a courtesy service to students and is not intended as a substitute for purchasing a student's own textbooks.

Reserve books may be checked out for a two-hour period. At the end of two hours, the user may ask to renew the book for a second two-hour period if needed. Requests to renew a Reserve item may be made in person or by calling 214.820.2100. Reserve items may not be renewed by email.

After a total of 4 hours, the Reserve book must be returned to the LRC and be checked in by LRC personnel so that others may have the opportunity to use these popular items.

Once a student has checked out a Reserve book, it may be taken out of the LRC if the student wishes to study elsewhere. Time due and late fees still apply if the book is taken out of the LRC.

The late fee for a Reserve item is **\$10 per hour**. The late fee is calculated by whole hours, not per minute. Late fees must be paid by cash or check in the LRC. They are not added to a student's monthly Baylor bill.

If a student checks out a Reserve book, gives it to someone else to return, and the book is returned late, the person to whom the book is checked out is responsible for the late fee.

In most cases, Reserve books can be checked out overnight at 15 minutes before closing time. A Reserve book on overnight checkout is due at opening of the next LRC business day, which might not be the student's next day on campus.

During study days and final exams period when the LRC is open 24 hours, Reserve items may not be checked out overnight.

Food and Beverage Policy

Eating is not permitted in the LRC or computer lab to avoid attracting insects and rodents and the damage they cause as well as to minimize trash. Beverages in *covered* containers are permitted in the LRC. This policy may be discontinued without notice if the beverage policy is abused. NO beverages are permitted in the computer lab at any time in order to protect the equipment.

Student Workers

The LRC hires student workers for the evening and weekend shifts during the fall and spring semesters. In the summer I and summer II sessions, the LRC is staffed evenings by student workers. Please contact Mrs. Jean Hillyer, Assistant Director, (Jean_Hillyer@baylor.edu) about available openings. Students must already be approved for financial aid.

Learning Skills Laboratories

The Health Assessment Lab, the Professional Practice Lab, and Simulation Lab are located on the second floor of Bass Education Center. They contain equipment for learning and practicing nursing skills and techniques in a simulated environment. This is the campus lab setting for Nursing 3314, 3414, and Simulation Lab. Questions about the lab area or supplies can be directed to the Lab Manager, Jeanne Carey (Jeanne_Carey@baylor.edu).

Portable Physical Assessment & Skills Equipment

The LRC has the following clinical equipment that students may borrow:

- Sphygmomanometers (blood pressure cuffs);
- Otoscope/ophthalmoscope kits;
- Denver Developmental kits and manuals.

Late fees will be charged for overdue clinical items.

PROFESSIONAL RESPONSIBILITY & CODE OF ETHICS

Throughout the entire course of study in the School of Nursing, students are reminded that they are studying to become a member of an honored profession and of the responsibility that such membership entails. The ethical standards of conduct of the professional nurse as a member of a service profession in a self-governing society are stressed in a manner consistent with the purposes of a Christian university. Within the academic and clinical settings, professional nursing students must;

1. Actively promote the highest level of moral and ethical principles and accept responsibility and accountability for their actions.
2. Treat others with respect and promote an environment that respects human rights, values, cultural and spiritual beliefs.
3. Maintain client confidentiality.
4. Communicate the care for clients in a truthful, timely and accurate manner.
5. Uphold all academic and clinical institutional policies related to academic and clinical performance, reserving the right to appeal using the procedure outlined in the Baylor University Academic Appeals Policy and Procedure.

Adopted by school of nursing faculty 1/28/2005