

STUDENT HANDBOOK

FOR UNDERGRADUATE STUDENTS



BAYLOR UNIVERSITY
LOUISE HERRINGTON SCHOOL OF NURSING
SPRING 2021

BAYLOR

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 Handbook 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

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Whitney Estapa, BA, Events Coordinator

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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 Higgs. Under the direction of Dean Higgs, 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 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.

In October 2015, Baylor Regents voted to return the School of Nursing to a freestanding academic unit. After serving as inaugural dean of the Robbins College of Health and Human Sciences (CHHS), Dr. Conroy returned to serve exclusively as dean of the nursing school. "With its campus on the Baylor University Medical Center near downtown Dallas, it is of practical importance – and in keeping with the industry standard – that they are identified as their own school, able to focus on preparing baccalaureate and graduate level nurses, within a Christian community, for professional practice, health care leadership and worldwide service."

In the Summer of 2018, the nursing school expanded its operation into new facilities at 333 N. Washington after having purchased the former Baptist General Convention of Texas building in 2015 and conducting a major fundraising campaign to update and renovate the facility.

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 Baylor Scott & White Health 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 campus ID applications at Preview Day. Motor Vehicle registration forms will be sent out prior to the start of the semester and processed during Orientation.

If a student badge is lost or stolen, a \$25 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 & White facilities, students must wear their campus ID badge.

Louise Herrington School of Nursing Name Badges

Louise Herrington School of Nursing name badges are available through the Baylor Bookstore. These badges are a required part of the LHSO uniform and must be worn for all clinical experiences.

Baylor University Campus Identification Card

During each cohort's Preview Day, 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

ARAMARK food service provides items for purchase in the Café located in the Academic Building of LHSO. In addition, students are entitled to a 20% discount when purchasing food in the Baylor Hospital 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 Baylor Scott & White 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 two separate criminal background checks (CBC) completed before the student begins classes and/or clinical practicum at LHSON. The first CBC is conducted by the Texas Board of Nursing (TBON), and must be completed prior to the student's first day of class. The student is responsible for all required fees to process the Texas Board of Nursing CBC. The second CBC is conducted by CastleBranch and must be completed prior to the student starting their first clinical rotation. Fees connected with the initial CBC conducted by CastleBranch are covered by student fees, however, if an additional CBC is required – this will be the student's expense. Cost for the initial drug screen is also covered by student fees.

Failure to clear the criminal background check with the Texas Board of Nursing (BON) or CastleBranch will prohibit the student from attending the School of Nursing. The student is required to upload their Texas Board of Nursing "Blue Card" confirming FBI clearance to their Castle Branch account. In lieu of the "Blue Card", a student may submit an operations outcome letter, enforcement outcome letter, or eligibility order from the Texas BON to their CastleBranch account. A denial letter from the Texas BON will prohibit a student from participating in any School of Nursing activities. A Texas BON denial letter will result in rescinded admission to the school of nursing. Failure to upload Blue Card or submit letter to school, will prohibit the student from attending the School of Nursing orientations, classes, laboratories or clinical practicums. Students who have a pending criminal case appearing on their CastleBranch background check will be required to have an additional background check processed 30 days following the scheduled court date listed on the background check report. Any additional background checks will be at the cost of the student. The outcome from the pending court case will determine if a student may remain in the nursing program. For references regarding criminal history information please refer to the Texas Nurse Practice Act, Nursing Peer Review & Nurse Compact Licensure Texas Occupations Code Sec. 301.2511 as amended September 2017.

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 diluted positive drug screen will be considered positive. A diluted negative drug screen must be repeated. 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. Positive Drug Testing results are determined by the Medical Review Officer (MRO) and are the results provided to CastleBranch. MRO drug testing results are considered final. Drug testing result disputes must be handled through the MRO. Drug testing results posted by the MRO will be utilized to determine

eligibility to attend clinical practicums. Baylor University does not obtain drug testing specimens, provide results, or resolve disputes related to positive drug testing results.

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.

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 Student Services for further information. Baylor University Louise Herrington School of Nursing name badges and scrubs 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 available in Student Services. 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 of official change (i.e. Marriage License, Social Security Card etc.)
3. Have the notary in Student Services 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.

NOTE: Name changes that occur during the academic year will require students to replace all name badges with the student's correct name. Name badges must reflect the student's legal name.

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 (214-820-7275). Hours are 8:00am - 4:30pm Monday through Wednesday and 7:00am – 4:30pm on Thursday and Friday. If students need to have identification badges made, they must arrive 15 minutes prior to closing. Students will be given all necessary forms for ID and parking prior to Orientation. These forms must be completed and returned to Student Services.

A \$50 annual fee will be required for all student parking decals. Parking is assigned by the Parking Services Department at Baylor University Medical Center. All students are assigned to park in the LHSON Academic Building's underground parking garage level P2 (all spaces), level P1 (spaces 92-134 ONLY) and to Lots 44 and 45. Students are required to park in the garage first and overflow to the hospital lots only when the garage is full. A counter is located near the garage entrance which provides a count of how many spaces are available in the garage. 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 Nursing School, the exterior doors are locked at all times. Students have access to the building 24 hours a day but will need their BUMC campus ID badge for entering the parking garage, the building, and the elevators. The third and fourth floors are off limits after 5:00pm on weekdays and on the weekends unless accompanied by a faculty or staff member. 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 Undergraduate Academic Policies, Undergraduate Curriculum, Missions Committee, and Program Effectiveness Committees. 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. Faculty may allow student communication via text messaging for information purposes. However, all official communication is via Baylor e-mail. 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 in Suite 1130 in Barnett Tower 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 contact Sparrow House at 214-736-9955 and identify yourself as a Baylor Nursing student.

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 972-576-9221 / endalk_tulu@baylor.edu

FITNESS CENTER

The Tom Landry Fitness Center is located just to the north of the LHSO Academic Building. 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 <http://baylor.myahpcare.com/> or contact the Waco Insurance Claims Coordinator Betty Fornelius at 254-710-1493 or e-mail: Betty_Fornelius@baylor.edu

NOTARY PUBLIC SERVICE

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

Jennett Hale, Student Services Office Manager, Student Services Suite, suite 115.03, Academic Building
Wendy Craver, Office Manager, Academic Affairs, 301.55, Academic Building

STUDENT ORGANIZATIONS

Baylor Student Nurses' Association (BSNA)

Baylor Student Nurses' Association is a local chapter of the National Student Nurses' Association (NSNA), 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 sponsors, Drs. Ethany Howden and Libby Rosonet.

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 BSNA 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.

Nurses Christian Fellowship (NCF)

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry of and for nurses and nursing students. NCF is a ministry of [InterVarsity Christian Fellowship](#). In response to God's love, grace and truth: The Purpose of Nurses Christian Fellowship, as a ministry of InterVarsity Christian Fellowship/USA, is to establish and advance in nursing, within education and practice, witnessing communities of nursing students and nurses who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

The Baylor NCF chapter faculty sponsors are Dr. Melissa Neathery and Dr. Shelby Garner. Contact them for additional information.

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.

University Sponsored Student Activity Policy and Procedure

In order to provide professional and experiential learning opportunities for all students, occasional university student activities may conflict with scheduled classes. When a university scheduled student activity conflicts with a student's class schedule, the student may be eligible for an excused absence. The student event faculty sponsor will notify the Associate Dean for Pre-licensure Programs of the scheduled school sponsored activity and the number of students involved in the activity. The faculty sponsor will complete all required travel documents and/or risk management documents when appropriate.

In order for students to utilize excused absences for school activities, students:

- Must be passing the class(es) they are requesting to miss.
- Must be in compliance with Baylor University honor code and conduct policies in all university classes.
- Must fill out the Make Up Exam form (even if they are not going to miss an exam) in order for the school to be aware of all classes the student will be missing. Make up exams will be rescheduled with the instructor and administrative staff according to current policy. Forms must be submitted to the organization/activity faculty sponsor for appropriate coordination.
- Complete paperwork and communicate directly with their course faculty in person and email to ensure the faculty is aware that the student will not be in class. Communication with course faculty should occur at least 2 weeks prior to planned absence when possible.

Students missing a clinical course except for Transition to Practice will be given an alternate assignment that will be coordinated with the Level Coordinator, clinical faculty, and the student organization/activity faculty sponsor. Transition to Practice students will reschedule their clinical rotation in collaboration with their clinical faculty and preceptors. Transition to Practice students must complete their clinical experiences within the timeframe allocated to their clinical rotation. All ten clinical shifts must be completed in this capstone course. Failure to comply with the procedures outlined could result in unapproved absences that will impact attendance in clinical, classroom, exam make-up, and could impact the final course grade.

RECREATIONAL ACTIVITIES

Recreational activities for nursing students are under the direction of the Director of Student Services and the Chaplain. 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, Dia del Oso, as well as cultural activities and events occurring in the Dallas Metroplex area. 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 Coordinator of Academic Success at LHSON if you have questions or need assistance with this process.

BAYLOR UNIVERSITY TITLE IX

Sexual and Gender-Based Harassment and Interpersonal Violence Policy

Baylor University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate discrimination or harassment on the basis of sex or gender. If you or someone you know would like help related to an experience involving sexual or gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, or retaliation for reporting one of these type of prohibited conduct, please contact the Title IX Office at (254)710-8454 or report online at www.baylor.edu/titleix.

The Title IX office understands the sensitive nature of these situations and can provide information about available on- and off-campus resources, such as counseling and psychological services, medical treatment, academic support, university housing, and other forms of assistance that may be available. Staff members at the office can also explain your rights and procedural options if you contact the Title IX Office. You will not be required to share your experience. **If you or someone you know feels unsafe or may be in imminent danger, please call the BUMC Police Department (214-820-4444) or Dallas Police Department (9-1-1) immediately.** For more information on the Title IX Office, the *Sexual and Gender-Based Harassment and Interpersonal Violence policy*, reporting, and resources available, please visit the website provided above.

ACADEMIC POLICIES

COURSE ATTENDANCE POLICY

Theory Class Attendance Policy

Students are expected to attend all theory classes. LHSO 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. LHSON 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>
2.0 hour	
N3200	78 hours present
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>Course</u>	<u>Attendance Requirements</u>
N3330 Professional Practice Lab	Must attend 90% of lab sessions (See course syllabus for details)
N3314 Health Assessment Lab	Must attend 90% of lab sessions (See course syllabus for details)

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 Pre-licensure Programs. 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 Senior 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 to establish a new degree plan.

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 an interval less than 15 weeks ie. 5 week, 7 week, or 10 week time periods, there is an amended drop/withdrawal timeline. Please contact the Senior 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 the Director of Student Services in order to withdraw from the University. Additional information is available online at https://www.baylor.edu/support_programs/index.php?id=865123.

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 with the Director of Student Services. 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. LHSON administers examinations via personal computers utilizing the ExamSoft software, therefore a laptop computer is required for all students (iPads and tablets are not supported). In addition, all students are required to use a privacy screen on their laptop during examinations. 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. Failure of a student to bring a laptop to an exam, not have a battery charger, or to have IT certify a computer malfunction can impact academic performance. A grade of zero or incomplete exam grades will be registered according to the score provided by ExamSoft.
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. LHSON will provide calculators for examination purposes if needed.

6. Remove all head coverings during exams. Exception should be requested in writing for religious practices or cultural standards. 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 Level Coordinator and the Associate Dean for Pre-Licensure Programs. 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).

FINAL EXAMINATIONS

The final examination schedule is prepared by the Office Manager 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 Level 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 Associate Dean for Pre-Licensure Programs 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

The following grading scale is used in all LHSO courses.

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 LHSO 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” (71.00) is required in all courses in the nursing major. A student is allowed to repeat a nursing course only one time 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.

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 4th floor and also on the Nursing School website.

GRIEVANCE PROCEDURE

ACADEMIC APPEALS POLICY AND PROCEDURE

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

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 complain 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.

Appeal of Grades at LHSON

An appeal is a student complaint of alleged unfair treatment by a faculty member involving a student's academic work. The appeal process begins with a formal written complaint to the faculty of record. At the Louise Herrington School of Nursing the appeal procedure related to academic progress begins as soon as the student is notified by the faculty of a course grade in the learning management grading system (Canvas).

Final grades posted in BearWeb to a student's transcript may occur later than the student's initial notification of final course grade in the learning management grading system (Canvas). A student who appeals a grade in a theory or clinical course for reasons outlined in the University Academic Appeals Policy and Procedures shall adhere to the LHSON Appeal Policy.

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

Conference with Faculty Member

Within three (3) business days from notification by the faculty of the course grade, the student shall set forth his or her complaint in a written statement that details the circumstances giving rise to the complaint. The student shall email a copy of the statement to the faculty member and schedule a meeting to resolve the matter with the faculty member. The faculty member shall schedule a meeting within three (3) business days of the request. The faculty shall respond in

writing to the student within three (3) business days after the conference as to the status of the appeal.

Appeal to the Department Chair LHSO

The Associate Dean of Pre-licensure Programs or the Associate Dean of Online Graduate Programs serve in the role of the Department Chair for this process. If the complaint is not resolved at the faculty level, the student shall have the right to appeal such matter to the chair of the department. Within two business days of written notification of a grade decision, the student must submit in writing the complaint and reasoning for continuing the appeal process. The student shall submit both a copy of the written complaint/appeal and the course faculty's response to the appropriate Associate Dean. The Associate Dean will schedule an appointment with the student within two (2) business days of receipt of the written complaint/appeal. Associate Deans will respond in writing within two (2) business days of the meeting.

Appeal to the Dean

LHSO Dean or Senior Associate Dean of Academic Affairs will hear this level of the appeal. If the complaint is not resolved at the Director level, the student shall have the right to appeal such matter to the Dean. The Dean may designate the Senior Associate Dean to review and make decisions regarding the appeal. The student must submit the appeal in writing within two (2) business days of the notification. The student shall submit the rationale for continuing the appeal as well as the written original complaint/appeal along with copies of all paperwork from each previous level of appeal to the Dean or Senior Associate Dean.

Appeal to the Executive Vice President and Provost

If the complaint is not resolved after meeting with 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.

If the grade that is being appealed is a C- or lower, the student may not progress to the next courses in the curriculum plan prior to the submission of a formal written appeal. To be clear, students in the appeal process will only be allowed to attend progressive level courses when he/she has an active, written appeal submitted for consideration.

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 available online and must be completed by each student, accompanied by payment of the required fee. Alternatively, a money order or certified check and paper application can be mailed to the testing group.

The Office of Academic Affairs 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 and processes.

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 course 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 may be posted outside faculty offices, within the course syllabus, or within the Canvas Course. Students are encouraged to make appointments to meet with faculty members during their office hours to talk openly and often about their course work and career goals as they move through the program. Faculty office hours may be conducted as face to face meetings or virtual meetings. Talk with specific course faculty about the procedures for communicating (for example, email vs text message) and scheduling meetings. Please note that part time clinical faculty may ~~not~~ hold office hours at the LHSON campus or virtually, or students may meet with them at the end of their clinical day.

WHITE COAT CEREMONY

The White Coat Ceremony is a special ceremony where students receive their white coat. The white coat will be one that is embroidered with the Baylor LHSON emblem. Receiving, and being cloaked with your white coat symbolizes your entry to the School of Nursing, the profession of nursing, and readiness to embark upon clinical practice as a student nurse. Attendance to the White Coat Ceremony is mandatory. Failure to attend this ceremony may result in being placed on a professional behavior learning contract and will result in a lowering of your final Level I clinical grade.

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, only a Baylor University Pin may be used in the Pinning

Ceremony. If you choose not to order an official pin, you will still be pinned with the clip and green ribbon during the ceremony.

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” (71.00) 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 a course will be delayed progressing to more advanced courses in the curriculum and 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” (71.00) 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” (71.00) is required in all courses in the nursing major. If a student does not achieve a grade of “C” (71.00) or above in a nursing course, the course must be repeated the **NEXT** time it is offered if space is available in the class unless written approval is received from the Associate Dean of Pre-licensure Programs or the Senior Associate Dean of Academic Affairs.

Explanation: Students who fail to achieve a grade of C (71.00) in the first seven weeks would be directed to repeat the course in the second seven weeks and drop any/all other courses occurring in the second 7 weeks. The revised plan of study would dictate the order/timing of coursework following the repeated course. All courses of one Level must be completed prior to progression to the next level in the curriculum. For example, students may complete Level 2 in the first seven weeks and progress to Level 3 in the second seven weeks.

A student can repeat a nursing course only one time 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.

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 LHSO 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.

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. 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 Associate Dean of Pre-Licensure Programs.

ACADEMIC FORGIVENESS

A student may request to have the first grade earned (not a W notation) from a repeated course excluded from the calculation of the grade point average (GPA) for a maximum of three courses during one's undergraduate career, where the original grade earned was a C- or below. If a student attempts a course a third time and Academic Forgiveness is applied, then all grades except the first will be used to calculate the GPA. Once applied to a particular course, Academic Forgiveness cannot be cancelled or removed (this rule may not be appealed).

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 BS&WH, LHSON, NLRC, and the bookstore used by the School of Nursing.

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 another 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.

AGENCY REQUIREMENTS (Immunizations/CR/Personal Health Coverage/Agency Documentation)

Immunizations

Students must provide documentation of a current TB test (Option 1: QuantiFeron Gold, IGRA or T-Spot blood test; Option 2: Two rounds of TB skin testing within 3 weeks of each other). Students

with a positive TB test must provide documentation of positive TB screen along with a chest x-ray report. In addition, students must provide documentation indicating they have received the following immunizations: Hepatitis B (3 part series) or HEPLISAV (2 part series) and HEP B titer, MMR (2 part series), Tdap, Varicella (2 part series) and annual flu vaccine. A titer confirming immunity may be substituted for proof of immunization for MMR, and Varicella. No student will be allowed in the clinical setting until fulfillment of this requirement is documented. Immunizations must be submitted by the established deadlines.

Cardiopulmonary Resuscitation (CPR) Certification

Students must be certified/recertified in the American Heart Association (AHA) Basic Life Support Course for Healthcare Provider (BCLS) by established deadlines to attend clinical practicum. A course will be offered for students during Orientation and upon exiting the program. There is a fee associated with each course. Certification must stay current throughout any given semester. No student will be allowed in the clinical setting until fulfillment of this requirement is documented.

Personal Health Coverage

All students in the School of Nursing are required to carry personal health insurance coverage in order to attend clinical. Health Insurance coverage is available through the sponsorship of Baylor University. A description of the Combined Insurance Company plan offered through Baylor University is available at <https://baylor.myahpcare.com>. Health coverage must be maintained throughout the nursing program.

Agency Documentation

AGENCY DOCUMENTATION: Students are to submit agency documentation each semester. Required documents are posted in Canvas for students to access following registration for the upcoming semester. Agency documentation must be submitted by the established deadline set.

POLICY REGARDING LATE SUBMISSION OF AGENCY REQUIREMENTS:

Agency documentation, Immunizations, CPR, Personal Health Coverage

Students who miss the deadline for submission of immunization, CPR, proof of health coverage, physical exam and mandatory agency documentation will incur a 5-point deduction off their final course grade. For example, a student who earns an 88% (B+) on their clinical performance evaluation would receive an 83% (B) as their course grade. The deduction will be applied to the student's first clinical rotation of the upcoming semester. Missing a deadline includes documents submitted incorrectly or incomplete (example: illegible document, missing required information such as TB test document needing date placed, date read, induration, results...)

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 Baylor Bookstore website and at the bookstore on the Waco campus. Although students are not required to make all purchases through the bookstore, students will be responsible to purchase all required textbooks, computer software, supplemental required on-line learning packages, and clinical equipment in order to complete required course assignments. Lack of required resources or supplies will impact academic student success.

TRANSCRIPTS

You may request official transcript via BearWeb at any time. Additional information about transcripts can be found at <http://www.baylor.edu/registrar/index.php?id=94623>

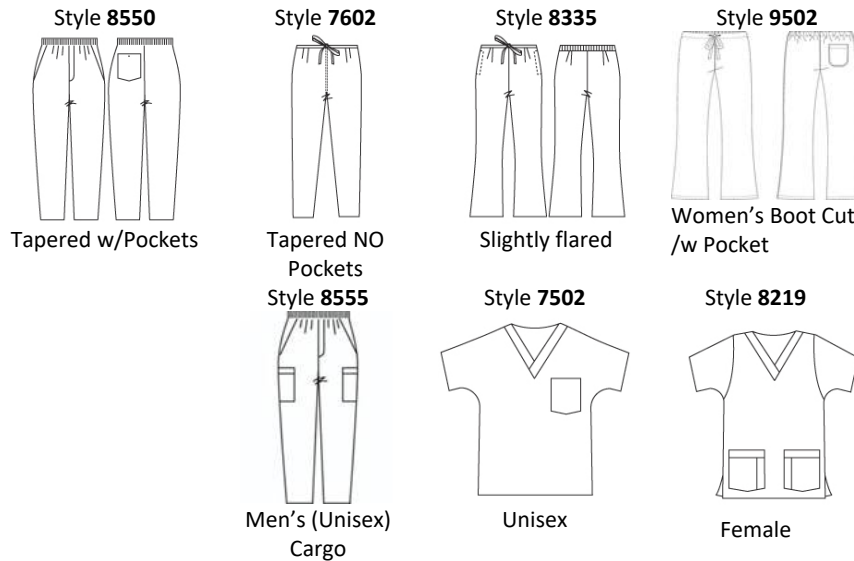
UNIFORM DRESS CODE

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. Students are to wear their uniform only when in class, clinical, or lab settings. Students are not to wear BULHSON uniform, lab coat, 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: **Landau brand only** Hunter Green uniform dress, skirt or split skirt and matching top, hunter green pants and matching top OR green scrub top with green pants or skirt. Students may wear the matching green scrub jacket. **A plain solid white or black 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 clinical units.

- Men: **Landau brand only** Hunter green scrub top and green **Landau brand** pants. **A plain solid white or black, short or long sleeve t-shirt under scrub top is required.**
- Hunter green 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.



- Landau brand** hunter green scrub jackets in unisex style number **7525**, are permissible and must be embossed with the Baylor University Louise Herrington School of Nursing logo.



- White lab coat with Baylor University Louise Herrington School of Nursing embossed logo. Lab coat should be **Landau brand only** in style number **3124** for Men and **3155** for Women. Purchase of the White Lab Coat is required for participation in White Coat Ceremony, as well as other LHSON events.
- Shirt sleeves should not extend below the edges of the lab coat sleeve.

7. 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. Ankle socks are permitted but also must match shoe color.
8. 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. Shoes should have no visible designs.
9. Designated Baylor University Louise Herrington School of Nursing gold name badge and picture ID as attached with a BU LHSOON Badge reel only. Agency Badges may be required by specific clinical sites.
10. All uniform tops, jackets and lab coats must be **Landau brand only** and should be embroidered with the Baylor University School of Nursing logo. These uniforms may be purchased through the Baylor Bookstore.
11. Full uniform is required for pre-clinical assessment.
12. Requirements for mental health clinical practicum dress code on Level 2 will be provided by each individual instructor due to specific facility requirements.

Partial Uniform (For community experiences, field trips, class attendance at BUMC, 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, etc., are NOT acceptable for clinical or when obtaining a clinical assignment the day before clinical.
3. Designated Gold Baylor University Louise Herrington School of Nursing name badge with picture ID.

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 or two** 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). These jackets may be worn to and from clinical, but may not be worn while giving direct patient care.

Style M990W
Women's Fleece
Jacket



Fitted Princess
Seams

Style M990
Men's Fleece
Jacket



Square Block
Styling

LIBRARY SERVICES

Nursing Learning Resource Center (NLRC)

The NLRC is in the basement of the Academic Building at 333 N. Washington Avenue in Dallas. It specializes in nursing information and resources that support faculty research and nursing student learning.

NLRC resources include: research and full text databases; electronic journals; books and e-books; undergraduate textbook reserves; printers; a full color digital scanner; study room with white boards; student e-mail and internet access; and clinical equipment for check out. The NLRC has access to all the Baylor University Central Libraries electronic resources plus some that are LHSON access-only.

Staffing Hours

The physical NLRC space is accessible by the Dallas-issued ID badge 24 hours / 7 days a week. The Information Desk is staffed about 83 hours a week during regular semesters. Fall and spring NLRC Desk staffing hours begin on the first day of class. Below are the standard Desk staffing hours during the fall and spring semesters.

Monday through Thursday	08:00 – 23:00
Friday	08:00 – 17:30
Saturday	09:00 – 17:00
Sunday	13:00 – 23:00

NLRC Information Desk staffing hours are posted on the NLRC website and displayed on monitors around the nursing school buildings <http://www.baylor.edu/nursing/index.php?id=929351>. Desk staffing hours for holidays, summer school, breaks, and between sessions vary. These special hours will be posted in advance. For more information, go to the NLRC website, call 972-576-9200 or email nursinglrc@baylor.edu.

Have a Question? Need Help?

A credentialed professional medical librarian is available to answer questions and provide research assistance weekdays between 8:00 a.m. and 5:00 p.m. Nursing student workers are also available to help and give advice. Stop by the NLRC, call 972-576-9200, or email nursinglrc@baylor.edu. The email is checked at least three times per day Monday through Friday. N LRC users may also schedule an appointment for assistance. Tips and other useful information are on the Nursing LRC Tools for Success Research Guide at <https://researchguides.baylor.edu/nursing>

Borrowing Books and Equipment

Students may borrow most books from the NLRC for up to three weeks. The library system will automatically send a receipt to the user's Baylor email, listing what was borrowed and when it is due. Except for textbook reserves and some NCLEX-RN review books, most books may be renewed for

another three weeks by stopping by, emailing nursinglrc@baylor.edu or calling 972-576-9200 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 NLRC Desk is not staffed books, clinical equipment or other NLRC items may be returned in the slot in the front of the NLRC Desk.**

The following clinical equipment may be checked out at the NLRC Desk for 3 weeks:

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

Audiovisual items are for faculty checkout or NLRC use only.

BSN Textbook Reserves

As a convenience to undergraduate students, the NLRC has a print copy of most required and recommended textbooks on Reserve. This is a courtesy service to students. It is not a substitute for purchasing textbooks.

Reserve books may be checked out for a two-hour period. Just before the end of two hours, the user may ask to renew the book for a second two-hour period. Call 972.576.9200 or ask in person at the Desk to renew. **Reserve book renewal requests may not be done by email.**

Reserve book use is limited to a total use of 4 consecutive hours. The book must be returned to the NLRC desk after the second (optional) 2-hour renewal.

After a Reserve textbook is checked out, it may leave the NLRC. The time due and any late fees still apply if the book is taken out of the NLRC.

The late fee for a Reserve textbook is \$10.00 per hour. The Reserve late fee is calculated by whole hours, not per minute. **Nursing LRC late fees will be added to a student's monthly Baylor bill and can be paid online through the Cashier's Office, ebill or BearWeb.** The person to whom a Reserve book is checked out is responsible for any late fees.

In most cases, Reserve books can be checked out overnight at 15 minutes before Information Desk staffing ends. A Reserve book on overnight checkout is due when Information Desk staffing begins on the next NLRC business day.

Study Guides/Reviews for NCLEX-RN and Nursing Specialties

The Nursing LRC has many study guides for NCLEX-RN and HESI specialties test review and practice which can be checked out for nursing student use. The current ones are behind the Desk. Except for the study guides on Reserve, the study guides behind the Desk may be checked out for 3 weeks. On request, they can be renewed once for an additional three weeks but then must be returned so that other students have a chance to use them. Late fees for overdue study guides are 50 cents per day for each day the Nursing LRC Desk is staffed.

Late Fees

Returning NLRC materials on time is a courtesy to other NLRC 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. ***Nursing LRC late fees will be added to a student's monthly Baylor bill and can be paid online through the Cashier's Office, ebill or BearWeb.*** 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.
- Reserve Books: \$10 per whole hour, even if just a few minutes late.
- Clinical items: \$1 per day up to the cost of replacing the item, plus a \$10 processing fee.

With some exceptions, 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 972-576-9200. You do not have to have the item(s) with you when renewing. ***This does not apply to Reserve textbooks.***

Group Study Rooms

The NLRC has three study rooms equipped with white boards. White board kits consisting of a whiteboard eraser and eight markers may be checked out at the Desk. Study room use is first-come, first-served. The rooms may not be reserved. Groups of three or more have priority over individuals or two persons. Leaving personal items in a study room does not reserve or claim the room. Items left unattended in a group study room may be retrieved from the Information Desk during staffing hours.

Food and Beverage Policy

The NLRC strives to protect the NLRC's resources and provide a clean, pest-free environment for study and thought. Spills can damage equipment and furniture. Food debris and wrappings attract vermin and insects which feed on books or make the NLRC space unpleasant.

Beverages in covered containers are welcome in the NLRC. Eating is permitted but please be considerate of others: avoid strong-smelling food; clean up after yourself; put your trash in the main waste receptacles, next to the recycling bins.

Student Employment

The NLRC hires student workers for daytime, evening and weekend shifts during the fall and spring semesters. Students must already be approved for Federal Work Study. NLRC jobs are posted at Baylor University's Student Employment Center website. Search for Nursing School Dallas LRC Student Employee. Although NLRC student positions fill quickly before the start of the semester, openings can occur at any time during the semester due to class schedule changes.

https://www.baylor.edu/student_employment/?buref=1155-90749

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 LHSO faculty 1/28/2005

Acknowledgement of Receipt and Compliance Agreement

I, _____ hereby certify, that I have received the **Student Handbook For Undergraduate Students** provided to me by the Baylor University Louise Herrington School of Nursing and fully understand my responsibilities and rights as a student. Furthermore I agree to uphold and comply with all Baylor University Policies, Procedures and Guidelines, as stated in the **Student Handbook for Undergraduate Students** as well as the Academic Integrity and Honor Code booklet. I understand my responsibilities as a student.

I hereby acknowledge that I am 18 years of age or older and have read and understand the terms of this acknowledgement.

Dated this day ____ of _____, 2021 . _____
Student's BU Identification Number

Student's Signature

Student's Name Printed