**SCHOOL OF NURSING**

School of Nursing
Health Sciences Campus, K-Wing
555 South Floyd Street, Suite 3019
University of Louisville
Louisville, KY 40202

Phone: (502) 852-8300
Website: louisville.edu/nursing

**About the School of Nursing**
The University of Louisville’s School of Nursing is an essential partner of a research intensive academic health science center in a nationally recognized University serving a metropolitan community.

The School of Nursing is a community in which faculty, staff and students collaborate to promote excellence in the profession of nursing. This is accomplished through research and scholarship that inform undergraduate and graduate education, support evidence-based practice and foster advances in nursing science. Students are prepared to demonstrate excellence in nursing science, practice and leadership in a variety of settings for the benefit of clients across the lifespan and to meet the evolving health care needs of society. As a citizen of the larger community, the emphasis of the School of Nursing is to address the complex health needs of diverse and dynamic populations through nursing education, research, scholarship and service.

**Structure**
As you enter our school lobby in the K building on the first floor, you will be welcomed into a renovated three-floor school occupied by very talented and dedicated nursing faculty, staff and students. The second floor includes two renovated classrooms and our Red and Black student lounge. Students can take advantage of wireless capability throughout the building.

The third floor is the administrative suite, undergraduate and practice faculty offices. It houses five clinical practice suites that use state-of-the-art technology to capture both video and audio student learning on high fidelity patient simulators and electronic health records. It is a site where graduate nurse practitioner students learn to conduct a thorough health assessment to better identify systemic diseases. These students are definitely job ready through digital and inter-professional learning.

The fourth floor houses a well-staffed Research Office through our graduate research assistants, a doctoral student lounge and offices for graduate faculty; those who work in this area are developing the school’s research engine in nursing care of disease management and life transitions. The top floor of the school includes a 155-seat auditorium created to provide a venue to broadcast throughout the state as well as national and regional nursing leaders’ presentations.

**Administration**
The complete and up-to-date list of Nursing School leadership (http://louisville.edu/nursing) is located on the Nursing website.

**Faculty**
The complete and up-to-date list of faculty (http://louisville.edu/nursing/directory) is located on the Nursing website.

**Advising Services**
The Office of Student Services (OSS) is available to assist students in planning their academic program and to provide students with information regarding policies, procedures, and general information. The office is located in Rooms 3063-3066 in the K Wing Building on the Health Science Campus. Office hours are 8:30 am to 5:00 pm Monday through Friday. The phone number is (502) 852-1196.

Additional advising office hours are available on the Belknap Campus during the fall and spring semesters. Advising offices are located in the HSC Advising/Studio Arts Bldg.

**Undergraduate Program Information**
The following links are to the Nursing BSN catalog pages listing degree requirements and Flight Plan information (http://louisville.edu/flightplan):
- Nursing BSN (Pre-Licensure Program) (http://catalog.louisville.edu/undergraduate/majors/nursing-pre-licensure-program-bsn)
- Nursing BSN (RN-BSN Program) (http://catalog.louisville.edu/undergraduate/majors/nursing-rn-bsn-program-bsn)

**About the Programs**
Students admitted to the Upper Division of all BSN programs, will be required to meet specific conditions as outlined in their offer of admissions and acceptance.

**Clinical Requirements**
Before beginning the first clinical course for any BSN program, students must be in compliance with the following clinical requirements:
- Valid RN license with no restrictions for students in RN-BSN program
- Submit documentation of CPR certification (Adult, Child and Infant).
- Submit proof of student nurse liability insurance coverage
- Submit required immunization records and proof of health insurance coverage to the Campus Health Services Office (call (502) 852-6446 for additional current information on requirements)
- Complete HIPAA training
- Submit proof of completion of Blood-borne Pathogen training
- Additional requirements of clinical agencies may be required
- Negative drug test screening
- Completion of a Medicaid approved Certified Nursing Assistant course.

Additional clinical compliance requirements are published in the School of Nursing Student Handbook. It is the student’s responsibility to read the catalog, student handbooks, and official notices (e.g., School of Nursing web page, Blackboard, mailings) to be informed about grades, credits,
and requirements, and to abide by the regulations of the University of Louisville and the School of Nursing. This handbook is available to students upon admission to the Upper Division and is updated annually.

**Removal from Clinical**

A student may not participate in clinical sections assigned to nursing units or small agencies where the student currently works or previously has worked for pay, or in which the student has been hospitalized, without permission from the appropriate instructor. Any student participating in a clinical section addressed by this policy may be removed from that section at the request of the agency or the instructor. Every effort will be made to accommodate the student in other clinical sections of the courses. A student who is unsafe in the clinical area may be dismissed from the program.

**Returning to Clinicals following an Absence**

Students who are not enrolled in nursing clinical courses for two or more consecutive semesters will need to have an Administrative Program Review to determine their currency of content and skills prior to returning to the clinical setting. The program review will be conducted by the Dean's designee.

**Health Services Fee**

On April 26, 1999, the University of Louisville’s Board of Trustees approved a Health Services Fee. Every HSC student will be assessed the Health Services Fee each semester. Service provided by the fee:

- All pathogen exposure (TB and needle stick) to include outside labs, x-ray, and medications
- All visits to the Student Health Services

Mental Health Services Medications, lab, or X-ray costs that might be associated with these visits are not covered by the fee.

**Clinical Laboratory Fee**

The UofL Board of Trustees approved instructional and clinical fees for nursing courses numbered 300 and all upper division courses effective Fall 2012. The purpose of the fees is to support the maintenance and operational expenses associated with providing clinical instruction.

**Transportation**

Students are individually responsible for arranging their own transportation to the clinical sites or other outside clinical experiences. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision making process when clinical assignments are made.

**Student Paper and Assignments**

Student papers/assignments may be displayed as student examples for course files and accreditation purposes. Identifying student information will be removed in the event of such usage. Student work used for any other purposes will require permission from the student(s) prior to faculty use.

**Technical Standards for Performance**

Technical standards, distinguished from academic standards, consists of the minimum physical, cognitive, and emotional requirements for the full participation in the nursing educational programs. The nature of professional nursing education is to prepare practitioners to interact with clients and provide safe, competent nursing care. It is the responsibility of the faculty to regularly assess all individual student performance and abilities in relation to both the academic and technical standards of the program. Fitness for the profession will be based on an individualized assessment of the student’s abilities to achieve an array of competencies essential for safe nursing practice.

**Physical attributes**

Students must have functional use of the somatic senses and the senses of vision and hearing. Students must have the ability to observe through visual, auditory, and somatic senses. Students must have adequate motor capabilities to safely perform required diagnostic and therapeutic maneuvers and procedures.

**Communication Skills**

Students must possess basic communication skills upon which to base the development of client oriented professional communication.

**Cognitive Functioning**

Students must possess the cognitive abilities required to receive information, categorize, analyze, and manipulate data essential to the care of clients. Students must have the ability to make decisions quickly, and to function effectively on a regular and predictable schedule.

**Social and Behavioral Functioning**

Students must possess social patterns of behavior consistent with safe and ethical practice with individual clients, families and groups of people. Students must have the mental control to handle emotions that might affect practice performance.

**Minimum Grade Requirements**

Students must earn a grade of "C" or above in the following courses (or their equivalents):

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>Introduction to College Writing - WC</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Intermediate College Writing - WC</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 257</td>
<td>Introduction to Microbiology - S</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 258</td>
<td>Introduction to Microbiology Laboratory - SL</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 105</td>
<td>Chemistry for Health Professionals - S</td>
<td>4</td>
</tr>
<tr>
<td>HSS 303</td>
<td>Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 260</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 261</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 262</td>
<td>Human Anatomy &amp; Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>NURS 338</td>
<td>Lifespan Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>NURS 395</td>
<td>Nursing Pharmacotherapeutics</td>
<td>3</td>
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**Anatomy and Physiology Completion Requirement**

The School of Nursing highly recommends that students complete the two semesters of anatomy and physiology with a lab at the same institution prior to admission into the upper division curriculum (BIOL 260, BIOL 261, BIOL 262). Transfer courses must be officially evaluated and determined equivalent to the University of Louisville’s anatomy and physiology courses.

**Student Grievance Policies**

Representatives from administration and faculty serve on the School of Nursing’s BSN/MSN Academic Affairs Committee. This committee reviews academic policies related to undergraduate nursing students. Student representatives have full voting rights except on
Student Petitions
Any student wanting to be exempted from a School of Nursing policy should make an appointment with an academic advisor and, if necessary, to file a petition. The academic advisor will submit the request to the Dean or dean's designee who will make the decision or determine if an appropriate undergraduate faculty committee should hear the petition. After hearing the petition, the committee makes a recommendation to the dean, who makes the final decision. A student may not petition to a committee for a change of grade in a course. However, the student may petition to the Committee regarding the fairness in which a grade was calculated. The Committee does not have the authority to recommend grade changes.

Academic Dishonesty Policy
The term "academic dishonesty" means obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student; it includes lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise (Code of Student Rights and Responsibilities, University of Louisville). According to the Code of Student Rights and Responsibilities at the University of Louisville, academic dishonesty is prohibited at the University. Academic dishonesty is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty. Academic dishonesty includes, but is not limited to, cheating, fabrication, falsification, plagiarism, multiple submission, and complicity in academic dishonesty (Code of Student Rights and Responsibilities).

After identifying suspected academic dishonesty occurring in any academic program at the University of Louisville School of Nursing, the following steps will be taken:

1. A meeting to discuss the suspected academic dishonesty will occur with the faculty member, the course coordinator/leader, and the student(s). This meeting should take place, if possible, within 10 working days after identification of the suspected academic dishonesty.
2. The faculty member in collaboration with the course coordinator/leader will provide a letter to the Dean or his/her designee, if possible, within five working days of completion of investigation of the academic dishonesty. The faculty member's letter shall include:
   a. A detailed description of the academic dishonesty;
   b. Copies of supportive material; and
   c. A recommendation commensurate with the seriousness and circumstances of the academic dishonesty.
3. The Dean or his/her designee will schedule a meeting with the involved parties prior to making a decision.
4. The Dean or his/her designee will respond in writing to the faculty member by accepting or modifying the recommendation, if possible, within five working days of receipt of the recommendation.
5. The Dean or his/her designee will send a letter to the student(s) regarding the outcomes of the investigation and/or consequences, if possible, within five working days of notifying the faculty member of his/her written recommendation. Copies of this letter will be sent to the student's Office of Student Services advisor and the Dean of the School of Nursing. The letter to the student(s) shall include a copy of this procedure.

All records and documents obtained, prepared or related to the investigation and disposition of a charge of academic dishonesty will be maintained in the student's Office of Student Services file.

Disability Statement
Students with disabilities, who need reasonable modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the instructor as early as possible to identify and plan specific accommodations. If determined necessary, students will be directed to the Disability Resource Center. Any identified modification(s) deemed necessary must be documented in writing by the Disability Resource Center and provided to the School of Nursing. The Disability Resource Center must re-evaluate and provide documentation each semester.

Undergraduate Programs
- Nursing (RN-BSN Online Program) (BSN) (http://catalog.louisville.edu/undergraduate/majors/nursing-rn-bsn-program-bsn)
- Nursing, Pre-Licensure Program (BSN) (http://catalog.louisville.edu/undergraduate/majors/nursing-pre-licensure-program-bsn)
- Wellness Coaching (Minor) (http://catalog.louisville.edu/undergraduate/minors/wellness-coaching-minor)