

LMU

Caylor School of Nursing

LINCOLN MEMORIAL UNIVERSITY



ASSOCIATE OF SCIENCE IN NURSING

ASN STUDENT HANDBOOK

2025-2026

08/12/2025

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

**LINCOLN MEMORIAL UNIVERSITY
CAYLOR SCHOOL OF NURSING
ASN STUDENT HANDBOOK**

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LINCOLN MEMORIAL UNIVERSITY

Undergraduate Academic Calendar 2025-2026

Official University Holidays (Offices closed/no classes):

2025: September 1; November 26-28; December 24-31;

2026: January 1; January 19; April 3; May 25 and July 3.

Faculty/Staff Conference Week: August 11-14

Fall Semester 2025

Final Registration before classes begin	August 15
Welcome Weekend	August 14-17
Matriculation Ceremony	August 14
Residence halls open (8 a.m.)	August 17
Classes begin	August 18
Last day to complete registration/add classes	August 27
Labor Day (no classes, residence halls remain open)	September 1
Last day to drop course without "WD"	September 19
Homecoming (classes held as scheduled)	October 9-12
Mid-term	October 13-17
Last day to drop course without "F"	October 24
Fall Break	October 23-24
Early registration begins	October 26
Thanksgiving holiday (no classes)	November 26-28
Residence halls open (1 p.m.)	November 30
Classes end	December 5
Final exams	December 8-12
Commencement (10 a.m.)	December 13
Residence halls close (2 p.m.)	December 13

Spring Semester 2026

Final Registration before classes begin	January 9
Residence halls open (8 a.m.)	January 11
Classes begin	January 12
Martin Luther King Day (no classes)	January 19
Last day to complete registration/add classes	January 22
Lincoln Day/Founders Day (special activities)	February 12
Last day to drop course without "WD"	February 13
Mid-term	March 9-13
Last day to drop course without "F"	March 20
Early registration begins	March 22
Spring Break	March 30-April 3
Good Friday	April 3
Classes end	May 1
Final exams	May 4-8
Commencement (10 a.m.)	May 9
Residence halls close (2 p.m.)	May 9

Summer Term 2026

Memorial Day (no classes)	May 25
Independence Day observed (no classes)	July 3

During the 12-week summer term, classes may meet 3 weeks, 4 weeks, etc., provided the required number of contact hours is met.

UNIVERSITY'S MISSION AND PURPOSE

Lincoln Memorial University Mission and Purpose can be found on the main webpage at <https://www.lmunet.edu/about-lmu/heritage-mission>.

THE CAYLOR SCHOOL OF NURSING

ACCREDITATION/APPROVALS

TENNESSE/KENTUCKY Programs:

The associate of science in nursing (ASN), Bachelor of Science in nursing (BSN), Master of Science in nursing (MSN), and Doctor of Nursing practice (DNP) degree programs are approved by the Tennessee board of nursing. The ASN and BSN programs offered in Kentucky are approved by the Kentucky Board of Nursing.

The Associate of Science in Nursing (ASN), Bachelor of Science in Nursing (BSN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP) nursing programs at Lincoln Memorial University are located at the LMU Harrogate, LMU Cedar Bluff, LMU Tower, LMU Lexington, LMU Corbin, and LMU Chattanooga campuses. Programs located in Harrogate and Knoxville, Tennessee and Corbin, Kentucky are accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Rd NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing (ASN), Bachelor of Science in nursing (BSN), Master of Science in nursing (MSN) is continuing accreditation.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Doctor of Nursing Practice (DNP) nursing program is continuing accreditation.

ACEN is officially recognized as a national accrediting agency for nursing education by the Council on Higher Education Accreditation (CHEA) and by the U.S. Department of Education. ACEN may be contacted at 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326, or call (404)-975-5000 or visit www.acenursing.org.

FLORIDA Programs

The ASN and BSN programs offered in Florida are approved by the Florida Board of Nursing. The Associate of Science in Nursing (ASN) and Bachelor of Science in Nursing (BSN) nursing programs at Lincoln Memorial University at the Tampa campus located in Tampa, FL are accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing (ASN) and Bachelor of Science in Nursing (BSN) nursing programs is initial accreditation.

ACEN is officially recognized as a national accrediting agency for nursing education by the Council on Higher Education Accreditation (CHEA) and by U.S. Department of Education. ACEN may be contacted at 3390 Peachtree Rd NE, Suite 1400, Atlanta, GA 30326, or call (404) 975-5000 or visit www.acenursing.org.

SACSCOC Statement:

Lincoln Memorial University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, specialist, and doctorate degrees. Questions about the accreditation of Lincoln Memorial University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

PURPOSE

Responding to the needs of nursing education and health care of the people of the region, Lincoln Memorial University established the Associate of Science in Nursing (ASN) degree program in 1974. As a reflection of the changing local health care needs and national trends in nursing, Lincoln Memorial University instituted the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program in 1987. Both undergraduate programs are founded on the belief that nursing is a service which aims to assist individuals to attain, maintain, or regain optimum level of wellness through application of the nursing process. To further assist with regional healthcare needs and to enhance nursing service across the lifespan, the Master of Science in Nursing (MSN) program was initiated in 2006 to educate advanced practice nurses, the generic Bachelor of Science in Nursing (BSN) program commenced in 2010, and the Doctor of Nursing Practice (DNP) in 2015.

VISION

We, the Nursing Faculty of Lincoln Memorial University, Caylor School of Nursing, envision culturally diverse Faculty and students engaged in teaching, education, service, practice, and scholarship. Faculty desire to be excellent nurse educators, adhering to nationally recognized competencies and standards of nursing practice, while assisting undergraduate and graduate students to become qualified nurse professionals capable of adaptation, and promotion of adaptation, in the 21st century health care environment. The Caylor School of Nursing will develop, attain, and engage in unique educational programs and services for the surrounding regions and beyond. We desire to be recognized as providing excellent nursing programs that support a career pathway for lifelong learning and that also value high academic, moral, and ethical standards.

MISSION**CSON Mission**

In agreement with the University's mission and goals, the Faculty of the Caylor School of Nursing strive to instill responsibility and high moral/ethical standards in the preparation of quality nurses, at multiple levels of nursing education, through superior academic programs at the undergraduate and graduate level. Specifically, the mission of the Faculty is to prepare nurses with the ASN, BSN, MSN, and DNP degrees, to assist individuals, families, communities, and society as they adapt to changes in physiological needs, role function, self-concept, and interdependent relationships during health and illness. The Caylor School of Nursing seeks to respond to the needs of nursing education and healthcare in the surrounding communities and a global society by preparing nurses at multiple degree levels and by providing continuing education/professional development opportunities rooted in knowledge, research, and other scholarly activities.

ASN Program Mission

In agreement with the University and Caylor School of Nursing's mission and goals, the Faculty of the ASN program strive to instill responsibility and high moral/ethical standards in the preparation

of quality nurses at the ASN level of nursing education through superior academic programs. Specifically, the mission of the faculty is to prepare nurses with the ASN degree, to assist individuals and families, as they adapt to changes in physiological needs, role function, self-concept, and interdependent relationships during health and illness to maximize their health and well-being. The ASN program seeks to respond to the needs of nursing education and healthcare in the surrounding communities by preparing nurses at the ASN level who are prepared to enter the nursing profession with an understanding of and desire for educational advancement.

PHILOSOPHY

Nursing is a health care profession with a unique body of knowledge. The Caylor School of Nursing is viewed as a place where culturally diverse students and faculty actively engage in a **teaching-learning process** to attain and generate nursing knowledge. Faculty and students are partners in this process, creating unique learning opportunities. This knowledge can be imparted through multiple levels of nursing education, a design which is most responsive to community needs. The teaching-learning process fosters individual growth and goal attainment, which are manifested through changes in thinking and behavior.

The Faculty believes in multiple degree levels of nursing education and encourages the promotion of ongoing/continuing education for nurses. This education is based in an institution of higher learning, consists of both general education courses and nursing courses, and is provided by qualified Faculty on site, or may include alternate delivery methods, such as through distance education. Faculty serve as role models through nursing education, practice, service, and scholarship (as scholarship is defined by the University).

The Faculty acknowledge the ASN graduate's focus is care of persons with adaptive and/or ineffective health responses, whereas the BSN graduate's focus is care of persons, groups, communities, and society with adaptive and/or ineffective health responses. Graduate education will prepare nurses to assume advanced practice roles including: practitioner, educator, researcher, advocate, consultant/collaborator, manager, and leader. Additionally, we agree that both undergraduate and graduate nursing education must be consistent with nationally recognized competencies and standards, including the APRN Consensus Model for Advanced Practice.

The Roy Adaptation Model (Roy, 2009) serves, along with national competencies and standards, as a comprehensive framework for the curriculum of the ASN and BSN programs. The Roy Model also provides, to a lesser extent, a conceptual basis for the master's program. The graduate program relies heavily upon national competencies and standards to direct the curriculum and provides the student with a comprehensive appraisal of multiple theoretical frameworks from which they may draw in their personal professional practice.

Fundamental to the Roy Adaptation Model "is the goal of enhancing life processes to promote adaptation" with **adaptation** viewed "as the process and outcome whereby thinking and feeling people, as individual or in groups, use conscious awareness and choice to create human and environmental integration" (Roy, 2009, p. 28).

Human **persons** are the focus of nursing endeavors and are viewed as an adaptive system. "As an adaptive system, the human system is described as a whole with parts that function as a unity for some purpose. Human systems include people as individuals or in groups including families, organizations, communities, and society as a whole" (Roy, 2009, p. 27). Faculty also believe that humans as an adaptive system act to maintain adaptation in the four adaptive modes of the Roy Model: physiologic-physical, self-concept group identity, role function, and interdependence.

Environment is defined as “all conditions, circumstances, and influences that surround and affect the development and behavior of humans as adaptive systems, with particular consideration of human and earth resources” (Roy, 2009, p. 28). We believe that human persons interact with the changing environment and make either adaptive or ineffective responses.

Health is defined as “a state and a process of being and becoming an integrated and whole human” person (Roy, 2009, p. 27). The Faculty believes that responses by human persons that can be observed in the four adaptive modes are reflective of one’s health state.

Nursing is defined “as a health care profession that focuses on the life processes and patterns of people with a commitment to promote health and full life-potential for individuals, families, groups and the global society” (Roy, 2009, p. 3). We view the goal of **nursing practice** as the promotion of adaptation in each of the four adaptive modes, “thus contributing to health, quality of life and dying with dignity by assessing behaviors and factors that influence adaptive abilities and by intervening to enhance environmental interventions (Roy, 2009, p. 29). The Faculty further believes that nursing practice is both an art and a scientific discipline, rooted in caring, cultural sensitivity/competence, a code of ethics, and standards of care and professional performance/practice. We believe all of these are essential for both provision of holistic, effective, quality nursing care; and for promotion of adaptation in humans across the lifespan, as individuals, or in groups, communities, and society as a whole in the 21st century healthcare environment.

***Reference:**

Roy, C. (2009). *The Roy Adaptation Model* (3rd Ed.). Upper Saddle River, NJ: Pearson Education, Inc. (pp.3, 26-27, 29, 56-82)

OVERVIEW OF THE ROY ADAPTATION MODEL (RAM) OF NURSING*

I. RAM Definition of Nursing

Nursing is defined as a health care profession that focuses on the life processes and patterns of people with a commitment to promote health and full life-potential for individuals, families, groups, and the global society.

II. RAM Elements

- A. *Adaptation*: The process and outcome whereby the thinking and feeling person as individuals or groups use conscious awareness and choice to create human and environmental integration.
- B. *Person*: An adaptive system described as a whole comprised of parts. Functions as a unity for some purpose. Includes people as individuals or in groups (families, organizations, communities, and society as a whole).
- C. *Environment*: All conditions, circumstances, and influences surrounding and affecting the development and behavior of persons or groups with particular consideration of mutuality of person and earth resources including focal, contextual, and residual stimuli.
- D. *Health*: A state and process of being and becoming integrated and whole.
- E. *Goal of Nursing*: To promote adaptation for individuals in the four adaptive modes, thus contributing to health, quality of life, and dying with dignity by assessing behaviors and factors that influence adaptive abilities and by intervening to enhance environmental interactions.

III. RAM Nursing Process:

- A. *Assessment of Behavior*: The indicator of how a human adaptive system manages to cope with, or adapt to, changes in health status is behavior. Involves gathering data about the behavior of the human adaptive system and the current state of adaptation.
- B. *Assessment of Stimuli*: Involves the identification of internal and external stimuli that are influencing the behaviors.
- C. *Nursing Diagnosis*: Statements that interpret the collected data.
- D. *Goal Setting*: The establishment of clear statements of behavioral outcomes of nursing care. The general goal of nursing intervention is to maintain and enhance adaptive behavior and to change ineffective behavior to adaptive.
- E. *Intervention*: The selection of nursing approaches to promote adaptation by changing stimuli or strengthening adaptive processes.
- F. *Evaluation*: Involves judging the effectiveness of the nursing intervention in relation to the behavior of the individual or group.

IV. The Four Modes in RAM for the Individual (ASN & BSN)

- A. *Physiologic Mode*: Includes oxygenation; nutrition; elimination; activity and rest; protection; senses; fluid, electrolyte, and acid-base balance; neurologic function, and endocrine function.
- B. *Self-Concept Mode*: Includes things such as body image, sexual function, coping strategies for loss, and self-esteem.
- C. *Role-Function Mode*: Includes things such as role clarity, role transition, role performance, coping with role change, role integration and role mastery.
- D. *Interdependence Mode*: Includes things such as dependency and independency, relationships, relations and communication, learning and maturing in relationships, and giving and receiving love, respect, and value.

V. The Four Modes in RAM for Groups (BSN)

- A. *Physiologic Mode*: Includes things such as fiscal resources, member capability, physical facilities, number of participants, knowledge and skills of participants, stable membership, physical facilities, and effective planning for the future of the group.
- B. *Group Identity Mode*: Includes things such as interpersonal relationships, milieu and culture, goals and values, expectations, understanding and support, shared leadership, morale, and unity in crisis.
- C. *Role-Function Mode*: Includes things such as role clarity, socialization for role expectations, expectations to accomplish goals of the group, mutual dependence in division of labor, processes for integrating roles, responsibilities and expectations between individuals in complementary and relating roles, carrying out roles to meet group demands, and mentoring for development.
- D. *Interdependence Mode*: Includes relational adequacy, developmental adequacy and resource adequacy.

VI. Selected Key RAM Concepts

- A. *Adaption Level*: Represents the condition of the life processes described on three levels as integrated, compensatory, and compromised.
 - 1. Integrated Life Process: Adaptation level at which the structure and functions of a life process are working as a whole to meet human needs.
 - 2. Compensatory Process: Adaptation level at which the cognator and regulator have been activated by a challenge to the integrate life processes.
 - 3. Compromised Process: Adaptation level resulting from inadequate integrates and compensatory life processes; an adaptation problem
- B. *Adaptive Responses*: Responses that promote integrity in terms of the goals of human systems.

- C. *Ineffective Responses*: Responses that do not contribute to integrity in terms of the goals of the human system.
- D. *Cognator Subsystem*: For individuals, a major coping process involving the four cognitive-emotive channels: perceptual and information processing, learning, judgment, and emotion.
- E. *Regulator Subsystem*: For individuals, a major coping process involving the neural, chemical, and endocrine systems.
- F. *Stabilizer Subsystem*: For groups, the subsystem associated with system maintenance and involving established structures, values, and daily activities whereby participants accomplish the purpose of the social system.
- G. *Innovator Subsystem*: Related to people in a group, the internal subsystem that involves structures and processes for change and growth.
- H. *Stimulus*: That which provokes a response, or more generally, the point of interaction of the human system and environment.
 - 1. Focal Stimulus: The internal or external stimulus most immediately confronting the adaptive system of the individual or group.
 - 2. Contextual Stimuli: All other stimuli, internal or external, affecting the situation; contribute to the behavior triggered by the focal stimulus.
 - 3. Residual Stimuli: Those stimuli having an indeterminate effect on the behavior of the individual or group; their affect cannot be, or has not been, validated. Their affects in the current situations are unclear.
- I. *Coping Processes*: Innate or acquired ways of responding to the changing environment.
- J. *Humanism*: The broad movement in philosophy and psychology that recognizes the person and subjective dimensions of the human experience as central to knowing and valuing.
- K. *Veritivity*: A principle of human nature that affirms a common purposefulness of human existence.

***Reference**

Roy, C. (2009). *The Roy Adaptation Model*. (3rd Ed.) Upper Saddle River, NJ: Pearson Education, Inc. (pp. 3, 26-27, 29, 56-82)

ASN END OF PROGRAM STUDENT LEARNING OUTCOMES

The graduate of the Associate of Science in Nursing program will be able to:

1. outline a plan of care for a person's ability to function within the individual's current environment.
2. treat all persons, groups, and communities with dignity and respect to the individual's culture and belief system.
3. apply the nursing process to plan and evaluate interventions that promote a person's adaptation to their maximum potential of health and well-being.
4. apply the nursing process to prioritize safe, quality care for all persons within their care.
5. establish professional relationships by communicating effectively via spoken, written, and electronic mediums.
6. establish professional relationships by employing the role of the nurse in relation to other members of the health care team.
7. examine existing, evidence- based strategies to promote adaptation within the person's present health state.
8. formulate a plan for success on the NCLEX-RN and for continued education in the nursing profession.

ASN COURSE DESCRIPTIONS

Course descriptions for all NURS courses can be found in the current *LMU Undergraduate Catalog*.

ASN CORE CURRICULUM

The core curriculum can be found in the current *LMU Undergraduate Catalog*.

ASN NURSING COMPONENT

The core nursing component can be found in the current *LMU Undergraduate Catalog*.

ASN Advising Sheet

ID: _____

APPLICANT NAME _____ APPLYING FOR _____ SEMESTER _____
CAMPUS _____

PREREQUISITE COURSES				IP	C	R	GRADE	INITIALS
BIOL	261	Human Anatomy & Physiology I	4					
BIOL	262	Human Anatomy & Physiology II	4					
PSYC	100 or 221	Intro or Developmental Psychology	3					

Additional Prerequisite Courses for those students who do not already hold a Bachelor's Degree

PREREQUISITE COURSES*				IP	C	R	GRADE	INITIALS
COMM	200	Fund of Speech Communication	3					
ENGL	101	Composition I	3					
MATH		College Algebra or higher level	3					
Ethics, Fine Arts, Humanities Requirement			3					
LNCN	100	Lincoln's Life and Legacy	1					

IP = In Progress; C = Complete; R = Repeat

Total Credits: 24

ASN Nursing Courses

						SEM/YEAR	INITIALS
NURS	105	Fund Pharmacology in Nursing				2	
NURS	115	Foundations of Nursing (not required for LPN-RN students)				6	
NURS	125	Humans as Adaptive Systems: Promotion in Adaptation in the Physiologic Mode (or NURS 124 for LPN-RN students)				6 (5)	
NURS	126	Humans as Adaptive Systems: Promotion in Adaptation in the Psychosocial				3	
NURS	241	Promotion of Adaptation in Adults I				7	
NURS	242	Promotion of Adaptation in Adults II (or NURS 244 for LPN-RN students)				6 (5)	
NURS	245	Promotion of Adaptation in Children				3	
NURS	246	Promotion of Adaptation in Childbearing Families				3	
NURS	290	Nursing Seminar				2	

Total Credits: 36; Total ASN Credits: 60

Eight credit hours of LPN mobility awarded after successful completion of NURS 124

Term 1: _____
ADVISOR SIGNATURE _____ STUDENT SIGNATURE _____ DATE _____

Term 2: _____
ADVISOR SIGNATURE _____ STUDENT SIGNATURE _____ DATE _____

Term 3: _____
ADVISOR SIGNATURE _____ STUDENT SIGNATURE _____ DATE _____

Term 4: _____
ADVISOR SIGNATURE _____ STUDENT SIGNATURE _____ DATE _____

GENERAL FILE NOTES:	

ASN ADMISSION REQUIREMENTS

Refer to the current *LMU Undergraduate Catalog*.

ADMISSION REQUIREMENTS FOR LPN TO ASN PROGRAM

Refer to the current *LMU Undergraduate Catalog*.

LMU SITE ASSIGNMENT POLICY

1. Admission to the nursing program is made to a specific site. The site shall be the permanent location for the duration of the program.
2. Request for site reassignment will be considered. A request for site reassignment must be submitted in writing via the ASN Transfer Site Application and will be reviewed by the ASN Admissions and Progression Committee. Reassignments will be approved to take place at the end of the semester; no reassignment will be allowed to occur during any semester.
3. Once reassignment has been approved, the reassigned site shall be the permanent location for the duration of the program. Further requests for site reassignment will not be entertained.

ACADEMIC ADVISEMENT INFORMATION

Good academic advisement may make the difference between just going to college and obtaining a sound, well rounded education; therefore, each student is assigned an academic advisor. Students should take full advantage of the knowledge, counsel, and personal concern available from academic advisors. The student bears ultimate responsibility for effective planning, progression, and completion of all requirements for the chosen degree.

GRADE REPORTS AND ACADEMIC TRANSCRIPTS

Instructors report final grades to the registrar at the end of the course. The Office of the Registrar releases the grades online and students can access them through WebAdvisor. The grades will be mailed only if the student requests them from the Registrar. Refer to the current *LMU Undergraduate Catalog*.

STANDARDS OF ACADEMIC PROGRESS

Refer to the current *LMU Undergraduate Catalog* for official process.

WITHDRAWAL FROM THE UNIVERSITY

See current *LMU Undergraduate Catalog* for official process.

HONORS PROGRAM

See current *LMU Undergraduate Catalog* for official process.

ASN PROGRESSION AND READMISSION

- A. **Nursing Orientation** - Attendance at a nursing orientation session prior to the beginning of the ASN program is **mandatory**. Attendance on the first day of all NURS courses is also **mandatory**. Any student who fails to attend the first day of an NURS course may forfeit their space in the program unless extenuating circumstances warrant the absence.
- B. **NURS Course Credit**- Students must successfully complete both theoretical and clinical components of any course bearing the NURS prefix. This means to continue in the ASN program, students are required to earn a letter grade of “B” or better (which means a cumulative number score of 80% or better) in each NURS course and a satisfactory in the clinical component of the course. An unsatisfactory grade in clinical will result in an “F” for the NURS course. The student will not be allowed to remain in the NURS course for the remainder of the semester once an unsatisfactory grade is received in the clinical area.

Only the final course average will be rounded. For example, if the final course average is ≥ 79.5 the final course average will be rounded to an 80%. Anything less than 79.5 WILL NOT be rounded to an 80%. Any student not achieving an 80% (B) will not be allowed to progress. (See grading scale below.)

Grading Scale:

90 – 100	A
87 – 89	B+
80 – 86	B
77 – 79	C+
70 – 76	C
67 – 69	D +
60 – 66	D
Below 60	F

In order to progress in the nursing sequence, students must complete prerequisites for the nursing courses as specified in the current *LMU Undergraduate Catalog*.

- C. **Dosage Calculation Quiz** – A dosage calculation quiz will be administered at the beginning of each semester to validate drug calculation competency. Students must score at least an 80%. The student will have three opportunities to achieve an 80%. If the student does not achieve an 80% after three attempts, they will be withdrawn from all NURS courses.
- D. **Withdrawal from NURS Course** - If a student withdraws (having a WD on his/her transcript) from a NURS course(s) in good academic standing (passing with an 80 average), it will not count as an attempt in the nursing course(s). Should a student have less than an 80 average in the NURS course(s) at the time of withdrawal, it will count as an attempt in the nursing course(s) and may affect the potential for readmission. If a student withdraws from a Med/Surg NURS course (NURS 124, 125, 241, 242, or 244) and is enrolled in a specialty course (NURS 126, 245, or 246), they must also withdraw from the specialty course. If readmission is granted, the student must successfully complete the course(s) interrupted at the time of withdrawal prior to progressing in the program.

- E. **General Education Transfer of Credit** - General education courses will be considered for transfer into the ASN program from accredited institutions. All transferred course work must carry a grade of "C" or better. Credit for Anatomy & Physiology I and II (including the labs for these courses) earned more than eight years ago cannot be transferred (unless approved by the ASN Program Chair).
- F. **NURS Transfer Work - Transfer work for NURS 115 credit may be considered based on the following criteria:**
1. Course content comparable to LMU CSON NURS 115 (validated by syllabus of transferred course work provided by the petitioner)
 2. Course work no more than 18 months old from completion of course
 3. Skills comparable to those covered in LMU CSON NURS 115
 4. Grade of a B or better
 5. 6-hour credit course
- G. **Readmission Policy – Readmission to the ASN program is NOT guaranteed.**
1. If a student earns below a "B" in an NURS course, a readmission application for that course must be submitted to nursing. This means the student cannot progress in the program until they are readmitted to said nursing course and successfully complete that course. Students re-entering the nursing program may not have a lapse of more than 18 months. If a student is readmitted, it is with the understanding that they will not be allowed to continue in the nursing program if another grade below a "B" is earned in an NURS course. If two grades below a "B" are earned in NURS courses, whether in the same semester or different semesters, the student will not be eligible for admission, readmission, and/or progression in the ASN program.
 2. If a student chooses to interrupt their NURS course sequence for any reason, a readmission application must be submitted to nursing. Students re-entering the nursing program may not have a lapse of more than 18 months.
 3. Students who are readmitted must repeat all class and clinical portions of the course. All portions of the course in which students are repeating must be completed before the student will be allowed to progress (take other courses) within the nursing program.
 4. The student will be considered for readmission by the ASN Admission, Progression, & Retention Committee on an individual basis guided by the following criteria:
 - a. Completion of admission criteria
 - b. Evidence of extenuating circumstances at the time of termination
 - c. Evidence of academic success, e.g.:
 - Successful remediation* of a specified course(s) is/are required to continue in the ASN program if the student is readmitted to any failed ASN NURS course or if the student withdraws from the program/course for a period of less than 18 months.
 - Successful completion of general education courses at LMU or other institution of higher education.
 - Successful completion of a program for LPNs and passing the NCLEX-PN.
 - Have a minimum of 1-year full time working experience as an LPN.
 - Completion of an academic degree in another field and/or successful completion with certification in health-related training program.
 - e. Number of times enrolled/admitted in this or other nursing programs and span of time since enrolled in nursing.

- f. A 2.5 or higher cumulative GPA, including the nursing course in which the student was unsuccessful.
- g. Readmission is considered on a space available basis.
- h. Readmission forms should be obtained from the Administrative Assistant in the CSON or online and returned to the Nursing office on the Harrogate campus.

***NOTE:**

“Successfully remediation” is defined as the student:

- attending all lectures, unless excused by the faculty member;
- taking a dosage quiz and achieve a score of 80% with a maximum of 3 attempts;
- taking each unit exam and comprehensive final on the scheduled test date; and
- attain a final course average of 80%.

Failure to successfully remediate the designated NURS course will result in the student not being able to repeat a course or progress in the ASN program.

The grade(s) earned on the exams taken during the remediated course will not be recorded and will not affect the grade initially earned in the course which is being remediated.

Designated nursing courses will be:

- Failure in NURS 124/125 requires the student to remediate NURS 115,
- Failure in NURS 126 requires the student to remediate NURS 125,
- Failure in NURS 241 requires the student to remediate NURS 125,
- Failure in NURS 242/244 requires the student to remediate NURS 241,
- Failure in NURS 245 and 246 requires the student to remediate NURS 241 OR 242, whichever is offered during the readmitted semester.

The student will pay tuition of one credit hour for the remediation of the above designated courses. Grades will be recorded as Pass/Fail.

- 6. If a student has been unsuccessful in either NURS 242/244, or the NURS specialty course taken in the final semester, and is readmitted to the program, the student is required to attend the NCLEX-RN review course, even if the review course has been taken previously. The student is also required to take the RN-Predictor in accordance with the ATI policy, even if the assessment has been taken and passed previously.

If a student is readmitted, the Student Medical Profile, drug screen, and background check must be completed if there is a lapse in attendance of one semester or more.

- B. **Incomplete Policy** - Students are expected to complete all requirements assigned during the semester. Incompletes are only given in extreme circumstances deemed by the instructor. If the request for an “I” is approved, the work must be completed before the student can progress. If not completed as agreed upon to by the faculty, the grade automatically becomes “F”. The grade of “I” is calculated in the grade point average with zero points.

Any student with an Incomplete “I” in any nursing course(s) will not be allowed to enroll in subsequent nursing courses until the Incomplete “I” has been removed from the transcript.

- C. **Medical Withdrawal** - The didactic portions of a course with a clinical component provides the

theoretical basis for evidence-based nursing practices applied in a clinical setting. The practical application of academic theory in a clinical setting reinforces the theoretical knowledge base needed to make evidence based clinical decisions. In order to master the academic theory and the clinical competencies that are the learning outcomes in a course, students must take the clinical and the didactic portions of the class simultaneously.

If at any time during the term the student is unable to perform all of the student essential functions listed in the LMU CSON student handbook for a period exceeding two weeks, the appropriate course of action is to medically withdraw from the class. As an alternative to withdrawal, within two weeks of becoming unable to perform the essential student function, a student must produce documentation from a medical provider that the student is able to perform all of the student essential functions listed in the LMU CSON student handbooks.

- D. **Fitness for Duty** - The student will be required to disclose and provide a release from a licensed health care provider to attend class and/or clinical if a significant medical or psychiatric event occurs before or during the semester the student is enrolled. The release must be a full medical release without restrictions in order to attend the clinical. Delay in completion of the mandatory clinical hours within the time frame of the current semester may result in the inability to progress in the nursing program. The release will be reviewed by the Program Chair. It is at the discretion of the Program Chair to accept/reject the release from the health care provider.

The student is required to disclose and provide a release from a licensed health care provider to attend class and/or clinical if taking any medications for a significant medical or psychiatric condition(s) before or during enrollment in a class. Disclosure includes, but is not limited to, controlled substances which may be found on the Drug Enforcement Agency website accessed at the following link: <https://www.deadiversion.usdoj.gov/schedules/schedules.html>. The release must state that any medication the student is prescribed will not impair the student's performance at any time in the class and/or clinical setting for the length of the program. The release will be reviewed by the Program Chair, who in turn can approve/disapprove the release from the health care provider.

At any time during the program, faculty can require a student to have a chain of custody drug screen, at a cost to the student, at a pre-determined lab. A positive result for any substance requires a release from a licensed healthcare provider indicating the substance will not impair the student in any way. Positive results are reviewed by the Program Chair, which in turn can approve/disapprove the release from the licensed health care provider.

Any medical or psychiatric event or positive drug screen may be shared with the clinical agency to which a student has been assigned and may include current or prospective clinical agencies. The clinical agency has the right to decline student placement due to the information provided without reprisal. A student who is declined clinical placement and is unable to complete the required hours in the concentration will not be allowed to progress in the program.

Should there be a disagreement with the recommendation of the Program Chair, the student will follow the process of the CSON and University chain of command for appeal. The decision does not impact the clinical agency's right to accept/decline student placement at the respective facility.

STUDENTS WITH DISABILITIES POLICY

LMU is committed to providing reasonable accommodations to assist students with disabilities in reaching their academic potential. Information regarding accommodations is available on the [Accessible Education Services webpage](#).

Please Note: The Department of Accessible Education Services strives for prompt communication. If you have not heard back from us in 5 business days from the date of this email, please email our department again.

CSON STUDENT COMPLAINT AND APPEAL PROCESS

If a problem should arise involving a course, clinical, campus lab, or simulation, the student should first consult the faculty member involved regarding the complaint. * If the complaint is not resolved, then the student must follow the appropriate appeal process.

The appeal process is student driven. The student must initiate the appeal and each subsequent step of the process. The student has the right to stop the process at any time. The student has 2 business days in which to initiate the process and then 2 business days in which to proceed with each step. Failure of the student to comply with the time frame will result in termination of the appeal process and failure of the appeal.

Faculty response at each step of the appeal will be within 2 business days, except during those times when the university offices are closed.

Channel of Communication:

The following outlines the steps (in order) of the appeal process to be followed by the student. This **channel of communication** must be followed for the appeal to proceed.

1. Complete and file a Student Appeals Request form (located in the degree appropriate CSON Student Handbook) and **email the form to the course coordinator**.
2. Contact and/or meet with the Course Coordinator.
3. Contact and/or meet with the appropriate Program Chair (ASN, BSN) or Director (Graduate Nursing).
4. Contact and/or meet with the Student Appeals Review Committee.
 - The Student Appeals Review Committee will have one week to review all written information pertaining to the case and set a meeting date. The responsibility of the committee is to determine if CSON policies and procedures relating to the case were followed and make a decision regarding the appeal.
 - If desired, the student has the option to meet with the Student Appeals Review Committee.
 - If the student chooses the option of meeting with the Student Appeals Review Committee, only the student will be present during the meeting with the committee.
 - If a faculty member is involved, the faculty member has the right to meet with the committee.
 - The Students Appeals Review Committee Chair will send a certified letter notifying the student of the committee decision. Failure to pick up the certified letter within 2 business days of the first attempted delivery date will result in the termination of the appeal process and failure of the appeal.
5. Contact and/or meet with the Dean, CSON.

* Complaints involving any type of harassment, discrimination and or sexual misconduct should be filed in accordance with the appropriate complaint procedure as outlined in the LMU Railsplitter Community Standards Guide.

* Complaints involving ADA accommodations should be filed in accordance with the appropriate ADA/Section 504 Grievance Procedure found in the Accessible Education Services Accommodations Policy and Procedures, located at [Accessible Education Services](#).

If there are any conflicts of departmental or school policy with university policy, then university policy supersedes.

**LINCOLN MEMORIAL UNIVERSITY
CAYLOR SCHOOL OF NURSING
STUDENT APPEAL REQUEST FORM**

PLEASE TYPE OR PRINT LEGIBLY THE INFORMATION REQUESTED BELOW.

Date _____ **Telephone** _____

Name _____ **LMU ID #** _____

Address _____

Alternate email _____

1. Appeal request for: Fall _____ **Spring** _____ **Summer** _____ **Year** _____

2. Course to which appeal is requested: _____

3. LMU campus last attended: _____

4. Situation which you are requesting an appeal: (Be specific regarding your request.)

5. Supporting evidence for the appeal and policy it is based on: (Use back if needed.)

6. Specify how you think this situation could best be resolved:

7. Signature of Student: _____

PLEASE EMAIL THIS REQUEST TO THE COURSE COORDINATOR

FOR CAYLOR SCHOOL OF NURSING USE ONLY:

Committee decision: _____

NURSING CODE OF ETHICS

As reflected in our philosophy, the faculty and students of Lincoln Memorial University Caylor School of Nursing (LMU CSON) regard nursing as an “art and scientific discipline, rooted in caring, cultural sensitivity/competence, a code of ethics, and standards of care and professional performance/practice.” We believe all of these are essential for both provision of holistic, effective, quality nursing care and for “promotion of adaptation in humans across the lifespan, as individuals, or in groups, communities, and society as a whole in the 21st century healthcare environment.” (LMU, Caylor School of Nursing Philosophy). Therefore, high standards of conduct are expected and must be adhered to by those associated with the Caylor School of Nursing. These standards must relate to all areas of activity, including academic and clinical experiences, relationships between faculty and other students, and maintenance of conduct which reflects credit upon nursing and Lincoln Memorial University.

With this in mind, the LMU CSON has developed its own code of ethics integrating basic concepts of both the philosophy of the LMU nursing program and the ANA Code of Ethics for Nurses. Students who fail to adhere to these established criteria (code, standards) are held accountable for such violations and may be subject to immediate dismissal from the nursing program. Decisions regarding the appropriateness of discipline for such violations are at the discretion of the faculty of the CSON.

- A. Nursing care is provided on the basis of need rather than status or background. Each individual is regarded as a unique and valuable being with physical, psychological, and sociological needs. The provision of health care must be granted on an individual basis without discrimination or prejudice. The focus of care must be to maintain the patient at his/her optimum level of functioning.
- B. The privacy right of all individuals must be honored. Confidential information shall remain confidential and be communicated only within the professional situation. Useless and mischievous gossip related to the health care setting must be avoided. Informed consent must be granted by the persons involved for any research or non-clinical purposes.
- C. Each individual must accept full responsibility and accountability for his/her own judgments and actions. Knowledge and/or performance of any incompetent, illegal, or unethical practice requires (mandates) immediate action. Such practices include reporting activities with potential harm for the patient (e.g., alcohol or drug use), questioning of potentially dangerous orders, and confronting and/or reporting cheating. Cheating shall include the use of any material belonging to another and represented as his/her own. Thus, cheating on tests, care plans/maps, projects, etc. are considered equal infractions. Conduct issues include, but are not limited to, legal infraction, falsification of any records, or violation of any social norm, including written or unwritten laws. Further, any action or behavior which reflects disgrace on the students, faculty, university, or nursing profession must be avoided.

Further, any action or behavior which violates any regulation of the Tennessee, Kentucky, or Florida Board of Nursing or any Tennessee, Kentucky, or Florida state statute relative to the nursing professions will be grounds for consideration for dismissal from the nursing program.

- D. An LMU CSON student is a representative of the University and his or her profession whether engaged in academic, research, or purely social pursuits, on or off LMU's campus. As stated above, “any

action or behavior which reflects disgrace on the students, faculty, university, or nursing profession must be avoided.”

Should any student admitted to LMU CSON be arrested or formally charged with any infraction of the law other than minor traffic violations, the student shall report such arrest or charges to the appropriate LMU CSON Program Chair as soon as possible, **in no case later than one week after the arrest or charge.**

Further, as noted in the LMU CSON handbook, state law provides for denial or revocation of a nursing license upon proof that a person is guilty of a crime. The protection of vulnerable patient populations is of utmost importance to LMU CSON and the sites where students complete the clinical requirements for the student’s academic program. LMU CSON must be informed of any violations of the law or school policy in order to take appropriate punitive or corrective action when students are involved in conduct or activities that could tarnish LMU CSON’s reputation.

EXAM ADMINISTRATION POLICY

Violation of ANY of the following policies will result in a zero (0) for that exam.

1. All students are expected to take exams as scheduled. Students are required to notify the faculty by phone or email (see Faculty Contact Information) prior to the scheduled exam time if they are not going to be present. Students are given faculty contact information in each NURS course syllabi and are expected to have it available at all times. If for any reason a student is unable to leave a message for the faculty member via the contact information provided, it is the student’s responsibility to contact the Nursing Office in Harrogate (1-800-325-0900, ext. 6324) and talk to the Nursing Administrative Assistant or leave a message on the voice mail. Please remember to state you are unable to take the exam and be specific as to the course, the faculty’s name, and the site you attend. **Any student that does not notify the appropriate faculty may receive a zero for the exam.**
2. The faculty will determine the date, time, and method of any alternate make-up exam. A pattern of missing exams in a specific course or throughout the program will not be tolerated. A conference record will be written with each missed exam, and the specific consequences of another missed exam will be provided. **If the student does not make up the exam on the scheduled date and time, the student will get a zero on the exam.**
3. The exam will be timed. The time for the exam to be completed and for class to resume will be announced and posted. Any student entering late will be required to end the exam at the posted time. Failure to submit the exam at the appropriate time will result in a zero on the exam.
4. Students are not to talk or communicate in any way between themselves during the exam. If talking/communication occurs the students involved will be subject to the cheating policy of the University.
 - The student is prohibited from sharing any information with any other individual or student in written, verbal, electronic, photographic or other format at any time during the semester or exam period. Sharing of any quiz or exam information will be considered a form of academic dishonesty/cheating and will follow the disciplinary proceedings described in the Graduate/Undergraduate Student Handbook. The instructor reserves the right to investigate any potential sharing of information in the above format anytime during the semester.
5. Student questions related to exam content will not be answered by faculty during the exam.

6. Editorial corrections will be given at the beginning of the exam. If corrections to the exam are needed once the exam has started, the faculty will interrupt the exam and announce the correction as well as post it in the classroom.
7. Pencils are the ONLY writing instrument allowed during test time.
8. Simple calculators are the ONLY calculators allowed during test time. Scientific calculators or those combined with cell phones, PDAs, or other electronic devices are not permitted. If a student presents to an exam with any calculator other than a simple calculator, the faculty will collect the calculator and the student will be required to do mathematic calculations by hand. Calculators collected prior to the exam will be returned after the exam is completed. Sharing of calculators is not permitted.
9. Cell phone, smart watches, or any electronic device usage are NOT permitted during the examination or any post-exam review. This includes taking photos of the material, sending and receiving text messages. This is imperative during all quizzes and tests.
10. Personal belongings (book bags, purses, coats) are prohibited during examination times. Students must make arrangements for their other personal belongings during test time.
 - Hats will not be allowed to be worn during exam administration.
 - No clear beverage containers allowed during an exam.
 - No blankets, throws, etc. allowed around a student or in a student's lap during the exam.
11. The student must not leave his/her seat until the exam is finished, except for emergencies.
12. After the exam is finished, the student has the following options:
 - Remain in his/her seat, and quiet until class resumes, or
 - Leave the classroom. (If the student chooses to leave the room, he/she may not reenter until class resumes.)
13. If the exam is given via paper and scantron, the students' scantron/answer sheet is the official document to be graded (not the exam booklet). Exam booklets will be shredded following the exam.
14. Nursing Faculty will have one week to review and score exams. Individual student grades will be available and posted by one week after the exam has been given.
15. Faculty reserves the right to correct any clerical error. This includes both increases and decreases to adjusted exam grades.
16. Students have one calendar week after the test results are posted to contact their instructor for clarification of any exam related issue.
 - For the last exam of the semester (final unit exam or final comprehensive exam), students must contact the instructor within 24 hours for clarification of any exam related issue. In order for faculty to consider an appeal for any exam related issue, the issue must be presented via email to the instructor who taught the content and must be submitted within the time frame listed above.
17. At no time will a student be left alone to review a previous test and no note taking will be allowed.

ONLINE ADMINISTRATION POLICY

All students are expected to take exams as scheduled.

1. Technical requirements:

- Technology is an essential and integral part of online testing. The student must have a laptop computer no more than 2-3 years old on a stable connection to a high-speed internet during online examinations. A webcam and microphone are also required. Browsers should be kept up to date and tested to ensure the student has the necessary browser capabilities for exam purposes. All exams will be given via online LockDown Browser unless otherwise specified in the course syllabus.
- **Note:** Tablets, Ipads, and some Notebooks are not compatible with the online testing platform; therefore, these devices are not allowed for taking examinations. It is the responsibility of the student to obtain an alternative device if the personal device does not work.

2. If unable to complete or take the exam:

- Students must notify the faculty by phone or email (see Faculty Contact Information) prior to the scheduled exam if they cannot take an exam (for reasons of sickness, etc.). Students are given faculty contact information in each NURS course syllabi and are expected to always have it available.
- If for any reason a student is unable to leave a message for the faculty member via the contact information provided, it is the student's responsibility to contact the Nursing Office in Harrogate (1-800-325-0900, ext. 6324) or the appropriate site location and talk to an administrative assistant or leave a message on the voice mail. Please remember to state you are unable to take the exam and be specific as to the course, the faculty's name, and the site you attend. **Any student that does not notify the appropriate faculty may receive a zero for the exam.**
- Faculty will determine the date, time, and method of any alternative make-up exam. A pattern of missing exams in a specific course or throughout the program will not be tolerated. A counseling record will be written with each missed exam, and the specific consequences of another missed exam will be provided. If the student does not make up the exam on the scheduled date and time, the student will receive a zero on the exam.

3. During the exam:

- At LMU, the primary and preferred method of verification of a student's identity for online education is the use of your username and password and student ID.
- Please be sure you have the Respondus LockDown Browser installed (Instructions for download on the Canvas site-must be LMU version) on your device, a webcam, and LMU ID available prior to the exam start time.
- You may have a small white erase board, dry erase pen, & dry marker eraser. You will be prompted to show this before and after the exam. There is a built-in calculator on the Lockdown Browser if needed.
- Prior to beginning the exam, you will be asked to perform several tasks – picture of yourself, picture of your LMU ID, and an environmental scan. When you are asked to do these, please ensure you:
 - are forward facing to the computer/webcam.
 - show both your face and ID at the same time when doing the ID photo, and while doing the environmental scan:

- move slowly while videoing the area, show your entire desk, computer screen, the area behind the computer, and the area on both sides and behind your seat, and you will also need to video both sides of your dry erase board, pen, and eraser before you begin the exam and again at the end of the exam,
- use a mirror to video the computer screen, showing both sides of the mirror during the environmental scan.
- Failure to record all areas of the environment will be considered a violation of the Academic Integrity Policy and may be subject to dismissal.
- The exam will be timed. Once the ID verification and environmental scan is completed the exam timer will begin. You will have only one opportunity to enter and complete the exam.
- If you should run into technical difficulties during the exam, speak to the camera and say that you are using your phone to contact the instructor or the help desk.
- Videos will be reviewed and any suspicion of cheating will be investigated.
- Student questions related to exam content will not be answered by faculty during the exam.
- Students are not to talk or communicate with another person during the exam. If talking/communication occurs, the students involved will be subject to the University's cheating policy.
- The student is prohibited from sharing any information with any other individual or student in written, verbal, electronic, photographic, or other format at any time during the exam period or the semester. Sharing of any quiz or exam information will be considered a form of academic dishonesty/ cheating and will follow the disciplinary proceedings described in the Graduate/ Undergraduate Student Handbook. The instructor reserves the right to investigate any potential sharing of information in the above format anytime during the semester.
- Cell phones, smart watches, or any electronic devices usage are NOT permitted during online course time. This includes taking photos of the material, sending, and receiving text messages. No hats are allowed while testing. No blankets or throws are allowed while taking the examination.

4. After the exam:

- An item analysis of all questions is completed before the exam grades are determined and released.
- You may review your exam according to the specific course syllabus.
- Challenges to exam questions will be accepted according to course syllabus.
- Challenges should be sent in an email format and should specify the rationale as to why the chosen answer should also be considered as a “correct answer.” Appropriate references from course materials and documentation should be provided with rationale. Challenges concerning the appropriateness or relevance of the question are not within the purview of the student and will not be considered.
- Nursing faculty will have one week to review and score exams. Individual student grades will be available and posted on Canvas within one week after the exam has been given.
- For the last exam of the semester (final unit exam or final comprehensive exam), students must contact the instructor within 24 hours for clarification of any exam related issue.
- Faculty reserves the right to correct any clerical error. This includes both increases and decreases to adjusted exam grades.

5. Please refer to the syllabus for course specific exam policies that may be in addition to the above.

Failure to comply with any exam policy may result in a zero on the exam and possible dismissal from the program.

CAYLOR SCHOOL OF NURSING ALCOHOL AND DRUG POLICY

- A. LMU CSON believes that in order to maintain a safe effective learning environment for students; and for the safe and effective care of patients while students are in the clinical area, a student must be alcohol and drug free. This pertains to all areas of activity, including academic and clinical experiences, relationships between faculty and other students and maintenance of conduct, which reflect upon nursing and Lincoln Memorial University.
- B. To that end, the following policies and procedures will be followed for students admitted to the CSON at LMU:
1. A Chain of Custody 10 panel urine drug screen with extended opiates must be performed within 60 days of the start of the nursing program and will be at the student's expense. A positive screen will result in dismissal from the program.
 2. If, during the course of the program, the student appears to be under the influence of alcohol or drugs or is functioning in an impaired manner, the faculty shall have the responsibility for dismissing that student from the clinical experience and/or class that day. The student will be required to submit to a drug screen.
 3. A student's consent to submit to a drug screen, if requested by the Dean, Chair, or faculty at any time during the program, is required as a condition of acceptance and continuance in the nursing program. The cost of the screen will be the responsibility of the student. The facility for conducting the screen will be designated by Lincoln Memorial University. A student's refusal to submit to such tests may result in disciplinary action, including dismissal from the program. A positive drug test is grounds for dismissal.
 4. An affiliate used for student clinical experience can require screening without cause if such screenings are in the policy for employees of that affiliate.
 5. Positive results of screen testing on students can be reported by the affiliate to the CSON. Positive results can be shared by the CSON with employers of students.

CELL PHONE POLICY

Cell phone usage is NOT permitted in the classroom or clinical area. Usage includes, but not limited to, talking on the phone, checking or sending text messages, checking email, and using apps or the internet. If a student uses a cell phone during class or clinical, they will be asked to leave and counted absent for that day. In some agencies, if a student is found to have a cell phone in their possession, the student will not be allowed back in that facility to complete any clinical experience. If this occurs, it may necessitate the student withdraw from the NURS course due to inability to complete the clinical component of the course.

If a student brings a cell phone to class on exam day, the student may receive a zero for that exam if the student is found to have the cell phone, the cell phone rings, or the cell phone vibrates. This will hold true if the cell phone vibrates or rings and it is in the student's backpack or possession in the classroom. If a cell phone is necessary for a medical condition, ADA accommodation will be required and updated every semester.

PERMISSION TO AUDIO RECORD LECTURE

Audio recording in the clinical, lab or the classroom setting is a privilege, which may be granted by the individual faculty member. It is up to students who wish to record lectures to ask permission and not simply assume permission. Students should ask for permission at the beginning of the semester with each individual faculty member. Audio recording of lecture includes, but is not limited to, any Generative AI technology. Video recording in the classroom or lab setting is prohibited.

ATTENDANCE POLICY

1. Classroom Attendance Policy

- a. Students are expected to be in class. Attendance will be taken at every course meeting. To be counted present, the student must be present for the ENTIRE class period.
- b. Sleeping in Class: Students are expected to develop proper work habits and to remain engaged and on task while in class. Students are not permitted to sleep in class. If sleeping in class occurs the student will be asked to leave the class for the day, and a conference record will be written.

2. Clinical/Campus Lab/Simulation Lab Attendance Policy

- a. Attendance is mandatory at all scheduled on-campus and off-campus clinical experiences/orientations. Please be professional and rearrange any scheduled event around your clinical requirements.
- b. Sleeping in Clinical: Students are expected to develop proper work habits and to remain engaged and on task while in the clinical area. Students are not permitted to sleep while on the clinical unit. If sleeping occurs while in clinical, the student will receive an unsatisfactory for the clinical rotation and therefore an "F" for the course.
- c. Attendance is required for the total scheduled clinical/lab/SIM time. Students will be counted absent if they leave clinical/lab/SIM early for any reason.
- d. A tardy is defined as arriving to the clinical facility ANY time after the scheduled start time. If a student is more than 15 minutes late to the clinical area the clinical instructor has the right to inform the student to go home and the incident will be counted as an absence.
- e. If the student has more than one (1) tardy (less than 15 minutes) in a clinical rotation, it will be counted as an absence and will follow the clinical/lab/simulation absence policy.
- f. Any absence or tardiness for a clinical experience MUST be reported by the student to the clinical/lab instructor and the clinical unit at least one hour before the start of the clinical/lab experience.
- g. Any student who misses a clinical day due to illness will need to bring a physician's statement of release before the student can return to clinical. Note: The student may also be required to submit a signed Student Essential Functions form to return. The student is expected to contact the course faculty to determine if an SEF is required.
- h. After two (2) clinical/campus lab/SIM absences in one semester, it may necessitate that the student withdraws from the course and any other clinical NURS course in which the student is enrolled. The student is to contact the Lead Faculty to arrange for withdrawal from course(s). If the student is enrolled in more than one clinical NURS course, the policy of two (2) clinical/campus lab/SIM absences relates to the combined number of absences between these NURS courses.
- i. All clinical/lab/SIM absences will be made up.
- j. For each clinical/simulation day absent, the student will spend one (1) day in the clinical area to makeup the missed day. (Campus lab absences must be made up in the Campus Lab). When making up a clinical/simulation absence, the student will spend the entire makeup in the clinical setting, not partial

hours or observation units.

- k. Make-up hours will be scheduled by the Lead Faculty and may be completed in any clinical facility with any instructor at any given time. The clinical/simulation makeup day will take place at the end of the semester. Campus Lab makeup days will be made up when possible but must be completed prior to the beginning of clinical. Due to the complexity of arranging clinical make-ups, personal student schedules cannot be accommodated.
- l. The student will also complete a written assignment and a presentation for each clinical/lab/simulation day absence as assigned by the Course Lead Faculty. (Ex.: If a student has two absences, then two written assignments and two presentations must be done).
- m. Failure to attend an approved make-up clinical experience as scheduled or complete any of the written assignment(s) will result in clinical failure and an “F” in the NURS course.

3. **Clinical During Inclement Weather:** When an LMU location is closed for inclement weather, students on clinical rotations should contact the appropriate faculty/individual to see if clinical is operating on a normal or altered schedule, and act accordingly.

CLINICAL INFORMATION

1. Prior to beginning the nursing program, the student must submit:
 - A completed **physical examination form**;
 - Evidence of a negative **10 panel chain of custody urine drug screen** which includes testing for Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Codeine*, Hydrocodone*, Hydromorphone*, Marijuana Methadone, Morphine*, Opiates (expanded panel), Phencyclidine (PCP), and Oxycodone;
 - **Criminal Background Check**;
 - **Tuberculosis**— Tuberculin Skin Test (TST, formally PPD) within last 12 months documented **prior to beginning** any nursing coursework. The two-step TST is required and a series of 2 TSTs must be administered 7-21 days apart. The TB skin test must be read and documented by medical personnel. A blood assay for Mycobac. Tuberc. may be submitted rather than a two-step TST. Additionally, a TB Risk Assessment must accompany the initial two-step TST or blood assay. This TB Risk Assessment form may be obtained from your health care provider.
 - **NOTE: All students attending the Corbin and Harrogate campuses must specifically complete the Kentucky TB Risk Assessment as you may be attending clinical sites located in the state of Kentucky. All other students may complete the CDC TB Risk Assessment form.**
 - In addition, each student is responsible for providing documentation of **annual** TST screenings and a completed TB Risk Assessment to the appropriate faculty at his/her campus.
 - If you have had a positive reaction to the TST, results from a previous chest x-ray, with written statement indicating you are negative for clinical disease, is required and must be submitted with your Medical Profile. Your health care provider should indicate what treatment, if any, has been prescribed for you as a result of your positive skin test or chest x-ray. After having a positive skin reaction to the TB skin test, no further testing is required on an annual basis unless symptoms of TB are present. **A TB Risk Assessment must accompany the written statement indicating you are negative for clinical disease. A TB Risk Assessment must be submitted annually;**

- **Rubella, Rubeola and Mumps Immunity** - Provide proof of immunity by one of the following:
 - Documentation of two measles, mumps, and rubella (MMR) vaccines,
 - Documentation by a physician that you have had rubella, rubeola, and mumps (All 3 conditions), or
 - Documentation of positive rubella, rubeola, and mumps titers (All 3 titers required);
- **Varicella** - varicella titer or immunization with varicella vaccine;
- **Annual flu vaccination** (the only exception is a documented allergy to the vaccine – no declination form will be allowed);
- **Hepatitis B** immunization series;
- **Tetanus**— Proof of Tdap booster received within the past 10 years. If you have never received a Tdap booster you **MUST** receive one prior to entering the program. A Td booster is required every 10 years;
- **COVID-19 Vaccine** – in some cases, this vaccine may be required by clinical agencies for completion of clinical hours; the agency may allow an exemption but that is up to the individual agency's discretion.
- Proof of **medical insurance coverage** You will be charged a fee for LMU's Health Insurance. If you already have insurance, you will be able to provide proof to avoid this fee. You will receive an email concerning the proof of insurance process from LMU's Finance Office.
- Current **CPR certification** (must include adult, child and infant training); and
- **Student Essential Functions Form** signed by healthcare provider.

If this documentation is not on file before the first day of the semester, the student will not be allowed to attend class/clinical and the clinical absence(s) will be made up as described above.

Additional tests or screenings may be required by clinical agencies.

- If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, drug screen, or vaccination the student will be required to provide the requested information.
 - The specifications for the background check are at the discretion of the clinical affiliate. Should the affiliate not require a specific vendor for the check, the Program Chair will provide a list of available vendors to purchase the required criminal background check. A student will not be allowed access to a clinical facility for any student experience until the clinical facility has authorized the student's presence.
 - In certain situations, investigative background reports are ongoing and may be conducted at any time. **Access to the facility may be denied at any time by the agency or LMU.**
2. Students are allowed in the facility at the clinical affiliate's, other affiliate agencies, organizations, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program.
 3. **Students may not work the eight hours before clinical practice.** Any violation of this policy will result in the student being administratively withdrawn from the nursing program.
 4. If an occurrence/incident or exposure occurs with a student during a clinical experience, the Post

Occurrence/Exposure Report form is to be completed and submitted within 24 hours after the occurrence to the Program Chair.

5. In order to receive a satisfactory grade in clinical, the student must perform the critical behaviors identified in the *Clinical Outcomes Tool*. **An unsatisfactory rating on any clinical objective that has been identified as critical for that semester or prior semesters will result in a clinical grade of unsatisfactory.**
6. Students may be given clinical credit hours per week for preplanning in clinical courses. If a student comes to clinical and is not prepared, they will be sent home and counted as absent.
7. Students are reminded that any time they are in the clinical setting for pre-planning, pre-conference, clinical and/or post-conference, they are to adhere to the Caylor School of Nursing uniform policy.
8. Transportation to and from clinical agencies is at the expense of the student. Parking fees, when applicable, are also at the expense of the student. Carpooling is encouraged. Any student who violates parking assignments at any clinical agency may be dismissed from clinical which would result in failure of the course and dismissal from the program.

UNIVERSAL PRECAUTIONS

The Center for Disease Control and Prevention (CDC) and the Hospital Infection Control Practices Advisory Committee have established standard precautions and transmission-based precautions to prevent the transmission of microorganisms in the clinical setting. Students receive instruction on the use of these precautions and are expected to adhere to standard precautions in the care of all patients. Students are required to follow the policies of each practice facility regarding preventing transmission of infectious diseases. Any student who has an exposure of blood or body fluids to mucous membranes or broken skin shall follow the guidelines of the facility in which the incident occurs. It is the student's responsibility to report the occurrence to the appropriate practice faculty member and complete the *Post Occurrence/Exposure Report Form* (see following page).

POST OCCURRENCE/EXPOSURE REPORT FORM

(Complete and forward to the Program Chair within 24 hours)

Date of Report _____ Time of Report _____

Name _____ SS# _____ Phone _____

Date of Occurrence _____ Time of Occurrence _____

Facility _____ Location of Occurrence _____

Date of last tetanus _____ Hepatitis B Vaccination Record _____

Type of Occurrence: (please check or complete)

Possible Injury _____ No injury _____ Property Damage _____ Complaint _____

Confidentiality Breach _____ Missing Article _____ Medication Error _____

Potential Hazard _____ Other _____

Exposure to blood born communicable diseases _____

Description of occurrence or exposure: (Use separate page if necessary and include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures to prevent re-occurrence, witness(es) name and phone number).

Student responsibilities:

1. Notified supervising faculty: _____ Date: _____ Time: _____
Name of supervising faculty: _____
2. Completed incident report as required by facility: _____ Date: _____ Time: _____
3. Reported for testing/treatment: _____ Date: _____ Time: _____
Physician on site _____
Facility ER _____
Student's PCP _____
4. Name/Signature of attending physician/health care provider: _____

- _____ (Print Name) _____ (Signature)
5. Student refused examination and/or treatment Yes _____ No _____

Student Signature: _____

Faculty Signature: _____

Program Chair Signature: _____

ASN DRESS POLICY

Classroom: Appropriate dress is required in the classroom. No revealing attire will be tolerated.

Clinical: While in uniform, the student is a representative of the Caylor School of Nursing, of Lincoln Memorial University, and of the profession of nursing and will be expected to portray professionalism while abiding by this uniform policy. The nursing student should appear as an excellent example of personal cleanliness and immaculate grooming when in uniform.

NOTE: these policies apply to ALL clinical hours – lab in any NURS course, SIM lab, and clinical hours in any type of clinical facility.

1. All ASN students giving patient care in a clinical area, including clinical, campus skills and simulation labs, must be in full uniform. The program guidelines for the required uniform will be discussed during orientation and/or the first day of class.

A.		<u>Female</u>	<u>Male</u>
	Steel Gray Scrub Uniform	X	X
	Embroidered in white with 1 inch block letters on upper left chest of scrub top "LMU"		
	Steel Gray Scrub Skirt (if preferred)	X	
	Steel Gray Hose (with Skirt)	X	
	Black Socks (with Pants)	X	X
	Black Professional or Tennis Shoes	X	X
	Watch with a Second Hand (no smart watches)	X	X
	White Lab Jacket	X	X
	Embroidered in steel gray with 1 inch block letters on upper left chest of jacket "LMU"		
	LMU Picture Identification	X	X
	Appropriate Undergarments	X	X

The following items are included in the nurse pack and should be included with the uniform:

- Stethoscope (must be in pocket or on stethoscope clip – DO NOT have around neck)
- Penlight
- Bandage Scissors

- B. Lab jackets may be worn over scrub uniform when entering or leaving a clinical facility. Lab jackets are to be worn over business casual clothing (no jeans) or LMU uniform when direct patient care is not involved (pre-planning, touring, etc.).
- C. Long-sleeved or short-sleeved t-shirts may be worn under the scrub top; however, only white or steel gray (must match color of scrub top) t-shirts are acceptable.
- D. LMU picture identification must be worn while in all LMU buildings and clinical facilities.
- E. The student scrub uniform including shoes is intended for clinical rotations and laboratory practice. It should not be worn for other non-patient care purposes.
- F. Students appearing in a clinical area inappropriately dressed (as determined by the instructor or facility personnel) may be asked to leave. **This will constitute one unexcused clinical absence.**
- G. If a clinical facility requires different attire, the student will be responsible for abiding by the facility requirements.

- H. Anytime a student is in the clinical setting for pre-planning, pre-conference, clinical and/or post-conference, adherence to the uniform policy is required.
 - I. All LMU campuses (including the off-campus sites) are tobacco, nicotine, and smoke-free.
2. General appearance and professional appearance in uniform:
- A. Shoes and uniforms must be clean and neat. Shoes may be black professional nursing shoes or black leather or leather-like material tennis shoes with no color markings.
 - B. If a skirt is worn, it must be of modest length to the kneecap or below.
 - C. Hair must be neatly groomed and be worn so that it does not interfere with performance of clinical duties.
 - If the hair is long, it should be arranged above the collar and secured, so as not to fall. At no time in the clinical area should the hair touch the collar, shoulders, uniform top, or jacket. The hair must be secured before entering the hospital and must stay up until after leaving the hospital.
 - Facial hair should be short and neatly groomed. Facial stubble is not permitted.
 - For medical, cultural or religious purposes, a solid steel gray, black, or white head-covering may be worn with the uniform scrubs.
 - Headbands should be steel gray and cotton so that they can be washable.
 - D. Fingernails should be short, clean, and without polish at all times.
 - E. Students must abide by individual hospital dress codes if they differ from the LMU ASN dress code.
 - F. Tattoos, if visible, must be covered with undergarments, bandages, etc.
 - G. While in uniform, the student is a representative of the CSON, of LMU, and of the profession of nursing and will be expected to portray professionalism while abiding by this uniform policy.
3. The following are **prohibited** when in uniform or representing the LMU CSON:
- A. Chewing gum
 - B. All jewelry except:
 - a. one pair of stud earrings- one earring per earlobe,
 - b. one plain, smooth band type ring with no crevices or raised areas, and
 - c. cultural or religious jewelry, which must be worn under the scrub top.
 - C. Excessive makeup
 - D. Artificial eyelashes
 - E. Perfume or strong scents of any kind, including tobacco products.
 - F. Decorative barrettes, decorative combs or ribbons, or elaborate hairstyles.
 - G. Artificial nails - Artificial nails are defined as substances or devices applied to the natural nail to augment or enhance the nails. They include, but are not limited to: bonding, tips, wrapping or acrylic overlay. Fingernails should be short and clean.
 - H. **NO open-toed, open-backed, or mesh-type leather shoes may be worn.**
 - I. Cell phone and other electronic device use is NOT permitted in the clinical area. This includes, but not limited to, talking on the phone, checking or sending messages, checking or sending email, and using apps or the internet. If a student uses a cell phone or other electronic device during clinical, they will be asked to leave and counted absent for that day.

4. While preplanning, performing clinical observations, or as directed by classroom or clinical instructors please wear business casual clothing or the LMU uniform. The following is **not** considered **Business Casual Dress Code**:
- Shorts or mini-skirts;
 - Bare midriffs or low-cut garments (either front or back);
 - Flip-flops, tennis shoes, or sneakers;
 - Open-toed shoes (sandals);
 - Athletic wear, yoga pants, or leggings (any restrictive/constrictive type of pant).

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or a student of any age who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day LMU receives a request for access.
2. The right to request the amendment of the student's education records which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before LMU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LMU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

For more information on FERPA see the University Registrar's website: [FERPA form](#).

HEALTH INFORMATION PRIVACY and SOCIAL MEDIA

1. The student may not share information regarding any patient or agency encountered in the student role or the clinical experience. Information cannot be shared during the program or after completion of the nursing program. Information includes verbal, written, or electronic material.
2. The student may be required to sign a confidentiality statement by the concentration director, preceptor, or agency where the clinical rotation is completed. If a student is found to have shared patient information, this will result in disciplinary action and the student may be dismissed from the program.

Please use the following links as guides regarding social media:

<https://www.nursingworld.org/social/>, https://www.ncsbn.org/public-files/NCsBN_SocialMedia.pdf and <http://www.hhs.gov/ocr/privacy/>.

3. Students shall provide and not impede access to witnesses, written communications, or electronic or social media to aid in the investigation of possible offenses.

4. The student shall not photograph a patient, patient family member, staff, clinical case, standardize patient in SIM lab, cadaver, or any physical structure during the student's clinical rotation or program without prior authorization from the Dean of the Caylor School of Nursing.
5. The student may not copy any materials at a clinical site. The student may take notes, with all patient identifiers removed, at the express direction of an instructor for a directed project required by the course, which shall only be viewed by the instructor.
6. The student may not remove any materials from a campus facility or clinical site.
7. The student may not present him or herself as a representative of Lincoln Memorial University unless express written consent is provided by the Dean of the Caylor School of Nursing.
8. The student shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) Privacy and Security Rules. Information can be accessed at: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>. The student will comply with the University and each clinical agency's guidelines for HIPPA.

AI POLICY

The use of Generative Artificial Intelligence (GEN AI) in any work submitted as assignments in class, labs, clinical work, and/or for other course requirements is prohibited. All work is to be entirely your own unless otherwise permitted by the instructor. Any unauthorized use of GenAI will be considered a violation of the Caylor School of Nursing Code of Ethics. *See the LMU Academic Integrity Policy in the appropriate program catalog for further details.*

STUDENT RESOURCES

The Tagge Center for Academic Excellence

The Tagge Center for Academic Excellence is a service of Lincoln Memorial University providing a variety of free assistance to meet student and faculty needs. These services include peer tutoring, academic counseling, coaching on note taking, time management, study skills assistance, writing help, training in test preparation and test-taking, test review sessions, Third week and Midterm Grade follow-up, and computer and printer availability. To receive assistance or to schedule an appointment the student should phone campus extension 6310, email academicsupport@lmunet.edu, visit [Tagge Center](#) or visit the Tagge Center for Academic Excellence in the library on the Harrogate Main Campus. A staff member or peer tutor will work to meet the student's individual needs. Additionally, Nursing students may contact the Nursing Academic Support Coordinator for tutoring.

Student Support Services Program

The Student Support Services Program is a federally funded program which provides the following services for qualifying students: Advising, Tutoring, Career Planning, Cultural Activities, and Freshmen Mentoring. Please visit the Student Support Services website for more information, [Student Support Services](#).

LMU Annual Security & Fire Safety Report

The LMU Annual Security & Fire Safety Report (ASFSR) will be published online by October 1st of each year and can be found at: [Campus Police and Security](#)

The LMU ASFSR contains three previous years of crime statistics, campus policies and procedures, including: alcohol, drug, weapons, sexual violence, etc., and law enforcement authority. This publication is required to be in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA)

To request a paper copy, contact the Clery Act Compliance Coordinator at 423-869-6301 or in person at: Tex Turner Arena, 330 Mars/DeBusk Parkway, Harrogate, TN 37752.

**Lincoln Memorial University
Caylor School of Nursing
Consent Form
(TO BE PRINTED AND SIGNED BY EACH NURSING STUDENT)**

I HAVE READ AND AGREE TO ABIDE BY THE FOLLOWING LMU CSON ASN POLICIES:

Student Name: (print please) _____

- I. Code of Ethics** I have read and agree to abide by the CSON Code of Ethics while I am a student within this program. _____ (Initial here)
- II. Academic Integrity** I have read both the LMU and CSON policies regarding cheating and plagiarism and agree to follow these policies while enrolled in this program. _____ (Initial here)
- III. Failure to Abide by Code of Ethics and/or Academic Integrity Policies** I understand the failure to abide by the Nursing Code of Ethics and/or the policy on Academic Integrity may subject me to immediate dismissal from the nursing program. _____ (Initial here)
- IV. Reporting Infractions of the Law** I understand should I be arrested or formally charged with any infraction of the law other than minor traffic violations, the student shall report such arrest or charges to the appropriate LMU-CSON Program Chair as soon as possible **in no case later than one week after the arrest or charge.** _____ (Initial here)
- V. Policy Regarding Alcohol and Drugs on Campus** In order to encourage chemical-free activities and support people who choose not to use alcohol and other drugs, and to enforce university, local and state codes, ordinances, and statutes which govern alcohol and other drug use, LMU prohibits students from possessing, consuming, or using alcoholic beverages and non-medically prescribed drugs and narcotics while on campus or while participating in university-sponsored events on or off campus. Enforcement and penalties regarding this policy are outlined in the current *LMU Student Handbook*. _____ (Initial here)
- VI. Permission to Release Medical Information** I hereby give permission for the CSON of LMU to release medical information according to the policies of clinical agencies. _____ (Initial here)
- VII. Work Hours Prior to Clinical Practice** I understand the failure to abide by the nursing policy prohibiting work eight hours prior to clinical practice will result in being administratively withdrawn from the nursing program. _____ (Initial here)
- VIII. CSON Student Handbook** I have viewed the online copy of the current *ASN Student Handbook* for the Caylor School of Nursing. I agree by my signature to abide by the contents within. Failure to abide with the requirements stated herein will result in appropriate action by nursing faculty. _____ (Initial here)
- IX. LMU Catalog** I have viewed the online copy of the current *Undergraduate Catalog*. I agree by my signature to abide by the contents within. Failure to abide with the requirements stated herein will result in appropriate action by nursing faculty. _____ (Initial here)

- X. Student Essential Function** I have read the Student Essential Functions for the CSON. I can meet the:
- Physical and Psychomotor Essential Functions;
 - Communication, Reading, and Writing Essential Functions;
 - Cognitive/Psychological/Affective Essential Functions; and
 - Professional Behaviors as stated.

If I can no longer meet the Student Essential Functions, I agree to notify the ASN Chair immediately.
_____(Initial here)

- XI. Acknowledgement of CSON student appeals policy** I hereby acknowledge receipt of LMU CSON's student appeals policy. I agree to follow this policy in the event I wish to file an appeal. _____(Initial here)

- XII. Permission to Photocopy** I hereby give my permission for photocopying of my written work. I understand that this material is to be utilized by the faculty for curriculum evaluation and development. Further, I understand that my name will not appear on the copy. _____(Initial here)

- XIII. Permission to Release Name and Address** I hereby give permission for the CSON to release my name and address for professional purposes, i.e., employment.
_____(Initial here)

- XIV. Acknowledgement of receipt of drug/alcohol use/abuse policy** I hereby acknowledge receipt of LMU Caylor School of Nursing's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances, and the possible penalties for violation of that policy.

I understand the purpose of the policy is to provide a safe working environment for persons (patients, students, hospital staff, and school staff) and property. Accordingly, I understand that prior to participation in a clinical experience, I will be required by the CSON and may be required by the clinical agency to undergo drug screening of my blood and/or urine. I further understand that I am subject to subsequent testing based on reasonable suspicion that I am using or under the influence of drugs or alcoholsuch that it impairs my ability to perform competently the tasks required of me.

I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy will affect my ability to participate in a clinical experience and may also result in dismissal from the program.

I hereby release LMU from any claim or liability arising from such tests, including, but not limited to the testing procedure, the analysis, and the accuracy of the analysis or the disclosure of the results.
_____(Initial here)

- XV. The National Council Licensure Examination for Registered Nurses** The student will be eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) upon completion of this program. The Board of Nursing has the power to deny license to practice nursing upon certain grounds, such as commission of a crime, alcohol or drug addiction, mental incompetence, unprofessional conduct, etc. Questions regarding eligibility to take the NCLEX-RN should be directed to the Board of Nursing in which the student wishes to be registered. _____(Initial here)

Student's Signature _____ Date _____

**LINCOLN MEMORIAL UNIVERSITY
CAYLOR SCHOOL OF NURSING
STUDENT ESSENTIAL FUNCTIONS FORM**

With job duties that can change by the minute, nurses must be ready to perform a variety of tasks. Below are the essential functional abilities necessary for success (in addition to academic requirements) in the Lincoln Memorial University Nursing Program. All students are required to meet these essential functions, which include the ability to perform a variety of interventions impacting patient care and safety, as well as interactions necessary in the clinical and classroom setting. The School of Nursing will work with students with documented disabilities to explore whether a reasonable accommodation exists which will allow them to perform essential functions without undue burden. Contact the Office of Accessible Education Services for more information. Also see the “Students with Disabilities Policy” information in the *LMU Catalog*.

The Student Essential Functions form must be resigned by the Health Care Provider and submitted to the appropriate faculty if the student experiences any change in physical or mental health status. This includes, but is not limited to, visits to the Emergency Room, pregnancy, broken bones, application of casts, braces, splints, or slings, etc.

Physical and Psychomotor- The student must be able to:

1. Accurately and reliably, visually inspect and observe the skin, facial expression, anatomical structures, postures and movement of others, and color differentiation of fluids.
2. Detect and distinguish odors from patients and environment.
3. Examine and evaluate/assess blood pressure, and lung and heart sounds.
4. Accurately and reliably read and/or manipulate equipment dials and monitors.
5. Exhibit sufficient manual dexterity to manipulate small equipment such as syringes for intravenous injections, common tools for screening tests of sensation, etc.; provide support and resistances as needed through complex exercise movements; perform CPR; and treat acutely ill patients without disturbing sensitive monitoring instruments and lines.
6. Feel pulses, skin condition, muscle and tendon activity, and joint and limb movement.
7. Negotiate level surfaces, ramps, and stairs to assist patients/classmates appropriately.
8. Lead patients through a variety of examinations and treatments, typically requiring sitting, standing, squatting and kneeling on the floor or treatment table.
9. React effectively and respond quickly to sudden or unexpected movements of patients/classmates.
10. Transport self/patients from one room to another, from one floor to another.
11. Manipulate another person’s body in transfers, gait, positioning, exercise and other treatment or diagnostic techniques.
12. Lift at least 30 pounds on a regular basis and, on occasion, move real/simulated patients generating lifting forces of up to 75 pounds.
13. Maintain patient care activities, and other essential functions, throughout a twelve (12) hour workday for ASN and BSN students and up to a sixteen (16) hour workday for MSN and DNP students.

Provider’s Name (Print)

Provider’s Signature

Date

Communication, Reading, and Writing- The student must be able to:

1. Attend selectively and in a controlled and respectful manner to various types of communication, including the spoken and written word and non-verbal communication.
2. Relay information in oral and written form effectively, accurately, reliably, thoroughly and intelligibly to individuals and groups, using the English language; and
3. Read English (typed and hand-written in a minimum of 12 font size) and read graphs and digital printouts.

Cognitive/Psychological/Affective Functions- The student must be able to:

1. Recall, interpret, extrapolate and apply information from a variety of sources (i.e., reading material, lecture, discussion, patient observation, examination and evaluation/assessment).
2. Collect, analyze and evaluate relevant data from a variety of sources (i.e., reading material, lecture, discussion, and patient evaluation/assessment).
3. Demonstrate emotional maturity, stability, and flexibility needed to perform nursing care functions, engage in therapeutic communications, provide patient education, and function effectively in stressful clinical situations.
4. Adapt to changing situations.
5. Exercise critical thinking skills to solve problems.
6. Organize, prioritize, and assume responsibility for one's work.
7. Always maintain a level of consciousness and alertness that ensures patient safety: refrain from the use of illegal drugs at any time while enrolled as a student; refrain from performing clinical duties while impaired by alcohol, legally prescribed medications, or excessive fatigue which affect your ability to safely perform these functions.
8. Accept people whose appearance, behaviors and values may conflict with his/her own. Nursing care must be provided regardless of the patient's race, ethnicity, age, gender, religious preference, or sexual orientation.
9. With the understanding that no student will be required to participate in a medical procedure in conflict with his or her personal beliefs and values) learn the underlying medical principles for all procedures and, without regard to one's personal beliefs regarding them, to provide competent and compassionate nursing care to patients before and after such procedures.
10. Establish professional, trusting, empathetic relationships with individuals, families and communities.
11. Effectively engage in teamwork.
12. Meet externally established deadlines.

Professional Behaviors- The student must be able to:

1. Refrain from the use of illegal drugs at any time while enrolled as a student or the performance of clinical duties while under the influence of alcohol or while impaired by legally prescribed medications which affect an individual's ability to safely perform nursing functions.
2. Communicate in a professional, positive, tactful manner with patients, physicians, nurses, other staff, faculty, clinical supervisors, and fellow students.
3. Demonstrate ethical behavior in the performance of nursing responsibilities including maintaining patient confidentiality, exercising ethical judgment, and exhibiting integrity, honesty, dependability, and accountability in the performance of one's responsibilities and in connection with one's behavior and attitude at all times.
4. Project a well-groomed, neat appearance at all times to include cleanliness, modesty, and neatness in appearance.
5. Exhibit a teachable attitude, a willingness to learn, acceptance of instruction and openness to constructive feedback with appropriate respect for those in authority.
6. Not use profane language or gestures at any time;
7. Treat all people with respect and dignity.

I acknowledge receipt of *Student Essential Functions* and understand its contents. I acknowledge that I must meet these essential requirements to continue in, or be readmitted to Lincoln Memorial University, Caylor School of Nursing, and to remain a student in the Nursing Program. I understand that the requirements contained in this policy are in addition to any obligations set forth in the *LMU CSON Student Handbook*.

Student's Name (Print)

Student's Signature

Date