



**Hannibal-LaGrange**  
UNIVERSITY

CRAIGMILES SCHOOL OF NURSING

**ASSOCIATE DEGREE PROGRAM  
NURSING STUDENT HANDBOOK**

**2016-2017**



# *Knowledge for Service*

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## **NURSING MISSION AND PHILOSOPHY**

### **Mission**

The Hannibal-LaGrange University Associate Degree Nursing Program strives to achieve excellence in nursing education by maintaining high academic standards in a distinctively Christian environment. Such an environment encourages the highest development of the student intellectually, physically, socially, and spiritually.

### **Philosophy**

The philosophy of the Hannibal-LaGrange University Craigmiles School of Nursing is based on the shared values and beliefs of faculty, staff and students. The faculty believe that nursing education should be responsive to a diverse society, meeting the needs of both the individual student and the health care consumer. The nursing faculty are committed to excellence in the profession of nursing and quality education. The Hannibal-LaGrange Associate Degree Nursing Program prepares its graduates to achieve success on the NCLEX-RN and function as accountable, flexible generalists in diverse settings. The organizing framework of this program is based on the major concepts of PERSON, HEALTH, NURSING, ENVIRONMENT, TEACHING-LEARNING, and NURSING EDUCATION.

**PERSON:** We believe the PERSON is a unique, holistic being, created by and accountable to God. As a holistic being, the PERSON has basic needs arising from physiological, developmental, cognitive, psychosocial, cultural, and spiritual dimensions. The PERSON, throughout the lifespan, has the right to live with dignity, to be accepted for inherent worth as an individual, and to make decisions about life. PERSON is also defined as individuals, families, and communities.

**HEALTH:** We believe HEALTH to be a holistic and dynamic process in which the person adapts to internal and external environmental changes. HEALTH is an ever-changing state, fluctuating on a wellness-illness continuum, in which continual alterations are made in order to maintain homeostasis. Meeting basic needs is essential to obtain optimal health. HEALTH has objective and subjective components, varies with each person's perception, and may be viewed differently by the health care provider. Health care encompasses health promotion, maintenance, restoration and end of life care designed to support an optimal state of HEALTH throughout the lifespan.

**NURSING:** We believe the profession of NURSING is an art and a science that derives knowledge from the humanities, sciences, nursing theory, research and evidence-based practice. NURSING encompasses caring, compassion, and cultural awareness. The professional nurse as a provider of care assesses, communicates, educates, acts as an advocate, collaborates, and manages care, utilizing clinical decision making and holistic

caring interventions, in an attempt to help the person maximize self-care abilities throughout the lifespan. The nurse uses current technology and delivers safe, competent, and cost efficient care. The nurse utilizes the nursing process in assisting the person to promote, maintain, and restore health, or provide end of life care. The nurse is legally and ethically accountable to self, individuals and society. NURSING is a commitment and a service to the person in a diverse, multi-cultural society regardless of age, sex, race, color, religious belief, disability, or type of health problem.

**ENVIRONMENT:** We believe the ENVIRONMENT is a complex, dynamic, and open system encompassing all internal and external factors affecting the person. Within this ENVIRONMENTAL system, the person is constantly exposed to fluctuating internal and external factors and attempts to adapt while maintaining homeostasis. Responses by the person to the ENVIRONMENT result in health changes along the wellness-illness continuum. All interactions among the person, health, and nursing overlap and occur within the infinite boundaries of the environment.

**TEACHING-LEARNING:** We believe TEACHING-LEARNING to be a dynamic, continuous, and interactive process of education. TEACHING involves effectively communicating knowledge in an innovative and creative manner. The teacher serves as the facilitator by actively engaging student involvement with regard to individual learning styles, prior experiences, needs and abilities. The teacher encourages the development of critical thinking, communication, creativity, and independence by guiding, directing, and evaluating planned learning experiences. LEARNING is a process of cognitive, affective, and psychomotor development in which the student acquires knowledge and skills from the simple to the complex. LEARNING is best achieved when it is based upon internal motivation and readiness to learn. The TEACHING-LEARNING process is a shared responsibility and is enhanced by a caring teacher-student relationship. Such an atmosphere promotes student achievement and self-development.

**NURSING EDUCATION:** We believe NURSING EDUCATION is a collaborative endeavor of faculty and students to achieve the knowledge, skills, and attitudes required to practice professional nursing. NURSING EDUCATION is accessible to individuals with diverse cultural, experiential, and academic backgrounds. NURSING EDUCATION takes place in an institution of higher learning where students have the opportunity to interact with students in other curricula. The student is exposed to a variety of learning opportunities in academic and clinical settings to gain basic knowledge and skills necessary to practice across the lifespan as a nurse generalist in diverse settings. The nursing student acquires knowledge of trends, issues, technology, and forces that shape and influence the practice of nursing. Student self-assessment and evaluation is encouraged to prepare for continuing personal and professional development after graduation. Lifelong learning is an integral component of the nursing profession and commitment by the individual.

## CONCEPTUAL FRAMEWORK

The concepts and descriptors found in the philosophy of the Hannibal-LaGrange University Associate Degree Nursing Program form the foundation of the conceptual framework and curriculum. The major concepts building this framework are person, health, nursing, environment, teaching-learning, and nursing education. Concepts from various nursing and non-nursing theorists have been blended to develop our conceptual framework and model (See Figure A).

The conceptual framework is designed to guide faculty and students in their professional nursing education endeavor. The definition of self-care and basic nursing systems utilized in this framework are derived from the concepts and theory of Dorothea Orem. The eight core components of nursing practice described by the National League for Nursing (NLN) Educational Competencies for Graduates of Associate Degree Nursing Programs were utilized in the development of this program's philosophy, conceptual framework, and for organizing program outcomes of our graduates.

The conceptual framework model depicts the person and nursing on a balanced scale within the environment. Both the PERSON and NURSING are functioning within the ENVIRONMENT. Understanding how the person interacts with their environment is essential for nursing. The environment is a complex, dynamic, and open system encompassing all internal and external factors affecting the person. The external environment includes all physical surroundings, cultural influences, conditions, and people affecting the life and development of the person. The internal environment includes all physiological, developmental, cognitive, psychosocial, and spiritual components interacting within the person.

HEALTH is an ever-changing state of being, fluctuating on a wellness-illness continuum, in which continual alterations are made in order to maintain homeostasis. Wellness is a highly personalized dynamic state which occurs when basic needs are met through self-care activities. In this state, the person functions at their fullest potential. Self-care is the adaptive process used, whereby the person functions on his own behalf, to establish and maintain an optimal health state, enabling function at the fullest potential. Illness is a highly personalized state of actual or perceived reduction in ability to meet basic needs through self-care activities.

The person's HEALTH state is depicted along the wellness-illness continuum by the circles surrounding the person. Placement on the continuum includes both a person's perceived level of wellness and how others see them in terms of health and illness. There are no distinct boundaries and the person moves back and forth between optimal health and illness. All persons on the continuum need health promotion and health maintenance. Their present placement on the continuum will dictate the type of health promotion and maintenance and the need for health restoration or end of life care. Wellness interventions can be initiated at any point on the continuum. They can be offered to all clients regardless of their health and illness status or age. The person is an active collaborator in health care, and is responsible for individual life choices affecting health and health care issues.

As the person moves away from optimal health it indicates the person's inability to fulfill basic needs through self-care. At this point the person moves away from a balanced state and starts moving toward the illness end of the continuum, away from the center of the concentric circles. When the person begins to exhibit signs and symptoms of illness, disability, and possibly death, they move away from an optimal level of wellness. The farther the person moves away from the center of the circles, the closer he/she approaches death.

NURSING care to the person is organized into three basic nursing systems developed by Orem depicted by the concentric circles surrounding the nurse. The center circle represents the Supportive-Educative system. The middle circle represents the Partly Compensatory system. The outer circle represents the Wholly Compensatory system. As the person's level of health fluctuates on the continuum so does the level of nursing care provided. In providing care to the person, nurses function as a member of an interdisciplinary team.

When the scale is balanced the person is at a high level of wellness. This is achieved through health promotion and health maintenance. Health promotion encourages and educates the person to increase well-being and to move toward an optimal health state. Health maintenance encompasses early detection of disease, decreasing the probability of injury, and limiting disability by delaying the consequences of chronic disease. At this level the person accomplishes self-care and the focus of nursing is the supportive-educative system.

As the person fluctuates from wellness to illness on the continuum, while still having health promotion and maintenance needs, they also have health restoration needs. Health restoration occurs when a person has a chronic defect or disease and health care activities are focused on minimizing the effects of the disability, preventing complications, and rehabilitation. The nursing system at this level, while continuing to include the supportive-educative system, may also include the partly compensatory or wholly compensatory system depending on the person's needs.

End of life care is focused on support and care of the dying person, providing quality of life to the fullest extent possible until death. This point on the continuum may include all levels of the nursing system.

The Hannibal-LaGrange University Associate Degree Nursing Program teaches the art and science of nursing in order to prepare the graduate to function as accountable, flexible nurse generalists. NURSING EDUCATION and the TEACHING-LEARNING process are central components of the program to prepare the student to utilize the nursing process in providing safe, effective, and quality nursing care. NURSING EDUCATION is the beginning of lifelong learning for the professional nurse.

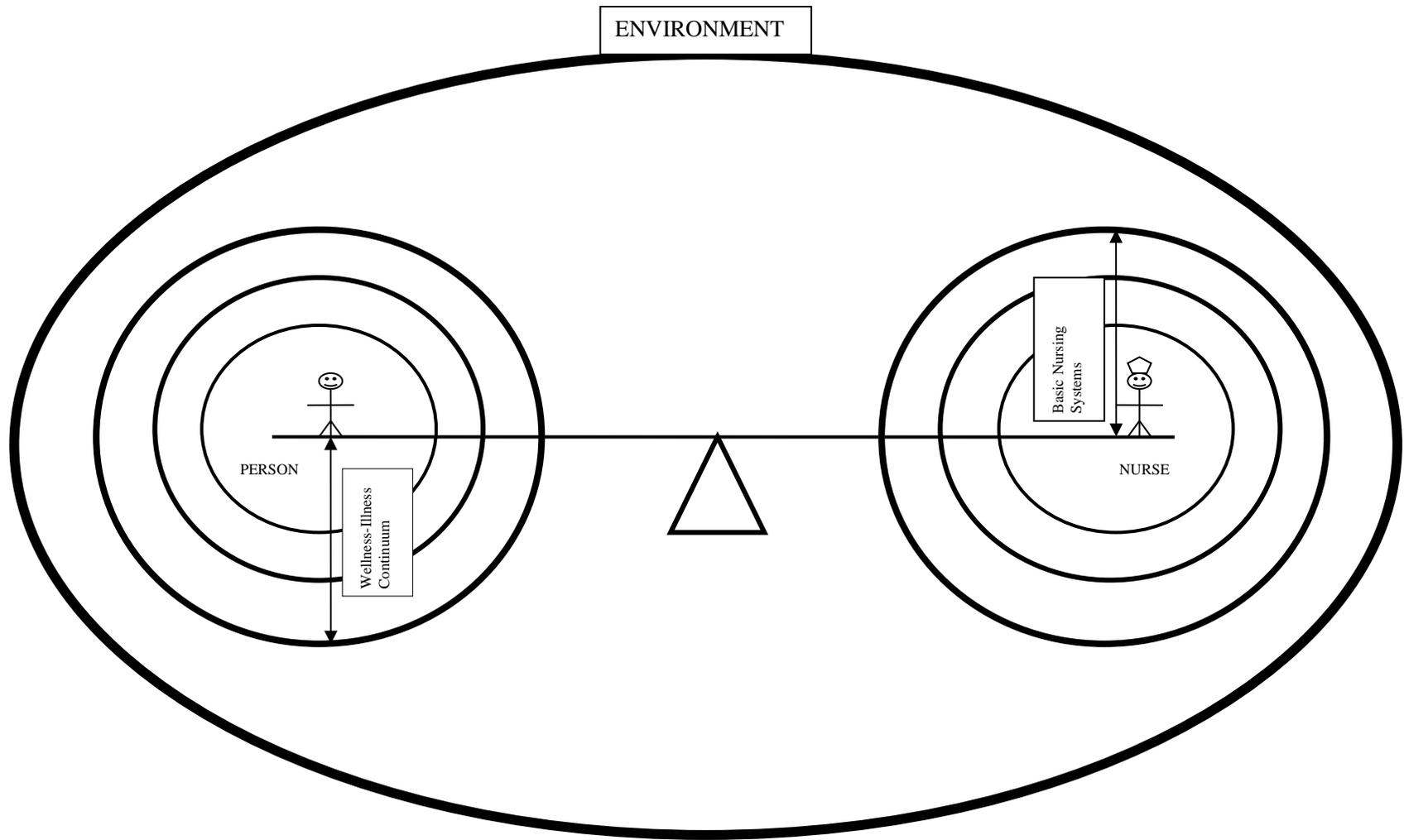


Figure A

## **CORE VALUES**

\* Caring \* Integrity \* Respect \* Service

## **PROGRAM OUTCOMES**

Graduates will be prepared as professional nurse generalists who will:

1. Practice safe, competent, and cost efficient nursing care to diverse individuals, families, and communities.
2. Provide caring and holistic nursing interventions in an attempt to help the person maximize self-care abilities throughout the lifespan while promoting, maintaining, and restoring health or providing end of life care.
3. Communicate and collaborate effectively with individuals, families, communities, and other members of the health care team.
4. Demonstrate critical thinking in clinical decision making through utilization of the nursing process and research from nursing and related disciplines.
5. Utilize principles of management and leadership in diverse settings.
6. Exhibit competence with current technology.
7. Engage in the practice of professional nursing within the legal, ethical, and regulatory frameworks.
8. Assume responsibility for lifelong learning, personal, and professional growth.

## **OUTCOME MEASURES**

1. Graduates of the Hannibal-LaGrange University Associate Degree Nursing Program will achieve a first time NCLEX-RN pass rate that is equal to or greater than the state passing average.
2. The admission process is such that students admitted are capable of achieving the program objectives. A 75% retention rate will be maintained.
3. The pattern of employment will be that 100% of graduates will be employed in a nursing position within 6 months of graduation.
4. Exit Interviews by graduates and follow-up surveys by both graduates and employers will be evaluated for reflection of program satisfaction.

Reviewed yearly  
Revised as necessary



## HANNIBAL-LAGRANGE UNIVERSITY

### Associate of Science in Nursing

Complete the following prerequisites with a grade of C or higher:<sup>1</sup>

- One year of high school biology or one semester of college biology (lecture and lab; total of 4 hours)
- One year of high school chemistry or one semester of college chemistry (lecture and lab; total of 4 hours)
- One year of high school algebra or one semester of college-level algebra<sup>2</sup>

#### Prerequisites - 14 hours

- BIO 254: Human Anatomy and Physiology I (4)
- BIO 264: Human Anatomy and Physiology II (4)
- BIO 344: Microbiology (4)<sup>3</sup>
- MTH 102: Medical Calculations (2)

#### Year One - FALL SEMESTER - 17 hours

##### SUPPORT REQUIREMENTS

- ENG 011: Freshman Seminar (1)<sup>4</sup>
- ENG 104: English Composition I (3)
- PLS 131: US & MO Constitution (1)<sup>5</sup>
- PSY 113: General Psychology (3)
- SOC 113: Intro to Sociology (3)

##### MAJOR REQUIREMENTS

- NUR 114: Nursing Fundamentals (6)

#### Year One - SPRING SEMESTER - 17 hours

##### SUPPORT REQUIREMENTS

- BIB 113/123: Old/New Testament Survey (3)
- ENG 106: English Composition II (3)
- PSY 333: Developmental Psychology (3)

##### MAJOR REQUIREMENTS

- NUR 214: Adult/Child I & The Child Bearing Family (8)

#### Year Two - FALL SEMESTER - 12 hours

##### MAJOR REQUIREMENTS

- NUR 234 Adult/Child II & Mental Health Nursing (10)
- NUR 240 Pharmacology I (2)

#### Year Two - SPRING SEMESTER - 13 hours

##### MAJOR REQUIREMENTS

- NUR 236 Adult/Child III & Clinical Leadership (10)
- NUR 241 Pharmacology II (1)
- NUR 272 Nursing Seminar (2)

#### NOTES:

<sup>1</sup> Courses may be required to be retaken if they were not completed within the past five years.

<sup>2</sup> All incoming students must take the Math Placement Exam. Results may indicate the need for additional math courses prior to admission.

<sup>3</sup> May be taken during the summer term between the first and second years of the ASN program.

<sup>4</sup> Required for all incoming Freshmen and transfer students with less than 24 hours of college credit.

<sup>5</sup> Required for non-Missouri high school graduates.

## ACADEMIC STANDARDS

Academic standards applicable to all Hannibal-LaGrange University students are found in the official University catalog. Standards applying specifically to nursing students are as follows:

### A. GRADES

A = 94-100  
B = 87-93  
C = 80-86  
D = 70-79  
F = 69 or below

Any nursing student receiving a final grade BELOW 80% will not be able to progress to the next nursing course.

No grades will be rounded. Example: If your final course grade is an 86.9, the grade will be recorded as a C.

### B. WRITTEN WORK

Written communication is extremely important in the nursing profession. It is critical that written work be clear, concise, and readable in a format to reflect the professional role. All written assignments or papers of any type must be completed to receive a final course grade and are to be submitted according to the following guidelines:

1. **All materials are to be submitted in a pocket folder or notebook using 8 ½ x 11 paper.**
2. All papers must be submitted to the *Turnitin* software site prior to submission to the course instructor. That software site will generate an “Originality Report” which will show if the student has plagiarized or used material that is original to someone else without giving credit. If sections or sentences in a paper have been taken from internet and other origins without appropriate citations, these will be noted in the report that is generated. Instructions for submitting papers to *Turnitin* are listed in the course syllabus.
3. Papers are to be turned in on time. Late papers will be penalized as follows:
  - a. Up to 24 hours - 10% penalty
  - b. 24-48 hours - additional 25% penalty
  - c. More than 48 hours late - Grade 0%
4. Assignments on which you receive a Satisfactory – Unsatisfactory rating

must be turned in on time according to individual course syllabus. Habitual late or unsatisfactory work will make the student subject to review by the Nursing Admission, Promotion, and Retention Committee.

### C. SKILLS LAB:

The lab will be open 0800-1600 Monday through Friday. Additional hours may be provided based upon faculty availability.

The skills lab is where you will be introduced to new skills, be expected to practice, and be evaluated on your skills. Critical thinking is encouraged by incorporating the rationale for what you are learning, as well as understanding the nursing responsibilities that accompany these skills.

You have the opportunity to practice independently, with your peers, and with faculty to develop these skills. Practice is completed on your own time. It would be beneficial to include lab practice time into your weekly schedule. Requirement of two practices that should not be less than 30 minutes each, unless specified by faculty.

The goal of the nursing skills lab is to provide an opportunity for you to become competent with your nursing skills and thereby becoming a safe practitioner while working towards excellence in nursing.

#### Skills Lab Guidelines

- NO children allowed in lab.
- NO cell phones during practices or check off as this can be distracting to other students.
- Review the course syllabus for due dates. Failure to meet the deadline will result in zero points. Student may not continue on to the next skill until the previous skill is completed successfully.
- Sign up for all testing. Time slots are on a first-come first serve basis.  
Notify the Skills Lab faculty ASAP if you are unable to keep your appointment. Call 573-629-3140.
- NO check-off or practice will be allowed during times that a student is scheduled to attend any University class.
- Bring all necessary check-off forms to scheduled appointment.
- If your check-off is unsatisfactory, remediation will be required with faculty prior to retesting.
- Dress for check-offs: NO long sleeves, no excessive jewelry, long hair tied back, etc.

#### Skills Lab Remediation Policy

If unsuccessful:

#### 1<sup>st</sup> attempt-

- Mandatory practice with skills lab faculty. Time limit will be based upon student's performance.
- Student must complete a written one paragraph reflection including identifying the potential/actual implications the unsuccessful performance would have on the patient outcomes.
- Student may only need to repeat the section missed depending on check-off.

#### 2<sup>nd</sup> attempt-

- Mandatory 1 hour (minimum) remediation with skills lab faculty.
- Student must complete a written one paragraph reflection including identifying the potential/actual implications the unsuccessful performance would have on the patient outcomes.
- Student will complete all components of the demo.

#### 3<sup>rd</sup> attempt-

- If a student is unsuccessful after 3<sup>rd</sup> attempt there is no remediation and student fails the course.

### D. NURSING LIBRARY AND LEARNING CENTER

The Nursing Library is open Monday through Friday. Books and journals located there are for use in the Nursing Library only. The Roland Library has a variety of additional resources available for use. A computer password is required for computer assisted programs on campus. Please contact Computer Services for a password.

### E. CELL PHONES

No cell phones are allowed during class time or in the clinical setting. Please give family members or those needing to reach you the nursing division secretary's phone number: 573-629-3140. For special needs, please see the Instructor.

### F. ATTENDANCE

A record of attendance will be kept in each student's permanent file. This is a reflection of professional responsibility and reliability. Regular classroom attendance and clinical laboratory attendance are essential for the nursing student to succeed. Absence from class will make the student less effective in the clinical area. Repeated absences from either class or clinical will jeopardize student status in the program. When absences do occur, it is the student's

responsibility to discuss those absences with the instructor and make arrangements to complete missed work.

#### 1. Classroom

- a. Students are expected to be present and punctual for all class lectures. If an absence is necessary, the student is responsible for all material covered and assignments given in class. **Absence from the first week of a nursing course or absence of greater than 10% of theory hours** will result in the student being subject to review by the Nursing Admission, Promotion, and Retention Committee. This amount of missed content may result in dismissal from the nursing program and a grade of failure due to absence (FA). Please refer to University catalog.

#### 2. Clinical

- a. It is the student's responsibility to **personally** inform the clinical instructor of an absence as early as possible BEFORE the scheduled clinical/observation. Texting the instructor or calling the instructor's office is not acceptable. Please use the instructor's home or cell phone. Do not call after 2100 the night before clinical or before 0500 on the day of clinical.
- b. **Any clinical absence or lack of preparation will require make-up work** at the instructor's discretion (this may be clinical assignment or written work). Clinical make-up will be done at the INSTRUCTOR'S CONVENIENCE and, in most cases, will require additional make-up fees at the rate of \$40.00/hour regardless of cause.
- c. Absence from **orientation** to clinical areas, **habitual tardiness, or absence of greater than 10% of clinical hours** will make the student subject to review by the Nursing Admission, Promotion, and Retention Committee. On the occasion that the student may be tardy, please contact instructor immediately.
- d. One clinical absence due to instructor cancellation or University closing will be allowed without makeup, per semester. **(If there is NO cause for cancellation, students are not owed one day per semester.)**
- e. Students with greater than 10% absence and/or a failing grade in the theory component of the nursing course may be restricted from the clinical area until, in the professional judgment of the nursing faculty, sufficient theoretical knowledge is acquired to assure safe patient care.
- f. Students tardy and/or unprepared for clinical may be sent to the Hannibal-LaGrange Nursing Department and will receive an unsatisfactory grade for that clinical day. The clinical day will be required to be rescheduled at the convenience of the instructor.

#### G. TESTS/MAKE-UP TESTS

1. NCLEX-RN question scores are due prior to taking exams. Please see class syllabus for

specific details/dates. If results are not turned in by the specific date/time, an automatic 5% will be deducted from the test grade.

2. If you are absent on the day of an exam or quiz, an automatic 5% will be deducted from the exam/quiz score. Two or more tardies for an exam/quiz each semester will result in corrective action. There will be no exceptions other than approved absences through the Vice President for Academic Affairs (VPAA), or a valid physician's excuse for the date absent. If you have an approved absence through the VPAA, arrangements for making up the exam or quiz must be done *prior* to the absence. Tests missed due to absence must be made up within two school days after returning from the absence. *It is the student's responsibility to schedule with instructor.* Failure to take an exam/quiz within the specified time will result in the student receiving a zero for the exam/quiz. Tests made up due to absences will cover the same material but may have different test questions.

## H. STUDENT EVALUATION PROCESS

1. **THEORY** - The syllabus for each nursing course contains the academic requirements for promotion. All requirements must be met for promotion. If a student is not meeting the requirements, a conference with the student will be requested.
2. **SKILLS LABORATORY** - It is the students' responsibility to prepare for return demonstrations, sign up for an available time, and successfully demonstrate mastery of the skill. The grading system for Skills Lab can be found in the course syllabus.
3. **CLINICAL** - Students are provided with clinical objectives at the beginning of each semester. The student will be made aware of their progress continuously throughout the semester. Weekly clinical evaluations will be provided and mid-term and semester evaluation conferences will be held. The grading system for clinical can be found in the course syllabus. A student receiving a clinical unsatisfactory on three occasions in one semester may be dismissed from the course with a grade of "F". See Appendix B for Unsafe Student Practice Policy.
4. **PROFESSIONAL BEHAVIOR** – Students are expected to conduct themselves in a professional and prudent manner even when the course work and demands are great. Students will function in stressful conditions and are expected to demonstrate mature, appropriate coping mechanisms. When unacceptable behavior or attitudes are identified, students may be counseled. At this time, the instructor will request a conference with the student during which the unacceptable attitude or behavior will be discussed. The student may be placed on probation and given a chance to correct the behavior or attitude. A written plan for correction, which could include professional counseling, will be developed and agreed upon by the student and instructor to be completed within a specified time frame. At the end of the specified time frame, if there has not been sufficient improvement to meet all objectives required by the agreement, the student may be dismissed from the nursing program. If the required improvement is accomplished the probationary status will be removed. Depending upon the nature of the unprofessional behavior, the student may be subject to immediate dismissal. Please refer to section M of the Nursing Student Handbook.

## I. CLINICAL EXPERIENCE

1. Students are responsible for following the policies of Hannibal-LaGrange University and the policies of the assigned clinical agencies.
2. Students are responsible for their own transportation to and from the clinical agencies. Carpooling is encouraged.
3. Students are required to purchase malpractice liability insurance before they may practice in the clinical area. This is included in tuition fees.
4. **Students reporting for clinical unprepared for their assignment or demonstrating unsatisfactory performance will be sent to the Hannibal-LaGrange University Nursing Department and receive an unsatisfactory grade for that clinical day.** The clinical day will be required to be rescheduled at the convenience of the instructor.
5. All student/client relationships are to be maintained on a therapeutic level only. Contact with clients will be limited to the clinical assignment unless otherwise approved by the appropriate instructor.
6. Nurses, and therefore nursing students, are expected to accept all assignments when given. If the student holds religious beliefs that could prevent their carrying out certain assignments, a discussion with the instructor should take place at the beginning of the semester.
7. Students **MUST** maintain patient confidentiality both inside and outside of the clinical setting. HIPAA Federal Regulations are followed per clinical institution policy.

## J. STUDENT EMPLOYMENT RULES

1. In accordance with the Missouri Statutes and the Rules and Regulations of the Department of Registration and Education, the student may be employed only in a capacity which does not require a registered nursing license.
2. Students may not wear the school uniform in any type of employment for pay.
3. The nursing faculty strongly advises students not to work full-time and carry a full class load during the school term. Alertness in class and clinical is expected for academic and clinical success and for the safety of patients. Students are expected not to work the eight hours prior to a class or clinical day.

## K. PROMOTION/RETENTION POLICIES

1. In order to be eligible to register for succeeding courses in nursing, the student must:
  - a. Meet the health requirements for nursing.

- b. Maintain a minimum of a 2.0 cumulative grade point average and a "C" grade in each preceding nursing course and support courses. See syllabi for individual course requirements.
  - c. Students will be required to take standardized tests prior to the conclusion of all nursing courses. The student must pass with a score at or above a 900 or the student will be required to remediate. This remediation will be assigned at the discretion of the course instructors. The remediation must be completed before the student can progress into the next nursing course. The cost of remediation is the sole responsibility of the student.
2. Students who are required to audit previously passed nursing courses before re-entry into the nursing program must satisfactorily meet all faculty requirements of the audited course.
  3. Medication and Clinical Calculations Requirements. See Appendix D.
  4. Exit Exam Requirements. See Appendix E.

#### L. DISMISSAL

1. A student may be dismissed from the Nursing Program for the following reasons:
  - a. Unprofessional/Unethical behavior.
  - b. Unsafe clinical performance.
  - c. Appearance in class or clinical under the influence of alcohol, recreational drugs, or medications that impair judgment.
2. Dismissal will be determined by the Nursing Admission, Promotion, and Retention Committee on the basis of either a single incident or patterns of unprofessional or unsafe behavior.
3. Action to dismiss a student is to be brought to the Nursing Admission, Promotion, and Retention Committee as soon as possible following the relevant incident(s), but no later than three University business days.
4. The student will be informed of his or her dismissal as soon as possible following such a determination on the part of the Nursing Admission, Promotion, and Retention Committee, but no later than 2 University business days for a total of 5 business days from the incident.

#### M. NURSING PROGRAM DISMISSAL-GRIEVANCE PROCEDURE

1. The student may ask for a hearing before the Academic Affairs Committee within two University business days of receiving notice of dismissal. Failure of the student to request a hearing or an extension of the time constraints of two University business days will

indicate that the student has waived the right to appeal. The Academic Affairs Committee will hold a hearing within three University business days of receiving the written request. The student will be advised in writing of the date, time, and nature of the hearing.

2. If the decision of the Academic Affairs Committee is in agreement with the decision of the Nursing Admission, Promotion, and Retention Committee, notification of dismissal will be sent to the registrar. The student will be responsible for withdrawing from the course and from the nursing program.
3. In the event that the Academic Affairs Committee is not in agreement with that of the Nursing Admission, Promotion, and Retention Committee, both decisions will be sent to the Vice President for Academic Affairs who will make a decision within two University business days.
4. If further appeal is sought, the student may request a hearing before the President within one University business day of notification of the Vice President for Academic Affairs decision. If still further appeal is sought, the student may request a hearing before a delegated committee from the University Board of Trustees. Decisions will be made and communicated to the student within one University business day.
5. The time element is crucial as its intent is to minimize the loss of time from theory and the clinical area as much as possible should the student be allowed to return to the course. In this case, every effort will be made to give the student opportunity to make up missed theory and clinical experiences.

#### APPEAL HEARING PROCEDURE BY THE ACADEMIC AFFAIRS COMMITTEE

1. The Vice President for Academic Affairs will preside.
2. A nursing faculty representative will present documentation showing the student's progress to date. The recommendation made by the nursing faculty regarding the student's dismissal is presented.
3. The student is then given an opportunity to present his/her side of the case. The student may want to bring witnesses or written statements on his/her behalf, ask for clarification, and/or additional information. The student is also invited to have a support person present. The support person, however, is to be a silent observer.
4. The committee may want to have individuals present with expertise in the practice of nursing or nursing education for their consultation.
5. The committee may ask questions of both parties regarding this issue to provide further information and clarification.

6. The parties involved are excused, a decision is reached, and this decision is made known to both the student and the nursing division orally and in writing.

## N. WITHDRAWAL

If a student withdraws from a nursing course for any reason, the steps outlined in the HLGU Catalog must be followed.

## O. READMISSION

1. A student who has failed or withdrawn from a nursing course or program must submit in writing a request for readmission to the Director, Division of Nursing and Allied Health. The student must request readmission for the next semester that the course will be taught.
2. Permission to re-enroll will be determined by the reason for the failure, withdrawal, or dismissal, recommendations made at the time, behavior of the prospective student in regard to the above recommendations, and the performance of the prospective student during any audit experience in nursing courses.
3. The student applying for readmission must inform the Director, Division of Nursing and Allied Health of the date of his/her desired return. Readmission will be contingent upon approval of the Nursing Admission, Promotion, and Retention Committee and space availability.
4. Because nursing requires the successful mastery and maintenance of knowledge and skills, students seeking readmission will be required to successfully audit the previously passed nursing course. All cost for auditing or repeating a course are the sole responsibility of the student. Refer to Promotion/Retention Policies.
5. The requirements for an audited course will be based upon the Nursing Department Faculty's judgment of the student's needs and will be established in writing prior to the beginning of the course.
6. A student who has failed, withdrawn, or been dismissed from the nursing program and does not request to return the next semester the course is taught may need to audit all nursing courses previously passed.
7. A student seeking readmission must present evidence that all previous faculty recommendations have been satisfactorily met (ex. counseling, work experience, etc.).
8. A student seeking readmission must have a minimum of a 2.0 Cumulative Grade Point Average (CGPA) at the beginning of the semester in which a course is repeated for credit.

9. A student may repeat a nursing course only once. No more than one nursing course may be repeated.

## P. OTHER GRIEVANCES

See the HLGU University Student Handbook for grade related and non-grade related appeals procedures.

## Q. PROFESSIONAL ACTIVITIES AND ORGANIZATIONS

1. Membership in the National Student Nurses Association (NSNA) is required for all nursing students, active participation is highly encouraged. NSNA is a national organization that promotes professionalism and helps members work as a team. See Appendix H.
  - a. HLGU SNA meetings are held monthly.
  - b. Members are required to participate in a minimum of 8 hours of community service projects each year. \* See Appendix F
  - c. Fundraising:
    - There will be at least one fundraiser each school year.
    - All nursing students are expected to participate in fundraising.
    - Should a student not participate in the fundraising, the student will be expected to contribute a fair monetary amount.
    - The money collected by fundraising will go towards nursing seminars, community projects, pinning ceremony, Clinical Achievement Award, etc as funds allow.
2. Student attendance at pinning practice and ceremony is mandatory.
3. Student attendance at graduation practice and ceremony is mandatory.

## R. SCHOLARSHIPS, AWARDS, AND STUDENT ASSISTANTSHIP

### 1. SCHOLARSHIPS

- a. **DELLA FAYE MARTINSON SCHOLARSHIP:**  
Funded by the friends and family of Mrs. Martinson, this scholarship is awarded to an HLGU associate degree nursing student who is completing the first year of nursing classes. The recipient should have a minimum of a 3.0 C.G.P.A. Selection is made by the nursing faculty.
- b. **PAUL FINLEY AND LOUISE BROWN FOREMAN MEMORIAL NURSING SCHOLARSHIP:**  
Funded by the family of Paul Finley and Louise Brown Foreman, this scholarship is awarded to an HLGU student having completed one semester of nursing. The recipient should have a minimum of a 2.5 C.G.P.A., show a

dedication to the profession of nursing, intend to practice within a 40 mile radius of Hannibal, and be a good citizen of the community in which they reside. Selection is made by the Nursing faculty in conjunction with the Financial Aid Department and a representative of the Foreman family.

c. **HLGU ENDOWED NURSING SCHOLARSHIP:**

This scholarship is to be awarded to a full-time nursing student who has a second year status. They shall be in good standing with the University and show evidence of financial need. A short essay stating why the Lord Jesus Christ called he/she into the nursing field and how He can use them for His glory is required as part of the application process. A 2.0 GPA is required. Selection is made by the scholarship donor in conjunction with the Financial Aid Department.

## 2. AWARDS

a. **FACULTY AWARD:**

Funded by the HLGU nursing faculty this award is given to a graduating ASN student and a graduating BSN student. These students are selected by the nursing faculty. The recipient should have a minimum of a 3.0 C.G.P.A.

b. **MEDICAL SOCIETY AWARD:** Funded by the Northeast Missouri Medical Society, these awards are given to a graduating ASN student and a graduating BSN student. The recipient should have a minimum of a 3.0 C.G.P.A. The students are selected by the nursing faculty.

c. **CLINICAL ACHIEVEMENT AWARD:**

A cash award established by the students of the Nursing Division to be used to recognize the 2nd year nursing student who has shown the greatest improvement in skills and organization related to the clinical area.

d. **Donnie Webber Memorial Award:** The criteria for receiving the award is the recipient is a graduating senior nursing student, have a good work ethic, a good sense of humor and a CGPA of 3.0 or higher.

## 3. STUDENT ASSISTANTSHIP

In addition to the financial assistance offered through the Financial Aid Office, one student assistantship is available to an ASN or RN to BSN student. The student will be selected by the faculty on the basis of the application. The assistantship requires approximately five hours of work per week when school is in session in exchange for tuition credit.

## 4. MISSOURI LEAGUE FOR NURSING

The Missouri League for Nursing presents a one-year free membership in the Missouri League for Nursing to an outstanding graduating student. The award is based on the following criteria: Leadership Potential, students who were active in their student organization or who

were active in organizing activities for the class are eligible, Interpersonal Skills, Students who worked cooperatively with faculty, other students, and agency staff are eligible, Continuing Professional Growth, Students who show an interest in continuing learning beyond graduation are eligible.

## S. PROVISIONS FOR HEALTH AND WELFARE OF STUDENTS

Provisions applicable to all Hannibal-LaGrange University students are found in the official University catalog and the Hannibal-LaGrange University Calendar and Student Handbook. Provisions applying specifically to nursing students are as follows:

### 1. HEALTH POLICY

- a. The nursing student is required to meet the specific health requirements of HLGU and each assigned clinical agency. Proof of health insurance, current immunization status, and selected diagnostic testing such as tuberculin skin testing, rubella vaccine or titer levels, must be on file.
- b. If evidence of a potential or actual physical and/or mental health problem is noted, the nursing faculty may require additional health evaluation. Failure to obtain additional evaluation may result in suspension or dismissal from the program. Evidence of adequate physical and mental health is necessary for continuation in the program, therefore a written release of information may be required.

Dr. Memken, of the Hannibal Clinic, is the University physician and is available to all students (at their own cost), as well as the Emergency Room physicians at Hannibal Regional Hospital which is covered 24 hours/day, or Hannibal Regional Medical Group, Hannibal Ambulatory Care Center, or the Community Health Center.

**Hannibal Clinic, Inc.**

100 Medical Drive  
Hannibal MO 63401  
573-221-5250

**Hannibal Regional Hospital**

6000 Hospital Drive  
Hannibal MO 63401  
573-248-1300

**Hannibal Regional Medical Group**

6500 Hospital Drive  
Hannibal, MO 63401  
573-248-1300

**Hannibal Ambulatory Care Center**

100 Medical Drive

Hannibal MO 63401  
573-248-3333

- c. Students who are pregnant or who have an altered health status must have written approval from their physicians to continue in the clinical setting and must meet all of the stated clinical outcomes with a satisfactory performance.
- d. HLGU and the clinical agencies are not responsible for any occupational hazards encountered during the course of study (i.e. infections, communicable diseases or injury). Students are responsible for their own health care and health insurance throughout the nursing program, with a photocopy of your current health insurance card.

## 2. STUDENT SERVICES

Refer to online HLGU University Catalog, Calendar, and Handbook for general information on services such as academic advisement, career services counseling, financial assistance, student housing, and food services. Social, athletic, cultural, professional, and religious activities are planned by the University staff, and by members of student organizations. These activities are designed to appeal to a broad scope of interests and to encourage participation by all students. The Director of Financial Aid is responsible for counseling students who need financial assistance and such students are encouraged to seek help from that office. See the HLGU University Catalog for further information.

### T. NURSING STUDENT DRESS CODE

Nursing students are to dress in the following manner when in the clinical facility:

#### 1. Complete uniform – clean and neatly pressed.

All students will order a uniform package from the nursing department that will include:

- Two red scrub tops and pants. Pants are not to touch the floor.
  - One red polo shirt with HLGU logo for certain clinical experiences including clinical pre-planning and field trips.
  - One red scrub jacket (Navy scrub jacket for men).
- \*An all-white (no writing or graphics) shirt may be worn under the red scrub top.

- a. Nurse's white leather shoes or leather athletic shoes are required. Canvas shoes or sandals are NOT acceptable. Closed toe, backless shoes may be worn. Clinical shoes are to be used for **clinical** only. Shoes worn to clinical must be clean and in good repair. Solid white socks must cover the ankle completely.
- b. HLGU picture ID badge available through the admissions office is required as well as a "STUDENT" nametag identifier and badge reel available through the Nursing Division. **The student uniform is not complete without the ID badge.**

- c. A red scrub jacket (navy scrub jacket for men) must be worn when going to any clinical agency for patient assignments. **A picture ID badge is mandatory on the lab coat.**
  - d. HLGU polo, khakis, and picture ID badge must be worn for pre-clinical hospital visits, clinical orientations, and all observations/field trips.
2. Wrist watch with sweep second hand, bandage scissors, pen light, and stethoscope are required.
  3. Jewelry – No large or gaudy jewelry: One ring per hand may be worn; but is not advised; one pair of small post-type earrings (one in each ear) may be worn by students. No bracelets or necklaces may be worn.
  4. Students will not have exposed tattoos, wear nose rings, tongue rings, ear gauges/bars, or any other form of visible flesh piercing or body "art."
  5. Hair should be clean, neat, and away from the face. Shoulder-length or longer hair (i.e. if hair of any length falls in front of chin or face with head bent forward) must be securely up and off the collar. All facial hair including sideburns, mustaches, and beards must be kept neatly trimmed and clean.
  6. Nails should be kept short, clean, and neatly manicured. **No nail polish** may be worn. No artificial nails or artificial tips are permitted.
  7. No strong perfume, cologne, after-shave, perfumed lotions or body sprays may be worn on clinical days. Personal hygiene must be maintained. No offensive body odor or unpleasant odors such as smoke will be permitted.
  8. Students are prohibited from smoking while in the HLGU student nursing uniform or on student assignment. No smoking is permitted on the HLGU campus.

#### U. SELECTED REQUIREMENTS FOR LICENSURE

A person who has a criminal history may not be eligible to apply for licensure to practice nursing. Consequently, successful completion of a nursing program does not guarantee eligibility to take the licensure examination. To apply for licensure students must meet the standards in section 335.066 of the Missouri Nursing Practice Act. Please see: <http://www.moga.mo.gov/statutes/C300-399/3350000066.HTM>. For other states and countries, please see their respective Nurse Practice Act.

## **APPENDIX A**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
ACADEMIC DISHONESTY POLICY**

**Policy:** Academic dishonesty is subject to disciplinary action. Offenses of academic dishonesty shall be cumulative for the entire program.

**Purpose:** The purpose of this policy is to define academic dishonesty and the procedure for the consequences of the behavior.

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
2. Unauthorized possession of examinations.
3. Unauthorized changing of grades or markings on an examination or in an instructor's grade book, or any change of any grade record.
4. Plagiarism, which may include, but is not necessarily limited to, submitting test papers, research reports and writing, illustration, laboratory results, or any other assigned responsibilities as one's own work, when in reality it has been done by another person or copied from another author or from written, published or unpublished material including internet sources. For additional information regarding how to avoid plagiarism see Appendix D.

**Procedure:**

1. Each incident of academic dishonesty shall be reported by the instructor to the Nursing Admission, Promotion and Retention Committee and to the Vice President for Academic Affairs for action. Decisions could range from written warning to dismissal.
2. The student may use the Appeals Procedure if dissatisfied with the penalty for dishonesty.

## **APPENDIX B**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
UNSAFE STUDENT PRACTICE POLICY**

**Policy:** The student will:

1. Demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing.
2. Promote the actual or potential well-being of clients health care workers, and self in the biological, psychological, sociological, and cultural realms.
3. Demonstrate accountability in preparation, documentation, and continuity of care.
4. Show respect for the human rights of the individuals.

**Purpose:** The purpose of this policy is to:

1. Protect the safety of the clients, peers, staff members, and clinical instructors.
2. Assure compliance with the Missouri Nurse Practice Act.
3. Maintain nursing practice within the Standards of Nursing Care.
4. Promote an awareness of the responsibility and accountability for student's clinical performance.

Indicators to be used as guidelines for evaluating safe practice are:

1. Regulatory. The student practices within the boundaries of the Missouri Nurse Practice Act, and the guidelines and objectives of the Associate Degree Nursing Program . The student follows the rules and regulations of the cooperating health care agencies. Guidelines and objectives are found in the Student Handbook.

Examples of unsafe practice include but are not limited to the following:

- a. Failure to notify the agency and/or instructor of clinical absence.
  - b. Presenting for clinical practice under the influence of alcohol and/or other drugs.
  - c. Habitual tardiness to clinical.
2. Ethical. The student practices according to the American Nurses Association Code of Ethics, Standards of Practice, and the Missouri State Nurse Practice Acts.

Examples of unsafe practice include but are not limited to the following:

- a. Refusing assignments based on client's race, culture, or religious preference.
- b. Placing personal values and standards above institutional values and standards.

c. Failing to report unethical behavior(s) of other health care persons in the clinical setting(s) which affects client welfare.

3. Biological, psychological, social, and cultural realms.

The students practice meets the holistic needs of the client, utilizing basic knowledge acquired from the biological, psychological, sociological and cultural sciences.

Examples of unsafe practice include but are not limited to the following:

- a. Failure to display stable mental, physical, or emotional behavior(s) which may affect others' well-being.
- b. Failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others (Deficit areas defined in 3. a. above).
- c. Acts of omission or commission in the care of clients, such as but not limited to: physical abuse, placing clients in hazardous positions, conditions, or circumstances, mental or emotional abuse, and repeated medication errors.
- d. Miscommunications, disruption of client care and/or unit functioning.
- e. Lack of physical coordination necessary for carrying out nursing procedures.

4. Accountability. The student's practice demonstrates consistency in the responsible preparation, documentation, and promotion of the continuity of the care of clients.

Examples of unsafe practice include but are not limited to the following.

- a. Failure to provide concise, inclusive, written and verbal communication.
- b. Failure to accurately record comprehensive client behaviors.
- c. Failure to report questionable nursing practices. Refer to standards of nursing care of the respective agency.
- d. Attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
- e. Dishonesty.

5. Human rights. The student's conduct shows respect for the individual, client, health team member, faculty, and self including but not limited to the innate, legal, ethical, and cultural realms.

Examples of unsafe practice include but are not limited to the following.

- a. Failure to maintain confidentiality of communications.
  - b. Failure to maintain confidentiality of records.
  - c. Utilization of stereotypical assessments which are detrimental to patient care.
  - d. Failure to recognize and promote every patient's rights.
6. Preceptor or clinical agency refusal to continue working with the student due to clinical safety issues.

**Procedure:**

1. Each incident of unsafe student practice shall be reported by the instructor to the Nursing Admissions, Promotion and Retention Committee and to the Vice President for Academic Affairs for action. Decisions could range from written warnings to course failure and/or dismissal from the nursing program. All records will be contained in the students file.
2. A student who is observed by a faculty member to have put a patient in danger will be dismissed from the clinical setting immediately.
3. IMMEDIATE TERMINATION WILL RESULT FROM THE FOLLOWING:
  - (1) Knowingly causing harm to a client, or
  - (2) Appearance in class or clinical under the influence of drugs or alcohol.
4. The student may appeal the decision by following the grievance procedure.

## **APPENDIX C**

**HANNIBAL-LAGRANGE UNIVERSITY**  
**ASN NURSING PROGRAM**  
**CRIMINAL BACKGROUND CHECKS, SUBSTANCE ABUSE AND DRUG TESTING**  
**POLICY**

**Policy:**

Students in the Nursing and/or Allied Health majors who have contact with patients or residents must provide disclosure regarding his/her criminal background and evidence of negative substance abuse and drug screens. In addition, the Division of Nursing and Allied Health adhere to the Hannibal-LaGrange University student policies and regulations, which include disciplinary action for criminal behavior, use and/or possession of drugs and alcoholic beverages, use of tobacco on campus and while representing the University off campus, as stated in the University's yearly Student Planner and Handbook.

**Purpose:**

In order to comply with terms of affiliation agreements between Hannibal-LaGrange University Nursing and Allied Health programs and clinical agencies, any student who is to have contact with patients or residents must provide disclosure regarding his or her criminal background and have a criminal background check by the Missouri State Highway Patrol Criminal Records and Identification Division, the Missouri Department of Health and Senior Services, and any agency thereof required by the clinical agencies (i.e. Employee Disqualification List (EDL), Office of Inspector General (OIG), General Services Administration, FBI and/or any other law enforcement agency of the state and of the United States). State law prohibits a hospital, or other provider, from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state, or has been found guilty of a crime, which is committed in Missouri as a Class A or B felony violation, to give care to clients in their agency.

In addition, clinical agency sites with which the University has affiliation agreements require evidence of negative substance abuse and drugs screens. Hannibal-LaGrange Nursing Division and Allied Health require all students to report for their clinical experience free from the effects of illegal drugs, alcohol, or any other drugs that may impair their performance and jeopardize patient safety.

**Procedure:**

1. Prior to clinical experiences, all students are required to submit completed consent forms and documents required for criminal background checks. Consent forms for specific clinical agency sites that require substance abuse and drug screens will be completed as needed. Costs incurred for the background checks and clinical substance abuse and drug screens are the responsibility of the student.
2. Each student must provide evidence of a negative criminal history search through [certifiedbackground.com](http://certifiedbackground.com). Any student convicted of a felony or misdemeanor while in the nursing program must report the conviction immediately to the Director, Division of Nursing and Allied Health.
3. Students who do not complete a criminal background disclosure or who do not request a

criminal background history check may be unable to complete clinical rotations in affiliating clinical agencies.

4. Any student who refuses to submit to initial or subsequent substance abuse and drug testing will be dismissed from the Nursing or Allied Health Program immediately for any such refusal.
5. Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the nursing or allied health program immediately as a result of such positive testing.
6. If an alcohol test is positive, a second test will be performed IMMEDIATELY to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the nursing or allied health program immediately as a result of such positive testing.
7. Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all nursing and allied health courses and will also be referred for disciplinary action from the University. A grade of "W" (withdrawal) will be noted on the transcript if prior to the University withdrawal date. A grade of "F" (failure) will be noted on the transcript if the student is removed from courses following the University withdrawal date.
8. Clinical agencies and Hannibal-LaGrange University reserve the right to conduct random drug and alcohol screens on all students.
9. Students must abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off University premises. A conviction must be reported within 72 hours after the conviction. Convictions include pleas of guilty and nolo contendere. Students convicted of involvement in a criminal drug offense will be dismissed from the nursing or allied health program.

## **APPENDIX D**

**HANNIBAL-LAGRANGE UNIVERSITY**  
**ASN NURSING PROGRAM**  
**MEDICATION AND CLINICAL CALCULATIONS REQUIREMENTS POLICY**

**Policy:**

Nursing students must demonstrate expertise in medication calculations. A medication and clinical calculation exam will be administered during NUR 272 to assess the students' proficiency in accurately performing calculations utilizing a 6-function (basic) calculator.

**Purpose:**

It is a vital responsibility of nurses to accurately calculate medication dosages. If mathematical errors occur, a patient can be seriously or fatally injured.

**Procedure:**

1. To meet the requirements of the HLGU nursing program, the student must successfully pass the Clinical Calculations exam during NUR 272 and score a 95% or higher.
2. The student will have unlimited attempts to pass the exam with a 95% or higher throughout the semester, however there must be at least two weeks between each attempt to allow for remediation. The student is required to meet with a faculty member for remediation before each subsequent attempt.
3. The student must have attempted at least one exam by mid-term week of the semester.
4. If the student has not passed the exam by the end of the semester with a score of 95% or higher, s/he will receive an "Incomplete" but may participate in pinning and graduation ceremonies given all other HLGU graduation requirements are met. The student will be required to take MTH 102, Medical Calculations, during June and have one attempt to pass the Medical Calculations exam with a score of 95% or higher in order to pass the nursing program.

Grading rules will include the following:

- a. **No partial credit will be given on any problem on a test. If the problem has four steps or parts and you miss one, the entire problem will be wrong.**
- b. Follow all directions on the tests.
- c. For **parenteral drugs**, if the amount to be given is less than 1 ml round to the nearest one hundredth, (2 decimal places). For example, 0.239 is rounded to 0.24. In addition, if the amount to be given is more than 1 ml round to the nearest tenth, (1 decimal place). For example, 1.28 is rounded to 1.3.
- e. For manually regulated IV calculations you can only visually count whole drops. It is impossible to calculate 14.7 drops per minute. Round to the nearest whole number. For example 14.7 is rounded to 15 drops per minute. Carry calculations to one decimal place, then round drops per minute (gtt/min) to the nearest whole number.
- f. When writing decimals, eliminate unnecessary zeros to avoid confusion. Never use a trailing 0. For example, write 0.2, **do not write 0.20**. Although the last zero does not change the value of the decimal, it is not necessary and may lead

to confusion.

- g. To avoid missing a decimal point and interpreting the numeric value as a whole number **always** place a zero to the left of the decimal point to emphasize that the number has a value less than one. For example, write **0.35**, **0.15**, **0.003**.

## **APPENDIX E**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
EXIT EXAM REQUIREMENTS POLICY**

An Exit Exam will be administered to each student in the final semester of the curriculum. This exam is designed to identify the strengths and weaknesses of the student and a possible need for remediation prior to taking the licensure exam. Successful completion of the Exit Exam is a requirement for (A) the completion of NUR 236, (B) the student's graduation and (C) for the student's name to be submitted to take the licensing (NCLEX-RN) exam.

The first Exit Exam will be given approximately four weeks prior to graduation. A score of 900 or above is the level of performance recommended and meets all Exit Exam Requirements.

A score between 850 and 899 only partially satisfies course exit exam requirements, and will require the student to (A) by taking an ATI Virtual Tutoring review course and (B) retake the Exit Exam approximately one week prior to graduation.

A score of less than 850 does not satisfy course exit exam requirements, and will (A) require the student to (A) by taking an ATI Virtual Tutoring review course and (B) retaking of the Exit Exam approximately one week prior to graduation.

The second Exit Exam will be given approximately one week prior to graduation. A score of 900 or above is the level of performance recommended and meets all Exit Exam Requirements.

A score of 850-899 or less on the second exam partially satisfies course exit exam requirements. In order to satisfy course exit exam requirements, the student must remediate by (A) by taking an ATI Virtual Tutoring review course and (B) authorize the release of progress reports to the Division Director (and receive "green light" status from ATI); and (C) take HESI Exit Exam #3 to achieve an acceptable score of 850 or above (900 or above recommended) as determined by the Division Director.

A score of 849 or less on the second exam does not meet course exit exam requirements. In order to satisfy course exit exam requirements, the student must remediate by (A) by taking an ATI Virtual Tutoring review course; (B) authorize the release of progress reports to the Division Director (and receive "green light" status from ATI); and (C) take HESI Exit Exam #3 to achieve an acceptable score of 850 or above (900 or above recommended) as determined by the Division Director.

After proof of completion of remediation, the student will then be considered to have passed NUR 272, to have met graduation requirements, and the student's name will then be submitted to take the licensing (NCLEX-RN) exam.

### Exit Exam Requirements

Test	$\geq 900$	850-899	$\leq 849$
Test #1	Satisfied all course exit exam requirements.	Partially satisfied course exit exam requirements. The student must (A) remediate as determined by the nursing faculty and (B) will need to take Test #2 to achieve score of 900.	Has not satisfied course exit exam requirements. The student must (A) remediate as determined by the nursing faculty and (B) will need to take Test #2 to achieve score of 900.
Test #2	Satisfied all course exit exam requirements.	<p><b>Partially satisfied course exit exam requirements.</b> The student will receive an “Incomplete” but may participate in pinning and graduation ceremonies given all other HLGU graduation requirements are met. <b>The student must (A) remediate by taking an ATI Virtual Tutoring review course* and (B) authorize the release of progress reports to the Division Director. Upon receiving the “green light” status from ATI, the student will then be considered to have passed NUR 272, to have met graduation requirements, and the student’s name will then be submitted to take the licensing (NCLEX-RN) exam.</b></p> <p><i>All remediation must be complete within 3 months of graduation or a grade of “F” will be assigned to NUR 272.</i></p>	<p><b>Has not satisfied course exit exam requirements.</b> The student will receive an “Incomplete” but may participate in pinning and graduation ceremonies given all other HLGU graduation requirements are met. <b>The student must (A) remediate by taking an ATI Virtual Tutoring review course* and (B) authorize the release of progress reports to the Division Director (and receive “green light” status from ATI), and (C) take <u>HESI Exit Exam #3** to achieve an acceptable score of 850 or above (900 or above recommended) as determined by the Division Director.</u></b></p> <p><i>All remediation must be complete within 3 months of graduation or a grade of “F” will be assigned to NUR 272.</i></p>

\*ATI Virtual Review Course is at the expense of the student; all remediation must be completed within 3 months of graduation or the student will be considered to have **not met** graduation requirements, and a grade of “F” will be assigned in NUR 272. The student will be considered to have not successfully passed the nursing program and therefore ineligible to sit for the NCLEX-RN. \*\* The cost of the ATI Virtual Review Course and the 3<sup>rd</sup> HESI Exit Exam and other expenses are the sole responsibility of the student.

## **APPENDIX F**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
COMMUNITY SERVICE REQUIREMENTS**

As part of the learning experience in the nursing program at Hannibal-LaGrange University, students are required to complete community service hours. Participation is mandatory for successful completion of NUR 272. This experience provides the student with an opportunity to be actively engaged in the community while fulfilling the *Mission* and *Purpose* of the University, specifically *to promote the life of service in keeping with the example of Jesus Christ* and with the University motto “*Knowledge for Service*”. The nursing department values service and believes it is a rewarding part of the nursing profession.

The 16-hour community service requirement mutually benefits the campus and community and is the responsibility of each student to identify and successfully complete the required hours as follows:

Community Service
Total of 16 hours
All service hours must be approved prior to performing and must be validated by activity coordinator. No paid hours may be counted towards community service hours. As part of the requirement of NUR 272, the student will provide a reflection journal of the experience. Thoughtfully reflect on each experience, identifying your role and the benefit the service provided to community. <i>It is the student’s responsibility to enter all community service hours into Folio 180 each semester, keep track of reflection journal entries as they occur, and turn journal in during NUR272.</i>

## **APPENDIX G**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
GUIDELINES FOR WRITING A FORMAL PAPER**

When writing, it is important that the paper be concise, clear, and readable. All papers for the Nursing Division are to be typewritten and follow the American Psychological Association (APA) format, 6th edition.

1. Before beginning the paper, review the **grading rubric. Remember to make sure all areas from the rubric are covered. Areas not included in the paper will receive zero points.**
2. A review of literature is done by reviewing nursing and medical journals (within the last 5 years) for current information on the chosen topic. More journal articles should be used rather than textbooks, so that the paper includes the most current information. A computer search for articles can be done in the library. We suggest using CINAHL. Many journal articles are available in html or PDF format and can be printed free of charge in the L.A. Foster Library. The articles can be obtained through interlibrary loan if the library does not carry the journal in which the article is written. It is important to begin the research for your topic early.
3. When reviewing articles or textbooks for information, notes can be made on index cards. *Credit needs to be given to the author, unless the information is your own original ideas or it is common knowledge.* Failure to do so is plagiarism. If exact words are used from articles or textbooks then quotation marks need to be used and also page number needs to be indicated as well as author and year (see APA Guide). A limited number of quotations should be used. Quotations should be used for special emphasis or if translation would detract from its original meaning.
4. Writing an outline of what you intend to write can help to identify areas that you have covered as well as areas you need to expand on.
5. The introduction usually tells what the subject of the paper is, why the subject was chosen, or the relevance to the class or to nursing. (Why is it an important topic?). Do not use "I chose this topic .....". Avoid the use of "I" in a formal paper. More appropriate would be "This topic was chosen because....." or "The author chose this topic because ....." or "This paper will discuss ....." .
6. Conclusion – Summarize your findings.
7. Finalize the draft. Using headings to subdivide the paper will make it easier to read, and will help identify that all areas are included.
8. **Refer to Writing a Paper in APA Style for further instructions.**

9. Proofread your final paper for spelling, correct grammar, correct punctuation, and for content. Are all topics addressed?
10. A “References” page must be included. Make sure that all references included on this page are included in the paper. Make sure that all references used in the paper are included on the reference page.
11. Refer to the American Psychological Association (APA) textbook for additional information. There are copies in the Nursing Division and in the HLGU Library. The textbook can also be purchased through the University Bookstore.

## **PLAGIARISM: WHAT IT IS AND HOW TO AVOID IT!!!!**

Plagiarism can be defined as "...taking and using as one's own the ideas or written work of someone else" (Kreis, 1994, p. 66).

"A writer who fails to give appropriate acknowledgment when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking is guilty of plagiarism" (Gibaldi, 1995, p. 26).

"...acts included under the general heading of plagiarism:

Buying a paper from a research service or term paper mill...

Turning in another student's work without that student's knowledge...

Turning in a paper a peer has written for the student...

Copying a paper from a source text without proper acknowledgment...

Copying material from a source text, supplying proper documentation, but leaving out quotation marks...Paraphrasing material from a source text without appropriate documentation..." (Wilhoit, 1994, p. 161-162)

### **PLAGIARISM=STEALING**

Avoid plagiarism by:

\*doing your own work!

\*begin researching early

\*make an outline of the main points that will be supported by your research material

\*make note cards of facts and ideas that support your research thesis (the main idea) **and**

include on the note cards quotes and all reference info (journal, article title, publication

date, author, page numbers)

\*use quotes and the ideas of others to SUPPORT your thesis and credit ALL ideas and quotes. "In writing your research paper, then, you must document everything that you borrow-not only direct quotations and paraphrases but also information and ideas" (Gibaldi, 1995, p. 29)

\*check the American Psychological Association (APA) summary provided in your "Nursing Student Handbook" for the proper methods for citing references (giving credit to your sources)

\*expect to write several drafts, checking all drafts for quotation errors

\*Proofread, proofread, proofread!!!

You will be held accountable for the plagiarism information on the Hannibal-LaGrange Library web site <http://www.HLGU.edu/library/research.html>. Look at the links

[Plagiarism: What it is and how to recognize and avoid it. Also examine how Quoting and Paraphrasing relate to plagiarism](#)

#### References

Gibaldi, J. (1995). *MLA Handbook for Writers of Research Papers* (4th. ed.). New York: Modern Language Association of America, 27-29.

Kreis, K. (1994). A write step in the wrong direction. *Teaching K-8*, 66-67.

Wilhoit, S. (1994). Helping students avoid plagiarism. *University Teaching*, 42(4), 161-164.

## **APPENDIX H**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
MEMBERSHIP IN THE HANNIBAL-LAGRANGE UNIVERSITY STUDENT NURSES  
ASSOCIATION**

**POLICY:** All students in the ASN Nursing Program at Hannibal-LaGrange University will belong to the HLGU SNA chapter.

**PURPOSE:** In order to encourage professional behavior in nursing students during school and in the future, membership and participation in a national organization is a good beginning. Additional benefits come from participation in the local organization.

**PROCEDURE:**

1. All students will pay NSNA dues through fees collected by the University upon registration.
2. All students are expected to participate in the school chapter both in attendance at scheduled monthly meetings, as well as fundraising activities.

**HANNIBAL-LAGRANGE UNIVERSITY**  
**ASN NURSING PROGRAM**  
**GUIDELINES FOR CONDUCT OF THE HLGU SNA MEETINGS**

**POLICY:** The HLGU SNA Meetings shall be conducted on a monthly schedule, modified to fit need and the school calendar as necessary.

**PURPOSE:** Participation in the HLGU SNA is designed to develop a spirit of cooperation, fellowship, and responsibility in nursing students.

**PROCEDURE:**

1. The by-laws of the SNA at HLGU shall be used for guidance of elected officers and faculty advisors.
2. Robert's Rules of Order shall be the guideline for Parliamentary Procedure.
3. The secretary will take minutes at each regular meeting and a copy will be delivered to the faculty advisor within one week.
4. The treasurer will give a financial report at each regular meeting. This will be recorded in the minutes.
5. Failure to attend two consecutive regular meetings without advance notice/reason by the elected officers shall be cause for the membership to remove said officer from responsibility, and another member to be elected to the vacated office.
6. Any consequences voted on by the majority of the members for non-participation by absent or uninterested members are binding upon the offending member.

## **National Student Nurses' Association, Inc Code of Professional Conduct**

As a member of the National Student Nurses' Association, I pledge myself to:

- Maintain the highest standard of personal and professional conduct.
- Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- Uphold all Bylaws and regulations relating to the student nurses' association at the chapter, state and national levels, reserving the right to criticize rules and laws constructively, but respecting the rules and laws as long as they prevail.
- Strive for excellence in all aspects of decision making and management at all levels of the student nurses' association.
- Use only legal and ethical principles in all association decisions and activities.
- Ensure the proper use of all association funds.
- Serve all members of the student nurses' association impartially, provide no special privilege to any individual member, and accept no personal compensation from another member or non-member.
- Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or appointed position in the association.
- Refuse to engage in, or condone, discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
- Refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.
- Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is integrity in the data and information used by the student nurses' association.
- Cooperate in every reasonable and proper way with association volunteers and staff, and work with them in the advocacy of student rights and responsibilities and the advancement of the profession of nursing.
- Use every opportunity to improve faculty understanding of the role of the student nurses association.
- Use every opportunity to raise awareness of the student nurses' association's mission, purpose, and goals at the school chapter level.
- Promote and encourage entering nursing students to join and become active in NSNA.
- Promote and encourage graduating seniors to continue their involvement by joining professional nurses' associations upon licensure as Registered Nurses.

Adopted by the 1999 House of Delegates  
Pittsburgh, PA at the 47th Annual NSNA Convention

*References: American Society of Association Executives and the National Society for Fund Raising Executives.*

## **National Student Nurses' Association, Inc Code of Academic and Clinical Conduct**

### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### **A CODE FOR NURSING STUDENTS**

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance,

reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates  
Nashville, TN, on April 6, 2001.

## **Hannibal-LaGrange University Student Nurses' Association Bylaws**

### **ARTICLE I - NAME OF ORGANIZATION**

Section 1. The name of this organization shall be the Hannibal-LaGrange University Student Nurses Association.

### **ARTICLE II - PURPOSE AND FUNCTION**

#### Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.

#### Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.

### **ARTICLE III - MEMBERS**

#### Section 1. School Constituent

- A. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.

B. HLGU SNA shall be composed of at least 10 members from HLGU or the total school enrollment if less than 10. There shall be only one chapter on this school campus.

C. For yearly recognition as a constituent, an officer of the HLGU SNA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.

D. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

E. HLGU SNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and MOSNA exercising no supervision or control over these immediate daily and regular activities. NSNA and MOSNA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of HLGU SNA or the members thereof. In the event any legal proceedings are brought against NSNA and MOSNA, HLGU SNA will indemnify and hold harmless the NSNA and MOSNA from any liability.

## Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

### A. Active members:

1. Students enrolled in state approved programs leading to licensure as a registered nurse.
2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
3. Active members shall have all the privileges of membership.

### B. Associate members:

1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.

Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

### C. Individual members:

Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

D. Active and associate membership shall be renewable annually.

Section 3. Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

## **ARTICLE IV - DUES**

### Section 1.

- A. The Annual NSNA dues for new members shall be \$35 per member payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- B. The Annual NSNA dues for renewing members shall be \$40 per member payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- C. The school association board of directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- D. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

(If there are school chapter dues, add under this section. NSNA does not collect school chapter dues; this is the responsibility of the school chapter.)

## **ARTICLE V - BOARD OF DIRECTORS**

### Section 1. Composition

- A. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, Projects Chairperson, and Newsletter Correspondent.

### Section 2. Responsibilities

- A. The Board of Directors shall be responsible for:
  - 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
  - 2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
  - 3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. Quorum. A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

Section 4. Duties of the Board of Directors shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.
2. Shall serve as chairperson of the Board of Directors

B. Vice Presidents

1. Shall consist of the first year class president and the second year class president.
2. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
3. Shall preside at meetings in the absence of the President.
4. Shall assist the President as delegated and act as advisor to the President.

C. Secretary

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
3. Refer to duly appointed committees the necessary records for the completion of business.
4. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Deliver to the newly elected Secretary all association papers.

D. Treasurer

1. Shall serve as chairperson of the budget/finance committee.
2. Submit financial reports to the membership as directed by President.
3. Prepare financial reports submitted at the monthly Board of Directors Meeting.
4. Keep a permanent record of all dues received from members and any other income and expenses.
5. Remit payment for approved debits according to the following:
  - a) Disbursement of Funds
    1. Requests for disbursement of funds shall be made in writing to the Board of Directors.
    2. Upon approval the treasurer will issue checks for those requests approved.
    3. No funds will be disbursed without prior approval.

E. Parliamentarian

1. Assists the organization in effectively meeting and making decisions in a fair and consistent manner that makes good use of everyone's time.
2. Gives order to meetings and outlines what can and cannot be done during them.
3. Delineates the duties of officials within the organization.

4. Utilizes Robert's Rules of Order, the accepted standard rules for the conduct of meetings.

F. Projects Chairperson (elected for individual activity, independent of the board of directors)

1. Serves as chairperson of Projects committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.

#### Section 5. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- C. Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

### **ARTICLE VI - ELECTIONS**

#### Section 1. Election of Board of Directors

- A. Elections shall be held at the annual business meeting.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor.

### **ARTICLE VII - MEETINGS**

#### Section 1. Membership Meetings

- A. Meeting dates shall be set by a plurality vote of members present at each previous meeting.
- B. Meeting location and time will be voted on a approved by a plurality vote of members present and voting at each previous meeting.

C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

## **ARTICLE VIII - COMMITTEES**

### Section 1. Appointments

A. Committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at time of appointment.

B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

### Section 2. Responsibility

A. All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report same to the general membership.

## **ARTICLE IX - DELEGATES**

### Section 1. Purpose and Function

A. To serve as spokesperson for this association at the annual state and national conventions.

B. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.

C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.

D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

### Section 2. Qualification and Appointment

A. Any member maintaining a grade level of C or above, who is active in (school association) projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.

B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

### Section 3. Delegate Representation

#### A. School constituents:

HLGU SNA, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

The HLGU SNA delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:

- a ) Selection and/or election by members of the school chapter according to chapter bylaws; or
- b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.

School chapters shall approve the appointment.

The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.

A school chapter must have a selected and/or elected delegate present at the NSNA

Convention in order to have a state-appointed alternate seated in the House of Delegates.

All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.

3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

### **ARTICLE X - AMENDMENTS**

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

## **APPENDIX I**

**HANNIBAL-LAGRANGE UNIVERSITY  
ASN NURSING PROGRAM  
STUDENT AGREEMENT**

I have read and understand the 2016-2017 Nursing Student Handbook and agree to abide by the rules and regulations which are established within the handbook.

---

Student Signature

**STATEMENT OF RELEASE FROM RESPONSIBILITY  
FOR EXPOSURE TO COMMUNICABLE DISEASES OR INJURY  
IN THE NURSING PROGRAM**

I understand that I may be exposed to communicable diseases or injury during my clinical experiences as a student of the Hannibal-LaGrange University Associate Degree Nursing Program. I understand that any cost incurred as a result of exposure will be at my expense. I will not hold the school responsible.

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Student Signature

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Date

NOTE: This page is to be returned to the Division of Nursing and Allied Health office at the end of the first week of classes. Failure to comply with this deadline will result in prohibition from further class attendance.