

STUDENT HANDBOOK

FOR UNDERGRADUATE STUDENTS



Baylor University®
LOUISE HERRINGTON SCHOOL OF NURSING

SPRING 2024

BAYLOR

U N I V E R S I T Y

Dear Nursing Students:

Welcome to Baylor University Louise Herrington School of Nursing in Dallas. You have chosen a school that strives to offer a quality academic program within a Christian environment. The Faculty and Administration of the School of Nursing appreciate the confidence you have placed in us by selecting Baylor as the school where you will devote some of the most crucial preparatory years of your life.

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

We offer you our support, encouragement, and commendation as you embark on your journey to become a professional nurse.

Blessings to each of you,

The Student Services Team

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HISTORY OF THE SCHOOL OF NURSING

Baylor University, chartered by the Republic of Texas in 1845, was established by the Union Baptist Association under the leadership of Judge R.E.B. Baylor, Rev. James Hickins, and Rev. William Milton Tyron. Originally located in Independence, Texas, the university was moved to Waco, Texas, in 1886 and merged with Waco University, another Baptist School. The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. The present university system includes the College of Arts and Sciences; the Schools of Business, Education, Social Work, Law, Engineering & Computer Science, Music, and Nursing; the Honors College, Truett Seminary, the Graduate School; and the College of Health and Human Sciences. Enrollment stands at over 16,000 students. The School of Nursing was established in 1909 as a diploma program of the Texas Baptist Memorial Sanitarium, the forerunner of the present Baylor University Medical Center. In 1950 the school became one of the six degree-granting schools within Baylor University. Graduating its first collegiate class in 1954, the school is one of the oldest baccalaureate programs in the United States.

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

In 1952, the first class completed the new program, and its members were granted the Bachelor of Science in Nursing from Baylor University. Further refinement of the program continued as nursing courses were taught on both the Waco and Dallas campuses. Baylor University Louise Herrington School of Nursing mission is to prepare Baccalaureate and Graduate level nurses, within a Christian community, for professional practice, healthcare leadership and worldwide service.

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

Succeeding Dr. McLaughlin upon her retirement was Dr. Opal Hipps. Under the direction of Dean Hipps, Baylor University School of Nursing began admitting students in January as well as

September. The library facilities were separated from the College of Dentistry and a Learning Resources Center was established in Wilma Bass Hall. Lines of administrative authority were clarified in that the dean reported directly to the University administrators in Waco. A BSN completion program was begun for RN's.

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

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

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

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

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

In the Summer of 2018, the nursing school expanded its operation into new facilities at 333 N. Washington after having purchased the former Baptist General Convention of Texas building in 2015 and conducting a major fundraising campaign to update and renovate the facility. Our modern four-story, retro-fitted Academic Building includes: active learning classrooms for professors to deliver state-of-the-art instruction through innovative active learning methodologies, student-friendly common areas and quiet study lounges, a large learning resource center (*open 24-hours a day, 7-days a week*), the Barnabus Success Center for tutoring, testing and studying, the Jeff Mills Family Techpoint to provide IT assistance for students, the Ken & Alice Starr Chapel to inspire faithful reflection, the Tom A. and Suzanne Martin café for refreshments, the Sunderland Foundation activity room, the McLane Family grand auditorium to host speakers, events and instruction, plus offices for faculty and administration and the Tom A. and Suzanne Martin Student Services Suite. Our original building at 3700 Worth Street is now our Clinical Simulation Building and is used for clinical practice laboratories and research.

In spring 2021, following a nationwide search, Baylor University Provost Nancy Brickhouse, Ph.D., appointed Linda Plank, Ph.D., RN, NEA-BC, as the new LHSON Dean on May 1, 2021. Previously, Dr. Plank served as LHSON’s Interim Dean since summer 2020 and prior was a Clinical Associate Professor and the Senior Associate Dean of Academic Affairs. She earned her B.S. in nursing from Baylor, her M.S. from Texas Woman’s University and her Ph.D. from the University of Texas at Arlington. She is nationally certified by the American Nurses Credentialing Center (ANCC) as a Nurse Executive Advanced (NEA-BC). After graduating from Baylor in 1977, she began as a registered nurse at Baylor University Medical Center in Dallas, where she worked for more than three decades as an RN, a nursing administrator and eventually as Vice President for Medical-Surgical Nursing. In 2008, she was recruited by her alma mater to begin a teaching career. In April 2012, Plank was appointed Associate Dean for Academic Affairs at the LHSON. In 2015, she added the newly created Clinical Track to her role, beginning with the rank of Clinical Assistant Professor and later promotion to Clinical Associate Professor in 2018. In 2019, she was appointed Senior Associate Dean for Academic Affairs and Interim Dean on July 1, 2020.

Currently, the LHSON offers Bachelor of Science in Nursing (BSN) degrees through Traditional, FastBacc® (*one-year accelerated*) and Distance Accelerated BSN programs. Plus, the LHSON offers an online Doctor of Nursing Practice (DNP) program with tracks that include Family Nurse Practitioner, Nurse-Midwifery, Neonatal Nurse Practitioner, Pediatric Nurse Practitioner, Executive Nurse Leadership, Adult Gerontology Acute Care Nurse Practitioner and U.S. Army Anesthesia Nursing (USAGPAN).

GENERAL INFORMATION, POLICIES, AND PROCEDURES

ADDRESS CHANGES

It is important that University staff and faculty be able to send official correspondence to students. Failure to receive University notices because of an incorrect address or an out-of-date address will not relieve the student of responsibility for responding to the notice. Address changes for student local or student home addresses may be made via BearWeb. Once logged in, click on "Personal Information", and then click "Address(es) and Phones(s)." Currently enrolled students may also make address changes on the third floor of Robinson Tower, or may be sent via a Baylor e-mail account to Registrar@baylor.edu

BADGES

Baylor Scott & White Health Photo ID Badge

All students are required to have an official Baylor Scott & White Health photo ID badge. This badge must be worn at all times at LHSO for building access and identification purposes. The Office of Parking Services of Baylor University Medical Center not only handles parking at the School of Nursing but also the BSWH Photo ID Badge. [Parking Services](#) has a self-help location in Barnett Tower 1130A at BUMC (address is 3600 Gaston Ave Ste 1109, Dallas, TX 75246). Hours are 8:00am - 4:30pm Monday through Friday. Students should arrive 15 minutes prior to closing. Students will be given all necessary forms for ID and parking prior to Orientation / Immersion. There is a fee (currently \$25) for replacement badges except when presenting a non-functioning badge to the Office of Parking Services.

Louise Herrington School of Nursing Gold Name Badges

Louise Herrington School of Nursing Gold Name Badges (it is a set of two badges...one with your last name and one without) are available for purchase through the Baylor Bookstore. The badges are a required part of the LHSO clinical uniform that must be worn for all clinical experiences.

Baylor University ID Card

Students from Baylor receive their Baylor University ID Card when starting at Baylor. Students who start in Dallas will have their Baylor University ID Card mailed to LHSO for distribution with the photo for it being the same photo submitted to LHSO for the BSWH Photo ID. Students must use this identification card anytime they are on the Waco campus, especially if they plan to use facilities or participate in events on the Waco campus.

CRIMINAL BACKGROUND CHECK AND DRUG TESTING

Clinical agencies require background checks and drug screens as a condition for clinical placement. Students are required to have a drug screening and two separate criminal background checks (CBC) completed before the student begins classes and/or clinical practicum at LHSO. The first CBC is conducted by the Texas Board of Nursing (TBON) and must be completed prior to the students first day

of class. The student is responsible for all required fees to process the Texas Board of Nursing CBC. The second CBC is conducted by CastleBranch and must be completed prior to the student starting their first clinical rotation. Fees connected with the initial CBC conducted by CastleBranch are included in the cost of tuition. However, additional CBCs will be at the student's expense. Cost for the initial drug screen is also covered by tuition.

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

As a student at the School of Nursing, students must submit to a urine drug test within 30 days of their first clinical rotation and may be asked to submit to a drug test anytime throughout the program. Failure to comply with the request for a drug test will be treated equivalent to a positive test result. In accordance with the DFW Hospital Council's Community Standards document, "an individual with a positive drug screen will not be allowed to attend any clinical agency rotation for a minimum of 12 months. Prior to returning to the clinical agency rotation, a student must provide proof of a negative drug screen as verified by the college/school." A diluted positive drug screen will be considered positive. A diluted negative drug screen must be repeated. A positive drug test, and therefore inability to participate in clinical courses, will result in the inability to continue in the nursing program for a minimum of 12 months and could result in a referral to the Baylor University Office of Judicial Affairs. Positive Drug Testing results are determined by the Medical Review Officer (MRO) and are the results provided to CastleBranch. MRO drug testing results are considered final. Drug testing result disputes must be handled through the MRO. Drug testing results posted by the MRO will be utilized to determine eligibility to attend clinical practicums. Baylor University does not obtain drug testing specimens, provide results, or resolve disputes related to positive drug testing results.

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

The University believes that spiritual, intellectual, emotional, physical, and social development have their greatest growth free from mind-altering chemicals. Its goal is to provide an environment where the entire campus community is challenged and motivated to live a chemical-free lifestyle. As a first step toward reaching that goal, the University makes every effort to seek full compliance with University policy and federal, state, and local laws and ordinances; to discourage by every means possible the use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to employees and students who seek help for substance-abuse problems, while focusing on the development of a comprehensive program of non-residential services.

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

EMPLOYMENT OF STUDENTS

Since the ability to handle the combined responsibilities of college and employment is highly individualistic, there is no policy limiting the number of hours a traditional BSN student enrolled full-time in the School of Nursing may be employed outside of the University. Students are strongly advised that work hours should not exceed twenty per week. Students employed by clinical agencies should be aware that neither the University nor the School of Nursing assumes any responsibility for their activities as employees of an agency. Students employed by Baylor University or LHSON (including work-study students) are limited to working twenty hours per week. Employment for accelerated BSN students is highly discouraged due to the rigor and intensity of the 12-month curriculum. Students who fail to meet the academic standards in the School of Nursing due to employment will receive no special consideration regardless of financial need. Therefore, students who feel they need to work to pay school expenses should make this need known to the Level/Track Coordinator and the Senior Financial Aid Manager before they are in academic jeopardy.

Following completion of the first semester, part-time employment is sometimes available for nursing students at clinical agencies. Budgetary restrictions may limit such opportunities, so students should not depend on jobs being available. In these positions, students assume responsibilities that are commensurate with their level of education. Students needing information regarding job availability are encouraged to contact the Coordinator of Career Services for further information. Baylor University Louise Herrington School of Nursing name badges and scrubs should not be worn when students are employed by hospitals or agencies outside of their LHSON clinical experiences.

FOOD & SNACK LOCATIONS

The LHSON Café on the first floor of the Academic Building has a variety of food and drink items available for self-purchase that is serviced by a third-party vendor. Ensure you follow the posted directions for purchasing your items as the café is under 24/7 video surveillance and failure to pay

for market items will result in administrative action. The Café and the CSB both provide a self-serve coffee machine which is free of charge to students, faculty, and staff. Students will also find vending machines in the Bear Den in the basement. In addition, students may purchase food at the many BUMC food locations: the Baylor Hospital cafeterias located in the basement of Truett Tower, The Atrium located in the Roberts Tower, and Café Charles in the Sammons building. Students who wear their Baylor Scott & White photo I.D. badge receive a 20% discount although specialty or franchised food items may not qualify for the discount.

HAZARDOUS WEATHER

Information regarding weather related school closings and/or delays will be sent via our University Emergency Notification System. The alert system will send notice by **phone**, **SMS text** and **e-mail** to all information registered on BearWeb. To stay informed of important updates, please make sure your information is always current. [Login to BearWeb](#) to update your information. Information will also be posted on the Undergraduate Nursing and Graduate Nursing Current Student pages under [Hazardous Weather Policy](#). **Please note that closings may differ between regions across Texas so be alert to the information from your local notification system. Online students will follow the information regarding Dallas closures and will be notified of any online class changes by their course faculty.**

NAME CHANGES

To officially change your name with Baylor, students must complete a name change form that can be obtained from the Office of the Registrar or LHSON Student Services. It must be printed, filled out and physically signed. The completed name change form and any acceptable supporting documents must be scanned and sent to the Office of the Registrar. A staff member in the Office of the Registrar will arrange a zoom meeting to complete the process. Additional information and the process can be found on the Office of the Registrar's website. ***Any legal name change must be consistent with university and student ID materials (example: driver's license) for licensure purposes at the end of the nursing program.*** ***NOTE: Name changes that occur during the academic year will require students to replace all name badges with the student's correct name. Name badges must reflect the student's legal name.***

PARKING PERMITS AND FACILITIES AT LHSON

The Office of Parking Services of Baylor University Medical Center handles student parking at the School of Nursing. [Parking Services](#) has a self-help location in Barnett Tower 1130A at BUMC (address is 3600 Gaston Ave Ste 1109, Dallas, TX 75246). Hours are 8:00am - 4:30pm Monday through Thursday and 8:00am - 3pm on Friday except for lunch from 11am to 11:30am. Students should arrive 15 minutes prior to closing. FastBacc® and Traditional students will be given all necessary forms for parking prior to Orientation. A BSWH parking decal costs \$240 for the calendar year and will be charged to your student account. DABSN students will receive information for using the visitor lots ahead of their first immersion. ***NOTE: The fees and procedures in this section are subject to change by the Baylor University Medical Center Public Safety Office. Students will be notified of any changes.***

Parking is assigned by the Parking & Services Office. FastBacc® and Traditional students are assigned parking in the LHSON Academic Building's underground parking garage on level P2 (all spaces) and half of level P1 (spaces 92-134 ONLY). A counter is located near the garage entrance which provides a count of how many spaces are available in the garage. If the garage is full, students may park in Lot 44 and Lot 45 for overflow. FastBacc® and Traditional students may also park in Lot 14 at the CSB only after 4pm or on weekends. Students are not permitted to park in any other parking lots or visitor spaces. **Under NO circumstances should the Landry Center parking be used.** Incorrectly parked vehicles will be ticketed and/or towed at the students' expense. Security escorts to and from parking areas are available upon request by calling (214) 820-4444.

SECURITY

To provide security in the Nursing School, the exterior doors are always locked. Students have access to the building 24 hours a day but will need their BUMC campus ID badge for entering the parking garage, the building, and the elevators. The third and fourth floors are off limits after 5:00pm on weekdays and on the weekends unless accompanied by a faculty or staff member. If your BUMC photobadge stops working, email the Student Services Associate with the following information: information on panel response when the badge is used (either the panel beeps but gives a red light or the panel does nothing) and the five-digit code on the back of your photobadge.

STUDENT CONDUCT ADMINISTRATION

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

STUDENT REPRESENTATION ON UNIVERSITY COMMITTEES

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

1. Attend each meeting. If unable to attend, identify an alternate representative that will attend and inform the committee chair.
2. Represent the concerns of the student body related to the areas of responsibility of the committee in an unbiased, objective manner.
3. Recognize that the committee is not a decision-making body, but advisory in nature, which makes recommendations to be acted on by the faculty. It is important when eliciting student

input and reporting deliberations that items discussed in the meeting be presented to the student body in this context.

UNIVERSITY CORRESPONDENCE

The University, School of Nursing, faculty, and staff will send official correspondence to students via e-mail using Baylor assigned student email addresses. Faculty may allow student communication via text messaging for information purposes. However, all official communication is via Baylor e-mail. Each Baylor student is personally responsible for checking their e-mail at least **once a day** for receipt of official University correspondence.

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

Online students will receive information relating to student activities, deadlines, upcoming events, and general information in the announcements within the Canvas orientation course. It is the student's responsibility to check for notifications at least once a day for receipt of important information.

STUDENT SERVICES

BAYLOR UNIVERSITY EVENT TICKETS

Athletic Events

Like all Baylor University students, nursing students are entitled to free athletic tickets to all home (Waco) games. Football tickets are available for online reservation beginning at 5:00pm 6 days prior to the next home game. Students can use their smart phone for a ticket or to print a ticket at home. A student ID is required for admittance to the stadium. Students that have reserved a ticket and are no longer able to attend may return tickets through the online return process by noon two days in advance of kick-off. Student tickets are not transferable and not able to be sold. For all other home athletic events, students may show their ID at the door. Student attendance of games outside Waco do require paying the full gate price.

Student Activities in Waco

Students may find out more information and order tickets to Student Activities events such as Sing and Pigskin Review by accessing the Bill Daniels Student Center Ticket Office website at <http://www.baylor.edu/studentactivities/ticketoffice/>. For event tickets that are not being sold online, nursing students may contact the Ticket Office by phone (254-710-3210), identify themselves as students from the school of nursing, and the staff will take their order and either place their tickets at “will call” or mail them to the students for a fee.

FINANCIAL AID

Baylor is committed to helping students from all financial backgrounds achieve their dreams of gaining a quality education. There are many ways to make a Baylor Nursing education fit your family’s budget. Many students fund their education through a combination of savings, scholarships, and financial aid options. **Merit-based scholarships** are awards from Baylor based on a review of your prior academic record and Baylor application. **Financial Aid** is awarded based on individual and/or family finances. You and your financial supporters must submit FAFSA forms at <https://studentaid.gov/> and a CSS Profile at <https://cssprofile.collegeboard.org/> to be considered for federal and institutional need-based aid. Priority deadline is February 1. Award amounts vary based on results of FAFSA and CSS Profile. Baylor's Title IV School Code: 003545. For questions regarding financial aid, please contact the One Stop Student Financial Services at <https://onestop.web.baylor.edu/contact-us> or by calling 254-710-2611. In-person LHSON students have in-person access to the LHSON Financial Aid Manager by calling 972-576-9221 or emailing Endalk_tulu@baylor.edu. Online students have online support through the Baylor Student Financial Services’ One Stop Shop (<https://onestop.web.baylor.edu/>).

HEALTH & WELLNESS SERVICES

Counseling Services

Baylor University has partnered with Academic Live Care as a flexible and easy to access option for students outside of Waco. Baylor Telehealth provides “in the moment” mental health services

through a 24/7/365 help line. Baylor Telehealth also provides unlimited face-to-face visits with a mental health counselor by referral to a local provider within the Academic Live Care Network. More information can be found at baylor.academiclivecare.com/. Students in Texas can also schedule video counseling services with the Baylor University Counseling Center during the normal Counseling Center office hours by calling 254-710-2467.

In addition, LHSON has contracted with [Sparrow House Counseling](#), a professional practice close to campus, to provide a spectrum of in-person counseling services to LHSON students. Students may attend up to six individual sessions at no cost. After that, Sparrow House counselors are available for an hourly fee and, while they do not accept insurance, will assist clients with insurance reimbursement documentation. The counselors have experience with a wide range of issues such as anxiety, depression, eating disorders, and family counseling. All members of their staff are professional counselors who provide sound counseling from a Christian perspective. To take advantage of this service, please contact Sparrow House at 214-736-9955 and identify yourself as a Baylor Nursing student.

There are a variety of individuals at LHSON who provide help to students. The Chaplain & Coordinator of Student Ministries and the Director of Student Services are available to assist students with certain informal counseling needs—usually related to issues centering around relationships, family, dating, preparation for marriage, goals, stress management, etc. Faculty also provide help related to academic performance and balancing the academic rigor of the program.

Health Services

Baylor University has partnered with Academic Live Care to provide a flexible and easy to access health option to all students. This is a free service accessible by all Baylor students. Baylor Telehealth provides unlimited telehealth visits for virtual urgent care for physical health needs, nutritional counseling, women's specialized care / wellbeing, and psychiatric needs. Academic Live Care offers flexibility in appointment times as well as access to providers based on preferences such as gender, cultural and ethnic background, language spoken, and specialties. There are also a variety of medical practices, urgent care clinics specialist practices and hospital services in and around LHSON. Although these services do have a cost to the student, the practice takes most personal and student insurance plans. A list of resources can be found in the Health & Wellness module of the Student Services canvas course.

INSURANCE

Professional Liability Insurance

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

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

Student Health Insurance

All students are required to carry their own health insurance throughout the entire academic program. Student health insurance is available for all Baylor University students who have a need for protection beyond that which may be available under a family or personal insurance program. This plan is underwritten by ACE American Insurance Company and is administered by:

Academic Health Plans	Local 817-479-2100
P.O. Box 1605	Toll Free 888-308-7320
Colleyville, Texas 76034-1605	

You may visit their website at <https://baylor.myahpcare.com> or contact the Waco Insurance Claims Coordinator Lisa Bland at 254-710-1493 or e-mail: Lisa.Bland@baylor.edu.

NOTARY PUBLIC SERVICE

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

Wendy Craver, Financial Manager, Academic Affairs, AB 408.16

RECREATIONAL ACTIVITIES

Recreational activities for nursing students are under the direction of the Director of Student Services and the Chaplain & Coordinator of Student Ministries. Various social and cultural activities are sponsored during the school year. Students are provided with information regarding Waco campus events and activities such as football games, the annual Pigskin Revue, and All University Sing, Dia del Oso, as well as cultural activities and events occurring in the Dallas Metroplex area. Information about these activities can be obtained from Student Services.

STUDENT ORGANIZATIONS

Baylor Student Nurses' Association (BSNA)

Baylor Student Nurses' Association is a local chapter of the National Student Nurses' Association (NSNA), the only national organization for nursing students and the largest independent student organization in the United States. NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. Benefits of belonging to BSNA are eligibility for scholarships, a year's subscription to Imprint (the only magazine for nursing students), malpractice insurance, the NSNA annual convention, uniform discounts, and a voice in Washington, among others.

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

Baylor Student Nurses' Association is intended to facilitate the transition to the professional organization, American Nurses' Association, upon graduation of the student nurse. It is also intended to enhance your educational experience at Baylor University Louise Herrington School of Nursing. Membership is open to all students in programs leading to initial licensure as a registered nurse. For more information, please contact the faculty sponsors: Dr. Courtney Brandt and Dr. Melissa Hollis.

Bears Helping Hearts (BHH)

Bears Helping Hearts (BHH) is a nursing student organization open to any nursing student who is interested in learning about congenital heart disease and defects. The student should also seek to understand and help create awareness of the mission of The Children's Heart Foundation (CHF): to advance the diagnosis, treatment, and prevention of congenital heart defects (CHDs) by funding the most promising research. BHH nursing students will help support CHF by planning and joining events that will create awareness about CHD to family members, friends, and within the nursing community. These events include and are not limited to toy-drives, fundraisers, hospital visits (when possible), speaker events, and walks. The organization serves the following purposes:

- Congenital heart disease education for nursing students
- Serve the congenital heart disease community through volunteer service
- Raise awareness of congenital heart disease through events
- Provide leadership opportunities to nursing students

Multicultural Student Nurses' Association (MSNA)

The Multicultural Student Nurses' Association (MSNA) was chartered by Baylor University in 2022 in response to student need for an organization that could represent the interests of pre-nursing and nursing students from diverse cultural backgrounds. By coordinating monthly meetings, fundraisers, service events, and other activities, MSNA seeks to:

- enrich the academic experience of our multicultural student population.
- unify students through common interests.
- foster the professional role and leadership development of our members.
- raise awareness about the health disparities in our diverse cultural communities.
- promote the provision of culturally congruent nursing care.
- provide opportunities to network with nursing leaders from diverse cultural backgrounds.

For more information about MSNA, please email: msnaatbaylor@gmail.com.

Nurses Christian Fellowship (NCF)

Nurses Christian Fellowship (NCF) is both a Christian professional organization and a ministry of and for nurses and nursing students. NCF is a ministry of InterVarsity Christian Fellowship. In response to God's love, grace, and truth: The Purpose of Nurses Christian Fellowship, as a ministry of InterVarsity Christian Fellowship/USA, is to establish and advance in nursing, within education and practice, witnessing

communities of nursing students and nurses who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world. The Baylor NCF chapter faculty sponsors are Dr. Melissa Neathery and Dr. Sahr Mbriwa.

Sigma Theta Tau International (STTI)

Sigma Theta Tau International is the National Honor Society for Nursing. The Eta Gamma Chapter, at the Louise Herrington School of Nursing, was established in the spring 1984 semester. The purpose of the organization is to: 1) recognize the achievement of superior quality scholarship, 2) development of leadership qualities, 3) foster high professional standards 4) encourage and support research and other creative work in nursing, 5) and strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing. STTI accepts student, faculty, and community leader nominations. Eligibility for Student membership includes:

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

University Sponsored Student Activity Policy and Procedure

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

For students to utilize excused absences for school activities, students:

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

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

STUDENTS WITH DISABILITIES

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

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

1. Students who are seeking support services from the Office of Access and Learning Accommodation, on the basis of a diagnosed disability, are required to fill out an application and present current (preferably within the last three years) and appropriate documentation, so as to verify eligibility under Section 504 of the Rehabilitation Act of 1973. The Office of Access and Learning Accommodation is located in Waco in the Paul L. Foster Success Center, in the Sid Richardson building, Suite 190. The application can be found online at <http://www.baylor.edu/oala/>. Drop off, mail, fax, or email any paperwork that documents your disability, along with your OALA application to:

Office of Access and Learning Accommodation

Baylor University

One Bear Place #97204

Waco, Texas 76798

FAX: 254-710-3608

Email: OALA@baylor.edu

2. The application and documentation will go before the Documentation Review Committee (DRC) where eligibility for services will be determined. The committee meets each week throughout the year (except holidays). All required documentation must be received in the OALA office before 5 p.m. on Thursdays to be evaluated during each week's review process. Anything received after 5 p.m. on Thursday will be reviewed the following week. Please allow two (2) business days for an OALA Disability Advisor to contact you after your documentation has been reviewed via email.

3. Once the documentation has been reviewed by the Documentation Review Committee and it has met the documentation standards, the student must make an appointment with an assigned Disability Advisor to be considered "registered" with the office. Note: Because of the distance from the main campus, nursing students may schedule a phone appointment rather than an in-person meeting.
4. At the beginning of each semester, students will be responsible for logging into their Accommodate System and selecting the professors who would need to receive an accommodation letter. Once the students have completed that step, the professors will receive an email displaying the accommodation letter. Students will still need to arrange a meeting with each course instructor at the beginning of each semester to discuss and prearrange accommodations. The faculty can then work with the student on arranging accommodations or assistance appropriate for the disability and as defined by law after the student provides documentation from the Office of Access and Learning Accommodation.
5. Repeat step 4 at the beginning of each semester.

Contact the Coordinator of Academic Success at LHSON if you have questions or need assistance with this process.

TITLE IX

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

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

ACADEMIC POLICIES

COURSE ATTENDANCE POLICY

Theory Class Attendance Policy

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

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

Tardiness

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

Clinical and Clinical Lab Attendance Policy

Baylor University has a mandatory attendance policy. One hundred percent (100%) attendance is expected in all clinicals and seminars (including pre- and post-conferences). Students must attend all clinical activities as assigned, including orientation and computer training. Clinical hours include the orientation time. There are no excused absences in clinical and clinical labs. However, it is essential that you DO NOT report to a clinical site if you are ill. Absences may result in the decrease of the final grade and absences may not be made up. Students may not attend clinical or clinical labs to which they are not assigned. Any student who is not present for the required minimum hours of the scheduled class sessions will automatically receive a grade of “F” in the course. See the chart below for detail on the attendance requirement:

<u>Clinical Credit Hours</u>	<u>Minimum Hours Required</u>
2.0 hour	
N3200	78 hours present
N3225	78 hours present
N3226	78 hours present
N4225	78 hours present
N4226	78 hours present
3.0 hour	
N4335	135 hours present
N4345	119 hours present

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

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

<u>Clinical Lab Course</u>	<u>Attendance Requirements</u>
N3330 Professional Practice Lab	Must attend 90% of lab sessions (See course syllabus for details)
N3314 Health Assessment Lab	Must attend 90% of lab sessions (See course syllabus for details)

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

RETURN FOLLOWING HOSPITALIZATION, ILLNESS, OR INJURY

In the case of a physical injury or acute illness requiring hospitalization or emergent care, students are required to submit a medical release to participate in classroom activities and for unrestricted patient care in the clinical setting. Inability to obtain medical clearance for unrestrictive patient care will necessitate a clinical absence. A signed medical release form from your healthcare provider must be given to each classroom and clinical Professor with the original given to the Level Coordinator. Clinical agencies do not allow braces and other restrictive devices in patient care areas. Medical restrictions may impede a student's ability to participate in the classroom and/or a clinical day thus necessitating an absence.

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

If the course instructor considers the student incapable of performing safe care for a patient due to lack of physical or emotional fitness, the student will be dismissed immediately from that practicum session and an absence will be recorded. If the course instructor considers the student incapable of performing safe care for a patient due to lack of preparation, the faculty sends the student to a designated alternative site to prepare. The student will be considered absent for the time missed in preparation. The student is then required to return to clinical prepared to provide care. ***Note: Precepted students in the clinical setting will be evaluated by the clinical faculty, preceptor, and clinical agency for any lack of physical or emotional fitness or lack of preparation. If a student is considered incapable of performing safe care for a patient in any circumstance, the student will be sent home and collaboration will occur with the clinical faculty, preceptor, and clinical agency to determine appropriate actions.***

CLINICAL PLACEMENT OF NURSING STUDENTS

Arrangements for clinical placement of nursing students are made through the School of Nursing.

DROPPING A COURSE

Prior to dropping a course, nursing students should meet with their appropriate track advisor to discuss the effects of dropping the course. Once the student has met with their advisor, if the student wishes to drop the course(s) they should email the Clinical Placement Manager (FastBacc® and Traditional) or the Academic Support Specialist (DABSN) to drop the course and establish a new degree plan.

If a student drops a class before the end of the twelfth-class day of the fall or spring semester, the course will be removed from the student's transcript. After the twelfth (and through the fiftieth) class day, a notation of "W" will appear with any dropped class on the student's transcript. For nursing students enrolled in a course which meets in an interval less than 15 weeks, there is an amended drop/withdrawal timeline. Amended timelines will be posted to the Large Group Level Canvas Courses.

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

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

UNIVERSITY WITHDRAWALS

Beginning the first day of a semester, students who are financially settled and wish to drop all of their classes must withdraw from the University. In-person students must schedule an exit interview with the Senior Coordinator of Academic Success to withdraw from the University. Online students should speak with the Academic Support Specialist. Any other procedure will lead to failure in all courses for which the student is registered. Under no circumstance does notification to professors or dropping classes constitute an official University Withdrawal. The effective University Withdrawal date is established by the date on which a student schedules an exit interview with the Senior Coordinator of Academic Success or the Academic Support Specialist. The date the appointment is scheduled may be different than the actual date of the interview. When a student withdraws from the University, the assigned "W" is based upon the effective date of the University Withdrawal. Please see the "Academic Calendar" section for the respective dates. Tuition refunds for University Withdrawals are defined under the section on "Expenses."

Upon confirmation by a student's instructors of persistent non-attendance, the University reserves the right to withdraw the student for that term with an effective date matching the last known date that the student attended class. Students receiving scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of a University Withdrawal.

EXAMINATIONS, DELAYED EXAMINATIONS AND USE OF RESOURCES DURING EXAMINATIONS

Examinations

- **LHSON Exams (Online or in the Academic Building):** During exams, students must have their cell phones turned off and all smart devices (including watches, earphones, etc.) removed. Students are not allowed to wear noise-cancelling headphones unless an approved accommodation is in place. All students will be free of any hats, caps, and hoodies during exams. For students testing in the academic building, all personal belongings must be left at the front of the classroom out of arm's reach. Students will be required to remove any unapproved items (including any head coverings, watches, badges, etc.). In-person students must be mindful of others taking exams in the room by limiting noise-making actions. Online students are also required to keep all personal items out of reach during testing. Students testing online must also remain seated and facing the camera.
- **Exam Reviews:** In-person exam reviews may be provided for Traditional or FastBacc® students at the discretion of course faculty. Review of exams done in a group setting in the classroom or faculty office must be silent reviews. Exam reviews conducted via a virtual format for Traditional, FastBacc®, or DABSN students are conceptual, no access to exact questions or answers are provided.
- All individual and group exam reviews must be completed within two weeks of taking the exam or prior to the next course exam, whichever comes first. Exam reviews are not allowed after this time. Any student who scores 71% or below on any unit examination has the responsibility to contact the course faculty to schedule an appointment to discuss their progress in the course.
- LHSON policy states that students may not review final exams.
Online calculators are provided during testing through the testing platforms. Calculators outside the testing platforms will be provided for on-campus math exams. A basic function calculator is permitted for online math exams.

Make Up Examinations

- If the student is unable to take a scheduled exam, the student must notify the faculty of record of the circumstances prior to the scheduled exam time. Typical circumstances are professional school activities, student illness, and critical illness or death in the family. Extenuating circumstances require Level Coordinator approval.
- If the student does not notify the Professor in advance as per the student handbook guidelines, the Professor has the prerogative to deny the student the opportunity to take a make-up exam, which will result in **an exam grade of zero**.
- Exams missed must be made up within 1 week.

- The student must contact the faculty to discuss the make-up exam. The student must complete the [Request for Make-Up Exam](#) and submit to the course faculty.
- The course faculty in collaboration with the Exam Software Administrator will schedule the date, time and location for the make-up exam and notify the student via Outlook Calendar.
- Failure to make-up the exam as scheduled will result in an automatic zero on the examination.
- Make-up exams may include an alternate format such as essay, fill in the blanks, and alternate questions.

END OF SEMESTER ACTIVITIES

The Academic Calendar of the University specifically identifies the last class days of the semester/term. After the last class day, a study day will be provided for students to prepare for final exams. There will be no required activities for students on this day (i.e., no clinical make-up days, no required test review or study session, or clinical evaluations).

FINAL EXAMINATIONS

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

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

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

No more than two examinations in courses offered on a semester level are scheduled on the same day. If a student taking courses on more than one semester level is scheduled to take more than two examinations on any one day, he/she may petition the Associate Dean for Pre-Licensure Programs to take the additional exams at a later time. University policy states, "If major examinations during the last three class days of the semester are deemed essential by the professor, there should be at least one-week prior notice of such examinations."

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

GRADING SCALE

The following grading scale is used in all LHSO courses.

ROUNDING POLICY

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

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

REPEATING COURSES

According to Baylor University Louise Herrington School of Nursing policy, a grade of “C” (71.00) is required in all courses in the nursing major. A student is allowed to repeat a nursing course only one time to continue in the nursing major. A student who has failed the same nursing course twice or has failed two courses will not be eligible to continue in the nursing major. The student may, however, be eligible to continue studies in another major in the University.

ADDITIONAL INFORMATION REGARDING CLASSES / GRADING

Class participation is expected of students; however, there is no option for “extra credit” or “bonus points” to improve grades. Faculty may deduct points for work which is turned in late. Students must use APA format for all in-text references and bibliographic citations.

GRADE REPORT

End of semester grades will be available through BearWeb.

GRIEVANCE PROCEDURE

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

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

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

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

Conference with Faculty Member

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

Appeal to the Department Chair LHSO

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

Appeal to the Dean

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

Appeal to the Executive Vice President and Provost

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

Appeal to the Academic Appeals Committee

Please refer to the University's Student Policies and Procedures Handbook online and the Academic Appeals Policy & Procedure at http://www.baylor.edu/student_policies/index.php?id=22177. If the grade that is being appealed is a C- or lower, the student may not progress to the next courses in the curriculum plan prior to the submission of a formal written appeal. To be clear, students in the appeal process will only be allowed to attend progressive level courses when he/she has an active, written appeal submitted for consideration.

HONOR CODE

All students' conduct while attending Baylor University must adhere to the provisions of the Baylor University Honor Code. Students in the School of Nursing are subject to Baylor University's Honor Code and must be familiar with actions in the classroom, lab, and/or clinical settings that would result in an Honor Code violation. If the student's conduct or character prove unworthy of the standards of Baylor University or the Nursing profession (including the ANA Code for Nurses and the Texas Board of Nursing), the student may, at any time, be subject to disciplinary sanctions including failure from the course, probation, suspension, or expulsion from Baylor University. Any student who violates the Honor Code will be disciplined in accordance with the policies of the faculty member, Honor Code, and the University. For further details please review the Honor Code online: <https://www.baylor.edu/honorcode/>, contact the Office of Academic Integrity at 254-710-8882, or email their office at Academic_Integrity@baylor.edu.

Students are also encouraged to consider these suggestions:

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

LICENSING EXAM FOR STATE REGISTRATION NCLEX-RN

Prior to graduation, all students planning to take the registered nurse (RN) licensing examination in Texas are given information on how to apply online or complete a hard copy application that must be completed according to specific instructions. The NCLEX-RN (National Council for Licensing Examinations) application form is available online and must be completed by each student, accompanied by payment of the required fee. Alternatively, a money order or certified check and paper application can be mailed to the testing group.

The Office of Academic Affairs assists students in the application procedure for testing in Texas but assumes no responsibility for late or incorrect applications. Students planning to take the licensing examination outside of Texas are responsible for contacting the State Board of Nursing of the particular state in which they plan to become licensed for appropriate application forms and processes. Information on state licensure requirements for all states and US territories is located at: <https://professionaleducation.web.baylor.edu/about/professional-licensure-disclosure-program/nursing-bsn-programs>. It is required that universities provide this information to all students in licensure programs. It is the responsibility of the student to be aware of state requirements for licensure based on the state that they are planning to practice and to reach out to the corresponding state board if there are any questions.

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

LITERARY FORMAT

To provide consistency, uniformity, clarity, and standardization for written documents in the School of Nursing, the publication manual of the American Psychological Association (APA) is the adopted style manual for all written documents in the School of Nursing. This format should be used by all students in writing papers as part of course requirements. Please refer to your course syllabi for the current edition.

OFFICE HOURS OF FACULTY

Faculty members maintain office hours each week to provide counsel to students. Office hours may be posted outside faculty offices, within the course syllabus, or within the Canvas Course. Students are encouraged to make appointments to meet with faculty members during their office hours to talk openly and often about their course work and career goals as they move through the program. Faculty office hours may be conducted as face-to-face meetings or virtual meetings. Talk with specific course faculty about the procedures for communicating (for example, email vs text message) and scheduling meetings. Please note that part time clinical faculty may hold office hours at the LHSON campus or virtually, or students may meet with them at the end of their clinical day.

WHITE COAT CEREMONY

The White Coat Ceremony is a special event where students receive their white coat, embroidered with the Baylor LHSO emblem, after successfully completing the classes and labs in the first block. Receiving the white coat symbolizes your progression in the School of Nursing, the profession of nursing, and the student's readiness to embark upon clinical practice. Attendance to the White Coat Ceremony is mandatory. Failure to attend this ceremony may result in being placed on a professional behavior learning contract and will result in a lowering of your final Level I clinical grade.

PINNING CEREMONY

Graduating nursing students are honored for their academic accomplishment at the Pinning & Recognition Ceremony at the conclusion of their final semester. To participate in the pinning ceremony, students must have satisfactorily completed all requirements for the Bachelor of Science degree in Nursing. There is no fee for participation in the pinning ceremony. Information about the event will be shared a month into your final semester.

The LHSO Pin are awarded during the Pinning & Recognition Ceremony. Pins are purchased online during your last semester through our approved vendor. Your LHSO pin will be placed on a green ribbon and clip presented to you by the Dean or an Associate Dean during the ceremony. Student may also request a non-faculty member pin them provided they are a licensed nurse and an immediate family member (must be either a parent/guardian, grandparent, sibling, child, or spouse). Student who do not purchase a LHSO Pin but still attend the ceremony will be provided a general Baylor University pin.

PROGRESSION IN THE MAJOR

Academic Progression

Progression in the major toward an anticipated date of graduation is contingent upon successful completion, with a grade of "C" (71.00) or above, of ALL courses the first time attempted in a full-time or approved part-time plan of study. In most instances, a student who must repeat a course will be delayed progressing to more advanced courses in the curriculum and will not be able to complete all course requirements to graduate with the cohort with which the student began the major. Any student who does not achieve a grade of "C" (71.00) or above in a nursing course and who plans to continue in the program must meet with Clinical Placement Manager (Traditional / FastBacc®) or Academic Support Specialist (DABSN) to create a revised plan of study and discuss a new graduation date within two weeks following the semester in which the deficiency was received.

Course Repetition in the Major

A grade of "C" (71.00) is required in all courses in the nursing major. If a student does not achieve a grade of "C" (71.00) or above in a nursing course, the course must be repeated the NEXT semester

it is offered if space is available in the class unless written approval is received from the Associate Dean of Pre-licensure Program or Dean.

A revised plan of study will be created to dictate the order/timing of coursework following the repeated course. All courses of one Level must be completed prior to progression to the next level in the curriculum. For example, students may complete Level 2 in the first seven weeks and progress to Level 3 in the second seven weeks.

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

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

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

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

DROP/WITHDRAWAL POLICY

Students may enroll in a nursing course up to two times. Students enrolled in the undergraduate nursing program who previously withdrew, dropped, or failed a Nursing course may not subsequently withdraw from the same course. Nursing students have one opportunity to withdraw, drop or fail a nursing course. Students are required to complete pre-requisite courses prior to moving forward in the major. Students taking a nursing course previously withdrawn, dropped, or failed are required to earn a minimum of C or higher to pass the repeated nursing course. The second drop/withdrawal from a previously withdrawn nursing course constitutes a dismissal from the Program. Exceptions to this policy may be entertained due to extraordinary non-academic circumstances. Requests for exception to policy will be reviewed by the Associate Dean for the Pre-Licensure Program.

ACADEMIC FORGIVENESS

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

REGISTRATION

Registration is scheduled on the Dallas campus each semester. Dates for registration are designated in accordance with deadlines specified by the Registrar's office in Waco. To be eligible for class registration and/or graduation, students will be required to be current on all bills and fees associated with BS&WH, LHSON, NLRC, and the bookstore used by the School of Nursing.

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

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

AGENCY REQUIREMENTS

Students must complete all documents and processes for clinical experiences. If a student is unable to enter the clinical setting due to missing requirements, the student will be withdrawn from the clinical course and will be registered into the course the next time it is offered as space is available. This will delay the student's graduation date.

Immunizations

Students must provide documentation of a current TB test (Option 1: QuantiFeron Gold, IGRA or T-Spot blood test or Option 2: Two rounds of TB skin testing within 3 weeks of each other). Students with a positive TB test must provide documentation of positive TB screen along with a chest x-ray report. In addition, students must provide documentation indicating they have received the following immunizations: Hepatitis B (3 dose series) or HEPLISAV (2 dose series) as well as a HEP B titer, MMR (2 dose series) or titer confirming immunity, Tdap, Varicella (2 dose series) and annual flu vaccine and COVID-19 vaccine. Students are not allowed in the clinical setting until fulfillment of all requirements is documented. Immunizations documentation must be submitted by the established deadlines.

Please know that while the School of Nursing and Baylor University does not require the COVID-19 vaccine for students, many of our clinical agencies do. We have several clinical agencies who accept exemptions approved by the university, some clinical agencies have an exemption request process directly through the agency, and there are other agencies who do not allow students on clinical rotations without having the COVID-19 vaccine completed. Clinical agencies may change their COVID-19 exemption status at any time.

Cardiopulmonary Resuscitation (CPR) Certification

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

Personal Health Coverage

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

Agency Documentation

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

Policy Regarding Late Submission of Agency Requirements

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

SOCIAL MEDIA POLICY

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

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

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

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

TEXTBOOKS AND SUPPLIES

The Baylor Bookstore serves as the School of Nursing bookstore and equipment supplier. Each student will receive instructions for ordering through the online Baylor Bookstore portal. All orders must be received by the deadline to ensure time for processing. *All payments are due at the time of purchase. A current booklist is available on the Baylor Bookstore website and at the bookstore on the Waco campus. Although students are not required to make all purchases through the bookstore, students will be responsible to purchase all required textbooks, computer software, supplemental required on-line learning packages, and clinical equipment to complete required course assignments. Lack of required resources or supplies will impact academic student success.

TRANSCRIPTS

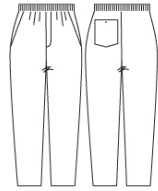
You may request official transcript via BearWeb at any time. Additional information about transcripts can be found at <http://www.baylor.edu/registrar/index.php?id=94623>

UNIFORM DRESS CODE

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

Clinical Full Uniform

1. Clinical uniform must be **Hunter green scrubs** and **Landau brand only**. Pants and tops should only be in the style numbers listed below. Hem of pants should **NOT** touch the floor. Tops must be embroidered with the Baylor University School of Nursing logo and may be purchased through the Baylor Bookstore.
 - a. Women must wear one of the listed pants and one of the matching scrub tops. **A plain solid white or black t-shirt (either long or short sleeve) must be worn under the scrub** so as not to reveal midriff or cleavage. Appropriate length for skirts, split skirt or dress uniform is knee length to mid-calf. No thermal undershirts or sweaters are to be worn on clinical units.
 - b. Men must wear one of the listed pants and matching scrub tops. **A plain solid white or black t-shirt (either short or long sleeve) must be worn under the scrub top.**



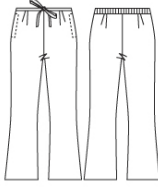
Women's Tapered-Leg w/Pocket
Style 8320



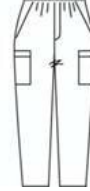
Women's Straight-Leg w/ pocket
Style 8327



Unisex Straight-Leg w/ pocket
Style 7602



Women's Flare-Leg w/ in-seam pockets
Style 8335



Women's Straight-Leg Cargo
Style 8380



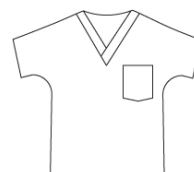
Unisex Straight-Leg Cargo
Style 8555



Women's Relaxed 4 Pocket V-Neck
Style 8219

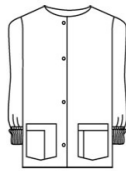


Women's Tailored 4 Pocket V-Neck
Style 8111

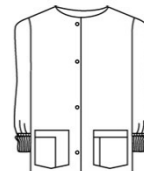


Unisex V-Neck Top
Style 7502

- Students may also wear a matching **Landau brand** hunter green scrub jacket (Style 7525 for Women and Style 7551 for men). Jackets must be embroidered with the Baylor University School of Nursing logo and may be purchased through the Baylor Bookstore.



Style 7525
Women's Scrub Jacket



Style 7551
Men's Scrub Jacket

- Shirt sleeves should not extend below the edges of the lab coat sleeve.
- Plain white or black hose or socks for women, white or black socks for men with no visible designs. Socks/hose should match the color of the students' shoes. Ankle socks are permitted but also must match shoe color.
- Clean, white or black non-permeable nursing shoes or all white or black leather tennis shoes, no mesh insets. Open toed shoes are not acceptable. Open backed shoes are not recommended. Shoes should have no visible designs.

6. Designated Baylor University Louise Herrington School of Nursing gold name badge and picture ID attached with a BU LHSON Badge reel only. Agency Badges may be required by specific clinical sites.
7. Full uniform is required for pre-clinical assessment.
8. Requirements for mental health clinical practicum dress code on Level 2 will be provided by each individual instructor due to specific facility requirements.

Partial Uniform

For community experiences, field trips, class attendance at BUMC, Sammons Cancer Center, etc.

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

General Appearance

All hair, jewelry, and nails standards apply to both partial uniform and full uniform guidelines.

Hair

1. Hair must be well groomed and pulled back from the shoulders. Only naturally occurring hair color is acceptable.
2. Well-groomed beard.

Nails

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

Allowable Jewelry

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

Miscellaneous

1. No perfume, cologne, body lotions, or aftershave are to be worn in the clinical setting.
2. **Optional** green fleece jackets, with the University logo, may be ordered from the University Bookstore. These jackets may be worn to and from clinical but may not be worn while giving direct patient care.

Nursing Learning Resource Center (NLRC)

The Nursing Learning Resource Center (NLRC) serves as the library for the Louise Herrington School of Nursing and is located at the TechPoint Desk, 1st floor of the Academic Building, 333 Washington Avenue in Dallas. Student workers are available to assist Nursing School Monday through Friday from 8:30am- 5pm at the Tech Point desk and can help with general printing questions and assist with print book check-outs.

A credentialed medical librarian, located in Student Services on the 1st floor of the Academic Building, is available to assist with research questions. Please make an appointment for research assistance and scholarly database help. <https://libcal.baylor.edu/appointments?u=70432> . The librarian offers appointments with nursing students or faculty for intensive individual research sessions or consulting. Appointments may be in person, by telephone or electronically over Zoom or Teams applications.

The NLRC online library includes links to important clinical and nursing literature databases, as well as online access to all of Baylor University's Waco campus electronic resources. The NLRC resources include citation and full-text databases, eBooks, and printers. The NLRC can obtain journal articles not owned by the university via a national network of health sciences libraries as well as through nonmedical library networks. Clinical equipment such as blood pressure cuffs, otoscopes, models, and kits may be checked-out in the Clinical Simulation Building.

There is additional study space throughout the academic building and more student space located in the Bear Den in the basement. The Bear Den is open for 24-hour study and secure access is controlled by a Dallas-issued ID badge access.

Students staff the Tech Point Desk Monday through Friday 8:30am – 5pm during traditional Fall and Spring semesters and a credentialed librarian is available during the same hours year-round in Student Services; both are located on the 1st floor of the Academic Building.

Have a Question? Need Research Help?

A credentialed professional medical librarian is available to answer questions and provide research assistance weekdays between 8:30 a.m. and 5:00 p.m. Please email your question to: nursinglrc@baylor.edu. The email is checked at least three times per day Monday through Friday. NLRC users may also schedule an appointment for assistance: <https://libcal.baylor.edu/appointments?u=70432>. Further information on how to locate nursing databases, find articles, and locate books and anatomy resources are available on this library guide: <https://libguides.baylor.edu/c.php?g=1223031&p=8946386>.

Borrowing Books and Equipment

Students may borrow most books from the NLRC for up to three weeks. The library system will automatically send a receipt to the user's Baylor email, listing what was borrowed and when it is due. Except for textbook reserves and some NCLEX-RN review books, most books may be renewed for another three weeks by stopping by or emailing nursinglrc@baylor.edu and asking to renew the item. You do not need to have the item with you. However, if someone else has requested the

item, it must be returned on the due date and cannot be renewed. When the NLRC Desk is not staffed books may be returned by leaving them at the Tech Point desk with a note.

The following clinical equipment may be checked out at the Clinical Simulation Building for 3 weeks:

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

BSN Textbook Reserves

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

Reserve books may be checked out for a two-hour period. Just before the end of two hours, the user may ask to renew the book for a second two-hour period. Please ask in person at the Tech Point Desk to renew. Reserve book use is limited to a total use of 4 consecutive hours. The book must be returned to the NLRC desk after the second (optional) 2-hour renewal. After a Reserve textbook is checked out, it may leave the NLRC. The time due and any late fees still apply if the book is taken out of the NLRC.

The late fee for a Reserve textbook is \$10.00 per hour. The Reserve late fee is calculated by whole hours, not per minute. Nursing LRC late fees will be added to a student's monthly Baylor bill and can be paid online through the Cashier's Office, ebill or BearWeb. The person to whom a Reserve book is checked out is responsible for any late fees. In most cases, Reserve books can be checked out overnight at 15 minutes before Information Desk staffing ends. A Reserve book on overnight checkout is due when Information Desk staffing begins on the next NLRC business day.

Study Guides/Reviews for NCLEX-RN and Nursing Specialties

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

Late Fees

Returning NLRC materials on time is a courtesy to other NLRC users. ***Late items will be charged a fee for each day/hour past the original due date.*** Computer-generated overdue notices are automatically sent to the user's Baylor email account. Nursing LRC late fees will be added to a student's monthly Baylor bill and can be paid online through the Cashier's Office, ebill or BearWeb. In the case of chronically overdue items, a transcript hold may be placed on the student's account.

- Books: 25¢ per day up to the cost of replacing the book, plus a \$10 processing fee.
- Reserve Books: \$10 per whole hour, even if just a few minutes late.
- Clinical items: \$1 per day up to the cost of replacing the item, plus a \$10 processing fee.

With some exceptions, students usually may avoid late fees by renewing the item on the day the item is due. To request a renewal, you may stop by the NLRC in person, or send an email to nursinglrc@baylor.edu. You do not have to have the item(s) with you when renewing.

Group Study Rooms

The Bear Den in the basement has three study rooms equipped with white boards. There are also group four study rooms on the second floor and two in the Success Center. White board kits consisting of a whiteboard eraser and eight markers may be checked out at the Tech Point Desk on the first floor. Study room use is first-come, first-served. The rooms may not be reserved. Groups of three or more have priority over individuals or two persons. Leaving personal items in a study room does not reserve or claim the room and are left at the individual's risk.

Food and Beverage Policy

Beverages in covered containers are welcome in the basement. Eating is permitted but please be considerate of others: clean up after yourself and put your trash in the main waste receptacles next to the recycling bins.

Professional Responsibility & Code of Ethics

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

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

Adopted by LHSON faculty 1/28/2005

Acknowledgement of Receipt and Compliance Agreement

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

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

Dated this day ____ of January, 2023.

_____ Student's Signature	_____ Date
_____ Student's Name Printed	_____ Student's BU Identification Number