



CHAPTER FOUR: ACADEMIC POLICIES

ADMISSIONS, PROMOTIONS AND ACADEMIC STANDARDS (APAS) COMMITTEE

This faculty committee reviews reports of scholastic counseling, analyzes student progress, makes decisions regarding **admission, promotion, evaluation, graduation, and dismissal of students**. This committee also oversees the disciplinary process for academic and non-academic matters. As part of its deliberation or investigation, the APAS committee may request that an individual student appear before the committee. Students involved in adverse academic or non-academic situation may request a personal appearance before the committee. Refer to Chapter 8 for details regarding the Due Process and Appeals Procedures.

CLASS ATTENDANCE POLICIES

Class attendance is expected in both theory and laboratory classes at all times. *These policies refer to nursing courses only.* University courses will have distinct policies for attendance that will be provided to students by individual instructors. The following are specific policies for nursing theory class, clinical/classroom laboratories, and tests.

THEORY CLASS

Attendance is expected and strongly encouraged for maximum preparation for the nursing profession. The faculty position is that excessive absences by a student make it improbable that the student will meet course expectations at an acceptable level for safe nursing practice or progression to the next academic level. The instructors of each course develop a measurable mechanism to support this position.

CLINICAL/CLASSROOM LABORATORY

Attendance is **required** for both clinical and classroom laboratory experiences. Classroom laboratory is considered part of the clinical experience and all policies and guidelines apply equally. Attendance records are maintained for all laboratory experience. Laboratory experience varies from course to course and may include some evening hours. The following attendance policy is in effect for both clinical and classroom laboratory experience.

- A. **Students unable to attend a clinical or classroom lab must call the residence reception desk (314) 577-5850, at least 30 minutes prior to the start of the clinical or classroom lab experience.** Any call not received at least 30 minutes prior to the start of the clinical experience will be considered a violation of the **NO-CALL, NO-SHOW** policy (see next section for details).
- B. The clinical instructor has the right to dismiss a student from the clinical area if, in his/her professional judgment, the student is not prepared for clinical laboratory, the student's physical or mental health prohibits provision of safe care or if the student exhibits unprofessional behavior.
- C. Students with more than 2 laboratory absences for each course are required to appear before the APAS committee to address their excessive absences. The absence report will become part of the student's file. Excessive absences may result in dismissal from the nursing program.



- D. The school may require students who miss laboratory due to illness or injury to provide a physician's statement prior to their return to school. Statement must release student to perform clinical expectations without limitations.
- E. Clinical and classroom laboratory attendance is **mandatory** with the following allowances:
 - 1. Students will be allowed **one** absence per rotation. An absence is defined as one clinical or classroom laboratory **experience** (all or any portion of a clinical day). The **first experience missed** is the hour(s) that do not have to be made up, regardless of why they were missed.
 - 2. A total of **five absences** will be allowed for the academic year, one per rotation.
- F. **All absences for laboratory (clinical or classroom), in excess of the allowable absences defined above, must be made up as outlined below:**
 - 1. It is the student's responsibility to initiate make-up arrangements.
 - 2. Make-up work must be related to the laboratory experience missed and correlate to course objectives.
 - 3. Make-up will be determined by faculty and may include any of the following:
 - a. Hands-On clinical laboratory experience
 - b. Observation experience
 - c. Research Paper
 - d. Workshop/Seminar

All work must be completed within a time frame determined by the clinical instructor. Make-up laboratory hours may be scheduled after the normal end of the academic session. The student will receive an "**Incomplete grade**" until all course requirements are met. Incomplete grades must be resolved before the first day of the next rotation. If not resolved, a grade of "F" will be recorded for the course.

CLINICAL NO-CALL, NO-SHOW POLICY

Lutheran School of Nursing considers it a serious offense when a student does not properly notify the school/instructor when they will be absent from any clinical experience. If a student does not follow the proper guidelines for clinical absence, the following disciplinary procedures will occur:

First Offense: Disciplinary Probation

Second Offense: Suspension from the Program

Third Offense: Dismissal from the Program

Refer to Chapter 8 of this handbook for definitions of disciplinary actions.

TEST ABSENCES

The following policy refers to scheduled tests for nursing courses and the procedures for students to follow if they are unable to take a scheduled unit test or final exam:

- A. Tests cannot be taken prior to the scheduled date and time.



- B. On the *first day of return* to theory class (even if later the same day of the exam) or clinical lab, the student:
1. will contact the faculty member responsible for test material.
 2. will arrange with that faculty member to take the test at the end of the theory/clinical lab day or before evening clinical lab.
 3. will receive a five percent (5%) deduction.
 4. may be given an alternative test.
- C. Any student who fails to follow the procedure noted above will be given an opportunity to make up the exam with an automatic twenty percent (20 %) deduction. A zero will be recorded for any test not made up within three (3) scheduled class/clinical lab days after the date of return.
- D. Any missed final exam must be taken prior to the first day of the next rotation.
- E. A student who misses excessive scheduled tests (more than one scheduled exam per course or four throughout the program) may be required to appear before the APAS Committee even if proper make-up procedures have been followed.
- F. Exemptions from the five percent (5%) deduction may be granted for students who experience the following:
1. Death of an immediate family member. “Immediate family” is defined as: parent, step-parent, spouse, sibling, child, grandparent or grandchild and current spouse’s “immediate family” as previously defined. Written verification through obituary or mortuary notice must be given to instructor or Director of Nursing Education.
 2. Hospitalization or an outpatient procedure requiring general anesthesia on the day of the original test administration. Verification by a physician’s written statement must be given to the instructor or Director of Nursing Education.

SCHOLASTIC STANDARDS

The following policies are established to define the general guidelines for academic progress through the program.

1. **Passing grade in Nursing Courses**

A grade of “C-“ (75 %) or above must be achieved in the theory and a “Pass” in the laboratory portion of each nursing course. Failure to do so will result in the students’ withdrawal from the nursing program at the end of the failed rotation. Students enrolled in University courses may complete that course if proper arrangements are made to do so at the time of the withdrawal from the nursing program. The student must withdraw from the total program at the end of the semester.

2. **Minimum Cumulative GPA**

Students must earn a minimum cumulative 2.0 GPA at the end of each fall, spring and summer term. Students who fail to earn a cumulative 2.0 GPA at the end of the term will be placed on Academic Probation. In order to maintain satisfactory academic status, a Level I student must complete 50% of all attempted hours and a Level II student must complete 67% of all attempted hours. Attempted hours are all hours that a student is enrolled in as of the first day of each term.



3. **Cumulative GPA for Graduation**

A student must earn a cumulative 2.0 GPA or higher to graduate from the program.

4. **Comprehensive Review Program**

A Comprehensive Review Program will be initiated in NR 110. This program will direct the student in systematic review of the previous course material.

5. **Comprehensive Exit Exam**

Level II students will take the required comprehensive exit exam during the last course of the program (NR 210) and achieve an acceptable score. Failure to achieve an acceptable score will result in completion of a Level II Remediation Program. **Students must attain an acceptable score on the exit exam to complete NR 210.**

6. **Incomplete Grades**

A student who does not complete required work for a specific course will be given an **Incomplete Grade**. All incomplete grades must be resolved before the first day of the next rotation. If not resolved, a grade of “F” will be recorded for the course. Any additional time to complete the course requirements can be granted at the discretion of the course instructor. Students who do not properly resolve an incomplete grade will be unable to progress to the next course.

Incomplete in NR 210

Students, who because of a course failure or leave of absence have Level II course(s) to complete and cannot take the terminal exam, HESI, on the scheduled date during NR210, may carry the “Incomplete” on their transcript until they have completed the Level II course(s) and passed the HESI exam, in accordance with school policy.

7. **Course Sequence**

Successful completion of all nursing and college courses in concurrence and sequence as outlined in the program’s curriculum plan is required to continue in the program. All requirements of Level I must be fulfilled before entering Level II.

8. **Transfer Credit**

Any college course work taken prior to that particular course being offered in the school curriculum may be transferred if a grade of “C” or above was earned. Students **may not** enroll for a transferable course during the same time that the course is being offered at LSN by the contract university affiliate.

9. **Cheating or Dishonesty**

Cheating or dishonesty in any class or clinical laboratory area constitutes a violation of school policy and may result in disciplinary action that could include suspension or dismissal from school.

10. **Performance and Conduct**

Currently enrolled students may be suspended or dismissed if their class work, clinical performance, or conduct is found to be unethical, illegal, or unsafe. Any condition which prohibits the student from fulfilling the essential functions of a student nurse, with reasonable accommodation, may also be grounds for suspension or dismissal from the program.

**11. Suspension or Dismissal**

If a student withdraws, is suspended or dismissed from the program, the entire course in which the student was enrolled must be repeated. In the case of suspension or dismissal, a grade or “F” is recorded for the course.

12. Due Process

All students who are suspended or dismissed from the program for academic or non-academic reasons have the right to due process as outlined in Chapter 8 of the Student Handbook.

13. Readmission

Students wishing to be considered for readmission to the school following a withdrawal must submit a complete application to the APAS committee. Readmission process will also require students to appear before the APAS Committee. Refer to **READMISSION POLICY** for details. Students who have failed twice are not eligible for readmission.

COMPREHENSIVE REVIEW PROGRAM

The review process begins in NR 110. Students will review designated material from the previous course. Material should be obtained from the designated source being used for NCLEX review. Instructors of each course will assign pages/chapters/discs for the review that covers the material in their course of study. As students progress through the program, they will review material from the previous 8-week course just completed.

STUDENT AT RISK PROGRAM

The faculty of LSN believes it is the dual responsibility of the school and participants to retain students in the program and minimize NCLEX failure. It is this intention that drives the faculty to recognize the need for a structured, formalized protocol targeted for the student at risk in the program and/or at risk for NCLEX failure, with specific steps of counseling and remediation.

Faculty recognizes that today’s student is faced with many pressures and sources of distraction that detract from optimal performance in the program. While LSN cannot take total responsibility or guarantee success for everyone, the school feels that minimally, the following identification, responsibilities and procedures to be taken between instructor and student, benefit the school, participants and the future of nursing. Students are identified at risk if they experience:

- ◆ Course unit test failure
- ◆ Course grade below a “C”
- ◆ Cumulative grade point average (GPA) below 2.0
- ◆ An unacceptable score on Level I Comprehensive Exit Exam
- ◆ An unacceptable score on Level II Comprehensive Exit Exam

COURSE UNIT TEST FAILURE

When a test is failed, faculty will initiate the *Student at Risk Counseling* form. Top copy of the form will be placed in student mailbox requesting the student to meet with the instructor following test review.

Section I of the Student at Risk Counseling form is completed by student during meeting with instructor. An action plan to resolve/prevent future test failure and to master content of course material that was failed is developed by instructor and student and documented in Section II of the



Student at Risk Counseling form. Follow up is included in the Action Plan. Student receives one copy; faculty keeps one copy; one copy is sent to the Associate Director of Student Development.

LEVEL I REMEDIATION PROGRAM

Policy

A Level I Comprehensive Exam will be administered as the final exam in NR 130, Adult Health Nursing III. If a student does not achieve an acceptable score on the Level I Comprehensive Exam, they must complete the Level I Review.

Level I Remediation Procedure

The student will:

1. Meet with the Review Coordinator and take an active part in creating and implementing the Individual Review Plan (IRP).
2. Complete the IRP as agreed upon and keep copies of computer printouts and other documentation to show progress.
3. Maintain a copy of the Remediation Program Tracking Form–Level I and keep the Review Coordinator apprised of progress.
4. Schedule and take a Review Examination with the librarian and the Review Coordinator.
5. Schedule a meeting with the Review Coordinator to complete the tracking form or for continued remediation.
6. The Review Coordinator, as well as all other faculty, remains available as resources for further review as needed.

LEVEL II REMEDIATION PROGRAM

Policy

A Level II Comprehensive Exam will be administered as a requirement to pass NR 210 Role Transition: Student to Professional. Students must achieve an acceptable score on the Comprehensive Exam in order to complete NR 210. If the student does not achieve an acceptable score on the Comprehensive Exam on the first attempt, they must complete the Level II Review.

All remediation and testing must be completed within 16 calendar weeks following the last day of NR 210. The student will fail the NR 210 course if an acceptable score is not achieved on the third attempt. The student may repeat NR 210 if they meet the school requirements for repeating a course.

Level II Remediation Procedure

1. Faculty and staff will schedule and administer the Comprehensive Exam to be completed during NR 210.
2. Following the exam, two copies of the summary printout will be made. One copy will be given to the student and the other to the Review Coordinator. Scores and summary data will be maintained by the Review Coordinator for follow-up planning and group score analysis. Group scores may be released to the Faculty. Individual scores will be released to the Director and may be released to faculty on an educational “need to know” basis for the purpose of helping students review.



3. The Review Coordinator will request a meeting with students who did not achieve an acceptable score to create an Individualized Review Plan.
4. The student will:
 1. Complete a review process by one of the following methods.
 - a. Complete a three-week online course at the student's expense and show proof of purchase, along with weekly tests over reviewed material, to be turned into the exam coordinator. Each test should have a score of 85% or higher before the student will be allowed to sit for the next Exit Exam.

OR
 - b. Review the entire set of PLAN - Prescriptive Learning for All Nurse's DVD's from the ATI Company in the school's library. As each content area review is completed take a minimum 75 question NCLEX 3000 (or currently available software version) test, to be turned into the exam coordinator. Each content specific test must have a score of 85% or higher before the student will be allowed to sit for the next Exit Exam. This review must be completed over a minimum of three weeks and will produce at least 5 separate exams (one for each content specific area - fundamentals, med/surg, peds, OB & psych) each reaching a minimum score of 85%.

OR
 - c. Review using the HESI review book and practice test disk, both purchased at the student's expense. As each specialty area is reviewed the student must complete a corresponding exam from the disk and turn into the exam coordinator. Each specialty test taken must have a score of 850 or higher before the student will be allowed to sit for the next Exit Exam. This review must be completed over a minimum of three weeks.

OR
 - d. Complete an approved NCLEX RN Review course, as designated by faculty appointed exam coordinator, at the student's expense. The student must submit written verification of successfully completing all testing within the course to the level specified as acceptable by the course provider.
 2. Retake the comprehensive exit exam at student's expense.
 3. If an acceptable score is not achieved on the second exit exam attempt, the student will complete one of the remediation options listed above. No option can be utilized for remediation more than one time.
 4. Upon completion of the review course, repeat the comprehensive exit exam at student's expense at a time designated by the school.
 5. The student will fail the NR 210 course if an acceptable score is not achieved on the third attempt.

All remediation and testing must be completed within 16 calendar weeks following the last day of NR 210.

STUDENTS WHO RECEIVE A COURSE GRADE BELOW A "C"

1. When a student fails to earn at least a grade of "C" in a course, the Associate Director of Student Development will initiate the Student At Risk Counseling Form. Top copy of form will be placed in student mailbox requesting the student to meet with the Associate Director of Student Development.



2. Section I of the Student at Risk Counseling Form is completed by the student. An action plan to resolve the academic issues and avoid the risk of being placed on Academic Probation is discussed by Associate Director and student and documented in Section II of the Student at Risk Counseling Form. Follow up is included in the Action Plan. Student receives one copy; the Associate Director of Student Development keeps one copy.

STUDENTS WHO EARN A CUMULATIVE GPA BELOW 2.0

1. When a student earns a cumulative GPA below 2.0, the student is placed on Academic Probation. The Associate Director of Student Development will initiate the Student At Risk Counseling Form. Top copy of form will be placed in student mailbox requesting the student to arrange a meeting with the Associate Director of Student Development.
2. Section I of the Student at Risk Counseling Form is completed by the student. The student and Associate Director of Student Development will develop an action plan to resolve the academic issues and the probation status. This will be documented in Section II of the Student at Risk Counseling Form. Follow up is included in the Action Plan. Student receives one copy; the Associate Director of Student Development keeps one copy.

ACADEMIC PROBATION POLICY

Students who fail to earn a minimum cumulative 2.0 GPA at the end of each fall, spring and summer term will be placed on Academic Probation. A Level I or Pre-Nursing student must complete 50% of all attempted hours and a Level II student must complete 67% of all attempted hours to remain in good academic standing. Attempted hours are all hours that a student is enrolled in as of the first day of each term and is a cumulative measure throughout the program. Failure to complete the required percentage of hours attempted will result in being placed on Academic Probation.

Nursing students on academic probation will have two (2) eight (8) week sessions to remove the academic probation by earning a minimum cumulative 2.0 GPA and the required percentage of hours completed. Failure to earn a cumulative 2.0 GPA and the required percentage of hours completed during the probationary period will result in dismissal from the program.

Pre-Nursing students will have until the end of the next term attended to remove the academic probation by earning a 2.0 cumulative GPA and the required minimum percentage of hours completed. Failure to earn a cumulative 2.0 GPA and the required percentage of hours completed during the probationary period will result in dismissal from the program.

Students may appeal for one additional term of academic probation in writing to the APAS Committee. The appeal must include documentation from a third party verifying unusual or mitigating circumstances that lead to the student being unable to resolve the probationary status in the one semester allowed. At the discretion of the APAS Committee, students may be granted up to one additional term of probationary status if they document the extenuating circumstances and are making progress towards satisfactory academic standing. *No student who fails a nursing course is guaranteed readmission to the school or additional terms of academic probation* (see page 30-31 for readmission procedures).

ACADEMIC GOOD STANDING

Good standing is defined as maintaining a cumulative grade point average (GPA) of 2.0 or better on a 4.0 point scale for all course work while enrolled at LSN, including both nursing and college courses.

**ACADEMIC AWARDS**

The Director's List recognizes students who achieve a 3.5 GPA or greater in the current term. Students are eligible for the Director's List if they complete at least 10 hrs in the spring or fall term, and at least 6 hours in the summer term.

Academic Excellence is the achievement of a cumulative GPA of 3.5 or greater in the program. Students that have completed the program with Academic Excellence receive recognition at the graduation ceremony.

GRADING SYSTEM FOR NURSING COURSES

The basic guidelines for awarding of grades and transfer credit are contained in this section.

GRADE SCALE		QUALITY POINTS	UNIT OF VALUE OF COURSES
A	95-100	4.00	16 Hours of Theory =1 Unit 48 Hours of Clinical =1 Unit (equivalent to credits or semester hours) Final Course Grades Will Not Be Rounded
A-	92-94	3.67	
B+	89-91	3.33	
B	87-88	3.00	
B-	84-86	2.67	
C+	81-83	2.33	
C	79-80	2.00	
C-	75-78	1.67	
F	74 & below	0	
W-P		N/A Withdrawn Passing	
W-F *		N/A Withdrawn Failing	
INC		N/A Incomplete Grade	

* W-F is considered a program failure.

CALCULATION OF GPA

To determine the grade point average (GPA):

1. Quality points are calculated by multiplying points received for each grade times the units in the course.
2. Continue to repeat step 1 for each course enrolled.
3. Calculate cumulative GPA (CGPA) by adding together the quality points for each course, then divide that total by the total number of units/credits for which enrolled.

FOR EXAMPLE:

NR 100 Fundamentals	5 credits	B- (2.67) is earned equals	13.35 quality points
NR 105 Fundamentals	5 credits	B- (2.67) is earned equals	13.35 quality points
NR 110 Med Surg I	6 credits	B (3.0) is earned equals	18.0 quality points
NR 120 Med Surg II	6 credits	A- (3.67) is earned equals	22.02 quality points
PSY 203 HG&D	<u>3 credits</u>	C+ (2.33) is earned equals	<u>6.99</u> quality points
Total Credits	25	Total Quality Points	73.71

To calculate GPA, divide 73.71 points by 25 credits which is a GPA of 2.95

**GRADE REPORTS**

Grade reports are sent to each student who is 18 years of age or older. If a student who is 18 years of age or older waives their right to confidentiality of their student records in writing, grades reports may be sent to a parent/guardian. Grade reports are sent to the parents/guardians of a student who is under 18 years of age. Grades are sent out at the completion of each academic semester and at the mid-point of each semester.

REPEAT COURSE POLICY

If a student repeats a course, only the most recent course grade will be calculated into the cumulative GPA. The earlier course will still appear on the transcript with an “R” (Repeat course) for the grade.

CLINICAL EVALUATION

Clinical laboratory performance is evaluated on a Pass/Fail basis. Each clinical evaluation received by a student must be signed by that student. The student’s signature signifies only that the student has read the evaluation. The student may enter comments or responses on the evaluation form along with the comments of the instructor.

UNIVERSITY COURSES

The grading system for each University course is determined by that instructor. University course grades completed at LSN are included in the semester and cumulative GPA for each student. A grade of “D” in a University course is calculated as one (1) quality point. A grade of “F” indicates failure and requires withdrawal from the total program. University classes may follow a different schedule for beginning and ending class dates, vacation, holiday, and break periods. Students enrolled in University classes are responsible for attending classes as required by the individual instructors.

PRE-NURSING STUDENT STATUS

Students can be enrolled at LSN for required university/college courses prior to starting nursing courses. Application with application fee, official High School transcript, and the results of the Test of Adult Basic Education (TABE) indicating a minimum score of 10.0 must be on file. Pre-Nursing course enrollment does not guarantee acceptance to the LSN nursing program. Acceptance and continuation into the nursing program is contingent upon review of completed admissions packet, meeting admissions criteria and approval from the APAS Committee.

TRANSFER CREDIT HOURS

Transfer credits are not calculated in the LSN Cumulative GPA. Pass/Fail grades are accepted for credit in laboratory course work only.

COLLEGE LEVEL EXAMINATION FOR PROFICIENCY

CLEP scores can be accepted for the three prerequisite courses if the student’s score is the passing score recommended by the American Council on Education. In addition, CLEP exam scores are accepted for transfer credit for required university non-nursing courses with the exception of Anatomy and Physiology I and II. CLEP subject scores are not accepted for transfer credit in nursing course work.

ADVANCED PLACEMENT CREDIT

Advanced Placement Credit (AP) scores can be accepted for English Composition I and Introduction to Psychology, prerequisite courses, if the student's score is the passing score recommended by the American Council on Education.



TRANSFER CREDIT FOR NURSING COURSES

Transfer credit must be awarded prior to start of the course in the LSN curriculum. Transfer credit for courses will only be considered if a “C” or better was earned in the course. If an applicant was previously enrolled in any nursing program and would like consideration for transfer credit, all course syllabi, calendars, and outlines must be submitted prior to acceptance. In addition, an Estimate of Applicant’s Suitability for Nursing from Previous Nursing Program Administrator is also required to be on file.

TRANSFER CREDIT FOR NON-NURSING COURSES

Students with transfer credit from an accredited institution for a specific non-nursing course are not required to enroll in that course when it is offered at LSN. Transfer credit for courses will only be considered if a “C” or better was earned in the course. Transfer credit must be awarded **prior** to start of the course in the LSN curriculum. Students currently enrolled in nursing courses at LSN are required to take non-nursing courses at the time offered in the curriculum if transfer credit was not awarded prior to course enrollment. If an enrolled LSN student wishes to take a non-nursing before the time it is offered in the curriculum at another institution, she/he must submit a written request.

EXTENSION, CORRESPONDENCE AND TELECOURSE WORK

Extension, correspondence and telecourse work is accepted as transfer credit provided the accredited university through which the course was completed records the credit on an official transcript.

RESIDENCY POLICY

Students wishing to transfer into Lutheran School of Nursing must complete at least two nursing Level II nursing courses and the Role Transition Course in academic residence in order to receive the diploma from Lutheran School of Nursing.

GRADUATION AND THE NCLEX

GRADUATION

Students must successfully complete all academic requirements of the program including an acceptable Level II Comprehensive Exit Exam score, a cumulative GPA of 2.0 or higher, meet all financial obligations, and complete all steps of the Graduate Clearance Form before receiving the diploma and pin of the School of Nursing. **Attendance at graduation is mandatory for all students who have satisfactorily completed all program requirements.** A written request for an excuse from graduation must be submitted at least two weeks prior to the date of graduation. Graduates who do not participate in graduation exercises may receive their diploma and school pin on the first regular business day after graduation, provided they have completed the clearance procedures required of all graduates.

GRADUATION COSTS

In addition to the Graduation fee of \$165, which is included in the regular fees listed in Chapter 11, students will incur additional costs at graduation. These costs are not under the control of LSN. **Approximate** costs include, but are not limited to:

Uniform - \$55.00 – \$65.00 *required*

Individual Photos - \$25.00 - \$125.00 *optional* (\$5.00 sitting fee required for all students)

Group Photos - \$20.00 each *optional*

Missouri State Board of Nursing application fee - \$42.00 *required*



Finger printing for State Board application - \$52.00 *required*

NCLEX exam - \$200.00 *required*

****ALL of these fees are approximate and *subject to change*.****

LATE GRADUATION

Students must successfully complete all academic requirements of the program with a cumulative GPA of 2.0 or higher, meet all financial obligations, and complete all steps of the Graduate Clearance Form before receiving the diploma and pin of the School of Nursing.

Students who do not complete all program requirements for the graduation ceremony will be allowed to participate in the ceremony:

1. **ONLY** if they are scheduled to complete the total program requirements within sixteen (16) calendar weeks from the scheduled graduation.
2. **If they sign the “Release to Participate in Graduation Ceremony” and agree not to seek work as a graduate nurse or attempt to sit for the NCLEX Exam for licensure as a Registered Nurse.**

If the student chooses to participate, during the ceremony he/she will receive an empty diploma cover only.

INCOMPLETE IN NR 210

If an “incomplete” is received in NR 210 (the terminal course), that “incomplete” **MUST BE** resolved within 16 calendar weeks. After the last scheduled day of NR 210, a student is no longer considered to be enrolled at least half time.

The official date of graduation for late completing students will be the date that all requirements for completion of the program have been met. At that time, the diploma and pin will be presented to the graduate.

NCLEX EXAMINATION

Upon completion of all program requirements, the individual is eligible to apply to take the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse. However, completion of the program does not guarantee eligibility to write the licensure exam. According to the State of Missouri Nursing Practice Act (Sec. 335.066), the applicant may be denied the privilege of taking the licensure examination to practice if she/he has been convicted of any crime involving moral turpitude, or any violation of the Nursing Practice Act, or incompetence (see Appendix: Nursing Practice Act, Sec. 335.066 for more information).

Satisfactory completion of NCLEX examination enables the graduate to practice nursing as a registered nurse (R.N.) in the state in which application for licensure is made. Approval to practice in other states is obtained by making application to that State Board of Nursing for licensure.

WITHDRAWAL AND LEAVE OF ABSENCE PROCEDURES

STUDENT WITHDRAWAL PROCESS

The Student Withdrawal Process is initiated by the student with the Associate Director of Student Development. All students withdrawing from the program, whether by leave of absence, suspension, dismissal or academic failure, must complete the Student Withdrawal Process within seventy-two (72)



hours of the official withdrawal date (normally the last day of class attendance). An extension can be granted by the Associate Director of Student Development. Student records, including transcripts and grade reports, cannot be released until this process has been completed as noted on the form.

ADMINISTRATIVE WITHDRAWAL

Nursing students who fail to notify the school of their desire to withdraw from classes, and/or stop attending classes without following the proper notification, will be considered to have resigned as of the last day of attendance. These students will be Administratively Withdrawn within 72 hours of the last day of attendance. Without proper notification, nursing students could be suspended or dismissed from the nursing program as a result of a violation of the no-call, no-show policy.

Non-nursing students who stop attending classes without following the Student Withdrawal Process or who do not contact the School will be considered to have resigned as of the last day of attendance. Students who are absent from a course for two weeks, without proper notification, will be administratively withdrawn from the course. Any student withdrawn from a nursing course is withdrawn from the nursing program.

WITHDRAWAL

Students who withdraw during the first two-thirds of an academic course will receive a “W-P” or “W-F”, depending on the grade earned at the time of withdrawal. Students withdrawing during the last third of the academic course will automatically receive an “F” in the course unless on an approved Leave of Absence. A record of “W-F” or “F” is considered a nursing program failure, regardless of when the student withdraws. Students who have failed nursing program twice are not eligible for readmission.

LEAVE OF ABSENCE (LOA)

Students who are in good standing and have at least a “C” in the current nursing course may request a Leave of Absence for personal reasons for a period of up to one year. This request should be submitted in writing to the chairperson of the APAS Committee before the completion of the Student Withdrawal process. The request should include the beginning and ending dates and the reason for the request. The APAS Committee will provide written approval for the request assuming the student qualifies for the leave. A one-time LOA extension of up to a year may be granted upon written request using the above procedure. Students on approved LOA’s have a reserved space in the student body upon their return to classes. A student approved for a LOA prior to the completion of a course will have to repeat that entire course upon return from the leave. Please see Chapter 11 in this handbook for financial aid implications for a Leave of Absence.

MEDICAL LEAVE OF ABSENCE

Students may request a Medical LOA when illness, surgery or pregnancy complications prohibit completing a rotation. This request should be submitted in writing, with medical documentation, to the chairperson of the APAS Committee before completion of the Student Withdrawal Process. The request should include the beginning and projected ending dates. The written request and medical documentation MUST be received within 2 weeks of the initial verbal Medical Leave of Absence request. The APAS Committee will provide written approval for the request. A one-time LOA extension of up to a year may be granted upon written request using the above procedure. Students will have a reserved space in the student body upon their return to classes. A Medical LOA taken prior to the completion of a course will have to repeat that entire course upon return from the approved leave. A Medical LOA will be reflected on the transcript as a “WD” and enrollment hours will not be calculated in the student’s Satisfactory Academic Performance (SAP).



RETURN FROM ANY LEAVE OF ABSENCE

Students on an approved LOA are not required to reapply for admission to the school, but must initiate contact with the Coordinator of Admissions early in the academic term prior to the semester of return to indicate their intentions. Students returning from a Medical LOA must provide a release from their physician stating they have no activity limitations in order to return to school. Students returning from any LOA are governed by the current school policies and procedures in effect on their return.

UNIVERSITY COURSES

Students who are currently enrolled in a university course with the School of Nursing, but have completed the LOA or withdrawal process from the nursing component of the program, are eligible to continue in that university course. After the completion of the university course, the student must withdraw from the entire program if they do not wish to continue. If a student wants to reapply for the nursing program, the withdrawal process must be completed before readmission can be considered.

PRE-NURSING STUDENT STATUS

Student in the pre-nursing courses (prerequisite or non-nursing courses prior to acceptance into the nursing program) must follow the same procedures for withdrawal or LOA.

UNCLASSIFIED STUDENT STATUS

Students who have been previously accepted to the nursing program and are no longer enrolled in the nursing component of the program, due to a withdrawal or an approved LOA, can enroll in university courses as outlined in the curriculum as an “unclassified student” at LSN. Transcripts would indicate “Unclassified Student” for course but grade would be considered in cumulative grade point average. Continued enrollment in university courses does not guarantee readmission to the nursing program.

Students who follow proper Withdrawal or Leave procedures can be considered for enrollment in additional LSN university courses as an Unclassified Student if:

1. written request is received and approved by the APAS committee, and
2. the student will complete the LSN program within the published “maximum time frame for program completion”.

FAILURE

Students who are required to withdraw because of academic failure must follow the procedures noted for withdrawal. Students who are academically failing are not eligible for a LOA. No guarantee of readmission is given by the School of Nursing to students who previously failed from the program. In addition to meeting all admissions requirements at the time of reapplication, the applicant must appear during a scheduled meeting before the APAS Committee. Students who have failed the nursing program twice are not eligible for readmission.

SUSPENSION

Students who are required to withdraw because of suspension must follow the procedures noted for withdrawal. Students who are suspended are not eligible for any LOA. Suspended students may apply for readmissions; however, no guarantee of readmission is given by the School of Nursing. See Readmission Policies.

DISMISSAL

Students who are required to withdraw because of dismissal must follow the procedures noted for withdrawal. **Students who are dismissed from the program are not eligible to apply for readmission.**



READMISSION POLICIES

No guarantee of readmission is given by the School of Nursing to students who have withdrawn, failed, been administratively withdrawn, or suspended from the school. *Nursing students who fail one nursing course may apply for readmission to LSN (see readmission application procedure below), but are not guaranteed reacceptance into the nursing program or the two eight week sessions of probation.* Students who have been dismissed from the school are not eligible for readmission. Students may begin the reapplication process after they have completed the Student Withdrawal Form and officially withdrawn from the current course or semester.

Each reapplication to Lutheran School of Nursing is given careful review and individual consideration based on academic merit and adherence to school policy.

STUDENTS WHO FAIL NR 100 OR NR 105

Students who fail NR 100 or NR 105 **and are eligible to return** to LSN *will be required to complete at least one semester at an accredited college or university prior to readmission to LSN.* The student will enroll in 12 or more credit hours in courses that will benefit her/his nursing career.

These courses must be selected from the following:

1. Non-nursing requirements for LSN diploma
2. English, beyond English Composition I
3. Math, including developmental courses (numbered below 100), – course should be determined after completing math assessment at the college the student plans to attend.
4. Nutrition
5. Medical Terminology
6. Biology with a lab
7. Philosophy courses, including Introduction to Logic; Introduction to Philosophy; Ethics; World Religions.
8. Chemistry with a lab

Students may receive guidance on course selection from the Chair of APAS.

To be considered for readmission, students will be required to earn a grade point average greater than or equal to 2.5 on a 0 to 4.0 grading scale.

The student may be reaccepted to LSN; however, readmission will be contingent upon completing the 12 or more hours as designated with a 2.5 or better GPA. Official transcripts must be submitted prior to readmission.

After enrolling in the 12 credit hours at an accredited college or university, if a student wishes to reapply to LSN, the student should:

1. Submit a written request to the APAS Committee. This request needs to detail the rationales for readmission and include a plan for change that addresses success in the program if readmitted.
2. Submit proof of registration in the 12 or more credit hours at an accredited institution
3. Appear during a scheduled meeting before the APAS Committee.

If reaccepted, students are governed by the current school policies and procedures in effect on their return. The student will be on academic probation for one semester following readmission.

**STUDENTS WHO FAIL NR 110, 120, 125, 130, 201, 202, 203, 204, OR 210**

A student who fails NR 110, 120, 125, 130, 201, 202, 203, 204, or 210, **has not failed a nursing course** previously, and wishes to reapply to LSN should:

1. submit a written request to the APAS Committee. This request needs to detail the rationales for readmission and include a plan for change that addresses success in the program if readmitted;
2. appear during a scheduled meeting before the APAS Committee;
3. complete an individualized remediation program under the guidance of a LSN faculty or staff member.

Readmission to LSN is not guaranteed and is contingent upon successful completion of the remediation program.

MAINTENANCE OF STUDENT RECORDS**GENERAL GUIDELINES**

Lutheran School of Nursing is required to maintain accurate and current records of all students. **All Student and Graduate records are stored in locked, fire-resistant file cabinets. The official Graduate records are kept for an indefinite period of time.**

The following guidelines apply to all students:

1. Change of Address/Telephone

Any change of address or telephone numbers of either the student or nearest relative/guardian should be reported to the School Registrar immediately.

2. Marriage/Divorce

If a student changes their name while enrolled in the program, they must complete the required forms and submit to the Registrar. If indicated, a copy of the marriage certificate must be placed in the student's record within thirty days of the marriage. Copies may be made without charge at the school. In the case of a divorce with name change, a copy of the legal affidavit must be submitted to the Registrar. All other status changes should be reported directly to the Registrar.

Student and graduate records are maintained in accordance with the following procedures:

TRANSCRIPTS

In order to prevent unauthorized persons from having access to a student's records, including grades, an official transcript will be furnished only upon written request by the student or graduate. This request can be mailed to the attention of the Registrar.

An initial transcript is issued without charge. A fee will be charged for all transcripts after the first. Please allow a minimum of five working days to complete a request. All transcripts sent or released to students are **UNOFFICIAL** and must be stamped as such. As a rule, unofficial transcripts are not acceptable for admission to other institutions or to certain employers. **OFFICIAL** transcripts will have the school seal imprinted on it and will be sent directly to the school or business for which it is intended. Students who owe a balance to the school after graduation or withdrawal are not eligible to request official or unofficial transcripts until the balance due is paid in full.

ACADEMIC RECORDS

Each student has the right to review their academic record with an appointment made with the Registrar. Academic records of students under 18 years of age may be reviewed by that student's parents/guardians. The student or graduate must specify, by written waiver, any items to be released to a potential employer from that student's academic records.

**FINANCIAL AID RECORDS**

Financial Aid records are kept on file for four (4) academic years from date of student withdrawal or graduation. All financial aid records for students receiving Work Force Investment Act (WIA) funds will be maintained for six (6) years.

HEALTH RECORDS

A student or graduate may request a copy of their student health forms. This request must be submitted in writing to the school Registrar. There is a \$3.00 charge for this service; please allow five working days to complete this request. This information can only be given to the student or graduate and cannot be released to any third party. Health records are kept on file for four (4) academic years from date of student withdrawal or graduation.

DIRECTORY INFORMATION

Student information such as name, address, telephone, date/place of birth, field of study, dates of attendance and awards/honors is kept and maintained by the school. This information is considered public information and may be disclosed at the discretion of the school to verify with employer, lending institution, alumni relations, etc. This information can be released without consent of the student unless the student specifically requests in writing to the Registrar NOT to release the information.

STUDENT/GRADUATE RECORDS

Records are maintained for each student and graduate to provide chronological and historical information regarding their enrollment in the program. The official Custodian of Student Records is the School Registrar.

Student Records are defined as:

1. All correspondence. (Removed upon graduation)
2. All official permission forms
3. Admissions review sheet
4. Official acceptance letter
5. Official registration fee letter
6. Completed application for admission
7. Admissions essay
8. Three official Estimates of Student's Suitability for Nursing forms
9. American College Testing (ACT) or Scholastic Aptitude Test (SAT) scores, or Test of Adult Basic Education (TABE) scores, if applicable
10. Official high school graduate transcript or General Educational Development (GED) scores
11. Official college/university transcripts
12. Nursing transfer credit review packet, if applicable
13. Certificate of birth
14. Certificate of marriage, if applicable
15. Certificate of name change, if applicable
16. Written transcript requests.

Upon graduation or withdrawal, an official transcript indicating all course work completed, cumulative grade point average, and date diploma was awarded are added to the student's record, along with all Clinical Laboratory Evaluation Tools.