

# Covenant School of Nursing



## Student Policy Catalog Academic Year 2013-2014



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Covenant School of Nursing complies with all requirements of state and federal law. The information contained in this Student Policy Catalog is correct at the time of publication. Recognizing that conditions change, the School of Nursing reserves the right to appeal, change or amend the policies, rules and/or regulations contained here within at its discretion.

# Section 1: Accreditation, Mission, and History

Accreditation

Covenant Health Mission, Vision, Values and Direction

Mission Statement of the School of Nursing

Philosophy

History of the Hospital and Covenant School of Nursing

Nursing Pledge

## Accreditation

**Governing Body:**

Covenant Health (CH)  
Lubbock, Texas

**Accredited by:**

Texas Board of Nursing (Texas BON)  
333 Guadalupe St., Suite #3-460 • Austin, Tx 78701  
(512) 305-7400

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
(404).975.5000 F(404).975.5020

**Institutional Member:**

National League for Nursing (NLN)  
61 Broadway, 33rd Floor  
New York, NY 10006

Texas Association of College Registrar and Admissions Office (TACRAO)  
[www.tacrao.org](http://www.tacrao.org)

## Mission Statements Vision and Philosophy

### Covenant Health Mission, Vision, Values and Direction

#### **Mission:**

To extend Christian ministry by caring for the whole person—body, mind, and spirit—and by working with others to improve health and quality of life in our communities.

#### **Vision:**

We bring people together to provide compassionate care, promote health improvement and create healthy communities

#### **Values:**

Dignity: We respect each person as an inherently valuable member of the human community and as a unique expression of life

Excellence: We foster personal and professional development, accountability, innovation, teamwork and commitment to quality of life

Service: We bring together people who recognize that every interaction is a unique opportunity to serve one another, the community and society

Justice: We advocated for systems and structures that are attuned to the needs of the vulnerable and disadvantaged and that promote a sense of community among all persons



#### **Christian Service:**

We will create sacred encounters through compassion, caring, dignity and connection.

#### **Clinical Excellence:**

Covenant will be recognized as a leader in clinical quality and culture of safety.



**Healthy Communities:**

We will improve the health of people through wellness and disease management.

**Direction:**

Our covenant is to be one of the premier Texas healthcare systems by 2015, known for our Christian Service, clinical excellence and commitment to healthy communities.

## **Covenant School of Nursing Mission Statement**

In keeping with the Mission of Covenant Health, the Mission of the School of Nursing is to provide a quality nursing education founded on a correlation of evidenced-based best nursing practices, knowledge integration skills, and concepts of caring for the whole person, thereby providing the community with competent beginning nurse generalists. *(Revised & adopted Feb 2005)*

## **Philosophy**

**The Faculty of the School of Nursing believe:**

Nursing is a discipline dedicated to the promotion of optimum health for the individual, the family and the community. Nursing requires the integration of knowledge and skills from biological, psychological and sociological sciences with evidenced-based nursing practice and concepts of caring for the individual as a whole person (body mind and spirit). The client's needs and care requirements are best met by an analysis of client needs through the use of the nursing process of assessment, analysis, planning, implementation and evaluation. The nurse collaborates with the client, the family and other members of the health care and nursing teams to formulate a plan of care, which is correlated with the medical care plan and incorporates the use of preventive, supportive, restorative and rehabilitative health measures to meet needs across the lifespan and health-illness continuum of the client, family, and community in a constantly changing society.

Education is a dynamic continuous process utilizing organized instruction and selected learning experiences, which enable the student to attain basic knowledge and skills. Nursing education provides a correlation between scientific concepts and evidenced-based nursing practice coordinated with a variety of learning experiences. This knowledge facilitates the student's development of cognitive, psychomotor, and affective abilities needed to function as a nurse generalist who is capable of critical thinking, independent judgment, and self-direction. Learning is enhanced when there are clearly defined, mutually acceptable outcomes and planned educational experiences that proceed from simple to complex.

The School of Nursing promotes learning through a curriculum based on Lenburg's Competency Outcomes and Program Assessment Model to facilitate development of competency-based nursing and relationship, leadership, management and knowledge integration needed to function as a beginning nurse generalist. The School of Nursing provides the community with resource persons and role models to facilitate promotion of health and dissemination of

information and with graduates eligible to apply to take the licensure examination and competent to function as beginning nurse generalist.

CSON program outcomes are based on Lenburg's Competency Outcomes and are listed below:

Assessment and intervention: Provide competent nursing interventions based on assessment of client needs and application of the nursing process to meet the needs of the whole person.

Communication: Communicate effectively with individuals across the lifespan, families, and members of the health care team.

Critical thinking: Function as a nurse generalist who is accountable and capable of critical thinking, independent judgment, and self-direction.

Human caring and relationship: Incorporate concepts of caring and moral, ethical, legal, and professional standards into nursing practice.

Leadership and management: Coordinate resources to assure optimal levels of health for clients, families, and the community.

Teaching: Teach concepts of health promotion, maintenance, and restoration to clients, families, members of the health care team and the community.

Knowledge integration: Integrate concepts from biological, sociological, and psychological sciences to provide competent evidenced-based nursing care for clients across the lifespan and health-illness continuum.

## **History of the Hospital and Covenant School of Nursing**

Covenant School of Nursing, a member of Covenant Health, was founded on January 25, 1918, under the name of Lubbock Sanatorium Training School. As the hospital expanded and became recognized for its specialists in the various fields of medicine, the name was changed to Lubbock General Hospital School of Nursing.

In 1945, a memorial foundation took over the management of the Hospital and School of Nursing, changing the name to Lubbock Memorial Hospital and School of Nursing. The name Methodist Hospital School of Nursing was adopted in 1954 when the Northwest Texas conference of the Methodist Church assumed ownership and operation of both the Hospital and School of Nursing. In 1960, a new student nurses' residence was completed.

For the following eleven years, the residence was known as Jackson Hall. In 1971, the first two floors were remodeled to provide classroom, laboratory and office space to house the expanding School of Nursing. Dormitory facilities were closed in June, 1974. On June 9, 1998 with the merger of Methodist Hospital and St. Mary of the Plains Hospital, the School of Nursing became a member of Covenant Health.

The School of Nursing is accredited by the National League for Nursing Accrediting Commission and approved by Texas Board of Nursing. The School of Nursing curriculum maintains high

standards for nursing education throughout the program and provides challenges and maximum learning experience for the nursing student.

## **Professional Nursing Pledge**

In the full knowledge of the responsibilities I am undertaking, I promise to care for my clients with all the knowledge, skills and understanding I possess, without regard to race, color, creed, politics, social status, sparing no effort to conserve meaningful life, to alleviate suffering, and to promote health.

I will respect, at all times, the dignity and religious beliefs of the patients under my care and hold in professional confidence all personal information entrusted to me. I will refrain from any action which might endanger the quality of life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give my support and cooperation to all members of the health team.

With full awareness of my qualifications and limitations, I will do my utmost to maximize the potential of the nursing profession and to uphold and advance its standards.

## **Section 2: Admission and Matriculation**

Pre-nursing Status

Prerequisite Course Descriptions

Application Process

Admission Requirements

LVN-to-RN Advanced Credit Program

Registered Nursing Course Transfer

## Admission and Matriculation

### Pre-nursing status

The process toward completion of the diploma program begins prior to actually entering the School of Nursing. After completion of high school or a General Education Development (GED) certificate, the pre-nursing student is required to complete twelve specific college level courses at a regionally accredited college or university of choice. If the school is accredited outside of the Southern Association of Colleges and Schools (SACS), then a course description review must be completed by the career counselor and/or Admissions and Progressions Committee. Courses will be transferred upon review of course descriptions and an hour analysis. These academic pre-requisite courses include the following:

English I/English II/Speech/or Spanish	6 hours
Chemistry (lab highly recommended)	3-4 hours
*Human Anatomy & Physiology 1 (with lab)	4 hours
*Human Anatomy & Physiology 2 (with lab)	4 hours
Microbiology (with lab)	4 hours
Human Nutrition	3-4 hours
Introduction to Psychology	3 hours
Human Growth & Development	3 hours
US History up to 1876	3 hours
American Government	3 hours
Elective	3 hours

*\*must be completed within ten years prior to start at CSON*

### Time Frame

If the pre-nursing student attends classes' full time, the expected completion time for these courses is three semesters. The order in which the pre-requisite courses are taken is significant since colleges require completion of certain courses before enrollment in others. All pre-requisite college courses must be completed prior to enrollment in the nursing curriculum at the School of Nursing.

### Grade Requirements

A minimum grade of "C" in each of the pre-requisite courses is required, and a grade point average of 2.5 or higher in these courses is expected. The School of Nursing also evaluates the number of times a particular course is taken and considers each grade earned in that course.

### Prerequisites

### Other Requirements

Prerequisite courses must be taken at a regionally accredited program and must correspond to the course descriptions listed below. A degree plan can be completed by the Nursing Career Counselor during the pre-nursing phase to ensure proper course completion.

## Prerequisite Course Descriptions

### English I

A study of the writing process that requires students to write extensively in a variety of modes and styles, including personal, academic, and research essays. Includes an application of research techniques and critical thinking

### English II

A critical examination of a variety of literary forms and a careful examination of the writing process, culminating in a research paper.

### Speech (either of the following)

- Interpersonal: A study of the human communication process in one to one encounters.
- Public Speaking: An introduction to the basic theories of public speaking. An emphasis is placed on delivery skills and communication apprehension. Students learn to prepare and deliver informative and persuasive speeches in an appropriate manner.

### Spanish

An introductory course emphasizing conversation, grammar, and Hispanic culture.

### Chemistry (either of the following)

- General Chemistry: An introduction to chemistry. Includes gas laws, bonding theory, atomic structure, solutions, acid-base and redox reactions.
- Inorganic Chemistry: The study of chemistry especially relating to the properties and behavior of inorganic compounds. The course should cover all chemical compounds except the myriad organic compounds.

### Anatomy and Physiology I (or pure Anatomy)

Structure and function of cells, tissues, and the general body plan; the integument, skeletal, and muscular systems. This course must be taken within 10 years of the first semester at CSON.

### Anatomy and Physiology II (or pure Physiology)

A continuation Anatomy and Physiology I. Structure and function of the endocrine, circulatory, respiratory, digestive, excretory, and nervous systems, as well as a study of fluid, electrolyte and Ph balance of the body. This course must be taken within 10 years of the first semester at CSON.

*If an applicant takes Anatomy and Physiology courses from two different institutions then a course description analysis is performed and must the courses taken must include all of the information listed in the above course descriptions to ensure proper transfer.*

### **Microbiology**

Characteristics of microorganisms, their culture, uses, control and immunological aspects in industrial, domestic, and medical areas. Concurrent registration in the complementary laboratory course is required.

### **Human Growth and Development (Lifespan)**

The physical and psychological development of the individual from birth through the death/dying process.

### **Psychology**

An introductory course concerning the major theories and recent research in the broad field of psychology.

### **Nutrition (Science of, or Personal)**

Study of nutrients, their functions and food sources, recommended daily allowances, deficiency and toxicity symptoms, and sound principles for nutrition throughout the life cycle.

### **Political Science** (choose only one from the following)

- American Government, Organization: Fundamental principles of government including the American system of government and the development of the constitution for the United States.
- American Government, Functions: Study of the functions of the American system of government, at the national level.
- Texas State and Local Government: Introduction to the Texas state and local political system and comparison to state and local government throughout the United States.

**History** (choose only one from the following)

- World History: World history from the beginning of civilization to 1600 with a related emphasis on world geography
- History of the United States I: The history of the United States from the discovery of America to 1877.
- History of the United States II: The history of the United States from 1877 to the present.

**Elective**

The course must be a 3 hour non major class. This course cannot be one of the prerequisites listed and is in addition to the other prerequisites. The course must be considered an academic course (not vocational or technical) and cannot be a remedial course. This course also must be from an approved accredited program (any program accredited by a regional accrediting agency).

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Revised: December 2011

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## **Credit by Examination**

We accept credit by examination for the following exams with passing scores as listed in the chart below.

English I	Human Growth and Development
English II	US History up to 1876
Speech	American Government
Spanish	Elective
Psychology	

*The Nursing Career Counselor is available by appointment to applicants for academic guidance and consultation during the pre-nursing phase of completing these required courses.*

## Minimum Scores Required to Earn Advanced Credit

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**ACT–American College Testing Program–Exam is taken prior to admission to the university. Official scores from ACT are required to award credit.**

<b>EXAM</b>	<b>REQUIRED SCORE</b>	<b>EQUIVALENT COURSE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
Math	28	MAT 1311	College Algebra	3
English	28	ENG 1301	Composition Studies	3

**SAT for scores earned after February 2005–Scholastic Aptitude Test–Exam is taken prior to admission to the university. Official scores from SAT are required to award credit.**

<b>EXAM</b>	<b>REQUIRED SCORE</b>	<b>EQUIVALENT COURSE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
Math	670	MAT 1311	College Algebra	3
Critical Reading	670	ENG 1301	Composition Studies	3

**AP–Advanced Placement Program–College Entrance Examination Board: Courses and exams are taken in high school. Official transcripts are required from CEEB to award credit.**

<b>EXAM</b>	<b>REQUIRED SCORE</b>	<b>EQUIVALENT COURSE</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>
Art History	3	ART 2307 or ART 2308	Survey of Art History I or II	3
Biology	3	BIO 141	General Biology I	4
Biology	4,5	BIO 141, 142	General Biology I and II	8
Calculus AB	3	MAT 1402	Calculus I	4
Calculus BC	3	MAT 1402	Calculus I	4
Calculus BC	4	MAT 1402, MAT 1403	Calculus I and II	8
Chemistry	3	CHE 1307, 1107	General Chem I and Lab	4
Chemistry	4,5	CHE 1307, 1107, CHE 1308, 1108	General Chem I and II and Labs	8
Chinese Language and Culture	3	CHIN 141	Chinese Language I	4
Chinese Language and Culture	4	CHIN 141,142	Chinese Language I and II	8

Computer Science A	3	IST 2311 or IST 3324	C++1 or Java	3
Computer Science AB	3	IST 2311, 3324	C++1 and Java	6
Economics Macro	3	ECO 2301	Macroeconomics	3
Economics Micro	3	ECO 2302	Microeconomics	3
English Language Composition	3	ENG 1301	Composition Studies	3
English Literature and Composition	3 4,5	ENG 1301 ENG 1301, 1302	Composition Studies	3 6
Environmental Science	3	NRC 131	Man and His Environment	3
European History	3	HIST 2311	European History 1450-Present	3
European History	4	HIST 2311, 2312	European History 1450-Present, History elective	6
French Language	3	FREN 141, 142	Beginning French I and II	8
French Literature	3	FREN 231	Intro to French Literature	3
French Literature	4	FREN 231, 232	Intro to French Literature, French Literature II	6
German Language	3	GERM 141, 142	Beginning German I and II	8
Government and Politics Comparative Govt and Politics, U. S.	3	POLS 1301	Survey of World	3
Comparative Govt and Politics, U.S.	3	GOV 2301	National Government	3
Human Geography	3	GEG 1303	Beginning Human Geography	3
Italian Language and Culture	3	ITAL 141, 142	Beginning Italian I and II	8
Japanese Language and Culture	3	JAPN 141	Japanese Language I	4
Japanese Language and Culture	4	JAPN 141,142	Japanese Language I and II	8
Latin Literature	3	LAT 231	Intro Latin Literature	3
Latin Literature	4	LAT 231, 232	Intro Latin Literature, Latin Literature II	6
Latin: Virgil	3	LAT 131, 132	Beginning Latin I and II	6
Music Theory	3	MUS 1305, 1105	Elementary Music Theory I and Lab	4
Physics B	3	PHY 1303, 1103	General Physics I and Lab	4
Physics B	4,5	PHY 1303, 1103, PHY 1304, 1104	General Physics I and II and Labs	8

Physics C Mechanics	3	PHY 2301, 2101	Engineering Physics I and II	4
Physics C–Electricity and	3	PHY 2301, 2101	Engineering Physics I and Labs	4
Magnetism	4,5	PHY 2301, 2101, PHY 2302, 2102	Engineering Physics I and II and Labs	8
Psychology	3	PSY 1300	General Psychology	3
Psychology	4,5	PSY 1300, PSY 2310	General Psychology, Lifespan Human Development	6
Spanish Language	3,4	FOL 1401, 1402	Beginning Spanish I and II	8
Spanish Language	5	FOL 1401, 1402 FOL 2301	Beginning Spanish I and II, Intermediate Spanish I	11
Spanish Literature	3	FOL 3301	Intro to Spanish American Life and Literature	3
Spanish Literature	4	FOL 3301, 3302	Intro to Spanish American Life and Literature; Intro to Spanish Life and Literature	6
Statistics	3	BUA 2310	Business Statistics	3
Studio Art 2-D Design	3	ART 1305	Foundations of Design	3
Studio Art 3-D Design	3	ART 2305 or 3308	Explorations in Media Three-Dimensional Design	3
Studio Art: Drawing	3	ART 1303	Drawing I	3
U.S. History	3	HIS 2301	History of the United States I	3
U.S. History	4	HIS 2301, 2302	History of the United States I and II	6
World History	3	HIS 1316	World History and Geography II	3

**CLEP—College Level Examination Program—College Entrance Examination Board: Exams may be taken at any university. Official transcript from CEEB are required to award CLEP credit.**

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
American Government	55	GOV 2301	National Government	3
American Literature	53	ENG 2326	American Literature	3
American Literature	58	ENG 2326, 2327	American Literature II	6
Analyzing and Interpreting	52	ENG 2329	Analyzing/Interpreting Lit	3

Literature	55	ENG 2329, 2330	Analyzing/Interpreting Lit II	6
Biology	54	BIO 141	General Biology I	4
Calculus	56	MAT 2487	Calculus	4
Chemistry	56	CHE 1307, 1107	General Chemistry I and Lab	4
Chemistry	65	CHE 1307, 1107, 1308, 1108	General Chemistry I and II and Labs I and II	8
College Algebra	53	MAT 1311	College Algebra	3
College Mathematics	55	MAT 1310	College Mathematics	3
English Literature	52	ENG 2389	English Literature	3
French Language	53	FREN 141	Beginning French I	4
French Language	56	FREN 141, 142	Beginning French II	8
French Language	64	FREN 141, 142, 231	Intro to French Literature	11
French Language	66	FREN 141, 142, 231, 232	French Literature II	14
College Composition	55	ENG 1301	Composition Studies	3
College Composition	63	ENG 1301,1302	Composition Studies, Composition and Literature	6
German Language	54	GERM 141	Beginning German I	4
German Language	55	GERM 141, 142	Beginning German II	8
German Language	60	GERM 141, 142, 231	German Literature I	11
German Language	66	GERM 141, 142, 321, 232	German Literature II	14
History of the United	54	HIS 2301	History of the United	3
History of the United	55	HIS 2302	History of the United	3
Human Growth and Development	56	PSY 2310	Lifespan Human	3
Humanities	53	AFA 231	Intro to Fine Arts I	3
Humanities	56	AFA 231, 232	Intro to Fine Arts II	6
Intro to Educational Psychology	54	PSY 272	Educational Psychology	3
Introductory Business Law	56	BUS 2301	Business Law	3
Introductory Psychology	53	PSY 1300	General Psychology	3
Introductory Sociology	55	SOC 1300	General Sociology	3

Natural Sciences	53	SCI 141	Natural Science	4
Natural Sciences	57	SCI 142	Natural Science II	8
Precalculus	56	MAT 1313	Precalculus	3
Prin of Financial Accounting	52	ACC 2301	Principles of Accounting I	3
Prin of Financial Accounting	56	ACC 2301, 2302	Prin of Accounting I and II	6
Principles of Macroeconomics	53	ECO 2301	Macroeconomics	3
Principles of Management	54	BUA 233	Organization and Management	3
Principles of Marketing	56	BUA 234	Principles of Marketing	3
Principles of Microeconomics	53	ECO 2302	Microeconomics	3
Social Sciences and History	55	SOC 231 or 232	Social Science and History or Sociology of Bureaucracy	3
Spanish Language	58	SOC 231, 232	Both above courses	6
Spanish Language	53	FOL 1401	Beginning Spanish I	4
Spanish Language	56	FOL 1401, 1402	Beginning Spanish II	8
Spanish Language	67	FOL 1401, 1402, 2301	Intermediate Spanish I	11
Spanish Language	70	FOL 1401, 1402, 2301, 2302	Intermediate Spanish II	14
Western Civilization I	54	HIST 141	Western Civilization I	3
Western Civilization II	54	HIST 142	Western Civilization II	3

## Application Process

Covenant School of Nursing does not discriminate on the basis of race, religion, national origin, sex, age, marital status, or disability. The School of Nursing is an Equal Access/Equal Opportunity School.

### Pre-entrance examination

Covenant School of Nursing utilizes the TEAS V pre-entrance examination as part of the admission process. The exam is offered on several dates during each application period and can be retaken once a semester at this testing site. The scores are valid for one year and all scores submitted with the application packet must be valid on the last day of the application period. The TEAS registration and payment must be submitted via the online registration. There is a \$25.00 fee for “No shows” to take the exam on another date. TEAS study guides are available (while supplies last) for a \$25.00 rental fee. Information about the pre-entrance exam is available on the website. Each applicant must pass the pre-entrance examination by the deadline date.

### Application Submission

The applicant must submit the application materials together with in the application period (January 15 – March 15 for the August class and July 15 – September 15 for the January class). Items turned in separately will not be accepted. The application materials include:

- Online application for admission
- Resume including work and education history as well as any healthcare volunteer service
- Application fee
- \$50 application fee (money order) if all application documents are submitted at least 30 days prior to the application deadline.
- \$100 application fee (money order) is required if application documents are submitted within the last 30 days of the application period
- official **unopened** high school transcript or GED verification
- official **unopened** college/university transcripts
- passing entrance exam scores
- 3 sealed reference forms
- Letter of standing from any school of nursing or allied health program you attended but did not successfully complete (must be mailed directly to Covenant School of Nursing).
- Non-USA citizens must provide proof of Permanent Resident alien status.
- Documents involving an applicant's criminal record may be required. These records may affect the student's eligibility to perform certain phases of clinical work at the hospital (and other clinical sites) and/or prohibit the student from licensure as a Registered Nurse. If licensure is prohibited Covenant School of Nursing will not accept the applicant. Contact the Nursing Career Counselor for additional information, if applicable.

## **Reference Forms**

Evidence of the applicant's character, personality, and other qualities that are important in predicting probable success in nursing will be substantiated by letters of recommendation completed by individuals selected by the applicant. The required forms and instructions are available online.

## **Transcripts**

Official transcripts from high school and all colleges and universities attended to date must be submitted with the Application for Admission to the School of Nursing. Official transcripts must have an original signature and school seal on them. They must be submitted with all application documentation by the deadline specified in the admission packet.

- If a student applies before all prerequisites are completed, all final official transcripts that reflect any outstanding course work are due prior to the first day of classes by the date stated in the admission packet.



## Admission Requirements

### Admission Status

After the application deadline, the Admissions and Progression Committee of the School of Nursing will consider all qualified applicants whose application files are up to date. Selected applicants are then emailed a letter of accepted, alternate, or declined admission. Upon receipt, further instructions are provided. Accepted and alternates will be required to sign an Enrollment Agreement, Acknowledgment Letter, and a Consent for Background Check form as well as pay a \$100 deposit. This deposit will later apply toward the total cost of the final semester tuition. The deposit is non refundable and is valid for one year if the applicant chooses to reapply for the next semester.

### Health requirements

- All accepted or alternate students will schedule an appointment with Employee Health Services at Covenant to perform the following :
- Document a medical history
- Update required immunizations
- Lab Titer to ensure immunization for the Varicella Zoster
- Complete a Color Blind Test,
- Undergo a Respirator FIT Test
- TB baseline and secondary test
- Physical Demands Analysis
- Other items needed to complete the student health file
- Perform a drug screen test
- If the pre-enrollment drug screen is positive for an illegal substance the candidate will be denied admission to Covenant School of Nursing and will not be eligible to reapply for 2 years
- All of these items must be completed by the date specified in the admission packet

### CPR BLS Certificate

Completion of an approved CPR course is required prior to admission to the school. CPR must be taken through American Heart Association only. There are specific dates listed in the admission packet the course must be taken during. You must submit a copy of your CPR card for your admission file as specified in the admission packet.

### Financial Aid

The financial aid application must be received by June 15th for the August admission or October 15<sup>th</sup> for January admission for priority consideration. Your application will not be considered complete until ALL required forms are on file in the Financial Aid Office and have been verified for completeness and accuracy. Contact Financial Aid Officer for further assistance.

**Uniforms**

The Orientation Coordinator(s) will notify the scrub vendor of all the accepted students allowed to purchase patches. Notification is only done after the deposit is obtained and a criminal background check is performed. All uniforms will be ordered by the accepted candidate as instructed by the Nursing Career Counselor. Uniforms will be in accordance with the Dress Code Policy in place at the time of purchase. Uniforms will be purchased by the students by the deadline stated in the application packet.

**Orientation**

An orientation day is held prior to the beginning of the semester. Only accepted applicants attend this mandatory orientation.

**Final Admission Status**

A final letter of admission is mailed to the student after all medical requirements are met, all final official sealed transcripts have been received, and the admission file is complete. Until receipt of this final notification, the student's admission remains tentative.

**Tuition Payment**

The initial tuition payment will be in accordance with the Promissory Note signed at the time of admission.

**Accommodations**

It is the student's responsibility to notify Covenant School of Nursing of any functional disabilities which might interfere with his/her learning and performance as a nursing student and necessitate special accommodations while in school. Furthermore, the student understands that if he/she requires special accommodations because of disability, he/she must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the functional limitation and specific accommodations needed while a student at Covenant School of Nursing. Only after written documentation is presented can reasonable accommodations be provided.

## **LVN-to-RN Advanced Credit Program**

Licensed Vocational Nurses (LVN) may request admission to the Advanced Credit Program for completion of their registered nursing education. This accelerated program reduces the time from the usual 76-week curriculum to a shorter 38 to 57 weeks depending on scores of ATI testing and other factors. For consideration into the Advanced Credit Program, the applicant must meet all regular admission requirements, which include completion of the 12 specific college pre-requisite courses and pre-entrance testing. Refer to the Application Process section for more information.

### **Application Process**

Complete the entire application process as described in Section 2. In addition to the application process LVN's must complete the following by the application deadline:

#### **Hold a current license in the state of Texas as an LVN**

- If an applicant graduated from LVN school more than 2 years ago, they must have completed one year of experience as a LVN within the last 5-years routinely performing basic nursing skills.
- Applicants beginning the Advanced Credit Program within two years of graduation from LVN school will not be required to have LVN work experience.
- The credit for CSON semester work is dependent upon the Texas Licensure and not the course work of the LVN program.

### **Admission Process**

Complete the entire Admission Process as described in Section III. Additionally all qualified accepted applicants will be offered the Advanced Placement Exam.

#### **Advanced Placement:**

- An advance placement exam will be offered to those applicants who have successfully completed the following:
  - received acceptance or alternate admission status
  - maintain a GPA of  $\geq 3.0$  (in only the 12 specific prerequisite courses)
  - perform adequate hospital work experience at the discretion of the Admission and Progression Committee.
  - purchase the advance placement exam in the business office
  - pass the advance placement exam (ATI Adult Medical-Surgical exam) with a level 2

### **Advanced Placement Granted**

When a student completes all of the above they could be admitted to the 3rd semester if space permits. If the applicant does not meet the advance placement scores, has a final GPA  $< 3.0$ , or space is not available, the accepted applicant must begin with the second semester at CSON.

## Registered Nurse Course Transfers

Individuals who are currently or have been recently enrolled in other accredited schools of registered nursing and who desire to seek admission as a transfer student at CSON must meet all admission criteria as explained in the Application Process section.

All transfer students must successfully complete the first semester of the CSON curriculum before enrolling in any remaining nursing courses needed for graduation. A minimum of 38 weeks of nursing courses including N101 and at least N301 or N401 (depending on courses that have been successfully completed with a "C" or higher) must be successfully completed at Covenant School of Nursing.

Transfer students with one failure in required nursing courses from previous schools of nursing will not be granted readmission to CSON following a subsequent failure in this program. Transfer students with more than one failure in required nursing courses from previous schools of nursing will not be awarded transfer credit. These students will be required to meet all regular admission requirements and complete the entire 76-week curriculum. Transfer students must complete a minimum of 38 weeks of the nursing curriculum at CSON. Eligibility for transfer credit depends on the length of time elapsed since satisfactory completion of required nursing courses and enrollment at CSON.

### **Process:**

Consideration of admission as a transfer student is not guaranteed or assured. Acceptance and placement in the program are based on space availability, academic/clinical performance at the prior schools of nursing, and the discretion of the Admissions and Progression Committee. Transfer credit awarded at CSON is subject to the curriculum in place when credit is given.

### **Application Process:**

Individuals who are currently or have been recently enrolled in other accredited schools of registered nursing that desire to seek admission as a transfer student at CSON, must meet all application criteria as explained in the Application Process Section II. The Admissions and Progression Committee reviews the file, then assigns the admission status.

### **Course Description Evaluation**

- Documentation
- The transfer applicant must provide detailed course outlines and other appropriate information which documents course content for the nursing courses successfully completed at the prior school of nursing
- Letter of Recommendation from 2 prior nursing instructors be mailed to directly to Covenant School of Nursing
- Letter of Standing from previous Nursing program
- Evaluation
- The Nursing Career Counselor will evaluate the documents and a tentative course schedule necessary for graduation from CSON will be documented.
- After successful completion of the first semester, the Admissions and Progression Committee will determine a final course work completion plan.

- This includes the students requirement to score a level 2 on all the ATI exams for the semester the student is exempt from.

### **Minimum Requirements**

Transfer students must complete a minimum of 38 weeks (2 full semesters) of the nursing curriculum at CSON.

- CSON Course Requirements
- All transfer students must successfully complete the first semester of the curriculum before enrolling in any remaining nursing courses needed for graduation in the CSON curriculum.
- The transfer student must achieve a level 2 ATI exam score on all tests required of each course the student is exempt from.
- Eligibility for transfer credit
- Eligibility depends on the length of time between satisfactory completion of required nursing courses and enrollment at CSON.
- Transfer students applying for semester credit:
  - If it is less than one year between the last successful completion of courses from the prior nursing program and the first day of classes at CSON, then transfer credit could be granted for comparable course work after successful completion of the first semester.
  - If it is more than one year between the successful completion of courses from the prior nursing program and the first day of classes at CSON there is no eligible transfer credit.

### **Prior School of Nursing Course Failure Limitations:**

- Transfer students who are admitted with one failure in a required nursing course from a previous school of nursing will not be granted readmission to CSON following a subsequent failure in this program.
- Transfer students with more than one failure in required nursing courses from previous schools of nursing will not be awarded transfer credit. These students will be required to meet all regular admission requirements and complete the entire 76-week curriculum.

## Section 3: Student Activities and Services

### Student Activities and Services

- Calendar
- Camps Wide Activities
- Student Rights and Responsibilities
- Guidance and Counseling Program
- Covenant Assistance Program (Counseling)

### Health Care Guidelines

### Additional Student Services

- Identification Badges
- Child Care Center
- Employment
- Library
- Physical Fitness Program
- Hours
- Eating Areas
- Smoking Areas
- Study Areas
- Student Housing

### Covenant Student Body Organization

- Student Government Organization
- Student Council Organization
- Class Organization
- Student Welfare Committee
- Student Representatives to the Faculty Organization

### Pre-professional Student Associations

- CSNA
- TNSA

## **Student Activities and Services**

### **Activity Calendar**

During the academic year there are many activities in which students and faculty members are encouraged to participate. Many of these are planned by students with their faculty sponsors or advisors. Notices of all activities are posted on the Activity Calendar at least one week in advance of the event.

### **Campus Wide Activities**

#### Welcome Party

Each new class is welcomed to the School of Nursing with a social gathering given by the Student Government to introduce them to the students and faculty of the school.

#### Student Conventions

Students are given educational leave to attend the Council of Schools, Texas Nursing Student's Association convention and the National Student Nurses' Association convention. The students attending cannot have a scholastic warning of any kind, must have a GPA at 75 average or better, be in good standing, and has turned in all required work before leaving.

### **Student Rights and Responsibilities**

The National Student Nurses' Association formulated the following Student Bill of Rights in 1975 and amended it in 1988. This document was adopted by the Covenant School of Nursing Student Association with approval of the faculty.

Students have a right to a sound education:

- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participating in interdisciplinary activities;

Students have a right to due process;

- a right to and a responsibility for insuring peer review and self-evaluation.

Students have all the rights and privileges of internal governance.

Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;

a right to and a responsibility for facilitating change in health care delivery through various *channels*;

a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;

a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;

a right to and a responsibility for fostering a better correlation between nursing education and practice.

Students may exercise the right to inquire about and recommend improvement in policies, regulations and procedures affecting the welfare of students, through appropriate channels such as Student Government or the Student Welfare Committee of the faculty organization. The Student Welfare Committee is composed of Class Representatives and faculty members. It serves as a mediation board for resolving minor problems and complaints and communicates student recommendations to the faculty.

### **Guidance and Counseling Program**

The Guidance and Counseling program is based on the recognition that each student has a unique personality and that all experiences in the school should contribute to personal growth and development as well as professional growth. A full-time Activities Coordinator is employed by the School of Nursing to assist the student in achieving these goals. Both planned and spontaneous conferences are available to the student. Academic guidance is also provided by all faculty to students and each semester students are assigned a faculty advisor. Individual and group conferences are held periodically as needed. Evaluation conferences are conducted at the close of the semester. Exit interviews and surveys are held before graduation to learn the future plans of each student and to obtain suggestions regarding the school.

A graduate survey is conducted to evaluate the progress and success of the graduate.

### **Covenant Assistance Program (Counseling)**

In addition to the guidance provided by School faculty, students who have special needs may contact CAP (Covenant Assistance Program). This program is provided to students and their families as a free service. CAP provides free evaluation and referral services regarding personal problems on a self-referral basis and is staffed by highly qualified and experienced counselors who are not employees of Covenant Health. When additional counseling or treatment is needed, CAP will refer students or their family members to the most appropriate community-based resource for assistance. CAP services may be recommended or required along with disciplinary action. To make an appointment with CAP, students may call **806-785-5151**



## Health Care Guidelines for Current Students

Second (final) year students must have an Annual Health Update, including TB Skin Testing, prior to beginning their 2nd/final school year.

Covenant Health (CH) will not pay for any on-school related injury/illness, or any illness that existed before the student was accepted in to Covenant School of Nursing (CSON). Note: CSON students are strongly recommended to procure their own personal health coverage insurance.

Students must report any injury/occupational exposure, no matter how slight, to their instructor and Employee Health Services (EHS) immediately. Note: An EHS nurse is on-call 24 hours a day for all injuries/occupational exposures and may be paged at 740-6977 after 5:00pm and on week-ends and holidays.

Any prescription written for a school/clinical-related illness/occupational injury must be validated by EHS before the prescription may be filled by a CH pharmacy.

EHS will provide First Aid treatment and/or over-the-counter medications for temporary relief of minor illnesses.

EHS has the primary responsibility for coordinating medical treatment and follow-up for any clinical/school related injury or occupational exposure.

Student Health Records are protected by the Family Educational Rights Privacy Act, and will be maintained in Employee Health Services. Upon graduation, students are responsible for obtaining immunization records from EHS, otherwise these records will be destroyed after six (6) months. If however, following graduation, students become CH employees, EHS will continue to maintain the records as part of their employee health record. Records pertaining to the years the employee is enrolled at CSON will remain Student Health Records and those obtained during employment will be Employment Records.

## **Additional Student Services**

### **Identification Badges**

All students are required to wear identification badges at all times. Students must wear their identification badges at chest level with the name and photo visible at all times. The badge enables ready identification by patients, visitors, physicians and other personnel. The badge must not be defaced or adorned. The badge, with the photo facing outward, is worn in the upper left chest area. Lost badges must be replaced within 5 days. A replacement fee of \$10 by cash or check is payable in Human Resources. In the event of withdrawal from school, the badge must be turned in to the Business Office Coordinator of CSON.

A student wearing own identification badge will receive clearance to enter classrooms for learning, taking a course examination or national standardized test. A student not wearing own identification badge is asked to either leave the campus and retrieve the badge or obtain a new one.

### **Child Care Center**

Additional Services The Covenant Child Care Center offers an exemplary facility for its employees. Nursing students are given an equal opportunity to use this Center for their children, as space permits. The Center is open from 6 a.m. to 6 p.m. Monday through Friday. Applications and payment schedules are available at the Center.

### **Employment**

Nursing students may seek employment with Covenant Health or elsewhere if desired. It is the responsibility of the student to schedule employment so that it does not conflict with school responsibilities. The faculty reserves the right to counsel a student when employment interferes with academic performance and achievement. Nursing students are given priority in securing positions for which they may qualify at Covenant Health. Application is made in the Recruiting and Retention Office in Human Resources at Covenant Medical Center. If a student has called in absent, it is expected he/she would refrain from employment activities on that day.

### **Library**

The Covenant Medical Library is located in the Covenant Medical Center across from Human Resources. It is an invaluable resource for nursing students. There is a student orientation to the Library the week before clinicals begin. The Library offers a full menu of online databases with full text articles which can be accessed from home or in the Library. There are also 350 print journals available from which articles can be copied. The hours are M-F 8:30-5:00.

### **Physical Fitness Program**

The LifeStyle Centre features a jogging track, Nautilus workout equipment, aerobic dance, treadmills, bikes, rowing machines and a swimming pool. Membership is available to students at a cost of \$20 per month. Application is made at the LifeStyle Centre.

### **Hours**

The school building is open Monday through Thursday between the hours of 8:00 a.m. and 5:00 p.m., and Friday, 8:00 a.m. and 4:30 p.m. The School of Nursing is closed on holidays.

### **Eating Areas**

Many students bring lunches and use refrigerators and microwave ovens which are located in the student lounge. Soft drinks and snacks may be purchased in vending machines. Items placed in refrigerators must be marked with name and date. Items dated longer than 3 days will be thrown out. ALL items will be thrown out on Fridays.

### **Smoking Areas**

It is the policy of Covenant Health to provide a healthful, safe working environment. The use of tobacco products is prohibited inside all CH-owned and leased facilities. Smoking is permitted only in designated areas and 20 feet from an entrance.

### **Study Areas**

Study areas are provided on campus. Empty classrooms may also be used as study areas.

### **Student Housing**

There is no authorized campus housing.

## **Covenant Student Body Organizations**

Students are given opportunities to participate in governance activities at the school. They can do so through Student Welfare, and/or serving as a Class Representative or the Student Government Organization.

### **Student Government Organization**

The Student Government Organization (SGO) serves as a vehicle by which students may learn to operate as a group to accomplish their desired goals and to plan and execute community service activities and social activities. All students are members of this organization and are encouraged to attend the general meetings. The business of the organization is conducted by the Student Council, and meets the second Thursday of the month in the student lounge. The Activities Coordinator serves as Advisor to SGO.

The **Student Council** is the SGO governing body (the Board) that is made up of students elected by the entire student body. The President must be a junior or senior, and the Vice President must be a freshmen or sophomore. The Secretary / Treasurer may be any level student. Students must have a grade average of 75 or above to hold office. All social activities and school projects are planned and executed through the Student Council and Covenant Student Nurses Association (CSNA). Student Council officers are elected in August each year with a term of office of one year or, in the case of seniors, until graduation.

### **Student Council Organization**

#### **Officers**

President (Junior/Senior) Vice President (Freshman/Sophomore), and  
Secretary /Treasurer (any level))

#### **Duties**

President

1. Presides at all meetings of the Student Government Organization.
2. Appoints special committees with the approval of the Student Council.
3. Represents the student body in matters related to the Organization and performs all other duties pertaining to office.
4. Serves as student representative at faculty meetings.
5. Votes only in case of a tie.

Vice- President

1. Assumes the duties of the president in the absence or disability of the president.
2. Performs other duties as assigned by the president.
3. Serves as ex-officio member of all committees.

Secretary - Treasurer

1. Prepares the minutes of all business meeting of the Organization and the Student Council.
2. Keep attendance records of all meetings.
3. Acts as advisor of Organizational funds.

## **Class Organization**

Each class organization is an important part of traditional student activities and provides opportunities to develop and promote professional endeavors within its semester. The organizations consist of student representatives who are elected at the beginning of the Freshman and Junior semesters. Each class elects three representatives to serve a one year's term.

### **Class Representatives Duties**

- Serves on Student Welfare committee
- Makes weekly class announcements
- Communicates class recommendations to the Student Welfare Committee
- Communicates Faculty decisions and recommendations to the class
- May call a class meeting (scheduled with Student Activities Coordinator one week prior to posting the date and time of the meeting.)
- Representatives must commit to attending 80% of Student Welfare meetings
- Serve as a member of Grievance Hearing Panel when necessary.

## **Student Welfare Committee**

This committee serves as liaison between the students and the School to oversee the student program. This committee is actually a very powerful group, and is a proactive group that listens to student concerns, issues or suggestions. In order for the students to feel they have a voice in their nursing education and school, integrity and confidentiality are very important in each meeting. If need be, some of these members serve on the Grievance Panel.

Members include the Student Activities Coordinator (the permanent chairperson) a Faculty member from each level, and the elected student class representatives. The committee is scheduled to meet the first Thursday of the month from 12:00-1pm in the Executive Conference room.

### **Functions of the Committee**

1. Collaborates and supports CSON Student Association and the student activities program.
2. Provides curriculum suggestions.
3. Review and revise student policies as necessary.
4. Serve as student panel member if called to grievance hearing.
5. Continue to evaluate post-graduate and employer surveys.
6. Evaluate all the above areas as necessary for accreditation.

## ***Student Representatives to the Faculty Organization***

Officers who may attend the faculty organization meetings are the President of the Student Association, President of Student Government Organization and/or a Class Representative from the Student Welfare Committee. In the event one of the officers is unable to attend, they may delegate another officer to attend in their place. The Officers have a voice and voting privileges, except in matters which would involve breach of confidentiality.

### **Pre-Professional Student Associations**

All students of Covenant School of Nursing may become members of the Student Association, the Texas Nursing Student Association and the National Student Nurses Association. Annual dues are \$45 for new members or renewals.

#### **Purposes and Functions**

The purposes of the Covenant Student Nurses Association (CSNA):

- To assume responsibility for contributing to nursing education in order to provide for the highest quality health care
- To provide programs representative of functional and current professional interest and concerns
- To aid in the development of the whole person and his /her responsibility for the health care of people in all walks of life.

The functions of the CSNA shall include the following:

- To have direct input into standards of nursing education and influence the education process
- To influence health care, nursing education and practice through legislative activities as appropriate
- To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues
- To represent nursing students to the consumer, to institutions, and other organizations
- To promote and encourage student participation in interdisciplinary activities
- To promote and encourage recruitment efforts: participation in student activities and educational opportunities; regardless of person's race, religion, sex, national origin, age, and marital status or disability
- To promote and encourage collaborative relationships with the National Student Nurses Association, American Nurses Association, the National League of Nursing, the International Council of Nurses, Texas Nurses Association, Texas League for Nursing, as well as other nursing and related health organizations.

## **CSNA Officers and Duties**

Student CSNA officers will be elected each April and serve for the period of one year. Students seeking an office or travel to conventions must have a grade average of 75 or above, and be in good standing to hold office.

### **I. President**

1. Preside at all meetings of the organization.
2. Appoint special committees with the approval of the members.
3. Serve as ex-officio member of all committees.
4. Represent the organization in matters relating to the organization and perform all other duties pertaining to the office.
5. Vote only in case of a tie.

### **II. Vice President**

1. Assume the duties of the president in the absence or disability of the president.
2. Officially keep the points current of all CSNA members upon completion of activities.
3. Perform other duties as assigned by the president.

### **III. Secretary-Treasurer**

1. Assume the duties of the president in the absence or disability of the president or Vice-President.
2. Prepare the minutes of all business meetings of CSNA.
3. Perform other duties as assigned by the president.
4. Present for approval of expenditures allocated by organization for purchases or trips.
  - A. (No funds will be disbursed without prior approval.)

### **IV. Projects Chairperson (and co-chair)**

1. Initiate and formulate events and activities for purposes of providing community service events for members.
2. Review and assess outcomes of community service events with members.

### **V. Historian (and co-chair)**

1. Take photographs and keep current events documented for the school year.
2. Compile Scrapbook for state and the school.
3. Keep bulletin board up-to-date.
4. Prepare a school newsletter for the CSNA chapter

### **VI. Fundraising (and co-chair)**

1. Initiate and formulate events and activities for purposes of raising money for the organization.
2. Review and access outcome of fund-raiser with members.

### **VII. Website Administrator**

1. Coordinate with board members regarding CSNA events to be posted.
2. Publicize all events.

#### VIII. Website Technician

1. Edit all stories and information posted on website.
2. Monitor postings to website.

Student CSNA officers will be elected each April and serve for the period of one year.

Each new semester, students may be assigned as co-chairs of projects, fundraising and historian if desired until an election. **Students must have a grade average of 75 or above and be in good standing to hold office.**

#### **Student Representatives to the Faculty Organization**

Officers who may attend the faculty organization meetings are the **President of the Student Association**, President of Student Government Organization and/or a Class Representative from the Student Welfare Committee. In the event one of the officers is unable to attend, they may delegate another officer to attend in their place. The Officers have a voice and voting privileges, except in matters which would involve breach of confidentiality.

Each new semester, students may be assigned as co-chairs of projects, fundraising and historian if desired.

#### **Local Chapter of the Texas Nursing Students Association**

The Texas Nursing Students Association (TNSA) is governed by a Board of Directors elected by the membership at the Annual Meeting. Other meetings of the Association are scheduled as the Board designates. It is necessary to attend these meetings in order to be an active member.

It is each student's privilege and responsibility to take an active part in the pre-professional nursing organization. By being an active member of the Association, the student has opportunities to participate in community activities toward improved health care, as well as participating in fund raising activities to send delegates to the TNSA and NSNA conventions. Students who wish to be delegates to either of these conventions may do so by participating in community service projects and fund raising activities to qualify. TNSA meets annually in February in a city designated by the TNSA Board of Directors. Students who serve as delegates to the NSNA convention are exposed to the national liaison of nursing schools from every state and get to vote on issues of concern to the nursing profession.

Being a member of National Student Nurses' Association (NSNA) students are provided national levels of connections and mentoring in shaping your future profession.

The number of delegates who may attend TNSA and NSNA conventions from each school is determined by the number of members at a school.

These are the annual events attended by Covenant School of Nursing Representatives:

TNSA Council of Schools

TNSA State Convention



NSNA Midyear Conference

NSNA National Convention

## Section 4: Curriculum

Degree Plan

CSON Course Descriptions

## Degree Plan

<b>Academic Prerequisites</b>	
<b>Course Title</b>	<b>Semester Hours</b>
English 1	3
English 2, Speech, or Spanish	3
Chemistry	3-4 Lab preferred
Anatomy & Physiology 1	4* Must have a lab
Anatomy & Physiology 2	4* Must have a lab
Microbiology	4* Must have a lab
Introduction to Psychology	3
Human Growth & Development	3
Human Nutrition	3 or 4
US History up to 1876	3
American Government	3
Elective	3
<b>Total Prerequisite Hours</b>	<b>39-41</b>

<b>CSON Coursework</b>				
<b>Course Title and Number</b>	<b>Semester Hours</b>	<b>Class Hours</b>	<b>Laboratory/Clinical Hours</b>	<b>Weeks</b>
<b>Semester I</b>				
Nursing 100 Learning Strategies	.5	8		4
Nursing 101 Medical/Surgical 1	13.5	108	328	19
Nursing 102 Pharmacology 1	2	30		19
Nursing 103 Pathophysiology 1	2	30		19
<b>Total</b>	<b>18</b>	<b>176</b>	<b>328</b>	<b>19</b>
<b>Semester II</b>				
Nursing 201 Medical/Surgical	15.5	140		19
Nursing 202 Pharmacology II	2	30	330	19
Nursing 203 Pathophysiology II	2	30		19
<b>Total</b>	<b>19.5</b>	<b>200</b>	<b>330</b>	<b>19</b>
<b>Semester III</b>				
Nursing 301: Family Centered Care of Specialty Populations (Maternity/Pedi/Mental Health)	15	120	360	19
<b>Semester IV</b>				
Nursing 401 Advanced Nursing and Leadership (Management/ Critical Care)	15	120	360	19
<b>Program Totals</b>	<b>67.5</b>	<b>616</b>	<b>1378</b>	<b>76</b>
<b>Advance Credit Program for Licensed Vocation Nurses who upon successful completion of the course receive credit for Semesters I and II.</b>				

Courses in the School of Nursing are identified by a multiple digit number. The following diagram illustrates the meaning of each digit.

## **Covenant School of Nursing Course Descriptions**

### **NURSING 101: Medical/Surgical Nursing I**

Nursing Science 101 introduces the student to the fundamentals of nursing. The individual is presented as a whole person (body, mind, spirit) whose life style has been disrupted by illness. The application of the nursing process guides the student through the concepts of basic needs in health and illness. The development of interpersonal communication, cognitive and technical skills along with an understanding of ethical and legal issues provides a sound foundation for student learning and progression of their nursing education. The clinical instruction is coordinated with the formal classroom and simulated laboratory experiences. The student is encouraged to participate as a member of the multidisciplinary health care team to provide total care. Clinical experiences become more self-directed as the semester progresses.

### **Nursing 102: Pharmacology I**

The focus of Nursing 102 is to help nursing students acquire and apply the scientific body of knowledge known as pharmacotherapy to the use of medications in the management of illness and the maintenance of wellness in the adult client. The nursing student is introduced to and will explore principles of pharmacotherapy in the context of classifications, application to wellness, and use of pharmacotherapeutic agents in the treatment of specific disease processes within the framework of the nursing process - assessment, analysis, planning, intervention and evaluation.

### **Nursing 103: Pathophysiology I**

The focus of Nursing Science 103 is to introduce students to the fundamental concepts of pathophysiology. The alterations brought about by a pathophysiological state that results in illness or disease are explored in order to achieve a better understanding of the care for the individual. The concept that the individual as a bio-psycho-social-spiritual being whose life style has been disrupted by disease and/or illness is considered. This course begins the study of selected organ systems. These studies provide a foundation for student observations and a framework for actions taken in the planning and implementation of care of the client in Nursing 101.

### **Nursing 201: Medical/Surgical Nursing II**

The concept of the client as a whole person (body, mind, and spirit) whose life style has been disrupted by illness is continued. Clinical instruction is coordinated with formal classroom instruction. Clinical conferences are planned to supplement both clinical and formal instruction. Nursing process principles are utilized to develop plans of care based on client needs and concepts of the health-illness continuum. The student continues to participate as a member of the multidisciplinary health care team to provide total patient care. Emphasis shifts to evaluation and modification of care, teaching and discharge planning. Clinical experience continues to become more self-directed as the semester progresses.

### **Nursing 202: Pharmacology II**

Nursing 202 is a continuation of Nursing 102 designed to help nursing students acquire and apply the scientific body of knowledge known as pharmacotherapy to the use of medications in the management of illness and the maintenance of wellness in the adult client. The nursing

student is introduced to and will explore basic principles of pharmacotherapy in the context of classifications, application to wellness, and use in the treatment of specific disease processes within the framework of the nursing process.

### **Nursing 203: Pathophysiology II**

The focus of Nursing Science 203 is to provide a meaningful insight into the mechanisms that maintain the human body with its boundaries and explain the dynamic aspects of the disease process. The alterations brought about by the pathophysiological state results in disease or illnesses are explored. The concept that the individual as a bio -psych o-social - spiritual being whose life style has been disrupted by disease and/or illness is broadened through the study of pathophysiology. It is essential to know that disease is dynamic and the manifestations may vary from person to person and change from day to day. The knowledge can then be incorporated into the nursing process directing the care of the client.

### **Nursing 301: Family Centered Care of Specialty Populations**

This course is an introduction to Maternal/Newborn, Pediatrics, and Psychiatric/Mental Health Nursing. Special emphasis is placed on the biologic, psychologic and sociologic factors affecting these special populations in each unique individual, their family and their community. The clinical component of Nursing 301 seeks to apply scientific concepts and evidenced-based nursing practice in a variety of planned learning experiences. These experiences include but are not limited to acute care, long term care, community care and community resources. This course provides the student the opportunity to develop in the role of maternal/ newborn, pediatric, and psychiatric/mental health care team member. At the completion of this course the student should be competent to function in these areas in a beginning nursing position.

### **Nursing 401: Advanced Nursing Leadership**

Advanced Nursing and Leadership is a study of the problems encountered by persons in altered health states in a variety of clinical settings. The course is structured to build on general nursing courses while preparing the student to provide nursing care to meet the specific complex needs of the client and family. The course facilitates transition from student to registered nurse role. Concepts, theories, and application of leadership and management modalities are incorporated. Current trends in health care delivery, legislation, ethics, and employment are discussed. Emphasis is placed on utilization of evidenced-based nursing practice in situations in which critical thinking, decision making, thorough assessment and timely nursing interventions are expected outcomes. This knowledge facilitates the student's development of cognitive, psychomotor, and effective abilities needed to function as an accountable nurse generalist capable of critical thinking, independent judgment, and self-direction. Career selection, career mobility, and the nurse's responsibility for continued professional growth are discussed.

# Section 5: Definitions & Behavioral Congruence

## Policy

Definitions

Behavioral Congruence

## Definitions

### **Academic Conduct**

Actions of students associated with the teaching-learning environment (classroom, lab, clinical environment and or community).

### **Accountability**

Refers to the state of being answerable and liable for the quality and quantity of one's own actions.

### **Administration**

Any person employed by Covenant Health to perform managerial duties.

### **Aiding and Abetting**

Intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

### **Behavioral Congruence**

Behavior that is congruent with the mission, vision, values, standards of conduct, and Honor Code of Covenant School of Nursing.

### **Cheating**

Using or attempting to use unauthorized materials, information, study aids or computer-related information to give one an unfair academic benefit.

### **Community**

Any public forum including but not limited to clients/patients, their families and health providers in clinical settings or students, faculty, staff and guests of CSON and academic community as well as on-line and media communications that connects the public to CSON.

### **Contested Issue**

An academic or personal issue may occur that requires immediate attention for resolution.

### **Controlled substance**

Any drug or substance that is not legally obtainable; or is legally obtainable but has not been legally obtained; or those that are legally obtained but abused or used inconsistently with a prescription or has been legally obtained but is being sold or distributed unlawfully.



**Copyright violation**

Violation of existing copyright laws.

**Critical Incident**

Any time a student demonstrates unsafe practices.

**Declaratory Order**

The Declaratory Order is a form completed by the student that enables the Texas Board of Nursing to make decisions regarding an applicant's eligibility for licensure prior to entering or completing a nursing program.

**Disciplinary Action Panel**

Composed of the dean, coordinator and instructor/s which address infractions that may result in suspension, dismissal or expulsion from the program.

**Disciplinary probation**

Student may remain at the School of Nursing but may be required to satisfy specified conditions or requirements

**Discrimination / Harassment**

To act on the basis of prejudice.

**Dismissal**

To discharge from school with privilege to reapply after determined period of time.

**Drug/Alcohol Abuse**

The use/abuse of alcohol or being under the influence of alcohol or any controlled and/or illegal substances during school activities.

**Explicit**

Fully and clearly defined or formulated

**Expulsion**

Permanent dismissal from classes and school activities and the student is not eligible to reapply.

**Fabrication**

To devise or invent, to fake or forge.

**Falsification and forgery**

To alter fraudulently especially for purposes of deception.

**Firearm violation**

Violation of current federal and state firearm laws.

**Flaming**

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Nursing and Scholar360 LMS (Learning Management System)

**Grievance**

Any act perceived as prejudicial or discriminatory against a student.

**Implicit**

Implied though not directly expressed

**Investigation**

Systematic examination into a situation. The examination includes supporting documentation, witnesses, and sequence of events.

**Non-academic Conduct**

Actions of students related to standards of behavior established for the purpose of maintaining an acceptable level of propriety within the School of Nursing and its communities.

**Plagiarism**

An act of using the literary composition of another's writing or the ideas of language of the same and presenting them as the product of one's own mind.

**Sanctions**

Steps for disciplinary action related to infractions against school and/or health system policies and procedures.

**Sexual Misconduct**

Any unwelcome sexual advance, request for sexual favors, or any other verbal or physical conduct of a sexual nature.

**Suspension**

Temporary exclusion from all academic work or specified classes and/or other school related activities for a specified period of time

**Terms of Service Violation**

Violation of terms of service agreements

**Trolling**

Behavior and speech associated with electronic conversations fitting the definitions governing the contractual agreement between Covenant School of Nursing and the LMS (Learning Management System)

**Verbal Warning**

Verbal admonition against further violations, alerting student that continuation of misconduct may be cause for more severe disciplinary action.

**Violence**

Behaviors that intrude into the school environment resulting in physical or emotional harm, significant loss of productivity or damage to persons or school property.

**Written reprimand**

Written warning placed in student's file, alerting student that continuation of misconduct may be cause for more severe disciplinary action.

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Implemented: January 2010

## Behavioral Congruence

### School of Nursing Student Body

**Approved by:** Faculty Organization

### Statement of Purpose:

To continue building upon the Covenant School of Nursing legacy of fostering a learning environment that attracts, retains, and develops values-based students who translate the values into action, strive for excellence while serving people with dignity, and work for justice within our communities.

### Definition

Behavior that is congruent with the Mission, Philosophy, Values, Standards of Conduct and Honor Code of Covenant School of Nursing.

### Mission

In keeping with the Mission of Covenant Health, the Mission of the School of Nursing is to provide a quality nursing education founded on a correlation of scientific principles, nursing principles, knowledge and concepts of caring for the whole person-body, mind and spirit with a broad spectrum of learning experiences thereby providing the community with graduate nurses prepared to function as beginning practitioners of nursing.

### Philosophy

The Faculty of the School of Nursing believes Nursing is a discipline dedicated to the promotion of optimum health for the individual, the family and the community. Nursing requires the integration of knowledge and skills from biological, psychological and sociological sciences with evidenced-based nursing practice and concepts of caring for the individual as a whole person (body mind and spirit). The client's needs and care requirements are best met by an analysis of client needs through the use of the nursing process of assessment, analysis, planning, implementation and evaluation. The nurse collaborates with the client, the family and other members of the health care and nursing teams to formulate a plan of care, which is correlated with the medical care plan and incorporates the use of preventive, supportive, restorative and rehabilitative health measures to meet needs across the lifespan and health-illness continuum of the client, family, and community in a constantly changing society.

Education is a dynamic continuous process utilizing organized instruction and selected learning experiences, which enable the student to attain basic knowledge and skills. Nursing education provides a correlation between scientific concepts and evidenced-based nursing practice coordinated with a variety of learning experiences. This knowledge facilitates the student's development of cognitive, psychomotor, and affective abilities needed to function as a nurse generalist who is capable of critical thinking, independent judgment, and self-direction. Learning is enhanced when there are clearly defined, mutually acceptable outcomes and planned educational experiences that proceed from simple to complex. The School of Nursing promotes learning through a curriculum based on Lenburg's Competency Outcomes and Program Assessment Model to facilitate development of competency-based nursing and relationship,

leadership, management and knowledge integration needed to function as a beginning nurse generalist.

The School of Nursing provides the community with resource persons and role models to facilitate promotion of health and dissemination of information and with graduates eligible to apply to take the licensure examination and competent to function as beginning nurse generalist.

## **Standards**

The Standards of Behavior and Conduct are a set of guidelines all students must commit to. The standards set the tone for the learning environment students work in and live by every day. The standards include all aspects of students' educational experience including:

Accountability: I am accountable for my actions.

Adaptability: I am adaptable and supportive in efforts to make CSON a better place.

Communication: I communicate in a clear, honest and respectful manner.

Community: I am committed to improving the health of the community

Continuous Improvement: I strive for continuous improvement in my performance.

Continuous Learning: I continuously learn new skills and gain knowledge.

Interpersonal Effectiveness: I create and sustain positive and interpersonal relationships

Stewardship: I will be a good steward of our resources.

Teamwork: I will be a team player and seek out opportunities to collaborate with others.

## **Honor Code**

Covenant School of Nursing students are expected to conduct themselves in accordance with the high ethical standards expected of registered nurses and in a manner consistent with the ANA Code of Ethics. Honesty and integrity are expected from all students from admission through graduation. Dishonesty undermines the goals of nursing education and professional development. Because nursing students may, after graduation, be licensed to practice professional nursing and are required to assume responsibility for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and patterns of behavior which are consistent with professional standards, and which are deserving of the public's trust. Students and faculty accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity.

Students and faculty are expected to report to the Dean (or the designee) the conduct that violates the standards of professional honesty and integrity. It is the intent of this policy to support an atmosphere of integrity within the Covenant School of Nursing.

It is the responsibility of each student to support this atmosphere both individually and collectively. We expect nursing students to enter the program knowing what is right and what is wrong. Nursing students are expected to do what is right when it comes to matters of integrity, honesty, and ethical conduct. Further we expect nursing students to move beyond thinking only of their own situations to thinking of what is right for their peers, their patients, and ultimately the nursing profession.

**A violation of the Honor Code may lead to disciplinary action up to and including dismissal or expulsion.**

**Reference(s)** :( HR#143 Behavioral Congruence 01/27/09) and HR#144 Behavioral Conduct, ANA Code of Ethics

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Implemented: January 6, 2010

Reviewed: July 2011

## Section 6: Academic and Attendance Policies

### Academic Requirements

- Grading System

- Assessment Technology Institute (ATI) Requirements

- Progression

- Student Retention

- Scholastic Warning

- Graduate Honor Awards

- Dean's List

- Evaluation Participation

### Accommodations for Administration of Examinations

#### Enrollment Status Change

- Dismissal

- Withdrawal

- Academic Failure / Readmission

### Learning Resource Center Rules and Regulations

- Student Testing Rules

- Student Test Review Guidelines

### Attendance Requirements

- Attendance Policy

### Miscellaneous Attendance Requirements

- Pregnancy

- Maternity Leave

- Leave of Absence

### Academic Misconduct

- Cheating

- Plagiarism

- Falsification/Forgery

- Aiding and Abetting

### Privacy

- Change of Address/Telephone/Email

- Evaluation Participation

- Student Accounts

- Accommodations

## Academic Requirements

Scholastic ratings are determined by a combination of theory and theory application in the clinical laboratory, examination grades, and other required assignments. Clinical and Laboratory experiences are on a Pass/Fail system. The student must pass both portions of all clinical nursing courses. In theory, the average of all major exams, including the final exam, must be 75 to pass the course. After determining the average on all major examinations, other required assignment grades will then be averaged and valued at 10% toward the final grade.

### Grading System

- A - 90-100
- B - 80-89
- C - 75-79
- F - Below 75

### Nationally Standardized Assessments Policy and Procedure

Covenant School of Nursing has chosen Assessment Technologies Institute, LLC (ATI) as the provider for nationally standardized assessments. The recommended scores are published in the *RN Content Mastery Series Faculty Resource Guide*. The Resource guide is updated with each *Content Mastery Series* (CMS) update. Updated versions of the CMS and *Faculty Resource Guide* may cause changes in statistical analysis data. Any changes to Covenant School of Nursing standardized testing policy guidelines will be provided to students in writing. This Policy & Procedure provides students and faculty of Covenant School of Nursing with guidelines for utilization of the ATI Program.

1. For students in Nursing 101 and Transition students, there will be a presentation of the ATI Program by designated faculty describing the program and how it will be utilized.
2. Entering students will pay the ATI fee at orientation. In following semesters, the ATI fee will be included in the first tuition payment of the semester. If the student has not made payment (or proof of arrangements with Financial Aid advisor) by the 3<sup>rd</sup> week, the student will not be allowed to attend class/clinical.
3. The *Content Mastery Series* assessment proctored examinations include *Fundamentals for Nursing Practice, Adult Medical-Surgical Nursing, Nursing Leadership, Maternal-Newborn Nursing, Nursing Care of Children, Mental Health Nursing, and Nursing Pharmacology*. Required exams will be published in the Course Outlines. Students are encouraged to complete the non-proctored practice exams appropriate to his/her semester of study as a learning tool and in preparation for the proctored ATI exams.
4. Pharmacology requirement: Students will complete one non-proctored Pharmacology exam in the first semester and one non-proctored pharmacology exam in the second semester. The due date for completion of the non-proctored exams will be published in the Pharmacology Course Outlines. Failure to show proof of completion of the required non-proctored exam will result in a course "Incomplete" and the student may not progress to the next semester.



5. The proctored assessment exams will be scheduled near the conclusion of the semester. Proctored assessment exams are online exams and will be taken in the Learning Resource Center. Only one examination period will be scheduled for each exam. Students unable to attend at the scheduled time will reschedule with the LRC Coordinator as soon as possible. Students will have a different version of the exam if not testing with the group.

6. After the student has obtained a 75% average on unit exams and the final, the outcome of the required proctored exam will determine 5% of the student's overall course grade. The student will be awarded points as follows:

Below ATI Proficiency Level 1:	0
ATI Proficiency Level 1:	75
ATI Proficiency Level 2 or above:	100

In courses where there is more than one CMS administered, the student's percent correct on each CMS proctored exam will be averaged to determine the point award. If the student's average of the exams falls below the average of the Level 1 cut scores, the student will receive 0 (zero) points, therefore, 5 percent of the student's grade will be 0 (zero).

The first attempt of the CMS exam is the only score that will be used to calculate point awards.

#### 7. Comprehensive Exams

The current Content Mastery *Adult Medical/Surgical Nursing, Nursing Pharmacology* and the *RN Comprehensive Predictor* will be administered during the 4<sup>th</sup> semester. The Adult Medical/Surgical proctored exam will be given early in the semester as a diagnostic exam to help the student focus on content areas that need improvement.

##### *RN Comprehensive Predictor*

The minimum individual composite score determined by ATI to reflect a 91%-100% chance of passing the NCLEX is required. This score will be posted during the semester and prior to the examination date. The student may repeat the *RN Comprehensive Predictor* one time.

##### *Nursing Pharmacology*

Students are expected to achieve Proficiency Level 2. If the student fails to meet the expectation he/she may repeat the exam once.

8. Required retakes will be scheduled with the LRC Coordinator. If unable to make the scheduled test date and time, the student will notify the LRC Coordinator. Failure to notify the LRC Coordinator will be dealt with by the Dean.

9. Recommended scores for the *Content Mastery Series* and the *RN Comprehensive Predictor* will be posted in public areas for students to review as needed.

#### **Progression**

A minimum grade of 75 (C) in classroom performance and a pass in clinical application is required for promotion to the next semester. Students must complete each course with a minimum grade of 75 (C).

## **Student Retention**

Students considered "at risk" will be encouraged to meet with their level committee liaison member in order to address individual learning styles, assist with test taking strategies, and develop critical thinking skills. The committee's goal is to implement teaching and learning strategies to assist students achieve academic persistence and success. Any students with special accommodations will follow the instructions described within the "Accommodation" paragraph in the admission section.

## **Scholastic Warning**

Any student in danger of failing in either classroom or clinical performance will receive counseling and a letter of concern requiring faculty and student signatures. Each student is responsible for knowing whether he/she has passed the minimum requirements and whether he/she is eligible to continue in the School of Nursing.

## **Graduate Honor Awards**

The graduating senior with the highest scholastic average, which includes college prerequisite courses and nursing school grades, is recognized as the school Valedictorian and is presented a monetary award by the Covenant School of Nursing Alumnae.

The graduating senior with the second highest scholastic average, which includes college prerequisite courses and nursing school grades, is recognized as the School Salutatorian and is presented a monetary award by the Covenant School of Nursing Alumnae.

The graduating seniors with an overall 3.5 or above grade point will be presented with Honor Cords to wear at graduation.

Graduates are also considered for various Hospital and Campus Awards such as Healing Touch Award, the Best All Around Student Nurse Award, The Student Excellence Award and the Clinical Excellence Award.

## **Dean's List**

Students who earn a cumulative grade point average of 3.5 or higher at the end of each semester are eligible for inclusion in the Dean's List for that term.

## **Evaluation Participation**

Acceptance into the program carries with it the obligation to participate as students and former students in the academic evaluations of the school. These evaluations are obtained anonymously and held with strict confidentiality.

## Accommodations for the Administration of Examinations

**Relevant Target:** School of Nursing Student Body

**Approved by:** Faculty Organization

**Statement of Purpose:** Covenant School of Nursing (CSON) is committed to offering students the best chance at success. For students requiring accommodations for the administration of examinations, CSON will provide reasonable accommodation(s). Accommodation does not refer to any changes in the construct of the content covered by the examination, but rather in the methods used to administer the examination. In order to expedite the process for those students who will require accommodations when taking the Texas Board of Nursing National Council Licensure Examination for Registered Nurses (NCLEX-RN<sup>®</sup>), CSON will use the same forms as those required by the Texas Board of Nurses.

**GUIDELINES:** The student holds accountability for requesting accommodations. The decisions regarding specific accommodations for the administration of examinations will be determined on an individual basis once the required paperwork (see below) has been submitted and the appropriate diagnostic testing/evaluation completed.

Accommodations most typically fall into one or more of the following categories:

1. Flexibility in scheduling and timing. (Example: extended time for taking the exam).
2. Flexibility in the setting in which the exam is administered. (Example: low distraction area).
3. Changes in the method of presentation. (Example: exam may be administered orally or using a text to voice device or administered on paper rather than on computer).
4. Changes in the method of response. (Example: answers may be recorded by a scribe).

### PROCESS:

1. The student will request from the Student Retention Advisor or the Course Coordinator or Lead Instructor the *Professional Documentation of Disability* form from the Texas Board of Nursing to be completed by the diagnostician at the time of the diagnostic testing. See Attachment A.
2. The student will be tested/evaluated by the appropriate professional/diagnostician. Refer to "Qualifications for Diagnostician". The student will be responsible for the payment of this evaluation.
3. When completed, the student will present to the Course Coordinator or Lead Instructor the *Professional Documentation of Disability* form.
4. The Course Coordinator or Lead Instructor will meet with the student and review the results of the diagnostic testing/evaluation and the recommended accommodations.
5. The Course Coordinator or Lead Instructor, with the input as necessary from the Dean and the Student Retention Advisor, will formulate a plan to address the recommended accommodations.

6. The Course Coordinator or Lead Instructor will notify the appropriate faculty of the plan.
7. The Course Coordinator or Lead Instructor will notify the student of the plan and the schedule for administration of examinations.

**EXCEPTIONS:**

1. Accommodations will not reflect retroactively in regards to the administration and scoring of examinations.
2. Examinations administered with accommodations related to extended time allowances will be scheduled during the normal business hours of Covenant School of Nursing.
3. Examinations administered with accommodations related to extended time allowances will be scheduled to allow the student to attend class and clinicals as scheduled; typically the student is allowed 1 and ½ time the original time scheduled for all other students.

**QUALIFICATIONS FOR DIAGNOSTICIAN: (The qualifications for the diagnostician match those required by the Texas Board of Nursing for the administration of the (NCLEX-RN®).**

**For students with learning disabilities:**

Students who have a previously identified or suspected learning disability will have diagnostic testing performed by a diagnostician who is either a qualified and licensed psychologist or psychiatrist who has experience working with adults with learning disabilities, or a qualified professional with a master's or doctorate degree in psychology, educational psychology, education, special education, or rehabilitation counseling and has training and experience in all the following areas:

- A. Assessment of intellectual ability level and interpretation of tests of such ability
- B. Screening for cultural, emotional, and motivational factors
- C. Assessment of achievement level
- D. Administration of tests to measure attention and concentration, memory, receptive and expressive language skills, cognition, reading, spelling, writing, and mathematics

The scope of diagnostic testing will be determined by the diagnostician based on the individual needs of the student.

**For students with physical or mental disabilities other than learning disabilities:** A licensed physician or psychologist with expertise in the specific area of the disability.

**Reference(s):**

<http://www.bon.texas.gov/nursingeducation/edudocs/SPECACC.pdf>. Retrieved 5/9/13.

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Implemented: June 2013

## Enrollment Status Change

### Drop Date

A student who withdraws within the first 8 weeks, regardless of academic status, is eligible to reapply without the limitation of a prior failure. The courtesy of no prior failure is only extended once within an academic year.

### Withdrawal

A student is free to withdraw from the School of Nursing at any time. To leave the school, the student should first report to the Course Coordinator. The student then requests an Exit Interview Form and Application for Readmission from the school secretary. (See Readmission Section below.) The Exit Interview Form lists several individuals the student must personally meet with and obtain a signature from in order to discuss the reasons for withdrawing from school and to get their signatures on the form. These faculty members include the following: Faculty, Advisor, Course Coordinator, Dean, Financial Aid Officer, Nursing Careers Counselor, and Chairperson of Admissions and Progression Committee. It is the student's responsibility to meet with each of these individuals. The student must return the following items to the school secretary within 20 days of the last date attended in order to officially withdraw from CSON:

- Completed Exit Interview Form
- School of Nursing Identification Badge

### Dismissal

The student may be dismissed for any acts of academic or clinical misconduct, including but not limited to:

- Unprofessional conduct (as outlined in Honor Code and Code of Ethics Policy)
- Failure to support the School of Nursing philosophy
- Falsification of information on any form or record
- Absences greater than 20% of any course (see Attendance Policy)
- Termination of employment from Covenant Health
- Failure to meet minimum academic requirements

If dismissal occurs at CSON or CH, the Dean and HR Director will communicate to ensure that policies are upheld in a consistent manner.

The student must return the following items to the school secretary within 20 days of the last date attended in order to officially be dismissed:

- Completed Exit Interview form
- School of Nursing Identification Badge
- Any other CSON property

## **Academic Failure / Readmission**

### Number of Readmissions

A student will be granted only one readmission following an academic failure. Should the student fail a course following readmission, the student will be ineligible for a subsequent readmission to the school. However, a student with one or more failures at CSON after ten years from the official withdrawal date may be readmitted without penalty from previous failures and will not be granted any credit for previous courses completed at CSON.

### Financial Responsibility

The student is required to pay any money owed to the school before readmission approval will be granted. The student must have clearance through the Financial Aid office before a final readmission decision will be made by the Admissions and Progression Committee.

### Application for Readmission

A student requesting readmission, after withdrawing for any reason must complete this form.

### Procedures for use of the Application for Readmission

Secure the form from the School Secretary or the Nursing Careers Counselor

Complete and return the form to the School Secretary and secure her signature, verifying that the student does not owe any money to the school

Submit for approval by the Admission and Progression Committee

Receive from the Chairman of the Admissions and Progression Committee a Letter of Tentative Admission.

Receive by mail information regarding CPR certification and the update of the student health file in Employee Health Services

### Failure Exclusions

A student failing at the time of withdrawal from CSON, but who withdraws from school by the end of the 8th week of the 19 week semester, will not have that withdrawal count as a failure.

If a student had two (2) failures in the generic program, and desires admission to the LVN-RN Advanced Credit, admission can be granted if three years have passed since the last failure in the generic program.

A student, who fails the Transition Course, can re-enter the generic curriculum without penalty. If the student fails the Transition Course a second time, they will not be eligible for readmission.

#### Time Limitations

Readmission requirements vary based on the length of time lapsed from the date last attended to the returning date at CSON. Students who repeat a course the next time it is offered will be exempt from the following requirements.

1. Less than one year - readmission granted after meeting the following two requirements:
2. More than one year - No prior credit earned at CSON will be applied

#### Admission Requirements

1. The returning student must meet all current regular admission requirements at the time of readmission.
2. The returning student is subject to the nursing curriculum in place at the time of readmission to the school.

#### Course Retakes

All repeating students are required to retake all courses as well as meet all course work requirements for the semester that is being repeated.

#### Special Requirements

The returning student must complete any special requirements noted by the school prior to readmission.

#### Space Availability

Readmission is not automatic or assured and is based on space availability.

# Learning Resource Center Rules and Regulations

## STUDENT TESTING RULES

### Arrival

1. Students will arrive to CSON 10 minutes before their assigned testing period.
2. Students are not allowed to congregate in the hall outside of the testing areas.
3. The students will be assigned to a testing group at the beginning of the semester. The groups will alternate between the computer lab and the classroom (scantron) during the semester. There will be no switching of groups allowed.
4. Students will draw a randomized numbered card from the proctor, then the student will sit at the computer cubicle or classroom desk with that number.
5. Upon entry in the testing areas there is no talking.
  - a. A student can be asked to leave if any talking takes place once the official start and end time has been announced by the proctor.

### Belongings

1. The only items allowed into the testing areas are car keys and earplugs.
  - a. No personal items are allowed in the testing areas. Examples to include but not limited to: backpacks, purses, books, notes, cell phones, PDA's, calculators, hats.
  - b. Neither the school nor faculty are responsible for stolen or lost items.
2. No food or drinks allowed in the testing areas.
3. Pencils, paper, calculators and tissues will be provided.

### Time Management

1. The student will be allowed only the allotted time to complete the test\*. The test will end at the stated end time.
  - a. Students may not start the test until told to do so by the proctor.
  - b. \*Students with special testing needs must make arrangements with the Course Coordinator prior to the exam.
2. If the student arrives late to take a test ; the student will be allowed to start the exam but must complete the test by the end of the allotted exam time period. The student will be marked tardy on the attendance roster.
3. The official starting and ending times will be written on the board at the start of each testing session.
  - a. The clock in the lower right corner of the computer screen (the one set by the server) will be the official time in the Computer Lab. The proctor will designate which classroom clock is the official timepiece for the exam.
  - b. A verbal warning will be given by the proctor with approximately fifteen minutes left in the test period.
4. If the student is absent for an exam, they are to contact the Course Coordinator to schedule a make-up exam time. Refer to attendance policy for information on point deductions for late exams.



## **End of the Test**

- When the student has completed a test or the testing period is over the student will:
  - a. clean up their testing area.
  - b. turn in all exam items.
  - c. leave the testing areas quietly. Students will not be allowed to return to the room once their exam is completed.
  - d. Students are not to congregate outside the testing areas after the exam to prevent disturbing students who are still testing or in other classes.

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Adopted July 2010

Revision February 2011

## Student Test Review Guidelines

### **Purpose of test review:**

- Allow students the opportunity to reflect on their thinking and to examine the process by which they chose their answers. Increase understanding of concepts presented on the exam.
- Supplement learning. This is not a forum for item nullification.

### **Review date & time:**

- Test review dates and times will be scheduled by the Course Coordinators/Lead Instructors and Educational Instructional Technologist (EIT).
- Any changes in the test review time will be determined by the Course Coordinator/ Lead Instructor and EIT and is subject to the Learning Resource Center (LRC) calendar.
- See course calendar for scheduled test review times.
- Test reviews are strongly encouraged for all students
- All students must take the exam prior to the test review
- Test reviews may be rescheduled if necessary.

### **Test review procedures:**

- Before beginning a test review faculty will verbally outline behavioral expectations with the students.
- All test reviews will be conducted in the LRC unless the exam or quiz was administered on paper.
- The test review time is limited to 1 hour, as scheduled.
- Students may talk quietly among themselves
- Students will not contest/debate questions with faculty or other students during the test review but may respectfully review test items with instructor(s)
- Students are not permitted to bring any materials into the LRC.
- Students are not permitted to take any materials away from the review session.
- Students are not to congregate outside the LRC after the test review to prevent disturbing students still in the review or in other classes.
- Faculty may dismiss a student exhibiting disrespectful behavior or terminate an entire review as the result of disrespectful behavior from the group.

### **Question Clarification:**

- Students will be encouraged to speak respectfully to the instructor(s) one at a time.
- Item clarification will be provided for the benefit of everyone.

## Terms of Service Agreement for LMS

### School of Nursing Student Body

**Approved by:** Faculty Organization

### Statement of Purpose:

Covenant School of Nursing will provide an ethical and lawful online environment in which its students can complete assigned online coursework and/or establish online student communities for social networking and/or organizing student body events. The online environment is hereafter referred to as the LMS (Learning Management System).

### Process:

Covenant School of Nursing students will abide by the conditions cited below and defined as "Terms of Service for use of the LMS of Covenant Health Schools."

Students will acknowledge agreement to abide by these terms by signing a copy of the terms and retaining a copy for future reference.

The terms are as follows:

Welcome to the LMS serving Covenant Health Schools, specifically, Covenant Schools of Nursing, Radiology, and Surgical Technology. Please review these Terms of Service.

In order to be a member of the Covenant Health Schools' LMS, you must read and accept all of the terms of this agreement and the privacy policy. You may not use Covenant Health Schools' LMS if you do not agree to be bound by these terms of service.

You understand that Covenant Health Schools can change the terms of service or the privacy policy by posting changes to this website. Your ongoing use of the Covenant Health Schools' LMS indicates you accept any changes to the Terms of Service Agreement. We reserve the right to change or terminate the Covenant Health Schools' LMS for any reason, and without notice, without liability to you, any other Member, or any third party.

### Service and Registration:

This Service and affiliate services are provided by Covenant Health Schools. You understand and agree to the following:

1. You must use a valid e-mail address and create a username during the registration process.
2. You are responsible for all uses of your account. You must keep your password confidential. We may refuse, at our sole discretion, to allow you to register a username that is trademarked, inappropriate, or impersonates another individual.
3. You agree to let Covenant Health Schools LMS administrator know immediately of any unauthorized use of your account.
4. You are 18 years or older. By registering for the Covenant Health Schools' LMS, you are indicating you have the capacity to understand these Terms of Service. Covenant Health Schools will not be held liable for any loss or damage for noncompliance.
5. You understand and agree that Covenant Health Schools, do not control, verify or endorse links, communities, forums, chat, events, or messages, unless explicitly stated. Any links

that take users out of the Covenant Health Schools' LMS are not under the control of Covenant Health Schools, so Covenant Health Schools are not responsible for any of the content, functions, services, or links of third party sites.

6. When registering with the Covenant Health Schools' LMS, you must provide, and maintain, accurate, current, and complete information about yourself.
7. Covenant Health Systems Schools reserve the right to refuse the Service to any user.

#### User Behavior:

You are fully responsible for your behavior on Covenant Health Schools' LMS, which includes the way you utilize any aspect of the Covenant Health Schools' LMS service.

1. You are completely and solely responsible for the content you post on Covenant Health Schools' LMS, which includes, but is not limited to, photos, messages, chat, personal profiles, community posts, broadcasts, blogs, events, audio and video clips. Unauthorized or illegal content includes, but is not limited to:
  - (a) the display of sexually explicit material.
  - (b) the display of abusive, harmful, racially or religiously offensive or bigoted, obscene, or libelous material.
  - (c) the use of flaming or trolling.
  - (d) the display of material that encourages criminal behavior that violates any local, state, national, or international law or regulation.
  - (e) the use of the Service for unauthorized advertising, which includes MLM/pyramid schemes, spam, chain letters, sweepstakes or contests.
  - (f) the use of the LMS to solicit or distribute literature or to conduct personal business or business on behalf of other non-ministry organizations.
  - (g) the transmission of viruses, worms, or Trojan horses to destroy or limit any functionality of the software or hardware of Covenant Health Schools' LMS and its users.
  - (h) the display of information about another person without their express consent, or the posting of any copyrighted material that you do not have legal authorization to use. Covenant Health Schools have the right, in their sole discretion, to determine whether content is unauthorized, offensive, harmful, illegal, or in violation of the rights of others.
  - (i) the misuse, misappropriation, or disclosure of confidential health information covered under the Health Insurance Portability and Accountability Act (HIPAA), directly or indirectly, to any person, or use such information in any way, either during the course of your clinical experiences.
  - (j) the misuse, misappropriation, or disclosure of confidential, sensitive, or proprietary information relating to the business of Covenant Health System, its affiliated hospital and facilities, and identifiable information regarding patients.
  - (k) the posting or display of buttons, lanyards, avatars, or other insignia that are offensive or derogatory in style or message to others using the LMS.

2. You agree and understand that Covenant Health Schools can delete any content that is offensive, illegal, harmful, or in violation of the rights of other.
3. You understand and agree that you can only use the Covenant Health Schools' LMS for academic use. You cannot use Covenant Health Schools' LMS for any commercial or business purposes.
4. Any member who demonstrably harasses or abuses another member will be removed from the Covenant Health Schools' LMS.
5. Other unauthorized or illegal behaviors include, but are not limited to:
  - (a) the display of false information about yourself or anyone else
  - (b) changing, in any manner at all, or reverse engineering any aspect of the Covenant Health Schools' LMS. You may not attempt to derive source code from the Covenant Health Schools' LMS service.
  - (c) the use of any search/retrieval application (e.g., robot, spider) to index any aspect of the Covenant Health Schools' LMS.
  - (d) the posting of information that implicitly or explicitly implies that it is endorsed by Covenant Health Schools' LMS.
6. The solicitation and distribution restrictions do not apply to fundraising, health education, and other activities which are sponsored by the ministry and relate to its mission; occasional charitable activities sponsored by the ministry and meeting specifically established criteria; or blood drives; or student events, functions or activities sponsored by the ministry as a benefit for its employees, patients, students, visitors or volunteers.
7. Students may post personal or non-ministry related materials only in communities or the student's individual home page within the LMS.

#### Copyright Infringement:

Covenant Health Schools respect copyright and other laws. Covenant Health Schools require all users to comply with copyright and other laws. Covenant Health Schools' LMS does NOT provide you with file-sharing ability to enable you to violate the copyright of third parties.

As a member of one of the Covenant Health Schools, Nursing, Radiology, or Surgical Technology, you agree that you must not use the Covenant Health Schools' LMS to infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.

You are responsible for your behavior on the Covenant Health Schools' LMS and for making sure your behavior does not violate any copyright laws. If you violate copyright laws, then you may be exposed to civil and criminal liability, including possible fines and jail time.

#### Privacy Policy:

Please see our privacy policy incorporated herein by reference.

#### Disclaimer of Warranties:

Covenant Health Schools and their affiliates, partners, and consultants, disclaim any and all responsibility or liability for the content, completeness, accuracy, legality, reliability, or availability of information or materials displayed on Covenant Health Schools' LMS. You agree the use of the Service and anything thing you download from Covenant Health Schools' site is at your sole risk, discretion, and responsibility. You will be wholly responsible for any damage to your computer system that results from your use of the Service or the downloading of information. Covenant Health Schools disclaim any and all responsibility and liability for the conduct of any member. Covenant Health Schools will not be held liable for any interactions you have with other individuals or organizations through the LMS. You agree that Covenant Health Schools are not responsible for any damage or loss that occurs as a result of such interactions and Covenant Health Schools have no obligation to become involved in any such disputes; further, you release Covenant Health Schools from damages of any kind that arise from such disputes. Covenant Health Schools offer all of the LMS services on an "as is" basis, with no warranties whatsoever. Covenant Health Schools expressly disclaim to the fullest extent permitted by law all express, implied, and statutory warranties, including, without limitation, the warranties of merchantability, fitness for a particular purpose, and non-infringement of proprietary rights.

#### Indemnity:

You agree, at your expense, to indemnify, defend and hold Covenant Health Schools harmless from and against any loss, cost, damages, liability and/or expense arising out of or relating to (a) third party claims, actions or allegations of infringement based on information, data or content you submitted in connection with the service, (b) any fraud or manipulation, or other breach of this agreement by you, or (c) third party claims, actions or allegations brought against Covenant Health Schools arising out of your use of the service or software.

#### Limitation of Liability:

In no event, situation, or circumstance will Covenant Health Schools be liable to you or any third party for any indirect, incidental, special, exemplary, or consequential damages arising or resulting from your use of Covenant Health Schools' LMS, whether or not Covenant Health Schools have been advised of the possibility of such damages. This includes, but is not limited to damages from uploaded or downloaded third-party content and damages from the interruption or termination of Covenant Health Schools' LMS services. Some jurisdictions do not allow the limitation of exclusion of limitation of incidental or consequential damages, so the above limitations and exclusions may not apply to you. In no event, situation, or circumstance will Covenant Health Schools be liable to you for an amount exceeding five hundred dollars (\$500.00).

#### Termination:

Covenant Health Schools' LMS can refuse membership to anyone at its sole discretion. In addition, Covenant Health Schools' LMS can terminate the membership and delete any related information of any member at any time for any reason. If Covenant Health Schools' LMS terminates your membership, then you can no longer use the Covenant Health Schools' LMS service or the services of any of its affiliates.

Other Terms:

This Terms of Service Agreement is governed in all respects by the laws of the State of Texas, USA, and any disputes arising hereunder shall be submitted to state and federal courts in Lubbock, TX and you agree to and consent to the exclusive jurisdiction of such courts. If any aspect of this agreement is deemed invalid, then the remaining provisions shall still be enforced. You may not transfer this Agreement and any attempt to the contrary is void. Covenant Health Schools' LMS is not responsible for any delay or failure in performance resulting directly or indirectly from causes beyond Covenant Health Schools' reasonable control. Any correspondence about this Agreement will be sent to you via the email that you provided during registration.

International Use:

If you are not a resident of the United States of America, then you agree to follow all applicable laws and local rules regarding the transmission of data from the United States or the country in which you live.

We hope that you enjoy your use of Covenant Health Schools' LMS. These Terms of Service are necessary and allow us to offer this Service to you – our valued user. Official correspondence must be sent through postal mail to:

Covenant School of Nursing

C/O Learning Resource Center Coordinator

2002 W. Loop 289 Suite 120

Lubbock, TX 79410

This Terms of Service represents the complete, entire, and exclusive understanding and agreement between you and Covenant Health schools of Nursing, Radiology, and Surgical Technology. It supersedes all prior, written or oral, understandings or agreements.

**Reference(s):** Scholar 360 Service Agreement Sample Terms of Service Spring 2009, modified to fit Covenant Health Schools and approved by corporate attorneys.

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Implemented: October 2008  
Reviewed: January 2010  
Revised April 2012

## Attendance Policy

**Department: School of Nursing Student Body**

**Approved by: CSON Faculty**

### **Statement of Purpose:**

Regular attendance and punctual arrival to clinical/theory settings is required for the student to gain the skills and knowledge necessary to practice as a beginning nurse generalist. Students who receive federal financial assistance for educational expenses should be aware of the impact absences/tardies can have on such assistance. Students should read and become familiar with the information regarding **Satisfactory Academic Progress** located in the Student Policy Catalog. Students are strongly encouraged to guard against excessive absences/tardiness to avoid potential loss or delay of part or all financial assistance payments.

### **General Guidelines**

Three (3) absences are allowed without academic penalty in each Nursing course per semester (includes theory and clinical).

One (1) absence is allowed without academic penalty in each non-nursing course (Pathophysiology and Pharmacology) per semester. Absence of over one-half ( ) of the scheduled theory time per calendar day equals one absence.

Three (3) tardies in any nursing or non-nursing course equals one (1) absence. Tardies will be tallied in groups of three (3), so four (4) tardies will equal one (1) absence, seven (7) tardies will equal two (2) absences, etc.

Each nursing and non-nursing course tracks attendance separately and no make-up is provided for absences.

Excused absences are allowed for influenza (see Influenza Policy in the Student Policy Catalog), funeral leave (see **Definitions**), and CSON convention attendance.

All courses will apply a three (3) point deduction from the final course grade for each absence that exceeds the three (3) days.

Students are responsible for notifying the designated person per instructions in the course syllabus if the student is absent.

### **Clinical Attendance**

Clinical absences greater than 4 clinical experiences in a semester will result in failure of the course and immediate dismissal from the program. Clinical absences would include absence from assigned clinical experiences such as, but not limited to: skills lab, deliberate practice, clinical competency exams, simulation, clinical preps, acute and community experiences, pre and post clinical conferences.



Students will be counted tardy if they arrive within thirty minutes after the beginning of the clinical experience.

Failure to arrive within thirty minutes after the experience begins results in an absence for that clinical experience.

If the student arrives on time, but leaves the clinical experience over one (1) hour early it will be counted as one-half ( $\frac{1}{2}$ ) absence.

Any absence more than one half of the time scheduled for the experience, is considered a full day absence.

If the student arrives on time, but leaves the clinical experience less than one (1) hour early it will be counted as tardy.

Personal (including work) schedules are expected to be planned around the school calendar, with the school calendar taking priority.

### **Theory Attendance**

Absence from theory less than one (1) hour equals a tardy. Absence over one (1) hour, but less than the full scheduled theory day equals one-half ( ) absence of that scheduled theory.

Absence of over one-half ( ) of the scheduled theory time per calendar day equals one absence.

### **Exam Attendance**

Students must notify the Course Coordinator or Course Facilitator if they are going to be absent for an exam.

Missed exams must be taken within three (3) days of return to school. Day of return to school is marked by attendance to any scheduled school event during that calendar day. Exams missed during excused absences will not be penalized.

Points will be deducted from all examinations (including standardized exams) that are not taken as scheduled, whether early or late.

Penalty for early exam administration is five (5) points off the exam grade.

Penalty for late exam administration is as follows:

Exams taken on the first day of return will result in a five point deduction (5) from the exam grade.

Exams taken on the second day of return will result in a ten point deduction (10) from the exam grade.

Exams taken on the third day of return will result in a twenty point deduction (20) from the exam grade.

After the third day of return to school, the student will not be allowed to take the exam and will receive a zero.

If the student arrives after the start of an exam, the student will be admitted to the exam, will receive a tardy and will not be allowed additional time for the exam.

Students may only reschedule two (2) examinations for all courses combined during each semester. After that, any missed exam in any course during that semester will be given a zero.

Make-up exams will be administered no later than 1500, Monday through Friday.

## Definitions

**Funeral Leave:** Funeral leave is granted for a maximum of three (3) days for death of spouse, father, stepbrother, child, stepfather, sister, stepchild, grandparent, stepsister, mother, grandchild, mother-in-law, stepmother, brother, father-in-law, daughter-in-law, and son-in-law. Written documentation must be provided.

**Leave of Absence:** A leave of absence (LOA) is a temporary interruption in a student's nursing education and must be approved by the Admissions Committee. Examples include maternity leave, unexpected health issues, family emergencies, etc.

**Reference(s):** Covenant Health Attendance Policy HR #151

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Revised: 10/15/08, Revised: 06/2012, Revised: 06/2013

Reviewed: January 2010

Revised: July 2011

Revised: June 2013

#### Miscellaneous Attendance Requirements

Attendance and punctuality to class and clinical are required. The Attendance Policy is distributed to students each semester. This statement, signed by each student indicating understanding of the policy, specifies maximum absences, tardies and penalties allowed.

Failure to meet course requirements due to absences or tardiness will subject the student to dismissal. Credit is not given for a course in which the student has excessive absences.

If a student has called in absent, it is expected that he/she would refrain from employment activities, from working in the computer lab or from participating in other school-related activities on that day. If they have done so, it is considered unprofessional conduct and will be a failure for that class/clinical day regarding participation.

#### **Pregnancy**

A pregnant student will be allowed to attend class and clinical practice at the discretion of the faculty and attending physician. The Course Coordinator should be notified of a pregnancy as soon as the pregnancy is confirmed.

#### **Maternity Leave**

The maternity leave request must be submitted in writing to the Dean and approved by the Admission and Progression Committee. An interruption in a student's course of study that conflicts with the school curriculum will fall under the Attendance Policy and may delay the student's date of graduation.

#### **Leave of Absence**

A leave of absence may be granted for an emergency or attendance at a professional meeting. An interruption in a student's course of study that conflicts with the school curriculum may delay the student's date of graduation. The Leave of Absence request must be submitted in writing to the Dean and approved by the Admission and Progression Committee.

## Academic Misconduct

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Covenant School of Nursing expects every member of its academic community to share the historic and traditional commitment to honesty, integrity, and the pursuit of truth.

#### **Definitions:**

Academic Conduct related to the actions of students that are associated with the teaching-learning environment. Academic misconduct may include, but not necessarily be limited to acts such as cheating, plagiarism, copyright infringement, aiding and abetting, falsification and forgery and Terms of Service violation.

**Cheating:** using or attempting to use unauthorized materials, information, study aids or computer-related information to give one an unfair academic benefit. Examples include, but are not limited to,

- copying from another student's test paper;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an exam, exam key, homework solution, or computer program;
- any student who obtains information in any form from a student who has completed the exam;
- divulging the contents of an examination;
- allowing another person to complete an exam or course related assignment;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- any actions taken to tamper with or change academic grades.

**Plagiarism:** using the literary composition of another's writing, or the ideas of language of the same, and presenting them as the product of one's own mind. Examples include, but are not limited to:

- paraphrase or direct quotation without citing the author as a reference; turning in another person's work and using it as your own;

**Falsification and forgery:** to alter fraudulently especially for purposes of deception. Examples include, but are not limited to,

- Altering or assisting in changing data or any official record of CSON, CH or the community
- Submitting false information
- Omitting requested information that is required for or related to any academic record of the school. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.

- Citation of nonexistent sources or creation of false information in an assignment
- Signing another person's name to a document(s)

**Aiding and abetting:** intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

**Process:**

Any acts or suspicions of academic misconduct should be reported to an Instructor, Coordinator and/ or Dean.

Any blatant academic misconduct observed by an instructor, coordinator and /or staff member is subject to immediate disciplinary action.

An investigation may take place for suspicions or acts of academic misconduct to determine disciplinary actions.

Should the investigation determine that an individual(s) did participate in the academic misconduct, and depending on the severity of the misconduct, history of similar behavior, impact on CSON and its students, disciplinary action, up to and including dismissal or expulsion, will be taken against the offending student(s).

If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

CSON expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith, or assisting in a complaint investigation.

**Reference(s):**

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Implemented: January 2010

## **Student Academic Records**

### **Privacy**

Access to students' files is limited to the School of Nursing administration, staff, and faculty. Additional requests for access to these records will be considered in accordance with the Family Educational Rights and Privacy Act of 1974.

### **Change of Address/Telephone/Email**

Students must have a telephone in order to be reached by the School of Nursing when necessary. Each student is responsible for maintaining a correct, current address and telephone number and e-mail within the student information system. Students have access to update this information online anytime within their online account through the student information system.

### **Student Accounts**

All accounts with the School of Nursing must be paid before graduation. Any materials due must be returned to the Covenant Medical Library or paid before graduation.

## **Section 7: Non-Academic Policies**

Cell Phone Usage  
Confidentiality  
Copyright Violation  
Critical Incidents  
Discrimination / Harassment  
Dress Code  
Drug-Free School Zone  
Internet Usage  
Social Media  
Violence  
Weapon Possession

## Cellular Telephone Use

### School of Nursing Student Body

**APPROVED BY:** Faculty Organization

#### **STATEMENT OF PURPOSE:**

To provide guidelines for the use of personal cellular telephones for communication purposes while in the classroom or clinical settings including the Simulation Center.

Cell phones that are internet-capable may be used in the classroom or clinical settings including the Simulation Center for the purpose of retrieving course or patient-care related information.

#### **PROCESS:**

##### **Classroom Setting:**

Cell phones will be kept on vibrate/silence at all times during class.

Because cell phone vibration on a desktop is disruptive, cell phones must be kept in pockets and not on desks.

Bright screens are disruptive to others. Screens should be placed on dim lighting during class time.

Texting/socializing is not allowed during class time. If texting/socializing occurs and is disruptive to faculty or students, privileges of cellular phone usage of any kind will be revoked.

Answering cell phones during class is prohibited. If the student must leave class to answer a phone call and is disruptive to the classroom setting, disciplinary action will be taken.

##### **Community Settings (Including the Simulation Center):**

Cell phones can be kept in pockets only if set on vibrate/silence.

Cell phones can be used to access educational resources related to patient care in all community settings.

Students are prohibited from taking photos, video or audio recordings in any real or simulated patient care experiences.

Cell phones can only be used for texting/socializing in a break room or private area during designated times.

While in the hospital, students and faculty must clean their hands (alcohol-based hand cleaner or soap and water) after using their cell phone.



Cellular Telephone Use continued:

**Cell phones cannot be used for texting/socializing in the following situations:**

In real or simulated patient rooms

At the nurse's station

Cell phones are not to be used for nonverbal transmission of patient information (no texting).

In hallways

In any area of the community setting that does not allow for private conversations to occur

**Abuse of cellular phone usage will result in disciplinary action up to and including dismissal/expulsion.**

**Reference(s):** HR policy manual CH Cellular and Internet Use Policy

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Implemented: July 2010  
Revised: October 2012  
Revised: December 2012  
Effective: January 2013  
Revised: June 2013

## Confidentiality

### School of Nursing Student Body

**Approved by:** Faculty Organization

### Statement of Purpose:

Covenant School of Nursing (CSON) is committed to assuring that confidential information is handled in an appropriate manner, and according to established policies. Confidential information includes but is not limited to school/student sensitive data, patient health information, and computer passwords.

### Process:

- It is the responsibility of each student to hold strictly confidential all sensitive information to which they have access. Each student is to read and sign the Confidentiality Agreement upon admission and each semester.
- Computers must be logged off when unattended.
- Documents must be appropriately secured, covered and away from the view of others at all times
- Confidential information should only be discussed in private areas away from those who do not have the need to know.
- Students must not read or disclose to anyone, either directly or indirectly, information obtained through student status regarding Covenant Health (CH) patients, physicians, personnel, payroll, or related information except as required to perform a specific job/task.
- Students are not allowed to make copies of permanent records containing confidential information for use outside of the hospital.
- Any infraction of this policy is cause for serious disciplinary action up to and including dismissal or expulsion.

## STUDENT CONFIDENTIALITY AGREEMENT

This confidentiality agreement is effective during student enrollment in Covenant School of Nursing. The current students of Covenant School of Nursing and Covenant Health "Hospital" shall be referred to herein as "Student". In the course of clinical experiences, student may have access to confidential, sensitive, or proprietary information relating to the business of Covenant Health, its affiliated hospital and facilities, and patient identifiable health information regarding patients. Student acknowledges that unauthorized use or disclosure of such information is illegal and could cause Hospital to sustain significant and irreparable damage.

Accordingly, the student understands and agrees:

1. That he/she shall not misuse, misappropriate, or disclose any such information, directly or indirectly, to any person, or use such information in any way, either during the course of his/her clinical experiences, except as required in the course of his/her clinical experiences or by law at any time thereafter.
2. That he/she shall not permit access to any such information to any person except as required in the course of his/her clinical experiences or as required by law.
3. To abide by all state and federal law relevant to the confidentiality of patient identifiable health information including but not limited to the Health Insurance Portability and Accountability Act (HIPAA).

In the event of a breach by a student of any covenant contained in this agreement, the student will be subject to disciplinary action, up to and including immediate dismissal or expulsion. In addition, the hospital shall have the right to obtain an injunction against the student's improper use of the confidential information at the discretion of the hospital. The covenants contained herein shall survive the termination of the relationship between the hospital and student.

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Reviewed October 2009  
Revised: January 2010

## Copyright Violation

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Covenant School of Nursing abides by the laws of the United States and international laws recognized by the government of the United States. The purpose of this policy is to ensure the student body adheres to the laws governing copyright issues.

#### **Process:**

Students enrolled in the School of Nursing will comply with copyright and other laws pertaining to protection of written and intellectual properties of third parties.

As a student of Covenant Health School of Nursing, students must not infringe the intellectual property of others in any way. The unauthorized reproduction, distribution, modification, or posting of copyrighted work is a violation of copyright law.

Students who violate copyright laws are subject to civil and criminal liability, including possible fines and jail time, and are subject to disciplinary action measures from Covenant School of Nursing.

(Guidelines currently under revision)

**Reference(s):** None

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Implemented: January 2010

## Critical Incidents

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Covenant School of Nursing believes all students should be concerned with the safety of patients and family members. Each student has the responsibility to assure safety within the school and its communities. The purpose of this policy is to ensure students provide safe care to patients and their families.

#### **Definition**

Critical Incident: any time a student demonstrates unsafe practices. Unsafe practices include but are not limited to:

Failing to carry out requirements, including the nursing plan of care and established protocols and procedures

- Engaging in any activity that causes potential or actual emotional, physical and/or psychological harm to a patient and/or visitors.
- A major violation of aseptic technique, including standard precautions
- Engaging in any activity judged to be unsafe for the student's level and clinical assignment
- Giving medications without a licensed nurse

#### **Process**

- At the time of a critical incident, the instructor will notify the student a critical incident has occurred and the incident will be reviewed for disciplinary action. The student is not allowed to be in school while an investigation is occurring.
- The instructor will document the critical incident on a corrective action form.
- An investigation will occur by a disciplinary action panel.
- Upon investigation, the student will be subject to disciplinary actions up to and including dismissal or expulsion.
- The student will be notified of the findings of the review and the decision reached in a timely manner.

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Revised: January 2010

## Discrimination / Harassment

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### Statement of Purpose:

To establish a policy for non-discrimination in the student environment; to define Covenant School of Nursing's (CSON) position on and to eliminate sexual harassment and other forms of harassment in the school environment; It is the policy of Covenant School of Nursing (CSON), in accordance with local, state and federal law, to provide equal student opportunity without regard to race, color, religion, sex, national origin, age, pregnancy, disability, sexual orientation, or veteran status. This policy applies to all terms and conditions of enrollment, including but not limited to, admission, progression, leave of absence, and graduation.

#### Definition

Sexual Harassment/misconduct: As defined in the EEOC guidelines, is any unwelcome sexual advance; request for sexual favors; or any other verbal, written, or physical conduct of a sexual or otherwise offensive nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting the individual; or,
- Such conduct has the purpose and/or effect of unreasonably creating an intimidating, hostile, or offensive learning environment.

Examples of harassing behavior, both sexual and other, constituting prohibited conduct includes, but is not limited to, the following:

- Unwelcome sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about a person's physical appearance or body;
- Uninvited and unwelcome physical contact or touching, such as patting, pinching, brushing against another's body, impeding, blocking, or other physical interference with a person's normal work or movement;
- Verbal harassment regarding a person's sex, age, race, color, national origin, religion, sexual orientation, or disability, such as but not limited to epithets, slurs, derogatory comments, negative stereotyping, gestures, jokes, or forms of address;
- Threatening, intimidating, or hostile acts that relate to a person's sex, age, race, color, national origin, religion, sexual orientation, or disability;
- Visual forms of harassment including written or graphic material that denigrates or shows hostility or aversion toward a person or group because of sex, age, race, color, national origin, religion, sexual orientation, or disability, such as derogatory posters,

sexually oriented cartoons, pictures, drawings, or the display of sexually suggestive objects or pictures on the premises;

- Undesirable student assignments due to a person's sex, age, race, color, national origin, religion, sexual orientation, or disability.

## **Process**

### **Complaint**

Any student who believes he or she has been treated in an unlawful discriminatory manner in the learning environment has a duty to promptly report the matter to the Instructor, Coordinator, and/or Dean. The Dean will communicate with the Human Resource Director and request assistance as needed.

### **Investigation**

On receiving a complaint, the Instructor, Coordinator, and/or Dean will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances. At certain points, a Human Resource Representative may assist with an investigation.

### **Disciplinary Action**

Should the investigation determine an individual(s) did participate in harassing or inappropriate behavior, depending on the severity of the conduct, history of similar behavior, impact on CSON and its students, disciplinary action up to and including dismissal or expulsion, will be taken against the offending student(s).

Disciplinary action will be taken against administration, faculty and staff who know of, but fail to address incidents of harassing or inappropriate behavior.

If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

### **Non-Retaliatory Action**

CSON expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith, or assisting in a complaint investigation.

CSON further prohibits any form of retaliation against any employee or student for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation, or a violation or non-compliance with a state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former employment and or enrollment. If a student believes that he/she is being retaliated against, he/she should report such conduct immediately to his/her Instructor, Coordinator and/or Dean.

In addition, if he/she believes that he/she has been retaliated against for (i) refusing to participate in an activity that would result in a violation of state or federal law/regulation,

or a violation or non-compliance with a state or federal law/regulation, or (ii) having previously exercised his/her rights, as described herein, in their former enrollment, he/she may contact the Texas Attorney General's Office. In accordance with this policy, CSON will take appropriate disciplinary action for any such retaliation, up to and including dismissal or expulsion.

**Reference(s):** Covenant Health Human Resource policy #147 Discrimination & Harassment (including sexual harassment)

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Revised: January 2010

Revised: July 2011



## Dress Code

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Students are expected to be neat, clean and well groomed at all times. Students who fail to comply with the dress code will be sent home from the campus or clinical setting and are subject to disciplinary action.

#### **Personal Appearance: Campus Attire**

##### **Class Attire and Grooming:**

- Head covering (cap, hat, hoodie, etc.) is allowed **unless** the view of others is obstructed in the classroom
- Hats are NOT allowed during examinations
- Shirt / blouse MUST be two (2) finger width or greater on shoulder
- Dress, skirt, shorts MUST not be shorter than 3" above the knee
- Pants (capri, slacks, jeans) / sweats
- Body and hair (including facial), and ALL clothing, MUST be neat, clean, and well-groomed
- Body art (tattoos) must be covered at the hospital, but not necessarily on campus
- No aerobic attire
- No spandex
- No frayed seams (or cutoffs)
- No night wear (pajamas, casual wear worn to bed, etc.)
- Appropriate fit; no tight, distracting clothing
- No visible under garments
- No visible cleavage (front or back)
- No visible skin of lower back or abdomen (midriffs, short shirts, low rise pants, etc. allowing visibility)
- No logos on clothing across buttocks
- No slanderous, offensive, and/or unprofessional logos on clothing or body

#### **Personal Appearance: Hospital Attire**

Personal grooming and professional appearance are of prime importance in the hospital. Our patients have the right to be cared for by persons who are the example of cleanliness, neatness, and professional image and behavior. The student must maintain a professional appearance at all times with a clean, neatly pressed uniform in good repair.

### **Male Guidelines:**

Professional dress should include collared shirts, slacks, tailored khaki pants, and socks. Denim, collarless T-shirts, leather pants, sweatpants, sweatshirts, cargo pants, tank tops, and recreational clothing are not allowed.

### **Female Guidelines**

Professional dress should include dresses, suits, skirts, blouses, and slacks. Dresses and skirts must be at a conservative and acceptable length for business. Lengths of skirts or dresses should not be shorter than three (3) inches above the knee. Slacks should be tailored and ankle length.

Capri pants are not allowed. Denim, sheer or clingy fabrics, spandex, leather pants, shorts, tank tops, backless dresses, leggings, sweatpants, sweatshirts, collarless T-shirts, revealing clothing, bare midriffs, and recreational attire are not allowed. Heavy beaded or sequined clothing is not allowed.

### **Personal Appearance: Clinical**

#### **Uniform**

The student uniform is worn only when the student is in an assigned clinical area. Uniforms must be clean and neatly pressed at all times and good state of repair. Students must not wear the student uniform or scrub jacket with the school emblem when working for hire. The school emblem must be sewn on the upper left sleeve of all uniform tops. Black, white navy or gray short sleeve or long sleeve T-shirts may be worn under uniforms, as long as the T-shirt does not show below the hem of the scrub top. The length of the pants worn in the clinical area may not be longer than the bottom of the shoe heel.

#### **Clinical shoes**

In order to ensure the safety of students, shoes are to be worn at all times. Tennis shoes are recommended. Shoes should be clean and well kept. Socks or hose must be worn with shoes. Inpatient care areas, closed-toed shoes will be worn, and tennis shoes are recommended.

Crocs can be worn if they are white or match the color scrubs (navy) you are wearing. They should not have holes across the top as this is dangerous should you have a needle drop or body fluid spill.

#### **Fingernails**

Fingernails should be kept no longer than  $\frac{1}{4}$ " off the fingertip. Nails should be kept well groomed and if polish is used, a subtle color should be chosen with no chips or nail art. Artificial nails, fingernail overlays, gel nails or nail extenders are not permitted.

#### **Make-up**

Body piercing ornaments should not be visible (i.e. nose rings, nose studs, tongue studs, tongue or lip rings). For employee safety, it is recommended that nipple or navel rings not be worn while on duty. Body art (tattoos) is to be covered at all times in clinical areas.

## **Women's hair**

Hair must be maintained in current, acceptable, neat styles. Hairstyles that have shock affect are not acceptable. Styles will be business like in style and color. Hair, which is a length that falls forward when bending over patients, should be pulled back and secured or worn up. Scrunchies in white, black, or navy blue may be worn to pull hair back. No bright-colored or ornate ornaments will be worn.

## **Men**

Men must be freshly shaven when reporting to class or clinicals. Beards and/or mustaches will be allowed only if kept neatly trimmed at all times. Beards or goatees must be shaved in a manner that will not interfere with the fit of the respirator (mask).

## **Scrub Jackets / Fleecewear**

Students may wear navy scrub jackets or navy fleecewear jackets (no hoods) over their uniforms in the hospital. They must be all navy and washable, must be washed after each wearing, and display the CSON patch on the upper left sleeve. Jackets must be longer than the uniform top over which they are worn.

## **I.D. Badges**

Students are to wear their school identification badge at all times. The badge must be worn with the photo facing outward and visible and must be worn on the upper part of the chest. Students are not allowed to deface or attach anything to their badges that is not hospital related or approved.

## **EXCEPTIONS**

Due to the nature of some clinical areas (Psychiatric clinical areas), these guidelines may be altered to promote student/ instructor safety. Alterations may also be necessary to meet requests to host agencies/offices when students are doing community work in the Junior 301/Senior - 401 courses.

## **Manners**

No gum chewing, eating, or drinking is allowed outside the break rooms in clinical areas.

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Reviewed: January 2010

Revised: Dec 2010

Revised: July 2011

Revised: March 2013 Implemented June 2013

## **Drug-Free School Zone**

### **School of Nursing Student Body**

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Covenant School of Nursing (CSON) is committed to provide a safe and healthy environment and prohibits the use of or being under the influence of alcohol or any illegal substance at any of CSON's clinical sites, classroom setting, and/or community. CSON discourages the use of drugs and the abuse of alcohol in the students' personal lives. CSON shall provide written notice of its substance abuse and testing policy to all students. Any violation of this policy will result in corrective action up to and including dismissal or expulsion.

#### **USE OF ALCOHOL OR ILLEGAL DRUGS**

- No student may report to CSON's clinical sites, classroom settings and/or its communities after consumption of alcoholic beverages or use of illegal drugs.
- The possession, manufacture, use, sale, purchase or distribution of alcohol or illegal drugs is prohibited in CSON's clinical sites, classroom settings and/or its communities.

#### **PROCEDURE FOR ENFORCEMENT OF DRUG AND ALCOHOL POLICY**

Covenant School of Nursing students are subject to Pre-Enrollment, Pre-Employment, Random, Post-Accident or Reasonable Cause Drug/Alcohol testing. Refusal to provide the sample, sign the consent forms or accept treatment is grounds for denial of admission to CSON, dismissal or expulsion.

Before an alcohol or illegal drug testing may be administered, current students will be provided with a Briefing Sheet on Drug/Alcohol Testing and asked to sign a Drug/Alcohol Screen Consent Form authorizing the test and permitting release of test results to CH personnel having a need to know. The consent shall include an acknowledgment that the individual in question was aware of the organization's alcohol, illegal drug testing policy (forms provided by Employee Health Office).

Students must report any conviction under a criminal drug statute for violations occurring on or off CSON's premises. A report must be made within five (5) days after the conviction. The Board of Nursing must be notified by the student by completing a declaratory order.

#### **Pre-enrollment Testing**

All candidates are required to pre-enrollment alcohol/drug testing. The sample will be collected only with the consent of the candidate. When a candidate's initial test results are positive and have been confirmed by the GC/MS methodology, the candidate, Dean and Career's Counselor at CSON will be notified. The candidate will be denied admission to CSON for at least 2 years.

## **Covenant Health Pre-employment Testing**

Any student who chooses to apply for a job at Covenant Health while enrolled as a student at CSON is required to complete pre-employment alcohol/drug testing. The sample will be collected only with the consent of the student. When a student's initial test results are positive and have been confirmed by the GS/MS methodology, the Student, Dean and Coordinator at CSON will be notified. All positive results will be dealt with in the same manner as a positive random drug screen in order for the student to continue enrollment at Covenant School of Nursing. The student will not be employable by Covenant Health for 2 years after a positive pre-employment drug screen.

## **Random Testing**

All students are subject to random alcohol/drug testing. Any student may be selected for random alcohol/drug testing one or more times within any given time frame. The sample will be collected only with the consent of the student. When a student's initial test results are positive and have been confirmed by the GC/MS methodology, in order to avoid dismissal or expulsion the student has the option to undergo treatment through Covenant Health's Covenant Assistance Program (CAP). Those who choose treatment will be suspended for three [3] days pending determination of an appropriate treatment program. The student will be scheduled for regular unannounced random testing. A second positive test (with any substance) will result in immediate dismissal or expulsion. If a student chooses not to undergo treatment and follow protocol, the student will immediately be dismissed or expelled from CSON.

## **Post-Accident Testing**

Any student involved in a student-related accident that results in injury to that individual or others, material damage to CH property greater than \$100, or unwitnessed injury may be required to undergo alcohol/drug testing (i.e., breath alcohol test, urine testing). If the accident results in serious injury to the student and the usual testing process cannot be conducted, a forensic blood test will be performed. In either event, a confirmed positive test for alcohol and/or illegal drugs will result in immediate dismissal or expulsion.

## **Reasonable Cause Testing**

Reasonable cause testing will be performed when it is suspected that a student is impaired by alcohol or drugs at CSON's clinical sites, classroom settings and/or its communities. Reasonable cause testing will include both blood and/or urine tests. In the event of a positive result from reasonable cause testing, the student will be subject to immediate dismissal or expulsion.

Circumstances which constitute a basis for determining "reasonable cause/suspicion" may include, but are not limited to:

- a pattern of abnormal or erratic behavior;
- information provided by reliable and credible sources;
- a clinical-related accident;
- direct observation of alcohol or drug abuse;

- the presence of physical symptoms of alcohol or drug abuse
- (e.g., alcohol breath, slurred speech, poor coordination and/or reflexes, glassy or blood-shot eyes);
- students who, due to the nature of their work, have access to controlled substances may be tested following incidents of controlled substance medication charting errors, tampered vials, or missing narcotics.

### **Confidentiality**

All information regarding a student's alcohol/drug testing is confidential, and will only be made available to those with a need to know. Test results may also be released to any

judicial or administrative proceeding. Positive test results will not be released to Human Resources until they have been reviewed and confirmed by the Medical Review Officer.

### **Covenant Assistance Program**

The Covenant Assistance Program (CAP) is available to provide information about and assistance with obtaining treatment for any type of substance abuse which might adversely affect the student's health, safety, and/or academic progress.

Supervisory staff and/or instructors have the option to refer students, as appropriate, for services as part of disciplinary action and/or dismissal or expulsion. In such cases it will be the responsibility of the student to comply with the referral for diagnosis of their problem(s) and to cooperate and follow the recommendations of the diagnostician and/or counseling agent. Students will be held personally liable for all expenses incurred that are not covered by their insurance policy. When a timely request for assistance is received, the individual may be eligible for a leave of absence in accordance with existing CSON policies. In addition, the student must agree to submit to random alcohol/drug testing for the remainder of enrollment. Non-compliance with any of the treatment modalities or follow-up random testing will result in dismissal or expulsion.

Self-identified substance abusers who voluntarily seek help through the CAP may do so without reprisal or corrective action. However, this must be done prior to any selection, request or requirement to submit to alcohol/drug testing. When a violation of this policy has already occurred, a student's request for assistance will not waive dismissal or expulsion.

**Reference(s):** Covenant Health Drug/Alcohol Testing Policy #146.

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Revised April 1999  
Revised October 2006  
Revised June 2009  
Revised Dec 2009  
Revised: January 2010  
Revised: Dec 2010

## Internet Usage

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Internet access is provided to students on the school campus and within its communities to facilitate learning. This policy is designed to govern the use of the Internet by students during current enrollment.

#### **Process:**

1. Network systems and services shall be used in ways consistent with overall hospital policy and within the framework of Covenant School of Nursing values.
2. Network systems and services will be used for mission-related purposes, including the carrying out of day to day educational demands of the student while in the school or at any of its communities
3. Network systems and services shall not be used in a way that is disruptive to the operation of the school or any of its communities or in a manner that is offensive to others.
4. The use of network systems for transmission of information disparaging to others based on race, origin, sex, sexual orientation, age, disability, religion, or political causes, or outside organizations, or personal gain (as in the use of "chain letters") is prohibited. Use of network systems in this manner shall result in disciplinary action, up to and including immediate dismissal or expulsion.
5. Students shall adhere to confidentiality rules as established in the signed Confidentiality agreements.
6. Confidentiality of electronic communications services cannot be guaranteed. All communications are assumed to be unsecured. Use the postcard rule: "Don't send anything you wouldn't put on a postcard."
7. Confidential information shall not be transmitted or forwarded to outside companies or individuals not authorized to receive such information, nor to users anywhere who have no reason to possess such information.
8. Healthcare information which identifies the patient, physician, student, or employee shall not be transmitted via the Internet.
9. Students shall make no attempt to gain access to any e-mail messages not addressed to them. Disciplinary processes related to privacy and confidentiality shall apply, up to and including dismissal or expulsion.
10. Use of network systems is a privilege which may be revoked at any time for inappropriate use or misconduct.

11. Monitoring will occur when there is evidence a user is involved in activities that are prohibited by law, that violate hospital policies, that may jeopardize the integrity or viability of the hospital's network systems, or that violate this policy.
12. The following guidelines apply to general Internet access:
  - a. Users may use the Internet for professional healthcare activities, school activities, and career development. Users may use the Internet to connect to resources that provide information relating to career and education activities, and participate in reading electronic mail discussion groups on professional or educational topics.
  - b. Users shall conform to the standards of conduct and specific rules of etiquette when accessing the Internet. Users shall use their access to the Internet in a responsible and informed way, conforming to network etiquette and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Many of the systems are provided free of charge by universities, public service organizations, and companies, and each system has its own rules and limitations. Specific inappropriate conduct includes but is not limited to:
    - 1) Use of the Internet for unlawful activities;
    - 2) Use of the Internet for commercial activities not related to the organization;
    - 3) Activities that interfere with the ability of other users to effectively use the network;
    - 4) Violations of computer system security;
    - 5) Any communication which violates any applicable laws and regulations;
    - 6) Violation of copyright law.
  - c. Users may download files from the Internet if not otherwise prohibited. These files must be scanned for a virus using an antivirus program provided by IS.
  - d. Covenant Health utilizes Surf Control software to facilitate the regulation of Internet Usage. Surf Control is used to block websites that are designated inappropriate based on the criteria set forth in this policy. Surf Control activity reports are generated on a periodic basis and reported to the ISPC.
13. The following guidelines apply to using email:
  - a. No spamming or sending of bulk email.
  - b. File attachments sent via the Internet should be smaller than 5MB to comply with size limitations on other systems (Exception for the School of Nursing includes files sent to Scholar 360 recipients. Scholar 360 has a file size limitation of 3 gigabytes).



- c. The use of broadcast mail (sending the same note to groups of employees or students) will be selectively used for compelling mission-related or business reasons only.
14. The following guidelines apply to use of the Internet:
- a. Internet sites providing sexually explicit content shall not be visited.
  - b. Be judicious when it is necessary to fill out an on-line form, i.e., to register to use a specific web site.
  - c. Use of the World Wide Web should be limited to mission-related, educational or business reasons and should not disrupt the learning environment.
  - d. Illegal copies of software shall not be obtained.
  - e. Licensed software shall not be distributed to others.
15. Suspected violations of this policy will be investigated and subject to disciplinary action up to and including dismissal or expulsion.

**Reference(s):** Human Resources Policies & Procedures, Information Services Policies and Procedures

JC Standard: IM.02.01.01, IM.02.02.01, IM.02.02.03, IM.04.01.01

Comments: In collaboration with Management of Information Functional Subcommittee, Management

Information Systems, Executive Management Team, Chief Information Officer, Medical Records,

Legal, Compliance

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Implemented: January 2010

# Social Media Policy

**Relevant Target:** Faculty and students of Covenant School of Nursing

**Approved by:**

Faculty Organization

**Statement of Purpose:**

Covenant School of Nursing (CSON) believes in the importance of utilizing new technologies that open communication and build community and brand awareness within the communities we serve. CSON respects the right of students to use social media tools during their personal time. Social media tools include, but are not limited to: personal web sites, podcasts, web logs (“blogs”), multi-media and social networking websites such as MySpace, Facebook, Yahoo, YouTube, LinkedIn, Twitter, chat rooms, discussion boards and Wikis such as Wikipedia and any other sites or medium where text, photographs, links and other information or documentation can be posted or exchanged.

## GUIDELINES

The guidelines are threefold: (1) to explain CSON general guidelines regarding social media usage; (2) to define the appropriate usage of CSON-authorized internal social media tools that are intended to be used as school related resources and hosted by CSON or accessed through the Internet; (3) and to define the appropriate external usage of social media tools for students

### 1.0 GUIDELINES APPLICABLE TO INTERNAL AND EXTERNAL USAGE

#### 1.1 In General

- Only those officially designated by CSON are authorized to speak on behalf of the school. If a member of the media contacts you regarding any postings or matters related to CSON, you must immediately refer the media to the Dean and refrain from making any “official” statement on behalf of CSON unless you are expressly authorized to do so.
- When you are providing your personal opinion or insight about CSON or Covenant Health (CH) on a blog, discussion board or other online collaboration, always write in the first person. You must make clear that you are speaking for yourself not on behalf of CSON or CH.
- If any blog or posting you make references to CSON or CH, you must make a specific disclaimer that clearly states the views expressed are personal and do not reflect the views of CSON or CH.
- Personal use of social media tools must not interfere with school responsibilities such as those in the skills lab, classroom, off campus at clinical sites or any CSON student organization activities.

- Postings, such as Facebook updates, regarding your personal life, or similar blog postings during clinical times are prohibited.
- CSON reserves the right to monitor all online activity, prohibit, restrict, filter, block, suspend, terminate, delete or discontinue your access to any social media site from school computers, at any time, without notice, for any reason.
- You are prohibited from impersonating any person or entity affiliated with CSON in any social media or otherwise misrepresenting your affiliation with any CSON entity.

### **1.2 Privacy, Confidentiality, and Privileged Information**

- Students are prohibited from taking photos, video or audio recordings all clinical settings including the Simulation Center.
- Any type of information which identifies a client in an actual or simulated setting, in any manner that could be linked to a client, his or her identity and/or client care is strictly prohibited from being posted or distributed through any social medium at any time.
- Any audio or video recording of course content must be approved in advance of the class by the instructor.
- Where applicable, the student is required to honor all CSON contractual requirements requiring confidentiality and non-disclosure.

### **1.3 Copyrights, Trademarks, and Fair Use**

- Student postings shall respect copyright, trademark and fair use laws.

### **1.4 Applicability of Covenant School of Nursing Learning Management System Communication Guidelines**

- All postings or contributions of any kind must be professional and respectful in nature and consistent with CSON Standards of Conduct. Defamation is strictly prohibited.
- Students are expected to comply with CSON's discrimination, harassment, and retaliation policies and refrain from making any postings that include derogatory comments or slurs, personal insults, obscenities, or comments that are or could be reasonably perceived as discriminatory, harassing, retaliatory, or otherwise in violation of any CSON policies.
- All postings concerning CSON and clinical sites must comply with the Confidentiality Agreement.
- All postings concerning CSON or any of its' clinical sites must comply with any policies relating to the HIPAA Privacy and Security Rules, internet usage and electronic communication.

CSON reserves the right to remove or request the removal of any content that does not meet the Standards of Conduct or other CSON policies.

- Posting of an instructor's lecture materials in any format is prohibited. Distribution of any lecture recordings via social media for the purposes of public listening or viewing is prohibited.

### **1.5 Personal Liability**

- Blogs, discussion boards, and other forms of social media are individual interactions and students are personally responsible and legally liable for the information they post.
- Students can be sued by any individual or entity that view your postings (whether they consist of images or commentary) as defamatory, obscene, proprietary, or harassing, or as constituting an invasion of privacy, hostile school environment, or violation of any applicable laws, regulations or ordinances.

## **2.0 DISCIPLINARY ACTION**

- Any violation of these guidelines may result in disciplinary action, up to and including dismissal or expulsion from CSON.
- These social media guidelines shall not be interpreted to interfere or restrict in any way the student's free speech or any whistleblower protections under applicable laws.
- Students will be required to defend, indemnify, and hold harmless CSON and its affiliated entities, and their respective officers, directors, employees, contractors, successors, and assigns from and against any losses, claims, damages, settlements, costs, and liabilities of any nature, whatsoever (including, without limitation, attorney's fees, costs, and penalties) arising out of, related to, as a result of or in any way connected with your posting of any content to any social media site.

### **Reference(s):**

- Miller, L. (2011). Social Media: Friend and Foe. *The Journal of Perinatal & Neonatal Nursing*, 25(4). 307-309.
- Prinz, A. (2011). Professional Social Networking for Nurses. *American Nurse Today*, 6(7), 30-32.
- Skiba, D. J. (2011). Nursing Education 2.0: The Need for Social Media Policies for Schools of Nursing. *Nursing Education Perspectives*, 32(2), 126-127. doi:10.5480/1536-5026-32.2126

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Implemented: March 2012  
 Revised: October 2012  
 Effective: January 2013

# Violence

## School of Nursing Student Body

**Approved by:** Faculty Organization

### Statement of Purpose:

To create, promote, and maintain a safe, healthy and productive Learning environment where people are valued as individuals and treated with respect and dignity in accordance with the values, philosophy and mission of Covenant Health (CH).

### Definition

Violence is defined as behaviors that intrude into the learning environment and could result in physical or emotional harm, damage to personal or Covenant Health (CH) property, or significant loss of productivity. These behaviors include but are not limited to:

### Threatening behaviors

- verbal threats;
- physical intimidation;
- unwelcome, persistent pursuit; and/or
- stalking, with or without a personal relationship.

### Physical assault

- pushing;
- shoving;
- striking; and/or
- other physically aggressive behavior.

### Extreme or persistent verbal abuse

- personally demeaning statements; and/or
- verbal intimidation.

### Property damage

- product tampering;
- vandalism;
- sabotage; and/or
- computer hacking.

### Personal or domestic disputes

- physical assault or persistent threats of bodily harm;
- damage to personal or CH property
- repeated or threatening phone calls, texts or emails.

### Process:

### Complaint

- If a student witnesses and/or experiences any behavior(s) as defined above, or has a related complaint, that student should act quickly to have the behavior stopped.
- If a student is afraid of confronting the person(s), or if efforts to stop inappropriate behaviors were unsuccessful, the student should promptly report the matter to an Instructor, Coordinator, and /or Dean.

- If the incidence occurs on any CH property other than the school, a Security Officer, House Supervisor, or Human Resources (HR) representative should be notified.
- Students should **NOT** attempt to intervene in a potentially dangerous situation, but notify the nearest authority figure or call 911.
- If faculty / staff are not readily available and the student believes an immediate threat is present, the student should notify 911.
- If the complaint involves harassment directed at a student because of the student's sex, age, race, color, national origin, religion, sexual orientation, or disability, the complaint must be reported promptly and directly to a faculty / staff member.

### **Investigation**

- On receiving a complaint, Instructor, Coordinator, and/or Dean will undertake an investigation, which should be confidential to the extent reasonable and practical under the circumstances. At certain points, a Human Resource Representative may assist with an investigation.

### **Disciplinary Action**

- Should the investigation determine that an individual(s) did participate in the learning environment violence, and depending on the severity of the conduct, history of similar behavior, impact on CSON and its students, disciplinary action, up to and including dismissal or expulsion, will be taken against the offending student(s).
- Similar disciplinary action will be taken against administration, faculty and staff who know of, but fail to address incidents of learning environment violence as defined.
- If a careful investigation determines a complaint is falsified, disciplinary action will be taken against the individual who filed the complaint or gave false information.

### **Non-Retaliatory Action**

- CSON expressly forbids any form of retaliatory action against any individual for filing a complaint in good faith, or assisting in a complaint investigation.

**Reference(s):** (HR#148 Violence-Free 01/27/09)

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Revised: January 2010  
Revised: July 2011

## Weapon Possession

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

To assure the welfare and safety of Covenant Health patients, employees, students and visitors, it is the policy that no firearms or dangerous weapons be allowed on the school campus or its communities.

#### **DEFINITION:**

Weapon is defined as any firearm, knife or device that could cause bodily harm or injury. The following are examples of weapons as stated by law:

- Any concealed weapon. (Firearm)
- Nunchaku's.
- Metal Knuckles.
- Slingshot.
- Blackjacks.
- Dirk or Dagger, concealed under clothing. (Fixed blade knives.)
- Tear Gas Weapons. (Unless Law Enforcement and/or Peace Officer.) Civilians must be licensed by state authority and have their license in their possession.
- Knives that are spring-loaded, gravity opened.
- Knives that have a blade in excess of 3.2inches and carried concealed within any individual's clothing.
- Any shot loaded (lead filled) billy or club.
- Explosive devices including, but not limited to, ammunition, firecrackers, dynamite or other explosive material, are expressly prohibited on CH property.
- Any instrument which, when used as a weapon, may cause death or serious bodily harm.

#### **Process:**

1. Weapons are never permitted on Covenant School of Nursing property by non-authorized personnel. Any person seen in possession of or is suspected of carrying a weapon should be reported immediately to the administrative staff or the nearest instructor.
2. Administration shall immediately call the Police Department, hospital security and the Director of Nursing or hospital administrator-on-call if someone is seen in possession of or is suspected of carrying a weapon.
3. Students, visitors, or employees in possession of a weapon who are not Law Enforcement Officers, Peace Officers, or Military Police will be asked by the Police Department to surrender the weapon. **Covenant School of Nursing will not ask the subject to surrender the weapon.**

4. Only on duty authorized Law Enforcement Officers, Peace Officers, and Military Police may carry weapons within Covenant School of Nursing campus and they must carry their identification badge with them while carrying the weapon. Upon entering the building, persons authorized to carry weapons must report to the administrative office, identify themselves and weapons being carried.
5. Students who are authorized Law Enforcement Officers, Peace Officers, and Military Police may not carry weapons while on Covenant School of Nursing campus or its communities in the student role.
6. The Police Department will accept any such weapon and will proceed to make proper disposition and reports as prescribed by law. Appropriate security administrative form(s) will be filed by Covenant School of Nursing administrative staff.
7. **Any student may be dismissed or expelled without notice if found to be in possession of a firearm, explosive or any other weapon on Covenant School of Nursing property or its communities.**

**Reference(s):** HR policy manual

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Revised: January 2010  
Revised: July 2011



## **Section 8: Grievance Process**

Academic Misconduct Algorithm

Non-Academic Misconduct Algorithm

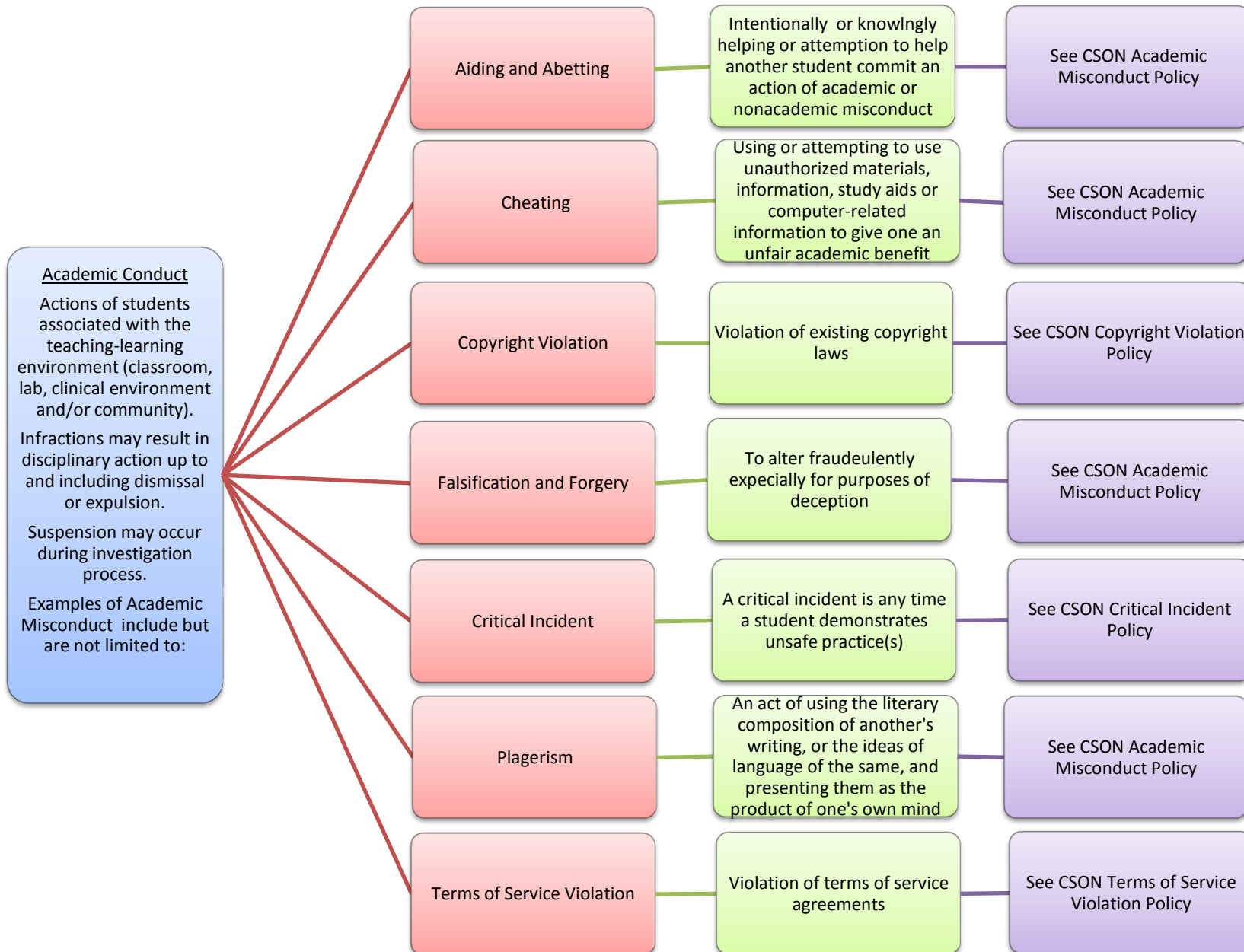
Disciplinary Action Algorithm

Contested Issues

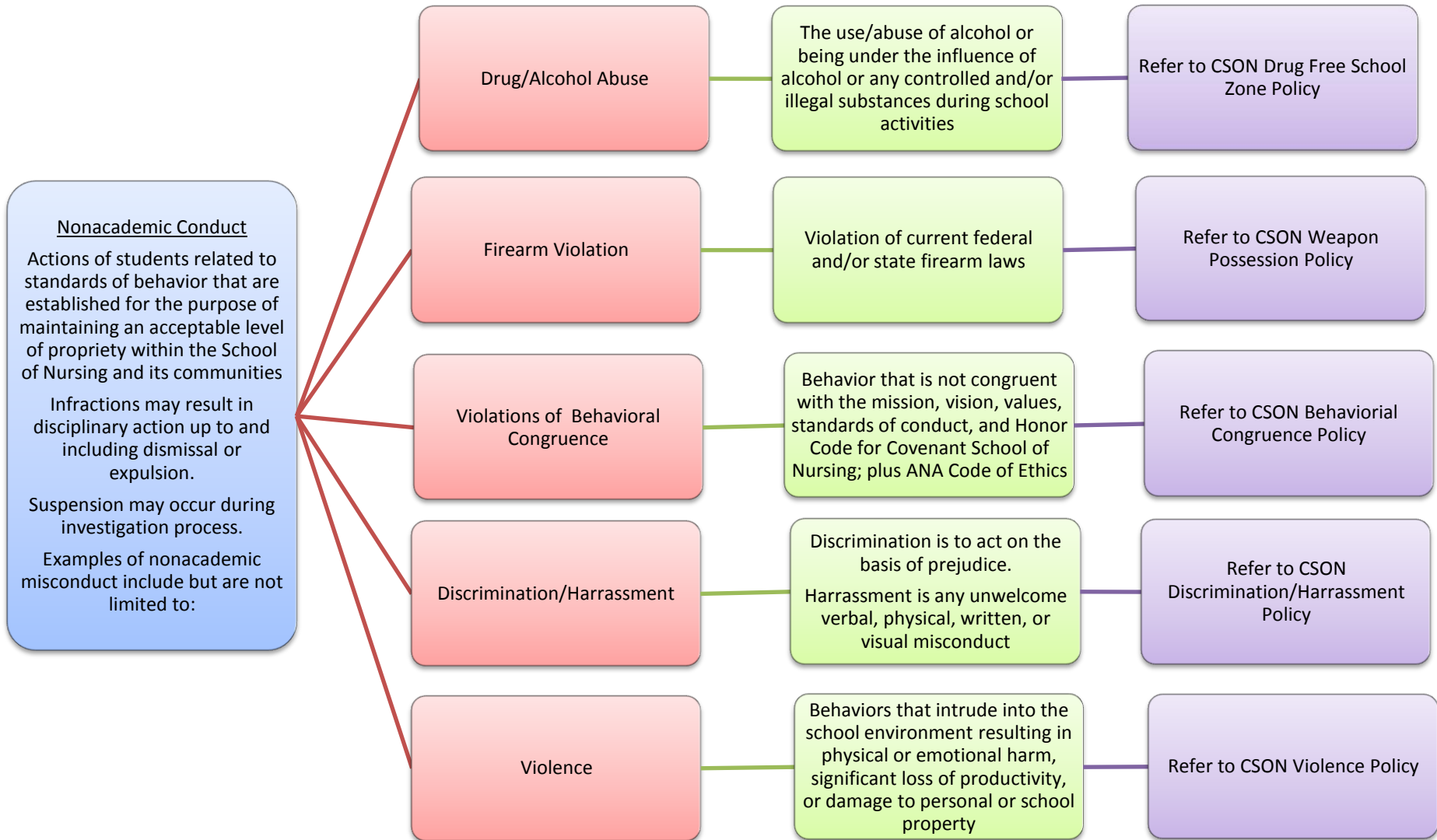
Grievance Process

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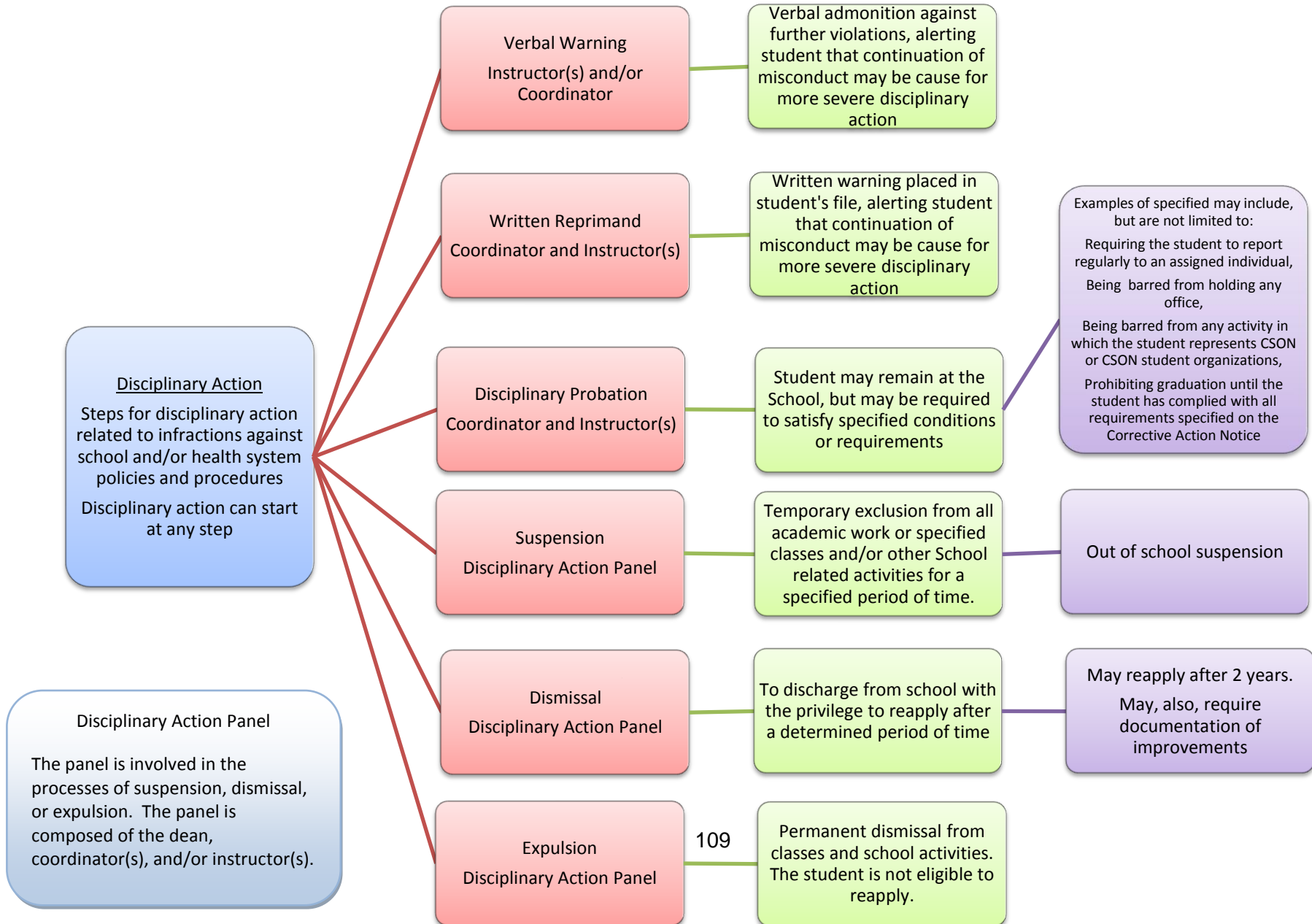
## Academic Misconduct Algorithm



## Non-Academic Misconduct Algorithm



## Disciplinary Action Algorithm



## Contested Issues

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Occasionally, an academic or personal issue may occur that requires immediate attention for resolution.

#### **Process:**

A student(s) may confidentially contest by the following procedure:

The dissatisfied party will meet and discuss the situation with the faculty involved within three school days of the occurrence.

If the dissatisfied party involves more than two persons, two representatives will be selected by the dissatisfied group to represent them at this meeting.

If no satisfactory resolution is attained from that meeting, the student will have three school days to take it to the appropriate Course Coordinator with written documentation.

From this meeting, a course of action will be agreed upon in writing by all persons involved.

The Coordinator will be responsible for the written documentation of the action.

If no satisfactory resolution is attained at the Coordinator level, the student(s) may schedule a meeting with the Dean of Covenant School of Nursing within three (3) school days to request a review of the contested issue.

## **Grievance Process**

### **School of Nursing Student Body**

**Approved by:** Faculty Organization

### **Statement of Purpose:**

Covenant School of Nursing expects every member of its academic community to share the historic and traditional commitment to honesty, integrity, and the pursuit of truth. Students have a right to a fair hearing to formally resolve a contested issue.

### **DEFINITIONS:**

Grievance: any act perceived as prejudicial or discriminatory against a student.

Investigation: systematically examine a situation with supporting documentation, witnesses, and sequence of events.

### **Process:**

The Grievance Panel shall be composed of the following voting persons:

#### Faculty:

- Volunteers who agree to serve in the Grievance Panel pool
- A total of four faculty members will be drawn randomly from the volunteer pool
- One alternate faculty member (no voting privileges)
- Student(s) will be allowed to replace one faculty member through a random draw.
- The Dean (only votes in the event of a tie)

#### Students:

- Two of the elected Student Representatives from the Freshman/Sophomore class and two of the elected Student Representatives from the Junior/Senior class, all chosen at random (Pool of 12-16 students).
- One alternate student (no voting privileges)
- Student(s) will be allowed to replace one student through a random draw.

All persons in attendance during the grievance process will sign a confidentiality agreement.

Neither faculty nor student involved in the grievance issue will be allowed to participate in deliberations or serve on the grievance panel.

Any faculty member or student who feels they cannot participate objectively is expected to dismiss themselves from the panel at any given time.

In the event a panel member decides to dismiss themselves after the process has started, the alternate will take the place of the dismissed person and take on voting privileges.

The panel will be chaired by the Coordinator of Student Activities or such other faculty member as may be designated by the Dean.

The chairperson will draw the name of a faculty member, from the pool of faculty volunteers, to be in charge of recording minutes with no voting privileges.

Prior to the hearing, the student must provide the Dean a copy of the original documentation of the issue and documentation of subsequent meetings and actions which have been taken in an effort to resolve the issue. These documents will be distributed to the Grievance panel at the time of the hearing and all but the original will be destroyed afterwards.

The student(s) and faculty member(s) shall be given opportunity to present evidence and witnesses that are relevant to the issue at hand. However, neither students nor faculty may have legal representation or other parties present at the hearing who were not actual witnesses to the matter in question.

Minutes will be approved by the panel once the process is completed.

Official records, including complete minutes, and individual cases, a taped verbatim record, shall be kept on file. These sealed minutes, will be signed by one faculty member and one student member of the panel.

The recommendations of the panel for resolving the issue shall be presented to the Dean at the close of the hearing. The grievant will be informed of the decision of the panel at the close of the hearing.

The Dean will apprise the student(s) in writing of the final decision in the matter within three school days.

The decision of the Panel is final and will end the grievance hearing process.

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Revised: January 2010  
Revised: July 2011



## **Section 9: Tuition/Financial Aid**

Financial Aid Policy  
Financial Aid Application  
Priority Deadline  
Entrance Counseling  
Loan Application  
Satisfactory Academic Progress  
Scholarships  
Financial Aid Disbursement  
Return of Title IV Funds  
Requirements for VA Educational Benefits  
Payment Options  
Nonrefundable fees  
CSON Refund Policy/Schedule  
Financial Aid Student Rights and Responsibilities

## Financial Aid Policy

The objective of the student financial aid program at Covenant School of Nursing & Allied Health (CSON) is to provide assistance to students who, without such assistance, would not be able to pursue higher education. Financial assistance at CSON includes Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), William D. Ford Federal Direct Loan (subsidized and unsubsidized), William D. Ford Federal Direct Loan for Parents (PLUS) for dependent students, and limited scholarships. Assistance is awarded on the basis of documented financial need to eligible students who are making satisfactory academic progress toward a diploma. Need is defined as the difference between the anticipated Cost of Attendance (COA) at CSON and the Estimated Family Contribution decided by the Free Application for Federal Student Aid (FAFSA). No student or prospective student shall be excluded from participation in or denied the benefits of any financial aid program at CSON on the grounds of race, color, national origin, religion, or sex. Awards from financial aid programs funded by the federal government are administered according to the laws and guidelines governing those programs.

## Financial Aid Application

Students seeking financial aid must apply for financial assistance each academic year by submitting the Free Application for Federal Student Aid (FAFSA) appropriate for that academic school year to the Financial Aid Office (FAO). The first year of enrollment, students must submit the Student Data Form and completion certificate of the Entrance Counseling if applying for loans.

William D. Ford Federal Direct Student Loan Program Master Promissory Note (MPN) – The FAO automatically packages student loans; however, students who wish to receive a Federal Direct Student Loan must complete entrance loan counseling and the MPN process that is available at <http://www.studentloans.gov> their first semester at CSON. They will then need to accept or reduce their awarded loan amounts on their CSON Award Letter. Students who wish to receive a Federal PLUS loan, must submit a PLUS request online at <http://www.studentloans.gov>.

## Priority Deadline

The priority deadline is important. In order for the CSON Financial Aid Office to complete the processing of your financial aid request by the first class day, all required application forms and other requested student and/or parent documentation must be accurately completed and received by the Financial Aid Office on, or before the priority deadline date posted on our website: [www.cson.covenanthealth.org](http://www.cson.covenanthealth.org). Applications received after the priority deadline may result in students having to be prepared to meet initial costs (i.e., tuition, living expenses) from their own resources until their financial aid application has been processed.

## Entrance Counseling

Borrowers must complete entrance loan counseling prior to the first disbursement of their loan. Entrance counseling is completed at the beginning of the student's career at CSON and is good through the completion of the program. Rights and responsibilities are

addressed. Students will be directed to complete this federal requirement at [www.studentloans.gov](http://www.studentloans.gov).

## Loan Application

To receive a Direct Student Loan, a student must complete an annual basis called Free Application for Federal Student Aid (FAFSA), the Student Data Form, complete Entrance Counseling and the Master Promissory Note (at the beginning of their career at CSON) available at [www.studentloans.gov](http://www.studentloans.gov), and any additional paperwork requested by the FAO. Students must accept and/or reduce their loans via the on-line access feature that is available thru CSON Empower Webpage (<https://covn.empower-xl.com>). Loans will not be awarded until the student has completed all necessary paperwork in the FAO.

## Satisfactory Academic Progress

Federal regulations require that students maintain reasonable academic progress and good standing in order to be eligible for financial aid. Initially all eligible students enrolling at COVENANT SCHOOL OF NURSING AND ALLIED HEALTH for the first time will be awarded financial aid for the first payment period. All recipients must meet the conditions stated below in order to be eligible to continue receiving financial assistance.

Financial aid recipients are required to be in **good standing and passing all components** of the program with at least a 75 GPA (R.N.), 82 GPA (Radiology), and 75 GPA (Surgical Tech) at the time financial aid is disbursed. Each student's status will be monitored at the time of disbursement as well as at the end of each semester to ensure compliance with the SAP policy.

Students who do not achieve a grade point average of 75 (R.N.), 82 (Radiology), and 75 (Surgical Tech) as stated above are on financial aid probation until the end of a 30-day period, or upon successful completion of the course or rotation in which the probation occurred. Financial Aid awards for students who are on financial aid probation are retroactive for the probationary period if a passing grade {75 GPA R.N., 80 GPA Radiology, 75 GPA Surgical Tech) is achieved by the end of the course in all coursework which has not been previously attempted. All students who are **repeating coursework** will be placed on **financial aid suspension** while repeating that coursework and financial aid awards are **not retroactive** for those periods in which coursework is successfully repeated. Financial aid eligibility will be reinstated for the semester following the successful completion of a semester in which coursework was repeated.

Students are expected to **complete their program within 150% of the normal time** required of any graduate. In other words, since it takes two years to complete a COVENANT SCHOOL OF NURSING AND ALLIED HEALTH programs {nursing, radiology, or surgi-tech), students must complete all coursework within 1-3 years.

At COVENANT SCHOOL OF NURSING AND ALLIED HEALTH, the concept of "good standing" includes the student's attendance, personal appearance, and behavior. Students

who are **absent more than 10% of the scheduled clock hours** and who do not follow **the policies stated in the School Policy Catalog** will not be considered to be in good standing and making progress toward his/her diploma. A student whose actions do not demonstrate willingness to comply with the stated policies may be placed on **financial aid probation or suspension**. Financial aid probation or suspension will be removed after the student's standing is reevaluated and it is determined that the student has demonstrated compliance with the stated policies. If it is determined at that time that the student is still not in compliance with the stated policies, financial aid will be suspended until the situation is resolved.

Students who are denied financial aid based on failure to meet COVENANT SCHOOL OF NURSING AND ALLIED HEALTH's reasonable academic progress and good standing policy may **appeal in writing** to the Financial Aid Office for consideration. Appeals may be made for mitigating circumstances such as a hardship based on the death of a student's relative, personal injury, illness of the student, or special circumstances as determined by COVENANT SCHOOL OF NURSING AND ALLIED HEALTH. Documentation (i.e., death certificate, medical reports, police reports, instructor recommendations, etc.) will be required and must be attached at the time the appeal is submitted.

## **Financial Aid / Scholarships**

Financial assistance offered through the School of Nursing is in various forms of grants, loans, tuition assistance, and scholarships. Awards to eligible students are based on documented financial need and other qualifications required by the donors of the scholarship funds. The school participates in the following Title IV federal assistance programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), William D. Ford Federal Direct Loan (subsidized and unsubsidized), and for dependent Undergraduate Students William D. Ford Federal Direct Loan for Parents (PLUS). Qualifications for each program may differ slightly, but the general requirements for financial assistance at the school are that the student must be in good academic standing, making satisfactory progress toward his/her diploma, (the Satisfactory Academic Progress Policy is posted on the Financial Aid bulletin board) be registered with Selective Service (if required), not owe a refund on a Federal grant or be in default on a Federal Educational Loan received for attendance at any institution, be a citizen or eligible noncitizen, and have financial need. To apply for financial aid, request application forms from the School of Nursing Financial Aid Office and complete the FAFSA via the web at [www.fafsa.gov](http://www.fafsa.gov).

## **Financial Aid Disbursement**

A financial aid academic year at CSON is based on clock hours rather than semester hours. A clock-hour academic year at the School of Nursing is defined as 900 clock hours of instruction and is divided into two clock-hour payment periods. Students must successfully complete all clock-hours in each payment period before receiving assistance for the next payment period. Excessive absences may delay or cause financial aid payments to be cancelled. Federal financial aid will be automatically deposited into the Student's account. After tuition and fees are taken out of funds, a refund will be disbursed in the form of a check, payable to the student. Checks will be released to the student once the Business Office has them in hand.

## **Return of Student Financial Aid (SFA) Program Funds**

All students who withdraw from school must contact the Financial Aid Office for clearance at the time of withdrawal. For students who receive SFA program funds the law dictates a specific pro-rata formula to determine the dollar amount of the SFA program assistance the student earned for that payment period at the point of withdrawal. When you (or CSON on your behalf) receive more assistance than you earned, the excess funds must be returned. The student **MUST PAY ANY TUITION BALANCE CREATED** because CSON is required to return all or a portion of the student's unearned SFA program funds. The law states that **STUDENTS MUST ATTEND 60.01% (NOT INCLUDING ABSENCES) OF THE PAYMENT PERIOD BEFORE THEY HAVE EARNED 100% OF THEIR SFA PROGRAM ASSISTANCE**. All unearned SFA program funds will be distributed as prescribed by the law. Students will have 45 days to repay or make satisfactory repayment arrangements with the Business Office Coordinator to repay the portion of financial assistance that they are responsible for repaying. Specific examples of the applicable refund policy are available in the Financial Aid Office.

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Revised: April 2012

## Requirements for VA Educational Benefits

### **Requesting VA Benefits while at Covenant School of Nursing:**

Submit the following information during the admission process to the Business Coordinator regarding your Veteran's Education Benefits.

1. DD214 (member 4)
2. Military Transcripts
3. Educational entitlement printout from eBenefits <http://www.ebenefits.va.gov/>

### **Here are the websites to obtain your military transcripts:**

Army (AARTS transcript): <http://aarts.army.mil>

Navy & Marine Corps (SMART Transcript): <https://smart.navy.mil/smart/welcome.do>

Air Force (CCAF Transcript): <http://au.af.mil/au/ccaf/transcripts.asp>

Coast Guard (CGI Transcript): <http://www.uscg.mil/hg/cgi> (Transcripts requested can be found under LINKS)

The Ace Military Guide (Guide to Evaluation of Education Experiences in the Armed Services) is on the web at [www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu).

For any questions regarding VA benefits accepted at Covenant School of Nursing please contact the Business Office Coordinator at 806-725-8901.

# Tuition/Fees

## Payment Options

Tuition and fees are due, and must be paid, at the beginning of the applicable enrollment period. Students who are not eligible for financial assistance (Federal, WIA, TRC) and who are unable to meet the tuition and fee charges must use the payment schedule located on their Tuition and Fees Schedule and/or Promissory Note.

**\*\*ALL NEW STUDENTS ARE REQUIRED TO PAY AN INITIAL PAYMENT OF 1/3 OF THE TUITION FOR THE INITIAL SEMESTER PLUS APPLICABLE FEE'S BY THE DATE INDICATED ON THE TUITION AND FEES SCHEDULE, EXCEPT THOSE RECEIVING FINANCIAL AID CHECKS BY THE FIRST WEEK OF SCHOOL.**

Tuition and fees for all students using the payment schedule are due on the date designated in their Tuition and Fees Schedule and /or Promissory Note. **If the initial tuition/fee payment is not received by the 15<sup>th</sup> day of class, the student is subject to dismissal.**

All financial aid will be posted to the student's account and a refund check will requested for any overage. Students that did not meet the financial aid deadline will be required to make the initial tuition/fee payment by the 15<sup>th</sup> day of class and will be required to follow the remaining tuition/fee payment schedule until financial aid is posted. **If the tuition /fee payment is not received by the 15<sup>th</sup> day of class, the student is subject to dismissal.**

Payment should be made in the Business Office at Covenant School of Nursing. In the event of nonpayment of debts owed to CSON, one or more of the following actions may be taken:

- involuntary withdrawal of the student
- withholding the diploma to which the student would otherwise be entitled
- withholding the student's transcript

Along with Visa, Master Card, Discover, or American Express, personal checks, debit cards, money orders, and cashier's checks are accepted in payment of tuition. Any such check that is returned unpaid by the bank on which it is drawn will be viewed by CSON as nonpayment of debts owed to CSON. Any student notified of a returned check must remedy the situation within 10 business days.

**All tuition and fees must be paid in full before students will be allowed to advance to the next semester, and all applicable tuition and fees for the senior year must be paid in full before graduation.**

## **Tuition/Nonrefundable fees**

The following description of fees and miscellaneous expenses is subject to change without notice:

- Technology Fee \$60.00 to be paid in the first semester for computer lab supplies and copier supplies.
- ATI Materials Fee approximately \$588.00 to be paid throughout the program – subject to change. ATI is a licensing exam preparation program.
- Graduation Fee \$50.00 to defray the fixed cost of graduation.
- FBI Fingerprinting \$44.20 paid to L-1 Identity Solutions for an FBI background check
- TBON Application Fee \$139.00 - Texas Board of Nursing Examiners application to test paid 3 months prior to graduation.
- NCLEX \$200.00 – NCLEX application fee to take boards paid to Pearson/Vu. 1 month prior to graduation.
- Books and Uniforms The student will be required to purchase the approved books and approved uniforms at their own expense. (Approximately \$1,500.00 paid over the four semesters.)
- Uniform Accessories Cost of watch, shoes, stethoscope, etc. is determined by personal selection but must meet CSON dress code.
- Computer/Printer Required for course work..
- Transcript Fees Official transcripts are \$3.00 each; Unofficial transcripts are \$2.00 each. Students may request transcripts from the Business Office. Academic transcripts furnished from other institutions are part of the student's permanent file and copies will not be made available by CSON.
- ID Badge Replacement A \$10.00 replacement charge will be required for a lost or stolen badge.

### **Tuition**

A total of 10,028 is required in tuition payments for the entire 4 semester program.

### **Additional Tuition**

Students who withdraw from CSON for any reason (personal/academic) and are readmitted to CSON, will be charged the tuition listed above for any course for which they must repeat.

### **Miscellaneous Expenses:**

CPR Course: Must take Health Care Provider course by American Heart Association prior to entering CSON.

Uniform Accessories: Cost of watches, shoes, stethoscope, etc. is determined by personal selection.

## **Student Refund Policy:**

Students who officially withdraw voluntarily or at CSON's request must complete the official withdrawal procedure. Students may be eligible to receive a refund of tuition. CSON retains 5% of the applicable tuition for an administrative fee or \$100.00. The amount of any



refund depends upon when the student withdraws; however, students are required to pay a percentage of the total bill for the period of enrollment. The amount of refund due a student will be the amount paid in excess of the percentage amount due. If the student has paid less than the percentage due, the student will be required to pay CSON the balance of that amount. Past due balances will be referred to credit bureaus. Unpaid account balances are subject to collection costs and attorney fees at student's expense.

### CSON Refund Schedule

Student withdraws after completing:	Refund Due:	CSON Retains
Prior to first class day	100%	None
Up to 10%	80%	20%
11 to 15%	70%	30%
16 to 20%	50%	50%
21 to 25%	25%	75%
26%	None	100%

## Financial Aid Student Rights and Responsibilities

### Student Rights and Responsibilities/You Have the Right to Know:

- What financial aid programs are available
- The deadline for submitting applications for each of the programs.
- How financial aid will be disbursed.
- How your financial aid was determined.
- What resources were considered in the calculation of your financial need
- How much of your financial need has been met.
- The details of the various programs in your student aid package.
- The School of Nursing's refund policy and the Department of Education's Return of Title IV funds requirements.
- What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, and know when the payment is to begin.
- How the School of Nursing determines if you are making satisfactory progress, and what happens if you are not.

### In Accepting Your Responsibilities You Must:

- Complete all application forms accurately and submit them on time to the proper place.
- Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.

- Return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.
- Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.
- Live up to the agreement that you sign.
- Be aware of and comply with deadlines for application or reapplication for aid.
- Be aware of the School of Nursing refund procedures
- Report changes in name, address, and telephone number to the proper office(s).



## Section 10: Safety Policies

Emergency Preparedness  
Emergency Codes  
Fire Escape Route  
Influenza  
Inclement Weather  
Parking  
Risk of Occupational Exposure to HIV-HBV  
Safety Management

# Emergency Preparedness

## School of Nursing Student Body

Approved by: Faculty Organization

### Statement of Purpose:

The following process is designed to guide the handling of emergency situations during a disaster.

### All faculty and students

- Carry their ID badge at all times.
- Present their ID badge for admission when called to the hospital.
- Wear ID badge and uniform.

Since the School of Nursing is housed outside of the hospital building, in a disaster involving the hospital during or after working hours, faculty and students will report directly to Nursing Service for assignments when they are advised to do so following the regular call-back procedure.

### Disaster Levels

If an **internal disaster** occurs during a normal working day, employees and students will remain in their designated areas until notified by the Dean/Coordinator/instructor to report to Nursing Service for assignment.

If **an external disaster** occurs during a normal working day, employees and students will remain in their designated areas until notified by the Dean/Coordinator/instructor to report to Nursing Service for assignment.

Internal or external disaster occurs prior to or after the normal working day, employees and students remain at home and wait for the call-back program to be initiated.

If the problem occurs on the School of Nursing premises:

#### **During the working hours**

Notify the hospital switchboard

Move employees and students to a safe place

#### **After working hours**

The fire alarm system alerts the hospital switchboard of fire in the School of Nursing building

### Call-back Procedure

After regular school hours, the Dean will be notified of the disaster situation. The Dean will contact coordinators. The Dean and coordinators will report to the hospital Nursing Service Department and will contact additional employees and students as needed.

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Revised: July 1985, April 1999

Revised: October 2006

Revised: December 2009

Revised: January 2010

## Emergency Codes

It is the policy of Covenant School of Nursing (CSON) to provide a safe and secure environment for our students, visitors, and employees. Following is a list of emergency codes used by CH and designed for the CSON campus.

Code Name	Type of Code	Additional Details
<b>Code Black</b>	Bomb Threat	
<b>Code Blue</b>	Respiratory / Cardiac Arrest	
<b>Code Brown</b>	Inclement Weather	Stage 1 Tornado or severe thunderstorm <b>watch</b>
		Stage 2 Tornado or severe thunderstorm <b>warning</b>
		Stage 3 Tornado or severe thunderstorm <b>imminent</b>
<b>Code Grey</b>	Hostage Situation	
<b>Code Orange</b>	Violent Situation Riot	
<b>Code Red</b>	Fire	R – Rescue A – Alarm C – Confine / Contain E - Evacuate
<b>Code Silver</b>	Active Shooter	Run Hide Fight

**Reference(s):** Covenant Health System's Environment of Care Policy # 4001 found in the Executive Conference Room for detailed policy regarding each code.

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Written May 23, 2007  
 Revised: June 2009  
 Revised: July 2012  
 Revised: June 2013

## Code Black (Bomb Threat)

**Department: CSON**

**Approved by: CSON Faculty and Staff**

### **Statement of Purpose:**

It is the policy of Covenant School of Nursing to provide a safe and secure environment for students, visitors, faculty and staff. In the event of a bomb threat within the facilities or areas, this policy seeks to provide guidance for effective response.

**Performed by: All CSON Faculty and Staff**

### **Guidelines and defining framework:**

- Code black is activated alerting staff of the possibility of a bomb or explosive device within the facility. This is a Police issue. The Lubbock Police will be notified via 911 and will need the assistance of staff that are familiar with the area to help screen the threatened area. Bomb threats are usually transmitted in one of two ways: written or orally through a telephone call.
- Written bomb threat: while written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.
- Telephone bomb threat: there are only two reasonable explanations for a call reporting that a bomb is to go off in a particular location. They are:
  - The caller has definite knowledge or believes that an explosive incendiary device has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or may be someone else who has become aware of such information
  - The caller wants to create an atmosphere of anxiety and panic which will result in disruption of the normal activities at the facility.

## **PROCESS**

### **Written Bomb Threat Procedure**

Save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence, such as fingerprints, handwriting or typing paper, and postal marks which are essential to tracing the threat and identifying the writer.

### **Telephone Bomb Threat Procedure**

- DO NOT HANG UP
- REMAIN CALM
- Try to prolong the conversation and get as much information as possible. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Try to record in writing as accurately as possible the words spoken by the caller.
- Note what you hear. Are there background noises, such as music, voices, cars?

- How does the caller's voice sound? Any accent? What sex? What age? Note any unusual words or phrases.
- Does the caller seem to know about the School of Nursing? Inform the caller that the building is a School of Nursing occupied by many students and that the detonation of a bomb could result in the death or serious injury to many innocent people. This may influence the caller to reveal the precise location of the device.
- How is the bomb location described? If the caller does not indicate the location of the bomb or the time of possible detonation, ask for the information. Ask for a description of the bomb or explosive device, how it is packaged, what it is made from and how does it work?
- Does the caller use a person's name? Does the caller give his/her name?
- When the call is over, complete the bomb threat report immediately and Call 911 and Security Dispatch @ 725-0707.
- After this is completed, notify your supervisor immediately, but do not alert others of the threat to avoid panic. Remain in your area of responsibility and be ready to relate any information you may have to law enforcement personnel.
- Evacuation will be based on the decision of the on-site person in charge (Dean, Student Activities Coordinator, Business Office Coordinator, Faculty, Staff). Evacuation should not occur if threat is made that evacuation will cause detonation.

#### **Procedure used if you discover a bomb or suspicious item**

- Leave the item untouched and secure the area.
- Go to a telephone outside the secure area and call (911) to report the suspicious item. You may be asked to assist in a search because you are familiar with the area.
- Follow instructions from the overhead paging system. Evacuation will not occur until the bomb or suspicious item has been confirmed by the Lubbock Police .

**Reference(s):** Covenant Health System Policy #4012. Homeland Security Bomb Threat Protocol.

*In the event that a student is contacted about a bomb threat it is the policy of CSON that the student immediately contacts a faculty or staff to handle the situation as described in the above policy.*

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Developed and implemented: June 2010



## Code Blue (Basic Life Support)

**Department: CSON**

**Approved by: CSON Faculty and Staff**

**Statement of Purpose:**

It is the policy of Covenant School of Nursing to provide response in a rapid and efficient manner to cardiopulmonary arrest and/or other life threatening emergencies.

**Performed by: All CSON Faculty and Staff**

**Guidelines and defining framework:**

- Standards of the American Heart Association for Basic Life Support should be followed.

### **PROCESS**

In the event of a medical emergency, Basic Life Support (BLS) trained personnel should:

Initiate BLS as indicated--- two man should be done if personnel are available

Call 911 and request response to the location of the code/event

- Inform emergency medical services (EMS) to transport the patient to Covenant Emergency Department

### **Personnel needed in a Basic Life Support (BLS) situation**

- 2 people for BLS
- Caller: person calling 911
- Crowd controller: evacuate and clear premises for emergency crew to arrive
- Flagger: person waving down EMS and locating patient
- Note taker: person taking notes of sequence of events
- Runner: person to get any supplies we may have at the School of Nursing

**Reference(s):** Covenant Health System Policy #PC 08.1.

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Developed and implemented: May 2010

## Code Brown (Weather)

**Department: CSON**

**Approved by: CSON Faculty and Staff**

### **Statement of Purpose:**

It is the policy of Covenant School of Nursing to provide a safe and secure environment for students, visitors, faculty and staff. In the event that severe weather threatens the facility or the surrounding area, this policy seeks to provide guidance for effective response.

**Performed by: All CSON Faculty and Staff**

### **Guidelines and defining framework:**

This plan is divided into three stages; Code Brown Stage I, Code Brown Stage II and Code Brown Stage III.

- **Code Brown Stage I:** This stage begins when the National Weather Service declares a “Tornado or Severe Thunderstorm **Watch**” for the immediate area. This means atmospheric conditions are favorable for the formation of a tornado or severe weather.
- **Code Brown Stage II:** This stage begins when the National Weather Service declares a “Tornado or Severe Thunderstorm **Warning**” for the immediate area threatening your county.
- **Code Brown Stage III:** This stage begins when the National Weather Service declares a tornado or severe thunderstorm is within 10 miles of the facility and is proceeding in the general direction of the facility. This stage constitutes “**imminent danger**” due to the proximity of the storm.
- **Safe Area:** This is a designated area for all students/visitors, faculty and staff to go in the event there is a tornado. Designated Safe Areas are Rooms # 114, 123, 125, G-6, G-7 and the annex conference room. All designated Safe Areas are identified with signs on outside of entrances.

### **PROCESS:**

- **Code Brown Stage I:**
  1. Be aware of the weather conditions
  2. Identify “Safe Area”. Some place away from exterior windows
  3. Review instructions for Stage II
- **Code Brown Stage II:**

1. Monitor weather more closely
2. Close curtains to any windows
3. Notify faculty/staff over PA system of worsening weather and safe areas
4. Notify classrooms of stage and be prepared to move to safe area (classrooms #114, #123, classroom G7 and annex conference area).
5. Review instructions for Stage III

- **Code Brown Stage III:**

1. Announcement of Stage III via PA system and verbal or air horn blast.
2. Move students, faculty and staff to nearest safe area away from windows if safe to do so.
3. Take any necessary information to safe area (student attendance rosters, etc.)
4. Inform all personnel to take cover
5. Notify 911 as well as safety officer if necessary (392-3389).

**Weather monitoring and preparation:**

Weather monitoring will be done by the Business Office Coordinator and Student Activities Coordinator. Between the two of them, they will watch for weather changes and initiate each stage of the Code Brown.

**Reference(s):** Covenant Health System Policy #EC 4.2

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Revised: May 2010

## Code Gray (Hostage)

**Department: CSON**

**Approved by: CSON Faculty and Staff**

### **Statement of Purpose:**

It is the policy of Covenant School of Nursing to provide a safe and secure environment for students, visitors, faculty and staff. In the event that a hostage taker threatens the facility, this policy seeks to provide guidance for effective response.

**Performed by: All CSON Faculty and Staff**

### **Guidelines and defining framework:**

Code Gray is the announcement alerting faculty and staff of a hostage situation in the facility. Dealing with those who take hostages and those who are taken hostage is the responsibility of Law Enforcement. This basic response covers actions that the facility staff should take to assist local Law Enforcement handling the situation. The primary concern of those involved should be the safety of students, visitors, faculty and staff. Therefore, it is important that the assigned responsibilities be acted upon with a sense of urgency. Actions taken during this type of situation will only be acted upon with the approval of the Safety Officer.

### **PROCESS**

- Call 911 immediately upon discovery of a hostage situation. Notify the Business Office Coordinator immediately so that a code gray can be announced over intercom system. When notified of a hostage situation, you may be in the immediate area or away from the scene.
- If in the immediate area:
- Comply with all demands of the hostage taker.
- When possible, have someone call 911 and notify business office coordinator of the situation. Stay on the line with 911 operator.
- Try to stay calm.
- Pay attention to the number of hostage takers in the area and if possible their description(s).
- Try to identify a leader; this information may help Law Enforcement if hostages are released.
- Law Enforcement will want to make contact with the hostage taker.
- If away from the scene:
- Stay in your area. DO NOT LEAVE YOUR AREA.
- Keep all persons in your area.
- Do not let anyone new in your area.
- Security will keep you advised of the situation as needed.
- Administration
- Upon notification of a hostage situation, the Dean should be notified immediately who then should notify the Chief Nursing Officer, Security and President/CEO.

- Dean or Designated Person in Charge. Since the duration of a hostage situation can take from an hour to several days, the Dean or designated person in charge should do the following:
  - Obtain a current list of all students in the facility.
  - Have a summary prepared of all facility staff on duty in the affected area.
  - Obtain blueprints of the entire facility.
  - Obtain a current facility-wide telephone directory.
  - Obtain background information of staff that are hostages.
  - Every situation is different and response to it must be flexible. History has proven that the longer the situation lasts, the better the results of the situation. It should be noted that time is on our side.
  - Evacuation of facility should be considered depending on location of the situation and imminent threat to those present.
  - Public Relations
    - All inquiries by the news media must be handled by the Public Information Officer and the Public Information Center. All other personnel should not discuss the situation with outsiders, especially the news media. The purpose for this is to ensure that accurate information is given to the public.
- 

**Reference(s):** Covenant Health System Policy # EC 4.3

*In the event that a student is contacted about a hostage situation it is the policy of CSON that the student immediately contacts a faculty or staff to handle the issue as described in the above policy.*

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Developed and implemented: June 2010

## Code Orange (Violent Situation)

**Department: CSON**

**Approved by: CSON Faculty and Staff**

### **Statement of Purpose:**

It is the policy of Covenant Health System to provide a safe and secure environment for students, visitors, faculty and staff. In the event a violent situation threatens the safety of those mentioned herein, this policy seeks to provide guidance for effective response.

**Performed by: All CSON Faculty and Staff**

### **Guidelines and defining framework:**

A code orange is the announcement alerting faculty and staff of a dangerous or violent situation. The violent situation can escalate into a riot. Employees in the immediate vicinity of a potentially violent, assaultive, or combative individual, whether that person is a student, visitor, faculty or staff of the facility, and believing that the person may endanger themselves or others should initiate a Code Orange.

### **PROCESS**

- Stay calm and talk to the person in a soothing tone and discretely call for assistance or indicate a need for assistance from other staff in the area.
- If the situation escalates and the person becomes violent, faculty/staff will call for help by using one or more of the following methods:
  - Call out loudly Code Orange so that other faculty/staff in the area will know the situation.
  - Divert people away from the violent person or situation. Do not attempt to intervene with the violent person.
  - Close all doors to separate the violent person or situation from others.
  - Have someone call 911 and be sure to identify where you are located. Stay on the line with the 911 operator.
  - In the event an active shooter(s) is identified on the property move to a place of safety immediately to include leaving the facility. If at all possible, without jeopardizing the safety of anyone, attempt to garner a description for responding Law Enforcement.
- Riot
  - In the event that the violent situation escalates into a riot or civil disturbance, all personnel should endeavor to protect students, visitors, faculty and staff from harm by diverting them away from the situation. Stay away from the riot area.
  - Contact the Lubbock Police Department - 911.
  - Secure all documentation (Example: attendance roster)

**Reference(s):** Covenant Health System Policy #EC 4.5

*In the event of a violent situation is the policy of CSON that the student immediately contacts a faculty or staff member to handle the issue as described in the above policy.*

## Code Red (Fire Plan)

### School of Nursing Student Body

**Approved by:** Faculty Organization

### Statement of Purpose:

It is the policy of Covenant School of Nursing (CSON) to provide a safe, and secure environment for our student, visitors, and employees.

### Process:

In the event a student identifies a fire, STAY CALM AND DON'T PANIC.

The student will notify instructor or pull the nearest fire alarm

The student will exit the building as directed by faculty according to the fire escape plan.

Fire escape plan is posted throughout the building and is shown below.

Students will follow fire plans as directed by community facilities.

**Reference(s):** CH Safety Officer

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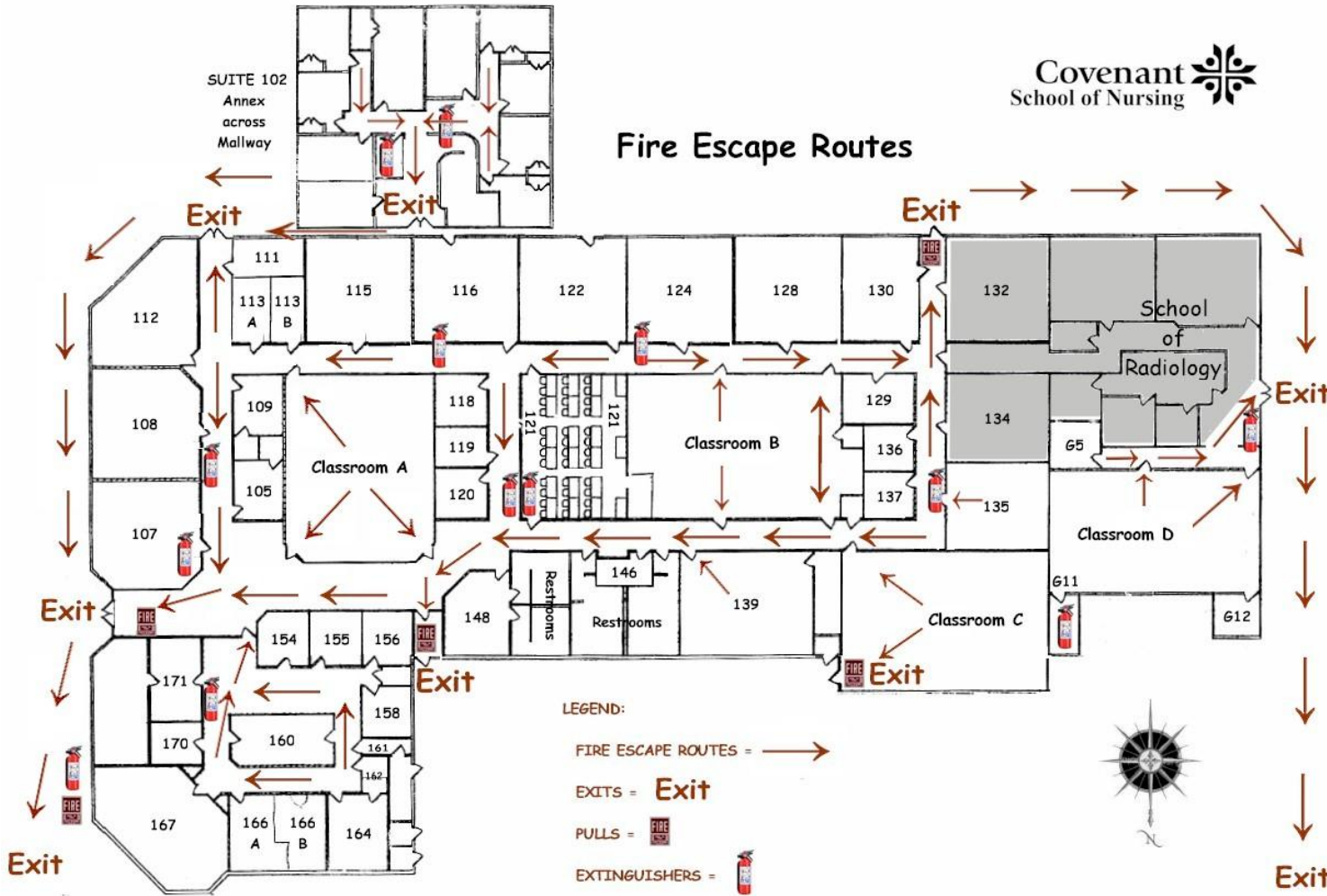
Revised: January 2010

# Fire Escape Route



## Fire Escape Routes

SUITE 102  
Annex  
across  
Mallway



### Fire Plan

**DO NOT PANIC** when you find a fire!

#### Small Fires

Distinguish immediately by smothering if suitable materials are available

#### Large Fires

- R**escue/remove anyone in area of fire if possible
- A**larm - Pull alarm nearest fire / Notify administrative staff
- C**onfine - CLOSE ALL DOORS to contain smoke/fire
- E**xtinguish fire if possible / Evacuate building

#### Extinguishers

##### RIGHT TYPE

- A** - ordinary combustibles (wood, paper, cloth)
- B** - flammable liquids (grease, paint, oil)
- C** - electrical equipment (NEVER USE WATER on electrical!)

##### RIGHT WAY

- P**ull pin on extinguisher
- A**im nozzle at base - (STAY AT LEAST 6 FEET AWAY!)
- S**queeze handle
- S**weep the spray side to side at base of fire



To operate an extinguisher:



Know your extinguisher & how to use it





## Code Silver (Active Shooter)

**Department: CSON**

**Approved by: CSON Faculty and Staff**

### **Statement of Purpose:**

It is the policy of Covenant School of Nursing to provide a safe and secure environment for students, visitors, faculty and staff. In the event that a hostage taker threatens the facility, this policy seeks to provide guidance for effective response.

**Performed by: All CSON Faculty and Staff**

### **Guidelines and defining framework:**

Covenant Health has the duty to protect and to provide an emergency response plan to alert the school campus that an active shooter appears to be actively engaged in killing or attempting to kill people on the school campus.

An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on the school campus. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. Additionally, active shooters also have specific targets. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

### **PROCESS**

- 1) The first employee to identify an active shooter situation:
  - a. Should call 911 and provide the operator with as much information as safely and time may allow. The operator may ask you to stay on the line to facilitate ongoing situational awareness and critical intelligence for first responders.
  - b. Should call the Business Office Coordinator (725-8901) and announce a Code Silver (with the location of the incident) and a description of the person(s) and type of weapon if known).
  - c. Evacuate students, faculty and staff if safe to do so.
- 2) The Business Office Coordinator upon notification will:
  - a. Announce over the intercom system "Code Silver (and the location)" three times.
  - b. Call Security Dispatch@725-0707. Give all available information to Security Officers.
  - c. Upon notification of a shooter situation, the Dean should be notified immediately, who then should notify the Chief of Nursing Officer and President/CEO.

- 3) The first Security Officer to arrive on the scene will:
  - a. Assess the situation
  - b. Report to the dispatcher the following information to relay to the Lubbock Police Department at 911:
    - Number of shooters
    - Number of victims
    - Exact location of the shooter
    - Type and number of weapons possibly in the possession of the shooter
- 4) If an active shooter enters your campus, office, or meeting room, you should:
  - a. Try to remain calm.
  - b. Try not to do anything that will provoke the active shooter.
  - c. If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the shooter.
  - d. If the active shooter(s) leaves the area, barricade the room or go to a safer location.
- 5) At a location distant from the active shooter, such as in a different classroom; or you are not able to leave the area safely:
  - a. Remain calm.
  - b. Warn other students, faculty or visitors to take immediate shelter.
  - c. Go to a room that can be locked or barricaded.
  - d. Lock and barricade doors.
  - e. Turn off lights.
  - f. Turn off radios or other devices that emit sound.
  - g. Keep yourself out of sight and take adequate cover/protection (i.e. tables, chairs, filing cabinets).
  - h. Silence cell phones.
  - k. Have one person call 911 and state "Covenant School of Nursing (give your exact location), we have an active shooter in the school, gunshots fired".
- 6) If you are in an outside area and encounter an active shooter, you should:
  - a. Try to remain calm.
  - b. Move away from the active shooter or the sound of gunshot(s) and/or explosives.

c. Look for appropriate locations for cover/protection (i.e. brick walls, retaining walls, parked vehicles, etc.). Avoid crossing in large open areas.

d. Call 911 and provide the information listed above.

7) What should I expect from responding officers?

a. Immediately engage or contain the active shooter(s) in order to stop the killing.

b. Identify threats such as improvised explosive devices.

c. Identify victims to facilitate medical care, interviews and counseling.

d. Investigate.

8) Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams. They may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns and handguns.

9) Do exactly as the team of officers instruct. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

10) How to react when the police arrive at your location:

a. Remain calm and follow officers instructions.

b. Put down any items in your hands (i.e. bags, jackets, books).

c. immediately raise hands and spread fingers.

d. Keep hands visible at all times.

e. Avoid making quick movements toward officers such as attempting to hold on to them for safety.

f. Avoid pointing, screaming and/or yelling.

g. Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area.

11) When the police arrive the following information should be available:

a. Number of shooters.

b. Number of individual victims and any hostages.

c. The type of problem causing the situation.

d. Type and number of weapons possibly in the possession of the shooter.

e. All necessary individuals still in the area.

- f. Identify and description of participants, if possible.
- g. Keys to all involved areas as well as floor plans.
- h. Locations and phone numbers in the affected area.

12) Available staff and faculty will supply the Hospital Command Center (HCC) with a list of students and faculty and staff known to be in the area of the incident.

13) Marketing will establish a media center in a designated location. All family members involved in the incident will be sent to an area; located away from the public and media.

14) The Hospital Command Center will:

- a. Establish a medical response team ready to support casualty operations.
- b. Provide floor plans of the hostage area for use by the Lubbock Police Department (LPD).
- c. Plan for a situation that may take several hours to resolve. While the violence may be over quickly, there may be an extensive crime scene over a wide area.

15) The Hospital Security Department will:

- a. Have a Security Officer meet responding police and escort them to the incident and HCC.
- b. Assign additional staff to control access to the area as directed by the police.
- c. Identify witnesses. Separate them from one another and escort them to a separated room to wait police interview.
- d. When LPD arrives, they assume jurisdictions over the event. Security officers will follow all reasonable directions by Law Enforcement, even when asked to leave the area.

16) Campus staff, faculty, students and visitors will be kept away from the area until the situation is fully resolved. Once LPD announces resolution of the situation, the HCC will notify the Dean to announce the "All Clear".

17) The Business Office Coordinator will announce "Code Silver All Clear" Three times over the intercom system.

#### **REFERENCES:**

US Department of Homeland Security Active Shooter-How to Respond, October 2008

#### **COORDINATION:**

This policy has been coordinated with the Lubbock Police Department

Reference(s): Covenant Health Policy #EC 4.11.

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Developed: August 2012; Implemented June 2013

## Influenza

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

To ensure health and well being for students, faculty and staff. Students, faculty and staff are expected to arrive on time and be prepared for class according to semester schedules. If flu-like symptoms occur, the following will go into effect:

#### **Process:**

#### **Preparedness for Flu Season:**

- Signs must be hung at entrances of building, classrooms and restrooms regarding flu prevention and proper hand washing techniques.
- Students will be informed of flu prevention weekly via student announcements.
- A letter will be sent to students, faculty and staff regarding flu season and steps we are taking to monitor the flu season
- Students, faculty and staff will be reminded to be familiar with the Emergency Preparedness Plan: Flu
- All classrooms, computer labs, clinical labs and student lounges must have at least one of the following: wall hand sanitizers, Kleenex boxes, disposable wipes, and any other items deemed necessary to keep the environment clean.
- All heavy traffic areas will be cleaned on a daily basis with disinfectants to kill flu viruses by the environmental cleaning facilities. Examples of heavy traffic areas include but are not limited to: entrance keypads and door handles, all classroom and restroom doors, all student tables and chairs, student lounges, computer labs, etc.
- The School of Nursing will not be closed unless directed by the City or State Health Department or by Covenant Health. In the event that the School of Nursing is closed, alternative methods of delivery for lectures must be provided to the students with content information via Scholar360. Students will still be held accountable for theory content and exams will be scheduled for those students who are feeling well. Clinical attendance will be evaluated and determined by CH and Dean at the time of the occurrence.
- All students, faculty and staff are encouraged to receive flu vaccinations when available.

#### **If a Student is Ill with Flu-like Symptoms:**

- The student must take an absence to prevent spreading of any illness. The Attendance Policy will be applied to any absence. If appropriate documentation is provided stating the student does have the flu, then any absence after the allowed 3<sup>rd</sup> absence will be

excused. The student must call the Course Coordinator to inform them of their symptoms or diagnosis of flu. The Course Coordinator will inform the Business Office Coordinator of the student's name and diagnosis. The Business Office Coordinator will keep a tracking record of all students diagnosed with the flu.

- A student diagnosed with the flu will not be allowed to return to classes/clinical until they are fever free (less than 100 degrees F) for 24 hours without the use of fever reducing medications.
- If a student attending class/clinical appears to be ill, the instructor has the right to take the student's temperature. If the student has a fever greater than 100 degrees, they will be sent home and advised to see their physician.

**\*The student is responsible for having a back-up plan for any sick family members. Covenant School of Nursing will not give excused absences for anyone who misses classes/clinical for sick family members. The student will be held to the current attendance policy.**

For further questions about the flu, please contact the Coordinators of your semester or refer to the following websites:

**Reference(s):**

<http://www.pandemicflu.gov>

<http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>

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Revised: January 2010

Revised: July 2011

## **Inclement Weather**

### **School of Nursing Student Body**

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

To ensure health and well being for students, faculty and staff. Students, faculty and staff are expected to arrive on time and be prepared for class or clinicals according to semester schedules. If inclement weather occurs, the following will go into effect:

#### **Process:**

Inclement weather refers to any weather that could be harmful to student travel. Examples include but are not limited to ice, snow, or floods.

In the event of inclement weather, Covenant School of Nursing will follow Lubbock Independent School District policies (LISD).

- If LISD delays school, CSON will delay theory classes for the same amount of time as LISD.
- If LISD delays school and CSON classes fall on clinical days, clinicals will be canceled for the day and will be made up at the end of the semester on the scheduled clinical weather day.
- IF LISD cancels school, CSON will cancel class and clinicals for the day. If the cancelation is made on a theory day, the Coordinator of the semester will notify the students of the times and days to make up theory content. If the cancelation occurs on a clinical day, the students will make up the clinical day on the scheduled clinical weather day at the end of the semester.
- The student can determine LISD weather protocol by watching the news the day before or the day of inclement weather. The Coordinators of each semester will also notify students of the procedure to follow the day inclement weather occurs via the learning management system (LMS).

**Reference(s):** Lubbock Independent School District

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Implemented: January 6, 2006  
Revised: January 2010

## Parking

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

To define designated parking areas for students in all learning environments in order to insure patients, visitors, employees, volunteers, and physicians visiting or working at Covenant Health, Lubbock have adequate and convenient accessibility to parking.

#### **Process:**

Designated parking spaces are located to the north of the school campus and are outlined in YELLOW PARKING STRIPES. White-striped spaces are PROHIBITED for student parking.

During clinical coursework, students are regulated by the policies governing Covenant Health Employees as cited below – with the following exceptions – where disciplinary action is mentioned in reference to violations for the COVHS “campuses,” the student will be subject to disciplinary actions as determined within administration at the school for violations of parking policies of the Health System as cited below. References to employees include students as well.

The campus is defined as all land having a Covenant Health (CH) function in Lubbock.

Requirements: All employees/staff members/physicians/volunteers / students can locate a copy of the Parking & Traffic Regulations at the hospital campus or on the CSON LMS.

Employees/students/staff members/physicians/volunteer must park only in designated CH parking lots/garages.

Parking Permit Parking permits for paid parking may be obtained from a Parking Services representative during employee orientation, or at the

Parking Services Office

3702 21st Street, Suite 101

Phone: 725-6918

Office hours are M-F 8 a.m. to 12:00 p.m.  
and 1:00 p.m. to 4:30 p.m.

To register a vehicle(s) and obtain a parking permit, the employee/student/staff member/physician/volunteer must provide all information required on the CH Motor Vehicle Registration (MVR) form.

Any change in vehicle ownership for which a parking permit has been issued, requires the employee to notify Parking Services.



Restricted parking: Under no circumstances are employees / students / staff / members / physicians / volunteers to park in areas designated as: No Parking, Handicapped Parking, Emergency Parking, or Patient / Visitor Parking.

However, an employee / student / staff member / physician / volunteer having a medical condition that requires a special parking assignment may present physician orders stating special requirements and the length of time such assignment is required.

Violations: Abuse of parking privileges and / or failure to comply with Parking & Traffic Regulations could result in corrective action.

First ticket – supervisor communicates with employee regarding understanding of the policy

Second ticket - verbal corrective action

Third ticket - written corrective action

Fourth ticket - suspension

Fifth ticket - termination

There is no standard waiting period separating one step of the counseling process from another. If an employee is aware that immediate improvement is expected and the problem lends itself to immediate correction, then the supervisor may begin the next step as soon as it is necessary.

CH reserves the right to remove any vehicle that is in violation of CH Parking & Traffic Regulations without prior consent or notification of the owner. The cost of removal will be the responsibility of the vehicle's owner.

Vehicle Whenever a vehicle is parked on CH property, it should be locked Security and valuables removed or locked up. CH assumes no responsibility for loss or damage to any vehicle, or its contents, while parked on CH property.

(HR Parking 02/09/09)

**Reference(s):** Parking HR Policy #154 – Parking Maps included herein

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Revised: January 2010

Welcome to

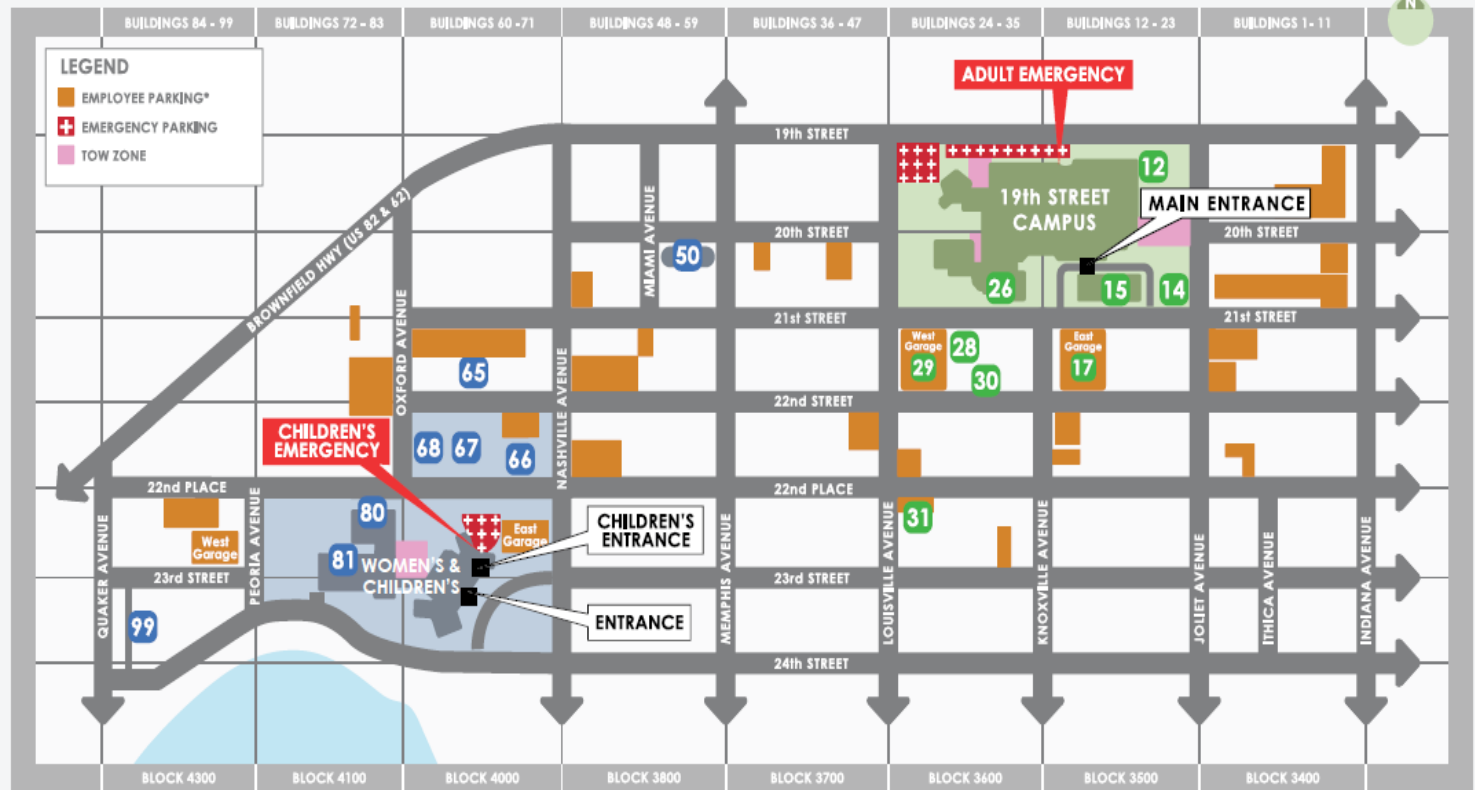


19th Street Campus  
3615 19th Street  
Lubbock, TX 79410  
806.725.0000

Women's & Children's  
4000 24th Street  
Lubbock, TX 79410  
806.725.0000

www.CovenantHealth.org

## EMPLOYEE MEDICAL DISTRICT PARKING MAP



\*Some parking areas are designated for specific departments/offices

Covenant Medical Center is comprised of two campuses, the **19th Street Campus** and the **Women's & Children's**, both located within the Medical District.

Covenant Health System has provided this easy-to-use, color-coded map to help get you to your chosen destination. Employees must have a hang tag to utilize parking garages. If you need further assistance, please call our dedicated parking department at 806.725.2400.

Thank you for making this the best place for patients to receive care, employees to work, and for physicians to practice medicine.

### WOMEN'S & CHILDREN'S

- 50 Covenant Specialty Hospital
- 65 Owens-White Outpatient Rehabilitation Center
- 66 Medical Building
- 67 Medical Building
- 68 Medical Building  
Covenant Regional Data Center  
Surgery North
- 80 Joe Arrington Cancer Research & Treatment Center
- 81 Medical Building  
Arrington Comprehensive Breast Center  
Surgical Assessment Services
- 99 Covenant SurgiCenter  
Covenant Imaging Center

### 19th STREET CAMPUS

- 12 Covenant Diagnostic Imaging
- 14 Medical Building
- 15 Covenant Heart & Vascular Institute
- 17 LifeStyle Centre  
East Parking Garage
- 26 Medical Building
- 28 Covenant Gamma SouthWest
- 29 Knipping Education Conference Center  
West Parking Garage
- 30 Covenant Neuroscience Institute  
Covenant Sleep Center
- 31 Covenant Foundation

## Risk of Occupational Exposure to HIV-HBV

### School of Nursing Student Body

**Approved by:** Faculty Organization

### Statement of Purpose:

Individuals at risk for potential HIV and HBV exposure will be identified and protected.

The risk of occupational exposure to HBV and HIV is present in all clinical assignments that include patient contact.

Individuals in the School of Nursing with potential for such occupational exposure include:

- Nursing Instructors
- Teacher Assistants
- Nursing Students

### PROTECTION

Individuals may be protected by:

- HBV immunization through Employee Health
- Mandatory utilization of Universal Precautions
- Adherence to policies specific for some clinical units

### INFORMATION

**Reference(s):** Detailed information is provided in the SAFETY MANAGEMENT PROGRAM, "Employee Infection Control Safety Program", 1.5-1 to 1.5-16.

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Reviewed: January 6, 2010

## Safety Management

### School of Nursing Student Body

**Approved by:** Faculty Organization

#### **Statement of Purpose:**

Covenant School of Nursing believes all employees and students should be concerned with their own safety and the safety of others. Each employee and student has the responsibility to assure safety in the school and in the hospital for patients, general public and other employees.

#### **Process:**

Instructors and students will abide with the safety policies of all clinical facilities. Patient safety is integrated into each nursing course.

The Safety Officer under the authority of the Dean and the position description will notify the appropriate departments for assistance and revisions in actual and potential unsafe situations.

The following guidelines will assure that persons associated with the School of Nursing shall function in a safe and protective manner.

- Report injury to self, student, or fellow employee to immediate supervisor/instructor or the Dean.
- If any injury occurs while on CH property, the student will be referred to Employee Health or the Emergency Department for evaluation.
- Report any unsafe conditions, including defective equipment to the Safety Officer.
- Never stand on unstable chairs, boxes, or tables to reach overhead objects.
- Use sound judgment and proper body mechanics when lifting, moving, or positioning persons or objects.
- Smoking is not permitted in the School of Nursing or Wayland Plaza building.
- Report to Employee Health or the emergency department for all injuries/illness.
- Report suspicious persons in or around the school building, burglary or assault to the Administrative Office, who will call 911 and Hospital Security.
- Recognize hazards/unsafe conditions and report them to the Administrative Office before an accident occurs. Such hazards include, but are not limited to:

- Ice on walks or drives.
- Spills on floors or stairs.
- Cords or obstructions which could cause fall.
- Frayed cords or malfunction of equipment.
- Any odor of burning, heat, or chemicals.
- Congestion in hallways.

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Revised: April 1999  
Revised: October 2006  
Revised: June 2009  
Reviewed January 2010  
Revised: July 2011

# Section 11: FERPA—Student Rights

General FERPA Information  
Terms and Definitions  
Access and Amendment to Education Records  
Disclosure of Education Records  
Law Enforcement Considerations  
Annual Notifications of Rights  
Complaints

## General FERPA Information

### The Family Educational Rights and Privacy Act

#### Guidance for Eligible Students

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. For more information please view the website at the link below or click to open the 34 CFR part 99.

General FERPA Guide:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

FERPA Regulations by the Code of Federal Regulations (CFR):

<http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>

## Definition and Terms

**Student:** A student is a person who has been admitted and is registered when classes are in session, regardless of the person's age.

**School Official:** someone employed by Covenant School of Nursing in an administrative, supervisory, academic, research, internship, volunteer or support staff position; or a person employed by or under contract to the University to perform a special task, such as an attorney, auditor or collection agency.

**Legitimate Educational Interest:** An individual must demonstrate a need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, student employees, clerical and professional employees, and other persons who manage student records information. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Covenant School of Nursing has a legitimate educational interest.

**Education Record:** Any record maintained by Covenant School of Nursing that is personally identifiable to a student in any way except in a few very specifically defined circumstances. These specific circumstances are included within this section of the handbook or in §99.31 of the FERPA regulations.

**Directory Information:** Directory information is considered to be public information unless you request that it be kept confidential. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance



## **Access and Amendment to Education Records**

### **Access to Education Records**

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. A school is required to provide an eligible student with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the student from obtaining access to the records. A case in point would be a situation in which the student does not live within commuting distance of the school.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

### **Amendment of Education Records**

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

## Disclosure of Education Records

### Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so. Following is general information regarding some of these exceptions.

### Exceptions

One of the exceptions to the prior written consent requirement in FERPA allows school officials within the school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied, or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, colleges and universities may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Another exception permits a school to non-consensually disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99.31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

## Law Enforcement Units and Law Enforcement Unit Records

A “law enforcement unit” means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary proceeding against a student.

“Law enforcement unit records” (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not “education records” subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide an eligible student with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the eligible student’s prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

## Annual Notification of Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution (“School”)] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Covenant School of Nursing in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Covenant School of Nursing who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Covenant School of Nursing.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Covenant School of Nursing to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

**Directory Information:** Directory information is considered to be public information unless you request that it be kept confidential. Students may opt to not include their information with the Directory Info on the Letter of Agreement signed at orientation. Directory Information includes:

- Name
- Address
- Phone Number
- Email Address
- Date of Birth
- Dates of Attendance

Students may request to change his/her status through the Business Office Coordinator at 806-725-8901 (must present a copy of your new Social Security Card).

### **Disclosure of Information without Student Consent**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Covenant School of Nursing whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision

may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate parties, including parents, in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Complaints of Alleged Failures to Comply with FERPA

### Complaint Regarding Access

If an eligible student believes that a school has failed to comply with his or her request for access to education records, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

### Complaint Regarding Amendment

If an eligible student believes that a school has failed to comply with his or her request for amendment of inaccurate information in education records or failed to offer the student an opportunity for a hearing on the matter, the student may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the inaccurate information for which amendment was requested; and evidence provided to the school to support the assertion that such information is inaccurate.

### Complaint Regarding Disclosure

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed.

This guidance document is designed to provide eligible students with some general information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by eligible students. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

[www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

If, after reading this guidance document, you have questions regarding FERPA which are not addressed here, you may write to the Office at the following address:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue  
SW Washington, DC 20202-8520

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Addition: April 2012



## Section 12: Forms Exhibit

Reference Form

Enrollment Agreement

Acknowledgement Letter

Criminal Background Check Consent

Student Data Form

Confidentiality Form

Honor Code

Injection Practice

Injection

Release of Information

Grade Counseling Form

Corrective Action

Informed Consent and Release of Liability

Letter of Agreement

Special Accommodations for Testing

Transcript Request Form

# Covenant School of Nursing

Registered Nurse (R.N.)

## Reference Form

### A. APPLICANT SECTION

Applicants must provide 3 completed reference forms. Make sure you receive all the letters back so you can successfully submit your application with the letters attached. We can no longer accept incomplete application documents. Follow instructions carefully.

APPLICANT NAME:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

**\*APPLICANTS MUST SIGN AND DATE BELOW BEFORE DELIVERING THIS FORM TO THE EVALUATOR**

I hereby voluntarily waive and relinquish any right of access to all confidential letter of evaluation provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). I release from any liability all persons and entities who provide information concerning my competence, ethical conduct, character, and other information regarding my qualifications for admission to Covenant School of Nursing. I further fully release and forever discharge Covenant School of Nursing and their servants, agents, and employees for their use of and reliance upon any such information obtained and I hereby indemnify and hold them harmless from any liability or loss whatsoever.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### B. EVALUATOR SECTION

The remainder of the form is for the **EVALUATOR** to complete. This applicant has applied for admission to Covenant School of Nursing in Lubbock, Texas. You have been asked by the **applicant** to comment on his or her ability, suitability, and motivation for entering the school.

Please answer the questions on the back in order to provide information the school needs. This Reference Form must be completed entirely in order for the evaluation to be acceptable.

**Sign the back of the envelope after you have sealed it. RETURN THE COMPLETED REFERENCE FORM SEALED IN AN ENVELOPE TO THE APPLICANT. Do NOT return this form directly to the school.** Return this form to the applicant so it can be submitted with all other application requirements.

## EVALUATION OF APPLICANT

1. How long have you known the applicant and in what way?

2. Describe the applicant's strengths or weaknesses as they would apply to the higher education process. Please list any personal characteristics or areas that would enhance the applicant's suitability for nursing.

3. Complete by checking ONE box within the range for each category. Leave blank any section you are unable to evaluate.

Categories	<u>Excellent</u>		<u>Average</u>		<u>Poor</u>	
	1	2	3	4	5	6
Integrity						
Reliability						
Motivation						
Emotional Stability						
Social Values						
Rapport with Others						
Leadership Qualities						
Intellectual Curiosity						

**4. Overall Recommendation**

Check the **ONE** category in which you would place this applicant

- Highly recommended without reservation
- Recommended
- Recommended with reservation
- Do not recommend

Evaluation by:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Evaluators Signature \_\_\_\_\_ Date \_\_\_\_\_

**Place letter in provided envelope, seal, sign your name on back of envelope, & return envelope**

Covenant School of Nursing  
2002 W. Loop 289, Suite 120  
Lubbock, TX 79407  
806-725-8902 Tel  
806-793-0720 Fax



## Enrollment Agreement Covenant School of Nursing

Dear Applicant,

Please submit a \$100 non-refundable deposit, if you plan to enter Covenant School of Nursing in the upcoming semester. You must **return this form** as well as the Letter of Acknowledgement to the school by \_\_\_\_\_ along with payment in the amount of \$100 (check, credit card, or money order) made payable to Covenant School of Nursing. This will reserve your position in the upcoming class as long as your file remains current. The deposit will later apply toward your final tuition payment. The \$100 is NON-refundable, but if you do not attend this semester this deposit can be used for the following semester deposit requirement. Please sign the line below to acknowledge the above statements.

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Applicant Name (Printed)	Applicant Signature	Date
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### CRIMINAL BACKGROUND INVESTIGATION INFORMATION

Covenant School of Nursing conducts a criminal history search through Texas Department of Public Safety prior to acceptance. Please read the following thoroughly and sign the agreement below. Return this form to Covenant School of Nursing with your deposit.

### NOTICE OF AND CONSENT TO BACKGROUND INVESTIGATION

**NOTICE:** Covenant Health and/or its affiliates intends to conduct an investigation, and or obtain consumer reporting agency information concerning your character, general reputation (including criminal records), personal characteristics, and mode of living for the purpose of determining your eligibility for participation in its Internship Program at Covenant School of Nursing. By your signature below you are affirmatively authorizing Covenant Health and/or its affiliates to request and use your report for admission purposes.

**CONSENT:** I hereby authorize Covenant Health and/or affiliates to request and obtain a report on me as described above for purposes of evaluating my qualifications to participate in the registered nursing program. I understand that if a report from a consumer reporting agency is the basis for an adverse action, I can be furnished a copy of the report and such additional information as may be required by the law. This authorization shall remain valid until I furnish Covenant Health a written notice of revocation.

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Applicant Name (Printed)	Applicant Signature	Date
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**Partnership Program**  
**Covenant School of Nursing/Lubbock Christian University Department of Nursing**

**Letter of Acknowledgement**

**Background:** In 2007 the Texas legislature passed HB2426 requiring all diploma school graduates to be eligible for a degree from an institution of higher learning by the year 2014. The bill was signed into law and subsequently entered into the Texas Nurse Practice Act Section 301.157 (a-1).

Effective January 2012, Covenant School of Nursing entered into a Partnership agreement with the Department of Nursing of Lubbock Christian University for the purpose of fulfillment of the intent of the law for all Covenant graduates to be eligible for a degree from an institution of higher learning which in this instance is Lubbock Christian University.

The Partnership Program agreement provides the Covenant School of Nursing graduate the ability to seamlessly matriculate to Lubbock Christian University Department of Nursing for completion of the RN-BSN courses and be eligible for the granting of a Bachelor of Science degree in Nursing upon completion of the university degree requirements.

By signing this letter, you the student acknowledge an understanding of the Partnership Program and the opportunity to complete a BSN degree from Lubbock Christian University post graduation from the Covenant School of Nursing.

Further, by signing this acknowledgement, you understand that upon completion at Covenant School of Nursing you will need to apply to enter Lubbock Christian University's Bachelor in Nursing program. Upon acceptance in the program, you will have one semester to take and pass the NCLEX-RN Exam or you will not be allowed to progress to the next semester.

*By signing this acknowledgement, I am stating the Partnership Degree plan between Covenant School of Nursing and Department of Nursing of Lubbock Christian University has been explained clearly to me.*

---

Print Student Name

Student Signature

Date

**COVENANT SCHOOL OF NURSING & ALLIED HEALTH**

**FINANCIAL AID STUDENT DATA FORM**

**RETURN TO:** Covenant School of Nursing & Allied Health, Financial Aid Office, 2002 West Loop 289, Suite 120, Lubbock, TX 79407

Name \_\_\_\_\_ SSN \_\_\_\_\_  
LAST FIRST MIDDLE

Mailing address \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Circle: MALE  FEMALE

While enrolled at CSN will you live with your parents? **Check:** YES  NO  **Check:** MARRIED  SEPARATED  SINGLE  DIVORCED

Date of birth \_\_\_\_\_ Ethnic Group \_\_\_\_\_ Effective Date of Marital Status \_\_\_\_\_

Do you have (**Check all that apply**): High School Diploma  or G.E.D.  Yr Rec'd \_\_\_\_\_ Bachelor's Degree  Yr Rec'd \_\_\_\_\_

Where do you plan to work while enrolled? \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_

Were you enrolled at Lubbock Christian University last semester? YES  NO

Will you be receiving WIA tuition assistance while attending Covenant School of Nursing? YES  NO

**If you have applied for or will receive any outside scholarships for this academic year please list below:**

Scholarship(s) \_\_\_\_\_ \$ \_\_\_\_\_

Scholarship(s) \_\_\_\_\_ \$ \_\_\_\_\_

UNUSUAL CIRCUMSTANCES: IF YOU FEEL THAT YOUR FAFSA APPLICATION PRESENTS AN UNREALISTIC PICTURE OF YOUR FINANCIAL SITUATION, TALK TO THE FINANCIAL AID OFFICE ABOUT SUBMITTING A SPECIAL CIRCUMSTANCE APPLICATION.

**DO YOU WISH TO APPLY FOR FEDERAL DIRECT STUDENT LOANS? Yes  No**   
**MAXIMUM ANNUAL STUDENT LOAN LIMITS AT CSN:**

	Dependent student <sup>1</sup>	Independent student <sup>2</sup>
1st-year Radiology Students	\$5,500 (max \$3,500 subsidized)	\$9,500 (max \$3,500 subsidized) <sup>3</sup>
2nd-year Radiology Students and all Nursing Students	\$6,500 (max \$4,500 subsidized)	\$10,500 (max \$4,500 subsidized)

<sup>1</sup>Except those whose parents are unable to borrow a PLUS loan.

<sup>2</sup>These limits also apply to dependent students whose parents are unable to borrow a PLUS loan.

<sup>3</sup>The numbers in parentheses represent the maximum amount that may be subsidized.

**TO COMPLETE THE LOAN PROCESS, PLEASE GO TO [WWW.STUDENTLOANS.GOV](http://WWW.STUDENTLOANS.GOV). COMPLETE THE ENTRANCE COUNSELING IF THIS IS YOUR FIRST TIME TO RECEIVE A LOAN HERE AT COVENANT SCHOOL OF NURSING AND THEN COMPLETE THE MPN. YOU WILL NEED YOUR FAFSA PIN TO COMPLETE THIS PROCESS.**

SIGNATURE REQUIRED ON REVERSE SIDE

# Student Data Form

## Acknowledgement and Agreement Form

**The following information will ensure that you have been properly advised concerning our Satisfactory Progress Policy, your Rights and Responsibilities, our Awarding Policy Disbursement of Aid and Loan Counseling Requirements.**

I understand that to be eligible to receive Federal Title IV Financial Aid I must have a High School Diploma or GED. I further understand that I may not receive Title IV financial aid at CSON for any enrollment period during which I am repeating previously attempted clock-hours.

I understand that I am responsible for informing the Financial Aid Office of any changes or additions which would affect my financial condition, such as a scholarship, marriage, employment, etc., as soon as such change(s) occur.

I understand that it is my responsibility to provide copies of all the documents required by the Financial Aid Office and CSON has my permission to verify any or all information pertinent to my financial aid file. I also agree to submit copies of my U.S. Tax Returns upon request. I understand that such documents will become the property of CSON and may not be returned.

I understand that it is my right to inspect my Financial Aid file at any time.

I certify that I have read, understand, and agree to abide by the Satisfactory Academic Progress Policy for Student Financial Aid at CSON, posted outside the Financial Aid Office, pertaining to my eligibility and continued receipt of financial aid.

**I understand that if I request a Leave of Absence or when my enrollment is terminated at CSON (withdrawal or graduation) I must contact the Financial Aid Office.**

**Return to Title IV (R2T4):** I understand that if my enrollment is terminated prior to the 60.01% point for any payment period in which I receive Federal Title IV financial assistance, I may be required to return 50% of the unearned portion of the Pell/FSEOG received. I understand that if I do not pay this debt within 45 days, or make satisfactory repayment arrangements, I will not be eligible for further Title IV aid at any college or university. I also understand the amount of any repayment is based on regulations published by the Secretary of Education. I further understand that I am financially responsible to pay CSON any charges created as a result of R2T4.

I understand that I must complete ENTRANCE loan counseling on the web at <http://studentloans.gov> prior to receiving my first loan check each academic year at CSON, and, I must complete EXIT counseling via the web upon termination of my enrollment at CSON, either by graduation, academic suspension, or withdrawing.

I understand that CSON's **priority deadline** for financial aid is: JUNE 15<sup>th</sup> for Fall Admission and November 1<sup>st</sup> for Spring Admission

SEE NEXT PARAGRAPH

I understand that all of my financial aid application forms and documents must be accurately completed, processed, corrected and received by the CSON Financial Aid Office by the above date if I expect to receive my award notice *prior* to the first class day. I understand that after awarding begins, it may be determined that additional documents are needed, and that I am required to provide such. I understand that I will not be awarded any Title IV funds until all requested documents have been submitted to the Financial Aid Office. I understand that if errors are found on any of my documentation, I may be asked to provide additional forms. I also understand that during peak periods, there will be some delay in processing my file.

I understand that Federal Direct Loan Program will not be processed until all other aid has been determined. I understand that the BUSINESS OFFICE COORDINATOR disburses all financial assistance in the form of checks, and any related tuition or other school charges must be paid at the time of disbursement. **I authorize CSON to credit any federal or private financial assistance for which I am eligible, including loan funds, to pay for tuition, fees, unreturned books, supplies and other school charges for educationally related activities.**

The Department of Education frequently changes regulations pertaining to financial aid and its delivery. Due to these changes, the CSON Financial Aid Office reserves the right to make policy and procedural changes during and between award years.

I understand and agree that any and all pertinent communication between the Financial Aid Office and me may be documented in my file.

**My signature below acknowledges that I have read and understand all of the above information. I certify that to the best of my knowledge, the information contained on this form and in my financial aid file is correct. I am aware that continued receipt of financial assistance may be in jeopardy if I fail to report all sources of financial assistance pertaining to my enrollment at CSON. I authorize the Financial Aid Office at CSON to release information concerning my records to any institution, federal or state office, or any organization /agency as is necessary for the administration of my awards. I understand that this authorization will remain in effect unless revoked in writing. I authorize CSON to apply any federal funds received in my name to my account to the extent necessary to pay all outstanding educational charges and to release the remaining proceeds to me upon request.**

\_\_\_\_\_  
Applicant Signature

I am not able to electronically sign this form, but I understand the information above and agree that the information I provided on this form is accurate to the best of my knowledge. YES



**Release of Information Form**

I, \_\_\_\_\_, SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ give permission to the CSON Financial Aid Office to release any information in my financial aid file to the following: (name and relationship)

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(Please Print)

In order for the Financial Aid Office to protect your privacy, only the person/people listed above will have access to your financial aid file. Usually it will be parents, spouse (if married), and other family members. Please understand that until you come into the Financial Aid Office and request that the Release of Information form be cancelled or you fill out a new one, the person/people listed above will be given your financial aid information.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Your social security number is being requested because it is a unique identification number that is maintained for the purpose of verifying that the correct student record is being updated, for tracking purposes and for state and federal report requirements.**



## Student Confidentiality Agreement

This confidentiality agreement is effective as of August 5, 2013. The undersigned is a Student of Covenant School of Nursing, Covenant Health “Hospital” and shall be referred to herein as “Student”. In the course of clinical experiences, Student may have access to confidential, sensitive, or proprietary information relating to the business of Covenant Health, its affiliated hospital and facilities, and patient identifiable health information regarding patients. Student acknowledges that unauthorized use or disclosure of such information is illegal and could cause Hospital to sustain significant and irreparable damage.

Accordingly, Student understands and agrees:

1. That he/she shall not misuse, misappropriate, or disclose any such information, directly or indirectly, to any person, or use such information in any way, either during the course of his/her clinical experiences, except as required in the course of his/her clinical experiences or by law at any time thereafter.
2. That he/she shall not permit access to any such information to any person except as required in the course of his/her clinical experiences or as required by law.
3. To abide by all state and federal law relevant to the confidentiality of patient identifiable health information including but not limited to the Health Insurance Portability and Accountability Act (HIPAA).

In the event of a breach by Student of any covenant contained in this agreement, Student may be subject to disciplinary action, up to and including immediate dismissal. In addition, Hospital shall have the right to obtain an injunction against the Student’s improper use of the confidential information at the discretion of Hospital. The covenants contained herein shall survive the termination of the relationship between Hospital and Student.

Agreed and Acknowledged by:

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## HONOR CODE POLICY

Covenant School of Nursing students are expected to conduct themselves in accordance with the high ethical standards expected of registered nurses and in a manner consistent with the ANA Code of Ethics. Honesty and integrity are expected from all students from admission through graduation. Dishonesty undermines the goals of nursing education and professional development. Because nursing students may, after graduation, be licensed to practice professional nursing and are required to assume responsibility for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and patterns of behavior which are consistent with professional standards, and which are deserving of the public's trust.

Students and faculty accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity. Students and faculty are expected to report to the Director (or the designee) the conduct that violates the standards of professional honesty and integrity. It is the intent of this policy to support an atmosphere of integrity within the Covenant School of Nursing.

It is the responsibility of each student to support this atmosphere both individually and collectively. We expect nursing students to enter the program knowing what is right and what is wrong. Nursing students are expected to do what is right when it comes to matters of integrity, honesty, and ethical conduct. Further we expect nursing students to move beyond thinking only of their own situations to thinking of what is right for their peers, their patients, and ultimately the nursing profession.

As you sign this honor code, consider what this means for you. For some students, this may mean admitting to mistakes. For other students, this may mean confronting a classmate about unethical behavior. It may also mean reporting a classmate because you have first hand knowledge of misconduct. Do not let your peers and your profession down by allowing unethical behavior to go unaddressed. Misconduct hurts everyone, not just the person engaging in the misconduct.

I, the undersigned, have read and fully understand the Honor Code Policy. By signing this document, I agree to abide by the policy.

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_

*Adapted June 2004, from Oregon Health Sciences University Honor Code*

**Note: Place white copy in student file - student retains top yellow copy.**

## Conduct Guidelines

**ACADEMIC AND PROFESSIONAL INTEGRITY:** Covenant School of Nursing expects every member of its academic community to share the historic and traditional commitment to honesty, integrity, and the pursuit of truth. Everyone is expected to maintain high standards of academic conduct and integrity. A student is subject to disciplinary action for any acts of academic dishonesty, including but not limited to:

1. Giving and / or receiving unauthorized information from another student during any type of test or examination.
2. Obtaining or providing unauthorized questions or answers relating to a test or examination prior to or after the time of the test or examination.
3. Using unauthorized notes, study aids, electronic or other equipment during an examination, copying or looking at another individual's examination, and / or taking or passing information to another individual during an examination.
4. Engaging in any and all form of plagiarism, which is an act of using the literary composition of another's writing, or the ideas of language of the same, and presenting them as the product of one's own mind.
5. Any other violation of academic integrity.

### Examples of Misconduct

Adapted from Hilbert, G.A. (1985). Involvement of nursing students in unethical classroom and clinical behaviors. *Journal of Professional Nursing, 1(4)*, 230-234.

- Getting or giving examination or quiz questions from or to someone who has taken the test earlier in the day (or week).
- Copying information from someone else's examination or quiz paper or receiving answers from another student during an examination or quiz.
- Allowing someone to copy from an examination or quiz paper or giving answers to another student during an examination or quiz.
- Using notes, books, etc., during a closed book examination or quiz.
- Taking an examination or quiz for another student.
- Copying sentences from a reference source without footnoting the source in the paper.
- Adding items to a bibliography that were not used in writing the paper.
- Turning in an assignment that was done entirely or in part by someone else.
- Doing a homework assignment for another student entirely or in part.
- Working with another student on an assignment without the instructor's consent.
- Coming to the clinical area while under the influence of drugs, including alcohol.
- Breaking something that belonged to the patient and not reporting it.
- Not reporting an incident involving a patient.
- Taking hospital property.
- Taking medications from the hospital.
- Recording that medications, treatments, or observations were done when they were not.
- Intentionally failing to communicate concerns or questions commensurate with expected level of knowledge about treatment regimens via appropriate chain of command.

### Consequences for Academic or Professional Misconduct

Cheating and plagiarism are regarded as serious violations of academic and professional integrity. Acts of misconduct involving cheating or plagiarism during examinations or in clinical and didactic assignments will be classified as a critical incidents and violations of professional conduct. These violations will be processed as defined in the student handbook. Disciplinary action for academic and professional misconduct will consist of any one or all of the following:

1. Failing grade on the assignment or exam.
2. Failing grade in the course.
3. Dismissal from the nursing program.



## Nationally Standardized Assessments Policy and Procedure Covenant School of Nursing

Covenant School of Nursing has chosen Assessment Technologies Institute, LLC (ATI) as the provider for nationally standardized assessments. The recommended scores are published in the *RN Content Mastery Series Faculty Resource Guide*. The Resource guide is updated with each *Content Mastery Series* (CMS) update. Updated versions of the CMS and *Faculty Resource Guide* may cause changes in statistical analysis data. Any changes to Covenant School of Nursing standardized testing policy guidelines will be provided to students in writing. This Policy & Procedure provides students and faculty of Covenant School of Nursing with guidelines for utilization of the ATI Program.

1. For students in Nursing 101 and Transition students, there will be a presentation of the ATI Program by designated faculty describing the program and how it will be utilized.
2. Entering students will pay the ATI fee at orientation. In following semesters, the ATI fee will be included in the first tuition payment of the semester. If the student has not made payment (or proof of arrangements with Financial Aid advisor) by the 3<sup>rd</sup> week, the student will not be allowed to attend class/clinicals.
3. The *Content Mastery Series* assessment proctored examinations include *Fundamentals for Nursing Practice, Adult Medical-Surgical Nursing, Nursing Leadership, Maternal-Newborn Nursing, Nursing Care of Children, Mental Health Nursing, and Nursing Pharmacology*. Required exams will be published in the Course Outlines. Students are encouraged to complete the non-proctored practice exams appropriate to his/her semester of study as a learning tool and in preparation for the proctored ATI exams.
4. Pharmacology requirement: Students will complete one non-proctored Pharmacology exam in the first semester and one non-proctored pharmacology exam in the second semester. The due date for completion of the non-proctored exams will be published in the Pharmacology Course Outlines. Failure to show proof of completion of the required non-proctored exam will result in a course "Incomplete" and the student may not progress to the next semester.
5. The proctored assessment exams will be scheduled near the conclusion of the semester. Proctored assessment exams are online exams and will be taken in the Learning Resource Center. Only one examination period will be scheduled for each exam. Students unable to attend at the scheduled time will reschedule with the LRC Coordinator as soon as possible. Students will have a different version of the exam if not testing with the group.
6. After the student has obtained a 75% average on unit exams and the final, the outcome of the required proctored exam will determine 5% of the student's overall course grade. The student will be awarded points as follows:

Below ATI Proficiency Level 1:	0
ATI Proficiency Level 1:	75
ATI Proficiency Level 2 or above:	100

In courses where there is more than one CMS administered, the student's percent correct on each CMS proctored exam will be averaged to determine the point award. If the student's average of the exams falls below the average of the Level 1 cut scores, the student will receive 0 (zero) points, therefore, 5 percent of the student's grade will be 0 (zero).

The first attempt of the CMS exam is the only score that will be used to calculate point awards.

### 7. Comprehensive Exams

The current Content Mastery *Adult Medical/Surgical Nursing, Nursing Pharmacology* and the *RN Comprehensive Predictor* will be administered during the 4<sup>th</sup> semester. The Adult Medical/Surgical proctored exam will be given early in the semester as a diagnostic exam to help the student focus on content areas that need improvement. .

#### *RN Comprehensive Predictor*

The minimum individual composite score determined by ATI to reflect a 91%-100% chance of passing the NCLEX is required. This score will be posted during the semester and prior to the examination date. The student may repeat the *RN Comprehensive Predictor* one time.

#### *Nursing Pharmacology*

Students are expected to achieve Proficiency Level 2. If the student fails to meet the expectation he/she may repeat the exam once.

8. Required retakes will be scheduled with the LRC Coordinator. If unable to make the scheduled test date and time, the student will notify the LRC Coordinator. Failure to notify the LRC Coordinator will be dealt with by the Dean.

9. Recommended scores for the *Content Mastery Series* and the *RN Comprehensive Predictor* will be posted in public areas for students to review as needed.

I have read the policy and been provided with answers to my questions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Assessment Technologies Institute (2006). *RN content mastery series version 2.1: National standard setting study* (Executive Summary). Overland Park, KS: no author. Rev. 12-2011

# Covenant School of Nursing

## Medical Library Agreement

I, the undersigned, agree to return all materials checked out to me from the Covenant Medical Library while I am a student at Covenant School of Nursing. These materials may be items owned by Covenant Health or obtained from another library via interlibrary loan.

If the materials I have borrowed are not returned to the Medical Library following four successive overdue notices sent to me at the School of Nursing (the last one of which will also be sent to my instructor and the Dean of the School of Nursing), I will pay for the cost of the materials plus a \$5.00 processing fee for each item.

If all materials are not returned by the end of the semester during which they were borrowed, I understand that I will not receive my grade for that semester until the material is returned or paid for at the rate of the cost of the item plus a \$5.00 processing fee for each item.

(PLEASE PRINT)

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Covenant School of Nursing**

**Grade Counseling Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Current Semester and Course: \_\_\_\_\_

**Concerning:**

Theory Average
  Pharmacology Average
  Pathophysiology Average

1. Theory Average: \_\_\_\_\_ after \_\_\_\_\_ exam(s).

2. Pharm. Average: \_\_\_\_\_ after \_\_\_\_\_ exam(s).

3. Patho. Average: \_\_\_\_\_ after \_\_\_\_\_ exam(s).

**Description of Discussion:**

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(Attach additional sheet if more space is required)

**Recommendations:**

- \_\_\_ See Student Retention Liaison for study skills and testing tips and apply on exams.
- \_\_\_ Evaluate work schedule.
- \_\_\_ Seek out a study group or partner.
- \_\_\_ Continue to be prepared for lectures by reading required material in advance.
- \_\_\_ Practice non-proctored ATI exams.
- \_\_\_ Other

**Student Description of Evaluation and Comments:**

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Coordinator/Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Covenant School of Nursing

## Corrective Action Notice

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Current Semester: \_\_\_\_\_

Location of Infraction: \_\_\_\_\_

Description of Infraction(s):

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**(Attach additional sheet if more space is required)**

Previous Corrective Action(s) \_\_\_\_\_

Policy/Procedure/Standard/Etc. Violation

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Corrective Action Taken:

Written Reprimand

Disciplinary Probation

Suspension

Dismissal

Expulsion



**p.2**

**Corrective Action Notice**

Corrective Action Improvement Objectives and Target Dates if applicable:

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to comply with Corrective Action Improvement Objectives will result in further corrective action up to and including expulsion.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Description of Infraction and Comments:

# Covenant Hospital School of Nursing

## Informed Consent and Release of Liability

An important part of nursing education is acquiring the necessary skills to correctly perform nursing procedures through practice simulations in learning labs. Some procedures, by their very nature, are impossible to simulate adequately through the use of mannequins and other models. Administering injections, insertion of intravenous catheters, and phlebotomy are best learned by performance on a human subject. It is the intent of Covenant School of Nursing, to provide students with the opportunity to practice these procedures on one another in order to learn correct technique in the safety of a controlled learning environment, under direct supervision of nursing instructors.

In certain instances, students may have pre-existing medical conditions which would present a physical hazard to either the student or fellow participant. In this situation, alternative arrangements can be made in order to provide a student with the necessary learning opportunities. It is the responsibility of each individual student to inform Covenant School of Nursing, of any possible reason which could limit or adversely affect their ability to participate.

Participation is strictly voluntary and by your signature below you agree to participate of your own free will. You understand that along with each of the above listed procedures, there are potential risks involved. These risks include but are not limited to the following: **infection, bleeding, pain, irritation of the vein, nerve damage and loss of function of the involved extremity.**

I verify that I have read the above information, and agree to participate in learning labs which I understand include the invasive procedures listed above. I have notified Covenant School of Nursing, of any risk I am aware of to either myself or to fellow students from my participation in such learning labs, and release Covenant Health, Covenant School of Nursing, from any and all liability associated with my participation in such learning activities.

Student Signature: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Revised 1//09

# COVENANT SCHOOL OF NURSING

## Letter of Agreement

I, \_\_\_\_\_ do hereby agree to abide by the following rules and regulations of Covenant School of Nursing, as a condition of my admission to Covenant School of Nursing and further as a candidate for graduation from Covenant School of Nursing.

1. Payment of all fees, tuition and charges, based on the length of stay in the school and as determined by the school.
2. All Policies and Procedures as stipulated in the Student Policy Catalog. (such as Academic and Attendance Policies, Nonacademic Conduct Policies).
3. Any and all other rules and regulations as stipulated in the Student Policy Catalog, course outline and Tuition Schedule.

I acknowledge that photographs/videos may be taken of students participating in class, labs and clinical sites. These photos are used in school or hospital publications/videos.

\_\_\_\_\_ I **grant** permission for my name/picture to be used in CSON/ Covenant Health publications/videos.

\_\_\_\_\_ I **do not grant** permission for my name/picture to be used in CSON/Covenant Health Publications or videos.

**I further indicate by my signature, that I have seen and understood the Covenant School of Nursing Student Policy Catalog that is available at all times on LMS.**

I understand that it is my responsibility to notify Covenant School of Nursing of any functional disabilities which might interfere with my learning and performance as a nursing student and necessitate special accommodations while in school. Furthermore, I understand that if I require special accommodations because of disability, I must request in writing such consideration and submit a current letter from an appropriate licensed professional describing the nature of the functional limitation and the specific accommodations needed while a student at Covenant School of Nursing.

I further understand that I must be able to fulfill all requirements of the registered nursing program at Covenant School of Nursing in order to successfully complete the program, including all clinical skills, regardless of any disabilities I may have.

Signature of:

Student: \_\_\_\_\_ SSN# \_\_\_\_\_

Date: \_\_\_\_\_

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Students may request in writing an opportunity to review their student file.

The school reserves the right to change any provisions, rules, or requirements at any time.

Rev. 6-2012

# Covenant School of Nursing

## Alumni/Student Transcript Request Form

All obligations to Covenant School of Nursing must be cleared before transcripts may be released.  
*All information is considered confidential.*

Name \_\_\_\_\_ Current Level: FR SO JR SR Alumni \_\_\_\_\_  
Year

Address/State/Zip \_\_\_\_\_ SSN# \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Transcripts \_\_\_\_\_ **NOTE: First official transcript after graduation is FREE all other transcripts are \$3 each**

Pick Up Transcript(s) Date \_\_\_\_\_ Time \_\_\_\_\_ (Please allow 72 work hours)

Mail \_\_\_\_\_ to my current address       Mail \_\_\_\_\_ to the additional addresses below


Signature \_\_\_\_\_

Date/Time Requested \_\_\_\_\_

## Section 13: Faculty

Dean

Faculty

Faculty Assistants

Part Time Clinical Assistants

Administrative Staff

## Faculty and Staff at Covenant School of Nursing

*Date after name indicates year of appointment at the School of Nursing.*

### Dean

Anger, Alicia (2002) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1997; BSN, West Texas A&M University, Canyon, TX, 1999; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2004; 806-725-8905

### Faculty

Allison, Vicky (2001) BSN, West Texas State University, Canyon, TX, 1981; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; Pharmacology Instructor Sophomore Level; 806-725-8922

Berry, Mary Frances (1981) Diploma, Northwest Texas Hospital School of Nursing, Amarillo, TX, 1971; BSN, West Texas State University, Canyon, TX, 1974; MAC, Pepperdine University, Malibu, CA, 1978; Nursing Instructor Sophomore Level; 806-725-8923

Braudt, Ina (2009) BSN, Texas Woman's University, Houston, Tx 1976; Lubbock Christian University MSN 2011; Nursing Instructor Junior Level; 806-725-8932

Brazell, Patricia (1991) BSN, University of Texas, Austin, TX, 1983; MSN, West Texas State University, Canyon, TX, 1991; Nursing Instructor Junior Level; 806-725-8933

Davis, Lisa (2008) BS, Texas Tech University, 1979, Lubbock, TX; Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1984; MSN, Lubbock Christian University, Lubbock, TX, 2008; Nursing Instructor Freshman Level; 806-725-8914

Delaney, Terry (2010), BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1988; MSN, Lubbock Christian University, Lubbock, TX, 2009; Nursing Instructor Freshman Level; 806-725-8941

Durbin, Jimmy (2003) BS, Lubbock Christian College, Lubbock, TX, 1973; Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1975; BSN, West Texas State University, Canyon, TX, 1978; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Sophomore Level; 806-725-8924

Fabry, LeeAnn (2007) ADN, Eastern New Mexico University, Roswell, NM 1989; BSN, Lubbock Christian University, Lubbock, TX 2006; MSN, Lubbock Christian University, Lubbock, TX 2008; Nursing Instructor Senior Level; 806-725-8942

Golson, Deborah (2007) ADN, Pima College, Tucson, AZ, 1985; BSN, Lubbock Christian University, Lubbock, TX, 2005; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Junior Level; 806-725-8934

Hill, Terry (2008) BS Ag, Texas Tech University, Lubbock, TX, 1982; Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1995; MSN, Lubbock Christian University, Lubbock, TX, 2009; Nursing Instructor Senior Level; 806-725-8910

Hilton, Carla (2001) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1978; BSN, West Texas State University, Canyon, TX, 1980; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2004; Pharmacology Instructor Freshman Level; 806-725-8915

Karvas, Connie (1993) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1978; BSN, West Texas State University, Canyon, TX, 1981; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; FNP-BC, West Texas A & M University, Canyon, TX, 1997; Nursing Coordinator Sophomore Level; 806-725-8908

Kilpatrick, Dondi (2008) BSN, West Texas State University, Canyon, TX 1981; MSN, Lubbock Christian University, Lubbock, TX 2007; Nursing Instructor Junior Level; 806-725-8935

London, Merlene (2011); ADN, New Mexico State University, Carlsbad, NM 1988; Certified Hospice and Palliative Nurse, 2004; BSN, University of Phoenix-Online, 2004; MSN-Ed, University of Phoenix-Online, 2010; Nursing Instructor Sophomore Level; 806-725-8926

Maeker, Pamela (2003) LVN, Ranger Jr. College, Ranger, TX, (1990); ADN, South Plains College, Levelland, TX, 1993; BSN, West Texas A&M University, Canyon TX, 1996; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Senior Level; 806-725-8943

Maya, Jaynie (2012) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1993; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2007; Nursing Instructor Freshman Level; 806-725-8948

Milam, Mary (1991) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1981; BSN, West Texas A & M University, Canyon, TX, 1991; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1994; FNP-BC, West Texas A & M University, Canyon, TX, 1997; Nursing Instructor Junior Level; 806-725-8936

Nesbitt, Sue (1990) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1982; Women's Health Advanced Nurse Practitioner, University of Texas HSC, Dallas, TX, 1985, BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1989; MSN, West Texas A&M University, Canyon, TX, 1992; Nursing Instructor Junior Level; 806-725-8927

Nesbitt, Tammy (2000) BS, Texas Tech University, Lubbock, TX, 1984; MEd, Texas Tech University, Lubbock, TX, 1990; BSN, West Texas A&M University, Canyon, TX, 1993; MSN, West Texas A&M University, Canyon, TX, 1997; Nursing Instructor Sophomore Level; 806-725-8938

Pia, Janet (2012) BSN, Arellano University, Philippines, 1979; MSN, Lubbock Christian University, Lubbock, TX 2011; Nursing Instructor Senior Level; 806-725-8917

Ponder, Paula (2009) LVN, South Plains College, Levelland, TX. 1979, ADN, South Plains College, Levelland, TX, 1990, BSOE, Wayland Baptist University, Lubbock, TX, 2002, MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Senior Level; 806-725-8945

Powers, Rebecca (2007) LVN, South Plains College, Lubbock, TX, 1985; Diploma R.N., Methodist Hospital School of Nursing, Lubbock, TX, 1989; BSN, Lubbock Christian University, Lubbock, TX, 1996; MSN, West Texas A&M University, Canyon, TX, 2001; Nursing Instructor Junior Level; 806-725-8916

Rodriquez, Gloria (2006) ADN, South Plains College, Levelland, TX, 1989; BSN, West Texas A & M University, Canyon, TX, 1992 ; MSN, Texas Tech University, Lubbock, TX, 2005; Nursing Instructor Sophomore Level; 806-725-8928

Rogers, Marshall (2005) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1996; BSN, Lubbock Christian University, Lubbock, TX, 1998; MSN, West Texas A&M, Canyon, TX, 2002; Pathophysiology Instructor Sophomore Level; 806-725-8929

Smith, Monti (2005) BSN, West Texas A&M, Canyon, TX, 1995; MSN, Lubbock Christian University, Lubbock, TX, 2007; Nursing Instructor Sophomore Level; 806-725-8930

Stennett, Charles Randall (2006) BSN, West Texas A&M University, Canyon, TX, 1981; MSN, West Texas A&M University, Canyon, TX, 1999; Simulation Coordinator; 806-725-0295

Sue, Niki (2010) BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1985; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2003; Nursing Instructor Junior Level 806-725-8939

Thornley, Vicki (2001) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1979; BSN, Lubbock Christian University, Lubbock, TX, 1995; MSN, West Texas A&M University, Canyon, TX, 2001; Nursing Instructor Freshman Level; 806-725-8907

Thornton, Kendra (2008) BA, Texas Tech University, 1990, AAS (Nursing), Regents College, Albany, NY 1997; MSN, Lubbock Christian University, Lubbock, TX, 2008; Nursing Instructor Senior Level; 806-725-8947

Timmerman, Jennifer (2012) BSN, Midwestern State University, Wichita Falls, TX, 2005; MSN, Midwestern State University, Wichita Falls, TX, 2011; Nursing Instructor Freshman Level; 806-725-??

Vela, Carmen (2009) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1998; BSN, Lubbock Christian University, Lubbock, TX, 2004, MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2007; Nursing Instructor Freshman Level; 806-725-8919

Virone, Kathy (2010) AA, Northeastern Christian Jr. College, Villanova, PA, 1979; BA, Lubbock Christian University, Lubbock, TX, 1983; Diploma of Nursing, Covenant School of Nursing, Lubbock, TX, 2005; MSN, Lubbock Christian University, Lubbock, TX, 2009; Nursing Instructor Senior Level; 806-725-8946

White, D'Anne (1990) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1982; BSN, West Texas State University, Canyon, TX, 1988; MSN, West Texas State University, Canyon, TX, 1990; Nursing Coordinator Junior Level; 806-725-8909

Williams, Linda (1991) Diploma, Methodist Hospital School of Nursing, Lubbock, TX, 1974; BSN, West Texas State University, Canyon, TX, 1976; MSN, West Texas A&M University, Canyon, TX, 1993; Nursing Instructor Junior Level; 806-725-8940

Wolfe, Julie (2006) Diploma, Covenant School of Nursing, Lubbock, TX, 2000; BSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2002; MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 2006; Nursing Instructor Sophomore Level; 806-725-8931

Woodward, Tracey (2010), BSN, Louisiana State University, Baton Rouge, LA, 1976, MSN, Texas Tech University Health Sciences Center, Lubbock, TX, 1999, Geriatric Nurse Practitioner, University of Texas Medical Branch, Galveston, TX, 2003; Pathophysiology Instructor Freshman Level; 806-725-8921

## **Clinical Assistants**

Hardegree, Stacey (2012), RN Covenant School of Nursing, Lubbock, TX, 1993; BSN, Lubbock Christian University, Lubbock, TX 1997; 806-725-0296

Kensing, Angela (2012) BSN, University of Mary Hardin Baylor, Belton, TX, 1988; 806-725-8925



## **Administrative Staff**

Arnett, Claire (2005) Student Services, Student Activities Coordinator; BS Ed, Texas Tech University, Lubbock, TX, 1975; 806-725-8904

Bell, Michael (2010) Educational Instructional Technologist; Certified Technology Specialist, 2007; 806-725-8906

Cunningham, Danielle (2012) Enrollment Management Services, Recruiter, BA in Organizational Communication, Lubbock Christian University, Lubbock, TX 2012; 806-725-8949

Garrett, Jodi (2010) Enrollment Management Services, Financial Aid Officer; BBA Management, Texas Tech University, Lubbock, TX, 1998; 806-725-8903

Hendrix, Sue (2003) Enrollment Management Services, Business Coordinator; BA Advertising, Texas Tech University, Lubbock, TX, 1985; 806-725-8901

Jones, Dana (2009) Enrollment Management Services, Nursing Career Counselor; LVN, Frank Phillips College, Borger, TX 2000; ADN, South Plains College, Levelland, TX, 2003; 806-725-8902

Warner, Susan Bates (1998) Instructional Staff, Medical Librarian; BS Ed, Ohio University, Athens, Ohio, 1969; MLS, Kent State University, Kent, Ohio, 1986; 806-725-0602

## Section 14: Revisions and Updates

February 2011

Revisions: Catalog and Handbook combined, but no policies changed

July 2010

Revisions: Pg(s) 8, 13, 15, 17, & 64

New Policies: Cellular Phone Usage (p. 42)

October 2010

Added Corrective Action Notice to Forms Exhibit

Corrected Nursing Pledge

January 2011

Revisions Pg(s) 6, 15, 16

Reviewed and revised Dress code and Drug-Free Zone policies, pg(s), 50 and 54, respectively.

Revisions Pg 3,11,15-19, 21,27,29,31,32,36,49,67,68,77,84,85,87,91

April 2012

Revision: Section 3 Student Activities and Services Health Care Guidelines for Current Students (pg 30)

Revision: Section 7 Internet Usage Address for Correspondence (pg 88)

Revision: Section 7 Addition of Social Media Policy (pg 85)

Revision: Section 9 Addition of the ATI Policy Signature Page, Entrance Counseling and Student Data Form

Revision: Section 11 New Faculty/Clinical Assistants added

Revision: Section 12 Addition of FERPA—Student Rights (pg 127—137)

Summer 2012 Revisions

Revision: Section 3 Class Organization (pg 33)

Revision: Section 3 Student Body Organization (pg 34)

Revision: Section 3 TNSA Council or Schools (pg 36)

Revision: Section 6 Graduate Awards (pg 58)

Revision: Section 9 Satisfactory Academic Progress (pg 108)

Revision: Section 9 VA Requirements (pg 111)

Revision: Section 10 Code Black (pg 118)

Revision: Section 10 Code Blue (pg 120)

Revision: Section 10 Code Brown (pg 121)

Revision: Section 10 Code Gray (pg 123)

Revision: Section 10 Code Orange (pg 125)

Revision: Section 12 Letter of Agreement (pg 164)

Revision: Section 12 Special Testing Accommodations (pg 165)

#### Spring 2013 Revisions:

Revision: Section 7 Cellular Telephone Use (pg 73-74)

Revision: Section 7 Social Media (pg 93-94)

Revision: Section 9 Tuition and Fee's (pg 113-114)

Revision: Section 6 Accessing grades and Requesting Transcript (pg 71)

#### Fall 2013 Revisions:

Revision: Section 7 Cellular Telephone Use (pg 77)

Revision: Section 6 Attendance (pg69)

Implementation: Section 10 Code Silver (pg 134)

Implementation: Section 6 Accommodation for Exam Administration (pg 57)

Revision: Section 6 ATI (pg 55)

Revision: Section 14 Updated Faculty Information

Revision: Section 12 Currently Used Forms inserted

Revision: Reorganized Prerequisite information to all be in Section 2 with Admission information

Revision: Renamed, "Transfer" Policy to "Registered Nursing Course Transfer" to reflect true intention of the information.