TULANE UNIVERSITY

School of Medicine

PROGRAM OF NURSING

Nursing Student Handbook

2026-2027

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INTRODUCTION AND ADMINISTRATION

This handbook serves as a guide to inform students of the nursing policies, procedures, and expectations of the BSN nursing students at Tulane University Program of Nursing. Failure to read this handbook and the School of Professional Advancement Student Catalog does not excuse the student from any of the policies described in these publications. The policies and procedures in this Nursing Student Handbook, where different, supersede those posted in the School of Professional Advancement Student Catalog. The policies in this handbook are subject to revision at any time during the effective period of this handbook as determined by the Program of Nursing, and at least every two years. When such changes are made, students will be properly informed of those changes via electronic communication modes (e. g., Program website, e-mail, and Canvas).

Program Contact Information

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Program Location
Tulane University Hospital
1415 Tulane Ave
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New Orleans, LA 70112

Accreditation
The School of Medicine Program of Nursing at Tulane University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Louisiana State Board of Nursing Approval
The Nurse Practice Act of Louisiana requires that students must be approved by the Louisiana State Board of Nursing (LSBN) to practice as student nurses prior to enrolling in clinical nursing courses. The LSBN requires persons who have been arrested, charged with, or convicted of any criminal offense in any state to petition the Louisiana State Board in writing for the right to practice as a student in Louisiana. The LSBN also requires persons who have any addiction or impairment which may affect their ability to practice nursing to petition for the right to practice as a student prior to enrolling in a clinical nursing course. The *Application for Approval to Enroll in a Clinical Nursing Course* form is provided to the student upon admission to the nursing program.

Students must submit to a criminal background check per LSBN requirements. Information on the procedure for completing the criminal background check is provided to students upon admission to the nursing program. Final program acceptance may be contingent upon criminal background check results and is contingent upon LSBN approval.

Mission Statements

Tulane University's Mission Statement

Tulane's purpose is to create, communicate, and conserve knowledge in order to enrich the capacity of individuals, organizations, and communities to think, to learn, and to act and lead with integrity and wisdom.

School of Medicine Mission Statement

We improve human health and foster healthy communities through discovery and translation of the best science into clinical practice and education; to deliver the highest quality patient care and prepare the next generation of distinguished clinical and scientific leaders.

Program of Nursing Mission Statement

The mission of the PON is consistent with, and captures the essence of, the mission of Tulane University and the mission of the SOM with a focus on knowledge acquisition and leading with integrity and wisdom and improving the health of communities and translating best evidence into practice, respectively.

The PON mission statement is: To prepare highly competent and compassionate nurses who think, learn, act, and lead with integrity and sound judgment. To serve the community by developing nurses who contribute to improving health outcomes through excellence in clinical practice and distinction in scholarly endeavors.

Program Goals And Expected Program Outcomes

Program Goals

The goals of the Nursing program reflect the need to educate competent, practice-ready nurses for the changing healthcare landscape with a focus on prevention and primary and community-based care, and the essential need for inter-professional team collaboration and communication skills to coordinate care.

1. To develop highly competent and compassionate BSN nurses who are prepared to enter the workforce.
2. To prepare nurses to function independently and collaboratively in team-based patient care across the lifespan with individuals, families, and communities.
3. To inculcate students with a commitment to community and community health outcomes.
4. To support student success through a robust student support structure with tangible and accessible services.

Expected Program Outcomes

Expected program outcomes of the Program of Nursing includes Student Learning Outcomes, Benchmarked Competencies, and Program Outcomes. By aligning our Expected Program Outcomes and curriculum with the Commission on Collegiate Nursing Education Standards, and the Louisiana Professional and Occupational Standards for Registered Nurses, we aim to graduate students with skills required for competent, compassionate, and evidence-based nursing practice. Our graduates will be prepared to meet the diverse needs of patients, advocate for health equity, and contribute meaningfully to the advancement of the nursing profession.

Student Learning Outcomes

The Program's Student Learning Outcomes are grounded in *The Essentials: Core Competencies for Professional Nursing Education* (2021) by the American Association of Colleges of Nursing designed to guide the development of nurses who are equipped to lead in complex healthcare environments, demonstrate clinical judgement and collaborate effectively with interdisciplinary teams. These core competencies emphasize person-centered care, population health, quality improvement, inter-professional collaboration, and systems-based practice, all while ensuring that nurses are adaptable to technological advancements and culturally competent in a globalized healthcare context.

Students will demonstrate achievement of the learning outcomes by successfully passing all curriculum didactic and practicum courses.

1. Integrate theory and research-based knowledge from nursing, the arts, humanities, and other sciences to support the delivery of nursing care using sound clinical judgment.
2. Apply the nursing process utilizing effective communication, assessment skills, and respectful team-based relationships.
3. Integrate principles of population health to develop partnerships, and advocate for and evaluate action plans that implement health promotion, risk reduction, disease prevention, disease management, and health restoration strategies across communities of interest.
4. Demonstrate the ability to consider and evaluate nursing practice and critically assess and apply research to promote ongoing evidence-based practice.
5. Apply principles of quality improvement that support standardized, evidence-based patient care, contribute to a culture of patient and provider safety, and eradicate unsafe work environments.
6. Collaborate with inter- and intra-professional teams maintaining a climate of mutual respect and utilizing effective principles of team dynamics to efficiently address patient, family, and community healthcare needs.
7. Describe the system processes, organizational relationships, and economic factors that impact healthcare delivery and healthcare outcomes.
8. Effectively use information and communication technology to gather data, deliver safe care, document accurately, and review ethical, legal, and professional care within regulatory standards.
9. Demonstrate ethical and professional behavior across practice settings and diverse populations.

10. Commit to personal well-being and professional development while engaging in self-reflective behaviors indicative of a capacity for leadership.

Benchmarked Competencies

In addition to primary student learning outcomes, students will achieve these Benchmarked Competencies.

1. 85% of students will achieve a Level 1, or higher, proficiency level on ATI proctored Content Mastery exams, demonstrating meeting the minimum knowledge expectation in any given content area.
2. 90% of students will achieve a minimum average score of 85% on Clinical Performance Evaluations where Essentials Competencies are emphasized as outline in the Evaluation Instrument.
3. 90% of students will demonstrate competence in select nursing skills by achieving a minimum score of 90% on faculty-evaluated mastery skills assessments, with all critical skills performed to a safe and competent standard as defined by the course skills checklists.
4. 100% of students will engage in at least one meaningful community service activity.

Program Outcomes

1. At least 80% of graduates who test will pass the NCLEX-RN licensure exam on the first attempt.
2. At least 70% of students who graduate will have completed the program within the length of the program.
3. At least 80% of students who graduate will be employed in the profession of nursing within 12 months of the program completion.

Judicial Declarations

Any student issued citations, summons, warrants, or arrests after initial approval to enter a clinical nursing program must disclosed such to the Dean of Nursing and the LSBN. All arrests related to driving while impaired are reportable. Failure to notify the program of an arrest or charge is grounds for disciplinary action up to and including dismissal from the program, regardless of whether the arrest or charges lead to conviction. (LAC 46: XVLII.3331. 3405. 3915).

Medical Disclosures and Restrictions

After initial approval to enter a clinical nursing program, any student diagnosed with a medical, physical, mental, or emotional condition that could impact their ability to safely practice as a nursing student, must disclose this condition to Dean of Nursing and the LSBN. Failure to notify the program of a condition is grounds for disciplinary action up to and including dismissal from the program. . (LAC 46: XVLII.3331. 3405. 3915).

When returning to any class, laboratory, and/or clinical experience after any event, injury, illness, or other health-related situation that may affect personal or patient safety, the student must present a written physician's release that they meet the Program of Nursing's Technical Standards and are free to participate in all practicum activities.

Technical Standards for Admission and Progression

Tulane University Nursing Program has a responsibility to educate competent nurses to care for

their patients (persons, families and/or communities) with clinical judgment, broad-based knowledge, and well-honed technical skills. The nursing program has academic as well as technical standards that must be met by students to successfully progress and graduate from its program.

Tulane University Nursing Program provides the following description/examples of technical standards to inform prospective and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the Baccalaureate in Nursing program. Individuals applying for admission to the program must review these standards to understand the skills, abilities, and behavioral characteristics required to successfully complete the program.

Tulane University wishes to ensure that access to its facilities, programs, and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. If a student has a disability and needs an accommodation, it is their responsibility to initiate contact with the Goldman Center for Student Accessibility and request accommodations through the established proces**s.**

Tulane Nursing Technical Standards

Requirements	**Standards**	**Examples (not all-inclusive)**
Sensory/Observational	Students must be able to accurately acquire information from patients and assess their findings. These skills require the use of vision, hearing, and touch or the functional equivalent so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to observe signs of pain, position, and movement and perceive pressure, temperature, and vibration that are important to the student's ability to gather significant information needed to effectively evaluate patient. The student must have visual acuity and perception to make accurate observations, both close at hand and at a distance. The student is expected to be able to observe the patient holistically to accurately assess the presence of any illness or an alteration of health.	Observe and acknowledge monitoring device alarms and other emergency signals and discern auscultatory sounds and cries for help. Ability to observe patient's condition and responses to treatments. Ability to assess by palpation in physical examinations and various therapeutic interventions.

Communication	The student must communicate effectively and respectfully, both verbally and non-verbally, to elicit information and to translate that information to others. Each student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with patients, their family members, and other professionals in healthcare settings. The student must be able to maintain accurate written patient records, present information in a professional, logical manner and verbally provide patient counseling and instruction to effectively care for patients and their families. The student must possess verbal and written communication skills that permit effective communication with instructors and students in both the classroom and clinical settings. The student must be able to listen carefully and develop rapport with patients and their families to: elicit information and perform appropriate examinations; observe patients attentively; perceive changes in mood, activity and posture; and interpret non-verbal communication such as facial expressions, affects, and body language. Students must be able to communicate and provide treatment to persons whose culture, sexual orientation, or spiritual beliefs are different from their own.	Comprehensively explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses, and maintain composure when discussing a serious situation. Access and comprehend information from images, electronic and written materials, and clinical reports to meet academic and clinical demands.

Motor Skills/Mobility	**Motor Skills:** The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, manipulate equipment and instruments, and perform basic laboratory tests and procedures, and possess the physical capacity to examine patients in order to identify both normal and abnormal clinical findings. **Mobility:** The student must have sufficient levels of neuromuscular control, balance, equilibrium and eye-to-hand coordination to safely maneuver in small spaces. The student must possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe and satisfactory performance in the clinical and classroom settings including maneuvers to assist with patient care activities such as lifting, wheelchair guidance, mobility, and performing CPR, if necessary.	Calibrate and use of equipment. Therapeutic positioning of patients, such as: turning, transferring, transporting, exercising the patients, administering CPR, administering medication, applying pressure to stop bleeding, suctioning of obstructed airways, and performing physical examinations without causing harm, undue pain, and discomfort to the patient or oneself. Adhere to universal precaution protocols and meet the safety standards applicable to all required clinical settings.

Intellectual, Conceptual, and Quantitative	Students must be able to assimilate the detailed and complex information presented in the nursing curriculum. They must possess the cognitive proficiency to identify salient information and recognize patterns, and deviations from patterns, in order to effectively recognize, define, address, and solve clinical problems often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Students must be able to memorize, measure, calculate, reason, reason, reason, analyze, synthesize, and transmit information. Students must adhere to professional ethics and demonstrate a professional manner and insight in the communication process. Students must be able to learn through a variety of modalities including, but not limited to, classroom instruction; small group, team, and collaborative activities; independent study; simulation; use of computer technology; observation; and direct patient care.	Identify cause-effect relationships in clinical situations. Use the scientific method to develop and implement nursing care plans according to the nursing process. Evaluate the effectiveness of nursing interventions. Respond, without delay, to emergency situations Anticipate, evaluate, and respond to potential risks and safety hazards in environments, and utilize strategies to minimize potential for harm. Demonstrate reading mastery and understanding of nursing and medical literature.
Behavioral, Interpersonal/Professional Relationships	Students must demonstrate the maturity and emotional stability required for full use of their intellectual abilities and demonstrate awareness of, and attend and respond to, the needs of patients, families, and colleagues effectively, compassionately, and respectfully. Students must be able to contribute to collaborative, constructive learning environments with a spirit of cooperation and teamwork. Students must demonstrate self-regulation in the context of receiving feedback regarding areas for improvement. Students must have the physical and emotional stamina and resilience to tolerate visually complex, physically and emotionally taxing situations and settings and maintain a safe and therapeutic environment. Students must be able to tolerate and adapt to multiple stressors including, but not limited to, personal, patient care/family, faculty/peer, and or program-related, and display flexibility and manage the uncertainty inherent in the care of patients and the health care system.	Establishes rapport with patients, families, colleagues and other health care personnel. Capacity to engage in successful conflict resolution. Act with integrity as well as commitment to uphold professional ethics and codes of conduct. Adapts to changing assignments in a manner that achieves objectives while providing safe, adequate patient care. Accountable for clinical preparation and independent study and performs nursing functions in a safe responsible manner.

ADA Accessibility Statement

Tulane University wishes to ensure that access to its facilities, programs, and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. If a student has a disability and needs accommodation, it is their responsibility to initiate contact with the Goldman Center for Student Accessibility and request accommodations through the established process. If approved by Goldman, make arrangements as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. I will never ask for medical documentation from you to support potential accommodation needs. **Goldman Center contact information:** Email: goldman@tulane.edu; Phone (504) 862-8433; Website: accessibility.tulane.edu

Academic Excellence and Opportunity Statement

"The pursuit of academic excellence and opportunity fuels Tulane University's continued progress. The hallmark of a great university is its ability to build a community of scholars and students from a wide variety of disciplines, backgrounds, and experiences who converge to ignite discovery, advance scholarship, and experience transformative personal growth. This is the foundation of Tulane University's academic excellence and opportunity, as well as the source of our positive impact on society. At the very center of our mission is a culture personified by every Tulanian— a compassionate, close-knit place for students, faculty, staff, alumni, and friends. Our success depends upon our ability to grow and strengthen this community by attracting individuals from all backgrounds and experiences and providing each Tulanian with the opportunity to pursue their goals and aspirations and reach their fullest potential. In embracing these principles, we not only advance our mission as a leading research university but also contribute to a world where every individual can thrive." – see Tulane's Academic Excellence and Opportunity Statement.

CODES OF CONDUCT

Tulane University Code of Student Conduct

Tulane University maintains a code of conduct applicable to all students. Please follow the link https://conduct.tulane.edu/code-conduct for the full Code of Student Conduct document, which is updated annually.

School of Professional Advancement (SoPA) Undergraduate Code of Academic Conduct

SoPA maintains a code of academic conduct applicable to all SoPA students, except as superseded by the Program of Nursing Code of Professional Conduct. Please follow the link https://sopa.tulane.edu/student-information/policies for the full SoPA Code of Academic Conduct.

Newcome Tulane College (NTC) Code of Academic Conduct

NTC maintains a code of academic conduct applicable to all NTC students, except as superseded by the Program of Nursing Code of Professional Conduct. Please follow the link https://tulane.app.box.com/s/z2dscetpj5fxi609y74phkzq40r6ke2t for the full NTC Code of Academic Conduct.

Program of Nursing Code of Professional Conduct

The Program of Nursing (PON) abides by Tulane University's Student Code of Conduct and process and the School of Professional Advancement (SoPA) Undergraduate Code of Academic Conduct, and utilizes the School of Medicine's Code of Professional Conduct as its framework. For matters of general student misconduct not specific to the nursing profession—including but not limited to alcohol and drug violations, harassment, discrimination, assault, disorderly conduct, theft, sexual misconduct, and retaliation—students should refer to the Tulane University Code of Student Conduct, which governs all enrolled students.

The Tulane Healthcare Community believes that a profession gains its credibility by its commitment to society. As a professional group, we recognize our multiple responsibilities to our patients, colleagues, communities, families, and ourselves. Realizing that it is a privilege and an honor to be a healthcare professional, we hold the following ideals:

- Patient welfare is our primary concern, for only by this commitment do we justify the trust placed in us by patients and the community at large.
- Relationships with our peers, faculty and staff are an essential part of professional conduct.
- Integrating personal growth into our professional development is essential to our commitment to nursing.
- As nursing professionals, we shall strive to be responsible citizens and strive to instill and uphold the values and ideas set forth in this policy.

Legend & Definitions

- PON – Program of Nursing
- SPC – Student Professionalism Committee
- Reporting Party – the individual reporting the unprofessional behavior
- Respondent – the individual whose behavior is being reported

- Hearing Panel Chair – PON Director of Academic Affairs
- SPC Chair – Chair of the SPC in accordance with the Bylaws
- Hearing Panel – Panel that reviews conduct code violations
- Appellate Panel – Panel that hears appeals to conduct code violation decisions

Unprofessional Behavior Definition

Unprofessional behavior is defined as behavior that violates these ideals. These behaviors include, but are not limited to:

- acting improperly towards patients, clinical supervisors, or peers in a clinical or professional setting.
- disrespect for patients, clinical supervisors, faculty, or peers that compromises the professional nursing environment or patient care.
- failure to meet clinical responsibilities.
- failure to correct deficiencies in academic or clinical performance in a responsible and timely fashion.
- acting in a manner which is detrimental to the moral and ethical standards of the nursing profession.
- acting to knowingly deceive faculty, clinical supervisors, or peers regarding clinical competencies, patient care or academic performance.
- signing another student's name on a clinical attendance sheet.
- taking photos of exam materials/keys, even if for personal use.
- discussing or sharing nursing exam questions with another student.
- unauthorized use of generative Artificial Intelligence (AI) for nursing coursework or clinical documentation.

For general student misconduct not addressed above—including but not limited to dishonesty unrelated to clinical or nursing-specific matters, violations of law, alcohol and drug offenses, harassment, discrimination, assault, theft, and interference with University processes—students are subject to the Tulane University Code of Student Conduct. Nothing in this Code limits the University's authority to address such conduct under its general policies.

Unprofessional behavior will not be tolerated. The Program reserves the right to dismiss or terminate any student for cause. Causes for dismissal or termination include, but are not limited to:

1. A student who violates Louisiana Administrative Code (LAC) 46:XVII.3331 *Denial or Delay of Licensure, Licensure by Endorsement, Reinstatement, or the Right to Practice Nursing as a Student Nurse.* Specifically:

    a. A student will be denied the right to practice as a nursing student for infractions listed in 3331.A. and will be dismissed from the program.
    b. A student will be denied the right to practice nursing as a student nurse for up to five years for infractions listed in 3331.B., will be dismissed from the program, and is potentially eligible for readmission after five years.
    c. A student will be delayed in the ability to progress in the program for infractions listed in 3331.C. and will be placed on a Leave of Absence as described in the Program of Nursing Withdrawal and Leave of Absence Policy or dismissed from the program.
2. Behaviors as noted in the Practicum Course Critical Incident Policy III.C.
3. Behaviors in Violation of the Program of Nursing Code of Professional Conduct.

Process and Procedure

Only Tulane students, faculty, and staff members may submit a concern regarding a perceived breach of this Code. Initially, perceived breaches of this code should be discussed privately among the parties to identify a voluntary resolution. Parties could be student and faculty, student and staff, or faculty and staff. If the concern is student to student, the initial discussion occurs with the PON Director of Academic Affairs. If private resolution is not reached, the alleged violations of the PON Code of Professional Conduct will be reported, and the following process will be followed.

Notice

The reporting party submits a written PON Complaint Form to the PON Director of Academic Affairs as outlined in the Program of Nursing Recognition and Complaint Policy. The PON Director of Academic Affairs will provide the Chair of the SPC and the respondent with a copy of the allegations in writing including: the nature and occasion of the allegations, the name of the reporting party , and copies of the documents pertinent to the allegation within seven (7) business days after the occurrence of events or as soon as practical. This material will be sent to the student's Tulane email address.

If the respondent(s) in the case inform(s) the PON Director of Academic Affairs that they plan to accept responsibility, the respondent may waive the hearing, and the hearing panel, under the direction of the Hearing Panel Chair, proceeds to deliberation (see *Deliberation and Voting section)*.

Student Professionalism Committee Hearing Panel

The hearing panel shall consist of members of the SPC and will include one full-time nursing faculty, one part-time faculty and one nursing student, all of whom are eligible to vote. The PON Director of Academic Affairs and the PON Academic Advisor are non-voting members. The PON Director of Academic Affairs serves as the Hearing Panel Chair. If any member of the panel is a fact witness for the alleged violation, they will be recused from the panel, and the Dean will assign a replacement.

Hearing

The PON Director of Academic Affairs will convene a SPC hearing panel to review the charges brought against the respondent. The purpose of the hearing is to provide the reporting party and respondent(s) with an opportunity to be heard and to supply the SPC with the relevant information necessary to reach a decision.

Due to the confidential nature of matters that come before the SPC, students shall not solicit witnesses or directly engage with other parties as it relates to gathering information to present to the SPC. Students may identify witnesses they believe have relevant information to the Hearing Panel Chair who has the sole discretion to determine if such witnesses' testimony/statement will be included in the hearing. Such determination shall be based on the Hearing Panel Chairs determination of the relevance and probative value of the witness. The Hearing Panel Chair may also call witnesses not identified by a student or engage in fact finding relevant for consideration in the matter.

A hearing is not a legal procedure and as such, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these

proceedings. Polygraph tests are not admissible as evidence.

Evidence Standard
SPC members shall make decisions about alleged violations based on the principle of "preponderance of the evidence" (i.e., that the alleged violation is more likely than not to have occurred.)

Hearing Date
The SPC will make every effort to process cases in a timely manner. Effort will be made to convene a hearing within a reasonable time, generally fifteen (15) working days of the responding student's notice of allegations.

Failure to Appear
If a respondent, having been notified, does not appear before the hearing panel, the information in support of the charges shall be presented and the hearing shall proceed. The respondent may send written testimony to be included in lieu of appearing. There shall be no penalty for not appearing at a hearing. If the reporting party cannot appear at the hearing, they may send a proxy or be available by phone and/or video conference. If the reporting party is unreachable at the hearing, the hearing may be canceled or rescheduled. If the reporting party does not participate in in the hearing, the Hearing Panel Chair may choose to proceed with the hearing based upon available evidence.

Testimony
If a person is called before a hearing panel, the person is obligated to be honest.

Witnesses
The PON Director of Academic Affairs shall consult with the reporting party and the respondent, if necessary, to ascertain what witnesses should be called in the hearing.

Procedures for Hearing Panel
Hearings shall be conducted privately. The PON Director of Academic Affairs shall preside over each hearing panel as Hearing Chair and shall notify all parties of the date and time of the hearing. If the Chair is unable to preside, the Dean will assign a faculty member to replace them, that may be the Chair of the Student Professionalism Committee. All deliberations of the Hearing Panel and the appellate panel are confidential and shall be held in strict confidence.

Evidence
The Hearing Panel Chair has the sole discretion to determine what evidence and witnesses are relevant. Relevant documentary evidence and written statements may be accepted as information for consideration by the hearing panel at the discretion of the Hearing Panel Chair. Relevant evidence submitted regarding the allegations should be shared with the reporting party, respondent, and the hearing panel within a reasonable time before the hearing. All procedural questions are subject to the reasonable discretion and final decision of the Hearing Panel Chair. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in proceedings. All testimony given in a hearing is to be held in confidence. All witnesses must be called to give substantive testimony rather than to serve as character witnesses. The respondent may make a statement before the hearing panel, examine or dispute evidence, make no statement, or decline to respond to any questions. The Hearing Panel

Chair will pose any questions submitted to the parties and witnesses during testimony. The reporting party or respondent may submit questions to the Hearing Panel Chair to pose to witnesses. It is the sole discretion of the Hearing Panel Chair to determine whether to ask such questions based upon his/her assessment of relevancy and probative value.

Deliberation and Voting
After hearing evidence and witnesses in the case, the reporting party, respondent, and any witnesses are dismissed prior to deliberation. The hearing panel will deliberate and vote to determine 1) responsibility and 2) an appropriate recommended sanction, based on the preponderance of evidence; a majority is necessary. All voting members are required to vote. No member of the panel will be allowed to vote unless they have been present to hear the evidence in the case.

If the respondent is found not responsible, there will be no report of the case on their permanent record or in School records. If the respondent is found responsible, the hearing panel will recommend sanctions to the Hearing Panel Chair. The history of violations by a respondent is not relevant to determining responsibility in a new case but may factor into the respondent's sanctions.

Sanctions
Hearing panel members will be presented with information about past violations only after they have voted on responsibility. A student's history of sanctions and record of prior infractions, whether under this Code or other Tulane University policy, may result in a more severe sanction. The Hearing Panel Chair will review the hearing panel's recommended sanction and may affirm or alter the sanction for students who are found responsible.

Hearing Process for Findings
The Hearing Panel Chair will notify the respondent of the results generally within five (5) working days after the hearing.

Appeal Process
Any student has a right to appeal the determination of the findings and/or consequences delivered only for specific reasons set forth below:

1. Procedural Error
   Material deviation from procedures that substantially impacted determinations of responsibility or sanctions applied (this may include a bias or conflict of interest)
2. New and Substantial Evidence
   New and substantial evidence appeared that could not have reasonably been discovered before the determination of responsibility was made.
3. Disproportionate Sanctions
   Where sanctions are grossly disproportionate to the findings of responsibility.

Appeals Findings Date
A student has ten (10) days to file an appeal from the delivery of written notice of the outcome from the Hearing Panel Chair. Such written notice may be in the form of an email.

Appellate Panel
The appellate panel will consist of three members drawn from the Student Professionalism

Committee members: two full-time faculty or one full-time faculty and one part-time faculty, and one student. Individuals who served on the original hearing panel will not be allowed to serve on the appellate panel for the same case. Should a member of the appellate panel not be able to attend the appeal hearing, the Dean may appoint a replacement.

Appeals Notice
The appeal must consist of a plain, concise, and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal. The appeal must be sent to the Hearing Panel Chair who is the PON Director of Academic Affairs via Tulane email. The Hearing Panel Chair will acknowledge receipt of the written appeal in writing. The Hearing Panel Chair will then assess the written appeal to determine whether the appeal is timely and, if so, whether the appeal is properly framed based on permissible grounds. If the Hearing Panel Chair determines that the appeal does not properly fit within one of the specific grounds for appeal, the appeal will be denied. If the appeal is properly filed and meets one of the specific grounds for appeal, the Hearing Panel Chair will convene an appellate panel.

Procedures of Appellate Panel
The appellate panel may offer impacted individuals the opportunity to review the written appeal and offer their perspectives to the appellate panel. If multiple individuals appeal, the appeal documents from each party will be considered together in one appeal process. In all appeals, the appellate panel will presume that decisions were made reasonably and appropriately, unless there is compelling information to the contrary. Appeals are not intended to be a rehearing of the matter. Most appeals consist of a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal. The appellate panel may speak to the reporting party, respondent, witnesses, SPC Chair, or any impacted individuals, as appropriate.

Appellate Panel Sanctions
The appellate panel may, by majority vote:
- Affirm the determination of transgressions or consequences in whole or in part;
- Alter the determination of transgressions or consequences in whole or in part;
- Return the matter to the conduct officer or hearing panel with instructions to reconvene to cure a procedural error or reconsider the consequences delivered.

Appeal Hearing Process for Findings
No situation will ever be reconsidered more than once. The Hearing Panel Chair will transmit via email a written decision generally within ten (10) business days from the date of the appeal. Appeal decisions are final.

III. POLICY RESOURCES

LAC 46:VXII.3331 in Rules and Regulations
Progression Requirements Policy
Practicum Course Critical Incident Policy
Tulane University's Code of Student Conduct
SoPA Undergraduate Code of Academic Conduct

ACADEMIC CALENDAR

The Program of Nursing academic calendar is built on a semester framework. Per academic year, there are three semesters - fall and spring and summer. The fall and spring semesters are 15 weeks long. The full summer session is 14 weeks. For details and dates, please refer to: https://registrar.tulane.edu/academic-calendars/undergraduate.

ACADEMIC STANDARDS

Program of Nursing Recruitment & Admission Criteria Policy

Tulane University's Program of Nursing's holistic recruitment process is designed to identify applicants who demonstrate academic excellence, diverse experiences, and a strong commitment to succeed in an accelerated program. By evaluating candidates as whole individuals, we aim to admit those who are prepared for the challenges of an intensive, fast-paced program and cultivate a diverse and compassionate nursing workforce that is equipped to provide patient-centered, equitable care in today's complex healthcare environment. To be considered for admission to the Nursing Program students must meet and successfully complete specific prerequisite program requirements and complete a Nursing Program application. After acceptance into the Nursing Program, but prior to starting courses, students must submit to a criminal history record information check and complete documentation of health information and immunizations.

POLICY STATEMENT

A. Students may transfer up to 60 credit hours that fulfill Tulane University School of Professional Advancement core curriculum requirements, writing across the discipline, and nursing major prerequisites. A cumulative transfer GPA of 3.0 is required, and a cumulative Nursing Major Pre-requisite GPA of 3.0 is required and a grade of C or better in any one course:

Nursing Major Prerequisite	Credits
Nutrition	3
Statistics	3
Developmental Psychology	3
Anatomy & Physiology 1*	4
Anatomy & Physiology 2*	4
Microbiology*	4
Chemistry*	4

*** Includes course and lab.**

All nursing major prerequisite courses must have been completed within seven years of application to the nursing program.

B. The following are Program of Nursing Application Requirements:
   1. Complete an application.
   2. Admissions Video**:** Applicants are required to submit a 2-minute admissions video as part of the application packet.
      a. Expectations:
         i. Attire and grooming are professional, no graphic t-shirts, exercise clothes, or ball caps.
         ii. Have suitable lighting.
         iii. Show your entire face.
      b. Answer these questions:
         i. Describe two specific characteristics you possess that will make you a strong candidate for the Tulane Nursing program with concrete examples from your academic, work, or service experience that illustrate how you have demonstrated these traits.

ii. Briefly describe a specific situation in which you demonstrated leadership. Identify the situation and circumstances, your role, and the individuals involved.
iii. Describe a specific strategy you have used in the past that will help you to manage the demands of this accelerated and academically rigorous program with the other demands in your life.
iv. Describe any past challenges that may have impacted your academic success, or are reflected in your transcripts, that would help the admission committee to make an informed decision. Applicants will be allowed an additional 30 seconds to address any explanation of circumstances. The total video time should not exceed 2 minutes and 30 seconds.

3. Failure (earning a C- or below) of a nursing pre-requisite course twice makes an applicant ineligible for admission.
4. Qualified applicants shall be considered for admission without discrimination and in compliance with applicable state and federal laws and regulations. Meeting the minimum academic requirements does not guarantee admission to the Program of Nursing.
5. Prior professional nursing program enrollment: Applicants who were enrolled in a previous professional nursing program must provide a letter of academic good standing from that school of nursing.Technical standards**:** Applicants must digitally sign the Nursing Program's Technical Standards. The Technical Standards are accessed via a link in the application. By signing the document, applicants certify that they have read, understood, and meet the standards.
6. English Language Proficiency: If an applicant's degree is from an institution outside of the United States where English is not the primary language, they must take the TOEFL or Duolingo English test for admission. Use college code #6832. These tests measure your ability to use and understand English at the university level. A score 100+ on TOEFL or 130+ on the Duolingo English Test is expected. Applicants may request an exemption from one of these tests.
7. Coursework from foreign universities will be referred to the World Education Services (WES) for evaluation and translation, if necessary. Transfer of credit from colleges or universities not belonging to an institutional accrediting body are not accepted. **All submitted materials must be in the English language.**
8. Outstanding Pre-requisite Coursework: Applicants can be considered for conditional admission to the nursing program when they have no more than 3 core curriculum or Nursing Major prerequisite courses remaining to be completed. Only 1 of the 3 courses can be a Nursing Major prerequisite science course. Admission is conditional until the applicant successfully completes and achieves the required GPA in the remaining courses.

C. After Acceptance into the Nursing Program, but prior to Starting Courses, students must submit evidence of the following:

1. Complete a Louisiana State Board of Nursing Student License Application & Background Check (criminal history record information check).
   a. Students shall not be eligible to enroll in a clinical nursing course based on evidence of grounds for denial of licensure in accordance with R.S. 37:921, LAC

46:XLVII.3324, 3331 and 3403.

2. Complete documentation of required health information.

POLICY RESOURCES

https://campushealth.tulane.edu/immunizations/new-students
https://sopa.tulane.edu/admissions/admissions-process
https://nursing.tulane.edu/

Transfer Credit Policy

The Program of Nursing adheres to Tulane University policies and practices governing the transfer of college credits that are outlined by the School of Professional Advancement and the Tulane Office of Undergraduate Admissions for its prerequisite courses.

POLICY STATEMENT

As stated in the Program of Nursing Admission Criteria Policy, SoPA students may transfer up to 60 credit hours that fulfill Tulane University School of Professional Advancement core curriculum requirements and nursing major prerequisites. Newcomb-Tulane College (NTC) students adhere to the NTC transfer credit policy outlined in the University Catalog. For specific questions regarding NTC transfer credits, please contact the NTC Academic Advising Team. Nursing courses taken outside of the University may not be transferred for professional nursing program credit.

If a student has been terminated from a previous nursing program and is not eligible to continue at that school, the student will not be eligible to apply to the Tulane University BSN program for a period of seven (7) years from when they entered the previous nursing program.

POLICY RESOURCES

https://sopa.tulane.edu/admissions/student-transfers
https://admission.tulane.edu/transfer/credit
Program of Nursing Admission Criteria Policy
NTC Transfer Credit Policy

Progression Requirements Policy

Students will complete 60 credit hours of professional nursing coursework in 4 consecutive semesters following a prescribed program of study. Students in the nursing major may not register for any other courses.

POLICY STATEMENT

To be eligible to progress to successive courses in the nursing major, students must:

1. Obtain and maintain permission from the Louisiana State Board of Nursing to progress into Clinical Practicum courses.
   a. Complete the Louisiana State Board of Nursing Student License Application & Background Check (criminal history record information check).
2. Meet and maintain the University and Program of Nursing health and safety requirements. The PON follows the School of Medicine immunization requirements due to the nature of the students' studies and clinical work.

a. Complete documentation of health information and proof of immunization compliance will be provided to Campus Health.
b. Students will be withdrawn from courses if they fail to meet the requirements outlined by Campus Health.
c. Students are not allowed to progress in the nursing program until evidence of compliance is submitted.

3. Maintain continuous enrollment in the nursing curriculum plan.
   a. Course Withdrawals and Leave of Absence (LOA)
      i. Students who are voluntarily or involuntarily withdrawn from a nursing course are considered out of progression.
      ii. Based on the requirement that the theory course (NRSG xxxx) and the co-requisite practicum course (NRSG xxxx) are taken concurrently, a withdrawal in either the theory course or clinical course results in the student withdrawing from both courses.
      iii. Students who withdraw or request a Leave of Absence should refer to the Program of Nursing Withdrawal and Leave of Absence Policy.
      iv. A student who utilizes a partial medical withdrawal may repeat the course one time.

   b. Quality of Work - Course Failures
      i. Students who are unsuccessful in any single nursing course (earn a C-, or less than 73) will reach out to their program Academic Advisor for a modified program plan that follows course progression guidelines.
      ii. Students who fail two different courses or the same course twice will be dismissed from the program.

   c. Students receiving financial aid will also contact the Tulane Financial Aid Services. The PON follows Tulane University's Student Academic Performance Policy and appeal process for Financial Aid.

POLICY RESOURCES

https://campushealth.tulane.edu/immunizations/new-students
https://campushealth.tulane.edu/for-you/school-of-medicine-students
Program of Nursing Withdrawal and Leave of Absence Policy
Student Academic Performance Policy
Program of Nursing Quality of Work Standard and Grade Grievance Policy

NRSG 3350 – Add/Drop, Withdrawal, and Incomplete Grade Policy

NRSG 3350 is delivered as a **Special Offering Part of Term (SO-POT)** course with a condensed instructional period at the end of the first semester of the program. As such, standard university-wide add/drop and withdrawal deadlines do not apply. The Program of Nursing establishes the official course start and end dates, withdrawal practices, and grading timelines for this course.

This policy outlines the procedures for course drops, withdrawals, and Incomplete grades, specific to NRSG 3350, to ensure consistency, academic integrity, and compliance with program and university standards.

POLICY STATEMENT

The NRSG 3350 Add/Drop, Withdrawal, and Incomplete Grade Policy aligns with Tulane University academic policies while recognizing the unique structure and regulatory requirements of SO-POT nursing courses. Decisions regarding enrollment changes, withdrawals, and Incomplete grades are managed at the program level in consultation with faculty, academic advising, and the Dean's Office when appropriate.

Students enrolled in NRSG 3350 are expected to comply with all program deadlines and requirements as outlined below. Students considering changes to their enrollment status should begin by contacting their Nursing Program Academic Advisor to discuss academic implications and available options.

PROCEDURE

A. Special Offering Part of Term (SO-POT) Designation

NRSG 3350 is designated as a SO-POT course. The Program of Nursing is responsible for:

- Establishing the official course start and end dates
- Determining drop and withdrawal practices
- Managing grading timelines and Incomplete grade resolution

University-wide add/drop and withdrawal deadlines do not apply to this course.

B. Add/Drop and Withdrawal Procedures

1. Dropping Prior to Course Start.
   If a student drops NRSG 3350 before the course begins:
   a. No withdrawal (W) notation will appear on the academic record
   b. The course is removed administratively
   c. Tuition adjustments follow the Nursing SO-POT refund structure

2. Dropping After Course Start.
   Once the course begins:
   a. The Program of Nursing determines a withdrawal (W)
   b. Withdrawal decisions are evaluated on a case-by-case basis
   c. Program approval is required

3. Inability to Start Due to Licensure or Compliance Restrictions
   If a student is enrolled in NRSG 3350, but is unable to begin the course due to licensure, compliance, or regulatory delays (e.g., fingerprinting, background checks, credentialing, or other required clearances):
   a. The Program of Nursing may determine the appropriate academic action, which may include:
      1) Assignment of an Incomplete (I) with a 15-day completion timeline.
      2) Approval to drop the course without academic record. No withdrawal (W) notation will appear on the academic record.

   b. The decision will be based on:
      1) The anticipated timeline for resolution of the restriction
      2) The amount of coursework that could reasonably be completed within the

compressed instructional period
3) The Program of Nursing will document the decision

C. Incomplete (I) Grade Procedure

1. An Incomplete grade may be assigned when:
   a. The student has completed a substantial portion of the course
   b. Extenuating circumstances prevent completion of remaining requirements.
   c. The instructor determines the student can reasonably complete the remaining work without re-enrolling

The instructor enters the Incomplete grade in the university grading system once final grading opens.

2. Incomplete Grade Completion Timeline
   a. For Nursing students, the standard completion window is fifteen (15) days after the end of the term
   b. If the student completes all remaining requirements within this 15-day period:
      1) No formal university or program form is required
      2) Completion expectations will be documented by the instructor
      3) The instructor submits the final grade once work is completed

3. Extension of an Incomplete Beyond 15 Days
   a. If a student cannot complete outstanding coursework within the 15-day period:
      1) A formal extension agreement is required by the registrar
      2) The Program of Nursing will use a Nursing-specific extension form modeled after the NTC "Request for Extension of an Incomplete Grade" form
      3) The extension agreement will document:
         - Remaining course requirements
         - Revised completion deadline
         - Student and instructor signature
         - Program plan modification
         - Director of Academic Affairs approval

Failure to meet the agreed-upon deadline may result in conversion of the Incomplete to the default grade assigned by the instructor, program plan modification, delay of graduation, or program dismissal.

RELATED RESOURCE
Progression Policy

Withdrawal and LOA Policy

A student may be required to withdraw from the nursing program or from the university, temporarily or permanently, for any of the following reasons: personal, medical and/or psychological conditions that significantly impact their ability to complete their academic pursuits. In some circumstances, personal and medical leaves of absence from the University provide the student with an opportunity to remain a matriculated student while also allowing time away for appropriate treatment and recovery.

POLICY STATEMENT

This policy mirrors the Tulane University Policies for withdrawal and leave of absence. Personal and medical leaves require approval and are allowed for no longer than two consecutive semesters without reapplying for admission. Any student who wishes to request a withdrawal from all courses or a medical leave of absence from the Tulane Program of Nursing should begin by reaching out to their program Academic Advisor. The application procedure and impact will be discussed.

PROCEDURE

After meeting with their Nursing Program Academic Advisor, the student should attest to the following:

- I understand the academic repercussions for taking a medical leave.
    - The program requires that theory courses and the co-requisite practicum course are taken concurrently. A withdrawal in either the theory course or co-requisite practicum course results in the student withdrawing from both courses.
- I know that if I am receiving financial aid or a scholarship, I will need to connect with the appropriate Financial Aid counselor.
- I understand that I am responsible for getting the appropriate treatment while I am on leave, and that my readmission will be contingent on this treatment.
- I understand that there is a process to petition to return from medical leave.

A withdrawal for personal reasons requires the approval of the Program of Nursing Dean's Office and the School of Professional Advancement Dean's office. A withdrawal for medical reasons from all courses requires an official letter of recommendation from a physician in the Campus Health Center and the approval of Program of Nursing Dean's Office and the School of Professional Advancement Dean's office, in addition to other requirements and/or approvals as outlined on Tulane's web site pertaining to medical withdrawals. A partial medical withdrawal (from some but not all courses) after the published deadline for dropping a course may be permitted with supporting justification, the recommendation of the Campus Health Center and the approval of Program of Nursing Dean's Office and the School of Professional Advancement Dean's office.

The final deadline for medical withdrawals is the last day of classes each term. Requests for medical withdrawals should be made within the prescribed time periods/deadlines; requests for retroactive medical withdrawals are rare, evaluated on a case-by-case basis, and only granted upon showing of good cause for submitting the request after the deadline. Grades of W are assigned when a student withdraws for medical reasons after the Program of Nursing's last day to drop without record.

The Nursing Program will require a medical clearance before a student can continue studies in a semester that begins after administrative action has been taken on behalf of the student for medical reasons.

Students should contact their Academic Advisor to return from medical leave.

Students who are allowed a one or two-semester leave of absence should submit a letter of intent to resume study at least eight weeks before the start of the semester in which they wish to return.

Any student returning to the university after more than one calendar year will be required to complete the degree requirements in effect at the time of readmission.

Students who leave the Program without formal approval for a leave of absence must file an application for readmission.

Students who do not return to Tulane Nursing Program for a particular term and do not request a leave of absence by the deadline for doing so are not eligible to return without applying for readmission.

RELATED RESOURCE
School of Professional Advancement Catalog
https://advising.tulane.edu/resources/forms/leaveofabsence

Grade Grievance and Appeals Policy

The Program of Nursing (PON) abides by the School of Professional Advancement (SoPA) Code of Academic Conduct and Newcomb-Tulane College (NTC) Code of Academic Conduct except as stated below and related to specific quality of work standards listed in the Program of Nursing Progression Requirements Policy.

POLICY STATEMENT

Failure to meet the quality of work standard listed in the Program of Nursing Progression Requirements policy is grounds for Dismissal.

A. Students who fail two different courses (earn a C-, or less than 73) or who fail the same course twice will be dismissed from the program.
B. Students who wish to dispute a course assignment, exam or final course grade or a procedural action against them can appeal as follows:

    1. The student with a dispute should go first to the course faculty within five (5) business days of receiving the grade or evaluation to seek resolution.
    2. If no resolution can be reached after meeting with the faculty, and the student wishes to appeal, the student is responsible for completing the Grade Grievance and Appeals form that is submitted to the Program of Nursing (PON) Director of Academic Affairs within five (5) business days.
    3. After reviewing the submitted form, the PON Director of Academic Affairs will determine whether the dispute meets the criteria to convene the Student Professionalism Committee (SPC) and the Chair will be notified. The Chair will convene the meeting.
    4. Both the student and faculty may provide written statements to the SPC Chair prior to the meeting and/or request to appear before the committee. Both parties and all pertinent evidence will be heard.
    5. The Committee will make an immediate recommendation to the PON Director of Academic Affairs who may uphold, reverse, or return for further consideration, the committee's findings within five (5) business days and communicate their decision in

writing to the SPC Chair and the committee members. The decision of the PON Director of Academic Affairs is final.

6. The SPC Chair will then communicate the decision in writing to the student and faculty within two (2) business days.
7. Instances that may result in program dismissal require a recommendation from the Chair to the Dean in writing within seven (7) business days of the committee decision. The Dean may uphold, reverse, or return for further consideration, the committee's decision within five (5) business days and communicate their decision in writing. The decision to uphold the dismissal will be communicated to the student/ and the SPC Chair. The decision of the PON Dean is final. The decision to reverse or return for further consideration will be communicated to the SPC Chair in writing within five (5) business days to the Chair.

POLICY RESOURCES
Program of Nursing Progression Requirements Policy
SoPA Code of Academic Conduct
NTC Code of Academic Conduct
Practicum Course Critical Incident Policy
Grade Grievance and Appeals Form

Probation
Any student who does not meet the minimum quality of work requirement, as stated in the Program of Nursing *Progression Requirements policy*, will be placed on academic probation. The status of probation lasts until it is removed as a result of academic improvement or ended by dismissal. Students who are placed on probation are notified in writing that their academic progress is insufficient.

Dismissal and Termination Policy
The Program of Nursing (PON) abides by Tulane University's Code of Student Conduct and the and, depending on student designation, the School of Professional Advancement (SoPA) Code of Academic Conduct or Newcomb-Tulane College (NTC) Code of Academic Conduct except as stated below and related to specific quality of work standards as listed in the Program of Nursing *Progression Requirements Policy*. The Program reserves the right to dismiss or terminate any student for cause.

POLICY STATEMENT

A. Failure to meet the quality of work standard listed in the Program of Nursing *Progression Requirements Policy* is grounds for Dismissal:

1. Students who fail two different courses (earn a C-, or less than 73) or, fail the same course twice will be dismissed from the program.

B. Causes for dismissal or termination include, but are not limited to:

1. A student who violates Louisiana Administrative Code (LAC) 46:XVII.3331 *Denial or Delay of Licensure, Licensure by Endorsement, Reinstatement, or the Right to Practice Nursing as a Student Nurse.* Specifically:

a. A student will be denied the right to practice as a nursing student for infractions listed in 3331.A. and will be dismissed from the program.
b. A student will be denied the right to practice nursing as a student nurse for up to five years for infractions listed in 3331.B., will be dismissed from the program, and is potentially eligible for readmission after five years.
c. A student will be delayed in the ability to progress in the program for infractions listed in 3331.C., and will be placed on a Leave of Absence as described in the Program of Nursing *Withdrawal and Leave of Absence Policy*, or dismissed from the program.

2. Behaviors as noted in the *Practicum Course Critical Incident Policy III.C.*

3. Behaviors in Violation of the Program of Nursing Code of Professional Conduct.

POLICY RESOURCES

LAC 46:VXII.3331 in Rules and Regulations
PON Student Handbook
Progression Requirements Policy
Practicum Course Critical Incident Policy
Tulane University's Code of Student Conduct
PON Code of Student Conduct

Reinstatement Policy

Refer to the Program of Nursing *Withdrawal and Leave of Absence Policy.*

Graduation Policy

Students are required to graduate at the end of the term in which all degree requirements are completed. Students must submit an application for degree in the semester in which they plan to graduate. This application must be completed with the student's program Academic Advisor. When students apply for their degree, their work is evaluated by the criteria in place at the start of their work toward that degree.

POLICY STATEMENT

A candidate for a baccalaureate of science in nursing (BSN) degree must meet the following graduation requirements:

1. A minimum of 120 credits earned.
2. A cumulative grade point average of 2.000.
3. All financial obligations to the University must be cleared before the Registrar will release a diploma or a transcript.

Ceremonies will be held for BSN students at the culmination of their degree requirements:

1. A Program of Nursing Pinning Ceremony will be held each semester for students completing their BSN degree requirements.
2. The School of Professional Advancement commencement ceremony is held in May each year. Students completing degree requirements in August or December are invited to participate in the ceremony held the following May.

- All graduates who will not attend the commencement ceremony should request, with their academic advisor, that their degree be awarded in absentia.

3. Students also have the option to attend Tulane's Unified Commencement ceremony, held in May each year.

POLICY RESOURCES

Tulane Commencement Procedure

SoPA Requirements for Graduation

Record Retention Policy

The Program of Nursing adheres to the Tulane University policy for retention of academic records as documented in the Tulane University Catalog.

POLICY STATEMENT

A. Student Records
    1. Academic records, to include the application and final transcript, are kept by the University Registrar's Office and retained permanently.
    2. Additional student records, to include terminal clinical evaluations from each course, and graduation forms, are kept in electronic storage in a password protected Box file or in a secure locked cabinet in the Program of Nursing and retained for eight years from the time of enrollment of that student.

POLICY RESOURCES

https://catalog.tulane.edu/newcomb-tulane/#academicpoliciestext

GRADING

Add/Drop Policy

The plan of attendance for the nursing curriculum is a set sequence of courses that spans the 4-semester program. Courses may not be added to any semester other than as identified in a student's modified program plans. Students who wish to drop courses must consult with the nursing Academic Advisor or the Director of Academic Affairs.

Satisfactory/Unsatisfactory Grades

Nursing students may not avail themselves of the satisfactory/unsatisfactory option for nursing courses.

Auditing Courses

Nursing students may not take a nursing course on an audit basis.

Incomplete Grade

An Incomplete grade, '**I**', for the Program of Nursing is given only with the approval of the Assistant Dean of Curriculum & Regulatory Affairs when extreme circumstances prevent a student from completing work assigned during the semester and with the understanding that the remaining work can be completed within 15 days.

An incomplete grade allows a maximum extension of 15 business days after the end of the term for the completion of the coursework. Students will work with their instructors to develop a plan and timeline to complete outstanding work and may not progress to subsequent clinical courses until the Incomplete grade is resolved successfully. If the work has not been submitted by the deadline, the incomplete grade is converted to an F. Extensions of the 15-day deadline may be requested in writing by the student and must be approved by the instructor and the Assistant Dean of Curriculum & Regulatory Affairs. Extensions are approved only when a student has made an attempt to complete the missing work within the original 15-day period but, in the view of the instructor and the director, has been prevented from completing the work by some special circumstance beyond the student's control. Extensions must be approved before the 15-day deadline expires; extensions are not approved retroactively.

Maximum Credits

Nursing major students in good academic standing with a SoPA student designation are allowed to register up to 15 credits per semester.

Nursing major students in good academic standing with an NTC student designation are allowed up to 19 credits per semester. Note that any non-nursing classes must be scheduled outside of nursing educational activities, including, but not limited to, exams, clinical rotations, skills lab, cadaver lab, simulations, community immersion, and standardized patient activities.

Course Grade Determination and Standard

The requirements for satisfactory completion of the nursing courses are clearly stated in each course syllabus along with the process of grade determination. The final course grade for many undergraduate clinical nursing courses consists of a theory grade and a clinical grade. In order to progress in the curriculum, the student must achieve a minimum of a "C" in the theoretical component and a "C" in the clinical component.

The theory grade is determined by specific criteria outlined in the course syllabus. Nursing courses use a variety of methods for evaluating student achievement of course objectives. Because the practice of nursing is dependent upon integrating knowledge throughout the course of study, the quizzes, exams, and other assessments include previously covered material.

Grades are calculated to the second decimal place (hundredths column). Only the final course average is rounded off to the nearest whole number. Only the first decimal place (tenths column) is rounded. For example, a final course average of 79.50 is rounded to 80. An average of 79.49 is not rounded to 80.

Grading Scale & Quality Points

	A (≥ 93) *4.0*	A- (90 - 92.49) *3.67*	*Only final course grades will be rounded off to one decimal place if the grade is ≥ 0.5%.
B+ (87 - 89.49) *3.33*	B (83 - 86.49) *3.0*	B- (80 - 82.49) *2.67*	
C+ (77 - 79.49) *2.33*	C (73 - 76.49) *2.0*	C- (70 - 72.49) *1.67*	
D+ (67 - 69.49) *1.33*	D (63 - 66.49) *1.0*	D- (60 - 62.49) *0.67*	

	F (<60) *0*		For example, 92.5% will be rounded off to 93%, thus the grade would be an ‘A’. 92.49% is an A-

Passing letter grades will be assigned as follows:

Letter grade	Percent of points
A	93-100%
A-	90-92 %
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%

Failing letter grades will be assigned as follows:

Letter grade	Percent of points
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

REGISTRATION, TUITION, AND FINANCIAL AID

Registration

Students are governed by the registration policies and procedures set by the university. Consult the University Catalog Registration Policies and Procedures regarding the registration and confirmation process.

Students in the Program of Nursing will be registered for courses by the nursing Academic Advisor.

Students with registration holds should clear them prior to the start of the semester.

Tuition, Fees, and Financial Aid Policy

Tulane University provides and directs students to information on tuition, fees, and financial aid.

POLICY STATEMENT

School of Professional Advancement (SoPA) students will follow the SoPA tuition and fee structure. Newcomb-Tulane College (NTC) students will follow the NTC tuition and fee structure.

Tulane University maintains all information regarding tuition and fees for the Program of Nursing on https://studentaccounts.tulane.edu/tuition-and-fees.

If, for any reason, a student must repeat a course or courses or an entire semester due to academic deficiency, appropriate tuition and fees based on the academic year of repetition will be charged.

The Program of Nursing students are well supported by the Tulane University Financial Aid Office.

The University Financial Aid Office, a unit within Enrollment Management, maintains information regarding aid on their website in matters of understanding how financial aid works and in identifying the resources necessary to make education affordable. Students eligible for financial aid will be assigned an advisor in the financial aid office.

The Tulane University School of Medicine Financial Aid Office is located in the Tidewater Building, 1440 Canal Street, Suite 1213. You may phone Financial Aid at 504.988.6135.

POLICY RESOURCES

Financial Aid

STUDENT SUPPORT

Academic Advising and Guidance Policy

Advising is an important component of the retention and success of Baccalaureate of Science in Nursing (BSN) students at Tulane University. PON Academic Advisors will aid in counseling, course scheduling, and career planning. PON advisors can also assist in the review of the student's academic transcript as they progress through the curriculum and with the final degree verification requirements.

Upon admission to the PON, academic advising is coordinated by the PON Academic Advisor. The PON Academic Advisor's name, telephone number, and email address is available and accessible from the Program of Nursing website.

Academic Advisors will be available to meet with students in person or virtually. Program advising is done prior to the start of each semester, with additional advising as needed throughout the semester. Specifically, the Program Academic Advisor will assist the student by:

1. Providing any needed clarification regarding the curriculum plan and sequence.
2. Providing guidance when adjustments in the planned curriculum are needed (e.g., failures, withdrawals, leave of absence, etc.); and
3. Communicating with the student to ensure the student is progressing as per plan.

It is also the student's responsibility to familiarize themselves with the curriculum and published policies in the University Catalog and Program of Nursing Student Handbook so that appropriate decisions may be made.

Academic Success and Tutoring

You can schedule a 1:1 tutoring appointment with a peer tutor at https://web.penjiapp.com/schools/tulane.

A Program of Nursing Academic Advisor is available to proactively provide academic and developmental guidance to students and will actively initiate and continue ongoing guidance to support student knowledge acquisition and progression.

Writing Coaching: You can schedule an in-person or virtual writing consultation with one of our Writing Coaches at https://web.penjiapp.com/schools/tulane. Select the Writing Center Community.

To get the most out of your writing appointment:

- Bring all prompts, drafts, notes, and relevant research/support materials with you.
- When you receive your appointment confirmation email, reply and attach a copy of your paper for the Writing Coach to preview prior to your session.
- Have specific questions or areas that you want to work on.
- We recommend that students schedule at least 2 sessions for an average paper and 3 for a major assignment. One during the brainstorming and research collection stage, the 2nd after the first rough draft has been completed, and the 3rd prior to submitting the final draft.
- Good writing requires time and we strongly discourage last-minute appointments.

Writing resources for academic writing, presentations, and ESL tools can be found on our website here: https://success.tulane.edu/altc/academic-writing-center

- If you need help with research, citations, writing software, or citation apps, the Howard-Tilton Memorial Library has a Research Help Desk and Subject Area Librarians to help you. They also offer workshops and presentations on a variety of topics and tools that support research and writing. You can access their resources and contact a Research Librarian here: https://library.tulane.edu/services

Recognition & Complaint Policy

This policy is designed to facilitate the creation and maintenance of an environment that is professional, respectful, inclusive, and intellectually stimulating. The process allows individuals to both recognize exemplary behavior as well as report significant concerns involving behaviors that may compromise the learning environment or violate the expectations outlined in the PON Code of Professional Conduct. Complaints should be submitted in good faith and be based on specific behaviors or actions rather than personal disagreements, differences of opinion, or minor interpersonal conflicts. Matters not covered by this policy include faculty matters appropriate for consideration by the School of Medicine Grievance Committee.

In alignment with the Tulane University School of Medicine's commitment to fostering a positive and respectful teaching/learning environment, the Program of Nursing fully upholds the SOM Guiding Principles and their associated expectations for professional conduct. These shared values emphasize accountability, respect, and integrity across all academic and clinical settings.

DEFINITION

For purposes of this policy, the following definitions apply:

- Recognition: Written recognition of exemplary treatment of a learner or any member of the learning environment and who are role models for professionalism, either experienced or witnessed. Recognition is written and signed via the PON Recognition Form.
- Formal Complaint: A report made by a student, staff or faculty about a perceived incident or inappropriate encounter from any aspect in the learning environment. Formal complaint reports are written and signed via the PON Complaint Form.

POLICY STATEMENT

The Tulane University School of Medicine Program of Nursing is committed to creating and maintaining a positive and respectful environment for its faculty, learners, and staff by recognizing exemplary behavior and by holding accountable those who do not follow the tenets of professional behavior.

Recognition

An emphasis is placed on acknowledging those individuals with exemplary behavior and who are role models for professionalism.

- Reporting a Recognition
    - Exemplary treatment of a learner or any member of the learning environment, either experienced or witnessed, can be reported utilizing the PON Recognition Form.

Formal Complaint

The program receives all complaints and records them in a confidential database. An essential assumption is that all members of our community do not intend harm, rather may need education and awareness of the impact of their actions. Thus, early intervention is key to prevent continued or escalating concerns

HOW TO MAKE A REPORT

Reporting a Complaint

Significant concerns involving behaviors that may compromise the learning environment or violate the expectations outlined in the PON Code of Professional Conduct, either experienced or witnessed, can be reported. Each report is reviewed and investigated. Reports will follow the Recognition and Complaint Policy or, in the case of unprofessional conduct, follow the Program of Nursing Code of Professional Conduct process and procedure.

2. Reports may be submitted via the PON Complaint Form. Alternatively, students can report verbally to the PON Director of Academic Affairs or PON Senior Academic Advisor who will assist the student to complete the PON Complaint Form.
3. As an alternative, reports may also be submitted to the School of Medicine's Professionalism & Environment of Learning Program. This program provides students, faculty, and staff with a confidential mechanism to report concerns related to unprofessional behavior, mistreatment, or learning-environment issues.
4. As another alternative, the Tulane University Campus Reporting Form can be utilized by students, staff, or faculty to report any complaints. If an incident involves perceived harassment or discrimination, the Tulane University Campus Reporting Form should be used to send the report directly to the Title IX Coordinator and/or the Office of Institutional Equity (OIE) as required by federal law. Reports submitted to the PON that are deemed to include harassment or discrimination will be forwarded to OIE. For more information about University sexual harassment and discrimination policies, visit this link.
5. If you feel like you are in immediate danger, contact TUPD for assistance. Their contact information is below. Also, all Tulane community members should download the Everbridge app, which allows you to receive TU Alerts directly from the app and to utilize several safety features. To download the app, click here.

TUPD Contact Information:

- Emergency: (504) 988-5555
- Non-Emergency: (504) 988-5531

*Please note that the PON Complaint Form should not be used to report behavior related to an individual's personal medical visit or include any health information.

Confidentiality of Reports

The Program and the University will keep confidential all records of complaints to the extent permitted by law. Note that behaviors that violate Title IX of the 1972 Education Amendments to the Higher Education Act, which includes discrimination or harassment based on sex or gender, must be reported by any University official so they can be promptly acted upon in compliance with federal law. If a report suggests discrimination, the Program is required to notify the

University's Office of Institutional Equity so that an investigation may be initiated. Required notification also includes behaviors that pose an imminent danger to others (e.g., violence or threats of physical violence, illegal drug use by caregivers in the clinical setting, deliberate violation of patient safety procedures) or are illegal (e.g., stealing narcotics, falsifying patient records) and must be reported immediately (possibly TUPD) so that action can be taken.

All complaints that don't meet the criteria for immediate reporting will be confidential, if the reporter requests. If the reporter requests confidentiality, their information will be limited to the Department Administrator II, who will redact the reporter's name from the PON Administration review as well as any other party that is automatically identified, in the case of learners. We therefore encourage you to include your name so that we can request further detail if needed. If a report is made anonymously, the complaint will be reviewed and addressed based on the information provided, which may be limited. Full disclosure of the persons involved, and the behaviors witnessed, can lead to more effective action to address the complaint.

Of note, any learner who reports inappropriate behavior may request a delayed review of their complaint until after grades and/or evaluations have been completed. The process will include an initial review by the Department Administrator II to assess for required reporting. Then, following the requested delay, the complaint will be reviewed by the PON Administration and sent to the appropriate parties identified for notification. Please note, however, that time delays in addressing an incident may lessen the impact of the intervention.

Protection of Rights of those Reporting Concerning Behavior
The success of the complaint reporting process in safe guarding the learning environment depends on the timely reporting of incidents of inappropriate treatment. In all cases, retaliation, or the encouragement of another to retaliate against the person making such a report will be considered a breach of professionalism and will be addressed accordingly.

Protection of the Rights of those Reported for Concerning Behavior
Intentional false or malicious reports of concerning behaviors will not be tolerated and will be handled as a disciplinary matter in the learner's program. All reports of concerning behavior will be handled confidentially, with the exceptions noted above, and in a manner that affords due process.

COMPLAINT REVIEW PROCESS

For reports submitted verbally or in writing to the PON Director of Academic Affairs or the Senior Academic Advisor:

1. If after discussion with the PON Director of Academic Affairs or PON Senior Academic Advisor resolution has been achieved within 5 business days, the resolution will be communicated to the complainant and to the Dean. All complaints are documented in the tracking database and used to identify trends for program improvement.
2. If the complaint cannot be resolved after discussion with the PON Director of Academic Affairs or the Senior Academic Advisor, a PON Complaint Form will be requested from the complainant and the process defined below will be followed.

For reports submitted via the PON Complaint Form or communicated via the School of Medicine's Professionalism & Environment of Learning Program or the Tulane University Campus Reporting:

6. Within 5 days of receipt of the written complaint, the complaint is reviewed by the Department Administrator II in consultation with the Dean, and an investigation is started. If requested by the individual reporting, the timing of a review can be adjusted or delayed to relieve fear of intimidation or retaliation. However, if the complaint involves behavior that suggests a violation of Title IX or imminent danger, the report will be referred to the Office of Institutional Equity without delay. We encourage all reports to be as detailed as possible to allow for a complete review.
7. All documentation and investigation related to a complaint are reviewed, and resolution is expected within 30 days. The resolution is communicated to the complainant.
8. Complaints made directly to the Dean in writing, such as an email, and signed will follow the same process described above.

POLICY GOALS

1. Facilitate a professional and inclusive learning/work environment based on our ideals.
2. Provide consistent educational opportunities for all members of our community.
3. Provide a clear and transparent process for reviewing and resolving all submissions.
4. Provide a fair system to ensure accountability of all members of our community.
5. Ensure confidentiality and minimize fear of retaliation.

POLICY RESOURCES

PON Professional Code of Conduct
PON Complaint Form
PON Recognition Form
SOM Professionalism & Environment of Learning Program
Tulane University Campus Reporting Form
Tulane University Office of Institutional Equity
Tulane University Title IX Office

Healthcare and Counseling Services Policy

Tulane University has a well-developed student support system in place with a mission to advance the health and well-being of Tulanians by providing a comprehensive suite of health and counseling services that includes prevention, maintenance, and treatment.

POLICY STATEMENT

Campus Health and Wellness is composed of the Health Center for Student Care, the Counseling Center, the Well for Health Promotion, the Campus Health Pharmacy, the Tulane Recovery Community, and Campus Recreation. Each of these offices plays a unique role in advancing our community's health and well-being. Students may access services at *Campus Health and Wellness* related to nutrition, mental health, medical needs, fitness, and recovery services.

Students are assessed a mandatory fee each semester as part of the University tuition and fees to afford them unlimited access to these services.

POLICY RESOURCES

Campus Health and Wellness

Retention and Student Support

The Student Professionalism Committee meets monthly, but no less frequently than quarterly, to review the academic progress of all students who have accrued deficiencies. The committee's role is to support as well as to evaluate students to assure their future success as nurses. Retention is a top priority of the committee and of the administration and faculty of the school. Struggling students are encouraged to seek help from the course faculty, their Academic Advisor or the Director of Academic Affairs.

Counseling services for students is encouraged and supported. While adhering to fair and consistent policies, the committee shall also consider all extenuating circumstances that may affect a student's performance. An emphasis solely on academic performance runs contrary to the fundamental conviction of the faculty and administration at Tulane. Grades do not provide the sole criteria to determine the future performance of a nurse; nevertheless, the academic standards of the Program of Nursing must be maintained. Considering the responsibility to the public, the student Professionalism Committee shall be as flexible and as reasonable as possible under the circumstances regarding academic deficiencies. The faculty of the Program of Nursing wants every student to be successful and to graduate. It is expected that students having difficulties will take advantage of every resource available to them including going to class, meeting with course faculty, the Academic Advisors, or the Director of Academic Affairs.

Title IX

Tulane University recognizes the inherent dignity of all individuals and promotes respect for all people. As such, Tulane is committed to providing an environment free of all forms of discrimination including sexual and gender-based discrimination, harassment, and violence like sexual assault, intimate partner violence, and stalking. If you (or someone you know) has experienced or is experiencing these types of behaviors, know that you are not alone. Resources and support are available: you can learn more at allin.tulane.edu. Any and all of your communications on these matters will be treated as either "Confidential" or "Private" as explained in the chart below. Please know that if you choose to confide in me I am required by the university to share your disclosure in a Care Connection to the Office of Case Management and Victim Support Services to be sure you are connected with all the support the university can offer. The Office of University Sexual Misconduct Response and Title IX Administration is also notified of these disclosures. You choose whether or not you want to meet with these offices. You can also make a disclosure yourself, including an anonymous report, through the form at tulane.edu/concerns.

Confidential	Private
Except in extreme circumstances, involving imminent danger to one's self or others, nothing will be shared without your explicit permission. • Counseling & Psychological Services (CAPS) | (504) 314-2277 • The Line (24/7) | (504) 264-6074 • Student Health Center | (504) 865-5255 • Sexual Aggression Peer Hotline and Education (SAPHE) | (504) 654-9543	*Conversations are kept as confidential as possible, but information is shared with key staff members so the University can offer resources and accommodations and take action if necessary for safety reasons.* • Case Management & Victim Support Services | (504) 314-2160 or srss@tulane.edu • Tulane University Police (TUPD) | Uptown - (504) 865-5911 | Downtown – (504) 988-5531 • Office of University Sexual Misconduct Response and Title IX Administration | (504) 865-5611 or titleix@tulane.edu • Student Affairs Professional On-Call (24/7) | (504) 920-9900

Anti-Discrimination and Harassment Policy

Tulane Program of Nursing adheres to the policies of Tulane University Code of Student Conduct and the Equal Opportunity/Anti-Discrimination Policies.

See Related Resources for links.

RELATED RESOURCES
Tulane University Code of Student Conduct
https://allin.tulane.edu/get-help
Title IX Office & Title IX Coordinator | (504) 865-5611 or titleix@tulane.edu
Student Affairs Professional On-Call (24/7) | (504) 920-9900
Equal Opportunity/Anti-Discrimination Policies
Goldman Center for Student Accessibility

Emergency and Disaster Preparedness Policy

Tulane University's Office of Emergency Preparedness and Response (OEPR) provides comprehensive emergency management services for Tulane University to prepare for, respond to, recover from, and mitigate against the adverse impacts of disasters regardless of type, scale, or causality. The OEPR is charged with the preparation, prevention, and response to all-hazards events at Tulane University. The OEPR coordinates the University's response in a variety of emergency situations, activating Tulane's Incident Command team, issuing mass emergency communications, and coordinating with the City of New Orleans' Office of Emergency Management and with parishes (counties) in the Greater New Orleans Metropolitan area where Tulane has business operations.

POLICY STATEMENT

Tulane Program of Nursing adheres to the direction and policies of Tulane University's OEPR. In case of an emergency, nursing students are to follow the University's instructions for responding to the situation. Students rotating at facilities outside the New Orleans area should follow local emergency response policies and procedures. However, regardless of location, Tulane nursing students are never part of an emergency team and should always evacuate according to Tulane University's directions.

PROCEDURE

In the event of an emergency or impending threat, Tulane will send critical email, voice, and text messages to students, faculty, and staff at multiple telephone and e-mail addresses.

To ensure that Tulane has accurate and current contact information in the Office of the Registrar records, students, faculty, and staff should update their information through Gibson Online or the Registrar's Office.

Following an emergency that displaces students from campus, the University will provide updated information on the Emergency Notices website and activate the Tulane Alert Line to provide faculty, staff, students, and parents with up-to-date information regarding campus preparations, announcements about closing and reopening of University offices, and other relevant instructions.

If the School of Medicine is closed due to a city-wide evacuation notice, students are asked to finish their work and follow the University's evacuation procedures.

Nursing students, faculty and staff, and their families should develop their own personal emergency plans in the event New Orleans is threatened by a hurricane. Personal plans should include destination and transportation arrangements.

RELATED RESOURCES

Tulane's Emergency Website
Tulane's Emergency Communication System
Tulane's Emergency Numbers
Office of Homeland Security and Emergency Preparedness, City of New Orleans
Tulane University Emergency Operations All Hazards Plan

Emergency Preparedness & Response

The Office of Emergency Preparedness and Response is charged with the preparation, prevention, and response to all-hazards events at Tulane University. For details concerning emergency management efforts please see https://emergencyprep.tulane.edu/prepare
The following provide emergency alerts and communication to the Tulane Community:

TU Alerts: https://emergencyprep.tulane.edu/tu-alerts In the event of an emergency or impending threat, Tulane will send critical voice and text messages to students at on-file telephone numbers and e-mail addresses.

Everbridge: https://emergencyprep.tulane.edu/everbridge-app Everbridge is the University's emergency mass communications system and campus safety app. By downloading the Everbridge app, you will not only be able to receive TU Alerts directly to the app, but you will also be able to utilize several safety features.

ALERTUS Notifications: https://emergencyprep.tulane.edu/alertus-notifications With the ALERTUS software installed on your computer, you have access to key emergency notifications from the University. When a text or e-mail message is issued, the ALERTUS software receives the message from University servers and captures the computer screen with the text of the alert. Users must then acknowledge the message before returning to their computers.

Emergency Updates for Families: https://emergencyprep.tulane.edu/emergency-updates-families Gives family members the option to sign up for emergency updates by providing contact information.

EMERGENCY NOTIFICATIONS: TU ALERT	**SEVERE WEATHER**
In the event of a campus emergency, Tulane University will notify students, faculty, and staff by email, text, and/or phone call. You were automatically enrolled in this system when you enrolled at the university. Check your contact information annually in Gibson Online to confirm its accuracy.	• Follow all TU Alerts and outdoor warning sirens • Seek shelter indoors until the severe weather threat has passed and an all-clear message is given • Do not use elevators • Do not attempt to travel outside if weather is severe • Monitor the Tulane Emergency website (tulane.edu/emergency/) for university-wide closures during a severe weather event
ACTIVE SHOOTER / VIOLENT ATTACKER	**EVERBRIDGE APP**
• **RUN** – run away from or avoid the affected area, if possible • **HIDE** – go into the nearest room that can be locked, turn out the lights, and remain hidden until all-clear message is given through TU ALERT	• Download the Everbridge app from the App Store or Google Play store • The Report feature allows you to silently and discreetly communicate with TUPD dispatchers • The SOS button allows you to notify TUPD if you need help

• **FIGHT** – do not attempt this option, except as a last resort • For more information or to schedule a training, visit emergencyprep.tulane.edu	• The Safe Corridor button serves as a virtual escort and allows you to send check-in notifications to TUPD

Protecting Student's Right to Confidential Educational Records Policy

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C.§ 1232g, is a federal law that protects the privacy and accuracy of education records for students. FERPA applies to all educational institutions that receive funds under the Department of Education.

POLICY STATEMENT

Tulane Program of Nursing is committed to adhering to FERPA and ensuring the confidentiality of student education records in accordance with the Tulane University FERPA policy. Any disclosure of education records will only be made in compliance with FERPA.

Religious Accommodation Policy

Per Tulane's religious accommodation policy, every reasonable effort will be made to ensure that students are able to observe religious holidays without jeopardizing their ability to fulfill their academic obligations. Excused absences do not relieve the student from the responsibility for any coursework required during the period of absence. Students should notify their faculty within the first two weeks of the semester about their intent to observe any holidays that fall on a class day or on the day of the final exam.

GENERAL INFORMATION

General Course Expectations:
Students are expected to attend class, practicum experiences, or seminars as assigned, and arrive on time. Students are expected to demonstrate a willingness to learn by being prepared, attentive, and engaged in learning activities. Students are expected to commit to spending an adequate amount of time on homework and assignments each week and ask for and seek help when needed.

This course assumes that work submitted by students – all process work, drafts, brainstorming artifacts, final works – will be generated by the student themselves, working individually or in groups as directed by class assignment instructions. Under this expectation the following constitutes an academic honesty violation: if a student has another person/entity complete any substantive portion of a graded assignment for them, which includes purchasing work from a company, hiring a person or using generative AI tools (ChatGPT) to complete an assignment and submitting as their own.

In addition, no student may record or take pictures of any classroom activity without the express written consent from the instructor.

If you have questions about what constitutes a violation of this statement, please contact Dr. Smith, the Director of Academic Affairs.

Email Expectations
Students receive important information through email listservs; therefore, students should check email at least once each day. If you learn that classmates are receiving listserv email but you are not, please contact the Program of Nursing Department Administrator and give your email address and your graduation year (i.e., Class of 2020, graduating in 2020). You can contact the office by phone (504.988.5581).

Computer Competency and Technology Requirements
All online courses are delivered through the Canvas platform. Help may be found at the Tulane Canvas Student Resources website: : https://success.tulane.edu/resources/tulane-learning-toolkit

Tulane students receive free access to Microsoft Office and CrowdStrike (antivirus software). CrowdStrike and Microsoft Office can be downloaded with a student's email through the web portal https://techconnect.tulane.edu/

For university-wide, standard device specifications that will aid in a student's academic success at Tulane please see: https://it.tulane.edu/student-computer-recommendations#:~:text=Degree%20Programs%20with%20Specific%20Requirements

Social Media/Networking Policy
Student nurses may engage frequently with social media and social networks to share experiences or build a professional reputation. The use of social media may also result in inadvertently violating patient privacy and confidentiality or reflect negatively on an individual.

The Program of Nursing expects all students and faculty to follow the National Council of State Boards of Nursing (NCSBN) guidelines to the use of social media.

1. Students are strictly prohibited from transmitting by way of any electronic media any patient-related image.
2. Students must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligations to do so.
3. Students must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
4. Students must not refer to patients in a disparaging manner, even if the patient is not identified.
5. Students must not take photos or videos of patients on personal devices, including cell phones.
6. Students must maintain professional boundaries in the use of electronic media. Like in-person relationships, the student nurse has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment.
7. Students must not make disparaging remarks about employers or co-workers, including threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

In addition to this policy, the Program of Nursing adheres to the Social Media Policies of the University. Social Media Guidelines | Tulane University Communications and Marketing

Violations will be reviewed by the Student Professionalism Committee and subject to disciplinary action up to and including dismissal.

COURSE POLICIES

AI Policy

OVERVIEW

The Program of Nursing emphasizes active engagement, critical thinking, and personal reflection as key components of the learning process, with a strong focus on developing clinical reasoning, data analysis, and professional communication skills. While students may use AI tools like ChatGPT or Grammarly for limited support, such as brainstorming or refining grammar, these tools must not be used to generate core content for graded assignments or during clinical rotations, and all submitted work must reflect the student's original thought and authorship.

POLICY STATEMENT

In this program, active participation, critical thinking, and personal reflection are essential to the learning experience. The development of skills such as clinical reasoning, data analysis, and clear, professional communication, including written expression, is not only central to your success as a student but also to your future role as a nursing professional. Students may use AI platforms such as ChatGPT, DALL·E, Grammarly, GitHub Copilot, or similar tools for limited and transparent support, including brainstorming, outlining ideas, summarizing readings, refining personal reflections (e.g., structure, grammar), generating practice questions for study, and supporting creative components in presentations. These uses are designed to enhance your learning, not complete it on your behalf. However, AI tools must not be used to generate the core content of any graded assignment, such as essays or research papers, reflection papers or discussion posts, case study responses, clinical documentation, or final project submissions. All team members must agree on how AI is used in collaborative assignments. Students are individually responsible for verifying the accuracy, originality, and appropriateness of AI-assisted content.

All work submitted must reflect your original thought, clinical reasoning, and authorship. Submitting AI-generated content as your own or relying on AI to independently complete assignments is a violation of the academic integrity policy and will be treated as academic misconduct.

Examples of Permitted Disclosure:
"ChatGPT was used to help brainstorm initial ideas for this presentation. All analysis, conclusions, and content are my own."
"Grammarly was used to check for grammar and spelling errors in this essay. The content and ideas presented are entirely my own."

POLICY RESOURCES
Tulane Guidelines for the Ethical and Responsible Use of AI
SoPA Code of Academic Conduct
NTC Code of Academic Conduct

Online Student Participation Policy

This policy aims to establish reasonable expectations for participation while recognizing the diverse circumstances of online learners. It provides clarity on assessments and communication channels, while allowing flexibility for individual situations.

Participation Definition:

- Active participation includes, but is not limited to, contributions in discussion forums, engagement in live sessions, completion of assignments, and collaboration on group projects.
- The expectation is that students engage with module content for a minimum of 3 hours per credit hour per week.

Participation Expectations:

- Students are expected to engage in online activities per the syllabus, with meaningful and constructive contributions.
- A minimum of three meaningful discussion board posts per week in discussion forums is required. The standard requirement is an initial post and two substantive peer replies posted on two separate days and following course due dates. [Students must post on three separate days.]
- Attendance and participation in mandatory live sessions is required. For optional sessions, recordings will be made available for those unable to attend.
- Students actively engage with module content weekly even if there is no graded content required or due for that week.

Communication:

- Primary communication channels include discussion forums, emails through the Tulane email system and/or Canvas, and optional virtual office hours.
- To support communication efficiency, Tulane email should be available and accessible on your mobile device, smart phone, and personal computer. Contact Tulane IT (504)988-8888 for assistance.
- Instructors will respond to emails within 48 hours, excluding weekends and holidays.
- Online course netiquette guidelines must be followed for respectful and inclusive communication.

Assessment:

- Participation contributes to a percentage of the overall course grade as outlined in the course syllabus.
- Grading will consider the quality, relevance, and frequency of contributions.
- Grading rubrics will be provided for assessing participation.

Attendance:

Live session attendance is prescheduled and mandatory in some cases; attestation that recorded sessions were listened to will suffice in others. In case of unavoidable absence, students are expected to notify the instructor in advance.

Collaborative Activities:

- Group work is an integral part of any course, and students are expected to actively contribute to group projects.
- Clear expectations for individual and group responsibilities will be provided.

Acknowledgment:

- By enrolling in the course, students acknowledge that they have read, understood, and agreed to abide by the online student participation policy.

Student Attendance Policy
Students enrolled in professional nursing courses in the Program of Nursing (PON) are expected to attend all online synchronous classes, orientation meetings, exams, lab and clinical learning experiences. Tulane PON recognizes that there are various reasons for absences including untoward circumstances as described below. Should the need for an absence arise, students are expected to notify the course faculty prior to the scheduled event. All student absences will be reported to the Director of Academic Affairs.

Absences and Consequences: The accelerated and rigorous nature of this program necessitates attendance to practice as a nurse in Louisiana. Class, lab, and clinical practicum absences will be managed as described below (excluding proctored exams):

It is recognized that students are adult learners and expected to exercise good judgement when determining the need for synchronous class, lab, or clinical practicum absence.

Clinical Absences Defined:

- A Skills Lab is defined as one 4-hour day
- A clinical practicum experience is defined as one scheduled 6 to 8-hour day, or simulation experience
- A scheduled 12-hour clinical practicum equates to two missed clinical days
- The Special Offering (SO) courses, 2-week (NRSG 3350), and 7-week pediatric (NRSG 4650)/maternal-newborn (NRSG 4750) practicum courses are condensed courses and follow separate criteria*

Clinical Absence Consequences:

- Missing a lab or clinical practicum (including simulation experiences) as the result of travel conflicts is counted as a lab or clinical practicum absence.
    - Students are encouraged to consider timing, conflicts and possible consequences if they decide to travel while the semester is in session.
    - It is the student's responsibility to consider the impact of traffic and weather on commute times.
- If a student is absent for a mandatory online synchronous class or meeting, repeating covered material or supplying a make-up assignment is solely at the discretion of the course faculty. Course faculty are not expected to reteach critical content.
- Students absent from lab or clinical practicum (including simulation experiences) three times results in course failure.
    - First absence: If a student is absent from one lab or clinical practicum (including simulation experiences), the student is required to successfully complete an unfolding case study, simulation experience and/or additional assignment to meet course objectives and that reflects the missed clock hours.
    - Second absence: If a student is subsequently absent from a second lab or clinical practicum (including simulation experiences) in the same course, the student must provide documentation supporting the absence and complete a mandatory, pre-scheduled make-up session or clinical

experience that reflects the missed clock hours.
    - Be advised that a third absence from any required lab or clinical practicum (including simulation experiences) in the same course will result in lab or clinical practicum failure and the requirement to repeat the course.
- *Students absent from Special Offerings (SO) courses NRSG 3350, 4650 or 4750 (including simulation experiences) **two times** results in course failure.
    - First absence: If a student is absent from one practicum (including simulation experiences), the student must provide documentation supporting the absence and complete a mandatory, pre-scheduled make-up session or clinical experience that reflects the missed clock hours.
    - Second absence from NRSG 3350, 4650 or 4750 practicum (including simulation experiences) will result in practicum failure and the requirement to repeat the course.
- Failing a course results in a modified program plan and delays graduation. Modified program plans are developed in collaboration with the Program Academic Advisor.
- All absences are cumulative and follow the above guidelines.

Tardiness:

- Tardiness is defined as 15 min after the scheduled start time for lab, practicum, or simulation experiences
- Being tardy 3 times is equivalent to one absence

Notification Procedures:

- Lab: If a student is tardy or unable to attend a scheduled lab or simulation experience, students must notify the respective faculty by phone and provide written notification via Canvas Email prior to the start of the lab experience. If unable to contact the Course Faculty, then contact the Program Department Administrator.
- Clinical Practicum (including simulation experiences): If a student is tardy or unable to attend a clinical practicum (including simulation experiences), students must notify the respective clinical faculty by phone and provide written notification via Canvas Email as soon as possible but prior to the start of the clinical practicum.

Untoward Circumstances: Some examples of untoward circumstances include but are not limited to significant illness or severe injuries, death of an immediate family member, or jury duty.

- An absence due to significant illness or severe injury may require a provider's note specifically stating that the student is able to meet the PON Technical Standards to return to coursework and clinical practicum experiences.
    - The student must notify the Clinical Placement Coordinator for guidance on details for the healthcare provider to clear the student for return.
- In Louisiana, there are no exemptions for jury duty. However, students are expected to request a letter from the University to the judge requesting an exemption or reschedule due to their academic program.

Proctored Exams: Examinations are to be taken on the scheduled date and follow PON

Testing Rules and Procedures policy.

- Students reporting for exams, are allowed to enter the testing room until 10 minutes after the scheduled exam start time, if and only if, the first student has not completed the exam and exited the exam room. At that time, the proctor will lock the testing room doors to ensure no students enter the testing room late.
- Students reporting late for exams, defined as more than 10 minutes after the exam start time, will not be allowed to enter the room to take the exam. Late for an exam is treated the same as a missed exam.
- Should circumstances occur at the time of any scheduled examination, it is the student's responsibility to contact the course faculty and the Program Department Administrator prior to the examination.
- Rescheduling of the missed exam will not be permitted except in emergencies and under extreme circumstances.
    - Only the Director of Academic Affairs can provide approval for the rescheduling of a missed exam. With approval, exam makeup will be arranged through the faculty and proctor.
    - Due to the rigor and accelerated nature of the Nursing Program, make-up exams are to be administered within five (5) business days of the missed exam; an alternate version of the exam will be administered.
    - An exam missed without prior faculty notification or without approval, results in a grade of zero (0).
    - Students are only permitted to miss, and make up, one proctored exam per semester across all courses.

Notification Procedures:

- Lab: If a student is unable to attend a scheduled lab or simulation experience, students must notify the respective faculty by phone and provide written notification via Canvas Email or Teams prior to the start of the lab experience. If unable to contact the Course Faculty, then contact the Program site.
- Clinical Practicum: If a student is unable to attend a clinical practicum (including simulation experiences), students must notify the respective clinical faculty by phone and provide written notification via Canvas Email or Teams as soon as possible but prior to the start of the clinical practicum.
- Exams: Should circumstances occur at the time of any scheduled examination, it is the student's responsibility to contact the course faculty and the Program site prior to the examination.
- **All student absences** will be reported to the Director of Academic Affairs.

Class/Practicum Cancellation

Hybrid online courses are rarely canceled due to weather; plan ahead so that deadlines and due dates are met. In the event that an exam needs to be rescheduled due to a University closure, the Program of Nursing will utilize the weekend dates designated for makeup each year. These dates may be found in the Academic Calendar.

Practicum/clinical experiences are canceled when weather conditions are such that it is not safe to have students and faculty to travel to or from clinical agencies. There will be no practicum if classes are cancelled on campus.

Procedure

1. Obtain contact information for students, faculty members, and clinical facilities. Each faculty person should keep a copy of these listings and is responsible for contacting their students as soon as possible.
2. When considering the cancellation of any practicum/clinical experience, the faculty member will confer with the Director of Academic Affairs who will make the final decision.
3. If weather conditions change while students are at clinical facilities, the faculty person may decide to conclude the practicum/clinical at an earlier hour and will notify the Director of Academic Affairs.
4. Alternative learning experiences will be completed in the event of practicum/clinical cancellations.

Student/Faculty Expectations for Online/Hybrid Coursework

It is important to be aware of your behavior in an online learning environment to ensure positive interactions with your instructor and peers. This requires you to follow some guidelines for behaviors.

Expectations of Student	**Expectations of Faculty**
Students are expected to check their Tulane University email, Canvas inbox, and Canvas Announcements on a regular basis throughout the week	The instructor will provide feedback on assignments within 7 days, often sooner
Students can expect to devote a minimum of 3 hours/credit hour per week per course.	The instructor will respond to messages within 48 hours excluding weekends and holidays.
Students are expected to interact respectfully with the instructor and peers in online communication and discussions	The instructor will address students respectfully in all communication and discussion.
Students are expected to turn work in on/before the due date. Students should accept consequences/penalties for late work	The instructor will notify students of changes to the coursework via Tulane email or the Canvas Announcement tool.

Online Course Netiquette

Netiquette, a social code that defines "good" online behavior is something to keep in mind during your online course interactions. Online may be the only means of communication you have with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally.

<u>Be Professional:</u>

Do: Always represent yourself well. Be fully and appropriately clothed. Be truthful, accurate and run a final spell check. Treat online meetings with professionalism (dress appropriately, use your webcam, be in a quiet place without distractions, be respectful of others time/effort)

Avoid: Entering an online meeting in public places or partially clothed. Avoid consuming a meal during meeting times. Limit the use of slang and/or emoticons. Avoid using profanity or participating in hostile interactions.

Be Scholarly:
Do: Use proper language, grammar and spelling. Be explanatory and justify your opinions. Ask for clarification. Try to find the answer before asking for help. Credit the ideas of others through citing and linking to scholarly resources.
Avoid: Misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not know the answer.

Be Respectful:
Do: Respect privacy, diversity and opinions of others. Communicate tactfully and base disagreements on scholarly ideas or research evidence.
Avoid: Sharing another person's professional or personal information.

Be Polite:
Do: Address others by name or appropriate title and be mindful of your tone. Treat people as if you were in a face-to-face situation. Use respectful greetings and signatures, full sentences and the same "please" and "thank you" you use in real life.
Avoid: Using sarcasm, being rude or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbals.

Late Assignments
Students enrolled in professional nursing courses are expected to turn in all assignments, homework, case studies, care maps, and discussion board posts and replies on or before the scheduled due date.

1. In the event of an unexpected situation, students who notify their course or clinical instructor before the due date may be granted a 24-hour extension for submitting assignments, excluding quizzes and proctored exams.
    - This allowance can be utilized up to two times per course, applicable to both initial discussion posts and responses.
        - In instances where a student is unable to participate in a discussion post assignment before the closure of the discussion board, the student will be required to complete an alternative assignment. The alternative assignment will be of comparable effort and intellectual engagement as the original discussion post and designed to meet the same learning outcomes.
    - Assignments submitted after the 24-hour extension will incur a 5% penalty per day for up to three days (72 hours). Beyond this period, a grade of zero will be assigned.

2. In the event of an unexpected situation, the student who fails to notify the course or clinical faculty before the scheduled due date must submit written notification to the faculty with a copy to the Director of Academic Affairs within 24 hours of the due date.
    - Failure to provide written notification within 24 hours of the due date will receive a zero.
    - The student will receive an automatic 5% deduction for each day the assignment is late up to three total days (72 hours). After 72-hours, from the time that the assignment was due, the student will receive a zero (0) for the assignment.

Testing Policies

Proctored Exam Settings

Randomization:

1. Exam questions will be randomized.
2. Questions will be placed into categories with question sets (several questions that pertain to the same scenario) and the questions will be randomized within that category or set.
3. When questions build upon one another, case study information will be repeated with each question that relates to that information and randomized with all test questions.

One Question at a Time:

1. Exams will be presented one question at a time to minimize potential exam security issues and allow each question to be saved when completed.

Back-tracking:

1. Back-tracking is permitted in all courses in Semesters 1 and 2.
    - Students will be permitted to skip a question without answering it, or flag it, and return at their convenience.
2. Back-tracking is **not** permitted in Semesters 3 and 4.
    - Students will **not** be permitted to skip a question without answering it.

Multiple Select (all or none):

1. Partial/penalty (aligns with Next Generation NCLEX scoring): Students will earn corresponding points for correct answers but will lose corresponding points for an incorrect answer. The total score for a multi-point item is the sum of all positive and negative points. While mathematically you could have a negative score, it gets rounded to 0/no credit.
2. Rationale (dependent pair ie. FITB): Credit is awarded only when both the action (X) and the reason (Y) are correct because they depend on each other.

Testing Room Rules and Procedures:

The following rules are to maintain a secure, proctored testing environment.

1. Download your exam BEFORE entering the testing classroom.
2. Students must bring their laptop and power cord to the exam room.
3. Students are asked to use the restroom prior to the start of the exam.
4. Proctors will keep the door closed until 10 minutes before the start time.
5. Students will enter quietly, sign in, and proceed to their assigned seat.
6. Students must show photo ID at time of sign-in.
7. Students reporting *late for exams will only be permitted to utilize the time remaining for completion of the exam.
    a. *Late is defined as no more than 10 minutes after the exam start time.
    b. Students are allowed to enter the testing room until 10 minutes after the scheduled exam start time, if and only if the first student has not completed the exam and exited the exam room. At that time, the Proctor will lock the testing room doors to

ensure no students enter the testing room late.

8. All personal belongings (backpacks, bags, coats/jackets, cell phones, etc.) must be stored in student lockers away from the testing area, without exception. Locks are recommended to protect valuables.
    a. Food or drinks are not permitted.
    b. Cell phones or other electronic devices (including smartwatches and smart eye glasses) are not permitted in the testing room. These devices must be turned OFF and stored during testing.
    c. Hats of any kind are not permitted.
    d. Hoods (including hooded sweatshirts), scarves, or other similar clothing/accessories are not permitted.
    e. Students are not permitted to leave the testing room once the test has started. Individual emergency issues will be handled on an individual basis.
9. A proctor will be present in person, with course faculty available (in person or remote), and will not answer any content related questions during the test
10. *Exam Wrapper/Scratch paper will be sequentially numbered and distributed by the proctor to each student after the student opens the exam.
    a. Each student will sign their Exam Wrapper/Scratch paper and physically hand it to the proctor prior to leaving the testing room
11. Once the student has completed the test, the student must submit the exam and show their computer's "green screen" to the proctor
12. The student has the option, immediately following completion and prior to leaving the testing area, to review their own incorrectly answered questions.
    a. The review time allowed is limited to 10 minutes (consider exam wrapper)
    b. The Exam Wrapper must be completed independently and submitted before the student exits the testing room.
    c. The Exam Wrapper/Scratch paper will be physically handed to the proctor prior to leaving the testing room
13. If the student opts out of the post exam question review, only a conceptual review of missed questions with the faculty will be available up until the next scheduled exam.
14. Out of courtesy to other students still testing, the student should exit the testing environment quietly and should not congregate in the hallways outside of the testing room.
15. Students are not under any circumstances to discuss the exam or its contents until all students have completed testing (including any students who schedule a makeup exam). Students are bound by the university policies related to academic integrity.

<u>Missed Exams Policy</u>

Rescheduling of the missed exam will not be permitted except in emergencies and under extreme circumstances.

1. Should circumstances occur at the time of any scheduled examination, it is the student's responsibility to contact the course faculty who will contact the Director of Academic Affairs *prior* to the examination.
2. Only the Director of Academic Affairs can provide approval for the rescheduling of a missed exam.
    - With written approval, exam makeup will be arranged through the instructor and proctor.
3. Due to the rigor and accelerated nature of the Nursing Program, make-up exams are

to be scheduled and administered within five (5) business days of the missed exam.

- An alternate version of the missed exam will be administered.
- Testing room rules and procedures will be followed.

4. An exam missed without prior faculty notification or without approval, results in a grade of zero (0).
5. Students are only permitted to miss, and make up, one proctored exam per semester across all courses.
6. All student absences will be reported to the Director of Academic Affairs.

Exam Scoring and Review Policy

Exam Scoring:

1. Exam scores will not be officially released until the course faculty analyze the exam.
    a. Analysis will be accomplished within 48 hours of exam completion.
    b. Exam scores may increase or decrease following exam analysis

Exam Review:

1. A group conceptual exam review will be scheduled by course faculty following all proctored exams and within one week of exam completion.
    - Individual student performance and specific test questions will not be discussed.
2. Students who wish to review their individual exam may submit a formal request to course faculty prior to the next scheduled exam
    - Upon receipt of the student's request, the faculty will schedule 15 – 30 minutes for exam reviews to occur between 2-7 days following the request.
    - ONLY the questions that were answered incorrectly will be conceptually reviewed. No exam questions or answers will be reviewed or discussed at this individual review. All students have the opportunity to review their incorrectly answered questions immediately following the exam
    - Faculty will be present in-person or virtually to provide conceptual rationale.

CLINICAL AND PRACTICUM POLICIES

Professional Attire and Behavior

General Expectations:

Students are expected to abide by the Program of Nursing's professional attire and behavior policy and maintain a professional and business-like appearance while in all clinical areas, lab and simulation experiences. Patients expect that nurses will be dressed professionally.

Professional attire inspires confidence among patients and helps to reinforce the nurse-patient bond.

Cell phones should be put on "vibrate or silent" and are not to be used in patient rooms or patient care areas. Practice good oral hygiene prior to attending practicum and lab. Gum chewing during the practicum, especially when talking with patients, is strictly prohibited. Students should remember that they are guests in the clinical organization and behave in a courteous and respectful, professional manner.

Hair:

Hair must be clean, groomed, and secured off the face and above the collar, such that it cannot be grabbed by or touch a patient. Hair clips, pins, or headbands should be flat, inconspicuous and for the purpose of keeping the hair contained and may be brown, black, silver, or gold in color.

Hats, caps, do-rags, skullcaps, stocking caps and or other headgear are not permitted.

Hair ornamentation such as bows, ribbons, or cloth bandanas are not permitted. Head coverings worn for sincerely held cultural or religious beliefs may be permitted; they are not permitted for social or fashion reasons. Facial hair should be neatly trimmed and follow CDC guidelines to fit entirely under a respirator mask without breaking the seal.

Jewelry, Piercings, and Body Art:

One small stud in each earlobe is acceptable. No dangling earrings, bars, discs, or gauges are permitted. Necklaces and lanyards can pose a safety risk and are not permitted. Bracelets and rings interfere with proper gloving or glove integrity and are not permitted.

Facial piercings and tongue rings are also not permitted. Items placed on teeth, that are not required for dental or medical reasons, are not permitted.

Body art should not be visible; cover tattoos during clinical practicum experiences.

Fingernails:

Fingernails must be clean, trimmed and neat and should not interfere with skill performance. No artificial, gel, acrylic extensions or fingernail jewelry is permitted. Polish, if worn on natural nails, must be in good repair without cracks or chips. Clear polish is preferable; however, some institutions do not permit any type of nail polish to be worn when caring for patients and therefore, must be removed.

Shoes must be clean, white, closed-toe, flat, and made of a sturdy material that will not absorb body fluids or potentially hazardous materials. Clogs, open toe, or fabric shoes are not permitted.

Hose or socks should be worn with uniform shoes.

Shoes should be dedicated for clinical experiences, and maintained in a clean, professional condition.

Scents:

While bathing is required and deodorant/antiperspirant recommended, students should avoid scented personal hygiene products such as hairspray, deodorant, body lotion, aftershave, or perfume. Patients and/or family members with Multiple Chemical Sensitivities may respond with an allergic response.

Students should refrain from smoking prior to clinical experiences to avoid a smoke odor on their clothes that may trigger an allergic response from patients and/or family members.

Uniforms and Watches:

Students wear the Program of Nursing's approved white scrub top with Tulane University Program of Nursing's logo and Tulane green pants, or scrub skirt. The solid plain white long-sleeved t-shirt purchased from the authorized vendor may be worn under the scrub top on units if permitted for warmth and to cover tattoos. Shirts with different colors, designs, inscriptions or logos are not permitted to be worn under the scrub top. Pant hems may not touch the floor.

For NRSG 3550 Psych Mental Health and NRSG 4550 Community Immersion Practicums, a polo style shirt, with the approved Tulane University Program of Nursing logo and purchased through the authorized vendor, is required and worn with approved khaki-colored pants. Uniforms are to be laundered after each use.

A wristwatch with a "second" hand is required. No digital dials. Watch bands should be neutral in color and able to be cleaned. Smart watches (i.e. Apple, Samsung, Fitbit, Pebble) and designer fashion watches are not permitted in clinical settings.

Accommodations to certain uniform requirements (for example, regarding head coverings) may be requested based on sincerely held religious beliefs. Requests for accommodations for religious reasons should be submitted to the Program of Nursing Director of Academic Affairs.

Hospital security identification badges must always be visible when on facility premises.

Health and Safety Requirements

Immunizations

The State of Louisiana and Tulane University require students to have proof of immunity for certain diseases. All students are required to provide proof of immunization prior to arriving at Tulane. See https://campushealth.tulane.edu/immunizations/new-students for details and forms.

Additionally, after acceptance into the Program of Nursing Program and before starting courses, students must submit evidence of the following required immunizations. **Please note: some immunizations that are 'recommended' by the university are '**required**' by the Program of Nursing for personal and patient safety. All Program of Nursing immunization requirements will be tracked for verification and compliance through Complio.

1. Proof of immunity against measles, mumps, and rubella (defined as a series of two MMR vaccines with complete dates OR positive titers to all three diseases);

2. Tetanus, diphtheria, and acellular pertussis (Tdap), must remain current for the duration of the program;
3. Meningococcal (Meningitis) Vaccine
4. Proof of immunity against varicella (defined as a series of two Varicella vaccines with complete dates OR a positive antibody test documenting immunity to Varicella);
5. Proof of immunity against Hepatitis B, (defined as a series of three Hepatitis B vaccines and positive Hep B Surface antibody testing results post-vaccine administration). If no response to the primary series, the vaccine series and follow-up Hep B Surface antibody test will be repeated;
6. Two negative tuberculin skin tests (TST) within the past year, the last within 3 months of start date (a negative serologic test within 6 months of start date may substitute for the yearly TST); if TST positive, a negative chest X-ray report within the previous three (3) months is required;
7. Proof of current seasonal influenza immunization. Campus Health offers no-cost flu shots on campus each fall (generally beginning in October) via our annual flu clinics. For incoming students, if you received the flu shot during the previous flu season, please upload proof of your vaccine.
8. COVID-19 Vaccine or waiver form
9. Students who are opting out of any of the required vaccines for medical, religious or personal reasons must submit a waiver form online via the Campus Health Patient Portal. For each required vaccine a student wishes to opt out of, a separate waiver form submission is required. These waiver forms can be found by logging on to the Patient Portal, clicking on the **Forms** tab and scrolling down to the **Immunization Waivers** section.

Please note that students who opt out of new immunizations are still required to submit records of any immunizations they have received in the past.

Students who fail to provide required evidence of clinical compliance as listed above will not be allowed to enter clinical nor remain enrolled in any clinical course. Failure to renew health requirements that are expired during the semester will prevent the student's participation in clinical activities, which will constitute an absence.

Health Insurance Portability and Accountability Act (HIPAA) Regulations and Training

Patient information must remain confidential. To ensure proper confidentiality, the federal government enacted HIPAA legislation. HIPAA training is mandatory for all nursing students and must be updated annually. Training is offered online via Canvas and is documented by the Office of General Counsel. HIPAA training can be accessed by logging in using your Tulane credentials. Students will also receive an email regarding the course once assigned.

Universal Precautions Training

Universal Precautions as an approach to infection control to treat all human blood and body fluids as if they contain bloodborne pathogens. Blood-borne pathogen (BBP) training is mandatory for all nursing students and must be updated annually. Training is offered online via Canvas and is documented by the Office of Environmental Health and Safety. BBP training can be accessed by logging in using your Tulane credentials. Students will also receive an email regarding the course once assigned.

Blood-Borne Pathogen Exposure Policy

All students who have been admitted to Tulane University are required to provide proof of immunization compliance that meets Louisiana law, CDC, and American College Health Association guidelines. The Tulane Program of Nursing informs nursing students of policies and procedures to prevent and address accidental exposure to blood-borne pathogens before students undertake any educational activities that would place them at risk.

POLICY STATEMENT

Tulane Program of Nursing adheres to the policies of Tulane University's Campus Health in the event of a student's accidental exposure to Bloodborne Pathogens (on or off campus).

DEFINITIONS

Accidental Exposure: An exposure can be defined as a percutaneous injury (e.g., needlestick or cut with a sharp object), or contact of eye, mouth, mucous membranes, or non-intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, amniotic fluid, cerebrospinal fluid, pleural/pericardial/synovial/peritoneal fluid, semen, vaginal secretions, or any other potentially infectious body fluids.

Blood-borne pathogens: Infectious agents including, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) infection.

PROCEDURE

1. What to Do if Exposed to Blood/Bodily Fluids:
    a. Students should report any exposure to their nursing clinical faculty and preceptor (for precepted experiences), as well as the Nursing Director of Academic Affairs.
    b. If the exposure occurs during business hours (Monday through Friday, 8:30 a.m. to 5 p.m.), call the Health Center Downtown at 504-988-6929.
    c. If the exposure occurs at any other time (holidays, weekends, evenings, etc.), call the Nurse Advice Line at 504-862-8121.

2. Immediately After Exposure:
    a. Wash the affected area.
    b. For an eye or mucous membrane exposure, flush the exposed area with water for five minutes.
    c. For skin exposure or an injury with "sharps", wash the area for five minutes with water and antimicrobial soap (ex: Hibiclens or Betadine).

3. Download the Bloodborne Pathogens Exposure Packet from: https://campushealth.tulane.edu/emergency/bloodborne-pathogens

4. Print and complete all the forms included in the packet:
    a. Provider Checklist
    b. Student Checklist
    c. Supervisor/Faculty Checklist
    d. Occupational Exposure to Blood Borne Pathogens Management Algorithm
    e. Needlestick & Sharp Object Injury Report Form

5. Notify the Health Center:
    a. If the exposure occurs during business hours (Monday through Friday, 8:30 a.m. to 5 p.m.), call the Health Center Downtown at 504-988-6929.
    b. If the exposure occurs at any other time (holidays, weekends, evenings, etc.), call the Nurse Advice Line at 504-862-8121.

RELATED RESOURCES

Tulane University Campus Health: https://campushealth.tulane.edu/emergency
TUSOM Medical Student Handbook: Published by the Office of Admissions and Student Affairs Revised November 2020

Exposure to Environmental Hazards Policy

POLICY STATEMENT

Tulane University Program of Nursing informs nursing students of policies and procedures to address exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk. Nursing students are educated about the methods of prevention, procedures for care and treatment after exposure, including a definition of financial responsibility.

DEFINITION OF ACCIDENTAL EXPOSURE

An exposure can be defined as a percutaneous injury (e.g., needlestick or cut with a sharp object), contact of eye, mouth or other mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids that are potentially infectious. Exposure incidents place health care personnel at risk of diseases caused by a range of pathogens including hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV) infection, Covid-19 and therefore should be evaluated according to protocol by a qualified health care professional.
Nursing students must immediately call the Student Health Center (located in the Elks Building) if exposed. During business hours, students should call 504.988.6929. During afterhours or weekends – students should call the Nurse Advice Line at 1.855.487.0290. During business hours, the student will either be scheduled a same day visit or a phone consultation with one of the physicians or nurses. After hours, the call will be directed to an all-call health care provider. Students also should report any exposure to their course faculty or clinical preceptor.

Drug Screening

The Program of Nursing conforms with and upholds all federal, state and local laws, and university policies (https://campushealth.tulane.edu/about/policies/alcohol-and-other-drugs-policy) that regulate or prohibit possession, use or distribution of alcoholic beverages or illicit drugs. This policy reflects additional requirements for health care professionals to report suspected impairment and requires all nursing students to submit to a urine drug screen following acceptance into the program.

The use of certain drugs for "recreational" purposes is illegal and can have devastating consequences for you professionally. The Louisiana State Board of Nursing (LSBN) has strict rules and regulations in the *Professional and Occupations Standards for Nurses (LAC 46: XVLII.3331).* related to the Denial or Delay of Licensure, Reinstatement, or the Right to Practice

Nursing as a Student Nurse and to determine eligibility for approval for clinical and licensure in Louisiana.

The LSBN clearly states, *"Applicants for…the right to practice as a student nurse shall be denied approval to enter or progress into any clinical nursing course… if the applicant has pled guilty, nolo contendere or been convicted of a crime involving the production, manufacturing, distribution or dispensing of a controlled dangerous substance… possession of marijuana, synthetic cannabinoids, heroin…"*

It is unacceptable for medical students, physicians, nurses, and other medical personnel to attend to patient care or other professional duties while under the influence of alcohol or any of the drugs mentioned above. It is the policy of the Program of Nursing to prohibit the use, abuse and presence of alcohol, illegal or unauthorized drugs, and other dangerous substances in the bodies of its nursing students while on duty engaged in any course, classroom, laboratory, and/or clinical setting.

The Program of Nursing will require a urine drug screen for all program-enrolled nursing students who occupy both safety and security sensitive positions, following their acceptance into the program, randomly, and for reasonable suspicion for cause.

Students who fail to successfully complete their initial drug screen one week prior to the first day of classes will have a hold placed on their account and may be dropped from their nursing courses. The hold will be lifted when drug test results are available and cleared.

Reasonable Suspicion Testing or "For Cause" – any student may be tested who is suspected of being under the influence of alcohol or drugs where the suspicion is based on, *but not limited to*, any of the following:

1. Observable behavior or physical symptoms such as staggered gait, slurred speech, glassy, blood shot eyes, body odors or unkempt appearance, and unsatisfactory work performance.
2. A pattern of inappropriate, abnormal or erratic behavior.
3. Reliable objective information/observation from independent sources.
4. Evidence of drug tampering or misappropriation.
5. Arrest or conviction of a drug/alcohol related offense.
6. Being identified as the subject of a criminal investigation regarding drugs.
7. Patterns of absenteeism or tardiness without explanation.

A. In the case of a positive drug test indicating use of a prescription medication:

1. The student will be given 48 hours to produce a valid prescription for the medication to the drug screening facility.
2. If the issue is not resolved in 5 business days, the student is subject to disciplinary action through procedures outlined in the Tulane University Code of Student Conduct and the Program of Nursing Code of Professional Conduct, up to and including dismissal from the program.
    a) Please note: Pre-licensure students must comply with LSBN requirements for

disclosure of medical conditions and prescriptions.

b) Disciplinary action may still apply regardless of validation of a prescription based on professional behavior and/or patient safety concerns.

B. <u>In the case of a positive drug test for illegal drug usage or misuse of prescription drugs:</u>

1. The student may be subject to disciplinary action through procedures outlined in the Tulane University Code of Student Conduct and the Program of Nursing Code of Professional Conduct, up to and including dismissal from the program.
2. Any student admitted who tests positive for illegal or illicit use of drugs must withdraw from all nursing courses and will be reported to LSBN. They can reapply for progression after being approved to progress by the LSBN and upon completion of the recommended course of treatment by a licensed healthcare professional.
3. Any student with an inconclusive drug screening result will be required to undergo further confirmatory testing. Students who refuse further testing or who fail to comply with stipulations of LSBN concerning treatment/monitoring will not be allowed progression in clinical coursework.

Laboratory Supply Packs

Each nursing student is required to have a standardized supply pack containing essential items, approved by the nursing program faculty, necessary to practice clinical skills in the lab and at home to gain competence. Nursing supply packs are purchased as a course fee in NRSG 3205*: Foundations of Nursing Practice Practicum/LAB* and are supplied by the Program of Nursing. The following parameters govern the handling and usage of nursing supply packs.

1. Nursing students must bring their supply pack to the lab each day.
2. Nursing students must use the supplies from their designated packs responsibly and solely for educational purposes.
3. No invasive procedure should be performed outside of the Skills Lab or on another person.
    a. Invasive procedures include, but are not limited to, the following: injections, IV insertion, infusing of IV fluids, medication administration, Foley catheterization, and nasogastric tube or feeding tube insertion.
4. Practice medications and IV fluids are intended for simulation/skills lab experiences only. Practice oral medications, IM and IV fluids are not for human use.
5. All needles given in the skills pack must be disposed of in the sharps boxes provided in the Skills Lab. If the needle has a safety device, please engage the device before placing the needle in the sharps box.
6. Proper hand hygiene and disposal of used items must be followed as per established guidelines.

Nursing Skills and Simulation Laboratory Safety Policy

The Nursing skills and simulation labs provide the clinical nursing student with opportunities for practicing and being evaluated in real-time on skills used in clinical practice. There will be opportunities to work with students from other disciplines to learn the roles and responsibilities

of the healthcare team and discuss how values and ethics influence healthcare and healthcare providers.

The complexity of the physical and psychological learning environment may increase the anxiety of the student(s) which may then lead to the possibility of physical injury or increased emotional stress affecting the acquisition of knowledge.

POLICY STATEMENT

The physical lab environment includes real-life mannequin simulators and accessories, electrical appliances, supply cabinets, adjustable beds, mobility assistive devices, and a variety of task training equipment including needles and sharps commonly found in clinical practice. The learning environment also includes procedures and scenarios intended to replicate clinical practice which conceivably can be mentally and emotionally taxing. To reduce the potential for physical injury, undo stress, anxiety, or emotional distress related to the lab environment and learning activities, students will attend to the following lab procedures and safety management protocols.

PROCEDURE

A. Lab hours will be determined and scheduled at the beginning of the semester by faculty members involved in the various clinical courses.

B. Professional behavior is always expected in the Nursing skills and simulation labs by all users. Students are expected to abide by the *Nursing Professional Attire and Behavior* and the Tulane Student Code of Conduct, including:

    1. Students are required to wear a Tulane University student name badge at all times when in the laboratory practicum and during any aspect of the clinical experience (i.e. clinical assignment, observation, simulation, and clinical day).
    2. When on campus for scheduled laboratory practicum and simulation days, students must wear the designated Tulane University Nursing uniform. Shoes must have closed toes and heels, with soles not thicker than 2 inches. Hair, makeup, and jewelry are to follow the *Nursing Professional Attire and Behavior* requirements.
    3. No smoking, eating, or drinking is allowed in the labs.

C. Mannequins must be handled with the same respect given to humans and kept appropriately draped at all times.

D. Lab supplies and equipment are not for use on humans. Supplies and equipment are for use on mannequins only.

    1. Clean all supplies and equipment after every use.
    2. Return supplies and equipment to the proper location after each use. Leave beds neatly made and in the low, locked position with top rails up. Place trash & soiled linen in the proper receptacles.
    3. Immediately report broken equipment to the faculty or the lab technician.

E. Nursing skills and simulation lab users should follow universal precautions against infectious disease while participating in clinical activities. The following is a list of general precautions

to ensure the personal safety and security of users:

1. All sharps must be disposed of in an appropriately labeled sharps container.
2. Under no circumstances may sharps or supplies be removed from Nursing skills and simulation labs without permission.
3. The medical and disposable equipment within the labs will remain in the labs and is not for patient use.
4. All equipment should be treated with the same safety precautions employed with actual clinical equipment.
5. Hand hygiene through hand washing or use of hand sanitizers shall be part of practice in the Nursing skills and simulation labs.
6. All needle stick/sharp injuries shall be handled in accordance with the Blood Borne Pathogen Policy. If an injury occurs, immediately wash the wound thoroughly with soap and water.

F. Nursing skills and simulation labs experiences may cause students to feel stress, anxiety, or emotional distress. In the event of anxiety or emotional distress:

1. Immediately notify lab faculty who will assist the student.
2. In the event of a true medical emergency such as loss of consciousness, call: Downtown Campus: 504-988-5555.
3. Further guidance and resources are available at Campus Health https://campushealth.tulane.edu/emergency

Approved by PONFO March 2024
Reviewed and modified by OGC March 2024

RELATED RESOURCES
Tulane University Campus Health: https://campushealth.tulane.edu/emergency
Tulane University Code of Student Conduct Handbook

Simulation Guidelines

1. Professionalism: Students must act in a professional manner at all times while in simulation or the debriefing room for prebriefing, monitoring, debriefing, or playback.

2. Dress:
   a. For clinical hours: Students should be dressed in appropriate clinical attire if simulation is planned for clinical makeup or during normal clinical hours.

   b. For skills lab time: It is per discretion of the faculty how students should dress for the simulation experiences EXCEPT when the student is being evaluated/assessed to meet major clinical competencies (I.e. Major = head-to-toe assessment, Minor = dressing change).

3. Mannequin Use and Simulation Lab Conduct
   - Do not use betadine, markers, or pens on manikins. Use only the silicone oil provided for lubricant.

- Students are to act as if they are in a real patient situation keeping in mind safety and infection and HIPAA regulations.
- Students are to remain confidential and professional regarding the performance of other students during and after simulation experiences.
- The mannequins do not have Latex on the outside of them, but students should notify their instructor(s) if they have a latex allergy.
- Students are to come prepared for simulation including having the necessary materials (stethoscopes for nursing students).
- There is no food or drink allowed in the simulation lab except for prop purposes.
- Faculty and staff have the right to remove students from simulation experiences if conduct is violated.

Practicum Course Critical Incident Policy

Students are responsible and accountable for their behavior and for safe patient care during all clinical experiences.

POLICY STATEMENT

Any student who demonstrates unprofessional or unsafe behavior or endangers a patient, colleague, or self in the clinical setting will be removed immediately from the clinical learning experience. The faculty of record will meet with the student to discuss the unsafe behavior and potential consequences. The faculty will document the incident to be filed in the student's record, and initiate appropriate action, including notification of the Program of Nursing Director of Academic Affairs. Unsafe behavior can result in removal from the clinical setting, failure of the course and/or dismissal from the Program of Nursing (PON).

PROCEDURE

A. Behavior that is inconsistent with the PON policies and/or clinical agency policies may result in removal from the clinical setting. Behaviors include but are not limited to:
   1. Absence from clinical rotation without notification.
   2. Documentation not reflective of care given.
   3. Lack of preparation to provide care, including, but not limited to, knowledge of medications, treatments, disease processes.
   4. Performance not in compliance with stated student expectations as outlined in clinical course syllabi.
   5. Leaving the clinical area without consent of the clinical faculty member.
   6. Failing to use universal precautions.

B. The following unprofessional or unsafe behaviors will result in removal from the clinical setting.
   1. Acting improperly towards patients, supervisors, and/or peers.
   2. Disrespect for faculty, patients, supervisors and/or peers.
   3. Violating HIPAA requirements and regulations.
   4. Performing a procedure outside the nursing scope of practice.
   5. Performing a procedure in which he/she has not been prepared.
   6. Administering medications in any form via any route without consent and/or supervision from the clinical instructor or the staff RN.

7. Failure to use safety equipment (including, but not limited to side rails, call lights, gait belt)
8. Behavior inconsistent with the American Nurses Association (ANA) Code of Ethics for Nurses include but are not limited to:
    a. Informing patients about their diagnosis, treatment, and/or prognosis without authorization.
    b. Removing copies of patient care material from health care agencies.
    c. Removal of patient identification.
    d. Refusal of the care of a client or failure to notify the instructor of the inability to carry out a clinical assignment.

C. In addition to behaviors that violate Louisiana Administrative Code (LAC) as outlined in 46:XVII.3331, the following unsafe behaviors will result in immediate failure from the course and may result in dismissal from the program:
1. Disconnecting life support system without authority.
2. Lying about provisions of care in speech or in writing.
3. Stealing drugs or supplies from agency.
4. Obvious signs of being under the influence of drugs, alcohol, and extreme fatigue while on duty.
5. Knowingly exposing patients, colleagues, and others to actual or potential life-threatening communicable diseases.

POLICY RESOURCES

HIPAA Privacy Rules
ANA Code of Ethics
LAC 46:XVII.3331 Rules and Regulations

STUDENT RESOURCES

Tulane Student Nurses Association

The Tulane Student Nurses Association (TSNA) is a student-led professional organization affiliated with both the National Student Nurses' Association (NSNA) and the Louisiana Student Nurses' Association (LSNA). Through leadership opportunities, professional development, advocacy, community service, and peer engagement, TSNA supports the growth of nursing students as future healthcare professionals while fostering a strong sense of community within the Program of Nursing. The organization also provides students with opportunities to connect with peers and participate in state and national nursing initiatives.

WaveMates is a peer mentoring initiative available exclusively to members of the Tulane Student Nurses Association (TSNA), designed to help incoming nursing students build meaningful connections with upper-level nursing students during their transition into the accelerated nursing program. Participants are paired based on shared interests, backgrounds, or geographic connections to foster mentorship, support, and a stronger sense of community rather than academic tutoring. Each mentor-mentee pair meets at least three times during the first semester to encourage ongoing engagement and relationship-building. The program aims to strengthen connections across cohorts, enhance the new student experience, and increase involvement within TSNA.

Tulane Student Ambassadors

Student Ambassadors are nursing students who represent the Program of Nursing through recruitment activities, orientation support, and community engagement. Students interested in serving as a student ambassador will complete an application to be considered as an ambassador.
Core Ambassador Roles

- Represent the Program of Nursing to prospective students, families, alumni, and community partners
- Support recruitment events, campus tours, and open houses
- Assist with orientation and onboarding activities
- Participate in select social media or marketing initiatives (in collaboration with Marketing)

Tulane Library System

Libraries Books and journals can be checked out of the medical school's Rudolph Matas Medical Library (504.988.5155). Check the Rudolph Matas Medical Library for daily hours. Summer and holiday hours will vary. To check out items from the library, you must register at the circulation desk between 8 a.m. and 6 p.m. weekdays. The reference staff and the Research Support Librarian for Nursing is available weekdays 8:30 a.m. – 4:30 p.m. for assistance in computer database searching and other research. For after-hours availability, contact the Rudolph Matas Medical Library. In addition, students have library privileges at the LSU Medical Library and the libraries at Tulane's uptown campus. 36 The Howard-Tilton Memorial Library (504.865.5689) is located at Freret Street and Newcomb Place. A science division on the first floor has medical dictionaries and some (very few) medical texts, e.g. Gray's Anatomy. The library has one of the finest Latin American Studies collections in the world, as well as a music library, a special collections division, and a government documents section. Check the Howard-Tilton website for operating hours, which are generally reduced during the summer and when undergraduates are on vacation.

Security Information and Policies

For emergencies on the downtown campus, dial 504.988.5555. For information on the downtown campus, dial 504.988.5531. Emergency Information In an emergency, students should CALL 55555 from any health sciences campus phone. From phones not in the Tulane University School of Medicine system, the student must call 988-5555 (911 is an option if off campus). Call Security's emergency number for fire, medical, or police emergency assistance (THSC 85555). All emergency line calls are answered personally and promptly by a Security dispatcher, and the highest possible 37 priority is given to emergency lines. The student should call 55555 and briefly describe his/her needs, and, if possible, stay on the line to provide more comprehensive information, which will be forwarded to responding officers.

Crime Reporting or Requesting Security Services

Students may call or respond in person, whichever is most convenient. In person – respond to any of the staffed posts or stations. The hospital emergency room post and the dispatcher's station in the medical school lobby are staffed at all hours. By phone – call Tulane University School of Medicine Police at x85531 (504.988.5531 on non-TUSOM phones). An officer will be dispatched to satisfy the caller's request or needs. If the situation warrants, the caller will be asked to stay on the line until all information required to meet is obtained.

TUSOM Police

The department includes both full- and part-time unarmed employees who staff fixed posts, perform interior patrols, and provide dispatcher functions. The department also includes full-time sworn and commissioned officers. Officers are trained at state certified academies, meet the requirements of the Louisiana Peace Officer Standards of Training, and are commissioned to bear arms, make arrests, and conduct investigations by State of Louisiana R.S. 17:1805. Departmental services are performed to enhance public safety in a manner consistent with good customer relations. The department is well versed in, and fully compliant with, JCAHO standards and the requirements of the Campus Safety Act. A more detailed description of the department, staff, and available services appears in the Tulane University Health Sciences Center Security Management Plan, which is revised annually.

Crime Prevention, Education, & Training

The Crime Prevention Manager sponsors programs for students, faculty, staff, patients, and visitors on crime avoidance and responses. Risk assessments, property engraving services, demonstrations of devices, crime prevention advice, brochures, and much more are available upon request. Education and training by certified instructors on a variety of topics are also available. Capabilities and perspectives have been broadened by the working relationship established with various other crime prevention entities, including the uptown Department of Public Safety's Office of Crime Prevention and Victim Resources.

Liaison with Local Law Enforcement TUSOM police meet at least monthly with the commander and/or staff of the New Orleans Police 8th and Downtown Development districts where the hospital, School of 38 Medicine, and School of Public Health and Tropical Medicine are located.

The departments work closely to maintain a safe neighborhood. TUSOM police reports are prepared on all reported crimes. Copies of reports of serious incidents are dispatched to NOPD to complement their reports and records. Individuals arrested by TUSOM are transported to central lockup for booking by NOPD who accepts and processes any evidence seized during arrests. TUSOM Police also maintains liaison with the local law enforcement agencies where satellite clinics and facilities are located. Tulanians victimized off campus are encouraged to report incidents to their local law enforcement agencies and to TUHSC police, particularly if the incident occurred at or near a Tulane facility or satellite location.

Reducing Potential for Violence on Campus

A sound campus public safety policy must have zero tolerance for threats, harassment, aggressive/violent, or other types of inappropriate behavior by persons on campus. While it is Security's desire to provide an environment that is free of threats, intimidation, aggression/violence and other inappropriate behaviors, it is impossible to provide a guarantee, especially if incidents go unreported. The prompt reporting of all such behavior (no matter how minor) for appropriate action is a necessary first step to minimize the associated risks and to help maintain a safe and secure environment.

Vehicular Assistance

Officers are not mechanics, but with prior signed consent, may be able to assist with jump-starts and the retrieval of keys locked in vehicles. Security staff is not equipped to tow, provide a push with a squad car, change flat tires, or provide other roadside assistance services.

Shuttle Service

Tulane has multiple uptown-downtown shuttles that provide transportation between the uptown and downtown campuses on a regular schedule. The shuttles include various stops at Tulane University Health Sciences Center. Shuttle information and schedules are available here.

Escort Service and TapRide

Upon request at all hours, officers provide foot and/or vehicle personal safety escorts within the New Orleans Regional Medical Center (NORMC) area for anyone associated with Tulane. Security does not have the resources to provide off campus escorts beyond the NORMC area, however. TapRide transports riders to their residences or vehicles located within a one-mile radius of the uptown campus or to/from designated pick-up/drop-off locations. These services 39 are offered Monday- Sunday from 6 PM- 3 AM. The ride is requested via a phone app or online.

Feedback, Constructive Criticism, and Complaints

TUSOM police department is continuously seeking ways to improve the delivery of services. Feedback is imperative in Security's continuous quality improvement process. Security depends upon the solicited and unsolicited feedback from customers, clients, and fellow staff members to assist us in identifying its successes and failures, gauging the effectiveness of its efforts, and in achieving the most efficient allocation of its limited resources. If a person is particularly pleased with a process or performance, he or she should consider informing Security so that the department can join in reinforcing it. But if Security, collectively or individually, is failing to

satisfy a legitimate achievable need for service, they need to be told. Students should call the TUHSC police director, manager, supervisor, or employee at 504.988.5531 or notify the senior associate vice president for facilities services to whom the department reports (504.988.1930).

Uptown Bicycle Issues

Each year during the week between the spring semester and the summer semester on the Uptown campus, all bicycles locked to bicycle racks and other fixed objects are removed and relocated to the Public Safety storage area. Nursing students use the Uptown campus library to study for their finals at the same time of the year when the bicycles are removed. Students should watch for Uptown's posted dates about bicycle removal.

Emergency and Hurricane Preparedness

When a serious weather or other emergency threatens New Orleans, the Tulane community needs information fast. In these emergencies, Tulane will activate the AlertLine. Students, faculty, and staff from all Tulane campuses, as well as parents, can check Tulane's homepage and call the Alert Line during emergencies for up-to-the minute data on university closings or reopening and other vital information. AlertLine: 504.862.8080 Outside the New Orleans area: 1.877.862.8080 Tulane Emergency Website: http://emergency.tulane.edu Develop a personal emergency response plan and discuss this plan with your family well ahead of a weather emergency or other crisis. Please review Tulane's website above for references to official university hurricane information. 40 Emergency information is also broadcast on WWL-870 AM radio and on WDSU, WVUE, and WWL New Orleans television stations. The university's emergency website is the only source of official university information. IMPORTANT: Nursing students are to follow Tulane's closing notices. If the school is closed due to an evacuation, students are asked to finish their work and follow the University Evacuation Procedures. Tulane medical students are never part of an emergency team and should always evacuate according to Tulane University directions.

Housing

Off-Campus Living

Tulane is located in vibrant residential communities both in Uptown and Downtown New Orleans. We believe that living off campus is a privilege for students that offers an opportunity for learning and personal growth with many new responsibilities and opportunities. We expect students to be responsible citizens and good neighbors.

All Tulane University students are expected to comply with University policies, including the Code of Student Conduct and University policies, local laws, and community standards of consideration for and kindness towards others.

All students, undergraduate and graduate, must adhere to the Code of Student Conduct, regardless of where they live.

The Tulane University Off-Campus Living Guide is a guide for living well in the communities near our campuses.

Your Off-Campus Housing and Roommate Search Made Easy!

-Map-based housing search
-Roommate Finder
-Sublet Options
-Renter need-to-know resources
Visit offcampushousing.tulane.edu**.**

Deming Pavilion

The Bertie M. and John W. Deming Pavilion is Tulane University's graduate housing complex that is available to undergraduate Program of Nursing students. It is located on Tulane's downtown campus in New Orleans' medical district and offers furnished studio, one- and two-bedroom apartments.

For amenities, application process, and contact information please visit Tulane University Housing & Residence Life.

Thirteen15

Find the path to your picture-perfect Tulane lifestyle at Thirteen15, a bold new community ideally located in the heart of New Orleans, Louisiana, right next to the university's Downtown campus.

Select from fully furnished studio, one-, and two-bedroom apartments with a stylish, midcentury vibe. Join a rich cohort of professors, students, and Tulane affiliates, and plug into connected living.

For amenities, application process, and contact information please visit Thirteen15.

For Our Students - Building Positive Relationships

New Orleanians are friendly and hope you will love and respect their city — and their distinct neighborhoods — as much as they do. Fostering good relationships with your neighbors is crucial to a great off campus living experience.

Always interact with our neighbors in a respectful way that represents Tulane well. Disrespectful, harassing, or threatening behavior will not be tolerated. Students found responsible for this type of conduct will face sanctions, including possible separation from the university.

The Student Code of Conduct applies to on-campus and off-campus behavior; any behavioral issues will be handled through Tulane' s Office of Student Conduct.

Communicate – Something as simple as saying hello goes a long way in building a positive relationship with your neighbors. Introduce yourself when you move in and invite them to contact you if there are any problems at your house. Also, if you are experience any neighborhood relations issues, please report these using our online form.
Know Your Neighborhood Rules – Knowing and following the basic rules of the community is important. For example, find out the rules regarding trash disposal. Here you can determine the

trash and recycling schedule for your address. For bulk items, please schedule a pick-up.
Respect your neighbor's lifestyle - Other students, working adults, or families with young children may live near you. Be aware and respectful of your neighbors' daily schedule and remember that they may have to work, get up early the next morning, or have young children at home.
Maintain Your Property – This includes everything from mowing the lawn to cleaning up trash or litter from your yard or the area around your residence. Learn the acceptable and legal places for parking at your house or apartment. Blocking a sidewalk or driveway with a parked vehicle is prohibited in New Orleans. Here you can find some common parking violations.
Be Considerate – Abide by the local noise ordinance and avoid blaring music or other sounds that may disturb your neighbors.
Be responsible when hosting gatherings - Let your neighbors know in advance if you are planning a social gathering at your house. Keep the number of guests at a manageable level, determine a time for the gathering to end, and have plenty of trashcans available so guests can discard their litter as they leave. Remember that all tenants of the house or apartment are responsible for behavior that occurs on the premises.
Be Mindful of Safety Concerns – If you observe suspicious activity in your neighborhood, report it to law enforcement authorities by calling 911 or TUPD at 504-865-5911. If you are helpful in keeping your neighbors' property safe, they will do the same for you.

<u>To Our Neighbors</u>

Tulane University is dedicated to participating in the New Orleans community in meaningful ways. This includes positively contributing to the experiences of residents throughout the city. To this end, the University has developed the Good Neighbor Guidelines listed above in order to help foster good neighborhood relations for current and future students living in New Orleans neighborhoods. We have also created a comprehensive plan to provide guidance to our students on the exciting rite of passage of moving out on their own and being good neighbors. This document will continuously be updated as new initiatives are launched.

Should an emergent incident occur with a Tulane student, please contact TUPD at 504-865-5911. For non-emergent issues, please file a concern report.

<u>Living in New Orleans</u>

One trip to New Orleans, and you'll realize this city is unlike any you've ever visited. Whether you're enjoying the nightlife or architecture in the historic French Quarter, visiting the National World War II museum, or taking a ride on the city's famous streetcar trolley on St. Charles Avenue, New Orleans has something new for you to experience every day. One trip and you'll realize why locals hold this city so dear to their hearts.

Famed for its history, music and cuisine, New Orleans is one of the world's most extraordinary cities. Star-studded events like Mardi Gras and Jazz Fest draw thousands of visitors to the city each year. Unique neighborhoods reflect the city's French, Spanish and Caribbean roots. World-class museums display renowned artworks and artifacts. Shopping options range from vintage shops and antique stores to high-end boutiques and galleries. Sports fans can find something to cheer for year-round with New Orleans' many professional teams. The educational experience at Tulane University is interwoven with this rich cultural tapestry.

New Orleans is touted as the cultural mecca of the South, boasting over 40 museums, 160 art galleries, a musician-owned symphony, and the oldest Opera House in America. Add to that the Sydney and Walda Besthoff Sculpture Garden at the New Orleans Museum of Art and the Smithsonian-affiliated Ogden Museum of Southern Art, and New Orleans continues to offer new world-class attractions and old-world charm.

The city is recognized annually by the top culinary and travel media as one of the top food destinations in the world. There are more than 1,700 restaurants in the city, and many have long, storied pasts. Of particular note, Galatoire's, the classic traditional Creole landmark in the French Quarter, recently turned 100, along with the Sicilian, Angelo Brocato's Ice Cream Parlor. They join other historic establishments such as Antoine's (est. 1840), Tujague's (est. 1856), Café du Monde (est. 1862), and others to create a culinary legacy on which a contemporary Creole movement has been built. If you like writing about (and eating!) the best food in the world, New Orleans offers stories and tastes found nowhere else.

As Nola.com recently wrote, "New Orleans is no stranger to tourism-related "best of" lists. The city is mentioned so frequently, in fact, that we could start to take it for granted. But we ought to celebrate the fact that people from elsewhere recognize what New Orleanians know so well: This is a magical place.

For a virtual tour of many of New Orleans most popular spots, click here!