



BSN NURSING PROGRAM



STUDENT HANDBOOK

Effective Fall 2026

Mission

School of Nursing Mission

To graduate competent students who are prepared to safely provide compassionate health care utilizing theory and evidence-based practice.

The contents of this student handbook are subject to change during the academic year. Any changes in policies will be emailed to students and posted on the Nursing website.

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I. INTRODUCTION

Nursing Program Description

The School of Nursing offers a Bachelor of Science degree in nursing which is based on the belief that nursing is a unique body of knowledge and skills, directed toward assisting human beings in health promotion, maintenance, restoration, and rehabilitation. The program is based upon human needs theory throughout the lifespan and is built on a liberal arts foundation in the belief that all aspects of society are influential factors in the health of human beings.

The School of Nursing offers two curricular tracks to the Bachelor of Science degree in nursing: the four-year pre-licensure program and the two-year post-licensure program for the registered nurse. The programs provide students with the opportunity to acquire knowledge, values, and skills necessary for the practice of professional nursing.

Courses required in the nursing curriculum facilitate development of liberal backgrounds in physical science, social science, and humanities. The generalist curriculum provides a base for expanding roles in nursing practice. The nursing curriculum provides an interdisciplinary major and does not require a minor to meet graduation requirements. Students interested in a minor should refer to the appropriate Catalog section. A minimum of 124 credits are required to complete a Bachelor of Science degree in nursing.

The nursing program is unique in its international affiliation. Clinical nursing experience is obtained primarily at hospitals and community agencies in Sault Ste. Marie, Michigan as well as at health care and community agencies, and the surrounding area.

The Bachelor of Science nursing program is approved by the Michigan Board of Nursing and is accredited by the Commission on Collegiate Nursing Education (CCNE).

Philosophy of the School of Nursing is an integral unit of Lake Superior State University. As such, the nursing program reflects the philosophy, mission, and goals of Lake Superior State University. The School of Nursing offers a nursing program designed to meet the needs of students for the broad general education essential to the professional nursing role. The faculty in this program bases the curriculum on the following beliefs:

Human beings are integrated individuals with physiological, psychosocial, cultural, and spiritual dimensions. Human beings strive for understanding and mastery as they attempt to meet basic human needs while progressing through the developmental stages of life. As open systems, human beings experience internal and external stressors to which they must adapt to attain and maintain health. Human beings have inherent dignity and have the right and responsibility to make choices as they cope with stressors and attempt to resolve problems.

Environment consists of all internal and external forces surrounding an individual which could affect life and development. Because internal and external environments are open systems, every aspect of the environment must be considered an influencing factor in health.

Health is a state and a dynamic process of being and becoming integrated and whole through life experiences (Roy) which involves the dimensions of physiological, psychosocial, cultural and spiritual. When the human being is able to cope with internal and external stressors which threaten any dimension, the individual maintains a state of health. When the human being is unable to cope with stressors or copes in a maladaptive manner, a state of illness may result. Illness then, results in a subjective feeling of not being well. While nursing assists clients to identify health care needs, clients ultimately are responsible for health care choices.

Nursing is a caring profession in which the practitioner facilitates health, wellness, and healing of individuals, groups, and communities. The professional nurse uses objective data and the client's subjective experience in the processes of diagnosis and treatment of human experiences and responses to health and illness through the roles of provider of care, member of the profession and designer/manager/coordinator of care.

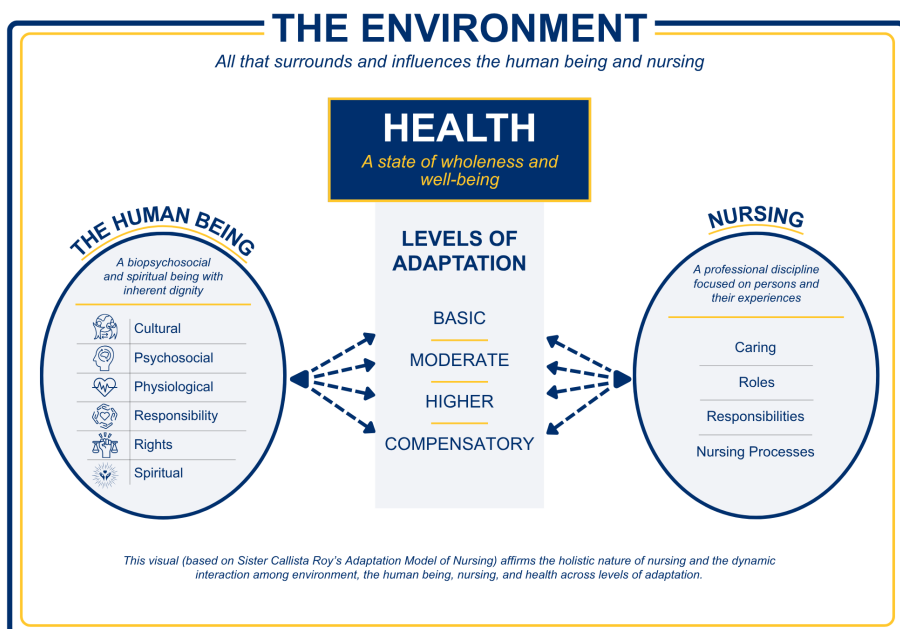
Nursing as a health care profession has a unique body of knowledge and skills which are being developed through nursing research. The nursing faculty believes there are many levels of practitioner within nursing, and each plays a valuable and integral role in the provision of health care. While they believe that baccalaureate education in nursing is the foundation for professional nursing practice, they support all levels of practitioner in nursing and promote efforts of practitioners to progress from one nursing level to another.

Because of the need for registered nurses who are prepared with a broad knowledge base and skills in critical thinking, independent judgment, decision making, leadership and management, the faculty believes that this quality nursing education can be achieved only in institutions of higher learning. Baccalaureate students are provided with a broader knowledge base and skills in critical thinking, independent judgment, decision making, leadership and management. Therefore, baccalaureate education provides the appropriate foundation for the professional role in nursing and provides a framework for graduate study.

Within the School of Nursing, all levels of education are supported, and students are encouraged to work toward the highest level to which they are capable. Nursing educators have a responsibility to provide effective, appropriate, and comprehensive theory and clinical experiences to assist students in meeting their academic goals. Therefore, the nursing curriculum at Lake Superior State University is designed to encourage and support students as they assume responsibility for their own learning.

Conceptual Framework

The conceptual framework used by the School of Nursing was designed by the nursing faculty as a model that clarifies the basic beliefs of the faculty and provides order and meaning to the nursing curriculum. The faculty believes the components identified in this model are of sufficient scope and depth to provide a framework for the guidance of the nursing curricula and for nursing practice.



Overview

Clients are human beings who can be served as individuals, families, groups, communities, or populations. The client and the nurse are both open systems with dynamic dimensions. Therefore, both are affected by internal and external forces within the environment.

The nurse interacts with the client in the roles of: provider of care, member of the profession, and designer/manager/coordinator of care. Nurses use caring and the nursing process which includes critical thinking, and theory- and research-based knowledge to facilitate the accomplishment of the goals of disease prevention, health promotion, health maintenance, health restoration and rehabilitation.

The nurse seeks to facilitate the health of clients. However, the ultimate responsibility of health care choices is the clients.

The nursing faculty believes that we have the responsibility to educate ourselves and to educate others, to expand our knowledge and expertise, and to share this growing body of knowledge with the greater community. We further believe that learning is a lifelong process and ultimately learning is the choice and responsibility of the learner.

Nursing education should foster critical thinking and decision making and to move from dependent to independent learning experiences. This nursing curriculum was designed to facilitate the students' acquisition of knowledge, skills and understanding necessary for safe, effective, and efficient nursing practice.

Purpose of BSN Program

The Bachelor of Science in nursing program is designed to provide the student with knowledge, values, and skills necessary for the practice of professional nursing. The curriculum incorporates *the Baccalaureate Nurse Essentials* as the program standards and builds upon the liberal arts and science foundation to achieve the expected program outcomes. The graduate uses theoretical and empirical knowledge from the disciplines of nursing, humanities, and the physical, behavioral, and social sciences as a basis for making nursing decisions.

The baccalaureate graduate is prepared to function as a generalist in providing care at the primary, secondary and tertiary levels within a variety of settings. As a provider of care, they will manage actual and potential problems or needs within the client system. The client system may be composed of individuals, families, groups, and/or communities. The baccalaureate graduate provides distributive and episodic care dependently, interdependently, and independently in traditional and emerging nursing roles.

The baccalaureate graduate uses the nursing process to provide comprehensive nursing care to client systems. They function as a collaborator, counselor, teacher, change agent and consumer advocate. The graduate uses management theory and leadership skills to improve health care delivery and nursing practice. The graduate demonstrates individual responsibility and accountability for their decisions and actions. The curriculum supports the development of a value system which fosters continual personal and professional growth. In addition, the curriculum provides a foundation in beginning research techniques as a framework for nursing practice and graduate study.

The terms patient, client, individual, family, and community may be used throughout this handbook to reflect the variety of healthcare settings and populations served by professional nurses.

The Baccalaureate Nurse Essentials Program Standards and Expected Program Outcomes for the LSSU BSN

1. **Knowledge for Nursing Practice:** Integrate nursing knowledge, liberal education, and scientific evidence to provide safe, high-quality, and compassionate nursing care across diverse populations and healthcare settings.
2. **Person-Centered Care:** Deliver holistic, individualized, and compassionate care that respects patient preferences, values, and needs while incorporating evidence-based practice and ethical decision-making.
3. **Population Health:** Apply principles of population health, health promotion, and disease prevention to improve health outcomes and reduce health disparities in diverse communities.
4. **Scholarship for the Nursing Discipline:** Utilize research, critical thinking, and evidence-based practice to contribute to nursing knowledge and improve healthcare delivery.
5. **Quality and Safety:** Implement established and emerging quality and safety principles to minimize risk and enhance patient care outcomes in complex healthcare systems.
6. **Interprofessional Partnerships:** Collaborate effectively with healthcare team members, patients, families, and communities to optimize health outcomes and enhance the healthcare experience.
7. **Systems-Based Practice:** Demonstrate an understanding of healthcare systems, policies, and resources to provide safe, equitable, and cost-effective nursing care.
8. **Informatics and Healthcare Technologies:** Utilize informatics and healthcare technologies to support clinical decision-making, improve patient care, and enhance communication in healthcare settings.
9. **Professionalism:** Exhibit accountability, integrity, and ethical decision-making while fostering a professional nursing identity committed to lifelong learning and advocacy.
10. **Personal, Professional, and Leadership Development:** Engage in self-reflection and continuous professional development to enhance resilience, leadership, and the ability to adapt to evolving healthcare challenges.

II. NURSING PROGRAM ENTRANCE REQUIREMENTS

The School of Nursing complies with the LSSU policy of equal opportunity (see [LSSU Academic Catalog](#)). Qualified applicants are admitted without discrimination with regard to race, color, national origin or ancestry, gender, age, religion, height, weight, marital status, sexual preference, veteran status or disability (reasonable accommodations will be made within the [Americans with Disabilities Act guidelines](#)). Admission to Lake Superior State University's nursing programs shall not be denied solely on the basis of a prior felony or misdemeanor conviction (see Appendix A for details related to disclosure of criminal history).

Admission Sequence:

Students may be admitted to the University at any point but may not be admitted to nursing until they have fulfilled all pre-nursing course requirements.

Entrance Requirements for Pre-Licensure BSN Program

1. School of Nursing Application Process

Complete School of Nursing Application by date posted on the [LSSU School of Nursing website](#) for fall and spring admission.

Secondary School of Nursing, BSN Admission Cycle

When a full cohort is not achieved during the May application cycle, students completing summer session courses may be considered for a secondary admission cycle. Any unfilled positions will be filled in August for the fall semester using the same rating method for selection (e.g. if there are five openings following the May selection, the students who successfully complete requirements during the summer will be ranked only among that secondary application group and selected for the available openings).

2. Limit to Three Attempts for Admission to the BSN Program

Students may apply up to three (3) times for admission to BSN Program. If an application is denied after the third time, students will no longer be eligible to apply for admittance. Extenuating circumstances may be considered based on a per student basis for admittance consideration after third time application denial. This process will follow School of Nursing protocol.

3. Transfer Students:

As the BSN curriculum is highly sequenced, the SON must ensure students meet: state board requirements, CCNE accreditation standards, clinical hour requirements, and NCLEX preparation outcomes. Due to this approach, we do not grant credit for nursing courses completed at other institutions.

School of Nursing Entrance Requirements

- A. A minimum cumulative grade point average of 2.7 and a C or better, ENGL110, ENGL111, PSYC101, SOCY101, BIOL121, BIOL122, CHEM108 and PSYC155. *Note:* Mathematics proficiency at the MATH102 level (or higher) is a prerequisite for CHEM108.
- B. For the admission process, the School of Nursing will accept the grade of the last attempt of a prerequisite course, regardless of where they are taken or how many attempts are made. Only two attempts at a course are permitted.
- C. Transfer credit will be granted on an individual basis by the LSSU Registrar. Upon transfer, only those courses in which the student earned a grade of C (or better) will be accepted by the School of Nursing.
- D. Credits for Pharmacology and Anatomy & Physiology I & II are transferrable for 5 years. The student may at this time either repeat these courses or successfully pass the CLEP exams. Advisors may suggest that the student retake nursing support courses if 5 years have passed.
- E. “Good academic standing” at time of admission per LSSU academic standards.
- F. Applicants must satisfactorily complete the TEAS pre-entrance exams as determined by the School of Nursing.
- G. The Test of Essential Academic Skills (TEAS) testing scores must be at the ‘proficient’ level.
- H. Current immunization record. If an affiliated organization’s criteria do not allow placement of a student with incomplete vaccines, the Program will determine if placement can occur at another affiliated organization. If placement is not possible, the Program will communicate with the student to determine whether degree progression can continue.
- I. Unofficial transcripts for any transfer credits.
- J. Background check and student disclosure background of criminal history must be completed within 30 days prior to application to the nursing program.
- K. Good Professional standing – including no action against, or loss of professional licensure, especially where this relates to patient care, educational licensure/certification, or under current investigation for criminal/prosecutable wrongdoing. This type of situation may prevent the applicant from clinical settings or obtaining a nursing license. Any individuals that fall under this category will have a review and be approved or disapproved for acceptance into the nursing program by the Director and the nursing faculty.

Final Admission Criteria: A max of 28 students will be admitted to the program each semester based upon:

- 1. GPA of required courses
- 2. GPA of predictor courses
- 3. Pre-entrance exams scores
- 4. Number of LSSU credits
- 5. Current healthcare licenses held.

Suggested sequence of courses may be modified to meet the needs of individual students. Check [LSSU Academic Catalog](#) course descriptions for prerequisites and course content.

Bachelor of Science in Nursing Four-Year Program Course Sequence

For any Nursing/Nursing Support courses a grade of C or better (72% +) is required
(Other than the General Education COMM 101, Humanities courses, statistics, or electives requiring D- or better).
(Sample schedule)

Suggested Course Pattern for BSN Nursing Curriculum Admission to Nursing Clinical Courses – Effective Fall 2025

First Year – Pre-clinical			
Semester 1		Semester 2	
<u>USEM 101 University Seminar</u>	1	BIOL 122 Human Anatomy & Physiology II	4
BIOL 121 Human Anatomy & Physiology I	4	CHEM 108 Applied Chemistry	3
ENGL 110 First-Year Composition I	3	ENGL 111 First-Year Composition II	3
PSYC 101 Introduction to Psychology	3	PSYC 155 Lifespan Development	3
Elective*	3-4	SOCY 101 Introduction to Sociology	4
*Math competency - follow for the Math 207 requirement	14-15	Apply for Admission to the Nursing Program by date posted on the School of Nursing Website.	17
Second Year – Clinical Admission Required			
Semester 1		Semester 2	
CHEM 110 Applied Organic/Biochemistry	4	<u>General Education – Humanities</u>	3-4
HLTH 209 Pharmacology	3	BIOL 223 Clinical Microbiology	3
HLTH 232 Pathophysiology	3	HLTH 208 Principles of Human Nutrition	3
NURS 211 Introduction to Prof. Nursing	3	NURS 213 Fundamentals of Nursing	6
NURS 212 Health Appraisal	4		
	17		15-16
Third Year – Clinical Admission Required			
Semester 3		Semester 4	
<u>COMM 101 Human Communications</u>	3	Elective (if needed)	1
<u>MATH 207 Prin. of Stat. Methods</u>	3	NURS 434 Nursing Research	3
HLTH/NURS 328 Multicultural Health Care	3	NURS 325 Nursing Childbearing Fam	5
NURS 327 Adult Nursing I	8	NURS 326 Parent/Child Nursing	5
	17		14
Fourth Year – Clinical Admission Required			
Semester 5		Semester 6	
HLTH 310 Pathopharmacology	3	NURS 433 Mental Health Nursing	5
NURS 435 Nursing Management	4	NURS 432 Nursing of Populations	5
NURS 431 Adult Nursing II	8	NURS 436 Nursing Issues	3
		<u>General Education – Humanities</u>	3-4
	15		16-17

Entrance Requirements Post-Licensure BSN Program

1. Entrance Requirements:

To qualify for admission to the Post-Licensure BSN program, applicants must satisfy University admission requirements as described in the admission section of the Catalog.

2. Required Admission Credentials:

Submit to Admissions Office: standard LSSU Application for Admission; transcripts from previous nursing school(s) and college(s). Submit to School of Nursing: copy of current Michigan or Ontario professional nursing license and immunization records. All credentials must be on file preceding semester of entry. For students with college-level achievement, the opportunity will be offered, by means of examination, to obtain course credit or placement into an advanced course.

3. Transfer credit

Transfer credit will be granted on an individual basis by the LSSU Registrar. Upon transfer, only those courses in which the student earned a grade of C (or better) will be accepted by the School of Nursing (Other than the General Education COMM 101, Humanities courses, statistics, or electives requiring D or better). Credit for pharmacology courses is acceptable for five years unless utilizing in current practice.

4. Applicants must be graduates of a state- or provincial-approved associate degree or diploma nursing program with a cumulative grade point average of 2.7 in all nursing, nursing support and English courses. Nursing support courses include chemistry, mathematics, anatomy and physiology, microbiology, nutrition, pharmacology, pathophysiology, computer applications in health sciences, psychology and sociology courses. Thirty-two credits will be granted for basic nursing courses. Credit by departmental exam is available to students upon request.

5. General Degree Requirements for Bachelor of Science must be met.

See degree requirements in [University Academic Catalog](#). The nursing curriculum provides an interdisciplinary major and does not require a minor to meet graduation requirements. Students interested in a minor should refer to the appropriate University Catalog section. A total of 125-128 credits is required to complete a Bachelor of Science degree in nursing. For graduation, students must have 30 (LSSU credits). CLEP and departmental testing are acceptable as transfer credit but may need to be replaced with LSSU credits to meet the 30-credit requirement. Students must earn at least 50 percent of their departmental required 300/400-level credits in LSSU credits.

6. Time Requirements:

The time required for completion will depend upon the number of transfer credits and credits received by examination. The RN completion program is offered either on a full-time or part-basis. The program is offered completely online in an asynchronous format.

7. Additional Costs:

Students are responsible for transportation to clinical agencies and all additional costs incurred by enrollment in the nursing program. Costs, academic and general information are listed in the Nursing Student Handbook.

Course Sequence Post-Licensure BSN Track

Curriculum plan at LSSU: English, speech, social science, natural science and support course requirements must be completed prior to starting NURS-prefix courses.

NURS 360 Professional Nursing Concepts 4
NURS 363 Individual & Family Assessment 5
NURS 434 Nursing Research 4
NURS 328 Multicultural Approaches to Healthcare 3
NURS 432 Nursing of Populations 5
NURS 437 Nursing Leadership and Issues 3
NURS 435 Management in Nursing 4
NURS 3XX Nursing Elective 3

Health Sciences (11 credits)

- HLTH208 Principles of Human Nutrition* 3
- HLTH209 Pharmacology* 3
- HLTH232 Pathophysiology 3
- HLTH235 Healthcare Informatics 2

Other Disciplines (13 credits)

- BIOL121 Human Anatomy & Physiology I* 4
- BIOL223 Clinical Microbiology* 3
- CHEM108 Life Chemistry I* 3
- MATH207 Principles of Statistical Methods 3

General Education (32 credits)

- PSYC101 Introduction to Psychology* 4
- SOCY101 Introduction to Sociology* 4
- BIOL122 Human Anatomy & Physiology* 4
- CHEM110 Life Chemistry II 4
- ENGL110 First-Year Composition I* 3
- ENGL111 First-Year Composition II* 3
- COMM101 Human Communication* 3
- HUMANITIES 6 minimum

General Electives (6 credits)

Total Credits: 125

**Credit by departmental exam*

**Prerequisite courses for entrance to the program.*

III. STUDENT POLICIES

The following regulations pertain to all students enrolled in clinical nursing courses at Lake Superior State University. Each student is responsible for reading the LSSU Undergraduate Course Catalog and the BSN Student Handbook and seeking consultation with their academic advisor/ and/or Nursing Director if questions or concerns arise.

Note: All School of Nursing student policies are clearly described in the BSN Student Handbook and can be accessed on the LSSU nursing website.

Professional Conduct

Students are expected to conduct themselves in a professional manner (see Appendix B for Student Pledge and Code of Conduct). The student has the obligation to adhere to the standards of ethical practice and conduct stated in the American Nurses' Association's [ANA Code of Ethics](#) for Nurses and the ANA Standards of Practice (see Appendix C). When engaged in nursing functions, the student must do so within legally prescribed bounds and is accountable for their actions as defined in the Michigan Public Health Code.

Academic Integrity

The School of Nursing abides by the University Rules as set forth and adheres to the [Students Rights and Responsibilities and Student Code](#). It is the student's responsibility to review these rules. These are included within the LSSU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on LSSU's websites [LSSU Student Handbook](#) & [Student Organization's Handbook](#) <https://www.lssu.edu/campuslife/handbook/>

Cell Phones

Students should follow the cell phone policy of the agency site.

Dress Code

Personal neatness and good grooming habits reflect positively on the individual, the School of Nursing and the nursing profession. Adhering to the dress code contributes to maintaining asepsis, promotes patient safety, and complies with agencies' policies. Complying with standards of personal hygiene and dress is required and contributes to positive interpersonal relationships between patients and agency staff. *Failure to comply with the dress code will result in the student being asked to leave the clinical setting and will result in an absence for that clinical day.*

Dress code requirements: Students are expected to be neat and well-groomed. This includes the following:

1. Hair will be neat, clean, and controlled so that asepsis is maintained when providing care for the client. Shoulder length hair should be drawn back from the face. Below-shoulders-length hair will be pulled back and secured so that it does not fall below the shoulders and remains motion free. Unnatural hair colors, styles and accessories must be avoided, and facial hair must be neatly trimmed.
2. Jewelry will be limited to wedding rings, watches and one pair of pierced earrings which are small, post type and worn only in the ears. Dangly and loop earrings are to be avoided for the student's and client's safety. Based on asepsis issues, instructors reserve the right to have students remove all jewelry.
3. Students' tattoos must be always covered. Make up must be conservative. No gum may be chewed in the clinical agencies. Cleavage, midriff, or buttocks cannot be visible upon bending or other position changes. No leggings or form fitting or revealing clothing will be permitted.

4. The official student uniform:
 - a. In the hospital/clinical setting all BSN LSSU nursing students will wear royal blue scrub tops and bottoms, and an optional purchase of a royal blue lab jacket. The official student uniform at My Michigan clinical sites is a white scrub top and Royal blue bottoms. *Select clinical sites may have other uniform requirements. Course faculty will communicate these requirements should they occur.*
 - b. Tops must properly fit to assure no skin exposure during movement including but not limited to raising hands above waist and bending over. In efforts to maintain a professional appearance the pants must be straight-legged and hemmed to not touch the floor.
 - c. Uniforms should be clean and free of wrinkles. It is recommended that students purchase two scrub sets since many clinical days are back-to-back which can make laundering in between difficult.
 - d. Uniforms consistent with chosen color/style are available for purchase at the Barnes & Noble LSSU campus bookstore. The LSSU Student Nurse patch must be fully adhered to the left shoulder sleeve of the scrub shirt and lab jacket. Students are allowed to wear a plain white long sleeve t-shirt under the scrub top if setting temperatures support such layering.
 - e. Shoes must be close-toed and close-heeled. They must be leather or vinyl and neutral (white, grey, brown, black) color. No bright or fluorescent colors. Platform-type is not permitted for safety reasons.
 - f. The LSSU picture ID student name badge must be always worn on the left chest area while in uniform. Any exceptions to the dress code will be determined by the course coordinator or the clinical site policies.
5. Perfume or cologne is not to be worn in the clinical area due to possible allergies of patients, agency staff, peers, etc.
6. While in uniform, students must not smoke, chew tobacco, or smell of tobacco or smoke.
7. Students must not engage in use of alcohol or substances that impair behavior, coordination and judgement while in uniform.
8. Fingernails are to be short, clean, and polish-free to ensure client and student safety. No acrylic, nail decorations or artificial nails.
9. When the clinical day is completed, students are required to change out of their uniform as soon as possible i.e., they should not wear their scrubs to any non-clinical activities. Students should consider a change of clothes be brought with them if they anticipate any public stops on the way home.

Badges

Badges are required to be worn at all times in clinical agencies. Badges will be returned to the Course Coordinator at the end of the semester or an Incomplete grade may be given.

CPR

Maintenance of American Heart Association (AHA) CPR is required for all clinical courses. CPR certification will be obtained as part of the nursing program as part of NURS 212 lab. It is the responsibility of the student to recertify prior to expiration.

Attendance

Students are responsible for acquiring knowledge, skills and values necessary for the safe practice of nursing. Clinical and laboratory attendance is required to meet course objectives and to demonstrate safe practice of nursing. Absence or tardiness makes it impossible to evaluate the student's ability to meet course objectives and may result in course failure. Absences from clinical which include lab please refer to the clinical make up policy below.

The nursing student is expected to make accurate and honest judgments about their state of health as a reason for not attending the laboratory and/or the clinical sections of nursing courses. When illness does not permit attendance, it is the responsibility of the student to notify the laboratory instructor and/or clinical instructor and the clinical agency prior to the scheduled laboratory or clinical time.

University Closure policy

In the event of a university closure, and in consideration of student safety, students are to follow the university guidelines and are not to report to their clinical practicum sites. Students, faculty, and clinical instructors, who are already at their clinical sites when the University has announced a closure, will be required to return home at the earliest safe opportunity.

Clinical make-up policy

All clinical hours must be made up. It is the responsibility of the student to contact the instructor regarding make-up of all clinical absences. The student will be responsible for any additional costs which may be incurred for making up clinical time. There is no guarantee that students will be able to make up clinical experiences within that semester. If the absence is a non-excused absence, the student may not be allowed to make up the clinical time and may receive a failing grade for the course.

Clinical Preparation

Nursing courses with a clinical component may require students to collect assessment data in advance, one or more days before the assigned clinical times. Adequate time needs to be budgeted to ensure proper planning of safe patient care.

Books, Uniforms and Supplies

Textbooks, uniforms and supplies for each nursing course will be available at the [LSSU Barnes and Noble bookstore](#). See supply list. Student uniforms will be purchased during the first week of classes once admitted to the clinical portion of the nursing program. Nursing ID's are required and will be ordered through the Human Resources department.

Health Policies

The School of Nursing follows the [Occupational Safety & Health \(OSHA\) Universal Precautions Guidelines](#). Nursing students are required to wear personal protective equipment when handling any blood or body fluids. It is the student's responsibility to inform faculty of personal health conditions which may present a risk to themselves or others. Efforts will be taken to not assign nursing students who are pregnant or receiving medical treatment with corticosteroids or immunosuppressant medications to patients who present risks to students with those conditions, in accordance with standards of practice.

Students must immediately report any exposure to blood or body fluids or needle sticks in the clinical or laboratory area to their instructor and follow the agency and/or School of Nursing exposure policy guidelines.

Latex Allergy

Due to the broad range of equipment, manikins, materials and supplies used in the University's practice and simulation laboratories, and with the vast number of hospitals and other clinical facilities serving as sites for student clinical education, students must be aware that the university and clinical facilities cannot provide a completely latex-free environment. Students must notify the Director of the School of Nursing or designee prior to the start of the program if a latex allergy is present. In the case of a severe latex allergy, a health care provider's note will be required for participation in clinical and lab activities.

Substance use

The School of Nursing Substance use Policy will be followed (see Appendix D).

Health Insurance

The School of Nursing strongly recommends that all students carry health insurance while enrolled in the nursing program. Students may purchase coverage through the University or a private plan. Treatment for injuries occurring during clinical experiences are the student's responsibility.

Professional Liability Insurance

Professional liability insurance for all students is covered in program fees.

Transportation

Students will be assigned to clinical experiences requiring travel off campus. Transportation to and from clinical agencies and other related costs are the responsibility of the student.

Off-campus Expectations

Clinical experiences may be assigned at agencies outside of the Sault Ste. Marie area. Any expenses incurred are the student's responsibility. Students are expected to always conduct themselves in a professional manner, including clinical experiences which require overnight stays.

Privacy and Confidentiality

Faculty at Lake Superior State University's School of Nursing believes that the professional registered nurse is held to the highest standard when it comes to protecting the dignity and rights of the clients they serve. To emphasize this important concept, all clinical courses in Lake State's Nursing Program have a course objective that addresses the program's expectation that the nursing student adheres to this standard during their clinical practice experiences.

Confidentiality

It is a key element in respecting the dignity and rights of clients. It is the student's responsibility to safeguard the client's right to privacy by judiciously protecting information of a confidential nature during clinical experiences, discussion of clinical experiences in pre and post conferences, in the classroom when appropriate, when accessing assigned client documentation (in client hard chart or by computer), and in written coursework (that pertains to the clinical experience). Further, clinical experiences are graded on the fact that the nursing experience is identified and/or discussed; however, the client can never be identified.

Additionally, all nursing students in Lake Superior State University's nursing programs are made aware of their responsibilities regarding privacy and confidentiality by signing the School of Nursing's Privacy and Confidentiality Policy. Further, the student is made aware that any breach in privacy/confidentiality or respect for the dignity and rights of a client is justification for clinical failure, at any point during the semester, resulting in a failing course grade. The student will be required to follow appropriate confidentiality guidelines at all clinical agencies.

IV. NURSING PROGRAM ONGOING REQUIREMENTS

(For both Pre and Post-Licensure tracks)

Retention in the Nursing Program Sequence

The student is required to maintain the following for the School of Nursing:

- A. Knowledge of content in this Nursing Program Student Handbook
- B. Documentation of up-to-date immunizations.
- C. The student is required to have a baseline TB blood test or a two-step tuberculin skin test once in their lifetime. The student is required to have an annual tuberculin test thereafter according to CDC guidelines and agency policies. Those students who are medically indicated for the skin test will need to follow the CDC guidelines for TB screening.
 - i. Tuberculin test results cannot expire during a semester.
- D. Record of signed Body Fluid Exposure and Protection, Drug Policy forms and Criminal Background Policy
- E. Evidence of current CPR certification through American Heart Association (The BLS for Health Care Provider).
 - i. CPR certification cannot expire during a semester.
- F. Initial physical examination (PE) and completion of the department provided PE form by a physician or non-physician practitioner and completion of an annual 'Health History/Risk Assessment' update form (see Appendix E for the Physical Requirements for the Nursing Program)
- G. Flu vaccination per [AAFP Influenza Recommendations](#) for vaccination of health care workers.
- H. Initial criminal background check that would allow for future licensure and completion of an annual 'Student Disclosure of Criminal History' update form. Foreign applicants must submit a Criminal Background Reference check from their country. Eg. RCMP Criminal Background check for Canadian applicants
- I. Prior to admission to the clinical portion of the nursing program, the Background check will only be valid for a period of one year.
 - i. A valid passport or enhanced drivers license as determined by the Department of Homeland Security for land crossing into Canada for clinical.
- J. For RN-BSN students, submitting copies of nursing license renewals throughout the program
- K. A grade of C or better in all nursing and nursing support courses (other than the General Education Humanities courses, statistics, or electives).
- L. Grading Policy for Clinical Courses and Progression:
 - i. Nursing is an evidence-based applied science program. All nursing students must demonstrate competence in both the theory and clinical components of each clinical course before progressing to the next level of our program.
 - ii. Final grades cannot be determined for the course until after both the exam and clinical components have been evaluated separately. These two key components must meet the following criteria:
 - i. A minimum of 72% non-rounded exam average for the theory component
 - ii. "Satisfactory" for the clinical component.

If the above criteria are not met:

Students have the option of continuing to attend the non-clinical components of the course and complete course activities including exams [apart from the Criminal Background Check as this would preclude a student from being able to obtain a nursing license]. The student's grade will then be determined based on the points earned at the time of the clinical failure but not higher than a C-.

Once it is determined that exam and clinical component requirements have both been met for the course, scores earned on other graded activities (as determined by the course coordinator and outlined in the syllabus) will be added to the student's earned exam grades so that a final course grade can be determined using the LSSU School of Nursing Grading Scale below:

V. GRADING SCALE

Letter Grade	Percentage	GPA
A+	98- 100	4.0
A	92– 97	4.0
A-	90 – 91	3.7
B+	88 – 89	3.3
B	82– 87	3.0
B-	80 – 81	2.7
C+	78 – 79	2.3
C	72 – 77	2.0
C-	70 – 71	1.7
D+	68 – 69	1.3
D	62 - 67	1.0
D-	60 – 61	0.7
F	0-59	0.0

These are the School of Nursing minimal grading standards. See course syllabus for additional requirements.

ATI Grading Policy: Content Mastery Review Assessments with the score achieved on these assessments will be counted as 10% of the final grade in that course.

VI. ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION

Probation, Non-Academic

A student may be placed on probation for reasons other than academic. These may include (but are not limited to): cheating, dishonesty or unethical behavior. The student must comply with the terms of probation or be dismissed from the program. The terms of probation will be determined by the faculty of the School of Nursing.

Probation, Academic

University policies concerning academic probation will be followed (see [Academic Catalog](#)).

Professional Conduct and Program Dismissal

A nursing student practices within the regulatory boundaries of the [Michigan's Public Health Code](#) and follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

Students are expected to follow the standards of practice and conduct as identified in the [University Catalog](#), the ANA Code of Ethics (see Appendix C) and this Student Handbook.

Conduct Outside of the Class or Clinical

In Michigan, a nurse's (or student nurse's) off duty behavior can lead to license discipline or revocation if it constitutes unprofessional conduct. [Michigan Compiled Laws - Section 333.16221](#).

Reasons for dismissal from the nursing program include the following:

Unsafe, Unprofessional Clinical Practice

Critical patient safety event or a consistent pattern of unsafe clinical practice. Unsafe clinical practice, as identified by the clinical instructor, may include actions that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status; the student will be provided with documentation and counseling prior to dismissal.

Unsafe and/or Unprofessional Student Practice

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. Depending on the degree of actual or potential harm a client may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

Alternatively, a nursing faculty may have reason to conclude (suspicion of direct or indirect knowledge) that a student's clinical practice is at risk for, or has the potential for, student's unsafe or unprofessional practice.

The nursing faculty will: Directly notify the student in writing of the reasons of at risk behavior, with the next steps and/or improvements that need to be made. A copy of the written notification will be forwarded to the Director of Nursing and the student's advisor.

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk
3. The time and date by which the corrective actions must be achieved
4. Any modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice including but not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site.

The actions that may be taken if the specified improvements prescribed are not achieved include (but are not limited to):

1. Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).
2. Fail the course because behavior has become unsafe and/or unprofessional.
3. Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the professor of the current semester and the professor responsible for the subsequent clinical course will agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester, and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

Unprofessional conduct

Behaviors constituting unprofessional conduct include but are not limited to dishonesty, breach of confidentiality/privacy (see School of Nursing Privacy/Confidentiality Policy), substance use (see School of Nursing Substance use Policy) and any other conduct which may prohibit licensure by the Michigan Board of Nursing upon graduation or result in loss of licensure as a registered nurse.

Physical or emotional conditions which prevent the student from meeting program requirements, or which may jeopardize the safety of a patient.

Academic Dishonesty

Cheating is a violation of the trust which should exist between student and teacher. It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during an exam offer, receive, or copy any information of any kind to another student, or have in their possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

No student shall submit as their own work any work containing ideas, or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, and case studies, take home assignments, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.

No student shall upon reviewing their test results (during a test review period) attempt to alter them in any manner or copy the questions.

No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.

The School of Nursing abides by LSSU's Academic Integrity policy ([see University Catalog](#)).

Change in Criminal Background.

Failure to report a change in the student's criminal background to the Director of the School of Nursing will result in dismissal from the Nursing program. After review of the change in criminal background, the School of Nursing Director will determine whether the student may continue in the nursing program.

Two Nursing or Nursing Support Course Failures or Overall GPA of < 2.0 Two grades of C- or below in any nursing program required courses which are taken after admission to the nursing program, other than the General Education COMM 101, Humanities courses, statistics, or electives, and/or failure to achieve and maintain an overall GPA of 2.0.

Failure of One Nursing or Nursing Support Course

If a student wishes to progress in the nursing program following failure of one nursing, or nursing support course, a letter requesting continuation must be submitted to the Director of the School of Nursing with a copy sent to the student's adviser by the student. The purpose of this policy is twofold:

1. Students' progress through the program as a member of a cohort, there may not be an available slot for the repeating student in the next available course.
2. It is important for the student to develop a plan so that the potential for success in the repeat course is enhanced. This plan should be developed with the Nursing Faculty member whose course the student failed, and a copy sent to the student's advisor by the student. Issues that may need to be addressed include time management, study habits, the need for support services, etc.

Repeating courses

Repeating courses and progression in clinical sequence depend on clinical space available. When a student receives a failing grade in a course with a classroom theory and clinical component, both the theory and clinical components must be repeated. Students who receive less than a C in courses other than nursing and nursing support courses may continue in the program if their overall grade point average remains 2.0 or above. University policies regarding repeats for other courses will be followed (see [University Catalog](#)).

Withdrawal from the Nursing program (see also [University Catalog](#))

If a student requests an N or W grade for a nursing course and is demonstrating unsafe clinical practice as outlined above in "dismissal" section, and/or has a C- or less at the time of the withdrawal request, then the withdrawal will be considered a clinical/lecture failure for the purposes of program progression.

Request for Readmission to School of Nursing

After Failure of Two or More Nursing or Nursing Support Courses

Readmission following failure of two or more nursing or nursing support courses will require: a. A written appeal to the Director of the School of Nursing (see readmission application process) b. A majority vote by the Nursing Faculty.

After Interruption in Nursing Course Sequence

A student must request readmission into the nursing program, if the student has not enrolled in a nursing course(s) for one semester or more. Students enrolled in university courses, but who have not continued to follow the sequence of nursing courses for one semester must request readmission into the nursing sequence. Readmission will depend on factors that may include space in clinicals.

Readmission Application Process

Written requests for readmission to the Nursing Program must be made to the Director of the School of Nursing. Requests for readmission must be submitted as soon as possible, upon notification of failure prior to desired re-entry. Applicants will be informed of the decision in writing.

- A. Students who are reapplying to the nursing program for academic related reasons may submit a request for readmission. The request must include:
 - a. A letter of request to the Director of Nursing that includes:
 - i. Identification of reasons for withdrawal or failure to successfully complete course(s)
 - ii. Semester of desired re-entry
 - iii. Any other pertinent information that provides context to the situation
 - b. Collaborative Success plan completed in conjunction with Instructor/Advisor. Must include:
 - 1. Courses completed to satisfy academic deficiencies
 - 2. Remedial work in mathematics, nursing lab, language or reading lab, study improvement courses, tutoring, independent study
 - 3. Counseling
 - 4. Other evidence that indicates plan for improvement of deficiencies
- B. Students who withdraw from the nursing program or sequence for *non-academic reasons may qualify for readmission* by submitting:
 - a. Written request for readmission
 - b. Reasons for withdrawal
 - c. Semester of desired re-entry
 - d. Evidence that would indicate improvement or solution to problems which precipitated withdrawal

Students who withdraw from the nursing program should be aware that credit for previous nursing courses is acceptable up to five years. Students re-entering the nursing program adhere to the policies of the [University Catalog](#) in effect at the time of readmission.

Student Appeals

Student Appeals Procedure

Students are guaranteed the right of due process and if a student believes there is an issue to appeal, the student will follow the University Grade appeal process (see [University Registrar's Office website](#) that outlines the steps of the Grade Appeal.

Students with other complaints and/or issues (ie. any student who feels they have not received fair and/or just treatment) are directed to follow the [Student Complaint and Grievance Policy](#).

VII. GRADUATION REQUIREMENTS

1. Fulfillment of general University requirements for degree of Bachelor of Science in Nursing.
2. Successful completion of all courses in the nursing curriculum; an overall grade point average of 2.00 or above and a grade of C or better in nursing and nursing support courses.
3. Required academic credits include 60 nursing major credits, 65-66 nursing support and general education credits and three general elective credits.
4. A minimum of 124 credits is required to complete a degree of Bachelor of Science in nursing.
5. As part of the program evaluation process, a comprehensive nursing test is required of all pre licensure nursing students prior to graduation.

VIII. PROGRAM COMPLETION

Graduate Nursing Pin

The nursing pin, which signifies the completion of the Bachelor of Science nursing program, represents professionalism and educational achievements. The pin is traditionally presented to graduates at the senior pinning ceremony. The pinning ceremony symbolizes the School of Nursing faculty welcoming the graduating students to the profession of nursing. The pin, which bears the symbol of the anchor, the insignia of the University, was designed by the 1989 nursing class graduates. The School of Nursing will provide the pins. Students will NOT be able to receive the pin if they do not successfully complete the program.

Choice of Pinners: Graduates will be pinned by an RN (BSN, ADN, or diploma) or jointly by an RN and a pinner of the student's choice if they do not hold the same licensure status as an RN.

Dress code for the pinning ceremony is as follows:

- White scrub material top and pants or white scrub material dress. (Must be actual scrubs/not costume). Appropriate dress length is not shorter than 1 inch above the knee.
- Caps for women. No caps for men.
- White shoes (athletic style appropriate for work).

Comprehensive Assessment Exam

As part of the evaluation process and accreditation requirements, an end of program comprehensive assessment exam is required for all pre-licensure students prior to graduation.

Licensure: National Council Licensing Examination for Registered Nurses (NCLEX-RN)

Graduates of this program are eligible to write the NCLEX-RN examination administered by the Michigan Board of Nursing for licensure as a Registered Nurse (RN). Canadian students may be required to pass the NCLEX-RN examination prior to applying for licensure in Ontario. Completion of academic requirements for the BSN does not guarantee eligibility for Michigan Registration Nurse Licensure. Students who have been convicted of a felony should contact the Michigan Board of Nursing for eligibility requirements.

IX. ADVISING

Purpose

The purpose of student advisement is to promote academic achievement through student/faculty interaction, course planning and academic advisement.

Procedure

A nursing faculty advisor(s) will be assigned to all incoming pre-nursing students by the school Academic Assistant, who maintains updated advisee lists. Faculty advisor and student advisee should meet on a routine basis, but no less than each semester.

Student Responsibility:

It is the advisee's responsibility to:

1. Develop a master plan for program completion
2. Keep the advisor informed of progress in the meeting plan.
 - a. Changes in plan for completion
 - b. Academic difficulty
 - c. Remedial action undertaken
3. Bring draft course schedule to advisor for approval each semester
4. Any course failure

Advisor Responsibility:

It is the advisor's responsibility to:

1. Advise students of policies which may have an impact on their plan of study during advisor/student appointments
2. Assist students with academic problems to develop goals and strategies to improve grades
3. Refer students to appropriate campus or community services
4. Review course schedule selected by students, assisting as necessary and remove advisor hold

Counseling and Success Centers

Lake Superior State University maintains a [Counseling Center](#) and an [Academic Success Center](#) which provide extensive services designed to help students decide and/or meet their career goals. These services include:

1. A comprehensive testing program with a wide variety of standardized aptitude, achievement, intelligence, and occupational interest tests offered to students.
2. Test result evaluation and counseling sessions.
3. A free tutoring service to assist students having difficulty in any academic area.
4. Assistance to students with learning disabilities.
5. Courses, such as University Success Strategies (USEM101), which can make one's transition to university studies easier and may even improve grades, or the University Seminar Course(s).
6. In addition to academic and vocational counseling, counseling staff members are always willing to discuss any personal, social or adjustment problems the student may have while on campus.

X. GENERAL INFORMATION

Student Representation on School of Nursing Committees

Student representatives may be invited to serve on the Student Affairs Committee, Curriculum Committee, Outcomes Committee, and Learning Resources Committee. Also, students may self nominate for positions by submitting a resume with one faculty or clinical faculty recommendation. Student representatives on these committees have the following responsibilities:

1. Attend committee meetings and notify the chairperson if unable to attend.
2. Keep the student body informed of current issues and concerns, policy changes, and other concerns.
3. Be responsible for sharing ideas and suggestions with the committee.
4. Have voting power within the committee.

National Student Nurses' Association - Lake State Student Nurses' Association

The National Student Nurses' Association (NSNA) is a professional organization which has been and is directed by nursing students on a chapter, state and national level under the sponsorship of the American Nurses' Association and the National League for Nursing.

Membership is voluntary and open to students enrolled in BSN pre- and post-licensure curricula. The Lake State Student Nurses' Association (LSSNA) is the local organization; a member of the School of Nursing serves as an advisor to the group. Membership in the LSSNA is an excellent way to meet fellow nursing students who can serve as resource people as you progress through the nursing program. LSSNA members are active in community activities and in organizational fundraisers. LSSNA members are eligible to be elected to a position on the chapter Board of Directors or as a delegate to the annual Michigan Nursing Student Association Convention (see LSSNA Bylaws). Members also receive NSNA's publication, *Imprint*.

Cost

In addition to general University fees, students enrolled in nursing must plan for expenses incurred with travel to and from clinical agencies, including bridge fees and parking, and the purchase of items in the following list.

Estimated Nursing Program Costs Over the Three Years (Approximate figures):

Miscellaneous Expenses*	
Books/Software:	Variable \$50-\$300/semester
ATI	See below for ATI
Uniform and Shoes	\$150
Nursing Tools (ex. stethoscope, goggles, watch, bp cuff)	\$150
CPR certification (every 2 years)	\$40/class
TEAS Exam - one-time fee	\$75
Bridge toll (selected semesters)	(Variable)
Transportation to clinical sites	(Variable)
Immunizations (N95) (under insurance or LSSU fund)	\$10
Background check (with fingerprints) One-time fee	\$70
ACEMAPPs annual fee	\$50
Pinning/Graduation attire	\$150 (Variable)

ATI

Lake Superior State Nursing Program utilizes a comprehensive online learning platform that allows students to be prepared to be successful in not only NCLEX preparation but also throughout the nursing program. Multiple video tutorials, assessment strategies, simulations, electronic health records, and personalized learning pathways as well as evidence based resources in all aspects of nursing practice are available in this resource. The ATI bundle resource has taken the place of multiple textbooks and multiple other resources. Each student is required to purchase the ATI resource. This is automatically included in the course fees attached to the core nursing courses in the Sophomore and Junior nursing years and is currently \$916 a semester for those 4 semesters.

Career Services

Centralized placement and career counseling services are offered by the University on a full-time basis. [Career Services](#) will help the student prepare a resume and plan a job-search campaign. Business, industry, and civil service agencies annually send representatives to campus to interview graduates and potential graduates seeking employment. Career Services publicizes the arrival of these representatives and arranges appointments for interviews with interested students.

A Career Resource Library and on-line access to graduate school information and catalogs are available to assist those seeking employment or who decide to seek higher level degrees.

A list of part-time and full-time job opportunities is also maintained for those students who desire employment while attending Lake Superior State University.

Financial Aid

Lake Superior State University strives to reward scholarship and to meet the needs of the many students who apply for financial assistance. If it is determined that “financial need” exists in a situation, University, State and Federal aid programs may enable students to receive a “financial aid package.” This package could include a combination of a scholarship, grant, loan and/or work-study assistance.

Students who have excellent high school or community college academic records are encouraged to apply for scholarships regardless of “need.” The ability of the [Financial Aid Office](#) to meet one’s need is contingent upon funds being available, the application and other required forms being received on time, and whether one meets the qualifications for the various types of aid.

Scholarships and Awards

There are several scholarships available to students in the Nursing program including full tuition. On average 16 scholarships are awarded each year to already admitted students. Application period can start as early as February but may vary and is dependent upon the business and financial aid office posting. Additional information is available on the [LSSU School of Nursing website](#).

Clinical Agencies

To enhance student learning, the following clinical agencies have been used for student clinical experiences.

American Red Cross 511 Ashmun St, SSM MI 49783 (906) 632-8111	Bay Mills Tribal Health 12124 W. Lakeshore Dr. Brimley, MI 49715 (906)-248-3217	Brimley Area Schools 7134 S. M-221. Brimley, MI 49715. (906) 248-3219	Chippewa Correctional Facility 4269 M-80 Kincheloe, MI 49788 (906) 495-2275
Chippewa County Jail 325 Court Street, SSM, MI 49783	Chippewa County Public Health Dept. 508 Ashmun St. SSM, MI 49783 (906)-635-1566	Community Action Agency 524 Ashmun Street, SSM, MI 49783 (906) 632-3363	District16 EUP (AA) Information Line: (906) 240-9897 Email: district16@eupaa.org
EUP Intermediate School District 315 Armory Place SSM, MI 49783 (906) 632-3373	Great Lakes Recovery (1) Men's New Hope House 1416 W. Easterday Ave. SSM, MI 49783 (906) 635-5542	Great Lakes Recovery (2) Women's New Hope House 2655 Ashmun St. SSM, MI 49783 (906) 632-2522	Great Lakes Recovery Centers -MAT Clinic SSM, MI - Outpatient Services 2655 Ashmun St. SSM, MI 49783
Head Start/Early Head Start 524 Ashmun St. SSM, MI 49783 (906)-632-1566	Helen Newberry Joy Hospital and Healthcare Center 502 W. Harrie Street Newberry, MI 49868 906) 293-9200	Hiawatha Behavioral Health Center 3865 South Mackinac Trail SSM, MI 49783 906) 632-2805	Hospice House 308 W. 12 th Ave SSM, MI 49783 (906)-259-0222.
JKL Bahweting Schools 1301 Marquette Ave. SSM, MI 49783 906) 635-5055	Kinross Correctional Facility (KCF) 4533 W. Industrial Dr. Kinross Charter Twp. MI 49788 906) 495-2282	LMAS District Health Dept. 749 Hombach St. St. Ignace, MI 49781 (906)-643-1100	LSSU HealthCare Center 621 W Easterday Ave. SSM, MI 49783 (906)-635-2110
Mackinac Straits Health System 1140 N State St. St Ignace, MI 49781 906) 643-8585	Medilodge of Sault Ste. Marie 1011 Meridian St. SSM, MI 49783 (906)-635-1518	Mercy Plus Home Health 3487 S. Linden Rd Flint, MI 48507 (810) 487-5571	My Michigan Health In-Patient: Behavioral Health Center 16523 S Water Tower Dr. Kincheloe, MI 49788 (906) 632-5900
My Michigan Sault Medical Center Sault 500 Osborn Blvd. SSM, MI 49783 (906)-635-4460	My Michigan Sault Women's Health Care 509 Osborn Blvd. Suite 120 SSM, MI 49783	Northern Transitions 1401 W. Easterday Ave. SSM, MI 49783 906) 635-5681	Rudyard Area Schools 11185 W. 2ND ST RUDYARD, MI 49780 Phone: 906-478-3771
Sault Area Public Schools 904 Marquette Ave SSM, MI 49783 (906)-635-3839 x5800	Sault Tribe of Chippewa Indians 2864 Ashmun St. Sault Ste. Marie, MI 49783 (906)-632-5200	Sault Tribe of Chippewa Indians- St Ignace Clinic 1140 N. State St., Suite 2805, Saint Ignace, MI 49781	

Appendix A

PROCEDURES ON DISCLOSURE OF CRIMINAL HISTORY IN THE NURSING PROGRAM

Admission to Lake Superior State University's nursing programs shall not be denied solely on the basis of a prior felony or misdemeanor conviction, unless it prohibits the student's ability to:

1. Obtain a Canadian Work Visa* (a requirement outlined in the Student Handbook).
2. Crossing the Canadian/United States border for educational purposes.
3. Handling and distributing medications and controlled substances as a student nurse.
4. Driving self to field experiences required by the clinical rotations in the nursing programs; or
5. Participating in clinical experiences in a nursing home, county medical facility, or home for the aged.

Students will be asked to provide information indicating whether they have been convicted of the specific types of offenses listed in the current guidelines issued by the Michigan Department of Community Health *when they apply to the program*. They will also be required to sign a criminal history disclosure form and submit to a FBI-level background check (with fingerprints). The cost of this is approximately \$70.00.

An applicant or current nursing student who is convicted of an offense as noted in Section II above at any point in the nursing program must report it immediately to the Director of the School of Nursing.

After criminal background checks have been completed, the Director of Nursing will review them promptly. Any student who cannot be placed in clinical settings based on the above guidelines will not be admitted to the nursing program. If there are any questions about placing a student based on the above guidelines, the decision about continuing in the program will be made by the Director of Nursing.

Students will be required to update their Criminal Disclosure form on an annual basis. This is in accordance with other licensed professional programs and Community placement agencies. Once a student is admitted into the nursing program, any student who has concealed or falsified information will be dismissed from the nursing program.

Examples of Crimes Involving Moral Turpitude: (source: MI Dept. of Community Health guidelines)

Crimes involving a substantial misrepresentation of any material fact to the public, including:

- Crimes involving homicide, murder, manslaughter, mayhem, negligence homicide, assault.
- Crimes which involve a violent act or a threat of a violent act against any person or a crime.
- Criminal sexual conduct in any degree.
- Commercial activity involving child use, neglect or exploitation, kidnapping, adoption schemes and prostitution.
- Child use or neglect.
- Cruelty toward, or neglect.
- Robbery, armed robbery, burglary, receiving stolen property, concealing stolen property.
- Extortion.
- Obtaining property by false pretenses.
- Larceny by trick.
- Larceny by conversion.
- Embezzlement.
- Arson.
- Offenses involving narcotics, alcohol or controlled substances that result in a felony conviction.

(Note: Minor in possession/consumption, drunk driving are felony offences in Canada).

Appendix B

STUDENT NURSE'S CODE OF CONDUCT

Purpose: The purpose of the Code of Conduct is to foster and enhance professionalism, create standardization, communication expectations and provide direction to all members of the LSSU School of Nursing (students, faculty, and staff).

Regarding the above, all members of the LSSU School of Nursing community have a shared duty to:

1. Realize the need for strict confidentiality both within and outside the University and community settings.
2. Treat all people with respect, dignity, fairness, and courtesy while enhancing personal and professional diversity and creativity.
3. Foster learning within the School of Nursing while recognizing differences in achievement, experiences, and aspirations.
4. Promote a safe and healthy environment conducive to learning in university and clinical settings.
5. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
6. Conduct self with integrity and comply with all applicable laws, University policies and procedures, and professional and/or departmental guidelines.
7. Communicate in a manner that is direct, timely and honest in relation to verbal, visual, written and electronic information
8. Provide knowledgeable, theory-based, and client-centered nursing care.
9. Conduct oneself in a way that promotes respect for the profession and development of the whole person, while encouraging excellence in activity and accomplishment.
10. Enable all individuals to benefit from an atmosphere of ethical conduct by maintaining honesty, self integrity, responsibility, and accountability for their actions.
11. Recognize that all members of the School of Nursing (students, faculty, and staff) share in the responsibility and authority to challenge and make known, to the proper authority, acts of apparent academic dishonesty including:
 - a. Plagiarism (see definition as outlined in University Catalog)
 - b. Cheating (see definition as outlined in University Catalog)
 - c. Falsification of data
 - d. Aiding and abetting dishonesty
 - e. Falsification of academic records and official documents
 - f. Inappropriate nurse-patient relationships.
12. Refuse to engage in, or condone, any form of discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, physical appearance, or disability.
13. Not to attend classes or clinical activities while under the influence of mind-altering substances including alcohol, illicit drugs, over the counter or prescription medications.
14. The student will refrain from off work behavior that will make them too tired to provide care. For example, substances consumed the night prior to a clinical may impair safe clinical performance and should be avoided. Another example would be working the shift immediately prior to clinical. Sleep should be adequate to provide safe care. The student has a responsibility to self report any concern for not being fit to be present at clinical.
15. Adhere to a dress code as described in this Nursing Program Student Handbook.

Code of Conduct Professional Nursing Pledge

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

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

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

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

— Ruby L. Wilson, EdD, RN, 1994, January, Nursing and Health Care

Appendix C

AMERICAN NURSES' ASSOCIATIONS (ANA) CODE OF ETHICS FOR NURSES

Access the following link for the Ethical Provisions: <https://codeofethics.ana.org/provisions>

Students have a responsibility to review and adhere to these provisions.

Appendix D

SCHOOL OF NURSING DRUG & ALCOHOL POLICY

It is the policy of Lake Superior State University (LSSU) to promote a drug free campus. The School of Nursing expects the behavior and conduct of the nursing student to comply with the University's policy as stated in the University [Student Handbook](#).

“Any student violating the law for this policy relating to alcohol may have one or more of the following sanctions imposed: Formal reprimand, disciplinary probation, restitution, restriction from University employment, class/workshop attendance, educational project completion, community service, University housing transfer/removal, removal from specific courses/activities, no contact/restriction from entering specific University areas/persons, and suspension or expulsion from the University. In addition, the student may also be subject to the penalties related to the violation of any federal, state or local law.”

The LSSU School of Nursing expects all students to adhere to the professional behavioral standards of Registered Nurses as part of their academic requirements. Included in those professional behaviors is the maintenance of a drug free environment to assure a safe, fair working environment for all nursing students and their patients. The School of Nursing recognizes substance use (SA) and chemical dependency (CD) as hazards of nursing practice. Any student suffering from the illness of chemical dependence will receive the same careful consideration and referral for treatment as a student having any other chronic illness.

Attendance

- Excessive sick calls
- Repeated absences with a pattern
- Tardiness, suspiciousness
- Frequent accidents on the job
- Frequent physical complaints
- Peculiar/improbable excuses for absences
- Frequent absences from clinical area
- Frequent trips to rest room/locker room
- Long coffee or lunch breaks
- Early arrival or late departure
- Presence in clinical during scheduled time off
- Confusion about work schedule
- Requests for assignments at less supervised setting

Physical Signs

- Hand tremors
- Excessive sweating
- Marked nervousness
- Coming to clinical intoxicated
- Blackouts
- Frequent hangovers
- Odor of alcohol
- GI upset
- Slurred speech
- Increased anxiety
- Unsteady gait
- Excessive use of breath mints/mouthwash
- Sniffing, sneezing
- Clumsiness
- Flushed face
- Watery eyes, constricted/dilated pupils
- Anorexia

Behavior

- Sloppy/inappropriate clothing
- Poor hygiene
- Mood swings
- Frequent irritability with others
- Excessive talkativeness
- Poor memory
- Physical use
- Rigidity/inability to change plans
- Incoherent or irrelevant statements
- Drowsiness at clinical
- Uncooperativeness with staff
- Tendency towards isolation
- Deteriorating relationships
- Inappropriate behaviors (laughing, crying...

Performance

- Excessive time required for record keeping
- Assignments require more effort/time
- Difficulty recalling/understanding instructions/concentrating
- Difficulty in assigning/understanding priorities
- Absentminded/forgetful
- Alternate periods of high and low activity
- Increasing inability to meet schedules
- Missed deadlines
- Frequent requests for assistance
- Carelessness
- Overreaction to criticism
- Illogical or poor deteriorating handwriting
- Poor judgement
- Inattentive
- Disorganized
- Tendency to blame others
- Patient's complaints regarding poor care.

The school requires that all nursing students be free from impairment and/or illegal drugs at all times during lab/clinical placements.

Nursing students who are taking over the counter or prescribed medication are responsible for being aware of the effect the medication may have on their academic performance or personal behavior and should report to their instructor or advisor the use of any medication that may impair their performance.

There are numerous signs of SA and CD related to job performance and attendance. While single incidences of these behaviors may be significant, the presence of several, and an increasing frequency or a consistent pattern of these behaviors are the basis for reasonable suspicion of chemical impairment. Signs commonly associated with impairment include a change in the pattern of attendance, behavior or performance; physical signs of impairment or withdrawal, and unusual/abnormal use of controlled substances. Specific student behaviors suggestive of SA and CD include, but are not limited to, any one or combination of the following:

Impairment is defined as: "The inability or immediately impending inability of the nursing student to practice their health profession in a manner that conforms to the minimum standards of acceptable and prevailing practice for that student nurse due to substance use, chemical dependency, and mental illness, or the students' use of drugs or alcohol that does not constitute substance use or chemical dependence." (Michigan Public

When nursing faculty has direct, indirect, or suspicion of a student's behavior that is suggestive of impairment, and the student's ability to provide safe patient care, or to participate in clinical or lab activities is or could be compromised, the nursing faculty will complete a student success plan to document the nursing student's behavior and a copy of the student success plan will be placed in the student's permanent file.

The nursing student will be:

1. Immediately relieved of all patient care responsibilities in the clinical/lab setting. When behaviors are disruptive in the lab or clinical setting, the nursing student will be dismissed from the clinical/lab that day and a review plan will be required to return to class.
2. Informed at this time that they will not be permitted to operate a motor vehicle.
3. Asked at this time by the nursing instructor to submit to an immediate drug/alcohol screen.

TESTING FOR REASONABLE SUSPICION

Testing for reasonable suspicion will require that a nursing student undergo an immediate blood or urine drug testing and/or alcohol breathalyzer screen and a possible physical body examination under any of the following circumstances:

1. When there is reasonable suspicion that the nursing student is under the influence of alcohol, intoxicants, non-prescribed narcotics, hallucinogens, marijuana, or other non-prescribed controlled substances.
2. After the occurrence of a work-related injury, illness, or accident while at the school, hospital, or any affiliate academic or clinical site.
3. Observation of poor judgment or careless acts, which caused or had the potential to cause a threat to patient safety, jeopardized the safety of others, or resulted in damage to equipment.
4. Nursing students who refuse to undergo an immediate drug and alcohol screen and/or breathalyzer will be subject to immediate disciplinary actions, up to and including dismissal from the program.
5. Nursing students are held accountable for controlled substances per department policy for controlled substances at all hospitals or any affiliate academic or clinical sites.

PROCEDURE FOR TESTING

The student to be tested will be referred to the Lake State Health Care Center or nearest hospital/clinic for an immediate witnessed urine/blood/tissue screening. The student will assume all costs for lab screening. The student will release results of the urine/blood/tissue test to the Director of the School of Nursing by the next business day. The student will not be permitted to attend any further clinical placement until results are evaluated by the Director or administrative designee of the School of Nursing.

If testing is positive, the student will be suspended from the nursing program. A follow-up confirmation test to identify the drug found in the urine will then be done. All results will be reported to the Director of Nursing. The results will become a part of the student's permanent record, and appropriate referral for confidential treatment will be initiated for the student. The student will be considered for readmission into the nursing program at the successful completion of a recognized program for substance use treatment program. They must submit written verification from a physician or psychologist that they have successfully completed the recognized treatment program and remain drug/alcohol free. The student's drug/alcohol notes/tests will be expunged from their record if there are no further reports of problems, and the student successfully completes the nursing program. The student will be permanently dismissed from the nursing program following a repeat offense.

If testing is negative, the student will be advised to seek confidential professional help in determining the cause of their impaired behavior and warned that any further problems will result in expulsion from the nursing program for the safety and general welfare of the public whom they will ultimately be responsible for serving. The student will no longer be permitted on the clinical unit until further assessment/advisement is done.

regarding the behaviors that are of concern. The student can be admitted back into the clinical area when an appropriate letter of resolution regarding the behaviors that are of concern is presented to the nursing department. Should the student identify the cause for their impaired behavior, receive appropriate treatment, have no further problems, and successfully complete the nursing program, all documentation regarding their impaired behavior will be expunged from their permanent record.

DOCUMENTATION

All documentation on student behaviors will become part of the students' permanent record and any further incidents will be reported to the Provost & Vice President for Academic Affairs for University review and enforcement procedures.

NOTE: Student confidentiality will be maintained throughout all of the above protocols.

REPORTING OBLIGATION

Any student, who has knowledge of another student's unsafe practice, alcohol or drug use, especially when it affects or could affect clinical practice, is ethically obligated to report this information to at least one of the following: the Clinical Instructor, Course Coordinator, or the Director of the School of Nursing. Please refer to the American Nurses' Association Code of Ethics in the Nursing Student Handbook, Section XI General Information.

The student will be held accountable to this policy as well as the University's policy regarding drug & alcohol use.

Students will acknowledge that they have read the information regarding the Drug & Alcohol Policy and will have all their questions fully answered regarding this policy. Students shall assume full responsibility for following the LSSU Department of Nursing Drug & Alcohol Policy to the best of their ability.

Appendix E

PHYSICAL REQUIREMENTS FOR NURSING PROGRAM

Students must pass a physical exam by a physician or non-physician practitioner. The LSSU Nursing Program has identified a list of physical requirements the students must be able to perform during clinical experiences, with or without reasonable adaptations:

Lift/Walk Stand, lift (generally accepted, 50 pounds) and walk

Stand/Climb during most of the clinical experience

Stoop/Bend Physical agility is required while working around

Squat/Kneel tables & chairs in a client's room as well as stooping

Grasp/Handle and/or bending to retrieve supplies from lower storage area

Push/Pull Pushing and pulling of various medical equipment,

Reach drawing up and dispensing medications; ability to reach over one's shoulders or at waist level

Hear/See Use of special senses are required to assess client and

Touch/Smell any changes in client's condition/environment; ability to hear normal voice tones, auscultatory sounds, monitor alarms and call lights is required; ability to see and read thermometers, syringes, dials, and cardiac/respiratory monitors

To be successful in the nursing curriculum and in the role of a professional nurse, the above physical requirements are necessary for the student to possess to perform the following list of competencies, with the appropriate educational instruction. These include, but are not limited to:

1. Assist clients with meals.
2. Move, position clients in bed.
3. Assist clients to walk with and without mechanical devices.
4. Lift, transfer, and transport clients using wheelchairs and stretchers.

5. Administer medications.
6. Provide direct client care and assist with activities of daily living.
7. Respond to emergencies.
8. Supervising nurse aides in the nursing home setting.
9. Have emotional stability and the ability to accept responsibility and accountability.
10. Oral and written ability with accuracy, clarity, and efficiency.
11. Ability to learn, problem solve and reach judgments.

Every effort will be made to ensure the safety of both students and patients during clinical rotations. If you have any known allergies or chemical sensitivities, you must notify your instructor immediately. A great effort to prevent exposure to an allergen or chemical irritant will be made; however, the University and its staff cannot guarantee that students working on clinical assignments at off campus locations will not be exposed to those allergens or irritants. Students should be proactive in determining whether allergens or chemical irritants may be present at a particular site.

Appendix F

AMERICANS DISABILITIES ACT & ACCOMODATIONS

The Americans with Disabilities Act & Accommodations

Lake Superior State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. This university is also dedicated to providing equal opportunity for participation in all programs, services, and activities. If you are a student with a disability or think you may have a disability, please contact Accessibility Services, KJS Library #233, (906) 635-2355, [Accessibility Services](#) to discuss your request further. Once you have registered with Accessibility Services, students should contact their instructor as early as possible for assistance with classroom accommodations.

The ADA also outlines that health and safety factors can be taken into account when determining who is a qualified individual with a disability and that those who pose a direct threat to the health and safety of others may not be qualified. The ADA specifically outlines the definition of "direct threat" as any substantial risk to the health and safety a disabled individual poses to others, which cannot be countered with reasonable accommodations. A pandemic such as the COVID-19 pandemic meets the definition of a substantial risk to the health and safety of others.

LSSU Nursing Program Implications

A mask exemption granted by LSSU does not override the safety protocols onsite at a simulation, campus lab, and all clinical settings. The safety protocols required by that organization will be followed by students, faculty, and staff. Any individual who does not follow the safety protocol cannot remain in simulation, campus lab, and all clinical settings. Failure to follow required safety protocols will impact a student's ability to complete the clinical hour requirements for the Nursing Program.

While the ADA does apply during the COVID-19 pandemic, it does not provide a blanket exemption for individuals with a disability from complying with legitimate safety requirements necessary for safe operations. The mask exemption accommodation provided through Accessibility Services is only valid on our campus.

Appendix G

THE ANA SOCIAL NETWORKING PRINCIPLES

On a professional level, it has many significant benefits: from the collaborative exchanging of ideas or discussion of health issues; to the invaluable promotion of nursing and better health and health care for all.

However, nurses have a responsibility first and foremost to their patients. As a nurse, you must always ensure that anything you post or publish could never undermine your patient's treatment or privacy. There is also the unavoidable truth that information on social media can take on a life of its own – where inaccuracies become "fact".

With that in mind, the American Nurses Association (ANA) has created a set of principles to guide you when

using social media, allowing nurses to get the best out of it while safeguarding themselves, the profession, and their patients:

Our principles for social networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct.

American Nurses Association. (2022). *Social Media Principles*. American Nurses Association.
<https://www.nursingworld.org/social/>

Appendix H

NURSING CLINICAL COVID-19 VACCINATION STATEMENT

In general, health care providers consider vaccination against COVID-19 to be critical to the maintenance of a safe working and patient environment. As such, many of the health care agencies whom the University contracts with to provide a Clinical Nursing Experience to University students encourages but does not require all participating students be fully vaccinated against COVID-19.

Appendix I

STUDENT VACCINATION REPORTING POLICY

All incoming first-year and new undergraduate transfer students are required to report their vaccination status for selected communicable diseases.

Although the university strongly recommends all CDC recommended vaccines, this policy does not require vaccination, but does require the reporting of vaccine status.

It is important to note for incoming students that clinical agencies may deny access to unvaccinated students and thus may cause a student to not progress in their course. LSSU can not guarantee an alternate site placement will be available. Students who are concerned about clinical placement should discuss this with their academic advisor.

POLICY STATEMENT

LSSU strongly supports the use of vaccines to protect the health of our community. Immunizations offer protection from vaccine-preventable diseases and outbreaks. Therefore, it is recommended that students, faculty and staff be vaccinated with routine immunizations as recommended by the [AAFP Adult Immunization schedule](#) and/or individual health care providers. While not all individuals may choose to be vaccinated, the School of Nursing acknowledges the importance of the collection of vaccine status for quick response to outbreaks of communicable diseases, which can cause great disruption, negative impact on community well-being, and additional burdens for students, faculty, staff, and their families.

Some clinical agencies do require a waiver for incomplete vaccinations, while others may deny access to their clinical site for unvaccinated students. Individual clinical site policies will be upheld. If you are unable to attend a clinical site, this may impact your ability to complete a course and progress through the program.

Students will be considered unvaccinated for specific vaccines if:

- (1) they self-report they are unvaccinated

- (2) they self-report an incomplete series of vaccinations, or
- (3) they do not provide a copy of their immunization record or antibody status.

In the event of a communicable disease outbreak, unvaccinated students (and those considered unvaccinated) will receive specific outreach to prevent the disease from spreading.

Confidentiality and Privacy: Vaccination information will be treated in accordance with applicable laws and policies on confidentiality and privacy.

PROCEDURES

Overview and General Information

All nursing applicants are asked to report vaccination status (for the vaccines listed below) with their application.

Relevant vaccinations:

- ☐ Influenza vaccination seasonally
Most Current
- ☐ Measles, Mumps, Rubella (MMR) Vaccine
Two Doses (or positive antibodies)
- ☐ Tetanus, Diphtheria, Pertussis Vaccine (Tdap)
One Dose (within the last 10 years)
- ☐ Varicella Vaccine
Two Doses (or positive antibodies)
- ☐ Hepatitis B
Three Doses (or positive antibodies)

Vaccines are available at the LSSU Campus Health Center, local pharmacies, primary health care providers, and local health departments. Students are encouraged to call ahead to inquire about fees. Students may want to check with their health insurance provider to see if they will cover part of the costs.

Ways to Verify Vaccination Status

1. Parents or guardians, hometown primary care provider or local pharmacy.
2. The LSSU Campus Health Center if your state of origin is Michigan.

The Michigan Department of Health and Human Services (MDHHS) Michigan Immunization Portal at Michigan.gov/MiImmsportal.